REQUEST FOR PROPOSALS
PARK SIGN PACKAGE

BACKGROUND

The City of Bexley, Ohio is requesting qualifications and proposals from professional sign fabrication contractors ("Contractors") to implement a park signage package as guided by the recently developed Bexley Park Sign Design Guidelines Manual ("Design Manual"). The Design Manual represents 15 different sign types, oriented to both pedestrian and motorist viewers located throughout the City of Bexley's community parks. The City's objective is to create a system of signs across our community parks that display design continuity and clearly communicate park navigation and attributes.

SCOPE OF WORK

The successful Contractor will supply all labor, equipment, products and materials necessary to implement a package of park signs as outlined in Table 1, herein, and in line with the Design Manual (*Appendix I*) and corresponding Location Map (*Appendix II*). The Design Manual details multiple sign types and fabrication specifications including font type family, colors, dimensions, connections and materials.

Scope of work will include:

I. **Shop Drawings:** Before fabrication, the contractor shall create final shop drawings for each sign type and present for City review and approval. As needed, the Contractor may be asked to work with the City's sign design firm, Designpath, to finalize details.
II. **Samples:** Before fabrication, the contractor shall submit samples of all sign materials, molding profiles and finishes will be provided for client review and approval.
III. **Sign Fabrication**: Including but not limited to material sourcing, production, printing, painting, sandblasting and electrical wiring for internal illumination.
    A. Construction of masonry walls (e.g. Type H) are not in scope (NIS). But the contractor will be responsible for collaborating with the City's assigned landscape architect to coordinate final conditions for connections, maintenance, and electric routing.
IV. **Installation:** Contractor responsible for engineering of mountings, connections, footings, sign permits, coordination with utilities, site grading, and other trades where necessary.
V. **Site Restoration:** Including but not limited to regrading and seeding where necessary.

Substitutions to fabrication specifications may be considered provided that appearance and functionality are unchanged. Such substitutions should be clearly indicated in the response.

Depending on total cost, the package may be divided into phases, and the City may determine the need to self-perform installation work. Should the package be subdivided, the City reserves the right to reissue a RFP and/or to select a new Contractor for future phases. Any package phasing or reduction in scope of work as described below will be clearly detailed in the final contract with the successful Contractor.

RESPONSE CONTENT AND FORMAT

I. **General Format:** Submittals should be typed. Contractor should not include any unnecessarily elaborate or promotional material. All pages shall be sequentially numbered and submittals should include a complete table of contents for the entire document.

II. **Letter of Transmittal:** The Letter of Transmittal shall be addressed to Bexley Recreation Director Mike Price and at a minimum, contain the following:

A. Identification of Contractor that will have the authorization to commit to the contractual terms and conditions. Identification shall include legal company name, corporate address, telephone, fax number and email address.
B. Include name, title, address, telephone number and email address of the contact person during the proposal evaluation phase.
C. Identification of proposed subcontractors, including legal company name, contact person's name, address, phone number. Working relationship between Contractor and subcontractors, if applicable.
D. Acknowledgment of receipt of all RFP appendixes, if any.
E. A statement to the effect that the proposal shall remain valid for a period of not less than 120 days from the date of submittal.
F. Signature of a person authorized to bind Contractor to the terms of any contract resulting from the submittal.
G. A statement to the effect that by signing the letter of transmittal, Contractor is attesting that all information submitted with the submittal is true and correct.

III. Presentation of Qualifications: The Contractor shall:

I. Provide a brief profile of the firm, including the types of services offered, the year founded, form of the organization (corporation, partnership or sole proprietorship), number, size and location of support facilities, equipment used and number of qualified personnel.
II. Describe the firm's prior experience in performing work of a similar nature to that solicited in this RFP and highlight the participation in such work by the key personnel proposed for assignment to this project.
III. Identify subcontractors by company name, address, contact person, telephone number and their function relating to the work under this RFP. Describe Contractor's experience working with each subcontractor.
IV. Provide at a minimum three references for the project as related experience and furnish the name, title, address and telephone number of the person(s) at the client organization who is most knowledgeable about the work performed.

IV. **Project Cost and Fabrication Timeframe Proposal:** The Contractor shall submit pricing for single unit pricing, unit pricing based on the specified quantity (to reflect a quantity discount should one exist) and installation cost per unit. Any additional costs related to set-up, design, shipping or other items not otherwise specified below, should be clearly identified in the response.

Additionally, the Contractor shall specify the estimated fabrication timeframe for the package as a whole. Any concerns with sourcing materials with long-lead times should be clearly identified.

The Sign Cost and Fabrication Timeline *(Table 1*) may be reformatted, but should be used as a template for indicating cost for each sign type. Reference Appendix I - Design Manual - for a description of each sign type. *Should a material or dimension be proposed as an alternative to what is specified in the Design Manual, the Contractor should clearly indicate that in their response.*

Table 1. Sign Quantities and Costs

Sign Type	Single Unit Pricing	Sign Quantity Specified	Unit Pricing Based on Specified Quantity	Installation Cost per Unit
Type H		4		
Type B		5		
Type C		7		
No Dogs Flag Sign		4		
Type G		5		
Type D		13		
Type E1		2		
Type E2		3		
Type E3		4		
Type R1		4		
Type R2		1		
Type S		0		
S1		1		
S2		1		
S3		1		
Type P		1		

V. **Appendices**: Information considered by the Contractor to be pertinent to this RFP and which has not been specifically solicited in any of the aforementioned sections may be placed in a separate appendix section. Appendices should be relevant and brief.

EVALUATION CRITERIA AND AWARD

Based on the proposal submitted, City of Bexley staff will select a firm that will best serve the interests of the City and meet its objectives as outlined below:

I. Incorporation of Design Manual and Location Map.
II. Contractor's previous experience and team qualifications, as well as references from prior or current clients.
III. Contractor's ability, capacity and skill to fulfill the services as specified.
IV. Integration of sustainable materials and building practices into project proposal.
V. Analysis of project cost relative to the proposed design and features.
VI. City's prior experience with Contractor, if applicable.
VII. Compliance with RFP specifications.

The City will negotiate a contract with the selected firm. The City will be the sole and exclusive judge of quality and compliance with proposal specifications in any of the matters pertaining to this RFP. The City reserves the right to award the contract in any manner it deems to be in the best interest of the City and make the selection based on its sole discretion, including rejection of all proposals.

QUESTIONS

Questions may be submitted by email to mprice@bexley.org. by the deadline stated below. Answers will be supplied (and distributed to all known candidates and posted on the City's website) as soon as possible, with a goal of responding within 2 business days.

RESPONSE DELIVERY INSTRUCTIONS

Proposals may be submitted by email to mprice@bexley.org. Alternatively, proposals may be submitted in a sealed envelope marked "Park Sign Package Bid" in the lower left-hand corner and addressed to:

City of Bexley
c/o Mike Price, Bexley Recreation Director
2242 E. Main Street
Bexley, Ohio

The date/time stamp of the email constitutes the official date/time of receipt of proposal responses. Proposals will be considered as if sealed until the deadline, upon which they will be read.

It is the sole responsibility of respondents to deliver the proposal by the stated deadline. Each proposal must be submitted with all required documentation. Proposals received after this deadline shall be deemed to be non-responsive and will not be considered.

The City anticipates the following schedule for Proposal responses, contract award and project completion:

PHASE	DATE
Publication of RFP	Monday, March 18, 2024
Deadline for Questions	Wednesday, March 27, 2024, 4:00 pm
Proposals Due	Friday, April 12, 2024, 4:00 pm
Contractor Selection	Friday, April 19, 2024
Contract Negotiation	April 22-30, 2024
Implementation (May be adjusted based on final contract)	May - August 2024

OTHER TERMS

I. Right to Reject Proposal: Submission of a proposal indicates acceptance by the firm of conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted. The City of Bexley reserves the right without prejudice to reject any or all proposals.
II. No Collusion: In submitting this proposal, the Contractor declares that the only person or party interested in the proposal as principals are those named herein, and that the proposal is made without collusion with any other person, firm or corporation.
III. Confidentiality: Proposals and other documents submitted shall be examined to determine the validity of any written requests for nondisclosure of proprietary or confidential information. After award of a contract, all responses, documents, and materials submitted by the respondent pertaining to this RFP will be considered public information unless otherwise determined by legal counsel.
IV. The City reserves the right: a) to Reduce, divide or supplement the scope, b) to Self-perform installation work, c) to Modify the schedule. Any modifications will be mutually agreed to with the selected Contractor during contract negotiations.

APPENDIXES

I. Appendix I: Park Sign Design Guidelines Manual
II. Appendix II: Parks Sign Location Plan

Bexley Parks
Signage

Park Sign Guidelines Manual

General Description

This sign system was developed by the City of Bexley and its design team through a 2-year long process with site assesments, community input and prototyping. The goal was to create a system of signs that displayed design continuity with an eye on traditional vernacular, clear communication, maintenance, and a heirarchy of sizes that adapt to park context and budgets.

Sign configuration, sizes, colors and functionality are intended to stay fixed. Substitutions to fabrication specifications may be considered provided that appearance and functionality are unchanged. Subtitutions must be submitted to the design team for formal evaluation before their acceptance in any contracted scope.

Typography

All typography is from the type family Myriad Pro

Light

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz >(!&)*

Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz >(!&)*

Light Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ
*abcdefghijklmnopqrstuvwxyz >(!&)**

Semi Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz >(!&)*

Color 1

White
Matte finish typical

Color 2

Black
Gloss finish typical

Color 3

Match
Sherwin Williams
SW6174, Andiron

Color 4

Match
Pantone PMS 457c (Gold)
Gloss finish typical

All paints to be two-part acrylic, standard to the sign industry.
Samples to be submitted for approval

Mounting and Engineering

Contractor responsible for engineering of mountings, connections, footings and coordination with utilities.

