



## **REQUEST FOR PROPOSALS**

### **For the City of Tillamook Gateway Signage and Park Kiosk Project Fabrication and Installation Services**

**September 25<sup>th</sup>, 2017**

The Tillamook Area Chamber of Commerce (Chamber), in cooperation with Visit Tillamook Coast (VTC), seeks proposals from qualified fabrication and installation teams to design, build and install five (5) signs, including four (4) gateway sign monuments at the four key state highway entrances into the City of Tillamook, Oregon, as well as one (1) park kiosk at the Carnahan City Park in the City of Tillamook. Interested parties should submit a proposal that includes pertinent experience in building and installing such improvements as further described in this RFP.

#### **Contact:**

**Justin Aufdermauer**

**(503) 842-7525**

**[justin@tillamookchamber.org](mailto:justin@tillamookchamber.org)**

#### **SUBMIT RESPONSES TO:**

**Justin Aufdermauer**

**Tillamook Area Chamber of Commerce**

**208 Main Ave.**

**Tillamook, OR 97141**

**Responses Due  
November 3, 2017**

## 1.0 OVERVIEW

The Chamber invites proposals from qualified fabrication and installation teams to design, build and install five (5) signs, including four (4) gateway sign monuments at the four key state highway entrances into the City of Tillamook, Oregon, as well as one (1) park kiosk at the Carnahan City Park. These sign structures honor the architectural heritage of Tillamook and extend a strong graphics brand for The Dairylands (and a supporting brand for Visit Tillamook Coast) with a materials palette that represents a Northwest-style sensibility and craftsmanship. As the City of Tillamook welcomes more visitors, a well-defined wayfinding system will greatly enhance a visitor's experience on many levels.

Attached is a vicinity map of the four locations and the Oregon Department of Transportation (ODOT) approvals for those sitings for your review. All State and City planning permit approvals are in hand. Any required building permits are the responsibility of proposer.

Proposals are being solicited only from qualified and established firms known to be experienced and regularly engaged in the work of signage fabrication and installation. Satisfactory evidence that the proposer and their team has the necessary capital, equipment and personnel to do the work may be required.

The selected Contractor will be required to utilize the attached Design Intent Drawings & Design Specifications as the basis for further shop drawing designs in accordance with accepted standards for same; these refinement documents shall be subject to review and approval by the Chamber and VTC.

Those firms interested should submit a letter of interest and response to our Request for Proposal (RFP), as further defined below. It is preferred that proposers provide five printed (5) originals, however a pdf copy is acceptable and may be emailed. Proposals must be clearly marked "Proposal for City of Tillamook Signage Project Fabrication and Installation Services" and be addressed to:

Justin Aufdermauer, Tillamook Area Chamber of Commerce, 208 Main Avenue, Tillamook, Oregon 97141.

*An email containing a PDF copy of the proposal may be sent to [justin@tillamookchamber.org](mailto:justin@tillamookchamber.org)*

All proposals must be received by the Chamber at 208 Main Avenue, Tillamook, Oregon 97141 by 2:00 p.m. local time, on November 3, 2017.

Proposals must be received by the time specified at the address listed above. Any proposals received after the deadline will not be considered.

## 2.0 BACKGROUND

The Chamber, VTC, and the City of Tillamook recently collaborated in the development of a Wayfinding Plan that complements VTC's similar efforts on behalf of the entire Tillamook County.

There is a desire to use components of the City's adopted plan as prototypes for VTC's larger efforts.

The first planned wayfinding element set to proceed to realization is the construction of four new gateway welcome signs at each of the state highway entrances at cardinal points around the City, and one (1) park kiosk at the Carnahan City Park in the City of Tillamook. All State and City planning permit approvals are in hand.

### **3.0 PROJECT SCOPE**

The firm shall provide a full scope of services offered for the project as outlined in this RFP.

