



Request for Bids for Signage Fabrication & Installation

Ferndale, Michigan



The City of Ferndale, Michigan, is requesting proposals from qualified firms for the purpose of providing fabrication and installation of City signage, per the scope of work herein. This project will be managed by the Ferndale Downtown Development Authority (DDA).

PROJECT DESCRIPTION

In its continuing efforts to transform Downtown Ferndale into the cultural heart of the community and a distinctive shopping and entertainment district, the City of Ferndale has developed a comprehensive wayfinding program. The wayfinding system addresses the needs of locals and visitors using all modes of transportation both within downtown and along major access thoroughfares.

The City is now pursuing the fabrication and installation of the first phase of signs. Based on significant public process, the following signs are included in this first phase:

- Directory Kiosk
- Historic/Cultural Marker
- Roadway Directional
- Parking Directional
- Pedestrian Directional

These signs are detailed out in the attached bid documents. As it has been throughout the design process, street level vitality, legibility, safety, maintenance and replacement costs are all major concerns in creating an informational signage and wayfinding system that is direct and friendly while utilizing "green" technologies.

PROJECT GOALS

- To enhance visitors' and locals' ability to easily navigate downtown and to find desired destinations, including parking.
- To direct visitors to downtown from major transportation arteries.
- To support and promote a distinct identity for Downtown Ferndale.
- To raise the success and market potential for arts, entertainment, retail, dining, and economic growth and development.
- To support and direct to historical and cultural sites.
- To decrease traffic congestion by reducing visitors' search time for destinations and parking.

BACKGROUND

Purpose of Ferndale Heritage Tourism and Wayfinding Project

The City of Ferndale Heritage Tourism and Wayfinding Project is funded by the United States Department of the Interior through the National Parks Service Preserve America Grant. This Preserve America grant is providing the funding necessary to execute projects that preserve and promote America's heritage and cultural assets. The need for improved wayfinding in Ferndale was recognized in a November 2006 study. A proposed comprehensive program of wayfinding signage, plaques, and self guided tours for Ferndale to increase awareness of both cultural and historic resources in Downtown Ferndale and the surrounding four neighborhood quadrants was submitted to the National Parks Service Preserve America Program for aid in funding.

PROJECT SCOPE OF SERVICES

General

The signage fabricator will be responsible for the fabrication and installation of all signs included in the attached Bid Documents. Additionally, the signage fabricator will be responsible for providing full, detailed shop drawings that clearly indicate how the design intent of the signs will be maintained through fabrication.

Schedule

Due to the parameters of the Preserve America Grant, all signs within the first phase must be installed by August 31, 2010. The fabricator **must** be able to complete this contract in this timeframe. Failure to do so will result in loss of funding which the fabricator would be expected to burden.

Sign Installation

A complete description and specification of the sign structural support posts will be prepared by the bidder and provided in the shop drawings. It will be the responsibility of the successful fabricator to provide support posts, base, or cabinet of sufficient structural strength, anchored to the sign and into the ground at a depth and/or in a manner that is sufficient to prevent them from being damaged by wind gusts, affected by local freeze/thaw cycles or removed by vandals.

Permitting

Sign fabricator shall obtain and pay for all construction permits and licenses. Owner shall assist fabricator, when necessary, in obtaining such permits and licenses. Fabricator shall pay all governmental charges and inspection fees necessary for the prosecution of the Work which are applicable at the time of opening of Bids, or, if there are no Bids, on the Effective Date of the Agreement. Owner shall pay all charges of utility owners for connections for providing permanent service to the Work.

MISS DIG

It shall be the responsibility of the successful Fabricator to locate underground utilities prior to any excavation for the installations of signs by calling MISS DIG at 1-800-482-7171. Michigan State Law requirements and penalties for failure to comply can be found in Michigan Public Act 53.

CONTENT AND FORMAT OF PROPOSALS

The City of Ferndale and the Ferndale DDA reserve the right to cancel this solicitation in part or whole at any time and reserves the right to reject all proposals. The City and DDA reserve the right to disqualify any and all proposals which are not in accordance with the prescribed requirements as identified in these instructions.

1. Introductory Letter:

- ❑ Provide a letter of transmittal that briefly states the proposer's desire to be considered for the fabrication and installation contract, an understanding of the work to be done and a positive commitment to perform the work within the scheduled time period.
- ❑ Provide a statement that the proposal, including Price Matrix, will remain valid and irrevocable for at least ninety (90) days.
- ❑ List the name, title, address and phone number of the Project Manager.
- ❑ List the name and title of the officer authorized to make representations for the proposer.
- ❑ Provide an original ink signature by the officer authorized to sign, date, and submit the proposal. Describe your qualifications and the qualifications of each sub-contractor, if any.
- ❑ Provide a statement disclosing whether any likely source of significant financial or other conflict of interest might arise in the conduct of performing the work.
- ❑ Provide a statement disclosing whether the proposer's company, either presently, or in the past, has been involved in any litigation, bankruptcy, or reorganization.

