

REQUEST FOR PROPOSAL
for
Signage Design Services
Gateway Monument and Wayfinding/Directional
– **City of Cañon City, CO**

1. INTRODUCTION

The intent of this REQUEST FOR PROPOSAL (RFP) is to obtain proposals for selecting a designer, hereinafter referred to as "Consultant," to develop final Gateway Monument and Wayfinding/Directional for Cañon City. The City of Cañon City has money budgeted in 2017 for final design, location plan, fabrication, permitting, construction, and installation of:

1. Gateway Monument signs (2) (Political Boundary/Identification Signage by CDOT): \$200,000
2. Directional/Wayfinding signs: \$200,000

These 2017 budget items include any/all design, fabrication, permitting, and installation costs. The goal given timing year-to-date 2017 release of this RFP is to have the signage design completed by mid-December, 2017.

The consultant must be prepared/available to begin work immediately after under contract with a tight schedule as outlined on page 2 and per the Scope of Work (see pages 6-7).

2. INQUIRIES AND CORRECTIONS

If your firm intends to bid on this project, please send an email with "*RFP: Signage/Wayfinding Design*" as the subject line to dlswetlik@canoncity.org with the following information:

Firm Name
Project Name
Firm's Contact Person
Telephone Number
E-Mail Address
Postal Address

The City of Cañon City will use this information to communicate with you in the event an addendum or change to this project is issued. If you do not send this information to the City of Cañon City as noted above, you will not receive any follow-up notification of any changes to the project.

All inquiries relating to this request shall be addressed to:

Cañon City Community Development Department
Attn: Deana Swetlik, AICP, Community Development Director
P. O. Box 1460
Cañon City, CO 81215
(719) 269-9011
dlswetlik@canoncity.org
Subject line of email: "RFP: Signage/Wayfinding Design inquiry"

If the Consultant submitting a proposal finds discrepancies in, or omissions from the Request for Proposal, or should require additional clarification of any part thereof, a written request for interpretation may be submitted. Any interpretation of, or change to the Request for Proposal will be made by written addendum. The City of Cañon City will not be responsible for the accuracy of any oral explanations. All inquiries shall be made in writing and all responses will be provided in writing.

To be given consideration, inquiries must be received at least seven (7) calendar days prior to the date established for the opening of the proposals. It shall be the responsibility of each Consultant to verify that all addenda have been received prior to submitting a proposal.

3. SUBMITTAL SCHEDULE, DUE DATE, LOCATION, AND OPENING

All proposals must be received by the Finance Director of the City of Cañon City, 128 Main Street, P.O. Box 1460, Cañon City, CO 81215 prior to **5:00 PM, September 6, 2017**. Proposals must be submitted in a sealed envelope plainly marked "REQUEST FOR PROPOSAL – Signage Design Services Gateway Monument and Wayfinding/Directional" and addressed to the Finance Director.

Request for Proposals Schedule*:

- August 9, 2017: RFP Publish Date
- August 16, 2017: Vendor Questions due
- August 21, 2017: City response to questions sent to all registered vendors and posted on the City website
- September 6, 2017 at 5:00 p.m. Mountain Standard Time: Request For Proposals Due to Cañon City City Hall.
- September 7, 2017: Committee Members Review/Discuss Proposals
- September 11, 2017: Interviews Conducted (If needed)
- September 12, 2017: Notice of Intent to Award Contract
- September 18, 2017: Approval of Contract by City Council
- Immediately After Contract Approval: Work Begins
- Mid-December, 2017: Project Complete

**Subject to change at discretion of City.*

4. LATE AND TELEGRAPHIC PROPOSALS

Late proposals will not be accepted under any circumstance, and any proposal so received shall be returned to the Consultant unopened. In addition, telegraphic and/or proposals sent by electronic devices are not acceptable and will be rejected upon receipt. Consultants will be expected to allow adequate time for delivery of the proposal. Sole responsibility rests with the Consultant to see that their proposal is received on time.