Notes

Sign Type H
Identification

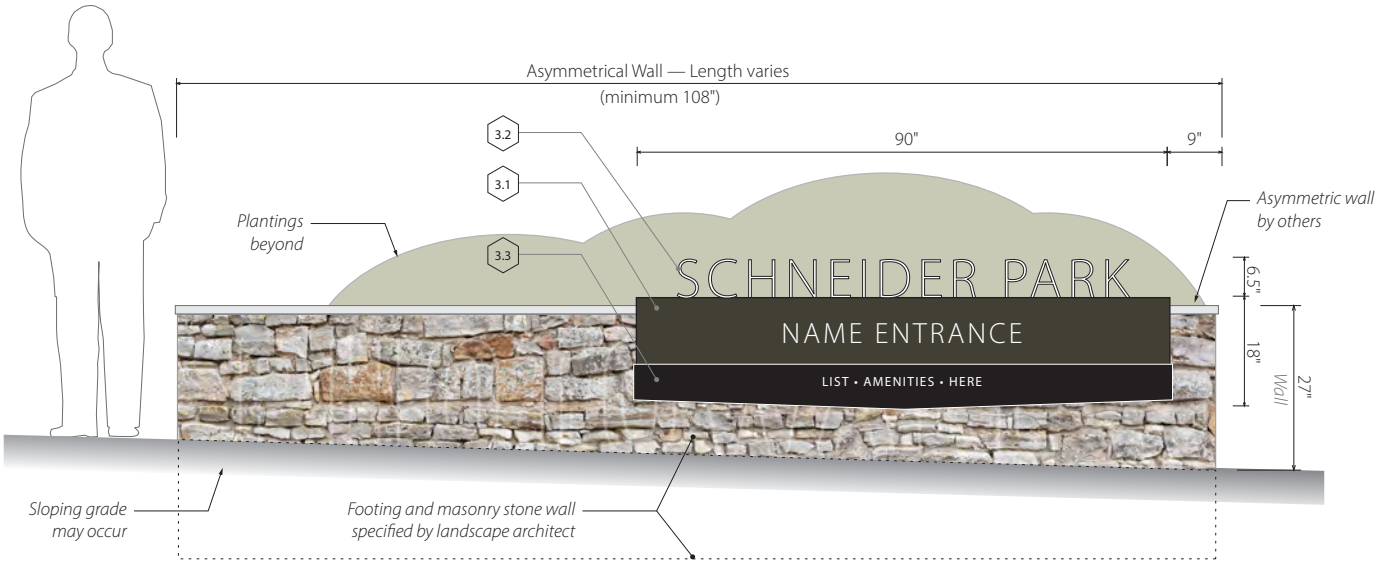
The purpose of this sign is to identify parks at primary, motorist arrival points. For example, in Phase 1, it has been programmed to identify the motorist drive entrance for Jeffrey Meadow. This is a single-sided sign, positioned parallel to the street. Identification text/graphics on the primary panel are permanent. They are also internally illuminated.

Amenity text/graphics are non-illuminated, but are changeable vinyl. The stone masonry wall will be designed to the conditions by an appointed landscape architect. Dimensional letters are introduced as a formal design element in the sign system.

3.1 Panel/Signbox
Aluminum fabrication; internal illumination
Background, Paint Color 3
Text: Dimen'l/Push-thru, 3.25" Cap Ht., Color 1

3.2 Dimensional Letters
.5" thk CNC-cut aluminum
Brushed faces, Sandblasted edges, 6.5" Cap Ht.
(up-lit)

3.3 Lower Bar
Background, Paint Color 2
Text: Vinyl, 1.5" Cap Ht.



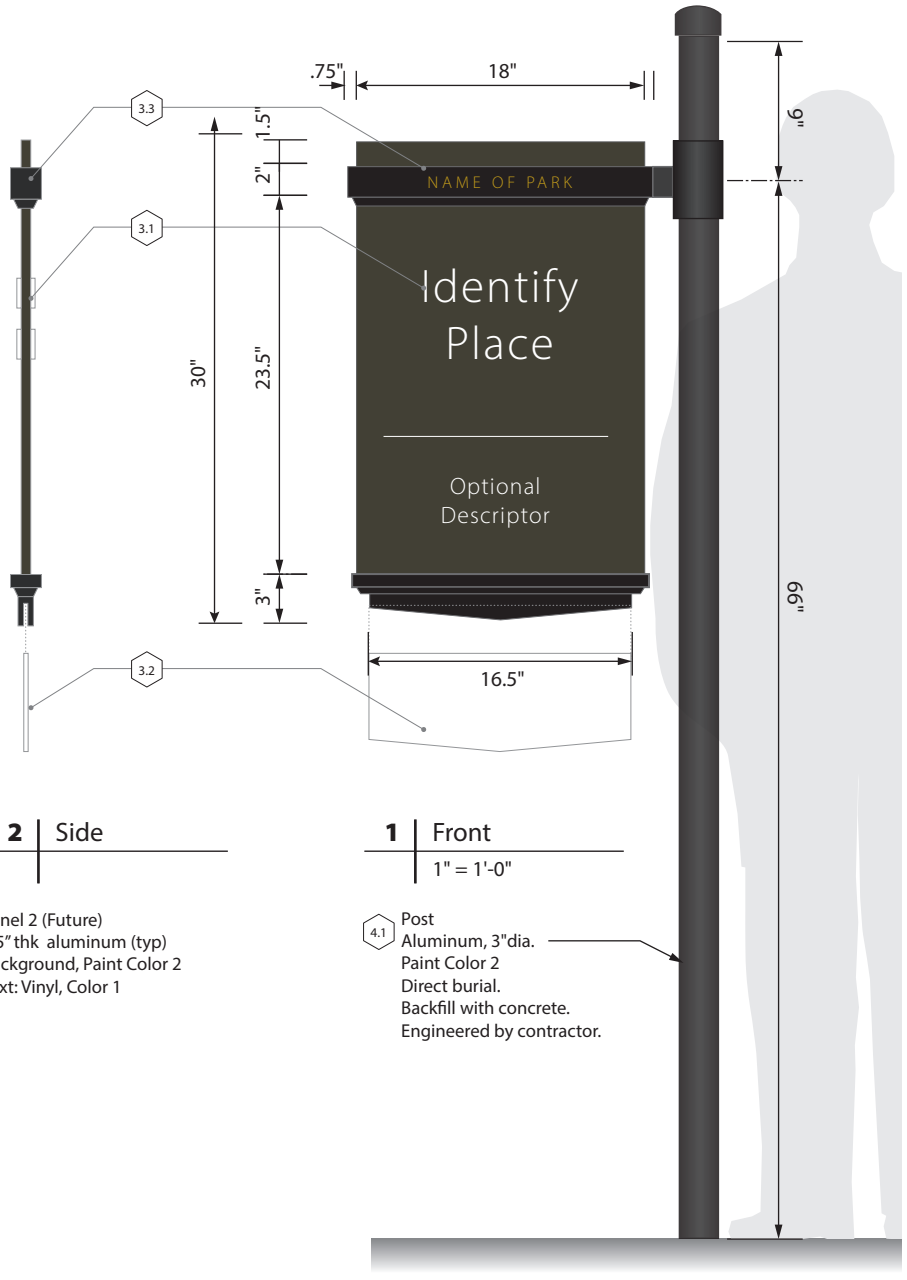
1 | Front | Type H1 | Sign on masonry wall
3/8" = 1'-0"

Sign Type B
Identification

The purpose of this sign is to identify secondary destinations. For example, in Phase 1, it has been selected to identify the Community Garden. This is a double-sided sign, where both sides will typically be identical and all graphics are permanent. The top band identifies the park area, and the bottom of the frame will allow for an optional panel to identify a Patron/Partner or a seasonal event.



4 | Top
1" = 1'-0"



3 | Back

2 | Side

1 | Front
1" = 1'-0"

3.1 Panel 1
.25" thk aluminum (typ)
Background, Paint Color 3
Text (permanent):
Dimen'l, 2" Cap Ht., Color 1

Optional Descriptor
Text: Vinyl, Color 1

3.3 Header Bar
Fabricated aluminum components
Background, Paint Color 2
Text: Incised, 0.75" Cap Ht.
Paint-filled, Color 4

