

State Foundation on Culture and the Arts
Coordination and Production of Signage and Wayfinding for
HiSAM

Submission Deadline: December 7, 2022

Contract Dates: December 9, 2022 – June 30, 2023

Key Responsibilities:

- Client will prepare designs and coordinate production of signage and wayfinding materials required for the Hawai'i State Art Museum
- Work with SFCA to determine appropriate budget
- Overall creative direction
- Collect estimates from vendors
- Vetting and selection of vendors
- Coordination and execution of contracts
- Act as main point of contact for subcontractors
- Coordinate production, including material testing, preparation, etc.
- Track production budgets
- Provide account management and design support

Requirements:

- Must be a Hawai'i based company
- Proven experience with marketing and wayfinding production
- Proven experience in product development and project management
- Ability to work within a predetermined budget and ensure subcontractors remain on-budget
- Solid knowledge of techniques and principles
- Excellent organizational and multi-tasking skills
- Outstanding communication and interpersonal abilities
- Creativity and commercial awareness

Submittals:

- Please provide samples of work demonstrating these qualifications with the bid and proposal
- Selection will be made by a committee who will evaluate the provided qualifications, past experience, work samples, and references.
- The selection will not be made solely on the bid amount, but best value for the State, and will be conducted by panel review.
- HAWAI'I BASED COMPANIES ONLY
- Budget must include total price of both production fees and fees of services provided by bidder
- Price is inclusive of all taxes, fees and HlePRO
- Additional information about current and recent SFCA programs and activities can be found in the 2020 Annual Report, available on the SFCA website (sfca.hawaii.gov)