

CITY OF WESTBROOK



REQUEST FOR PROPOSALS

PROFESSIONAL SERVICES

DESIGN/BUILD

WESTBROOK COMMUNITY CENTER WAYFINDING PROJECT

426 BRIDGE STREET

WESTBROOK, MAINE

June 13, 2013

1. PROJECT OVERVIEW

1.1 City of Westbrook: Community Center Wayfinding Project Overview:

The City of Westbrook has recently completed a review of its Community Center wayfinding needs. This review has included analysis of the following components, which are being addressed by the appropriate departmental staff, consultants and/or vendors. This RFP is focused specifically on Exterior Wayfinding (Items 1, 2 and 5) and Interior Wayfinding (Items 3, 4).

- 1) One (1) Exterior Granite Sign
- 2) One (1) Exterior Post and Panel Directional Signs
- 3) Four (4) Interior Main Directories
- 4) Twelve (12) Interior Sub Directories
- 5.) Four (4) Exterior, building mounted aluminum signs

1.2 Requests for Proposal:

The City of Westbrook is now accepting proposals to enter into an exterior and interior sign project to design and install a Community Center wayfinding system at 426 Bridge Street in Westbrook, Maine. The target date for project completion is October 2013.

The City of Westbrook's intent is to establish a relationship with a supplier who can offer excellent service and is cost competitive. The purpose of this RFP will be to assess capabilities, qualifications and cost effectiveness in consideration for project award. **A pre-proposal meeting will be held at 10 am on Monday, June 24th at the Community Center in the Community Room in Hall A at 426 Bridge Street.** The meeting is not mandatory but it will be the opportunity to discuss the project at the site and for the proposal teams to view the Community Center.

2. GENERAL RFP TERMS

2.1 Disclaimer:

This Request for Proposal is not an offer to enter into an agreement but merely a request for Vendors to initiate a bid. The submission of a proposal in no way obligates The City of Westbrook to your Company or any other supplier. Any proposal, even if accepted, will be subject to review and negotiation. The City of Westbrook may enter into negotiations with more than one Prospective Supplier simultaneously. Expenses incurred for developing and submitting the proposal are entirely the responsibility of your Company. The City of Westbrook reserves the right to modify, reject or use without limitation any or all of the ideas from submitted proposals and the right to amend this request for Proposal in any manner prior to contract award. The City of Westbrook reserves the right to reject any and all proposals for any reasons whatsoever, to terminate consideration of any and all proposals without restrictions, to contact and negotiate with persons and/or Company not initially receiving this RFP, and to modify the terms of the projected transaction at any time.

2.2 Price Guarantee:

Proposal materials and documents may be included in and made part of any subsequent contract for the benefit of The City of Westbrook. Each proposal shall constitute an offer, which shall remain valid for at least one hundred and twenty (120) days from the date the proposal is submitted. Supplier agrees to honor said offer and all of the pricing components contained therein if an award is made during the 120 day period with an in-service date within twelve (12) months. Any price

changes submitted after the proposal submission deadline will not be accepted unless requested by The City of Westbrook as part of subsequent negotiations.

3. RESPONSE INSTRUCTIONS

3.1 Contact:

Molly Just will serve as the point of contact between The City of Westbrook and all participating Suppliers. All communication and questions regarding this RFP and your response must be directed to Molly Just. Questions must be submitted in writing or by email at least three business days before the opening date. Questions received after this time will not be addressed. Responses from the City that substantially alter this RFP will be issued in the form of a written addendum to all those that have expressed interest in the project. Oral explanations or interpretations given before the award of the contract will not be binding. To be considered, 7 copies of the proposal must be received by the Office of the City Clerk, Westbrook City Hall, 2 York Street, Westbrook, Maine 04092 **by 2:00 PM on Monday, July 8**. All proposals will be publicly opened and available for public inspection. City of Westbrook staff will review all proposals, and make a recommendation to the Mayor for action by the City Council.

