



REQUEST FOR PROPOSALS (RFP)

for GATEWAY MONUMENT SIGN DESIGN SERVICES

ISSUED OCTOBER 17, 2018

The City of Columbia is accepting proposals from qualified design firms and sign companies for “**Gateway Monument Sign Design Services.**”

Proposals will be received no later than Friday, November 2, 2018, 5:00 p.m. at Columbia City Hall, 208 South Rapp Ave., Columbia, Illinois 62236. Proposals received after the above date and time, or in any other location other than the City Hall will not be considered. Proposal information can be found at: www.columbiaillinois.com/373/Current-Bids.

The City of Columbia reserves the right to reject any or all proposals when the public interest will be served thereby and to waive technicalities and informalities.

Community Background: The City of Columbia, Illinois (pop. 10,868), is a vibrant and forward-looking community located just 10 miles from downtown St. Louis. It is considered a family-focused community as evidenced by its rank as the fifth-best place in Illinois to raise a family by WalletHub.com.

The original town was built by settlers on high bluffs overlooking the Mississippi River. German immigrants made their way to Columbia and transformed the city into the thriving community it is today. Despite its growth, Columbia has maintained its charming qualities and quaint characteristics as portrayed by its historic Main Street district, a true treasure in Southwestern Illinois. With its outdoor patios and German vernacular buildings, visitors enjoy diverse dining experiences and historical walking tours. Columbia is home to plentiful parks, scenic bluffs, superior amenities and unique venues.

Project Overview: The City of Columbia, Illinois is soliciting proposals from qualified firms for the design, fabrication and installation of a two-sided gateway monument sign with LED electronic message centers (EMC) at Stone Arch Park/Shoemaker Schoolhouse located at the intersection of Illinois Route 3 and Gall Rd. The historic schoolhouse on the site previously served as the Monroe County Visitors Center, but is being renovated as the venue for POP-UP SHOP Columbia. The POP-UP SHOP will open in November 2018. POP-UP SHOP details can be found at: www.popupshopcolumbiaillinois.com/.

Project objectives are:

- Provide an attractive gateway sign that welcomes travelers and visitors to Columbia.
- Provide a means of advertising current POP-UP SHOP Columbia vendors.
- Provide a means of advertising multiple community events in a single location.

Design and Technical Requirements: The selected firm shall design, fabricate and install a double-faced monument sign oriented perpendicular to Illinois Route 3 with an LED EMC on both sign faces. At a minimum, the sign body will display the City name and City of Columbia logo. The design and selected materials shall be in harmony with the architecture and environmental character of the site. Sign width shall not exceed 10 feet. Sign height shall not exceed 10 feet.

The EMCs shall include wireless remote programming with full-color LED display. The EMCs shall be equipped with dimming controls that automatically adjust for ambient light conditions. The displays shall be sized to maximize viewing capabilities, but shall not exceed 40% of the total sign area. Electronic components shall have a minimum of one-year warranty against defects. Hardware, non-

electronic components and installation shall be guaranteed for a minimum of three (3) years, with service provided. Initial training on sign programming shall be included and customer support shall be provided for a minimum of one (1) year after installation. The City of Columbia will provide electric service to the sign. So, proposers shall not account for such in the cost estimates.

Pre-Proposal Conference: All proposers shall be required to attend an on-site pre-proposal conference to view the site, discuss the project, and take notes/photos. Pre-proposal conferences will be scheduled individually with proposers. To schedule a pre-proposal conference, contact

Scott Dunakey, AICP
Director of Community Development
Telephone: 618-281-7144 x118
Email: sdunakey@columbiaillinois.com

Required Proposal Content: The following must be included in the proposal:

- Cover letter signed by a firm principal (1 pg. max.) with signed bid form (1 pg.).
- Firm background, qualifications and primary contact information (2 pgs. max.).
- Example photos of similar work with references (5 pgs. max.).
- Narrative demonstrating project understanding and ability to meet schedule (2 pgs. max.).
- A preliminary design concept with two sign height alternatives: (1) 6-foot sign height and (1) 10-foot sign height. Both alternatives shall have the same character and materials, but may have different configurations to account for the difference in height. Each alternative shall include the following information:
 - Elevations with dimensions
 - Color swatches
 - Material samples and descriptions
 - Daytime and nighttime renderings from at least one perspective
 - Total cost of design, fabrication, installation, warranties and customer support
 - 5 pgs. max. per alternative (10 total pgs.)
- EMC technical and electronic specifications (No page limit).
- Proposers may include an appendix with no more than two (2) additional design concepts, which shall include the same information as the primary design concept.