2. Statement of Qualifications of firm/joint venture:

- ❑ A detailed description of similar projects successfully completed by the firm/joint venture in the past three to five years and a detailed description of results of that work. Include the name and telephone number of a contact person for each client who can verify the information provided.
- ❑ Listing of all projects (if any) completed for the City of Ferndale within the past five years.
- ❑ Listing of similar current projects and percent complete.

3. Project Approach:

A detailed description of how the firm proposes to approach this project. Include sufficient discussion of proposed methodologies, techniques, and procedures for preparing shop drawings, coordinating comments and revisions to shop drawings, fabricating signs, and installing signs.

4. Sustainable Measures:

Project goals include implementing a sustainable signage program. Provide a detailed description of any sustainable initiatives and "green" technology that will be incorporated into this project throughout the fabrication and installation process, including, but not limited to:

- Use of recycled materials
- Ability to recycle materials at the end of their lifetime
- Distance from raw/source materials to signage fabricator
- Distance from signage fabricator to project location
- Sustainable practices used within the fabrication process (use of hardware over welding or glues, avoidance of VOCs)
- Introduction of modularity into the signage designs where possible.

5. References:

Provide a list of at least three clients, with contact names, addresses, phone numbers, and brief descriptions and dates for projects where relevant, recent work was performed.

6. Budget Proposal:

Prepare the included Price Matrix indicating the cost to fabricate and install all signs as detailed in the Bid Documents.

7. Insurance

For the selected firm(s), the City of Ferndale requires that the final approved contract for professional services specify that the selected firm shall maintain at all times during the term of the contract, as its sole expense:

- a. Statutory workers' compensation in accordance with the laws of the state where such compensation would be payable. Employers' liability with limits of not less than \$500,000 per accident.
- b. Motor Vehicle liability insurance on any owned, non-owned or rented vehicle with limits of at least \$1,000,000 per occurrence combined single limit bodily injury and property damage.
- c. Commercial general liability, including products and completed operations liability, contractual liability, broad form property damage, personal injury and bodily injury liability insurance with limits of at least \$1,000,000 per occurrence combined single limit.
- d. Professional services liability with limits of not less than \$1,000,000 per occurrence.

The City of Ferndale and Ferndale DDA shall be named as "additional insured" on commercial general liability and motor vehicle liability insurance and be provided with a certificate of insurance prior to the effective date of the contract or any renewal contract. The City of Ferndale shall be provided with all renewal certificates within 30 days of the expiration date of any and all policies listed on the certificate of insurance.

Questions regarding insurance requirements can be directed to Dan Christ, City Attorney (248) 731-3085.

METHOD OF EVALUATION

The Advisory Committee for the City of Ferndale intends to award a guaranteed-maximize-price contract to a sign fabricator qualified to do business in the State of Michigan with demonstrating experience in fabricating and installing a wayfinding systems. The award of a contract will be made to the company whose proposal is determined to be the most advantageous to the City of Ferndale, taking into consideration the following evaluation factors:

Fee Proposal (40%)

Overall cost of proposed signage

The City of Ferndale will consider the fees in the overall evaluation of the proposal.

Team Qualifications (30%)

Company's experience and reputation:

Experience of the firm in similar work and record of successful results. Specifically, companies need to demonstrate experience in fabricating and installing systems for downtowns/traditional commercial districts and residential neighborhoods.

References of similar work should be provided.

Project Understanding (10%)

Response to the project goals and scope outlined in the request for bids:

This includes demonstrated understanding of scope of project and innovative suggestions that may enhance the value of this project. Additionally, the ability to provide a project schedule that ensures completion and installation by August 2010.

Quality of Shop Drawings (10%)

Quality, thoroughness and readability of company's shop drawings:

Companies need to demonstrate, through samples provided, the ability provide shop drawings that successfully communicate that the preservation of the design intent into the fabrication of the signs.

Sustainable Measures (10%)

Company's ability to introduce and use sustainable measures and green technology:

Companies need to demonstrate an understanding and ability to implement current sustainable measures and cutting-edge green technologies throughout the project.

SELECTION PROCESS AND SCHEDULE

The Advisory Committee of the City of Ferndale, along with the signage consultant, will review all submitted proposals to determine a preferred fabricator. The Advisory Committee will attempt to negotiate an agreement with the top ranked fabricator. If no agreement can be reached with the top ranked fabricator, that fabricator shall be dismissed and the committee shall proceed with discussions with the second ranked fabricator. This process may be repeated as many times as necessary until an agreement can be negotiated that is satisfactory for both parties.

