

CITY OF PORTSMOUTH, NH

RFP #37-10

REQUEST FOR PROPOSALS DESIGN, MANUFACTURE AND INSTALLATION SERVICES FOR PEIRCE ISLAND SIGNS

Sealed Request for Proposals, plainly marked RFP #37-10, “ Design, Manufacture and Installation Services for Peirce Island Signs” on the outside of the mailing envelope, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, NH 03801 will be accepted until 2:00 p.m. on Tuesday, April 20, 2010.

The RFP is available on the City’s at <http://www.cityofportsmouth.com/finance/purchasing.htm> or by contacting the Finance/Purchasing Department at the following number: (603) 610-7227. Questions may be directed to the Finance/Purchasing Department. Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading. Continue below for the complete RFP. A **MANDATORY** pre-bid meeting will be held on site on April 6, 2010 at 10:00 AM. Meet in the parking lot of the Peirce Island municipal boat launch.

PROJECT BACKGROUND/PURPOSE

Peirce Island is a 27-acre, City-owned island which separates the deep channel of the Piscataqua River and the City's historic "South End". The Island, which is located within easy walking distance from downtown Portsmouth and Prescott Park, has an abundance of natural and cultural resources ranging from steep rocky cliffs, woodland, and grassy meadows, to salt marsh and tidal mud flats and the remains of historic Fort Washington. The municipal outdoor pool, playgrounds, stonedust walking paths, scenic overlooks, picnic areas and the municipal boat launch are also located on the Island, as is the City’s wastewater treatment facility on the easternmost end of the Island. The island is also a popular spot for residents and visitors to walk their pets.

Many of the passive recreational improvements on the island were implemented based on the City’s 1999 Peirce Island Master Plan, including approximately 5,000 linear feet of stonedust walking paths on the east end of the island, which were constructed in 2003. The existing signage for Peirce Island is inconsistent in materials and quality and is in some cases excessive. The City would like to develop signage with consistent palette and quality. In addition, the City would like to have signage of natural or recycled materials that relates an outdoor recreation theme.

Much of the activity on the island is regulated by city codes and ordinances. For example there are designated hours of operation for the island and for the boat launch as well as designated off and on leash areas for pets. Many of these rules are included in the text of existing signs on the island, but nowhere are they listed in one place so that visitors are often unaware of the rules. In an effort to address this situation and to reduce the overall number of signs on the island, it was determined that a sign with general rules and another sign with boat launch rules should be created. It was also agreed that a new “Welcome to Peirce Island” sign should be manufactured and installed in a new location at the entrance to the park. Finally, it was determined that the

parking, pet and traffic signs should be more reflective of an outdoor public park as opposed to an urban environment.

With the exception of the trail kiosk and the trail makers, signs were excluded from the Peirce Island Master Plan and trail work described above. Where possible, the signs included in this RFP are consistent with the recently installed kiosk and trail marker signs.

SCOPE OF WORK

The City desires to improve and standardize the wayfinding, location and rule signs which identify and apply to the major recreational amenities on the Island as well as inform visitors of traffic, parking and dog ordinance laws. The scope of work is further defined in the tasks listed below and the plans and specifications included in Appendices A through D. The City's Economic Development staff will be responsible for administering the project and overseeing the consultant's work. The consultant is expected to meet with City staff and conduct field visits, as needed, to insure successful project completion.

Tasks

Task 1: Meet with City representatives to review inventory of existing signs and recommendations for new signs.

Meet with the City to review and analyze existing signs, environmental conditions and the public recreation use and amenities at Peirce Island. Review and analyze potential locations sites for installation of new signs.

Task 2: Develop preliminary and final design for two new yard-arm signs as described in Appendix A and a new "Welcome to Peirce Island" sign as described in Appendix D and present to City Staff.

Based on the information provided in Appendices A and D and on analysis of the respective sign locations, develop preliminary designs for two new yard-arm signs as described in Appendix A and a new "Welcome to Peirce Island" sign as described in Appendix D and deliver to city staff. A mock up *Photoshop* image of the sign designs at the proposed locations should be included in the design package. Based on city staff review of the preliminary design plans, amend designs if needed and prepare a final sign plan, for city approval.

Task 3: Fabricate and install all signs per specifications outlined in Appendices A through D.

Following approval of final designs for the yard arm and Welcome to Peirce Island signs described in Task 2 above, and approval of the installation plans for all signs included in Appendices A through D, fabricate and install signs. Notice of installation dates and times shall be provided to Project Manager prior to sign installations.

SCHEDULE

The selected consultant shall be expected to begin work within two weeks of contract signing and, contingent upon weather, complete on or before July 30, 2010. Contract award and

execution is anticipated within two weeks of proposal submission.