#### **3.1 SCOPE OF WORK:**

Fabrication and installation of custom signage including electrical service and lighting at four (4) sites. Removal of the two (2) existing signs, and site preparation are the responsibility of the installer.

#### **3.2 DESCRIPTION OF WORK:**

Extent of site signage is as shown on Design-Intent Drawings Addendum.

#### **3.3 CONSTRUCTION REQUIREMENTS:**

##### **SUBMITTALS:**

1. General. The Fabricator shall prepare shop drawings and provide sample materials for all signs based on the design-intent drawings and specifications. All locations, dimensions and site conditions are to be verified by the fabricator/installer. The Chamber will review the drawings and materials for approval. Signs shall be installed as directed by a licensed Engineer at site locations shown on the plans.
2. Shop Drawings: Shop construction drawings completed by Fabricator are to be based on the Design-intent Drawings and Specifications Addendum. The Fabricator shall not manufacture the signs until complete shop drawings and materials for each sign type have been approved. Shop drawings shall consist of plans, elevations and sections showing all sides of signage. Drawings to cover fabrication, mounting, footings, engineering data and erection of site signage including internal construction, all materials, electrical, lighting and all fasteners. Additionally, provide to scale proofs for layout of all text lettering and symbols indicating styles, dimensions and colors. Final shop drawings to be signed and sealed by a licensed Engineer.
3. Samples: Submit samples of each paint and vinyl color and finish.
4. Fabrication: Signs shall be fabricated to the dimensions shown on the plans. The Chamber will supply the logo and artwork in digital format. Submit proposed fabrication and installation schedule, including any lead times, identifying artwork and other client materials or decisions needed to meet the proposed schedule.
5. Maintenance instructions and product specifications for all sign components including

finishes, electrical and lighting, etc. shall be provided to Chamber upon completion of accepted work.

6. Prototypes for selected signs or sign portions may be requested prior to final sign approval and fabrication.

#### MATERIALS:

Refer to Design-Intent Drawings Addendum for specifics on Metal Surfaces, Fasteners, Paint Finishes, Vinyl Lettering, Concrete and Sign Bases.

#### 3.4 QUALITY ASSURANCE:

##### 1. Design Criteria:

A. Details on drawings indicate a construction approach for the proposed signs, but do not include all detailing or information required for the complete structural integrity of the signs. Written dimensions shall be followed over scaled dimensions. It shall be the responsibility of the fabricator to perform the complete structural design of the signs and to incorporate all the safety features necessary to adequately support the sign for its intended use. Designs that meet or exceed industry and local code engineering requirements will be required. The sign fabricator shall submit engineer stamped calculations for foundations, other sign components that affect the structural design.

B. Signs must withstand abuse, theft, vandalism and adult physical force, at minimum the equivalent of no less than resisting simple hand implements and tools (screwdrivers, knives, coins, keys and similar items), and adult physical force. All hardware and fasteners must be vandal resistant.

C. All paint finishes to be outdoor quality and Northwest coast appropriate.

D. It shall be the responsibility of the sign fabricator/installer to provide the electrical service and lighting for the illuminated signs. All lighting and electrical service to be UL approved and meet all required codes.

1. Provide disconnect switches for all illuminated signs in accordance with electrical code requirements. Locate disconnect and on/off switches in an accessible location, out of sight.

2. Provide photocell for all illuminated signs.

3. Verify location of power service prior to sign fabrication.

#### 3.5 INSTALLATION—GENERAL:

1. Verify and stake the exact sign locations at on site walk-thru for all sign locations. Notify Chamber of any conditions that may adversely affect satisfactory installation of signage.

