

**CITY OF FEDERAL WAY
REQUEST FOR PROPOSAL**

I. PURPOSE OF REQUEST.

The City of Federal Way (“City”) is requesting proposals for the purpose of Performing Arts and Event Center Exterior Building Signage. The City’s needs are outlined in the following Request for Proposal (“RFP”).

II. TIME SCHEDULE.

The City will follow the following timetable, which should result in a selection of a firm by Wednesday, January 2, 2019.

Issue RFP	November 21, 2018
Informational Meeting @ Performing Arts & Event Center	December 6, 2018 @ 1:00 PM
Deadline for Submittal of Proposals	December 27, 2018 @ 2:00 PM
Notify Firm Chosen	January 2, 2019

III. INSTRUCTIONS TO PROPOSERS.

A. All proposals should be sent to:

Finance Dept.
City of Federal Way
33325 8th Ave S
Federal Way, WA 98003-6325
(253) 835-2527

Questions should be directed to Autumn Gressett, Contract Administrator at (253) 835-6914

B. All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner: “RFP - Performing Arts and Event Center Exterior Building Signage.” All proposals must be received by 2:00 PM on Thursday, December 27, 2018 on the provided **quote sheet**; at which time they will be opened. Two (2) copies of the proposal must be presented. Faxed or telephone proposals will not be accepted.

C. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the City is desirable whenever practicable. Use of both sides of paper sheets for any submittals to the City is desirable whenever practicable.

D. The Contract Administrator or representative will notify the firm selected by Wednesday, January 2, 2019.

E. All proposals must include the following information:

- Attached Quote Sheet must be submitted as the first page with all proposals
- The names of individuals from those firms who will be working on the project and their areas of responsibility.
- Specific experience of individuals relative to the proposed project.
- A proposed outline of tasks, products and project schedule, including the number of hours required to complete each task or product.
- A proposed budget based on the above outline of tasks, products, and schedules.
- References, to include similar type projects.

IV. SELECTION CRITERIA.

<u>Factor</u>	<u>Weight Given</u>
1. Responsiveness of the written proposal to the purpose and scope of service.	25%
2. Price.	50%
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.	25%
<u>Total Criteria Weight</u>	100%

Each proposal will be independently evaluated on factors one through three.

V. **TERMS AND CONDITIONS.**

- A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- C. The City reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.
- D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City, the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP. A copy of the contract is available for review and shall include requirements to comply with ADA, Civil Rights Act, and EEO requirements. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the City Attorney's office.
- F. The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.
- G. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.
- H. The Contractor will be responsible for all State and local laws, regulations, licensing and reporting requirements.
- I. The current estimated start time of this for this project will be February 1, 2019 and a contract must be in place to be able to start this project. The Contract term shall not exceed June 30, 2019

VI. GENERAL REQUIREMENT.

1. The Contractor will note the finish on the edges of all raised letter signs.
2. Contractor to identify the surface finish of any exposed concrete.
3. All signs over 8 feet require a structural engineering detail of the internal support structure.
4. -The successful bidder shall provide conceptual monument sign drawings showing location of adjacent landmarks and any field conditions noted that have a bearing on the sign location (curbs, walks, electrical service point, underground utilities, etc.). These drawings should be drawn in “plan-view” clearly noting street names, distance from sidewalks, streets, buildings and easements.
5. -Successful bidder to provide detailed shop drawing prior to construction. All hardware to be noted as being corrosion resistant, any signs that have dissimilar metals in contact with one another must have isolating material between them. Contractor is responsible for providing detail on the sign construction and installation methods and description of how they are appropriate for the materials used (e.g., acrylic cannot be welded to steel.)
6. Successful bidder will be responsible for providing detail on the sign installation and how the methods are designed and rated to withstand all temperatures, snow and wind loads in our area. Successful bidder will be responsible for providing detail on attachment methods and description of how they are appropriate for the materials used.
7. Proposal must show and identify how all penetration points and letters that are attached to a building will be sealed to prevent water intrusion.
8. All exterior signs and letters must have a small spacer to slightly space the sign off the wall to allow for water run-off and prevent streaking on the building surface.
9. The service voltage required and circuit load should be noted on each electrical sign.
10. Successful bidder shall provide drawings that show footing dimensions and details regarding reinforcing steel and concrete for sign footings on electrical signs.
11. Successful bidder will be required to ensure that all exterior illuminated sign cabinets show details on how the cabinet opens for access to servicing internal lamping and components.
12. Successful bidder will be required to have all internally illuminated signs illuminated with LED’s and identify the LED manufacturer and the LED part number.
13. Successful bidder will be required to have all internally illuminated signs illuminated with LED’s show the placement and position of the LED’s and the quantity being installed and note the light color.
14. Successful bidder will be responsible for providing the location where the electrical wiring needed to power the sign enters into the sign