SUBMITTAL REQUIREMENTS

Proposals shall include the following and shall be organized using each of the required elements as section headings in the order in which they appear below:

1. Firm Description - provide a brief description of the firm including firm size and area of specialization.
2. Names and qualifications of specific project staff who will play the primary role in this project and brief description of relevant previous projects in which key staff have played a central role.
3. Scope of Work and Schedule - The consultant is encouraged to elaborate on the tasks listed in the RFP; however, the consultant shall not delete any requested scope tasks unless explicitly noted. The schedule should be itemized by task.
4. Project budget which is itemized by task and a total project cost stated as a firm fixed fee, submittal of the Price Proposal Form on page 5 of this RFP, and a hourly rate sheet for project staff.
5. Representative photographs of a minimum of three previous signs fabricated and installed by firm.
6. Three (3) references, including current contact name and phone number for similar project.
7. Five (5) copies of the proposal must be submitted.

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Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading. Addenda and updates will NOT be sent directly to firms. Consultants submitting a proposal should check the web site daily for addenda and updates after the release date. Firms should print out, sign and return addenda with the proposal. Failure to do so may result in disqualification.

EVALUATION CRITERIA

Proposals will be evaluated according to the following:

1. Responsiveness to submission requirements.
2. Qualifications of firm and project team members.
3. Previous related work.
4. Understanding of required project work.
5. Proposal price.

The City, at its discretion, may select a firm outright or select a finalist(s) for in-person and/or telephone interviews.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City.

The City reserves the right to undertake such investigation as it deems necessary to verify qualifications.

The City reserves the right to negotiate directly with the firm(s) selected for additional project work such as construction administration services, or additional project engineering and design services.

CONTRACT DOCUMENT

The City will attempt to negotiate a contract with highest ranking candidate. If an agreement cannot be reached, the city may discontinue negotiations and move on to the next highest ranking candidate. When the contract is executed by both parties, the Consultant will be instructed to commence providing the work outlined in the contract. All information, data, documents, photos, computer records, and other materials of any kind acquired or developed by the consultant pursuant to this project shall be the property of the City of Portsmouth.

ADDITIONAL INFORMATION

Requests for additional information should be directed to Nancy Carmer, Economic Development Program Manager, at (603) 610-7220 or nmcarmer@cityofportsmouth.com.

INSURANCE REQUIREMENTS

Insurance shall be in such form as will protect the Consultant from claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract whether such operation by himself or by anyone directly or indirectly employed by him.

Evidence of Insurance

As evidence of insurance coverage, the Owner may, in lieu of actual policies, accept official written statements from the insurance company certifying that all the insurance policies specified below are in force for the specified period. The Consultant shall submit evidence of insurance to the Owner at the time of execution of the Agreement. Written notice shall be given to the City of Portsmouth, New Hampshire at least thirty (30) days prior to cancellation or non-renewal of such insurance coverage.

Indemnification

The contract will require that the consultant agree to pay on behalf of and hold harmless the City of Portsmouth for all claims arising in whole or in part from its work on behalf of the City.

SIGN PRICE PROPOSAL FORM:

Quantity	Specification Item #	Description	Price Each	Subtotal	Add Alternate
2	See Appendix A	Design, fabricate and install engraved “yard arm”-style wood sign and post for boat launch, pool and playground			Provide price for engraved recycled plastic \$
1	See Appendix B	Fabricate and install a wooden sign kiosk per specifications. Order a phenolic panel sign of Peirce Island rules and install in kiosk			
1	See Appendix B	Fabricate and install a wooden frame on Municipal Boat Launch attendant’s shed. Order a phenolic panel sign with boat launch rules and install within frame			
27	See Appendix C	Fabricate and install per specifications traffic, parking and dog ordinance signs			
1	See Appendix D	Design, fabricate and install an engraved wood Welcome to Peirce Island” sign			Provide price for engraved recycled plastic \$
32	TOTAL				\$

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APPENDIX A

YARD ARM STYLE SIGNS SPECIFICATIONS

1. Design

Based on analysis of desired sign location and parameters, prepare a preliminary design for the two signs described below and submit to City for approval. (See example photo of potential sign below.) Include mock up *Photoshop* rendering of signs in desired locations. Contractors are encouraged to suggest a simple graphic for these signs if so desired

If necessary, amend preliminary design and submit final design to city for final approval.

2. Sign Parameters

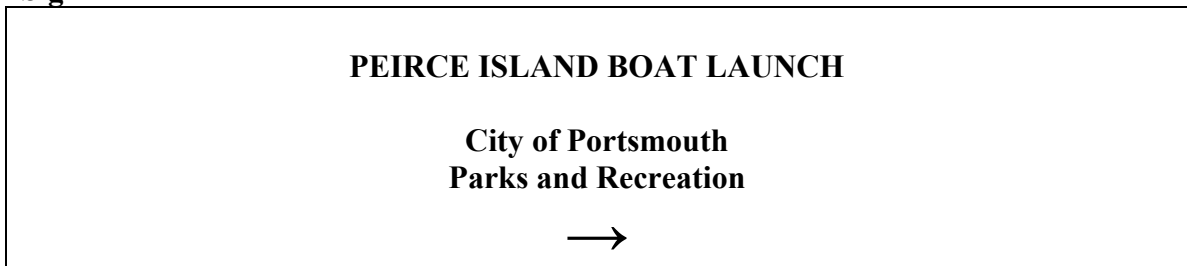
- Following approval of final design by city, fabricate two, double-sided “yard- arm” style hanging signs and posts as described below.
- Sign Type: Double-sided engraved wood (or engraved recycled plastic) with forest green color with white lettering

