



REQUEST FOR PROPOSALS

FOR THE

RIVERWALK SIGNAGE PROJECT

April 2018

**CITY OF WATERVILLE
WATERVILLE, MAINE 04901**

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PROJECT NARRATIVE

The City of Waterville is seeking proposals for the design and installation of various signs to be installed as part of the City's RiverWalk project. The RiverWalk project will be under construction during the summer months of 2018 with a projected opening date of September 2018. The purpose of this project is to design and install creative and appealing interpretive signs to provide visitors with information on the historical connection between the Kennebec River and the City of Waterville.

The signs will consist of one donor acknowledgement/welcoming sign at the entrance of the RiverWalk followed by 7 interpretive signs that provide information on different sub-categories. The content for these signs will be developed by a committee of municipal officials and local citizens. Specific creative ideas such as layout, format, colors and theme will be left to the expertise of the successful bidder. The aesthetic presence of the signs, including material & color, shall be carefully considered to blend in with the design of the RiverWalk. All proposers are asked to visit the website (www.riverwalkathof.com) created specifically for the RiverWalk at Head of Falls project, so as to familiarize themselves with the design, color and aesthetic appeal of the project.

PROPOSED SCOPE OF SERVICES

The Contractor shall design, furnish and install a total of eight (8) signs; one (1) donor acknowledgement / welcoming sign greeting visitors to the Waterville RiverWalk park and seven (7) interpretive signs to be installed along the RiverWalk park pathway. This includes but not limited to all labor, equipment and materials necessary to install all bases, posts and signs as described in this RFP. The City may consider adding additional signs and naming plaques after award of contract with successful proposer.

Prior to construction and production of the signs, the Contractor shall submit half-sized mockups to the City for final review before sign production. Bids should include time and materials costs for 2 meetings with the City, one will be a pre-design meeting to go over design intent and a second meeting to review half size markups from Contractor.

Prior to final acceptance of the signs, Contractor shall transfer electronic copy of each of the signs so they can be reproduced in the future.

PROJECT TIMELINE

April 30, 2018	Advertisement / Request for Proposals
May 11, 2018	Deadline to receive questions. All questions shall be submitted (in writing) to Nick Champagne, City Engineer at: nchampagne@waterville-me.gov on or before this date.
May 17, 2018	RFP proposals due by 1:00PM. Proposals shall be sealed and either mailed or hand delivered to: City of Waterville 1 Common Street Waterville, Maine 04901 RE: "RFP FOR RIVERWALK SIGNAGE"
May 17-June 1, 2018	Internal review, team interviews, team selection, award contract.
June 2018	Pre-Design Meeting.
July 2018	Presentation & Review of Half-Size mockups.
Aug-Sept 2018	Installation of all signs prior to grand opening.

DESIGN PARAMETERS

The welcoming sign along with all accompanying interpretive signs shall flow together as a family of signs, containing recognizable features from sign to sign. Each sign shall include the official RiverWalk logo; which will be provided in electronic format to the successful bidder. Content shall generally include one third text, one third images, and one third white space. The City of Waterville will provide a draft of the information and images to include on each sign.

DONOR ACKNOWLEDGEMENT & WELCOMING SIGN

Quantity: One (1)
Size: Minimum 48"x96"
Content: Welcoming sign shall contain acknowledgement of funds used by the Land & Water Conservation Fund as administered by the National Park Service for the RiverWalk project. Further content verbiage, including donor list to be recognized on the sign, will be drafted by the City and transferred to sign contractor upon issuance of contract.

INTERPRETATIVE SIGNS

Quantity: Seven (7)
Size: Minimum 24"x36"
Content: Each interpretive design will each contain unique verbiage and images as drafted by the City. Categories will include:

1. Native American History
2. Industry on the River
3. Mills & Manufacturing
4. River Ecology
5. Head of Falls Neighborhood
6. The Two Cent Bridge
7. (To Be Determined)

Sign Posts & Bases: Post and post base material shall be proposed by the successful proposer and shall closely match the aesthetic nature & colors of the RiverWalk Project.

Fasteners: All hardware and fasteners used on the project shall be 304 stainless steel or approved equal.

Sign Material: Vinyl with UV Protection or other equivalent weather resistant material recommended by proposer.

UV Protection: Depending on the sign material, each sign shall include some level of UV protection to ensure sign longevity.

Accessibility: Signs and sign bases shall be designed and placed such that they can be viewed from a wheelchair and in compliance with any applicable ADA requirements.

Mock-ups: Half scale mockups of each sign shall be provided to the City by the successful Contractor for final review/ approval at 50% design.

Electronic Copy: An electronic copy (in a generally accepted format) of each approved & finalized signs shall be transferred to the City for future reproduction, should the signs be damaged and need replacement.

WARRANTY

The project (including the signs) shall have a minimum of a 1 year warranty, which shall commence on the date of final acceptance from the City.

BONDING & INSURANCE

BONDING – Not required for this project.