Molly Just
mjust@westbrook.me.us (primary method of contact)

3.2 Project Timeline:

- Pre-proposal meeting – June 24th, 2013
- Proposals Due and Opened – July 8, 2013
- Anticipated Project Award – August 5, 2013
- Anticipated Contract Execution Date – August 6, 2013
- Project Completion Date – Fall 2013

3.3 Company Profile:

- Please provide the name, title, phone and email of primary contact should your firm be selected as a provider.
- Please provide the full name of your company including business physical address.
- How long has your company been in business?
- How long has your company been in business under current ownership?
- How many employees does your company currently employ?
- Please provide a brief resume for key individuals who will be working on this project as well as photographic examples of their work.
- Provide a narrative describing your firm's specific design/build steps and projected schedule for the project.
- Describe your firm's program for project follow-up and warranty.

3.4 Experience:

Please provide the names of three clients that you have worked with on projects of similar scope, size and complexity. Please include company name, corporate address, primary contact and phone number. Be sure to include photos and/or product samples.

4. SELECTION CRITERIA

The City of Westbrook will review RFP submissions and rank the proposals. The City is not bound by the lowest cost proposal, but may accept the proposal that is considered to be the best value for the City.

The City will negotiate terms for a contract to complete the tasks with the top ranked proposer. If a satisfactory agreement cannot be reached, negotiations with that firm will be suspended and negotiations opened with the second firm. The process continues until an agreement is reached and contract is executed.

The following criteria will be used to rank proposals:

- | | |
|---|-----|
| 1. Design/Build Philosophy and Structure | 25% |
| 2. Firm and Key Personnel Experience | 20% |
| 3. Design/Build Services Fee | 20% |
| 4. Adequate Insurance Coverage Documentation Provided | 10% |
| 5. Interview | 25% |

The City of Westbrook reserves the right to reject any and all proposals.

4. BUSINESS CONDITIONS – LABOR AND INSURANCE

4.1 Subcontracting:

The City of Westbrook's subcontracting policy for this RFP is that the Supplier will not include subcontracted services without identifying all subcontractors and the nature of the services to be provided by the subcontractor and granting The City of Westbrook's right of approval.

4.1. b If you intend to subcontract any services that would be provided to The City of Westbrook, please explain.

4.2 Permits and Licenses:

Supplier warrants that it is fully licensed as may be required under the laws, rules and regulations of the jurisdiction in which it will provide services to The City of Westbrook and that all such permits, certificates and licenses shall be maintained during the term of any Agreement. Supplier further represents and warrants that it shall comply with all applicable federal, state and local laws and regulations in the course of providing services to The City of Westbrook, including but not limited to: (I) all laws and regulations relating to hiring practices, workplace safety and health, payment of wages and overtime, employee benefits, and employment discrimination; (ii) the Immigration Reform and Control Act of 1986; (iii) the Fair Credit Reporting Act; and (iv) all other laws governing the employment relationship between Supplier and its Employees.

4.3. Insurance requirements. Supplier shall maintain the following insurances:

1. Commercial General Liability Insurance, in a minimum amount of \$1,000,000, combined single limit.
2. Automobile Liability Insurance in an amount of not less than \$400,000.
3. Advertisers Liability Insurance in an amount of not less than \$400,000 for this project only.
4. Workers' Compensation Insurance in amounts required by Maine law and Employer's Liability Insurance, as necessary, as required by Maine law.

All such insurance policies (except for Advertiser Liability Insurance) shall name the City as additional insured, except that for purposes of workers' compensation insurance, the Supplier may provide a written waiver of subrogation rights against the City. The Supplier must provide evidence of all required insurance prior to commencing work on the project.

5. PROJECT SCOPE

5.1 Exterior Granite (entrance) Sign: Quantity of One (1)

5.2 Exterior Post and Panel Directional Sign: Quantity of One (1)

5.3 Interior Main Directories: Quantity of Four (4)

5.4 Interior Sub-Directories: Quantity of Twelve (12)

5.4 Exterior, building mounted aluminum signs (4)

6. PROPOSAL FORMAT

Please submit your proposal using the attached proposal submittal form.