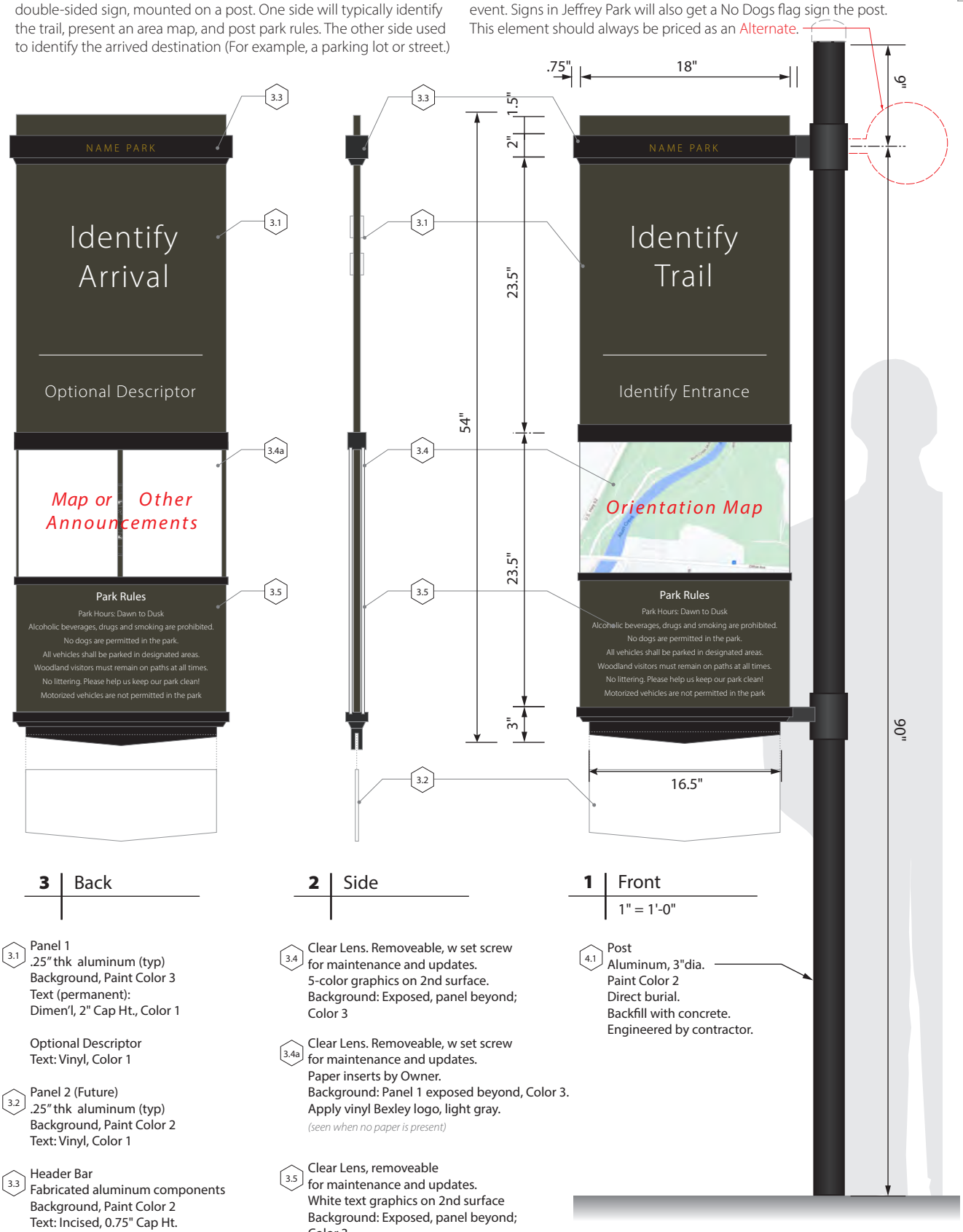
3.2 Panel 2 (Future)
.25" thk aluminum (typ)
Background, Paint Color 2
Text: Vinyl, Color 1

4.1 Post
Aluminum, 3"dia.
Paint Color 2
Direct burial.
Backfill with concrete.
Engineered by contractor.

Sign Type C
Identification and Orientation

The purpose of this sign is to identify trailheads and become a totem for orientation of the park area. For example, in Phase 1, it has been programmed at either end of the Schneider Park Trail. This is a double-sided sign, mounted on a post. One side will typically identify the trail, present an area map, and post park rules. The other side used to identify the arrived destination (For example, a parking lot or street.)

Map, park rules and announcements will be changeable. The top band identifies the park area, and the bottom of the frame allows for an optional panel to recognize a patron or partner or post a seasonal event. Signs in Jeffrey Park will also get a No Dogs flag sign the post. This element should always be priced as an Alternate.



3 | Back

3.1 Panel 1
.25" thk aluminum (typ)
Background, Paint Color 3
Text (permanent):
Dimen'l, 2" Cap Ht., Color 1

Optional Descriptor
Text: Vinyl, Color 1

3.2 Panel 2 (Future)
.25" thk aluminum (typ)
Background, Paint Color 2
Text: Vinyl, Color 1

3.3 Header Bar
Fabricated aluminum components
Background, Paint Color 2
Text: Incised, 0.75" Cap Ht.
Paint-filled, Color 4

2 | Side

3.4 Clear Lens. Removeable, w set screw for maintenance and updates.
5-color graphics on 2nd surface.
Background: Exposed, panel beyond; Color 3

3.4a Clear Lens. Removeable, w set screw for maintenance and updates.
Paper inserts by Owner.
Background: Panel 1 exposed beyond, Color 3.
Apply vinyl Bexley logo, light gray.
(seen when no paper is present)

3.5 Clear Lens, removeable for maintenance and updates.
White text graphics on 2nd surface
Background: Exposed, panel beyond; Color 3

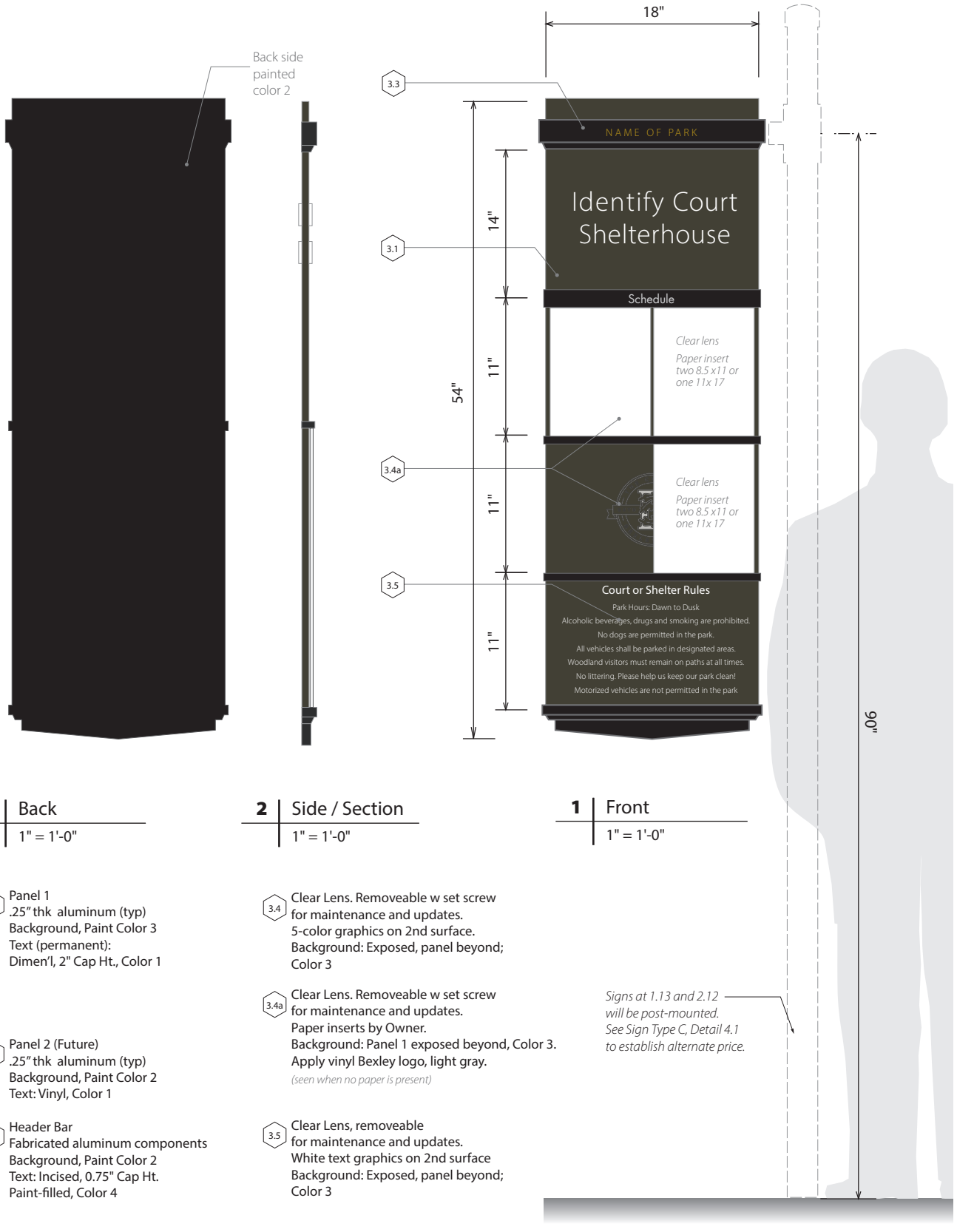
1 | Front

1" = 1'-0"

4.1 Post
Aluminum, 3"dia.
Paint Color 2
Direct burial.
Backfill with concrete.
Engineered by contractor.

Sign Type G
Identification and Scheduling

The purpose of this sign is to allow postings of schedules for Shelter Houses and racket Courts . Paper schedules supplied by the Owner will slide behind a simple clear acrylic lens. This is a single-sided sign meant to be mounted on a fence or wall.