5. CONDITIONS OF PROPOSAL SUBMITTAL

All Consultants shall comply with all conditions, requirements, and specifications contained herein. Any departure will constitute sufficient cause for the rejection of the proposal.

The proposal must be signed by a duly authorized official of the Consultant submitting the proposal or, if an individual, by the Consultant. No proposal will be accepted from any Consultant that is in

arrears for any obligation to the City of Cañon City, or that is otherwise deemed irresponsible or unresponsive by the City.

Only one (1) proposal will be accepted from any Prime Consultant. All terms quoted must be firm for a period of ninety (90) days following the opening of the proposals.

The City of Cañon City, Colorado reserves the right to reject any and all proposals or any parts thereof. The right is reserved to waive any formalities or informalities contained in any proposal, and to award the project to the most responsive and responsible Consultant as deemed in the best interest of the City of Cañon City.

The City of Cañon City, Colorado reserves the right to reduce the scope of the project based on available budget.

There is no expressed or implied obligation on behalf of the City to reimburse a Consultant for any expenses incurred in preparing proposals or in participating in an interview process in response to this request for proposal.

The City of Cañon City will not return proposals, or other information supplied to the City, to the Consultant.

6. EVALUATION OF PROPOSALS

All proposals will be evaluated by a group of staff including representatives from the Community Development, Engineering, and Public Information departments of the City of Cañon City. Proposals will be evaluated on the basis of the Evaluation Criteria noted herein. Staff may “short list” prospective Consultants on the basis of the proposals received for interviews. The City reserves the right to select a Consultant from submitted Proposals without undertaking a formal interview process. During the interview process, the City reserves the right to request additional information or clarifications from a Consultant or to allow corrections of errors or omissions. Prospective Consultants may be required to make oral presentations as part of the evaluation process. The successful Consultant will be chosen on the basis of apparent greatest benefit to the City, and not necessarily on the basis of lowest overall cost.

7. EVALUATION CRITERIA

Proposals shall be evaluated on the basis of the following criteria:

- A. Responsiveness to the needs of the City, both in service cost and in the scope of services offered.
- B. Experience with public sector wayfinding/direction signage on projects of similar scope and nature.
- C. Experience working with CDOT in design and installation of Political Boundary/Identification signage.
- D. The degree to which the proposal meets or exceeds the terms of the Request for Proposal.
- E. The Consultant's fee structure based on the services to be provided.
- F. Design ability, including design philosophy, design skills and construction knowledge, and project understanding.

8. PROPOSAL ELEMENTS AND FORMAT

Proposals submitted shall contain all information as requested herein and any additional information necessary to summarize the overall benefit of the proposal to the City of Cañon City.

Proposals shall include the following in this order:

A. Cover Letter

Provide a cover letter stating the name, address, telephone number, and email address of the Consultant/Consultant representative, and bearing the signature of the Consultant or a duly authorized official. The cover letter should also include a statement as to whether the proposer can meet the City's General Conditions contract language as attached herein (**Attachment A**); and acknowledge any/all addenda by addenda number.

B. Statement of Qualifications

Provide a Statement of Qualifications to include:

1. a brief overview of the firm's/team's capabilities to meet the needs of this RFP (clearly identify Prime Consultant and any/all Sub-Consultants and respective roles); and
2. a summary of at least four representative projects for each category below (write up and graphics/installed signage photos):
 - Gateway monument (CDOT Political Boundary/Identification) sign design/implementation
 - Wayfinding/directional sign design/implementation; and
3. a list of those key individuals who will be working on the project and identification of their primary role; and
4. provide a one (1) page resume for employees /subcontractors of the Prime Consultant, a brief statement of individual education, professional registrations and areas and years of relevant experience is required, as well as a brief list of representative clients.

There is no M/W/DBE requirement for this project.

C. Approach/Scope/Schedule

Provide a response that defines the methods and means by which the Consultant will perform the Scope of Services outlined in this RFP. Expand on the Scope of Work as outlined beginning on page 6 to include necessary details, sub-tasks, deliverables, and meeting times. Include a project timeline outlining the dates and specific tasks to be accomplished during the course of the project.