PROPOSAL SUBMITTAL FORM

SECTION 1: COMPANY INFORMATION

Company Profile:

Company Name:

Contact Name:

Title:

Phone:

e-mail:

Address:

- Please provide the full corporate name of Supplier including physical address.
- How long has Supplier been in business?
- How long has Supplier been in business under current ownership?
- How many employees does Supplier currently employ?

Experience:

Please provide the names of three clients that you have worked with on projects of similar scope, size and complexity. Please include company name, corporate address, primary contact and phone number. Briefly describe each project. Be sure to include photos and/or product samples.

Subcontracting:

See section 4.1 and 4.1.b

If you intend to subcontract any services that would be provided to The City of Westbrook, please explain.

Permits and Licenses:

See Section 4.2

Do you agree to comply with this policy? Y/N

Comprehensive General Liability:

See Section 4.3

Identify how you will comply with this requirement.

SECTION 2: BID INFORMATION - FABRICATION RELATED

Sign Fabrication

Pricing in this section to include the following information to be provided to The City of Westbrook prior to fabrication:

- Finalization of sign schedule
- Submittal drawings
- Coordination with The City of Westbrook

Exterior Granite Sign (this sign shall require initial coordination to determine the feasibility of the location and the sign type in that location and the impact of the sign type on the overall project budget):

Quantity	Per Unit Cost	Total Cost
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Total Cost for Exterior Granite Sign:

Exterior Post and Panel Directional Signs

Quantity	Per Unit Cost	Total Cost
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Total Cost for Exterior Post and Panel Directional Signs:

Interior Main Directories

Quantity	Per Unit Cost	Total Cost
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Total Cost for Interior Main Directories

Interior Sub-Directories

Quantity Per Unit Cost Total Cost

Total Cost for Interior Sub-Directories:

SECTION 3: BID INFORMATION - INSTALLATION RELATED

Installation

Exterior: Granite Sign, Post and Panel Signs:

Hourly installation rate for Exterior signs:

Please estimate approximately how many hours will be required to install all Exterior signs.

Interior: Main Directories, Sub-Directories

Hourly installation rate for Interior Directories:

Please estimate approximately how many hours will be required to install all Interior Directories.

Other installation/removal related cost:

Please identify other cost associated with exterior signage installation, including but not limited to:

- Permitting
- Safety
- Disposal
- Equipment Fees/Rental

SECTION 4: CONSULTATION/DESIGN FEES

Consultation/Coordination:

The Supplier will be required to work with appropriate City of Westbrook's staff to ensure this Project is well planned. Email shall be the primary method of communication that is not in-person. In the event, as the plan is implemented, changes or alterations to any sign are required please provide your hourly rate for the following services:

- Design Drawings:
- Construction Drawings:
- On-Site Meetings:

SECTION 5: WARRANTIES

Please provide a description of the warranties for all sign types and installation.

SECTION 6: RESUMES

Please provide a brief resume of the key individuals who will be working on this project. Please include photographic examples of prior projects.

SECTION 7: MISCELLANEOUS

Please provide any additional information that you feel is relevant to assessing the benefits of working with your company.

Submitted By:

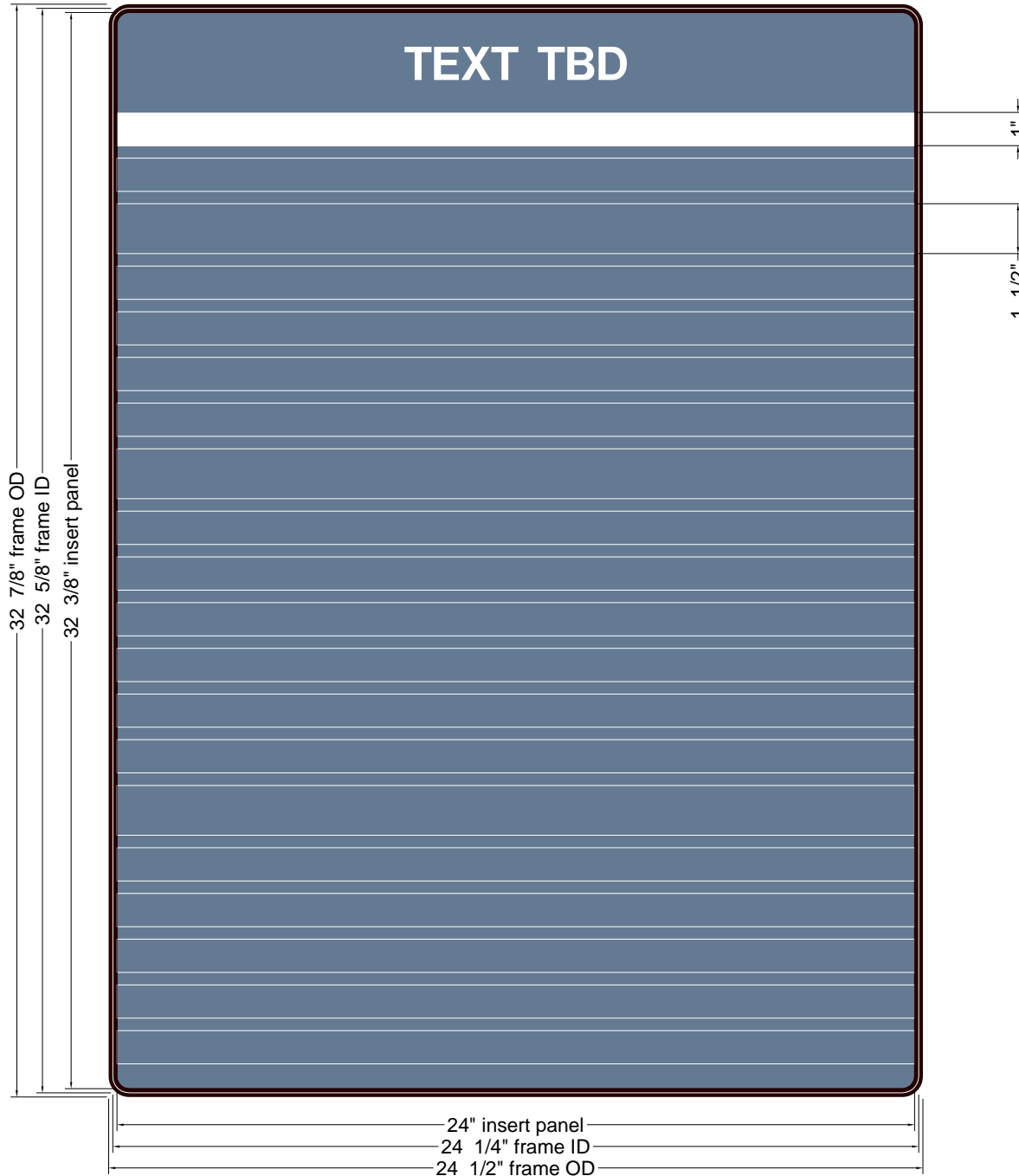
Company Name:

Contact Name:

Title:

Signature:

QTY: 12
TEXT TBD



Job Specifications

Customer Name: City of Westbrook
 Job Name: WCC
 Sales Rep: JP
 Drawn By: JK
 Drawing Title: 34235 Cust
 Sign Type(s): Directory
 Revision #:
 Date: 6.4.2013
 File Location: City of Westbrook 34235



7 Lincoln Ave. - Scarborough, ME 04074
 Phone: 207.883.6200 - 800.635.3506
 Fax: 207.883.8588 - 800.225.8859
 www.welchusa.com

Sign Panel

Material: 1/8" P99
 Edges: Straight
 Corners: Radius
 Insert(s):
 Sign Color(s): TBD
 Vinyl Color(s): White
 Backer Color: TBD

Graphic Content

Application: Rev Vinyl on header
 Copy Height: 1", 1/2"
 Copy Style: TBD
 Copy Color(s): TBD
 Braille: NA