3 | Back
1" = 1'-0"

2 | Side / Section
1" = 1'-0"

1 | Front
1" = 1'-0"

3.1 Panel 1
.25" thk aluminum (typ)
Background, Paint Color 3
Text (permanent):
Dimen'l, 2" Cap Ht., Color 1

3.2 Panel 2 (Future)
.25" thk aluminum (typ)
Background, Paint Color 2
Text: Vinyl, Color 1

3.3 Header Bar
Fabricated aluminum components
Background, Paint Color 2
Text: Incised, 0.75" Cap Ht.
Paint-filled, Color 4

3.4 Clear Lens. Removeable w set screw for maintenance and updates.
5-color graphics on 2nd surface.
Background: Exposed, panel beyond; Color 3

3.4a Clear Lens. Removeable w set screw for maintenance and updates.
Paper inserts by Owner.
Background: Panel 1 exposed beyond, Color 3.
Apply vinyl Bexley logo, light gray.
(seen when no paper is present)

3.5 Clear Lens, removeable for maintenance and updates.
White text graphics on 2nd surface
Background: Exposed, panel beyond; Color 3

Signs at 1.13 and 2.12 will be post-mounted. See Sign Type C, Detail 4.1 to establish alternate price.

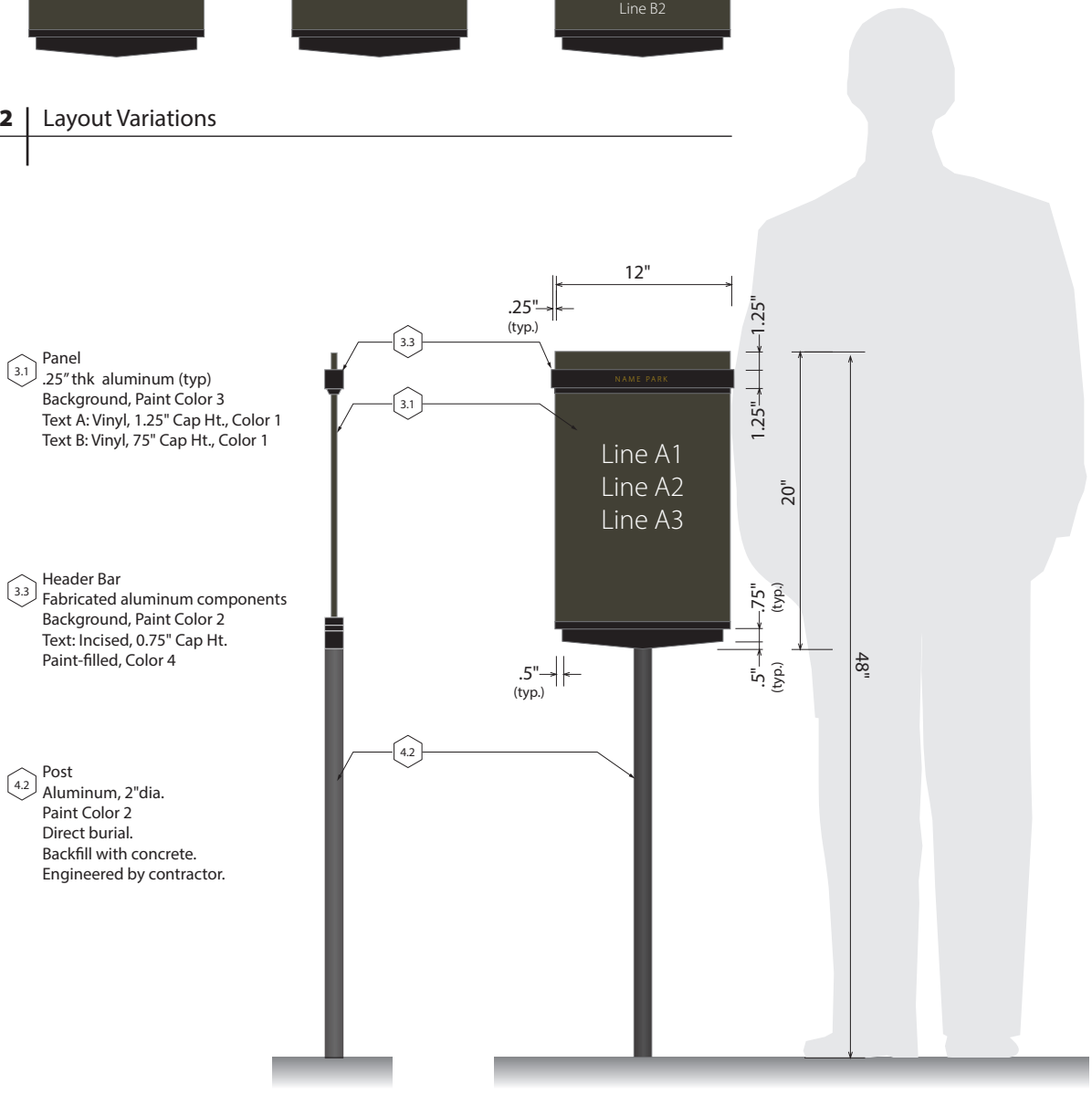
Sign Type D
Small Directional

The purpose of this sign is to provide a pedestrian path-scaled element that can convey a number of message types — directional, identification, or regulatory. For example, in Phase 1, it has been selected to indicated directional options on the Schneider Park Trail and the Jeffrey Woods Trail.

This is a double-sided sign, where each side will be unique to the directions ahead. Graphics are intended to be changeable.



2 | Layout Variations



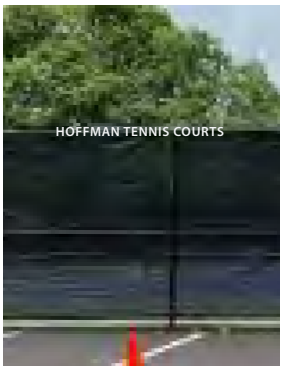
2 | Side

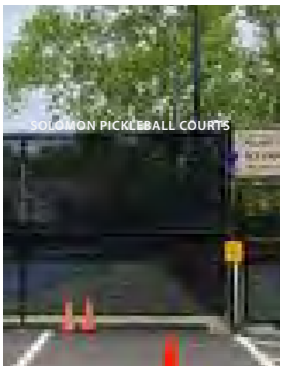
1 | Front

1" = 1'-0"

Sign Type E1
Identification, Courts

The purpose of this sign is to provide an upgraded identification of racket courts with dimensional, brushed metal letters. This continues the use of dimensional letters as a formal design element in the sign system.



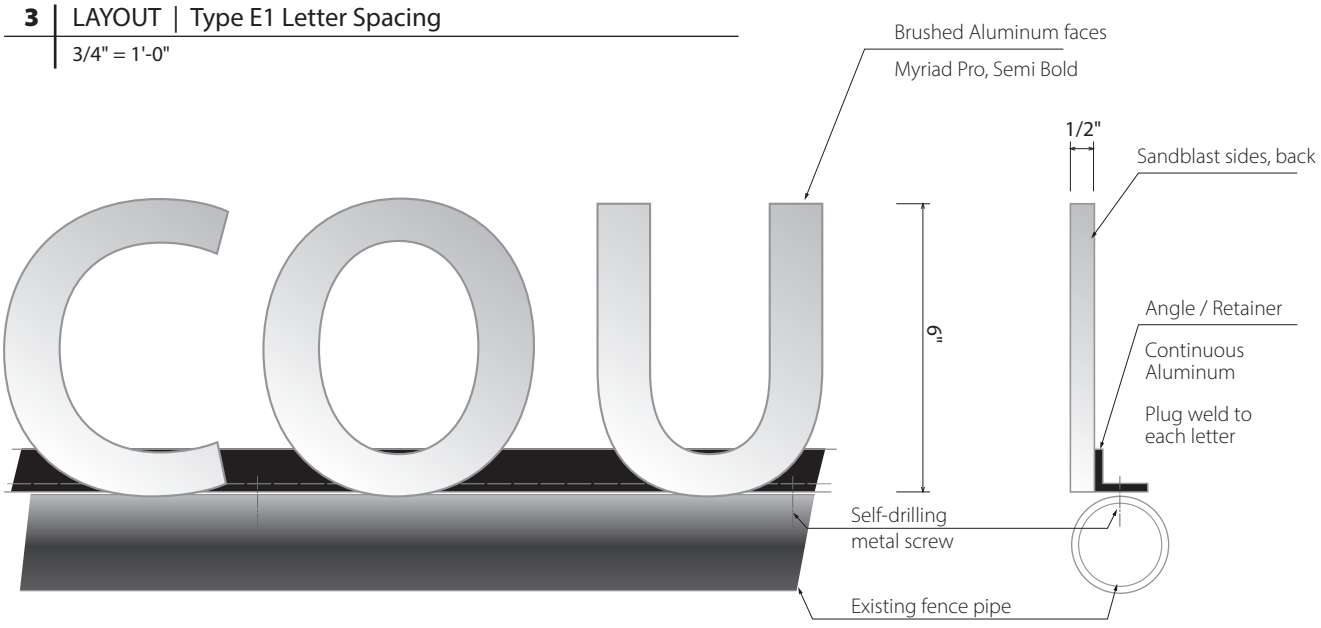


4 | Photo Mockup | Type E1
~1/16" = 1'-0"

HOFFMAN TENNIS COURTS
(Approximately 90" long)

SOLOMON PICKLEBALL COURTS
(Approximately 108" long)

3 | LAYOUT | Type E1 Letter Spacing
3/4" = 1'-0"



1 | FRONT | Type E1
3" = 1'-0"

2 | Side/Section
3" = 1'-0"

Sign Type E2
Identification, Shelter House

The purpose of this sign is to provide an upgraded identification of the shelter houses with dimensional, brushed metal letters. This continues the use of dimensional letters as a formal design element in the sign system.