Example Photo:



- A. Dimensions: Sign post: 12”diameter wooden post, 20’ height above ground
Yard Arm: 10”diameter wooden post
Hanging Sign: Double-sided engraved “yard arm”-style wood sign (or engraved recycled plastic) and post with sign color forest green with white color fill lettering.
Dimension 48” wide, 60” long
- B. Text on each of the two signs shall read as follows:

Sign 1



Sign 2



2. Installation:

- Prepare installation plan for approval by City Public Works Director
- Following approval by City Public Works Director, install posts and signs in approved location.

APPENDIX B

GENERAL PEIRCE ISLAND RULES AND BOAT LAUNCH RULES SIGN SPECIFICATIONS

1. Fabrication

A. Manufacture two rules signs as specified below:

Sign 1: General Rules Sign:

Text and graphics for sign panel: to be provided by City

Size: 43”x 62” kiosk with sign panel as shown on Details A and B on page L-3 of Peirce Island East End Trail Plan by Richardson and Associates attached to this RFP. Hard copies of the specifications can be purchased at mandatory pre-bid meeting for \$5 (please call 610-7220 ahead to reserve copy).

Location: to be provided by City

Sign Example:



Sign 2: Boat Launch Rules

Sign text and graphics for sign panel to be provided by City

Size: 30”X 45”, one-sided, sign in wooden frame to be mounted on side of boat house attendant shed. Prior to fabrication, submit frame design to city for approval.

2. Sign panels and frame material: Provide manufacturer’s prefabricated sign panels.

- Acceptable manufacturer and product or approved equal:
 - a. Manufacturer: Systeme Huntingdon (formerly called Folia)
10 Wellington
Huntingdon QC Canada
JOS 1H0
450-264-6146
800-363-5604
www.folia.ca

- Product: Exterior grade 1/2” phenolic panel
Graphics to be supplied by City of Portsmouth
Mounting and installation per manufacturer specifications

3. Installation:

- Install Rules Kiosk in approved location in accordance with Details A and B on page L-3 of Peirce Island East End trail Plan by Richardson and Associates attached to this RFP. Hard copies of the specifications can be purchased at mandatory pre-bid meeting for \$5 (please call 610-7220 ahead to reserve copy)..
- Install Boat Rules frame and sign panel on shed of Peirce Island Boat Launch Attendant Shed.

APPENDIX C

TRAFFIC, PARKING AND DOG ORDINANCE SIGN SPECIFICATIONS

1. Fabrication

Manufacture quantity/type of signs as described below and as shown on Detail C on page L-3 of Peirce Island East End Trail Plans by Richardson and Associates attached to this RFP. Hard copies of the specifications can be purchased at mandatory pre-bid meeting for \$5 (please call 610-7220 ahead to reserve copy).

A: Sign quantity and text:

Quantity	Sign Text
10	No Parking
8	No Parking Either Side of Street
2	Additional Parking Over hill on Right
2	No Dogs at Any Time
1	Entering Dog OFF Leash Area
1	Entering Dog ON Leash Area
1	STOP
1	H/C Parking Violators Will Be Ticketed
1	Four Tree island Picnic Area Rules (Multiple lines)
27	Total

2. Acceptable manufacturer and product:

- A. Manufacturer: Contractor to provide manufacturer information
- B. Product: Exterior grade 3/4" plywood, chamfered top
 - Size: 9"x12" sign panels
 - Color: Forest green with white letters
 - Mounting and paint per detail provided.

3. Installation:

- A. Sign locations to be provided by City.
- B. Install per Detail C on page L-3 of Peirce Island East End Trail Plans by Richardson and Associates attached to this RFP.

Example photo of sign:



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APPENDIX D

WELCOME TO PEIRCE ISLAND SIGN SPECIFICATIONS

1. Design

- Based on analysis of desired sign location and specifications, prepare a preliminary design for the *Welcome to Portsmouth* sign and submit to City for approval. (See example photo of potential sign below.) Include *Photoshop* rendering of sign in desired location.
- If necessary, amend preliminary design and submit final design to city for final approval.

