

Graphic Design Consultant Request for Qualifications

The City of Chicago seeks assistance with creation and graphic design of a variety of documents. The City is releasing this Request for Qualifications (“RFQ”) for organizations interested in providing graphic design consultation services to the City. The City requests that interested organizations respond to this RFQ answering the following items:

1. Please describe the organization’s experience with graphic design consultation, including information on any previous relevant engagements with governmental and/or private graphic design services. Previous experience with government organizations is a pre-requisite to the engagement – experience with the Department of Planning and Development is preferred.
2. Please describe the capacity in which the organization would be interested in aiding the City in its graphic design work for the creation of public facing documents. Include the organization’s qualifications and capabilities, as well as the qualifications of the key personnel that would be assigned to this engagement. In addition, please include contract information for 1 to 3 professional references that the City may reach out to.
3. Scope of work includes but is not limited to the following: 1) two reports – one of approximately 50 to 60 pages and one of approximately 10 to 20 pages, 2) meeting announcements, 3) flyers, and 4) feedback cards. Additional related documents may be determined necessary by the Department of Planning and Development.
4. Please detail the fee amount for the documents described above. Please also include an hourly fee rate for work beyond the above scope requested by the organization if selected.

Responses should be submitted to Claudia.Herasme@cityofchicago.org by **5pm on March 9, 2022.**