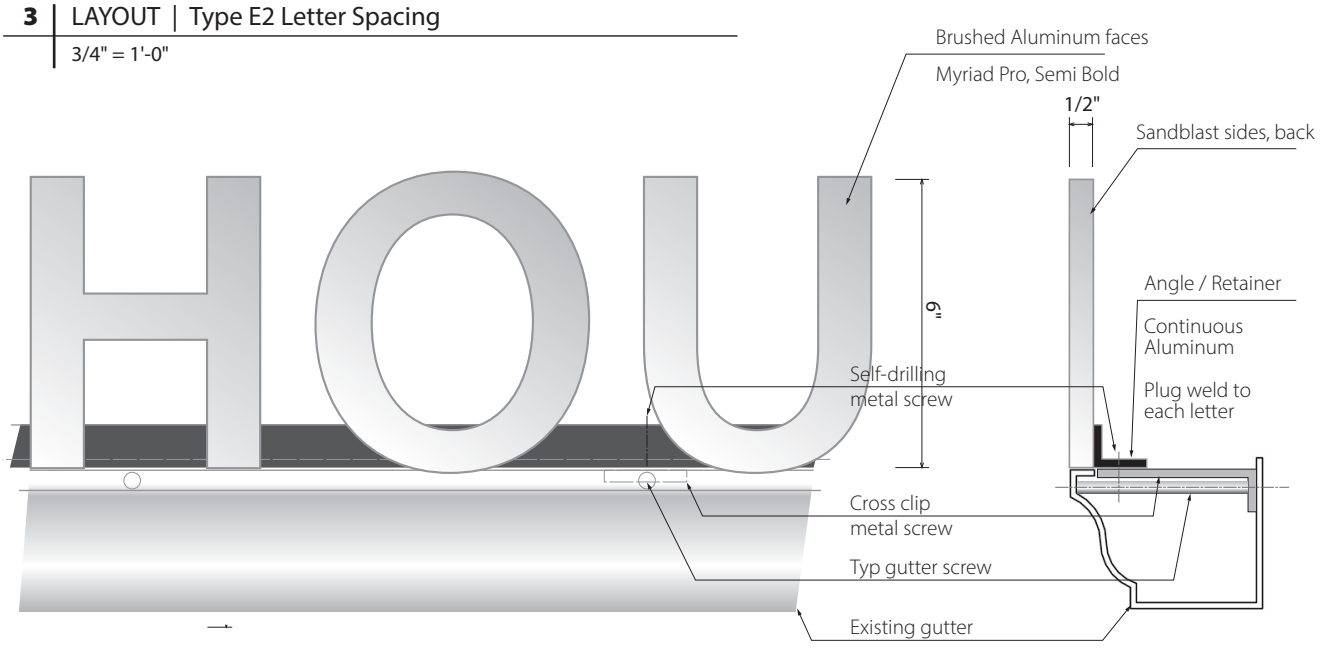
4 | Photo Mockup | Type E2
~1/16" = 1'-0"

MEMORIAL SHELTER HOUSE
(Approximately 94" long)

CREEKSIDE SHELTER HOUSE
(Approximately 94" long)

SCHNEIDER SHELTER HOUSE
(Approximately 96" long)

3 | LAYOUT | Type E2 Letter Spacing
3/4" = 1'-0"

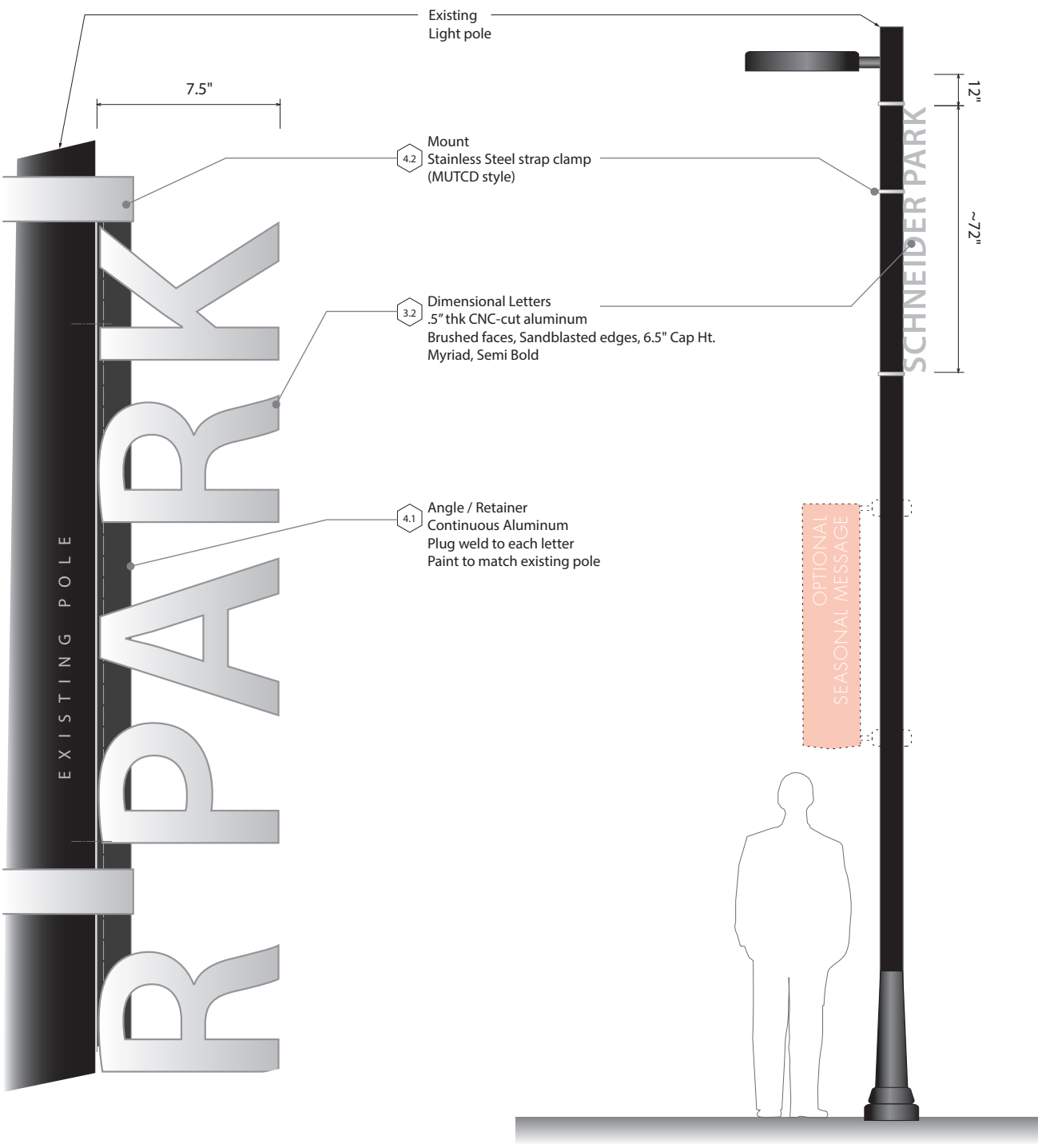


1 | Front | Dimensional Letters ID
3" = 1'-0"

2 | Side/Section
3" = 1'-0"

Sign Type E3
Identification, Park / Lot

The purpose of this set of dimensional letters is to provide park identification within the park confines, on existing light posts, typically in a parking lot. Letters can be positioned/rotated on the post for best orientation to park sightlines. This continues the use of dimensional letters as a formal design element in the sign system.

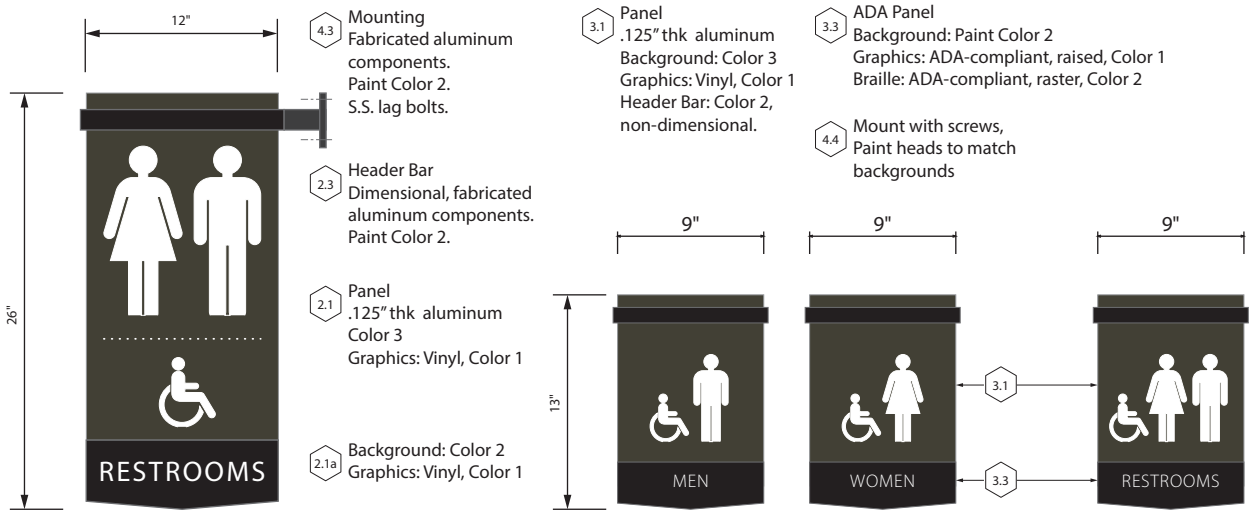


2 | Front | Dimensional Letters ID
3" = 1'-0"

1 | ELEVATION | Type E3
3/8" = 1'-0"

Sign Type R
Restrooms ID

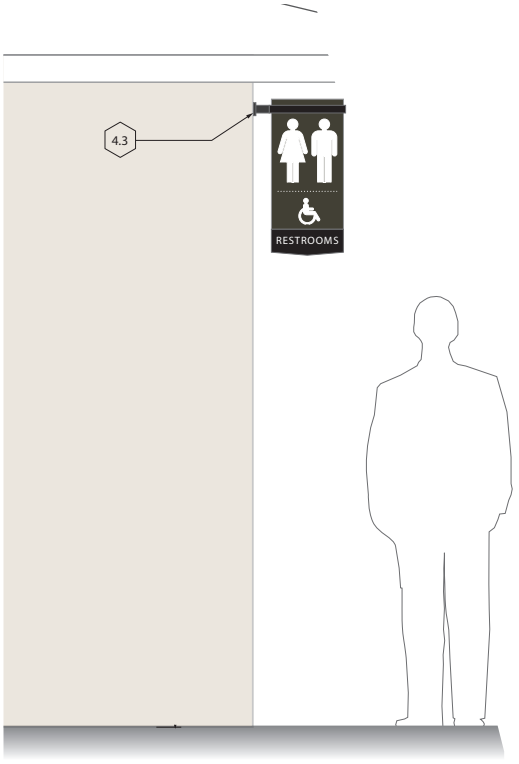
These sign types identify restrooms, where R1 identifies individual door entrances with ADA compliant tactile text and Braille, and R2 is mounted overhead and provides visibility from oblique angles.