2. Sign Parameters

- Sign Type: One-sided engraved wood (or engraved recycled plastic) with white lettering
- Sign and sign post: per design approved by city.
- Text on signs shall read as follows:

**WELCOME TO PEIRCE ISLAND
CITY OF PORTSMOUTH
PARK ESTABLISHED 1923**

3. Fabrication:

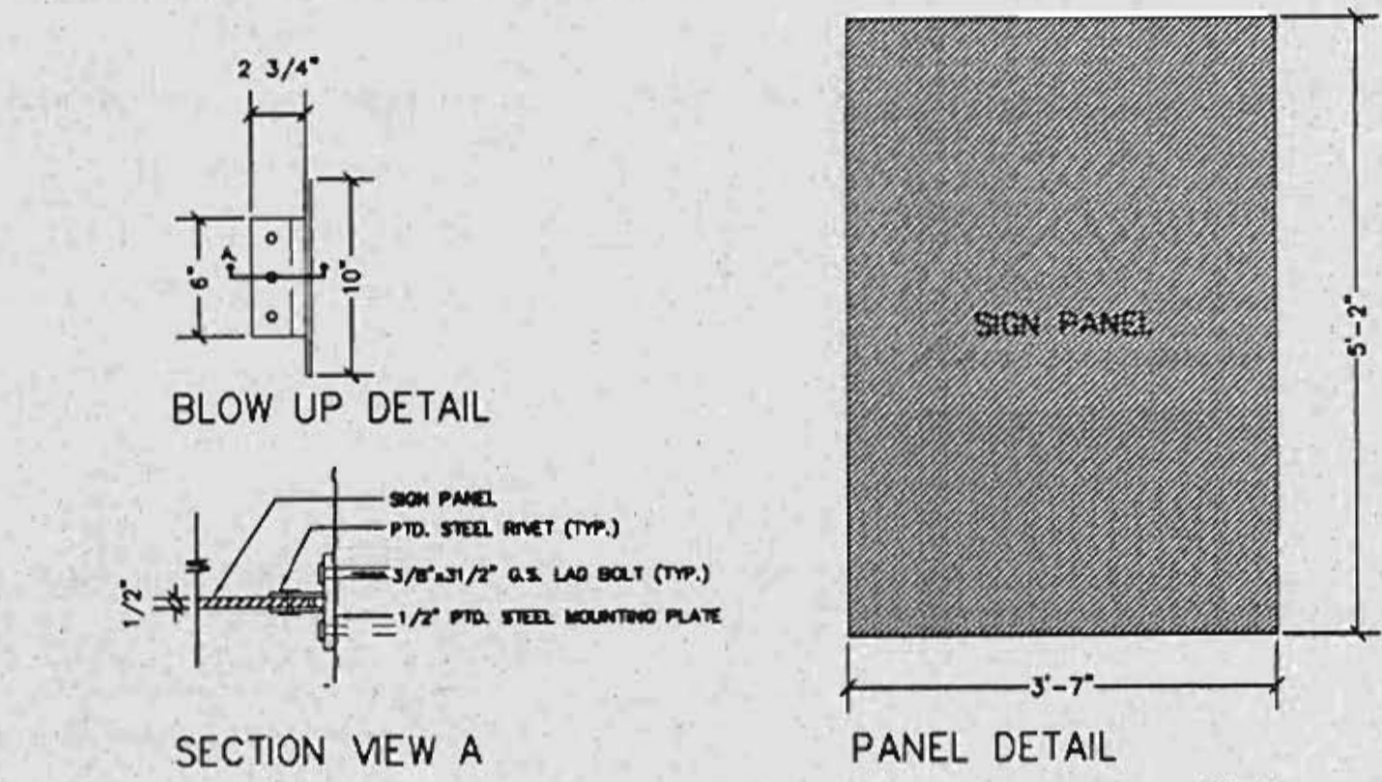
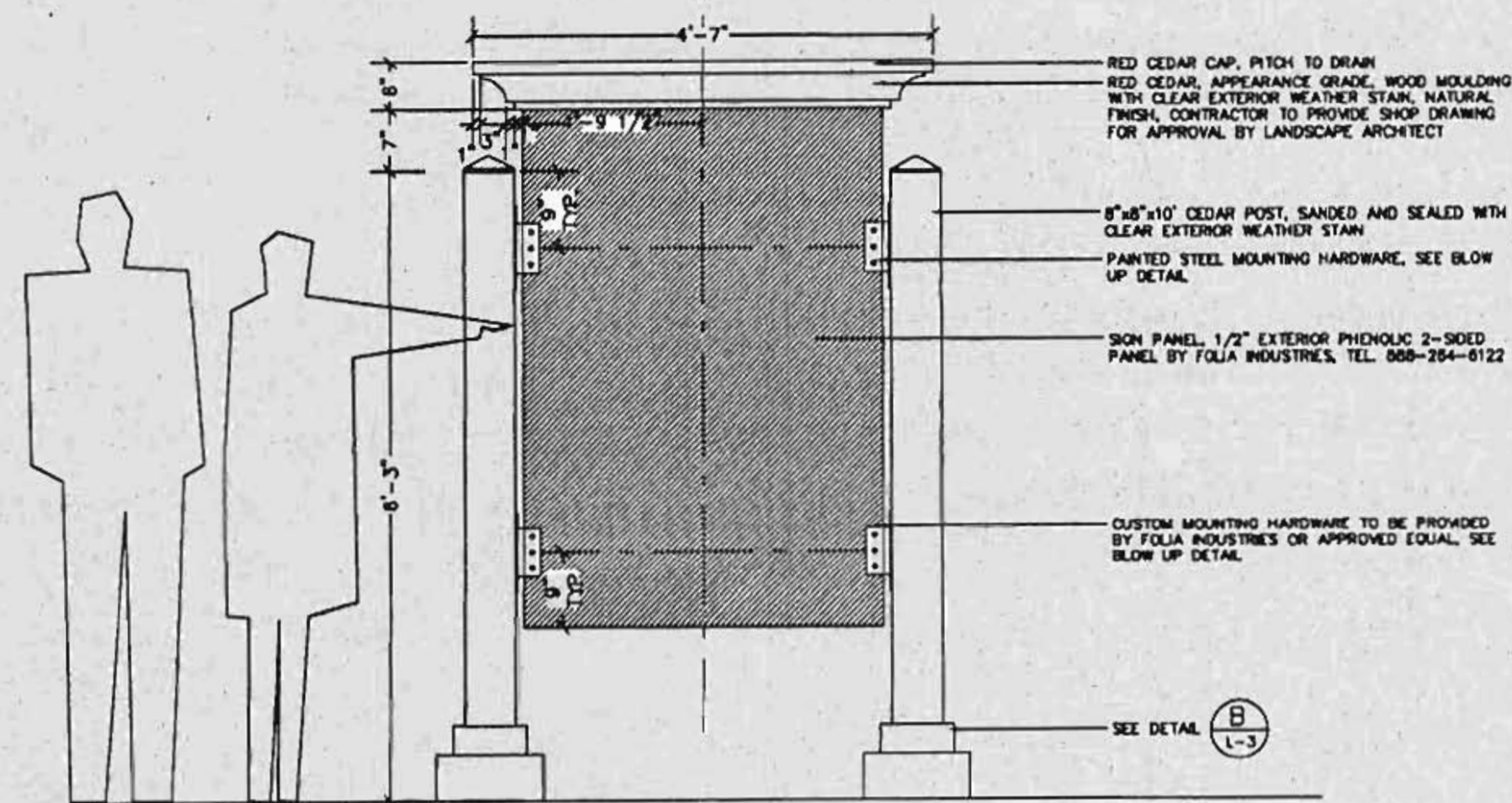
Manufacture signs as approved by the City

