

City of Lincoln Park
Office of City Management
1355 Southfield Rd.
Lincoln Park, MI 48146
(313) 386-1800 ext. 231

February 18, 2011

REQUEST FOR PROPOSAL – ELECTRONIC SIGN

To Whom It May Concern:

The City of Lincoln Park recently solicited bids for a new Electronic Sign to be installed at our Memorial Park. Those bids were reviewed and subsequently rejected. It was decided that the City would instead seek a Request For Proposal (RFP) for this project. The Proposal shall provide for the design, fabrication and installation of an electronic sign. The following specifications and requirements should be included in all proposals and bids that are submitted.

Requirements:

1. Sealed Proposals to design, fabricate and install one (1) electronic sign to be placed in Memorial Park (corner of Fort St. and Merrill). Sealed bids must be returned in an envelope marked:

“Electronic Sign – Memorial Park”

to the Office of the City Clerk, 1355 Southfield, Lincoln Park, MI 48146, before 3:00 p.m. on **Friday, March 4, 2011**. Bids will be opened at the council meeting that begins at 7:30 p.m. on Monday, March 7, 2011.

The City reserves the right to reject any and all bids not in the best interest of the City or the Department; and further, to accept a bid higher than the low bid, when deemed by the City Council to be in the best interest of the City.

Specifications:

1. At least two on-site meetings with City Staff to discuss and receive approval on sign design.
2. One night meeting with City Council (if necessary) to discuss sign designs and specifications.
3. At least one day of on-site training for City Staff to operate Sign.
4. Maintenance and Service Guarantee with a 4 hour response time, once contacted by the City, for any/all issues or problems
5. Design and provide conceptual drawings for an electronic ground type sign. At this time there are at least three alternatives that the City is interested in exploring.

Option 1: Electronic Single Face with the other side a static sign

Option 2: Electronic Double Face sign

Option 3: Two independent Electronic signs in “V” pattern

6. The City is interested in a sign that has a 3700 Daktronics GalaxyPro, L.E.D. Message Center with a Matrix of 64” x 112” and a 20mm pixel pitch, RGB with video capacity, with a Wireless Communication System.
7. Sign will be affixed to a concrete foundation that will be provided for by the City.
8. Sign shall be required to meet all City sign ordinance restrictions.
9. Ground sign restrictions: Attached with this RFP is the current City of Lincoln Park Sign Ordinance for electronic ground signs.
10. Bidder will connect to electrical provided at site location.
11. Bidder is responsible for obtaining all permits from the City’s Building Department.
12. All warranty information on sign and workmanship shall be included in Proposal.
13. Bidder Qualifications: The following must be included in your bid:
 - *Please include 3 references with current contact information on past and/or current accounts.
 - *Include a list of jobs and work performed.
 - *Number of years in the business.
14. Insurance Requirements: All successful bidders must provide the City of Lincoln Park with a certificate of insurance that meets all City of Lincoln Park requirements. Bidder must also provide all licenses as required by law.

12. Subcontracting: The Contractor shall not subcontract any or all portions of the work unless the City grants prior written approval. Any subcontractor, so approved, shall be bound by all the terms and conditions.

The City reserves the right to reject any/or all bids and to accept/reject partial bids. The City reserves the right to split any/all bids. The bid award may not be based solely upon the lowest pricing, other factors such as references, equipment, qualifications, and the needs of the City may be considered.

Lincoln Park Ground Sign Ordinance

Ground signs shall be permitted in the Central Business District subject to the provisions of Section [1476.20](#) of this chapter. Ground signs shall be permitted in Neighborhood Business, Municipal Business, Regional Business, General Industrial and Light Industrial Districts, subject to the following regulations:

(a) Maximum Size and Height. The maximum total area of a ground sign shall not exceed eighty (80) square feet and may be erected to a height not to exceed eight (8) feet above the ground. Ground signs shall keep the first two feet (24 inches) of the sign closest to the ground free of sign copy for the purpose of landscaping and snow storage. This portion of the sign, and any base used to support the sign, shall not be counted toward the calculation of permissible sign area. In multi-tenant buildings or shopping centers, the sign area may be allocated for use by individual tenants.

