



REQUEST FOR PROPOSAL WAYFINDING SIGN DESIGN AND FABRICATION FOR THE CITY OF SALIDA, COLORADO

I. INVITATION AND INTENT

The City of Salida invites all interested, qualified persons or firms capable of providing the required products, to submit bids for the Design and Fabrication of Wayfinding Signage. The City of Salida is considering the selection of a sign fabricator for the implementation of wayfinding signs within City limits over the next 3-5 fiscal years. A preliminary Wayfinding Plan has been created outlining the different types of signs and locations. The following specifications and attachments describe the minimum requirements acceptable to the City of Salida.

The City reserves the right to reject any and all bids and to waive informalities and minor irregularities in bids received and to accept any portion of the bid or all items bid if deemed in the best interest of the City of Salida.

II. SCOPE OF SERVICES REQUESTED

1. Design

The City of Salida is looking for sign designs for primary, secondary, tertiary, and destination wayfinding signs. The design of these signs must be durable, adaptable, reflective and meet the Colorado Department of Transportation (“CDOT”) minimum requirements for signs located along Highway right-of-ways. Bidder must provide a minimum of one sign design for each category of sign as identified in the City of Salida Wayfinding Plan. Gateway signage is not included in this Request for Proposals. All sign designs must incorporate the City of Salida logo. Maximum sizes for each sign type are identified in the Wayfinding Plan. Sign designs should be adaptable and updateable to account for changing locations of destinations around the City.

2. Fabrication

A. Types and Quantities Required

As per the Wayfinding Plan the following quantities of signs shall be provided by the vendor.

<u>Quantity</u>	<u>Type</u>
7	Primary Directional Signs
21	Secondary Directional Signs
24	Tertiary Directional Signs

40 Destination Signs

1. Primary Directional Signs. Primary directional signage is to be located on highways and is designed for speeds 35 mph and above. Per CDOT requirements these signs must have engineered grade reflectivity lettering, be a maximum size of 4'x6' (w x ht), and meet the CDOT M and S Standards for Class 2 Signs, with zeebar mounting brackets and rivets covered with decals.
2. Secondary Directional Signs. Secondary directional signage is to be smaller versions of the primary directional signage. Dependent on site constraints such as locations in the historic downtown, these signs will have different sizes and pole location types. These signs are designed for speeds of less than 35 mph. Secondary signage provides directional information to multiple destinations and provides directions to more specific locations within the different commercial districts and points of interest. Per CDOT requirements these signs must have engineered grade reflectivity, be a maximum size of 3'x3'6", and meet the CDOT M and S Standards for Class 1 Signs.
3. Tertiary Directional Signs. Tertiary directional signage is the smallest version of wayfinding signage. These signs provide directions to specific locations that are off the primary routes of travel. They are intended for directional information for vehicles, bicyclists, and pedestrians. They can also be utilized on the Salida trail system. Since these will not be in the CDOT right-of-way these signs do not need meet CDOT M and S Standards.
4. Destination Signs. Destination signage indicates your arrival at a location within the City. These signs can also be utilized to post regulatory language for the use of a public destination such as a park. These signs are scaled to be easily identified by vehicle or pedestrian traffic. They should also create an entrance to the destination.

B. Performance Requirements

1. Provide workmanship and materials, free of defects. Defects shall be defined as, but shall not be limited to delamination, abnormal deterioration, fading and discoloration, weathering, failure of securing to substrates indicated, cracking, corrosion or coating damage, or visible scratches on surfaces.
2. Signage shall not bear manufacturer's code or other identifying marks on any area or part, which may be visible in the normal positioning, attitude, or use of the sign item. Date stickers to be affixed to back of signs.
3. Selected vendor shall ensure that the design of support substrates and structures are adequate and compatible for the performance of all work required.
4. All signs located in the CDOT right-of-way shall meet the CDOT's M and S Standards for Class 1 (Secondary signs) and Class 2 (Primary signs) signs. CDOT approval is required for all signs along US Hwy 50 and SR 291. Please contact Rick Routh from Region 5 at (970) 385-3629 or at

Rick.routh@state.co.us with questions regarding CDOT Requirements, after review of listed standards.