2. Except as indicated otherwise on the drawings, install signage plumb, level, square and true to line.

3. Securely anchor signage in proper location using foundations, anchors, anchorages, fasteners, or other methods approved on shop drawings. All anchors and fasteners shall be appropriate to the anchorage condition and per sign fabricator's engineer.
4. After final electrical connections have been made, test all electrical systems to assure that all are in proper working order.
5. Coordinate work, access to site, staging and traffic control with City of Tillamook.
6. Traffic control shall be provided in accordance with the Manual of Uniform Traffic Control Devices or equivalent. No overnight lane closures will be permitted.
7. The Fabricator/installer shall repair any landscape or items damaged during the execution of this contract. Fabricator shall ensure that all disturbed areas are seeded with the same grass seed and blanket. Site cleanup shall take place at the completion of the project with all materials and debris generated during the job removed from the work areas. This includes the parking lots, sidewalks, driveways and any other areas affected by the work. If site cleanup is to be delayed for any reason, barricades, cones and caution tape must be used until the site is clean as designated by the client's representative. Upon completion of the entire project, the sites outside the scope of the project should be returned to the same condition that existed prior to work being done.
8. All waste material generated shall be disposed in accordance with Local, State, and Federal regulations.

### 3.6 EXAMINATION:

Fabricator/installer must examine the conditions under which site signage is to be installed and notify the Chamber of conditions detrimental to the proper and timely completion of the work. Do not proceed with the work until unsatisfactory conditions have been corrected in a manner acceptable to the installer.

Responding firms may propose alternative components or solutions not identified in this **RFP at their discretion. This in no way relieves the proposer from providing the responses called for in this RFP. The Chamber is under no obligation to consider any such alternates that may be provided.**

## 4.0 RFP EVALUATION CONSIDERATIONS

All responses will be judged based on the following criteria, with the evaluation weighted as indicated:

### 4.1 Category 1 – Proposal (30%)

The Firm's proposed approach to providing quality and responsive results, such as those outlined above in Section 3 with respect to the following:

- a. Ability to meet the Chamber's needs and criteria identified in Section 3, including the ability and willingness to work cooperatively with all partners involved;
- b. Use of current technology;
- c. Durability of products proposed;

- d. Proposed schedule for delivery of products;
- e. Responsiveness to short notice needs;
- f. Methodology for maintaining cost control and timely delivery; and
- g. Demonstrated ability to deliver the proposed services for the optimal benefit of the Chamber.

#### **4.2 Category 2 – Resources and Capabilities (40%)**

The Firm's resources and responsiveness, including the description of services provided by the firm to successfully complete this project for the Chamber.

Responses to this category shall include availability and a description of shop facility and production capability to deliver quality products on time and budget.

This not only entails promissory declarations, but also relevant experiences related to delivery of similar projects. Client references are required from projects within the last 3 (three) years. Provide information from other completed projects that will demonstrate that the proposer understands this type of project. Include copies of drawings and/or photos from similar projects that have been completed, and demonstrate long- term durability of streetscapes components and materials.

Also, responses to this category will describe the intended use of subcontractors, if any – who they are, their role, and at least one sub-contractor reference per sub.

Proposers are strongly encouraged, to the maximum extent practical and consistent with legal requirements, to use responsible and responsive Tillamook County businesses in performing the contract, including without limitation: (i) purchasing commodities that are of equal quality and functionality; and (ii) in utilizing services and technology.

#### **4.3 Category 3 – Pricing (30%)**

The proposed pricing for the completion of the firm's approach to producing the desired results will be evaluated under this category. *Higher scores will be given to teams delivering a quality project at the lowest cost.* The Chamber will select the firm that provides the best value for the project taking into consideration quality and pricing. The Chamber will not be obligated to select the proposal with the lowest pricing.

This category will also evaluate information related to the warranties associated with the project's design and construction.

If local Tillamook County companies are incorporated into the proposal in a way that does not compromise quality and ability, but potentially increases pricing, corresponding credit will be provided. The pricing impact must be clearly identified so that the credit can be rationally balanced.

### **5.0 INSTRUCTIONS TO FIRMS**

#### **5.1 Contact Person**

Respondents can contact the Chamber Director, Justin Aufdermauer, for further information regarding any element of this RFP. Contact with other VTC or City officials, without first contacting Justin and receiving redirection, may be grounds for disqualification.