15. Large exterior illuminated sign cabinets sign faces shall be hinged
16. All electrical components shall be “UL” rated/listed.
17. Successful bidder will be required to indicate where the placement of the shut-off switch will be and how it can be accessed before installation.
18. Successful bidder will be required to have the interior of an illuminated sign cabinet painted with a reflective white finish.
19. Exterior illuminated signs with aluminum sign faces and routed-out text must show the mechanical attachment of letter voids to the diffuser. Adhesive attachment of the letter void is NOT an alternate construction method because it will fail.
20. Illuminated letters must show the attachment points of the letters to the building surface and identify the type of hardware and describe how the hardware is appropriate for the materials used.
21. UV Protection: Depending on the sign material, each sign shall include an appropriate level of UV protection to ensure sign longevity.

VII. **SCOPE OF SERVICES.** (also see attached photos of Performing Arts and Event Center)

1. **Location A - Entrance Sign**

- Located above main entrance doors on South East side of building
- Not to exceed height of bottom glass panel (5' 1¾") and not to exceed width of 6 glass panels. attached photo shows exact panels for placement
- Material used should be made for outdoor environment, durable, weather & fade resistant with a history of successful long lasting outdoor applications.
- Material used should be that in which can be removed and replaced in future
- Material may be place directly on the glass, as long as no damage is caused
- No hardware mounted to glass panels - The means of attachment must be verified and approved by Contract Administrator or designee.
- Letters should be black in color, background should have no color
- List specific warranty details included

Option:

- Provide pricing for illumination. Illumination option should not penetrate the building facade

2. **Location B - Building Sign**

- Located above PAEC column art project and large glass windows on South side of building
- Not to exceed height of 48" and not to exceed width of 720" - Centered east to west on the metal facade of south side of building
- Material used should be made for outdoor environment, durable weather & fade resistant with a history of successful long lasting outdoor applications.
- Mounting – see general requirements
- Sign face color: black
- Individual raised letters – (acrylic is not an acceptable material for this sign)
- Contractor will be expected to make power connection upon installation
- List specific warranty details included

Option:

- Provide pricing for backlit illumination and spotlight illumination

3. **Location C - Logo Sign**

- Located on tier 1 fly tower – South side of building
- PAEC logo only – no verbiage (Not to exceed height of 360" and width of 480"). (acrylic is not an acceptable application for this sign)
- Material used should be made for outdoor environment, durable, weather & fade resistant with a history of successful long lasting outdoor applications.
- Sign face color: silver
- Mounting – see general requirements
- Contractor will be expected to make power connection upon installation
- List specific warranty details included

Option:

- Provide pricing for backlit illumination and spotlight illumination

4. **Location D - Monument Sign**

- Located at driveway entrance on North side of building – sign to be placed on west side of driveway, opposite of the stop sign
- Internal illumination required
- Not to exceed height of 70” and not to exceed width of 40”
- Material used should be made for outdoor environment, durable, weather & fade resistant with a history of successful long lasting outdoor applications.
- Logo and name on both sides of sign
- Logo and name to be inset or cut out, not raised
- Acrylic is not an acceptable material for this sign
- List specific warranty details included

The City reserves the right to select any combination of signs to most efficiently and effectively utilize the available budget.