The Advisory Committee reserves the right to reject any or all bids or proposals, waive technicalities, and to be the sole judge of the suitability of the proposed services for its intended use and further specifically reserves the right to make the award in the best interest of the City of Ferndale.



Pre-Bid Conference

A Pre-bid Conference will be held at the Ferndale DDA, 149 W. Nine Mile Rd., at 2:00 PM on Thursday, February 25th, 2010. The purpose of this conference will be to clarify the contents of this solicitation in order to prevent any misunderstanding of the project parameters and submission requirements. Any doubt as to the requirements of this solicitation or any apparent omission or discrepancy should be presented to the City and DDA at this conference. The City will then determine the appropriate action necessary, if any, and may issue a written amendment to the solicitation. Oral statements or instruction will not constitute an amendment to this solicitation.

The projected schedule for selecting a consultant for this project is as follows:

Activity	Date
Distribute RFP to Consultants	Week of February 15, 2010
Pre-bid Conference	February 25, 2010
Proposal Due to Admin Committee	March 19, 2010
Review of Proposal by Admin Committee	March 19 – April 2, 2010
Selection of Consultant	April 2, 2010
DDA Board of Director Approval	April 8, 2010
City Council Approval	April 12, 2010

Mailing Address and Contact Information:

Individuals responding to this solicitation should mail twelve (12) hard copies and one digital copy of their proposal and direct all inquiries to:

Cristina Sheppard-Decius
Executive Director
Ferndale Downtown Development Authority
149 W. Nine Mile
Ferndale, MI 48220

Phone: 248.546.1632
Fax: 248.591.7034
Email: cristina@downtownferndale.com

All proposals must be received no later than **4PM** on
Friday, March 19, 2010 in order to be considered.



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APPENDIX

List of Available References or Resources will be available on the Ferndale DDA's website at <http://www.downtownferndale.com/JOBS/index.asp>

- a) Downtown Ferndale Map
- b) City of Ferndale Map
- c) Woodward Corridor Study
- d) Arts in Public Spaces
- e) Downtown Parking Study
- f) Downtown Development Plan
- g) City of Ferndale Master Plan
- h) Woodward Avenue Action Association Scenic Byways, Design Framework
- i) Downtown Ferndale Stylebook

Additional information about the wayfinding planning and design process can be found at <http://www.thelakotagroup.com/Ferndale>



BID FORM

PROJECT IDENTIFICATION: FERNDALE PRESERVE AMERICA WAYFINDING & CULTURAL TOURISM PROJECT

**THIS BID IS SUBMITTED TO: City of Ferndale c/o the Ferndale DDA
149 W. Nine Mile Road
Ferndale, MI 48220**

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an agreement with OWNER in the form included in the Contract Documents to perform and furnish all Work as specified or indicated in the Contract Documents for the Bid Price and within the Bid Times indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.

2. BIDDER accepts all of the terms and conditions of the Advertisement for Bids and Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 90 days after the day of Bid opening. BIDDER will sign and deliver the required number of counterparts of the Agreement with the Bond and other documents required by the Bidding Requirements within fifteen days after the date of OWNER'S Notice of Award.

3. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:
 - (a) BIDDER has examined and carefully studied the Bidding Documents, including the Design Development Drawings and the following Addenda receipt of all which is hereby acknowledged: (List Addenda by Addendum Number and Date)

 - (b) BIDDER has visited the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance and furnishing of the Work.

 - (c) BIDDER is familiar with and is satisfied to all federal, state and local Laws and Regulations that may affect cost, progress, performance and furnishing of the Work.

 - (d) BIDDER has carefully studied all reports of explorations and tests of subsurface conditions at, or contiguous to, the site and all drawings of physical conditions in or relating to existing surface or subsurface structures at, or contiguous to, the site (except Underground Facilities) which have been identified in the Supplementary Conditions as provided in Paragraph 4.02 (A) of the General Conditions. BIDDER accepts the