**If RFP holders obtain the RFP from a third party, they must notify Justin Aufdermauer, Tillamook Area Chamber of Commerce, in writing or by email to be on the RFP holders' list.**

## 5.2 Questions

Questions may be sent via email to the Justin Aufdermauer until October 20, 2017. The answers to all questions received will be compiled and published on this website page,

**<http://www.tillamookchamber.org/wayfinding>** until October 30, 2017. It will be the responsibility of the proposer to check for a response to any question on this forum. The firms posing the questions will not be identified in the notification/response.

## 5.3 Exception to RFP

A prospective proposer may deliver to the Chamber, Attention Justin Aufdermauer, a written request for change to any of the specifications listed in this RFP. Such request shall be delivered at least five (5) working days prior to the RFP closing date. A written request for change shall include:

1. A detailed description of the legal and factual grounds for the request;
2. A description of the resulting prejudice to the prospective proposer; and
3. A statement of the form of relief requested or any proposal changes to the specifications.

The Chamber will review the specification change request and answers to all such requests received will be compiled and published on **<http://www.tillamookchamber.org/wayfinding>** It is the responsibility of the proposer to check the website for any changes to the RFP five (5) days prior to the closing date of November 3, 2017.

If, for any reason, a proposer should find fault with the structure of this RFP or with the evaluation process, concerns may be submitted in writing to: Justin Aufdermauer, Tillamook Area Chamber of Commerce, 208 Main Ave., Tillamook, OR 97141. The Chamber will make every effort to answer questions and, if warranted, to amend the RFP.

Proposers who are unable or unwilling to meet any of the requirements of this RFP should include, as part of their response, written exceptions to those requirements.

## 5.4 Addenda to RFP

In the event that it is necessary to amend, revise, or supplement any part of the RFP, addenda will be provided to all proposers who received the initial RFP or subsequently requested a copy and notified Mr. Aufdermauer by email at

**[justin@tillamookchamber.org](mailto:justin@tillamookchamber.org)** or by U.S. Mail to 208 Main Ave., Tillamook, OR 97141. Addenda will also be posted on the Chamber website at <http://www.tillamookchamber.org/wayfinding>. This includes any amendment of dates in the Schedule for Selection Process.

Any addenda so issued are to be considered part of the specifications of the RFP. The Chamber is not responsible for any explanation, clarification, interpretation, or approval made or given in any manner except by written addenda issued by the Chamber.

### **5.5 Firm's Responsibility for Response Costs**

The Firm shall be fully responsible for all response development and submittal costs. The Chamber assumes no contractual or financial obligation as a result of the issuance of this RFP, the preparation and submission of a response by a Firm, product demonstration by a Firm, the evaluation of an accepted/rejected response, or the selection of the finalist(s).

### **5.6 Ownership of responses**

All responses and associated materials received shall become the property of the Chamber, and the Chamber shall not be required to return same to any proposer. The material submitted by proposers will be treated in the same manner as the Chamber's own records.

### **5.7 Response Acceptance or Rejection**

The Chamber reserves the right to reject any and all proposals, to waive any irregularities, to accept the proposal deemed in the best interests of the Chamber, and to award a contract in whole or in part, if it is deemed to be in the best interest of the Chamber. The Chamber reserves the right to negotiate with any firm after responses are opened and the winning response is awarded, if such action is deemed to be in the best interest of the Chamber.

In addition to the factors mentioned above, Firms are cautioned to review carefully all terms, conditions and specifications of the RFP prior to submittal of responses. The contract may be awarded strictly on the basis of the Firm's response, including the Firm's Proposal as received and without further discussion. Therefore, each response should be submitted to the Chamber in the most favorable terms from both a cost and qualification standpoint.

### **5.8 All responses shall be valid through February 28, 2018.**

### **5.9 Withdrawals and Modifications**

Any responses can be withdrawn or modified in writing by contacting Justin Aufdermauer, Tillamook Area Chamber of Commerce, prior to the November 3, 2017 closing time.