(b) Number of Ground Signs Permitted. One (1) ground sign shall be permitted per street or highway frontage on each parcel. Shopping center shall be permitted one (1) ground sign per street or highway frontage, provided such shopping center has a minimum of one hundred (100) feet of right-of-way frontage. A second ground sign shall be permitted along a right-of-way if the shopping center has a second two-way access drive along the right-of-way and there is of two hundred-fifty (250) feet between such drives (measured centerline to centerline). Ground signs for shopping centers with four (4) or more establishments may have a maximum total area of one hundred-twenty (120) square feet, may be erected to a height not to exceed ten (10) feet.

(c) Obstructions. No ground sign shall be erected so as to obstruct free access to or egress from any building, access drive, or right-of-way.

(d) Setbacks. No ground sign shall be located within ten (10) feet of any right-of-way line, nor within the clear vision area required by Section [1290.10\(e\)](#) of the City's Zoning Ordinance.

(e) Interstate Freeway Limitations. No person shall erect, within one hundred (100) feet of an interstate limited access freeway right-of-way, a pole or pylon sign or part thereof which is visible from any point on the freeway road surface without the prior approval of the Planning Commission, subject to the following determinations:

(1) The sign is erected to a height not exceeding thirty (30) feet above the highest elevation of the nearest section of the freeway, but in no event shall the maximum height of such sign exceed one hundred (100) feet.

(2) The sign pertains to the principal use of the real estate or lot upon which the sign is located.

(3) The sign shall not use more than two (2) poles as a means of support, and no more than two (2) signs shall be permitted on any pole.

(4) No tree over six (6) inches in diameter shall be pruned or cut down to accommodate the location, siting or visibility of the sign.

(5) The sign is not visible from a residentially zoned area.

(f) Design and Construction. The design and construction of ground signs must be compatible with the principal building upon the lot for which the sign is intended, and the surrounding area in general. Whenever the same building materials for the principal

building are not used for the base, frame, and support of the sign, a landscaped area in compliance with the Zoning Code must be installed at the base of the sign.

(g) Entranceway Sign. Permanent entranceway signs shall be permitted in accordance with Section [1296.03](#)(1), and the following requirements:

(1) The sign shall cover no more than fifty percent (50%) of the entranceway structure.

(2) Up to two (2) such signs, one on each side of the entranceway may be located at each entrance to a subdivision or development.

(h) Electronic Display Signs. Electronic changeable copy and electronic graphic display ground sign shall be permitted subject to the provisions of Section [1476.18](#) of this chapter.

(Res. 10-64. Passed 4-5-10. Eff. 4-6-10.)

BID SHEET: Electronic Sign – Memorial Park

Total price of this Proposal shall include all of the requirements listed herein, as well as any other items required to complete the Memorial Sign Project; **including but not limited to, all designs, engineering, computer set-up, permits, materials, labor, installation and electrical hook-up:**

TOTAL PROPOSAL PRICE: \$ _____

THE CITY OF LINCOLN PARK IS TAX EXEMPT

Variations from specifications:

Company Name

Authorized Representative
(Please Type or Print)

Address

Title

City, State, Zip

Authorizing Signature

Telephone Number

*All Proposals are to be submitted in a sealed envelope clearly marked
“**ELECTRONIC SIGN – MEMORIAL PARK**” and returned to:

Donna Breeding, City Clerk
City of Lincoln Park
1355 Southfield Road
Lincoln Park, MI 48146

Deadline for receiving bids is 3:00 p.m., Friday, March 4, 2011. No late bids will be accepted. Bids will be opened at the Council meeting that begins at 7:30 p.m. on Monday, March 7, 2011.