INSURANCE – The successful bidder shall furnish a Certificate of Insurance.

CITY PROVIDED SERVICES

The City will provide draft content on all of the proposed signs, including text and images.

FINAL COMPLETION & RIVERWALK OPENING

The RiverWalk at Head of Falls is scheduled for a ribbon cutting ceremony on October 6, 2018. All signs shall be installed and project completed no later than **September 29, 2018**.

SUBMISSION REQUIREMENTS

Proposals shall be sent / delivered to:

Mike Roy, City Manager
City of Waterville
1 Common Street
Waterville, Maine 04901

Tel. 207-680-4203
Fax. 207-680-4207
e-mail: mroy@waterville-me.gov

Proposal Submission & Due Date:

All proposals shall be received by Mike Roy, City Manager at City Hall no later than **1:00PM on May 17, 2018** at which time they will be opened and read aloud. Proposals received after the date and time specified above will not be considered.

- Faxed or E-mailed proposals will not be accepted.
- **Four (4) hard copies** of each proposal shall be provided with each submission.
- A combined PDF of all the proposal files and proposer qualifications shall be provided on CDROM or thumb drive with each submission.

Contact for questions:

Nick Champagne, City Engineer
City of Waterville
1 Common Street
Waterville, Maine 04901

Tel. 207-649-4232
Fax. 207-680-4234
E-mail: nchampagne@waterville-me.gov

Proposal Format:

- **Cover Letter / Title Page.** A cover / title page shall indicate the proposal is being submitted for the scope of work in the RFP. The firm/individual submitting the proposal shall be identified with address, telephone number, contact person and e-mail address. If more than one firm/individual will work on the project, they should also be identified.
- **Detailed Scope of Work.** The bidder shall submit a detailed description of the proposed work activities, methodologies and approaches per the RFP scope of work. In the event that additional tasks or better methods to complete the project other than those outlined in the Scope of Services, those shall be identified as “Additional Suggested Services” with costs broken out from base bid.
- **Schedule.** A proposed project schedule of work shall accompany each proposal, which should include time for mock-up submissions & review for City to review / approve prior to final production. All key dates shall be incorporated.
- **Qualifications & Related Experience.** In order to aid in the evaluation of proposals, the bidder shall include the following information with their respective proposal:
 - Statement of project understanding.
 - Brief history of firm.
 - Description of related work experience (photos encouraged)
 - Minimum of two (2) references shall be provided from clients for whom the bidder has provided similar work.
 - If available, a sample (or samples) of similar work bidder has completed for other clients.
- **Design Approach.** Proposer shall provide a detailed description of intended design approach and how the signs will be incorporated with the RiverWalk design. This may include colors to be used in addition to potential materials. This submission section is intended to allow proposer to share creative ideas and approaches to aesthetic sign appeal.
- **Project Cost.** Proposer shall provide a detailed cost breakdown of the work to be completed and shall match the scope of work. Proposer shall also include a time charge schedule with submission.

EVALUATION PROCESS & CRITERIA

All proposals will be reviewed by a committee and each proposal will be rated based on the criteria outlined below. The committee will make a recommendation to the City Council for final approval prior to award.

The City of Waterville reserves the right to accept or reject any or all proposals for any reason, or to negotiate with any individual or firm as deemed necessary.

Each proposal will be reviewed by the following criteria:

- | | |
|---|-----|
| 1. Design Approach: | 50% |
| 2. Qualifications & related experience: | 35% |
| 3. Project Cost: | 15% |

APPENDIX A

PROPOSAL FORM
CITY OF WATERVILLE
RIVERWALK SIGNAGE PROJECT

City of Waterville
 1 Common Street
 Waterville, ME 04901

The undersigned as Bidder declares that he or she has familiarized himself or herself with the proposed project and the conditions under which it must be constructed and agrees that he or she will contract with the City of Waterville and furnish all labor and materials and will do the work as prescribed and that he or she will accept in full payment, therefore, the following unit prices and lump sums.

All entries in the Bid must be made clearly in ink; prices bid must be written in both words and numerals. Unbalanced bidding is prohibited.

Insurance certificate must be furnished prior to formal execution of the Contract by the OWNER.

The undersigned acknowledges the receipt of the following Addenda:

_____ Date: _____
 _____ Date: _____
 _____ Date: _____

ITEM NO.	ITEM	UNIT	Unit Price (In Words & Numerals)	Estimated Quantity	Extended Amount
1.	RIVERWALK SIGNAGE	L.S.	\$ _____ (value in numerals)	1	\$ _____ (value in words)
BASE BID AMOUNT				1	\$ _____ (value in words)

ADDITIONAL SUGGESTED SERVICES (IF APPLICABLE)

<u>ITEM</u>	<u>COST</u>
_____	_____
_____	_____
_____	_____
_____	_____

Signed: _____ Witness: _____

Date: _____ Date: _____

Title: _____

Company or Business: _____

Address: _____

Telephone: _____