



FOUNTAIN INN

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REQUEST FOR PROPOSAL

THE CITY OF FOUNTAIN INN

RFP #2019 – 002

WAYFINDING SIGNAGE

ISSUE DATE:

June 6, 2019

SUBMISSION DEADLINE:

Thursday, June 20, 2019

4:00 P.M. (EDST)

**CITY OF FOUNTAIN INN, SOUTH CAROLINA REQUEST FOR PROPOSAL
#2019-002- WAYFINDING SIGNAGE**

The City of Fountain Inn, South Carolina is seeking request for proposals from qualified companies to provide the City with as-built rendering, fabrication, and installation services for wayfinding signage that have been recommended as part of the attached *Community Wayfinding Master Plan*.

Sealed proposals will be received at 200 North Main Street; Fountain Inn, SC 29644 until June 20, 2019 at 4:00 p.m. from qualified contractors at which time they will be publicly opened and read aloud. Details of the award will be posted on www.fountaininn.org. Proposals received after the time and date set for receipt will not be accepted and will be returned to the bidder.

All proposals must be in a sealed envelope and marked:

**CITY OF FOUNTAIN INN
SEALED PROPOSAL: RFP#2019-002
TITLE: WAYFINDING SIGNAGE
ATTN.: FINANCE DEPARTMENT
200 NORTH MAIN STREET
FOUNTAIN INN, SC 29644**

All proposals are subject to the City of Fountain Inn's Procurement Ordinance, Ordinance #2010-001 dated February 2, 2010. The Procurement Ordinance is available on the City's website.

No proposal may be withdrawn for a period of sixty (60) calendar days after the opening. Should the proposals be higher than the amount allocated by the City for this project, the City reserves the right to negotiate in good faith with the preferred bidder. Failing an agreement, the City may reject all proposals and resubmit for new proposals or make any decisions it deems to be in its own best interest.

No proposal will be accepted from a contractor who is not currently licensed as applicable, by the South Carolina Department of Labor, Licensing and Regulation Contractor's License Board, in accordance with the Code of Law of South Carolina and has a current South Carolina General Contractor's License.

City Contact: Questions regarding this Request for Proposals, contact
Shawn M. Bell, City Administrator
Office: (864) 423-2506
shawn.bell@fountaininn.org

Upon receiving the "Notice of Award," the successful bidder has ten (10) calendar days to submit all required bonds, insurance, permits and licenses and meet with the City to discuss any problems or questions pertaining to the project.

If the bidder discovers any ambiguity, conflict, discrepancy, omission or other errors in the proposal, bidder shall immediately notify the City of such error in writing and request modification or clarification of the document. The bidder is responsible for clarifying any ambiguity, conflict, discrepancy, omission or other erroring the proposal or it shall be deemed waived.

The successful contractor shall comply with all instructions and shall perform services in a manner commensurate with the highest professional standards by qualified and experienced personnel.

Project Scope of Work

The City is seeking a sign fabrication and installation company to complete the following scope of work:

- A. Cost: Provide the cost to design, fabricate, and install the proposed wayfinding signs as outlined in the attached *Community Wayfinding Master Plan*.
- B. Schedule: Submit a schedule to complete the design, fabrication, and installation of the signs. The company shall be responsible for securing SCDOT permits. (Most of the work will occur within SCDOT right-of-way.)
- C. Materials: Where specified, company will adopt the sign materials and design details described in the *Community Wayfinding Master Plan*. Where unspecified, company will develop material and detail standards to be approved by the City and compliant with all federal and state requirements for sign panels, posts, breakaway features, and other signage components. (See attached TG-18 for SCDOT standards for wayfinding signage.)

Project Requirements

Project requirements shall include, but not be limited to:

- A. Sign Posts: Have a licensed engineer to prepare and submit structural calculation for their proposed footings, breakaway features, and posts for each sign type.
- B. As-Built Drawings: Develop a series of as-built drawings to illustrate the specifications (including materials, content, and dimensions) of wayfinding system components and secure City and SCDOT approval of these drawings.
- C. Permitting: Submit and secure SCDOT permits for sign design and placement.
- D. Installation: Install the signage components, including footers, breakaway features, posts, sign panels, and any decorative additions to signs.
- E. Warranty: The selected company will provide a one-year minimum parts and labor warranty on the sign fabrication and installation. During the first year after the installation, the selected company agrees to repair or replace any faded, damaged or crooked signs that are caused by poor fabrication methods or installation techniques at no cost to the City.

Proposal Outline to be Submitted

The proposal shall be organized and submitted with the following elements:

- A. Cover Page
- B. Executive Summary - provide a brief summary describing the company's ability to perform the work requested, a history of the company's background and experience providing the products and services, the qualifications of the company's staff to be assigned to this project, any subcontractor, and/or suppliers and a brief history of their background and experience and any other information called for by this request for proposal. This summary should be brief and concise.
- C. Response to Scope of Work - Each company shall provide responses and information to fully satisfy each item in this section.
- D. Attachments

Response to Scope of Work

- A. Company and General Information
 - 1. Company name and address.
 - 2. Letter of transmittal signed by an individual authorized to bind the company stating that the company has read and will comply with all terms and conditions of this Request for Proposals.
 - 3. General information about the primary contact who would be able to answer questions about the proposal. Include name, title, telephone number and email address of the individual.
- B. Qualifications and Experience of the Company
 - 1. Describe your company's history and organizational structure. Include the size of the company, location of offices, years in business, name of owner(s).
 - 2. List the office and members of your team who will be responsible for providing the products and services.
 - 3. What is your company's experience fabricating and installing the signs requested? Describe comparable projects performed by your company in the last five years, including the number of projects, scope of work and status of the projects.
 - 4. Comment on other areas that may make your company different from your competitors.
- C. Fee Schedule
- D. References
 - List the name, address and telephone number of references from at least three (3) recent similar projects. Include a brief description of the work provided for each reference.

E. Implementation/Completion Schedule

Include a detailed implementation schedule and note key project milestones and timelines for deliverables. Identify any assumptions used in developing the schedule. The selected vendor will procure the necessary SCDOT permits prior to beginning the implementation.

F. Certificate of Insurance

The City will require the successful company to provide Certificates of insurance evidencing required coverage types and the minimum limits.

G. Business License

The proposing organization does not require a City of Fountain Inn business license to respond to the Request for Proposals. However, the successful proposer will be required to acquire a City of Fountain Inn Business License during the contracting process and maintain an active license throughout the contracted period.

H. Standard City Professional Services Agreement

The City will require the successful company to execute a professional services agreement with the City. Please review the attached City Standard Agreement and identify any questions or clarifications.

Evaluation of Proposals

Proposals will be evaluated on the company's ability to provide the products and services that meet the requirements set forth in this Request for Proposals. The City reserves the right to make such investigations as it deems necessary to determine the ability of the company to provide the products and services to a satisfactory level of performance in accordance with the City's requirements. Interviews and presentations may be requested if deemed necessary to fully understand and compare the company's capabilities and qualifications.

Proposals will be evaluated based on the following criteria:

1. Qualifications and Experience
2. Questions/ Response to the Scope of Work
3. Fee
4. References and Schedule

As reflected above, the contract award will not be based solely on price, but on a combination of factors as determined to be in the best interest of the City. After evaluating all the proposals received and discussing them further with the finalists, the City reserves the right to further negotiate the scope of work and/or the fabrication and installation method and amount of compensation.