



## **Request for Proposal Wayfinding Sign Design, Fabrication, and Installation City of Richmond, Texas**

### **INVITATION AND INTENT**

The City of Richmond invites all interested, qualified persons, or firms capable of providing the required products, to submit bids for the design, planning, fabrication, and installation of wayfinding signage. The City of Richmond is considering the selection for a wayfinding sign program for implementation over the next three to five fiscal years. The following specifications and attachments describe the minimum requirements acceptable to the City of Richmond.

### **INTRODUCTION**

As part of the City's Comprehensive Master Plan, Richmond identified the need for a wayfinding sign program targeted at increasing citizen's and tourist's access to the City's Historic District and amenities. Gateway, vehicular, pedestrian, regulatory, and parking signage will need to be designed and planned for within the scope of this project. The wayfinding design should be developed and chosen with the intent to increase the sense of place and community in Richmond, Texas.

### **SCOPE OF SERVICES**

#### **Design**

The City of Richmond is looking for sign designs for primary, secondary, and tertiary wayfinding signs. The design of these signs must be durable, adaptable, reflective, and meet the Texas Department of Transportation ("TXDOT") minimum requirements for signs located along highway right-of-ways (where applicable). Bidder must provide a minimum of one sign design for each category of sign as identified above. Signs within the Historic District must be identified different than those located outside the District. All other City signage must incorporate the City of Richmond's new logo. Maximum size for wayfinding signage is identified in the City's Unified Development Code (UDC). Sign designs should be adaptable and updatable to account for changing locations and destinations around the City.

1. *Primary Directional Signs.* Primary wayfinding signs are to be located on highways and are designed for speeds 35 mph and above.
2. *Secondary Directional Signs.* Secondary wayfinding signs are to be smaller versions of the Primary Directional Signs. These signs are designed for speeds of less than 35 mph.
3. *Tertiary Directional Signs.* Tertiary wayfinding signs are the smallest version of wayfinding. They are intended for vehicular, bicycle, and pedestrian directional information. Can also be utilized for signage in the Richmond Trails Master Plan.

### **Preliminary Schedule**

<b>Event</b>	<b>Date</b>
RFP Release and Vendor Notification	March 28, 2016
Deadline for Questions	April 11, 2016
Responses to RFP are Due	April 25, 2016
Vendor Interviews	May 9/10 2016 (if needed)
Final Selection and Award	May 16, 2016

### **Submittal Requirements**

Qualified vendors should submit four (4) full color copies of their qualifications and proposal. Submittals should be kept to the minimum necessary length to explain the vendor's attributes and pricing. Each copy of the submission should be complete and include the following minimum requirements:

1. A brief company history.
2. A short narrative of the vendor's unique approach to these projects and a statement of understanding targeting the specific nature of this project.
3. At least three references from a current or past client where vendor has supplied similar services.
4. Current insurance coverage.

### **Completeness of Submission**

Forms must be signed by a representative of the company authorized to bind the firm contractually. Further, the vendor must include a statement identifying all exceptions to this RFP or declare that there are no exceptions taken to the RFP.

### **Performance Requirements**

1. Provide workmanship and materials, free of defects. Defects shall be defined as, but shall not be limited to delamination, abnormal deterioration, fading, and discoloration, weathering, failure of securing, to substrates indicated, cracking, corrosion or coating damage, or visible scratches on surfaces.
2. Signage shall not bear manufacturer's code or other identifying marks on any area or part, which may be visible in the normal positing, attitude, or use of the sign item. Date stickers to be affixed to back of signs.
3. Selected vendor shall ensure that the design of support substrates and structures are adequate and compatible for the performance of all work required.
4. All signs located TXDOT right-of-way shall meet TXDOT standards.

### **Quality Assurance**

1. Selected vendor shall comply with all municipal and State code requirements.

2. Selected vendor shall ensure that all signs comply *The Americans with Disabilities Act*, ADA Section 4.30, *Signage*; Section 4.30.5, *Finish and Contrast*; Section 4.30.6, *Mounting and Location and Height*.

### **Warranty**

Selected vendor shall provide a five year written warranty on all materials and workmanship for sign structures (*see attached*).

### **Preparation for Installation**

Selected vendor shall provide adequate temporary support to assure the structural value and integrity of the affected portion of the work during storage outside prior to installation by others.

### **Evaluation Process**

The City reserves the right to determine which qualifications best serves the organization and its customers. While the selection of a wayfinding sign design, fabrication and installation contractor is anticipated, it is not guaranteed.

#### A. Review of Proposals

The City will use a point formula during the review process to score proposals.

The City reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

#### B. Evaluation Criteria

Proposals will be evaluated using the following criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for technical qualifications. The following represent the principal selection criteria that will be considered during the evaluation process.

##### 1. Mandatory Elements

- a. The firm has no conflict of interest with regard to any other work performed by the firm for the City.
- b. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.

##### 2. Technical Quality: (Maximum Points - 100)

- a. Expertise and Experience (Maximum Points - 30)

(1) The firm's past experience and performance on comparable projects.

- (2) The quality of the firm's professional personnel to be assigned to the project.
  - (3) Quality of materials proposed for use.
  - (4) The firm's past relationship with the City.
- b. Design quality and the extent the proposed goods and services meet the City's needs. (Maximum Points - 40)
  - c. the impact on the ability of the municipality to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities
  - d. Conformance with RFQ requirements. (Maximum Points – 5)
  - e. References. (Maximum Points -15)
  - f. The price of the goods and services and the long-term cost of the goods and services. (Maximum Points – 10)

### **Proposal Submittal Deadline**

Notice is hereby given that qualifications will be received by the City of Richmond for Wayfinding Sign Program for the design, planning, fabrication, and installation of wayfinding signage in selected areas of the City. Interested parties should submit their qualifications to:

City of Richmond  
Wayfinding Signs  
ATTN: Laura Scarlato  
402 Morton Street  
Richmond, TX 77469

Proposals are to be submitted by April 25, 2016 at 4:00 p.m. (CST). Proposals received after the foregoing date and time will not be considered. Proposals will not be accepted via fax or email. Vendors accept all risk of late delivery of mailed qualifications regardless of intendance or fault.