C. Submittals

1. All vendors shall submit a minimum of one design for each type of sign as identified above. Vendors shall provide a PDF of each design and three (3) 11"x17" copies with the bid submittal.
2. Prior to commencement of work, selected vendor shall provide PDF's and three (3) 11"x17" copies of shop drawings of all fabricated items. At a minimum, these drawings shall include:
 - a. Dimensions, details of construction, materials, technical data, and installation instructions for each type of sign required.
 - b. Anchorages and accessory items.
 - c. Location template drawings for items supported or anchored to permanent construction.
3. Selected vendor shall submit samples and color match samples (colors and finishes as indicated on drawings) for each sign type.
 - a. Submit proofs of artwork, map art, and symbols.
 - b. Submit prototype samples and color match samples.
 - c. For all sign types, submit complete alphabet numerals, punctuation, materials, and graphics for review prior to start of fabrication. If more than one supplier's cut will be used, submit each cut for review.
 - d. Submit templates or samples showing front or word spacing for each dimensional wall-mounted letter, for review and written approval.
4. Selected vendor shall provide structural drawings, with engineer's signature and seal, for all sign types included in the project identifying all applicable mounting applications.

D. Materials

- A. Materials shall be new stock, free from defects impairing strength, durability, or appearance.
 1. Aluminum:
 - a. Aluminum used for all exposed surfaces shall be a minimum thickness of 0.125" with a painted finish as selected by Designer. Aluminum sheet thicknesses shall be as noted on plans.
 - b. Aluminum used for concealing framing of signage shall be a minimum thickness of 0.125" with a mill finish.

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- c. Selected vendor shall provide aluminum of the best commercial quality with the various form straight and true. Selected vendor shall replace materials that have scratches, scars, creases or buckles.
 - d. Welded joints shall be heli-arc welded in conformance with the American Welding Society and the Aluminum Association's specifications.
2. Fasteners shall be non-corrosive type fasteners, nonconductive or insulated when joining non-compatible materials. **Vandal-resistant fasteners** are required on signs.
 3. Engineered grade reflectivity shall be used on any signs located in the CDOT right-of-way.
 4. Other proposed sign materials must be pre-approved by the City and CDOT prior to the bid submittal deadline. Vendors must provide cut sheets for the proposed material to be approved by the City and CDOT.

E. Quality Assurance

1. Selected vendor shall comply with all municipal and state code requirements.
2. Selected vendor shall ensure that all signs comply with *The Americans with Disabilities Act*, ADA Section 4.30 Signage; Section 4.30.5 Finish and Contrast; Section 4.30.6 Mounting and Location and Height.

F. Warranty

1. Selected vendor shall provide a five (5) year written warranty on all materials and workmanship for sign structures.

G. Preparation for Installation

1. Selected vendor shall provide adequate temporary support to assure the structural value and integrity of the affected portion of the work during storage outside prior to installation by others.

III. AWARD CRITERIA

The City of Salida will award the bid for the products and services that will serve the City's best interest; therefore, the following criteria will be used when evaluating bids:

1. Meets or exceeds specifications for design, aesthetics and functionality.
2. Is a design that compliments and enhances the aesthetics and environment in Salida.
3. Total Cost to the City of Salida
4. Delivery Date, ARO (After Receipt of Order)
5. Results of Reference Checks

IV. BID SUBMITTAL REQUIREMENTS

1. All vendors shall submit a minimum of one design for each type of sign as identified above (Primary, Secondary, Tertiary, and Destination). Vendors shall provide a PDF of each design and three (3) 11”x17” copies with the bid submittal.
2. All vendors shall submit completed Bid Sheet (below) with total costs for supplying all signs.
3. All vendors shall submit the completed Warranty Guarantee (below) with the submittal of the bid.
4. On a sheet of paper attached to the Bid Sheet, list the projects your firm has completed within the past five (5) years that are similar to that requested in this Invitation for Bids. Include customer name, contact, telephone number, and address for each reference.
5. Identify all services, which are expected to be provided by the City of Salida.
6. Installation of signs and sign posts are not included in this request for proposal.
7. To get updated information prior to bid submittal deadline or for additional information regarding this request for proposal can be obtained by contacting Community Development Director Michael Yerman at (719)530-2631 or by email at Michael.Yerman@cityofsalida.com.

V. Proposal Submittal Deadline

1. Proposal Submittal Deadline – proposals should be submitted as follows:

City of Salida
Wayfinding Signs Bid
ATTN: Michael K. Yerman
448 E. 1st Street Suite 112
Salida, Colorado 81201

Proposals are to be submitted by February 24, 2014 at 4:00 pm. Proposals received after the foregoing date and time will not be considered.

All submittals must be labeled Wayfinding Signs Bid with the firm’s name on the outside of a sealed envelope.