4. Installation:

- Submit installation plan to City Public Works Director for approval.
- Assemble and install per approved installation plan.

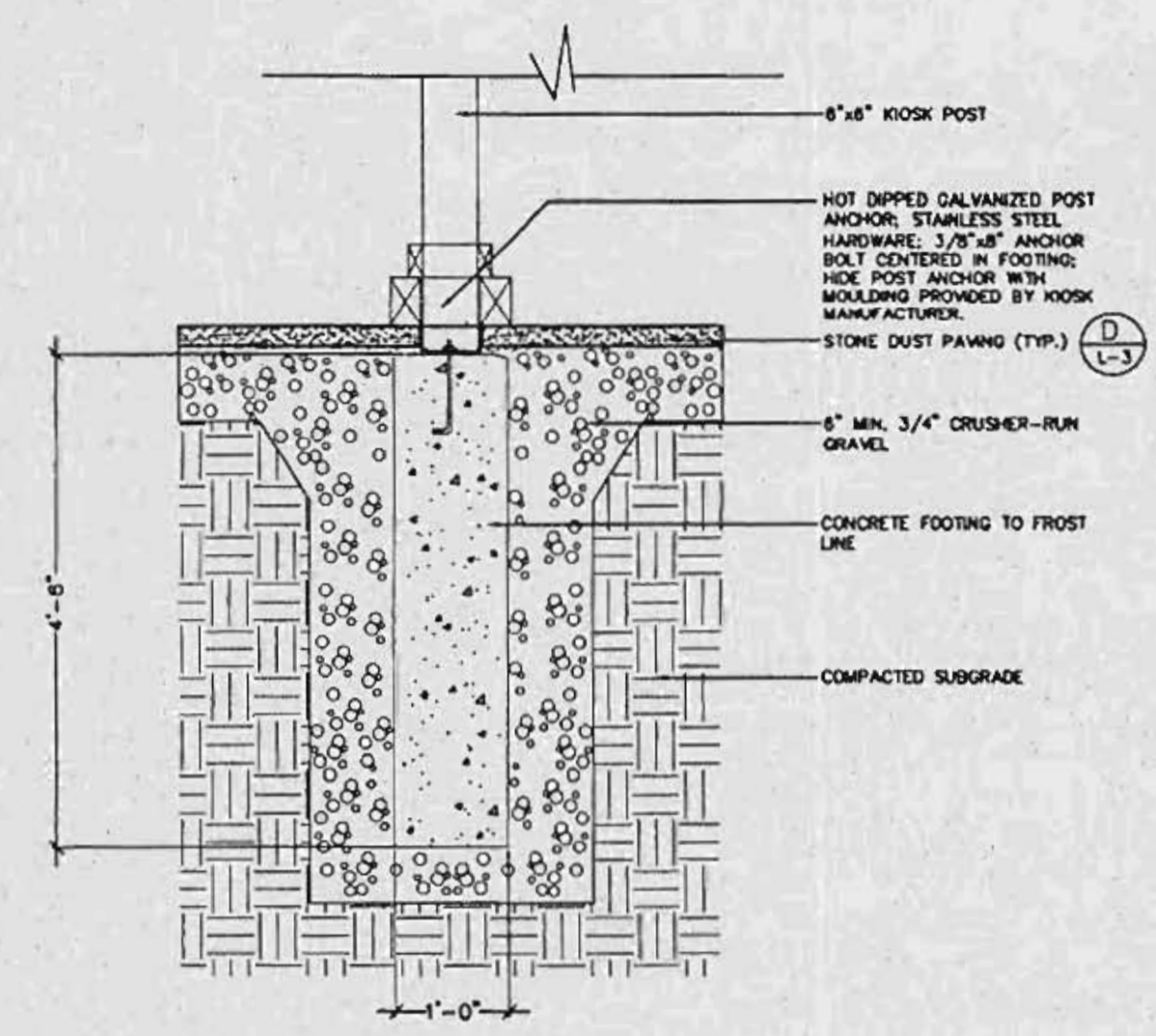
Page 1 of 1



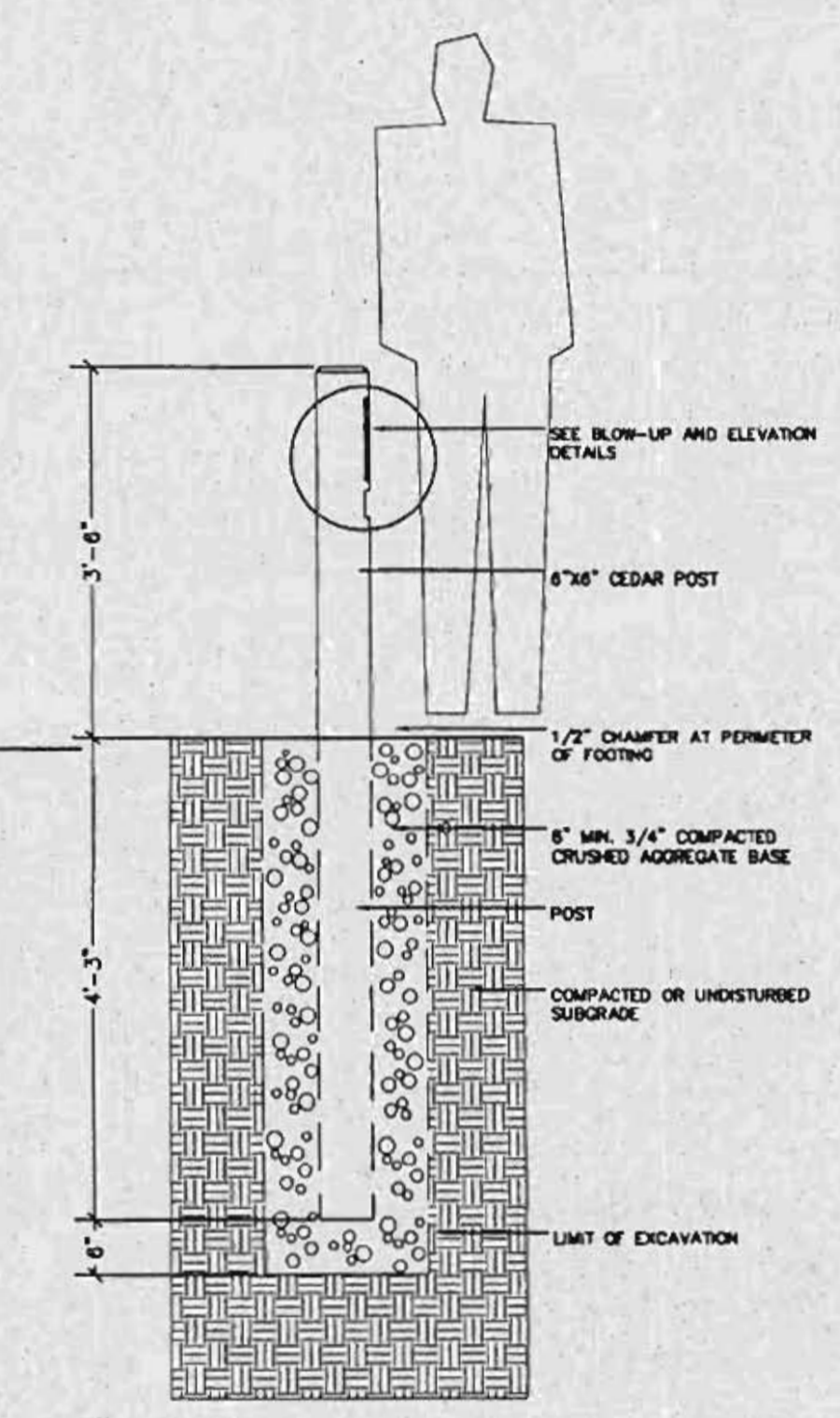


A
L-3
KIOSK DETAIL
N.T.S.