Clearly state any concerns with the scope/schedule outlined herein.

D. Project Budget

Provide a project budget by primary Task:

- Gateway monument sign design/implementation; and
- Wayfinding/directional sign design/implementation

Provide enough break out to clearly identify level of effort per Task/Sub-Task per your provided Scope of Work, including meeting time.

Include an hourly rate sheet for any additional services.

E. References

Provide at least three (3) references for each firm on the team for which services of similar scope and nature have been provided including:

- Project name
- Project location
- Reference contact name
- Telephone number(s)
- Email address

Comprehensiveness coupled with brevity should be taken into consideration in providing all information for the proposal.

Submittal of a proposal shall be taken as prima facie evidence that the Proposer has full knowledge of the scope, nature, quality, and quantity of the work to be performed, and the detailed requirements and conditions under which the work is to be performed.

9. NUMBER OF COPIES

Provide 12 hard copies of the proposal.

10. GENERAL REQUIREMENTS OF SUCCESSFUL PROPOSING CONSULTANT

Professional services or creative work, including consultation, evaluation, planning, design, surveying, etc., must be performed only by those individuals licensed to practice in the State of Colorado as required by any Scope of Services requested herein.

The successful Consultant shall be prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the City of Cañon City.

The successful Consultant and its employees will operate as an independent contractor and will not be considered employees of the City of Cañon City.

11. PROJECT BACKGROUND

The City of Cañon City is a Home Rule Municipality with a population of 16,679 (2016 est.). It is the county seat of Fremont County, which has a population of 47,446 (2016 est.). Cañon City is 100 miles southwest of Denver, 45 miles southwest of Colorado Springs, and 35 miles west of Pueblo, with US 50 traversing the City east-west. Cañon City boasts 250 annual days of sunshine compared to 245 in Denver and 205 for the United States. It sits at 5,312 feet above sea level. Cañon City has a substantial amount of tourism activity annually, including attractions such as rafting on the Arkansas River, the Royal Gorge, the Royal Gorge Route Railroad, hiking, biking, angling, dinosaur history and experiences, camping, and more.

The City currently has one gateway sign on its eastern boundary, with no western gateway sign. In addition, there are numerous types of wayfinding/directional signage utilized (primarily within downtown/riverfront/US 50 areas), not providing a consistent and recognizable theme for visitors to the area. The plan is to install two gateway monuments of similar design on the eastern and western gateways to the City along US 50, as well as to install consistent wayfinding/directional signage in the downtown/riverfront/US 50 areas. Please refer to the US 50 Corridor Plan completed

in 2015 for some background on the gateway/political boundary signage.
(http://www.canoncity.org/departments/community_development/recently_completed_plans.php)

The City of Cañon City had a Committee comprised of members of the Chamber of Commerce, City staff, local businesses, and a Council representative. This committee met several times over an approximate three month timeframe from April to June 2017.

The purpose of the Committee was to identify a concept design for signage that would be used city-wide, starting in two specific contexts:

1. Community Gateway Signs (Political Boundary/Identification Signage)
2. Downtown/riverfront/US50 Wayfinding/Directional Signs

The committee reviewed three primary options, ultimately recommending to Council the concept design moving forward for final design as part of this RFP. Please refer to **Attachment B** for a summary of the process year-to-date, the options reviewed, and the preferred concept design that was ultimately supported by City Council to move forward to final design.

12. SCOPE OF WORK

General:

Utilize the concept design completed by the Committee and approved by City Council for the two types of signs and take these through final design as well as permitting. This will involve significant coordination and the permitting through CDOT. The Consultant is responsible for obtaining all necessary CDOT permits as a deliverable.

