REQUEST FOR BID PROPOSAL PACKAGE

#2024-RFP-15

for

City of Joplin
Wayfinding Projects (3)

JOPLIN CONVENTION & VISITORS BUREAU
602 S. MAIN STREET
JOPLIN, MO 64801

NOTICE TO BIDDERS

The City of Joplin, Missouri, will accept sealed bid proposals until Noon, Thursday, June 20, 2024, at the Joplin CVB located at 602 S. Main Street, Joplin, Missouri, 64801 seeks the following service SUPPLIER:

THREE WAYFINDING PROJECTS

THROUGHOUT THE CITY OF JOPLIN

The City of Joplin, Convention & Visitors Bureau, and Public Works departments are seeking a supplier for three (3) projects relating to the city's wayfinding (trailblazer) signs program.

PROJECT #1 – REPLACE OUTDATED SIGNS

Metal fabrication using new design, vinyl; to include installation.

PROJECT #2 – CORRECT FONT ISSUE

Manufacture and install overlay to existing signs.

PROJECT #3 – NEW ADDITION (GRAND FALLS WAYFINDING)

Metal fabrication with the new design, vinyl; to include installation -- to include posts and hardware.

a) The project comprises fifty-six (56) at forty-nine (49) locations
    a. Project #1 equals ten signs at eight locations, with two double-sided.
    b. Project #2 equals 27 signs at 25 locations, with one double-sided.
    c. Project #3 equals 19 signs at 16 sign locations, with three double-sided.
b) Where possible, existing uprights and bracketing are to be reused.
c) Bids are for all design, manufacturing, materials, and installation.
d) City of Joplin branding and full-color palette are in the attached City of Joplin 2022 Style Guide, and being aesthetically appealing, traveler-supportive, and regulatory compliant are key factors.
e) All signs, designs, colors, and indicators must comply with the MoDOT Engineering Policy Guide and the Federal Highway Administration's Manual on Uniform Traffic Control Devices (MUTCD), namely Chapter 2D. Sign installation shall meet the standards in MoDOT's Standard Plans for Highway Construction and Missouri Standard Specifications for Highway Construction.
f) Federal Standards state that all signs are to be retroreflective, so the sign's color is the same during the day and night.

This bid seeks:

- One bid package with each project separately listed.
- Bid **design and manufacturing** of all signs required for the project.
- Bid **installation** costs.
    - Include all material and manufacturing costs.
    - Include any freight costs to Joplin, Missouri
- Separate cost for materials and manufacturing from costs of installation
- Specifications of materials to be used in basic design
- Warranty of information on all materials (prefer 7+ years)
- Proposed timeline for fabrication and installation
- Selected provider will be required to provide renderings prior to approval of work
- All designs are the intellectual property of the City of Joplin for unrestricted use
- References of similar wayfinding projects your company has accomplished for communities served over the past three years

Production Notes:

1. The City of Joplin Public Works and MoDOT will have full authority and oversight on all aspects of the project
2. Highway Gothic Series B, aka FWHA Series B, is the specific font that must be used.
3. Letter height should ideally be 4″ with an absolute minimum height of 3.5″ reserved for unique sign dimension constraints.
4. Sign lettering for names of places, streets, and highways shall be composed of a combination of lower-case letters with initial upper-case letters
5. Specify the process to meet the retroreflectivity requirement -- silk screen printing or latex printing onto HIP sheeting, etc.

A larger format map of the current wayfinding location is available at the Joplin CVB office, 1st Floor of City Hall, or PDF via email request to Patrick Tuttle at ptuttle@joplinmo.org. For additional details/options, contact Patrick at 417-625-4789.

This RFP seeks bids for three (3) projects for upgrading the City of Joplin's wayfinding program.

PROJECT #1 – REPLACE OUTDATED SIGNS.

Ten (10) new signs need to be fabricated and installed. Eight (8) of these are replacing outdated designs, and two (2) signs (double signs) are new. All are to match the 2022 design using the new City branding. Font must be at 4″ font with an absolute minimum height of 3.54.