Mounting

Hardware: Screw Mount
 Tape: Magnetic to frame
 Location: TBD

Frame

Type: JRS 640
 Size(s): Per Drawing
 Color: TBD



PRODUCT SPECIFICATIONS

Message Insert Directory and Directional Signage

Welch Signage
7 Lincoln Avenue
Scarborough, ME 04074

SECTION 101400 – SIGNAGE

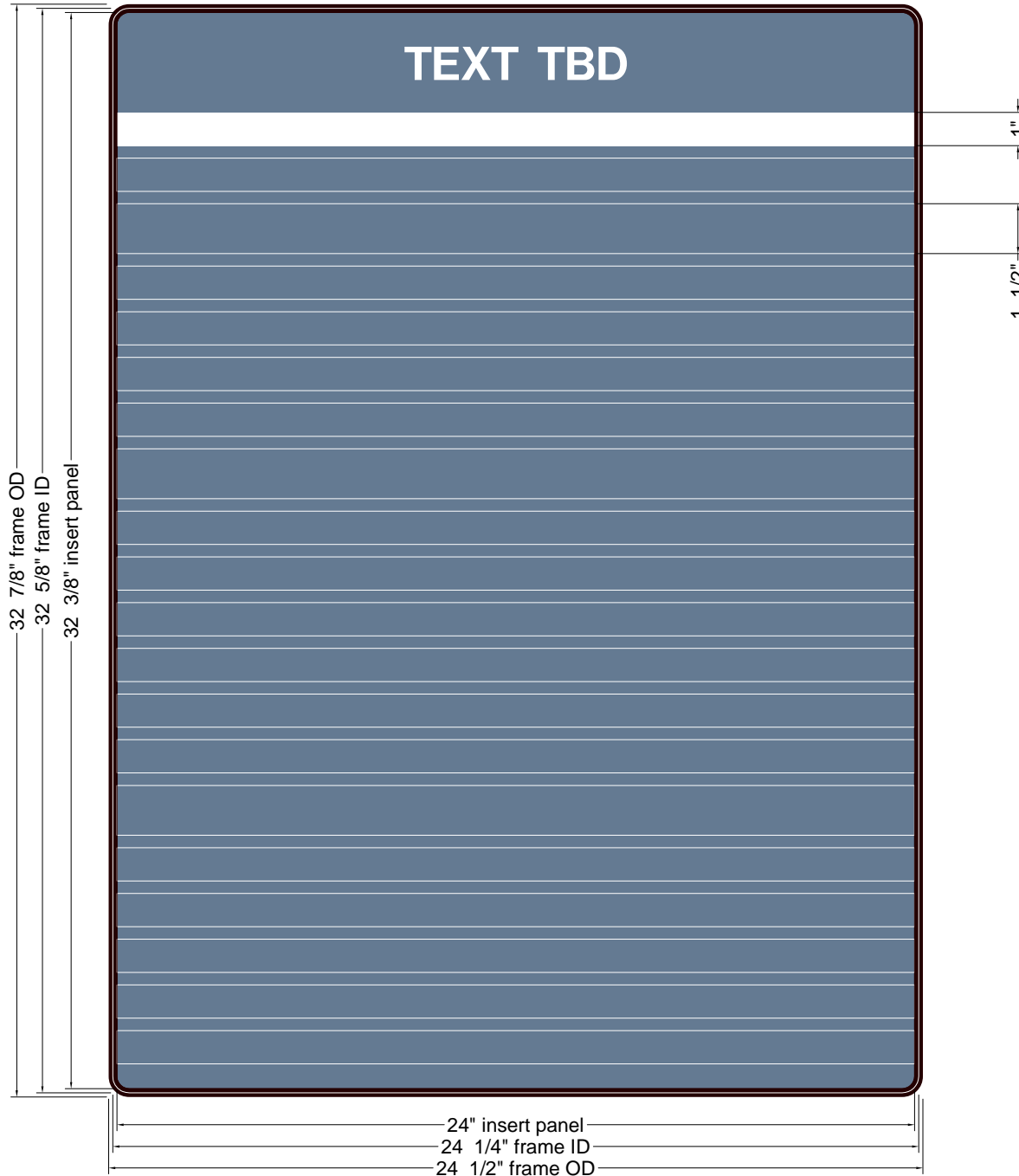
SIGN TYPES

A. MESSAGE INSERT DIRECTORY & DIRECTIONAL SIGNAGE

Provide signs having the following characteristics:

1. **Substrate:** Fabricate signs from 1/8 inch thick matte clear acrylic with edges mechanically and smoothly finished to eliminate cut marks. Background color to be subsurface.
2. **Assembly:** Sandwich two exact sized acrylic pieces with foam tape as dividers. Face plate to have clear windows for message inserts. (See drawings for details.)
3. **Colors:** TBD
4. **Edges:** Straight
5. **Corners:** Square
6. **Size:** As indicated
7. **Copy:** Helvetica or as shown on drawings
8. **Copy Color:** To be selected by Architect from manufacturer's standard colors.
9. **Inserts:** To be 1/32 clear acrylic with applied vinyl
10. **Frames:** Aluminum frame as per drawing.

QTY: 12
TEXT TBD



Job Specifications

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 Job Name: WCC
 Sales Rep: JP
 Drawn By: JK
 Drawing Title: 34235 Cust
 Sign Type(s): Directory
 Revision #:
 Date: 6.4.2013
 File Location: City of Westbrook 34235



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Sign Panel

Material: 1/8" P99
 Edges: Straight
 Corners: Radius
 Insert(s):
 Sign Color(s): TBD
 Vinyl Color(s): White
 Backer Color: TBD

Graphic Content

Application: Rev Vinyl on header
 Copy Height: 1", 1/2"
 Copy Style: TBD
 Copy Color(s): TBD
 Braille: NA