Specific:

Phase I: Project Kick-off / Locate Existing Signage

- Kick-off meeting in Cañon City
- City and consultant context/location (point out preferred location already identified for Gateway signs and tour area to discuss placement of wayfinding/directional signage)
- CDOT Coordination – Coordination with Region II on contacts on exact design limitations and permitting. Reach out to:
 - James Biren (for permits for placement within DOT purview area) (james.biren@state.co.us/719.546.5404)
 - Valerie Sword (to obtain Special Use Permit for construction) (719.546.5407)Reference to CDOT's *Guide Signing Policies & Procedures* manual dated 2/12 and revised 2/16 will be critical (see **Attachment D**).
- Complete existing conditions location plan that clearly identifies all existing directional/wayfinding signage, and its content. The City has a GIS layer with street signage location. This layer includes locations of a *few* of the directional/wayfinding signs that exist that are city placed, but not nearly all.

Phase II: Design Development

- Complete design development. Be cognizant of local soils conditions and wind load requirements. The City suggests coordinating with a fabricator as appropriate during Design Development and Final Design stages.
- CDOT Coordination
- Location Plan and Survey
 - Complete detailed location plan for downtown/riverfront/US 50 wayfinding/directional signage including which existing signage to be removed. (See **Attachment E** for project area for wayfinding/directional.) Having this information via GPS data points/detailed information in order to input into the City's GIS system is desired.
 - Undertake a survey and underground utility locate in order to complete a detailed site plan for the proposed Gateway signage locations to assure final design works with exact context and topography and will obtain CDOT approval and necessary permits.
- Provide 3D contextual illustrative drawings as follows to be utilized at November City Council Meeting and for future use.
 - Two (2) Gateway illustrative drawings illustrating the final design in exact proposed context
 - Two (2) representative illustrative drawings of downtown wayfinding/directional signage in context
- Staff Meeting/Work Session to go through Design Development drawings in detail, CDOT representative present for portion of meeting
- City Council Vision Committee Meeting (Wednesday evening) (November 22nd – consultant/staff presentation)

Phase III: Final Design

- Complete final drawings in AutoCAD. Provide elevations, plans and necessary specifications.
- Provide one (1) draft and one (1) final summary "design specifications manual" to be utilized for future signage installation including color//typography/artwork, lighting, construction methodology, structural/wind load considerations, material specifications, etc.
- Staff Meeting: to go through final drawings and draft specifications manual
- Update illustrative drawings as needed
- City Council Meeting (Monday evening – December 4th meeting - staff only but w/ consultant presentation)

Phase IV: BID Package

- Create a BID Package to go to fabricators. The BID package and final deliverables to the City must include all necessary CDOT permits.

13. RESPONSIBILITIES OF THE CITY OF CAÑON CITY

The City of Cañon City will provide the Consultant with the following:

- All field and office survey work, as it exists, including preliminary existing signage location plan.
- All engineering, GIS and CAD data, as it exists. **Attachment C** is a list of all GIS layers currently available.
- Any other documents pertaining to, or pertinent to, the completion of the work as represented in the Scope of Services.

14. INDEMNIFICATION

The Consultant agrees to indemnify and hold harmless the City of Cañon City and its officers and its employees from and against all liability, claims, demands and expenses, including court and attorney's fees, on account of any injury, loss or damage which may arise out of or are in any manner connected with the work to be performed, if such injury, loss or damage is caused, in whole or in part, by, or is claimed to be caused in whole or in part by, the negligent act or omission, error or professional error, mistake, accident or other fault of the Consultant, subcontractor of the Consultant, or any office, employee or agent of the Consultant.

15. NON-DISCRIMINATION & ILLEGAL ALIEN

By submitting a proposal, the Consultant agrees to comply with all applicable State and Federal Laws, rules, regulations and Executive Orders of the Governor of Colorado involving non-discrimination on the basis of race, color, religion, national origin, age, handicap or sex and the employment of illegal aliens.

16. RIGHT TO REFUSE PROPOSALS

The City of Cañon City reserves the right, without prejudice, to reject any and all proposals or any parts of any proposal.

Attachments:

- A) Cañon City General Conditions contract language
- B) Summary Concept Signage and Wayfinding Design (6/7/17 City Council General Government Meeting Presentation)
- C) List of City GIS layers available
- D) CDOT Guide Signing Policies & Procedures
- E) Outline of Wayfinding/Directional Project Boundaries (note not all may be installed in a first phase, but comprehensive location plan is needed)