VIII. CONTRACTOR RESPONSIBILITY.

- A. **Contractor will be responsible for all field measurements needed for bidding; Final placement must be coordinated between successful bidder and the City of Federal Way**
- B. The contractor will furnish all labor, tools, specialized equipment, materials, and disposal of waste material generated by the work, unless other arrangements have been made with the Contract Administrator or appointed designee.
- C. All fieldwork shall be performed under the supervision of a qualified employee.
- D. The contractor will ensure that employees comply with all applicable City of Federal Way and Washington State regulations and practices with respect to work performed for the City of Federal Way.
- E. The contractor's personnel will conduct themselves on site in a professional manner at all times.
- F. The Contract Administrator or appointed designee will inspect work performed by the Contractor. In the event of work performance deficiencies, the Contract Administrator will notify the Contractor. Notification may be verbal or written. The City may choose to: **Require the Contractor to rectify the deficiency within 48 hours, or hold payment.**
- G. Equipment extensive work shall not commence before 7:00 am and end by 8:00 pm on weekdays, (weekend and event day work not allowed without prior approval).
- H. Report any damage, or potential hazard, involving City property immediately to the City of Federal Way Parks Department, (253) 835-6914. After hours emergencies should be reported to the Police/Fire Communications Center – 911.
- I. Hazardous conditions shall be immediately remedied or secured to prevent further damage and/or protect from public injury. It is the Contractors' responsibility to provide close supervision of operations and management of the site.
- J. Incidents, altercations, or accidents involving the public shall be reported to the Contract Administrator within 24 hours. The Contract Administrator, at his or her discretion, may require a written report from the Contractor describing the incident or accident.
- K. The Contractor, at his or her expense, will remedy in a timely manner any damage to public or private structures or plant material due to Contractor negligence.
- L. Contractor will coordinate with the Parks Department and Performing Arts and Event Center when all work is to be performed.
- A. Contractor shall be responsible for applying for all sign permits needed and shall understand and install all signs per provided drawings and meet the requirements of the sign permit. Contractor shall be responsible for arranging appropriate City inspection prior to any installation.
- M. Contractor will be expected to make power connection upon installation for all signs

IX. CITY RESPONSIBILITY.

B. Power stub within 6 feet of each sign location

X. COMPENSATION.

A. Fixed Sum: The bid price shall include everything necessary for the completion of the contract including, but not limited to, furnishing all materials, equipment, tools, freight charges, facilities and all management, superintendence, labor and service, except as may be provided otherwise in the contract documents.

B. Payment by the City for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City and approved by the appropriate City representative, which shall specifically set forth the services performed. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

XI. PUBLICATION.

Name of Publication:

Dates:

Federal Way Mirror

Friday, Nov 30, 2018

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02/17

Quote Sheet
33325 8th Ave S, 98063-9718

Company Name: _____ Signature: _____

Address: _____ City/State/Zip: _____

Phone: _____ Fax Number: _____ Email: _____

PROJECT: The City of Federal Way (“City”) is requesting proposals for the purpose of design, supply and install of Performing Arts and Event Center Exterior Building Signage.

NOTE: Any Public Works contract over \$35,000 will require a Performance Bond.

QUOTES: Please submit the following unit price for each size sign, based upon prevailing wage. Sign cost and illumination cost should be listed separately.

Lump Sum Unit Price Each:

	COST	TAX	TOTAL
Loc. A - Entrance Sign	\$	\$	\$
Loc. B - Building Sign	\$	\$	\$
Loc. C - Logo Sign	\$	\$	\$
Loc. D - Monument Sign w/ Illumination	\$	\$	\$
Options:	COST	TAX	TOTAL
Loc. A - Entrance Sign ILLUMINATION COST	\$	\$	\$
Loc. B - Building Sign BACKLIT ILLUMINATION COST	\$	\$	\$
Loc. C - Logo Sign BACKLIT ILLUMINATION COST	\$	\$	\$
Loc. C - Logo Sign SPOTLIGHT ILLUMINATION COST	\$	\$	\$

COMMENTS:

Selection Criteria:

Responsiveness to quote – 25% Ability and history to complete this type of contract 25% Price – 50%

All quotes must be received no later than 2:00 PM on December 27, 2018. Questions may be referred to Autumn Gressett at (253) 835-6914 Please return all quotes to: Finance Dept at 33325 8th Ave S Federal Way, WA 98003-6325 Office (253) 835-2527