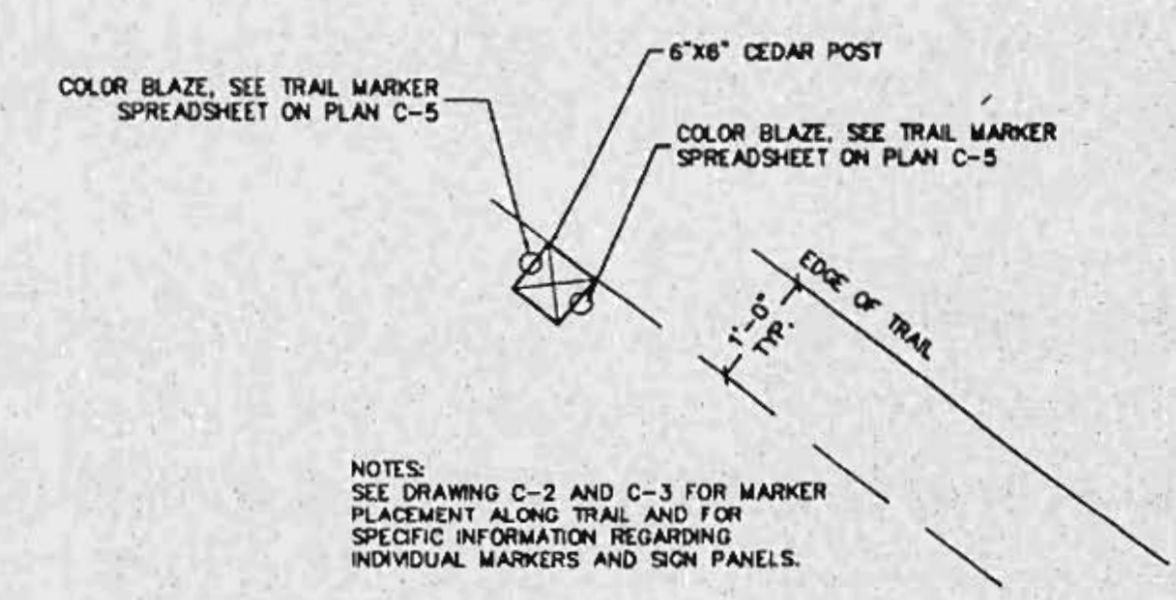
NOTES:
1. CONTRACTOR TO SUPPLY ALL MATERIALS, INCLUDING SIGN PANEL AND HARDWARE AS SPECIFIED IN DETAILS AND IN SPEC SECTION 02870.2.01.
2. CITY TO COORDINATE DIRECTLY WITH MANUFACTURER IN REGARDS TO PANEL GRAPHICS.
3. CONTRACTOR TO COORDINATE PANEL ORDERING AND INSTALLATION WITH CITY.



