

# **City of Ritzville**

## **Request for Statements of Qualifications for Wayfinding Gateway Sign Project 1**

The City of Ritzville, Washington welcomes the services of a qualified designer and fabricator consultant team with expertise in graphic design, fabrication, and installation to provide gateway sign designs. The proposed scope of work is intended to be a general outline of the work. It is not an all-inclusive description of the elements to be included in the plan or associated activities.

### **1. Information Gathering**

- Review of existing plans for the City including but not limited to:
  - o 2015-2035 Comprehensive Plan
  - o Branding Plan
  - o Wayfinding Plan
  - o Wayfinding Committee Gateway Site Review Footprint
  - o Weber and Division Landscape Plan

### **2. Develop Gateway Signage Design Concepts**

- The City of Ritzville is looking for gateway sign designs to mark at least one primary entry point into the City. A second site can be considered if it affords us a cost savings overall.
- The selected consultant will create and present a minimum of three schematic design concepts from which the final design concept will be selected.

### **3. Bid Specifications**

- Coordinate with the Council's Wayfinding Committee and Public Works Director to develop bid specifications for the approved plans and designs.
- Bid specifications should include specific placement information and clear instruction for installation.
- Should include specific color information (paint, Pantone, or other color systems, as applicable), brand elements, materials, etc.
- Should include finishes of outdoor quality and be eastern Washington seasonally appropriate (wind and sun specifically).
- 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). All hardware and fasteners must be vandal resistant.
- Must conform to all local, state, and federal laws and regulations.
- Create a cost estimate for plan implementation.

### **4. Deliverables**

- An electronic copy of the final sign plan which includes specifics of sign design including detailed specifications for fabrication, dimensions, materials, colors, and installation requirements ready for bid.
- A detailed location map that includes position and dimensions as well as locations for all site utilities.

### **5. Bid Assistance**

- Perform pre-bid meeting.
- Provide answers to RFIs.
- Review bids to provide recommendation of award.

## 6. Construction Administration

- Conduct a project kick-off.
- Review shop drawings and samples.
- 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.
- Respond to RFIs.
- Perform reviews at fabricators shop for quality assurance.
- Prepare post-installation punch list.

Proposals must be provided electronically. Proposals must be clear, succinct, and not exceed 20 pages, excluding any addendum attachments. Only complete submittals will be considered for evaluation. All proposals and attachments will become part of the public record. Proposal content must include the following:

- Cover letter
- Team description. Describe your team's areas of expertise, types of organizations, length of time in business, number of employees, and other information that would be helpful in characterizing your team.
- Project team. The names and qualifications of personnel in the team who have worked on similar projects and would be made available to work on this project. Identify the Project Manager who will be responsible for the day-to-day management of project tasks and who will be the key point of contact with the City. Identify and sub-consultants (if proposed) and describe their role in the project.
- Scope of work. Provide a succinct, but detailed description of the process and products that would be delivered based on the Scope of Work section of this RFP.
- Project schedule and budget. Submit a schedule, itemized task, for completing the scope of work. Include the following cost categories in tabular format.
  - o Labor costs at prevailing wage rates by:
    - i. Individual (name)
    - ii. Estimated hours by task
    - iii. Hourly rate and total cost
  - o Overhead. Show as a percentage of labor cost.
  - o Other direct costs. Itemization that may include but are not limited to:
    - i. Transportation
    - ii. Lodging and meal per diem
    - iii. Printing
    - iv. Communication
  - o General administrative costs. Indicate base used and basis therefore, percentage and total.
  - o Total project budget.
- Work samples. Provide digital copies of two example work products that most closely match the product desired in this RFP (weblinks are preferred).
- References. Include three references for similar projects, including current contact information.

Proposals must be submitted electronically by **5:00pm on March 15, 2023, to Julie Flyckt, Clerk Treasurer, [julie.flyckt@ritzville-wa.us](mailto:julie.flyckt@ritzville-wa.us)**. No amendments to proposals will be accepted after this time. The City of Ritzville reserves the right to accept or reject any or all proposals. The City of Ritzville is not responsible for the time in which the proposal arrives in the inbox of Julie Flyckt. All costs incurred by the consultants in the preparation of the response to this RFP, including presentations and/or participation in an interview, shall be borne solely by the respondent. Project schedule, budget, and existing plans are listed on the city's website at [www.cityofritzville.com](http://www.cityofritzville.com).