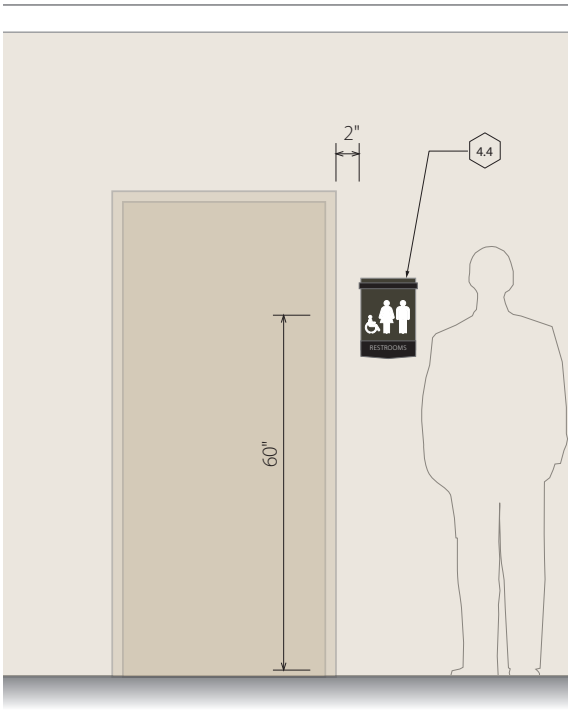


3 | R2 | Typical Projecting
1" = 1'-0"

4 | Type R1 | Doorside, Wall
1" = 1'-0"

4a | Future layout
1" = 1'-0"





2 | Elevation | Typical Restroom Structure
3/8" = 1'-0"

1 | Elevation | Typical Restroom Door
3/8" = 1'-0"

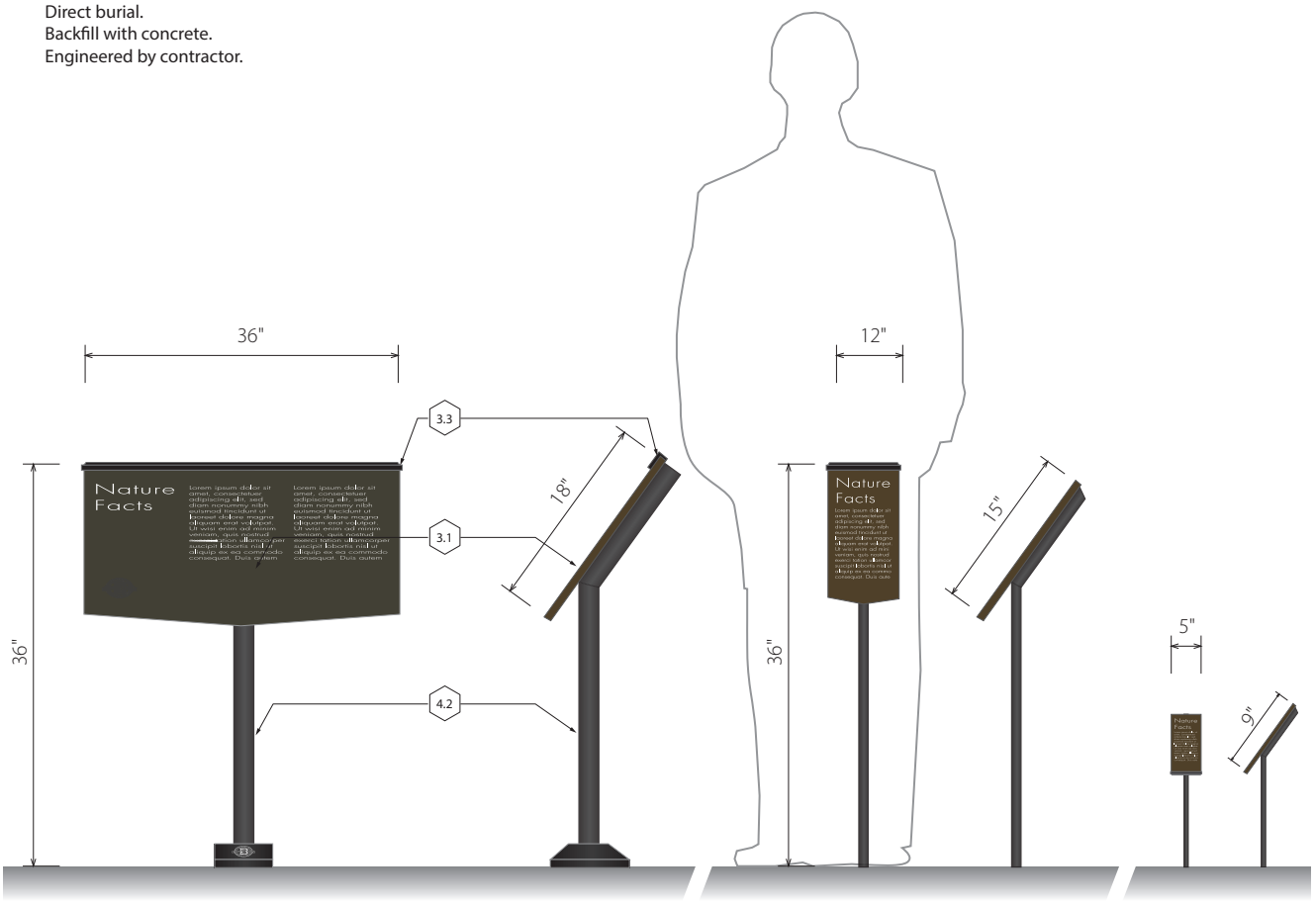
Sign Type S
Story, Education

The purpose of this sign is to educate the viewer about a feature of the park, such as a plant species, bio-swale, or historic fact. Graphics will be changeable by way of vinyl appliqué,

3.1 Panel
.25" thk aluminum (typ)
Background, Color 3
Graphics: 4-color vinyl, with protective laminate overlay.
Back: Paint Color 2

3.3 Header Bar
Fabricated aluminum components
Background, Paint Color 2

4.2 Post
Aluminum, 2"dia.
Paint Color 2
Direct burial.
Backfill with concrete.
Engineered by contractor.



Type S1 Type S2 Type S3

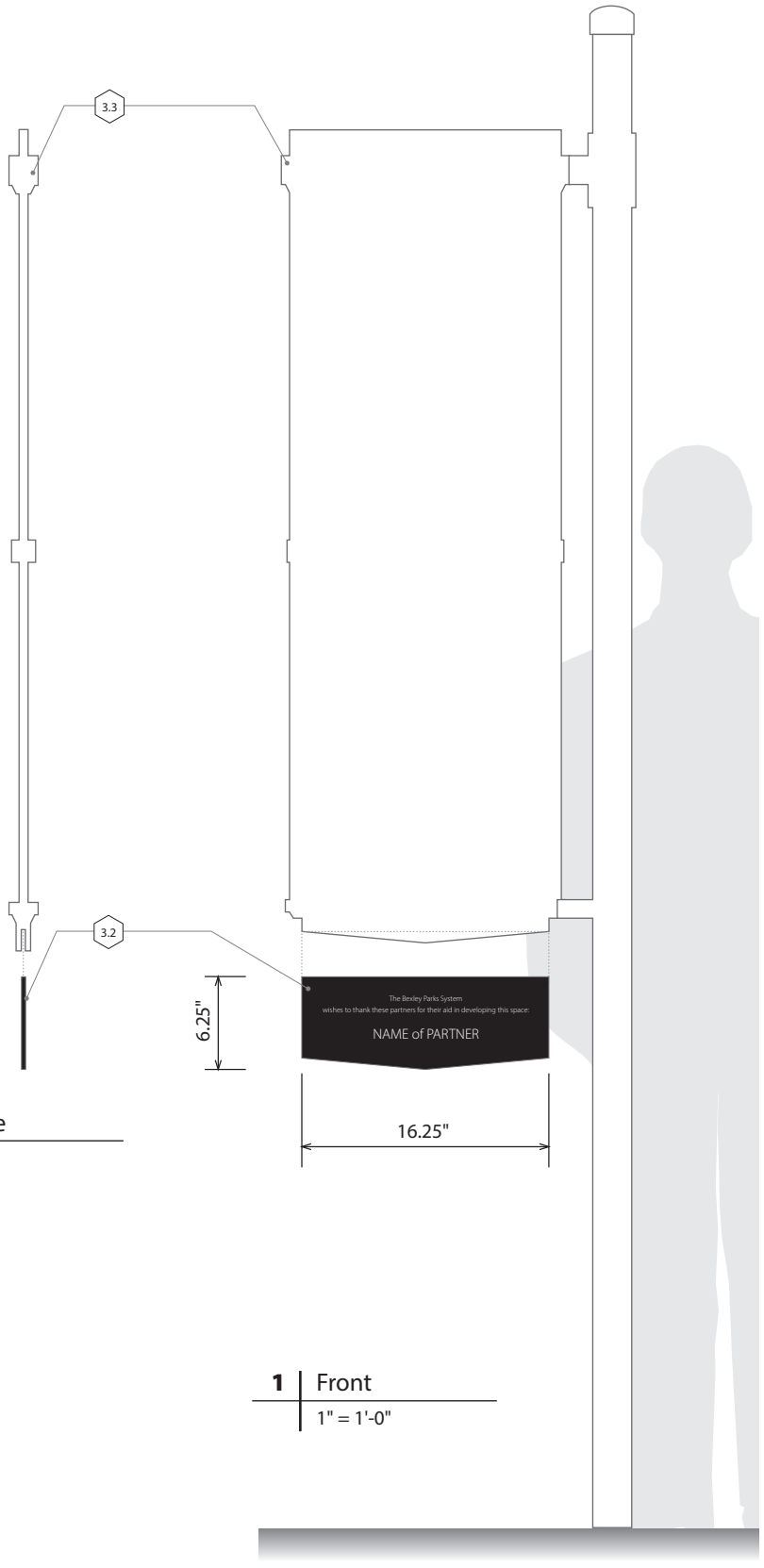
1 | Sketch | Story Panels
3/4" = 1'-0"

