

Request for Proposals (RFP) Number	2024-5
RFP Title	Editing, Graphics, and Design Support for an Online Planning Document and Related Materials
Deadline for Submittal	July 12, 2024 5:00 PM MDT
Scope	See details in request for proposal below
Send Submittals to	Meg Larsen, Director of Operations COMPASS 208.475.2228 mlarsen@compassidaho.org
Direct Inquires to COMPASS Project Manager	Amy Luft, Communications Team Lead COMPASS 208.475.2229 aluft@compassidaho.org
Format of Submittals	<ol style="list-style-type: none"> 1. Electronic submittals in PDF format must be received by COMPASS by the date and time in the "Deadline for Submittals" section above. No exceptions. 2. Include "Graphics and Editing" in the subject line of the electronic submittal. 3. Send electronic submittals to Meg Larsen, Director of Operations mlarsen@compassidaho.org 4. Respondents are responsible for verifying receipt by COMPASS of the submittals.
Questions and Revisions	<ol style="list-style-type: none"> 1. Submit questions no later than the date specified in the calendar below. 2. Questions must be sent via email to Amy Luft at aluft@compassidaho.org. <u>No phone calls or verbal questions will be accepted.</u> 3. Responses will be posted within three full business days of receipt. 4. If it is necessary to provide additional clarification or revisions to this RFP, COMPASS will post addenda to COMPASS' <i>Jobs and Contracts</i> web page. (https://compassidaho.org/jobs-and-contracts/). 5. It is the proposer's responsibility to regularly monitor the website for such postings.

Clarification of Submittals	<p>During the evaluation of submittals, COMPASS reserves the right to:</p> <ul style="list-style-type: none"> • contact any or all proposers for additional information for clarification purposes • discard submittals that contain errors • waive disqualifying errors or gain clarification of errors or information
RFP Calendar (below)	<p>The dates below are for planning purposes and represent COMPASS' desired timeline for this project. Any revision to the "Deadline for Submittals" will be made by addendum. All other dates may be adjusted without notice as circumstances dictate.</p>

Date	Activity
06/18/2024	RFP release
07/02/2024 5:00 PM MDT	<p>Written questions are due. No questions will be accepted after this date. Responses posted within three full business days.</p>
07/12/2024 5:00 PM MDT	DEADLINE FOR SUBMITTALS
07/15/2024- 07/19/2024	Review and selection
07/22/2024	Anticipated notification of selected contractor
07/29/2024	Anticipated contract approval and notice to proceed

Request for Proposal 2024-05

Editing, Graphics, and Design Support for an Online Planning Document and Related Materials

The Community Planning Association of Southwest Idaho ([COMPASS](#)) is seeking editing, graphics, and design support for the development of *Communities in Motion 2055*, the regional long-range transportation plan for Ada and Canyon Counties, Idaho. This will be an update to the current online plan, which can be found at <https://cim2050.compassidaho.org/>.

The types of editing, graphics, and design support needed are listed below. It is anticipated that that the design and presentation of *Communities in Motion 2055* will be similar to that of the current plan, *Communities in Motion 2050*, linked above.

- Technical editing
 - o Technical transportation planning documents
 - o Summary brochure
 - o Web pages
- Developing and updating graphics for...
 - o Technical transportation planning documents
 - o Summary brochure
 - o Web pages
 - o Outreach materials
- Designing and formatting
 - o Technical transportation planning documents
 - o Summary brochure
 - o Word Press-based [Section 508-compliant](#) web pages
 - o Outreach materials

It is anticipated that some of the graphics and design work will require creating new/original elements and some work will involve building from or updating existing materials.

The contract will extend from August 2024 through February 2028, on an "on-call" basis, as needed throughout the development of *Communities in Motion 2055*. Graphics support will be needed soon after finalization of the contract and continue through February 2028; editing and web support will primarily be needed between October 2026 and February 2028.

The selected contractor will be compensated at agreed-upon hourly rates for actual services rendered. The combined budget for these services over the life of the contract is \$60,000.

Submittal Requirements:

- A. Introductory Letter: Identification of the project manager, contact information (physical address, telephone number, and email), and a statement describing the key personnel the proposer will commit to the project to meet COMPASS' expectations. Additionally, the introductory letter should include:
 - a) A statement that the sample Professional Services Agreement (sample attached in Appendix A) has been read, that the proposer will meet the prerequisite insurance requirements, and the proposer, if selected, agrees to the terms and conditions of the agreement.

- b) A statement that no firms or individuals on the proposing team are barred from federal contracts.
- c) A statement regarding the Disadvantaged Business Enterprise (DBE) status of the proposer (including subcontractors, if any), including name of certifying agency and contact person, if applicable.
- B. Description of the proposer’s related experience and capacity to address the needs for the types of editing, graphics, and design support above
- C. Samples of work
- D. Minimum of three references
- E. Schedule of cost per hour per type of service

Electronic submittals must be received by COMPASS by July 12, 2024, at 5:00 pm MDT. Late submittals will not be accepted. Send electronic submittals to Meg Larsen, Director of Operations mlarsen@compassidaho.org. Include “Graphics and Editing” in the subject line of the electronic submittal.

Respondents are responsible for verifying receipt by COMPASS of the submittal. If you do not receive an email response verifying receipt of submittal, call Meg Larsen at 208.475.2228 before the deadline on page 1. Without an email verification of receipt, do not consider submittal as received.

Responses will be scored based on the following criteria:

Criteria	Points
Technical editing experience and quality of work samples submitted	10
Graphic design experience and quality of work samples submitted	10
Web development experience and quality of work samples submitted	10
Demonstration of integration of editing, graphics, and website work on one project	15
Experience in Word Press	5
Experience in developing Section 508-compliant work products	15
Capacity to be available for work on an “on call” basis throughout the life of the project; with the greatest intensity between October 2026 and February 2028	15
Hourly rates	15
Familiarity with the Ada/Canyon County, Idaho, region	5
Total	100