determination set forth in Paragraph 4.02 (A) of the General Conditions. BIDDER accepts the determination set forth in Paragraph SC-4.02 of the Supplementary Conditions of the extent of the "technical data" contained in such reports and drawings upon which BIDDER is entitled to rely as provided in Paragraph 4.02 of the General Conditions. BIDDER acknowledges that such reports and drawings are not Contract Documents and may not be complete for BIDDER's purposes. BIDDER acknowledges that OWNER and Engineer do not assume responsibility for the accuracy or completeness of information and data shown or indicated in the Bidding Documents with respect to Underground Facilities at, or contiguous to, the site. BIDDER has obtained and carefully studied (or assumes responsibility for having done so) all such additional or supplementary examinations, investigations, exploration, tests, studies and data concerning conditions (surface, subsurface and Underground Facilities) at, or contiguous to, the site or otherwise which may affect cost progress, performance or furnishing of the Work or which relate to any aspect of the means, methods, techniques, sequences and procedures of construction to be employed by BIDDER and safety precautions and programs incident thereto. BIDDER does not consider that any additional examinations, investigations, explorations, tests, studies or data are necessary for the determination of this Bid for performance and furnishing of the Work in accordance with the times, price and other terms and conditions of the Contract Documents.

- (e) BIDDER is aware of the general nature of Work to be performed by Owner and others at the site that relates to Work for which this Bid is submitted as indicated in the Contract Documents.
- (f) BIDDER has correlated the information known to BIDDER, information and observations obtained from visits to the site, reports and drawings identified in the Contract Documents and all additional examinations, investigations, explorations, tests, studies and data with the Contract Documents.
- (g) BIDDER has given FERNDALÉ DDA written notice of all conflicts, errors, ambiguities or discrepancies that BIDDER has discovered in the Contract Documents and the written resolution thereof by FERNDALÉ DDA is acceptable to BIDDER, and the Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the Work for which this Bid is submitted.
- (h) This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other bidder to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself any advantage over any other BIDDER or over OWNER.



4. BIDDER will provide all labor, materials, and equipment in order to complete the Work in accordance with the Contract Documents for the following price(s):

PRICE MATRIX

A. - Fabrication

Sign Type	Qty.	Unit Price - Fabrication	Total Fabrication Price
Directory Kiosk	2		
Historic/Cultural Marker	3		
Roadway Directional (Illuminated)	4		
Roadway Directional (Reflective)	7		
Pedestrian Directional	4		
Parking Directional	10		
Subtotal A. - Fabrication			

B. - Delivery & Installation

Sign Type	Qty.	Unit Price - Delivery & Installation	Total Delivery & Installation Price
Directory Kiosk	2		
Historic/Cultural Marker	3		
Roadway Directional (Illuminated)	4		
Roadway Directional (Reflective)	7		
Pedestrian Directional	4		
Parking Directional	10		
Subtotal B. - Delivery and Installation			

C. - Other

Item/Comment	Qty.	Unit Price	Total Price
Subtotal C. - Other			

Grand Total (A+B+C)

(AMOUNT WRITTEN)



5. BIDDER agrees that the Work will be substantially completed and completed and ready for final payment in accordance with on or before the August 31, 2010 or within the number of calendar days indicated in the Agreement.

BIDDER accepts the provisions of the Agreement as to liquidated damages and other damages in the event of failure to complete the Work within the times specified in the Agreement.

6. The following documents are attached to and made a condition of this Bid:
 - (a) Required Bid Security in the form of proposal bond. Each proposal shall be accompanied by a bond executed by a surety company acceptable to the Ferndale DDA and licensed to do business in Michigan or by a certified check of the proposer payable to the Ferndale DDA for \$250 of the contract, guaranteeing that the proposer shall accept and enter into a contract to perform the work covered under the RFP and at the fees stated therein. Said bond or check will be promptly returned after the proposer is selected within 90 business days of the proposal due date upon demand of the proposer(s).
7. The City of Ferndale shall procure goods and services by competitive bidding and preferences shall be granted to Ferndale businesses and/or Union businesses whenever feasible.

1. Is your business located in the City of Ferndale? Yes or No

2. Does your business employ union workers? Yes or No

If Yes, please state Union and Local _____

8. Communications concerning this Bid shall be addressed to the address of BIDDER indicated below.



SUBMITTED on _____.

State Contractor License No. _____.

If BIDDER is:

An Individual

By _____ (SEAL)
(Individual's Name)

doing business as _____

Business Address: _____

Phone No: _____

A Partnership

By _____ (SEAL)
(First Name)

(General partner)

Business Address: _____

Phone No: _____

A Corporation

By _____ (SEAL)
(Corporation Name)

(State of incorporation)

By _____
(name of person authorized to sign)

(Title)

(Corporate Seal)

Attest _____
(Secretary)

Business Address: _____

Phone No: _____

Date of Qualification to do business is _____



A Joint Venture

By _____ (SEAL)
(Name)

(Address)

By _____
(Name)

(Address)

Contact Name, Phone Number, address, and email for receipt of official communications.

(Each joint venture must sign. The manner of signing for each individual, partnership and corporation that is a party to the joint venture should be in the manner indicated above.)