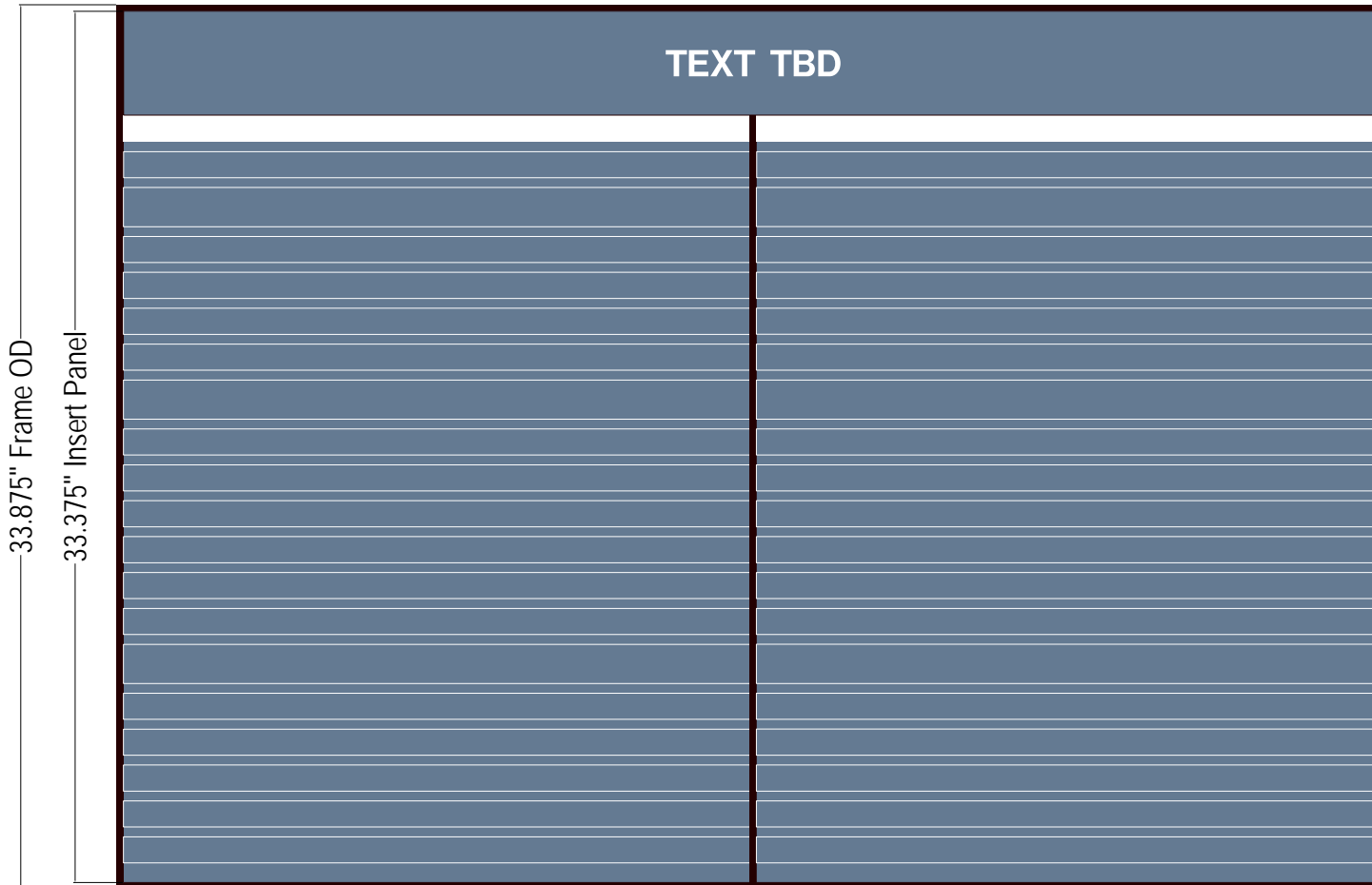
Mounting

Hardware: Screw Mount
 Tape: Magnetic to frame
 Location: TBD

Frame

Type: JRS 640
 Size(s): Per Drawing
 Color: TBD

QTY: 4
TEXT TBD



Job Specifications

Customer Name: City of Westbrook
 Job Name: WCC
 Sales Rep: JP
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 Sign Type(s): Directory
 Revision #:
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Sign Panel

Material: 1/8" P99
 Edges: Straight
 Corners: Radius
 Insert(s):
 Sign Color(s): TBD
 Vinyl Color(s): White
 Backer Color: TBD

Graphic Content

Application: Rev Vinyl on header
 Copy Height: 1", 1/2"
 Copy Style: TBD
 Copy Color(s): TBD
 Braille: NA

Mounting

Hardware: Screw Mount
 Tape: Magnetic to frame
 Location: TBD

Frame

Type: JRS 640
 Size(s): Per Drawing
 Color: TBD

LOCATION # 1

QTY: 1

SINGLE SIDED

POSTS: 6" x 8" x 10'

SIGN: 36" x 73" x 8"

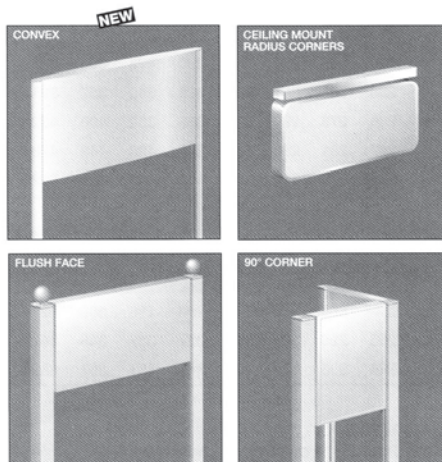
ALL DIMENSIONS TO BE FIELD VERIFIED



LOCATION # 2



Series 325 Design Options



SERIES 325
36'' x 72'' x 3.25''
FLUSH FACE
QTY: 1
LOCATION # 2

LOCATION # 3

4'x8' x .080 Aluminum

Custom Painted with

Applied Vinyl Graphics

Text TBD

FIELD VERIFY DIMENSIONS



LOCATION # 4

4'x8' x .080 Aluminum

Custom Painted with

Applied Vinyl Graphics

Text TBD

FIELD VERIFY DIMENSIONS



LOCATION # 5

4'x8' x .080 Aluminum

Custom Painted with

Applied Vinyl Graphics

Text TBD

FIELD VERIFY DIMENSIONS



LOCATION # 6

4'x8' x .080 Aluminum

Custom Painted with

Applied Vinyl Graphics

Text TBD

FIELD VERIFY DIMENSIONS