Sign solutions in this section were built as one-offs. They are not necessarily part of the sign system, but may inform future solutions.

Appendix

Patron or Partner Identification

This is an optional add for any Type B or Type C to recognize an outside partner who made possible the related facility or infrastructure. This is a double-sided sign, intended to be mounted to the bottom related type B or C sign with tamper resistant fastners.



3 | Back

2 | Side

1 | Front
1" = 1'-0"

3.1 Associated Sign.
Specified on other sheets.

3.2 Panel
.25" thk aluminum (typ)
Background: Paint Color 2
Text: Engraved to expose material color (silver)

Type TD
Temporary Sign

This sign was designed and specified to be a quick-implementation solution, using materials and techniques familiar to the Maintenance department and common MUTCD sign vendors.

Several layout types are provided for maximum message flexibilty from one sign — identification, directional, and regulatory.



3.1 Panel
.080" thk aluminum
Back: black 3m laminate

3.2 Graphic applique:
Face only, edge-to-edge
Print 4-color on white vinyl
Background: color 3
request full size
Digital art files from designer

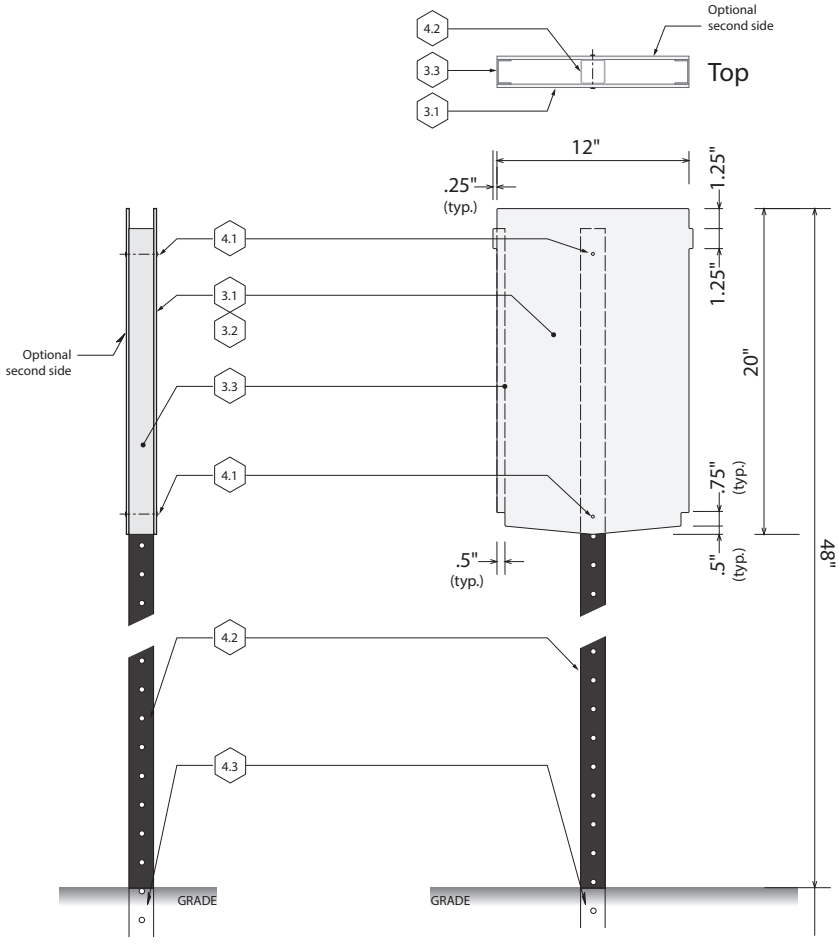
3.3 Side closure:
(double-sided signs only)
formed (or extruded) c-channel
Paint exposed sides black
Silicon adhesive attachment
To sign panels

4.1 Panel connections
Mechanically fasten to post,
(Fence or wall) with
Non-corrosive, tamper-resistant
Bolts and bushings
Paint heads to match panel

4.2 Square post
Hot dipped galvanized or
Black paint powder coat

4.2a **Alternate:**
Decorative, outer sleeve
To appear like a round post.

4.3 Direct burial, hand-dug hole
Back-filled with compacted
Angular gravel

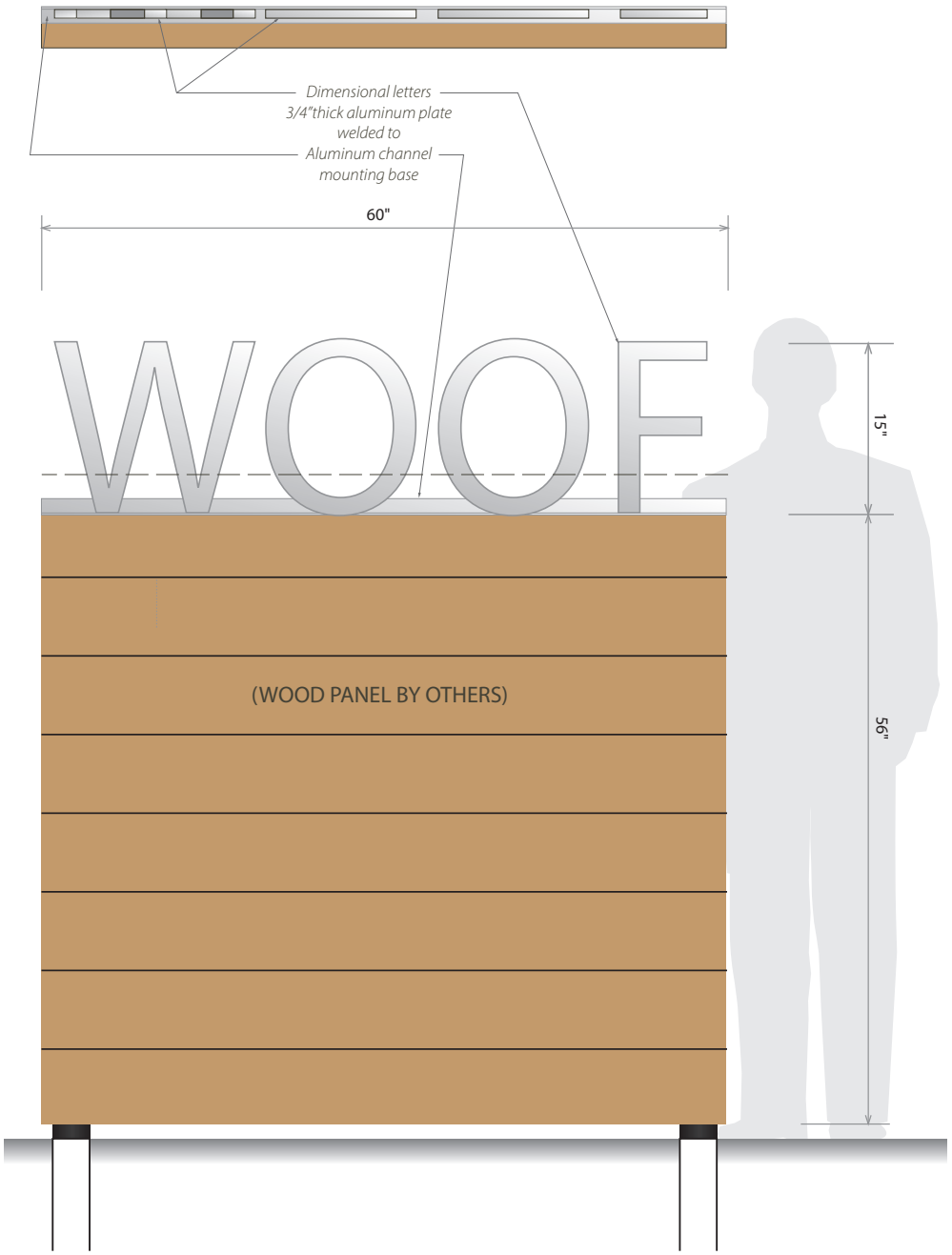


2 | Side
1" = 1'-0"

1 | Front
1" = 1'-0"

Type W
Wood Panel Sign

This sign was built as part of the Natural Dog Park in Schneider Park. The wood box-panel was built in the Bexley maintenance shop. The dimensional letters were supplied by Gemini. Both elements were assembled and installed by Bexley maintenance.