All submittals must be labeled Wayfinding Signs with the firm's name on the outside of the sealed envelope. Interested parties should submit **four (4) full color copies** of their proposal on 8.5" x 11" paper.

Questions concerning the proposal should be directed to Jessica Duet at [jduet@richmondtx.gov](mailto:jduet@richmondtx.gov). These RFP documents are also available on the City's website at [www.richmondtx.gov](http://www.richmondtx.gov).

## General Conditions

Reserved Rights: **The City reserves the right to:**

- Modify or cancel the selection process or schedule at any time;
- Waive minor irregularities;
- Reject any and/or all responses to this RFP and to seek new proposals when it is in the best interest of the City to do so;
- Seek clarification or additional information from respondents as it deems necessary to the evaluation of the response;
- Request any additional information or evidence from individual respondents, including but not limited to evidence of the respondent's financial status;
- Incorporate this RFP and the selected team's response to this RFP as a part of any formal agreement between the City and the respondent;
- Negotiate modifications to the RFP with the selected respondent as part of the negotiation process;
- Modify the RFP opportunity available to potential development teams;
- Bids shall be completed on the form furnished and any exceptions to the specifications must be attached hereto and made part of the contract. Retain one copy for your records;
- Successful vendors must complete a W-9 form (Taxpayer Identification No.);
- The City of Richmond is exempt from all local, State, and Federal taxes; and
- The City of Richmond reserves the right to reject any and all quotes and to waive informalities and minor irregularities in quotes received and to accept any portion of the quote if deemed in the best interest of the City of Richmond.

**Hold Harmless.** By participation in this RFP process, development teams agree to hold harmless the City of Richmond, its officers and employees from all claims, liabilities, and costs related to all aspects of the development team selection process.

**Public Information.** All documents, conversations, correspondence, etc. between the City and respondents are public information subject to the laws and regulations that govern the City of Richmond, unless specifically identified otherwise.

**Expenses.** All expenses related to any development team's response to this RFP, or other expenses incurred while the selection process is underway, are the sole obligation and responsibility of that development team.

**Design Ownership.** The City of Richmond shall own the rights to any and all designs including but not limited to logos or other unique marks approved by the City.

**Further Information.** Visit the City of Richmond web page at [www.richmondtx.gov](http://www.richmondtx.gov) for a copy of the *Unified Development Code* and other City information.

### **Warranty/Guarantee**

We hereby warranty and guarantee the signs, which we have delivered in accordance with the provisions of the City of Richmond Wayfinding Signage project, for five years from the date of delivery and acceptance by the City of Richmond.

We warrant and guarantee that the materials and finishes furnished under this contract are the highest quality and new unless otherwise required or permitted by the contract documents; that the work will be free from defects not inherent in the quality required or permitted; and that the work conforms with the requirements of the contract documents.

We agree to repair or replace, to the satisfaction of the City of Richmond, any or all work not conforming to the contract documents, including substitutions not properly approved and authorized, workmanship or materials that prove defective within the warranty/guarantee period. This warranty/guarantee excludes remedy for damage or defect caused by abuse, modifications not executed by the Vendor or normal wear and tear under normal usage. Any work which may be damaged or displaced by the abuse, modifications not executed by the Vendor, improper, or insufficient maintenance, or improper operation shall also be excluded.

Any repairs or replacements shall bear an additional 12 month guarantee, in addition to any remaining warranty period, as herein stated, dated from the final acceptance of repairs or replacement.

In the event of our failure to comply with the above-mentioned conditions within a reasonable time after being notified in writing, we collectively and separately do hereby authorize the City of Richmond to proceed to have defects repaired and made good at our expense, and will pay the costs and chargers; therefore, immediately upon demand.

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Signature of Vendor

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Date

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b>		<b>FORM CIQ</b>
<b>For vendor or other person doing business with local governmental entity</b>		
<p>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	<b>OFFICE USE ONLY</b> <hr/> Date Received	
<b>1</b> Name of person who has a business relationship with local governmental entity.		
<b>2</b> <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)		
<b>3</b> Name of local government officer with whom filer has employment or business relationship.		
_____ Name of Officer		
This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.		
A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
D. Describe each employment or business relationship with the local government officer named in this section.		
<b>4</b>		
_____ Signature of person doing business with the governmental entity		_____ Date

Adopted 06/29/2007

<b>CERTIFICATE OF INTERESTED PARTIES</b>		<b>FORM 1295</b>	
Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.		<b>OFFICE USE ONLY</b>	
<b>1 Name of business entity filing form, and the city, state and country of the business entity's place of business.</b>			
<b>2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.</b>			
<b>3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.</b>			
4		Nature of Interest (check applicable)	
Name of Interested Party	City, State, Country (place of business)	Controlling	Intermediary
<b>5 Check only if there is NO Interested Party.</b> <input type="checkbox"/>			
<b>6 AFFIDAVIT</b> I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.			
_____ Signature of authorized agent of contracting business entity			
AFFIX NOTARY STAMP / SEAL ABOVE			
Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20 _____, to certify which, witness my hand and seal of office.			
_____ Signature of officer administering oath		_____ Printed name of officer administering oath	
_____ Title of officer administering oath			
<b>ADD ADDITIONAL PAGES AS NECESSARY</b>			