The signs are indicated as #1, 14, 15, 16, 22, "C," Airport (2), and Tri-State Marker (2, new). All will use the existing poles. Some hardware may vary.

PROJECT #2 – CORRECT FONT ISSUE.

The existing wayfinding signs do not meet the highway standards' font height requirement. Those with a 2″ font must be replaced with a 4″ font with an absolute minimum height of 3.54.

This project seeks an overlay approach to correcting the sign's appearance using the existing metal base signs and design.

PROJECT #3 – GRAND FALLS - a new addition.

This new wayfinding project will incorporate the current design for a seamless appearance throughout the system. Posts and hardware must be included. A subdued pole that will complement the sign and meet manufacturer and highway standards for durability and safety requirements.

Selection will be based on (100 points possible):

1. Overall cost for all three projects (50 points)
2. Method and materials used in Project #1, overlay (20 points)
3. Timeline to completely accomplish all three projects (15 points)
4. Meeting Warranty Requirements (10 points)
5. References from similar projects (5 points)

MARK BID ENVELOPES: "BID 2024-RFP-15

WAYFINDING PROJECTS, BY NOON, THURSDAY, JUNE 20, 2024"

Any bids received after the specified deadline will be returned to the vendor.

The City reserves the right to evaluate all bids, reject any or all bids, and re-bid later. The city may waive any irregularities in the bid, negotiate variances from specifications, and make awards that are in the City's best interests. The city will have the final decision regarding the acceptance of bids and issuance of awards.

The city encourages minority and female-owned businesses to submit bids on all City purchases.

Leslie Haase, CPA

Finance Director

Publication Date: Tuesday, May 28, 2024.

INSTRUCTIONS TO BIDDERS

The City of Joplin, Missouri, seeks the following service SUPPLIER for:

WAYFINDING PROJECTS
THROUGHOUT THE CITY OF JOPLIN

All bids shall have firm-fixed F.O.B. Joplin, Missouri price and shall be honored for a minimum of ninety (90) days following the bid opening.

All bids shall be exclusive of Federal, State, and City taxes.

The specifications included with this bid document aim to generally describe the item(s) desired in sufficient detail to secure bids on comparable items. All parts not specifically mentioned necessary for the item(s) to perform as intended shall be included. The strength, quality of workmanship, and material shall be in accordance with the best trade practices.

Specification variances, manufacturer's literature, and additional information should be attached to the bid form. All blanks on the attached bid specifications shall be filled in completely and accurately. Any bid not meeting this requirement may be considered non-responsive.

Any protest or grievance must be issued in writing and delivered to the office of the Director of Finance within ten (10) days following the bid opening. Any protest filed after this period has elapsed will not be considered.

The city encourages the selection of products manufactured, assembled, and produced in the United States as long as the quality and price are comparable with other items bid.

Businesses located within the city limits of Joplin may be given preference in awarding a bid, providing the bid from the local business does not exceed the lowest bid by more than 3% or $2,500, whichever is less.

The city may prefer vendors handling products that contain post-consumer recovered materials, providing the bid does not exceed the lowest bid by more than 5% or $2,500, whichever is less.

Once the bids are reviewed and evaluated, the successful vendor will be notified in writing and receive an authorized City of Joplin purchase order. Verbal acknowledgments will not be considered an official notification and will not obligate the city in any way. Delivery or performance should not be completed without receiving an authorized purchase order.

CITY OF JOPLIN, MISSOURI

BID PROPOSAL SUMMARY

Description of Item: SUPPLIER for Wayfinding Projects throughout the City of Joplin

BID PROJECT #1:

Materials/Manufacturing $_____.

Installation $_____

Once the contract is awarded, this project could be completed in _____ days.

BID PROJECT #2:

Materials/Manufacturing $_____.

Installation $_____

Once the contract is awarded, this project could be completed in _____ days.

BID PROJECT #3:

Materials/Manufacturing $_____.

Installation $_____

Once the contract is awarded, this project could be completed in _____ days.

COMPANY NAME: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

ADDRESS: _____

_____

Signature of Company Representative: _____

Date: _____

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