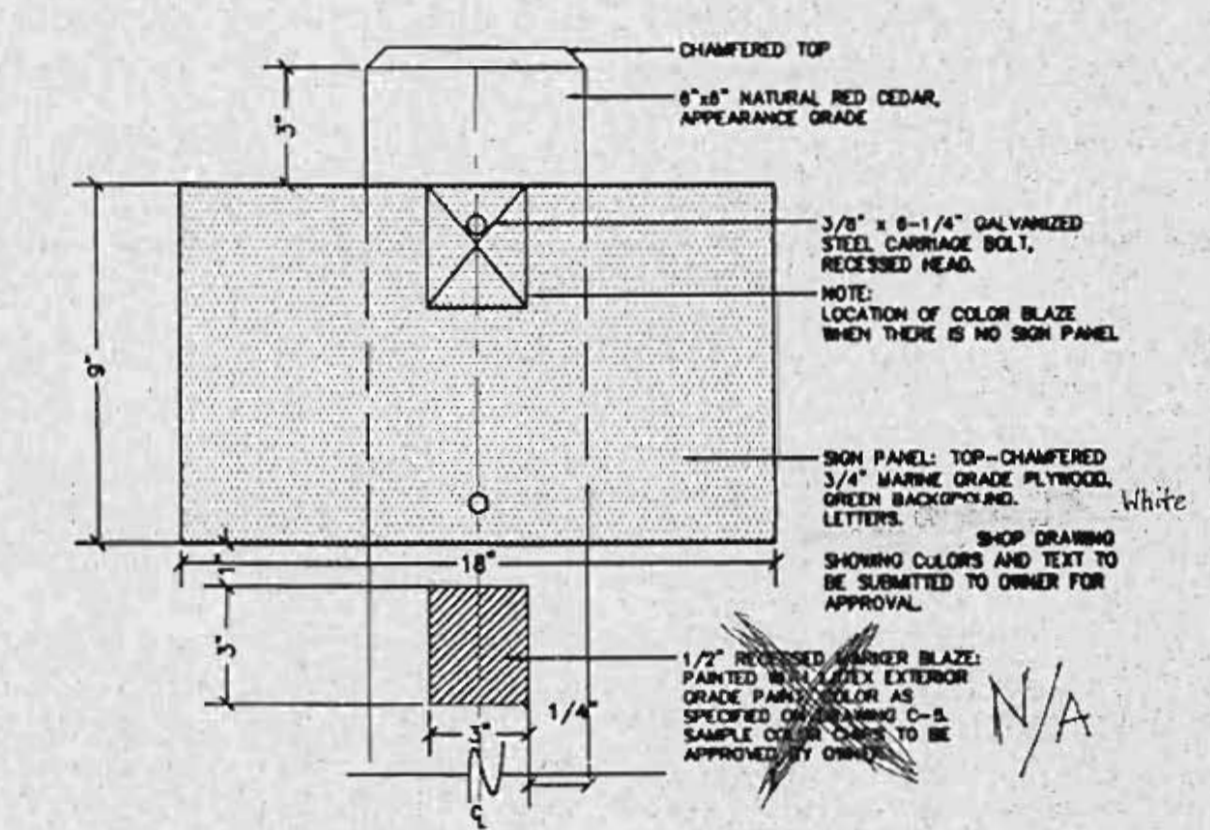
B
L-3
KIOSK FOOTING DETAIL
N.T.S.



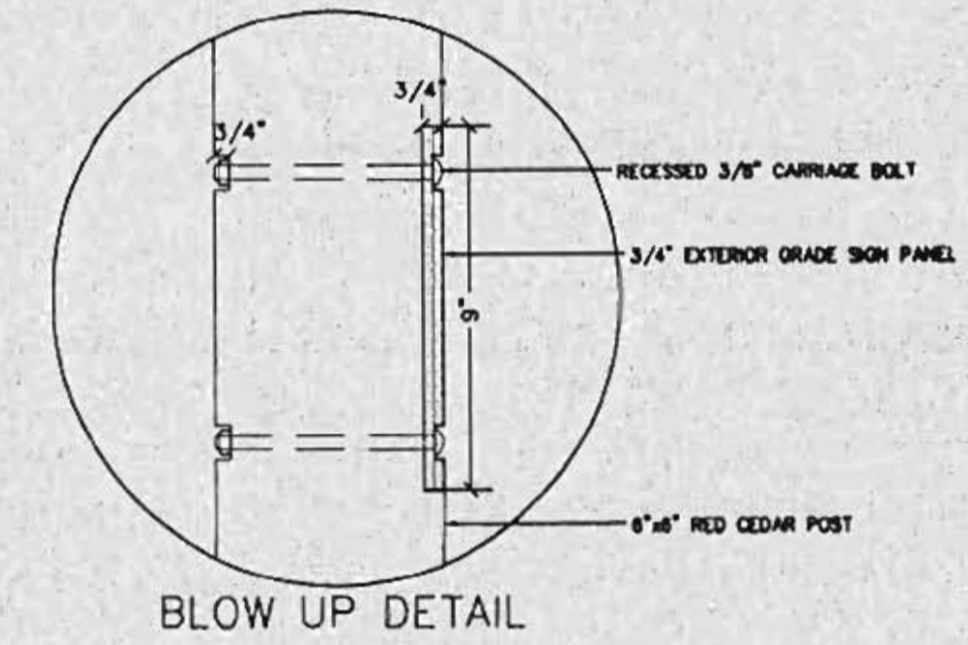
C
L-3
TRAIL MARKER DETAIL
N.T.S.



PLAN VIEW - LAYOUT



ELEVATION



BLOW UP DETAIL

Richardson & Associates
Landscape Architects
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176 Main Street
Saco, Maine 04072
Tel 207.286.9291
Fax 207.286.9650
mail@richardsonassociates.com

OAK POINT ASSOCIATES
ARCHITECTS - ENGINEERS
73 COURT STREET
PORTSMOUTH, NH 02801

R.W. Gillespie & Associates, Inc.
CONSULTING GEOLOGICAL & ENVIRONMENTAL SPECIALISTS

REVISIONS

NO.	DATE	ISSUE

Peirce Island East End Trails
Portsmouth, New Hampshire
City of Portsmouth
1 Junkins Avenue

LANDSCAPE
DETAILS

DATE 05/21/03	JOB NO. 02027
DRAWN RL	CHECKED TR
SCALE N.T.S.	FILE NAME Details_Peirce
SHEET	