

REQUEST FOR PROPOSAL

Trade Show Exhibit Design

Issue Date: October 9, 2017

Issued By: H&M Shared Services, Inc.
(a subsidiary of Henkels & McCoy Group, Inc.)

Representative: Jessica Millsip

Invitation

Henkels & McCoy Group, Inc. (HMG), Marketing department, is soliciting proposals from firms interested in designing and fabricating an interactive exhibit for the IEEE PES T&D Conference & Exposition.

Interested and qualified firms are invited to submit proposals which will be accepted until **12pm on November 3, 2017**. Proposals (PDFs are preferred) should be submitted via email to:

Jessica Millsip

Email: jmillsip@henkels.com

Direct dial: 215-283-7734

RFP Schedule

Activity	Date
RFP Distribution	10/9/17
Q&A Sessions with Respondents 30 minute 1:1 sessions (not mandatory) <i>If you would like schedule a session reply to jmillsip@henkels.com by 10/13</i>	10/16 – 10/20
RFP Responses Due	11/3/17
Proposal Review	11/6 – 11/10
Conduct Interviews with Selected Finalists	11/13 – 11/17
Select Firm	11/30/17
Relationship Effective Date	First week of Dec. 2017

Background of Henkels & McCoy

Henkels & McCoy, Inc., (H&M) is a leading utility construction firm providing critical infrastructure for the Power, Communications, Oil & Gas Pipeline, and Gas Distribution markets throughout North America. Henkels & McCoy's nationwide teams provide construction and installation, design and engineering, project management, maintenance, and emergency services to utility, commercial, industrial, and government customers.

Key brand messages can be found on our websites (links below). Clarifying questions can be answered during Q&A sessions.

www.henkelsgroup.com

www.henkels.com

www.hmiservices.com

HMG Milestone: Celebrated 95th anniversary this year

Trade Show Exhibit Information

The IEEE conference is focused on transmission and distribution in electric power. This is the largest show in this industry and occurs every other year. You can find the industry trends and topics covered in this brochure: [Click here](#)

Show website: <http://www.ieeet-d.org/IEEE18/public/enter.aspx>

Floor map is here: <http://www.ieeet-d.org/IEEE18/Public/eventmap.aspx?shmode=E>

Booth #1466. 20x20 booth required.

Exhibitor set up information is [here](#), including logistics [here](#).

Major competitors include Quanta, MYR, Par, Michels, Kiewit, MasTec, Matrix, PLH Group.

Past, Present, Future Trade Shows

Pros/ Cons of previous 20x20 booths

Pros: Image selection, height of distinct company logo had great visibility, open space

Cons: Furniture was not quality, did not include an intimate/ private meeting space for discussions

In-booth activities we'd like to incorporate: Media to highlight video of work being performed

Submission Guidelines & Requirements

The following submission guidelines & requirements apply to the Request for Proposal.

1. Only qualified firms with prior experience on projects such as this should submit proposals in response to this RFP.
2. The technical proposal must provide an overview of the proposed solution. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable.
3. A price proposal should indicate rate sheet of the pricing structure for each service.
4. Proposal must be signed by a representative that is authorized to commit bidder's company.
5. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
6. Proposals must be received **by November 3, 2017** to be considered.
7. Proposals must remain valid for a period of 90 days.
8. H&M Shared Services anticipates selecting at least two (2) firms to have more in-depth discussions with, and will make an award to one of these "down-selected" firms.

Evaluation Factors

H&M Shared Services will rate proposals based on the following factors:

1. Responsiveness to the requirements set forth in the RFP
2. Relevant past performance/experience
3. Samples of work
4. Cost
5. Technical expertise/experience of bidder

Scope of Services

H&M Shared Services is looking for a partner that can provide quality service and creative design. This includes, but is not limited to:

- Initial design, construction, in-house graphics production, turnkey services, on-site supervision, material handling while in the exhibit house's warehouse, rental of ancillary furnishings, and exhibit-property inventory control and storage.

Timeline & Budget

- Event takes place on April 17, 2018 in Denver, CO
- Approximate Project Value: \$65,000 - \$75,000 (including sponsorship)
 - Budget range includes design, labor, shipping, and materials

Questionnaire

Your Company

1. Briefly describe your firm's history, background, and project experience.
2. Provide details of your firm's financial status and stability.
3. Describe organizational approach.
4. Discuss any impending changes in your organization that could impact the delivery of services.
5. Does your company have any diversity classifications? (i.e. small business, woman owned, minority owned).

Your Practice

6. Describe what makes your firm uniquely qualified for this project.
7. Describe the proposed team that would work with H&M Shared Services, Inc. and provide information about the qualifications and expertise of each team member.
8. Describe how you would address the following:
 - a. Design and Work Plan Strategy
 - b. Onsite Project Management Approach
 - c. Progress Meetings
 - d. Cost Estimating
 - e. Scheduling
9. Indicate services that are handled in-house and if services are sub-contracted out. If applicable, identify and describe any sub-contractors (sub-consultants) that will be used.
10. Provide examples of work of completed projects.
11. What is your service philosophy?

12. What is your preferred method of communicating with your clients?

Special Services

13. Describe any additional services offered by your company that may be of interest to H&M Shared Services, Inc.

Creative Design Execution

14. Describe your company's creative design services and expertise.

15. Describe any key differentiators or unique approaches to brand and messaging development that set your company apart from competitors.

Compensation

16. Describe how you would prefer to be compensated for your services.

17. Has your firm been subject to any lawsuits or settlements specific to compensation disclosure or practices within the last five years?

References

18. Provide three references from previous/ current clients, preferably of similar size and/or need and complexity to HMG. For each reference please include:

- Past conferences
- Type/ size of exhibit
- Length of servicing relationship
- Dollar amount of project
- Contact name, title, and phone number