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**Prince William Sound Science Center  
Exterior Building Signage and Natural Landscaping  
Request for Proposal**

***Deadline for response***

November 18, 2024

***Date of Notification***

Applicants will be notified of the PWSSC decision no later than December 4, 2024. PWSSC has the right to reject any and all applications.

***Completion Date***

*Building signage should be completed by May 1, 2025. Landscaping should be completed by August 1, 2025*

***Project Summary***

The Prince William Sound Science Center (PWSSC) invites qualified contractors to submit quotes for the design, fabrication, and installation of a roadside sign, building signage, vinyl decals for exterior doors, and landscaping services at our new facility located at 700 New England Cannery Road, Cordova, Alaska.

The goal is to create visually appealing, functional, and durable signage that complements the building's architecture and reflects our mission. We also want to enhance the grounds with natural landscaping that requires minimal upkeep and integrates seamlessly with the facility.

**1. Scope of Work**

**a. Roadside Signage:**

- i. Create detailed design drawings and specifications to enable a sign company to bid on the delegated design, fabrication, and installation of a free-standing facility sign displaying the facility name and organization logo.
  - (1) The design should include space to affix signage for up to three building tenants, with removable and interchangeable nameplates for flexibility.
    - (a) Note: We will need to ensure the sign is on our property and not on State land.
  - (2) *(Optional)* Incorporate energy-efficient lighting into the sign design for nighttime visibility. Lighting must be DarkSky approved.

- (i) Present three sign concepts to facilitate the selection of a preferred option.
- (ii) Provide documents to approximately the 35% level for final confirmation before finalizing as bid documents for a delegated design by a sign company.

**(b) Building Signage**

- (i) Create detailed design drawings and specifications to allow a sign company to bid on the delegated design, fabrication, and installation of building-mounted signage featuring the facility name and organization logo.
- (ii) Present three sign concepts to assist in selecting a preferred option.
- (iii) Prepare documents to approximately the 35% design level for confirmation before finalizing them as bid documents for the delegated design by a sign company.

**(c) Donor acknowledgment plaques and artist description of house posts flanking the front doors of the PWSSC**

- (i) Create detailed design drawings and specifications to allow a sign company to bid on the delegated design, fabrication, and installation of signage featuring the two corporate donors who funded the project and a detailed description of each house post by the carver.
- (ii) Present three sign concepts to facilitate the selection of a preferred option.
- (iii) Provide documents to approximately the 35% level for final confirmation before finalizing as bid documents for a delegated design by a sign company.

**(d) Vinyl Decals for Exterior Doors**

- (i) Develop camera-ready artwork for exterior door decals for:
  - (1) Four doors, to be mounted to interior face of exterior door windows.
  - (2) Two doors, to be mounted to exterior face of door surface
- (ii) Provide three concepts for the selection of a preferred alternative.
- (iii) Provide camera-ready artwork for bid documents for fabrication and installation.

**(e) Landscaping**

- (i) Develop construction documents, including drawings and specifications, to guide a contractor in installing landscape improvements.

*Note:*

- (1) A buffer is needed between the parking area and the front of the seawater lab.

- (2) The area in front of the main portion of the building is a swale.
  - (3) We are open to including a bench from Alaska Plastics Recovery.
  - (4) The swale between New England Cannery Road (also referred to as Orca Road in some documents) and the main parking lot is a mix of PWSSC and state land. As such, landscaping is not necessary throughout that area. General maintenance, especially around the sign will be sufficient.
- (ii) Present up to three landscape concepts to aid in developing a preferred option, followed by draft bid documents and finalized bid documents.

## **2. Submission Requirements**

- **Company Overview:** A brief profile of your company, with experience in signage, landscaping, and installation.
- **Design Proposal:** Design concepts for the roadside sign, building signage, vinyl decals, and landscaping.
- **Cost Estimate:** An itemized breakdown for each phase of the project.
- **Project Timeline:** Estimated timeline from design approval to project completion.
- **References:** Contact information for at least two previous clients for whom the vendor has completed similar projects.
- **Permitting Process:** Outline of how the vendor will manage the permitting process for signage installation, if applicable.

## **3. Selection Criteria**

Proposals will be evaluated based on the following criteria:

- Quality and creativity of the proposed design
- Relevant experience with similar projects
- Compliance with the project timeline
- Cost-effectiveness and budget alignment
- References and past performance
- Ability to meet local permitting requirements

## **4. Contact Information**

All questions and submissions should be directed to:

Signe Baumann  
Development and Communications Manager  
Prince William Sound Science Center  
PO Box 705, Cordova, AK 99574  
907-424-5800 x260, [sbaumann@pwssc.org](mailto:sbaumann@pwssc.org)

**Attachments:**

- Logo, fonts, and design guidelines
- Photos of the building, property, roadside, and doors.
- Plat/Schematic of building and land.