



## REQUEST FOR QUALIFICATIONS

### No. GS2012-17: Professional Exhibition Fabrication Services

The City of St. Augustine is soliciting written Statements of Qualifications and Proposal from qualified firms or individuals with experience in the design and construction of exhibition/exposition cases, furnishings and appurtenances to enter into negotiations for fabrication services involving the renovation and adaptation of the St. Augustine / St. Johns County Visitor Information Center for use as an exhibition facility by the St. Augustine 450<sup>th</sup> Commemoration.

Submittals will be received until 5:00 P.M. EDT on Friday, August 17, 2012 in the General Services Department; 4<sup>th</sup> Floor, City Hall; 75 King Street; St. Augustine, Florida 32084. **NO FACSIMILE OR ELECTRONIC TRANSMISSION (EMAIL) SUBMITTALS WILL BE ACCEPTED.** Any response submitted after the time and date for receipt listed above will be returned unopened. The submittals shall be mailed or delivered in person to:

Mailing Address

City of St. Augustine  
General Services Department  
Attn: Timothy W. Fleming  
P.O. Box 210  
St. Augustine, FL 32085-0210

Physical Address

City of St. Augustine  
General Services Department  
Attn: Timothy W. Fleming  
75 King Street  
4<sup>th</sup> Floor, Lobby "D"  
St. Augustine, FL 32084

In 2015, the City of St. Augustine will celebrate the 450<sup>th</sup> anniversary of its founding on September 8, 1565. The City's goal is to provide a secure, professional venue for the display of museum quality art exhibits, historical artifact presentations and other cultural arts themed events which will assist in commemorating, in a professional and official manner, the historical relevance and cultural significance St. Augustine has played in the development of our nation. The City's intent is to renovate the existing Visitors Information Center to provide the required venue, including the fabrication and installation of museum quality exhibition cases, modular wall units, informational kiosks and signs, video and interactive consoles, retail furnishings and other appurtenances.

A NON-MANDATORY site meeting / visit for those respondents who intend to submit a Statement of Qualifications & Proposal is scheduled for

Tuesday, August 7, 2012 at 11:00 A.M. EDT at the Visitor Information Center, 10 West Castillo Drive, St. Augustine, FL 32084. The purpose of the site meeting is to acquaint potential respondents with the conditions of the proposed exhibition facility. Respondents should indicate their intention to attend the meeting by contacting Nancy Brilliant, General Services Administrative Coordinator, at (904) 825-1010 or, via email, at [nbrilliant@citystaug.com](mailto:nbrilliant@citystaug.com) no later than 4:00 P.M. on Monday, August 6, 2012.

Request for Qualifications documents may be obtained from: City of St. Augustine, General Services Department, Lobby "D" 4<sup>th</sup> Floor, 75 King Street, St. Augustine, Florida 32084 or by contacting Ms. Nancy Brilliant at (904) 825-1010 or, via email, at [nbrilliant@citystaug.com](mailto:nbrilliant@citystaug.com). Vendors registered with DemandStar.com, Inc. can download RFQ Package No. GS2012-16-0-2012/TF at no cost from their website - [www.demandstar.com](http://www.demandstar.com).

The City of St. Augustine reserves the right, which is understood and agreed to by all respondents, to reject any or all submittals and to waive any informality or irregularity in submittals received. The City also reserves the right to award a contract on such material as the City deems will best serve its interests.

The City of St. Augustine is committed to the opportunity for diversity in the performance for all projects. All respondents are encouraged to make good faith efforts to ensure that women- and minority-owned businesses are given the opportunity for maximum participation in the supply and/or construction of the project components.

**CITY OF ST. AUGUSTINE**  
**DEPARTMENT OF GENERAL SERVICES**  
**Timothy W. Fleming, Deputy Director/Purchasing Manager**

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