Selection Process:

Firm selection will follow a two-step process. First, the qualifications and costs provided under this RFP will be thoroughly reviewed with the top candidate(s) selected by a Review Team. Second, the top candidate(s) may be interviewed by the Review Team and the finalist selected.

Design is the most critical factor, but cost is important and will be considered. The cost provided is to be a “not to exceed” lump sum cost, which shall be guaranteed for a minimum of three (3) months from the due date. Responses received after the close of business on the specified due date will not be considered. The City of Columbia reserves the right to short-list (up to 3) firms for interviews. The City reserves the right to select the second ranked firm if negotiations with the first firm are unsuccessful. The City of Columbia Community Development Department will administer the project.

Evaluation Criteria:

- Adherence to proposal submission requirements (5%)
- Project understanding and ability to meet schedule (10%)
- Quality of design (60%)
- Total cost (25%)

BID FORM AND GENERAL INSTRUCTIONS TO BIDDERS

1. The following instructions are to be considered as an integral part of this proposal. Five (5) hard copies and one (1) electronic version in .pdf format shall be submitted. Please email electronic versions to sdunakey@columbiaillinois.com by the proposal deadline. The person signing the bid form must initial any changes or corrections made to this proposal.

2. ***Tentative Schedule:***

Pre-Proposal Conference Deadline	<u>October 26, 2018</u>
Proposals Due	<u>November 2, 2018</u>
Proposal Review Committee	<u>November 6, 2018</u>
Proposer Interviews (if applicable).....	<u>November 8, 2018</u>
Contract/Bid Approval.....	<u>November 19, 2018</u>
Construction Complete	<u>February 1, 2019</u>

3. The City shall accept and evaluate all responses and determine which company's proposal best meets the project objectives and criteria. A five-member Proposal Review Committee will evaluate proposals and forward a recommendation to the City Council for approval. Upon review of the proposals submitted, the City may conduct interviews with respondents to supplement the information necessary for the selection process.

4. No Federal or State Sales Tax is applicable. The City is State tax-exempt.

5. The City of Columbia reserves the right to accept or reject any and all bids, and waive any informality.

THE UNDERSIGNED ON THE BID PROPOSAL CERTIFIES THAT HE/SHE HAS CAREFULLY EXAMINED THE INSTRUCTIONS TO BIDDERS, TERMS AND SPECIFICATIONS APPLICABLE TO AND MADE A PART OF THIS PROPOSAL. HE/SHE FURTHER CERTIFIES THAT THE PRICES SHOWN ARE IN ACCORDANCE WITH THE CONDITIONS, TERMS AND SPECIFICATIONS OF THE PROPOSAL AND THAT ANY EXCEPTION TAKEN THERETO MAY DISQUALIFY THE BID.

PRINT NAME: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

NOTICE TO BIDDERS

Proposals for GATEWAY MONUMENT SIGN DESIGN will be received at:

Columbia City Hall, 208 South Rapp Ave., Columbia, Illinois 62236,
until Friday, November 2, 2018 at 5:00 p.m.

The bid must clearly identify the firm, individual, or organization that is submitting the bid.

Relevant portions of "An Act to Prohibit Discrimination and Intimidation on Account of Race or Color in Employment under Contracts for Public Buildings or Public Works", approved July 8, 1933, as amended, "Fair Employment Practices Act", approved July 21, 1961, as amended and The Prevailing Wage Act", Illinois Revised Statutes, as amended, and Contract Provisions required by Section 85.38 of the Code of Federal Regulations, US Department of Housing and Urban Development, apply to this bid.)

Firm understands the Illinois Freedom of Information Act requirement to produce to the Requestor any of its company records and documents which are in any way related to the performance of services under this agreement. The Firm agrees to be bound by the provisions of the Act and agrees to deliver of a request by the City for said records. Firm agrees to reimburse the City any fees, fines, or costs incurred by or assessed against the City for its failure to deliver requested records in the possession of the Firm, and which the Firm failed to deliver to the City within three (3) business days of its receipt of a request from the City to do so. An email request for records and documents will be considered received by the Firm on the day sent.

Bid documents may be obtained at www.columbiaillinois.com/373/Current-Bids. Any questions regarding the bid specifications and requests for image files of the City logo shall be directed to:

Scott Dunakey, AICP
Director of Community Development
Telephone: 618-281-7144 x118
Email: sdunakey@columbiaillinois.com

Contractors and subcontractors shall comply with all provisions and requirement as stipulated in the specifications and bid submittal packets for this project. The City of Columbia reserves the right to waive any irregularities and technicalities, and to accept or reject any or all bids or any part thereof.