Questions concerning the proposals should be directed to the Michael Yerman at the above address or by telephone (719)530-2631.

VI. GENERAL CONDITIONS

Reserved Rights: **The City reserves the right to:**

- Modify or cancel the selection process or schedule at any time;

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- Waive minor irregularities;
- Reject any and/or all responses to this RFP and to seek new proposals when it is in the best interest of the City to do so;
- Seek clarification or additional information from respondents as it deems necessary to the evaluation of the response;
- Request any additional information or evidence from individual respondents, including but not limited to evidence of the respondent's financial status;
- Incorporate this RFP and the selected team's response to this RFP as a part of any formal agreement between the City and the respondent;
- Negotiate modifications to the RFP with the selected respondent as part of the negotiation process.
- Modify the RFP opportunity available to potential development teams.
- Bids shall be completed on the form furnished and any exceptions to the specifications must be attached hereto and made a part of the contract. Retain one copy for your records.
- Successful Vendor must complete a W-9 form (Taxpayer Identification No.).
- The City of Salida is exempt from all local, state and federal taxes.
- The City of Salida reserves the right to reject any and all quotes and to waive informalities and minor irregularities in quotes received and to accept any portion of the quote if deemed in the best interest of the City of Salida.

Hold Harmless: By participation in this RFP process, development teams agree to hold harmless the City of Salida, its officers and employees from all claims, liabilities and costs related to all aspects of the development team selection process.

Public Information: All documents, conversations, correspondence, etc. between the City and respondents are public information subject to the laws and regulations that govern the City of Salida, unless specifically identified otherwise.

Expenses: All expenses related to any development team's response to this RFP, or other expenses incurred while the selection process is underway, are the sole obligation and responsibility of that development team.

Design Ownership: The City of Salida shall own the rights to any and all designs including but not limited to logos or other unique marks approved by the city.

Further Information: Visit the City of Salida web page at www.cityofsalida.com for copy of Wayfinding Plan.

Bid Sheet

City of Salida
448 E. 1st Street Suite 112
(719)530-2631

Michael.Yerman@Cityofsalida.com

Design and Fabrication of Wayfinding Signage

Bids due 4:00 p.m., February 24, 2014

Item #	Qty	Sign Type	Cost Per Sign	Total Cost
1	7	Primary Directional Signs	\$	\$
2	21	Secondary Directional Signs	\$	\$
3	24	Tertiary Directional Signs	\$	\$
4	40	Destination Sign	\$	\$
5	N/A	Engineering and Design		\$
6	N/A	Shipping and Handling		\$
		TOTAL PROJECT COST		\$

All Signs shall be bid FOB Salida, Colorado

Specify Delivery Time ARO _____

Include, on a separate sheets, designs and other information required in Section IV.

Attach to Bid Sheet any exceptions to the specifications.

VENDOR/WEB
ADDRESS: _____

CONTACT: _____

ADDRESS: _____

EMAIL: _____

TELEPHONE: _____

FAX: _____

SIGNATURE: _____

DATE: _____

WARRANTY / GUARANTEE

We hereby warrant and guarantee the signs, which we have delivered in accordance with the provisions of the City of Salida Wayfinding Signage project, for five (5) years from the date of delivery and acceptance by the City of Salida.

We warrant and guarantee that the materials and finishes furnished under this contract are of the highest quality and new unless otherwise required or permitted by the contract documents; that the work will be free from defects not inherent in the quality required or permitted; and that the work conforms with the requirements of the contract documents.

We agree to repair or replace, to the satisfaction of the City of Salida, any or all work not conforming to the contract documents, including substitutions not properly approved and authorized, workmanship or materials that prove defective within the warranty /guarantee period. This warranty/guarantee excludes remedy for damage or defect caused by abuse, modifications not executed by the Vendor or normal wear and tear under normal usage. Any work which may be damaged or displaced by the abuse, modifications not executed by the Vendor, improper or insufficient maintenance or improper operation shall also be excluded.

Any repairs or replacements shall bear an additional twelve (12) month guarantee, in addition to any remaining warranty period, as herein stated, dated from the final acceptance of repairs or replacement.

In the event of our failure to comply with the above-mentioned conditions within a reasonable time after being notified in writing, we collectively and separately do hereby authorize the City of Salida to proceed to have defects repaired and made good at our expense, and will pay the costs and charges; therefore, immediately upon demand.

(Signature of Vendor)

Date