### **5.10 Proposed RFP and Contract Schedule**

RFP Advertised	SEPTEMBER 20, 2017
Proposal Closing Date	2:00 PM, NOVEMBER 3, 2017
Proposal Evaluation	MID-NOVEMBER, 2017
Interviews (if necessary)	To Be Determined
Notice of Contract Award	MID-DECEMBER, 2017

The Chamber, in cooperation with VTC, will assign a committee with the task of selecting the best-qualified Contractor. The committee will use a three-step process:

- Step 1: They will review, score, and rank all proposals received in accordance with the point values that have been noted next to each proposal requirement. Proposals will be reviewed and, based on the strength of the proposals; the Chamber may, at its discretion result in a notice to proposers of selection and



award directly from the evaluation of the proposals, based on the highest scoring responsive proposal submitted by a responsible proposer. Or, the evaluation committee may short-list multiple qualified firms to participate in oral interviews.

Step 2: If the committee decides to interview proposers, candidates on the short list will be asked to give a brief presentation and be interviewed by the committee either in-person or electronically.

Step 3: The candidates will be ranked based upon the evaluation criteria set forth above. This process should result in a recommendation to the Chamber Board on or about November 20, 2017.

The Chamber reserves the right to change the schedule or terminate the selection process at any time at the Chamber's sole discretion. Notice thereof will promptly be provided to parties on the Chamber's RFP holders list.

### **5.11 Contract**

The successful respondent will be expected to enter into a contract with the Chamber. The respondent will be required to provide proof of a satisfactory performance bond, along with such liability, E & O, or other insurance as may be deemed to be necessary by the Chamber and maintain them for the duration of the agreement.

### **5.12 Warranty**

Successful proposer shall provide a five (5) year full replacement warranty to the Chamber to warrant all work against failure because of faulty materials or workmanship from the date of acceptance from the client. Warranty shall include, but not be limited to:

1. Fading, bubbling, cracking, warping, peeling, delaminating, chalking, rusting or other disintegration of the sign panel, bases, graphics or of the edges.
2. Corrosion of sign panels or cabinets, brackets and mounting hardware, fasteners, posts or other support pieces.
3. Sign foundation or support failure causing signage to become crooked or not plumb and true as originally accepted.

Successful proposer to provide written warranty covering the above dated with the approved acceptance date.

## **6.0 FIRM REQUIRED INFORMATION**

The response must include:

- a. The Firm name, address, and phone number/email of the Contact Person for the response.
- b. A description of the Firm;
- c. A list of the names, positions, and responsibilities of each of the Firm's personnel that will be assigned to provide services for the contract;
- d. A copy of brief resumes for the lead persons to be assigned to the project;

- e. The identity of the Firm's manager with corporate responsibility for performance of the services provided;
- f. The Firm's related experience to perform the range of services requested by this RFP, including clientele reference contacts;
- g. Responses to each of the evaluation criteria set forth in Section 4; and
- h. Proposals must be signed by a principal member of the proposing company capable of binding the company.

Statements should be prepared simply and economically, providing a straightforward, concise presentation of the information requested. Excessive bindings, colored displays, promotional materials, etc., are not important. Emphasis should be on completeness and clarity of content.

## **7.0 COMPLAINTS AND PROTEST PROCEDURES**

Any respondent who has submitted a response to the Chamber and who is adversely affected by the Chamber's award to another respondent has 5 days after issuance of the Notice of Intent to award the contract, to submit a written protest of award to the Chamber. Such right to protest shall specify the grounds upon which the protest is based.

An adversely affected respondent must exhaust all avenues of administrative review and relief before seeking judicial review of the Chamber's contract selection. Written concerns must be mailed to:

Justin Aufdermauer  
Tillamook Area Chamber of Commerce,  
208 Main Avenue,  
Tillamook, Oregon 97141