



REQUEST FOR QUALIFICATIONS (RFQ)

Graphic Design Services

INTRODUCTION

The City of Milton is seeking an individual or firm to provide graphic design services for a series of interpretive signs to be placed throughout the community. At this time, the work group is looking at 15 signs with a cohesive look and feel that will highlight different historical and natural areas of the City of Milton. The work group will determine the photos and text that will be included on the signs with input from the graphic designer selected.

SUBMITTAL SUMMARY

Submittals must include the following information for consideration:

- Description of qualifications, including relevant background and work experience.
- Work samples
- References
- Cost information
- Suggested plan or approach to complete the design of the signs.

EVALUATION OF SUBMITTALS

Submittals will be reviewed by the Interpretive Sign Work Group and the Historic Preservation Commission to determine which have the experience and qualifications that are most suited for this project. The work group or commission may request personal interviews with the respondents or may request additional details from those respondents deemed most suitable and qualified. Upon determination of a suitable, qualified individual or organization, the City of Milton will negotiate fees and cost for services to be provided.

TERMS AND CONDITIONS

The City of Milton reserves the right to reject any and all RFQ responses. The City of Milton reserves the right to cancel this solicitation at any time without previous notification. The City of Milton reserves the right to request clarification of information submitted and to request additional information.

DEADLINE

Responses must be submitted by 4 p.m. Central Standard Time; October 28, 2021 to:

City of Milton
Attn: Inga Cushman
710 S. Janesville Street
Milton, WI 53563

Responses will also be accepted via email to icushman@milton-wi.gov.



QUESTIONS

Questions about this Request for Qualifications may be directed to Administrative Services Director Inga Cushman at (608) 868-6900 ext. 5 or by email at icushman@milton-wi.gov.

The City of Milton will not return any materials received in response to this invitation. Submittals will not be opened in a public forum.