Sign Type P
Identification

The purpose of this sign is to identify trail heads, gateways and boundaries in formal locations, and where little foundation space exists. For example, in Phase 1, it has been implemented at the Schneider Park River Trail at the Main St entrance.

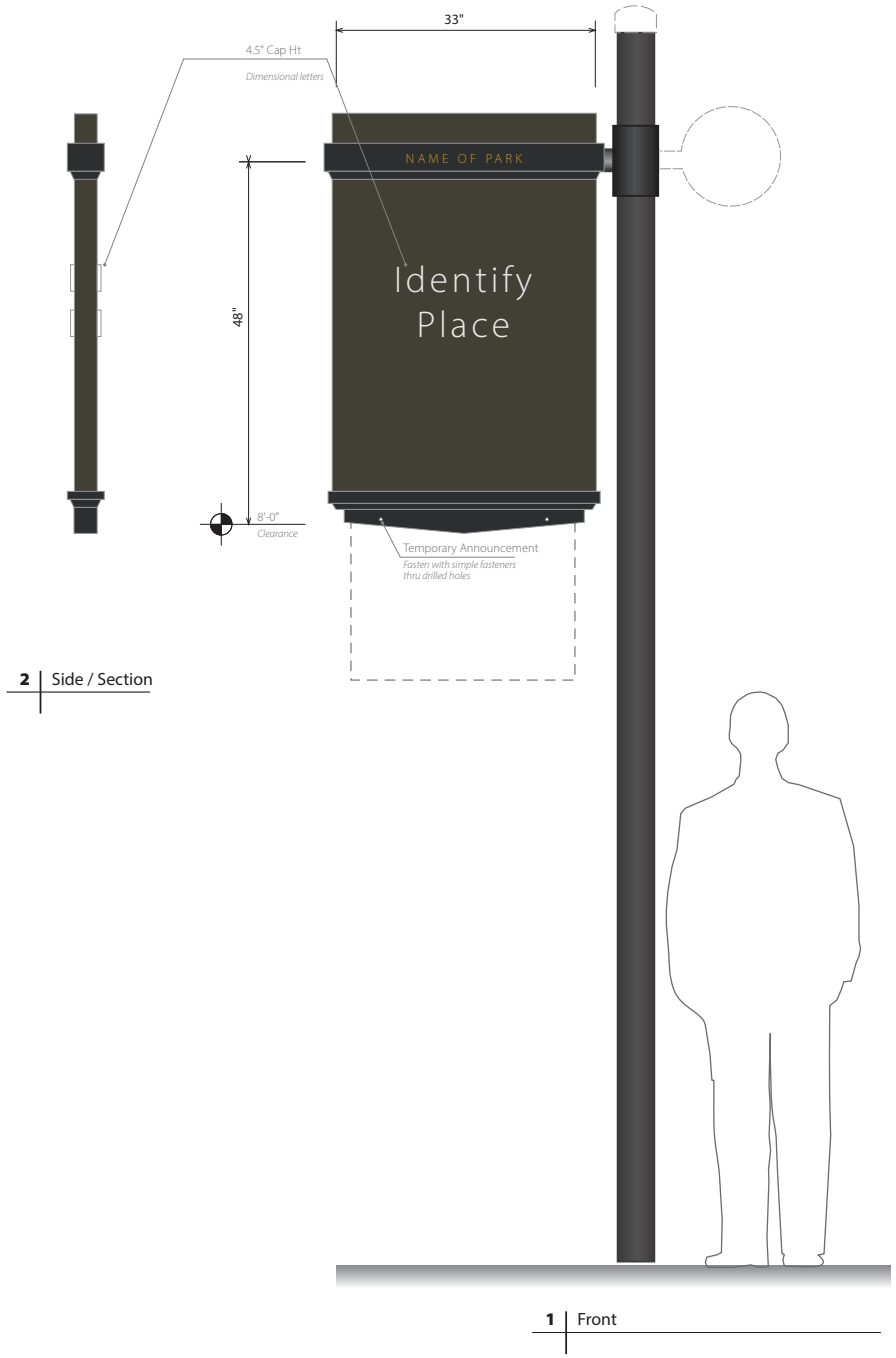
This pylon can adapt to bronze plaque panels or wayfinding signage, and would typically have 4 sides, with a bias to the pedestrian.



2 | Elevation | Type H2 | Sign on masonry pylon
3/8" = 1'-0"

Type A
Identification Sign

This sign was designed as a motorist-scaled identificaiton sign to be implemented at driveway entrances and other larger-scale environments. It would typically be two-sided, identical on both sides to address two approaches (oriented perpendicular to street).



2 | Side / Section

1 | Front

Bexley Parks
Signage

Guidelines
Manual

Questions and Submittals:

Michael Price
Director, Recreation and Parks
City of Bexley

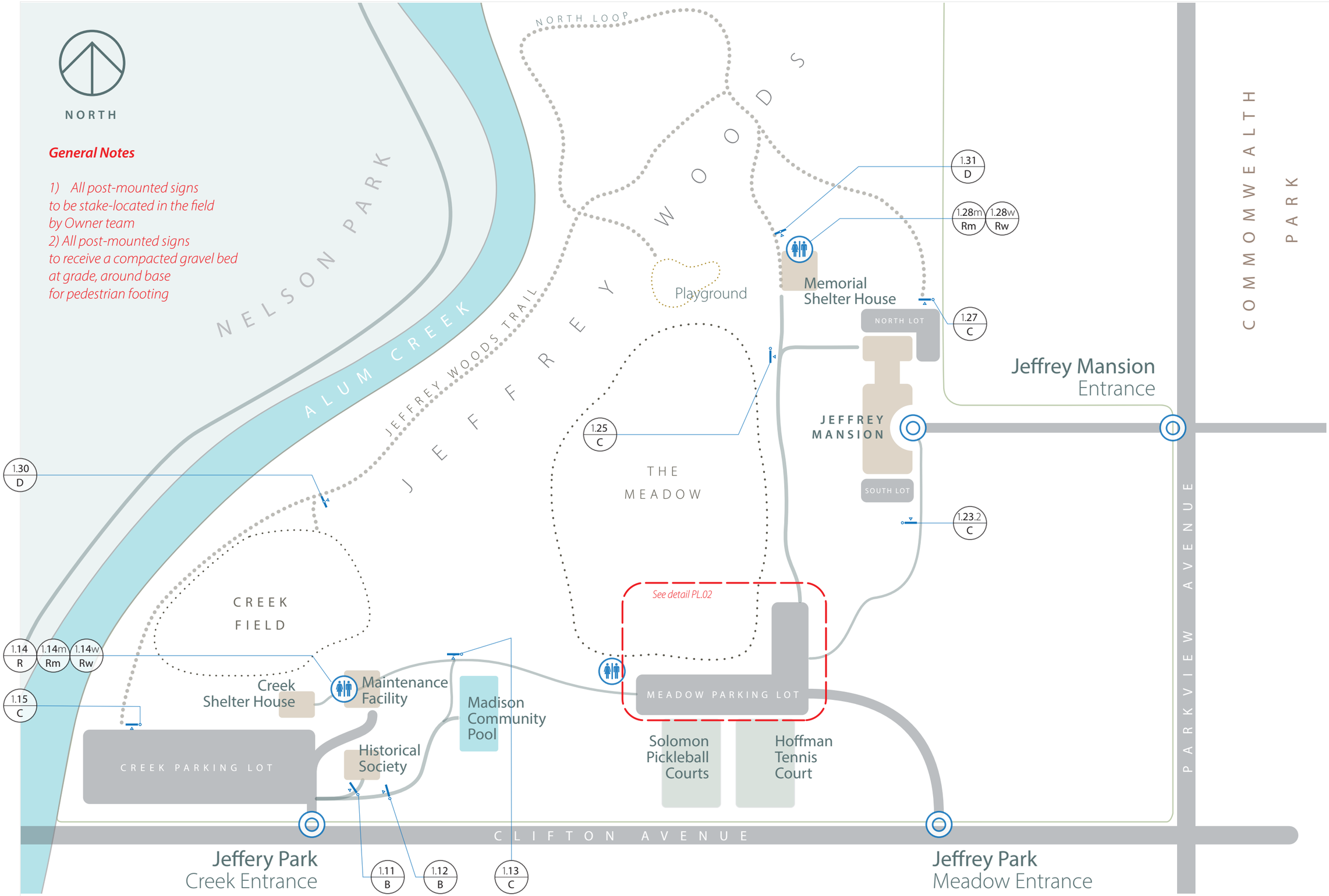
165 N. Parkview Avenue
Bexley, Ohio 43209

mprice@bexley.org
(614) 559-4300

NORTH

General Notes

1) All post-mounted signs to be stake-located in the field by Owner team
2) All post-mounted signs to receive a compacted gravel bed at grade, around base for pedestrian footing



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Bexley City Parks
Signage and Wayfinding
Bexley, Ohio

23-0609 Phase 1 Implementation

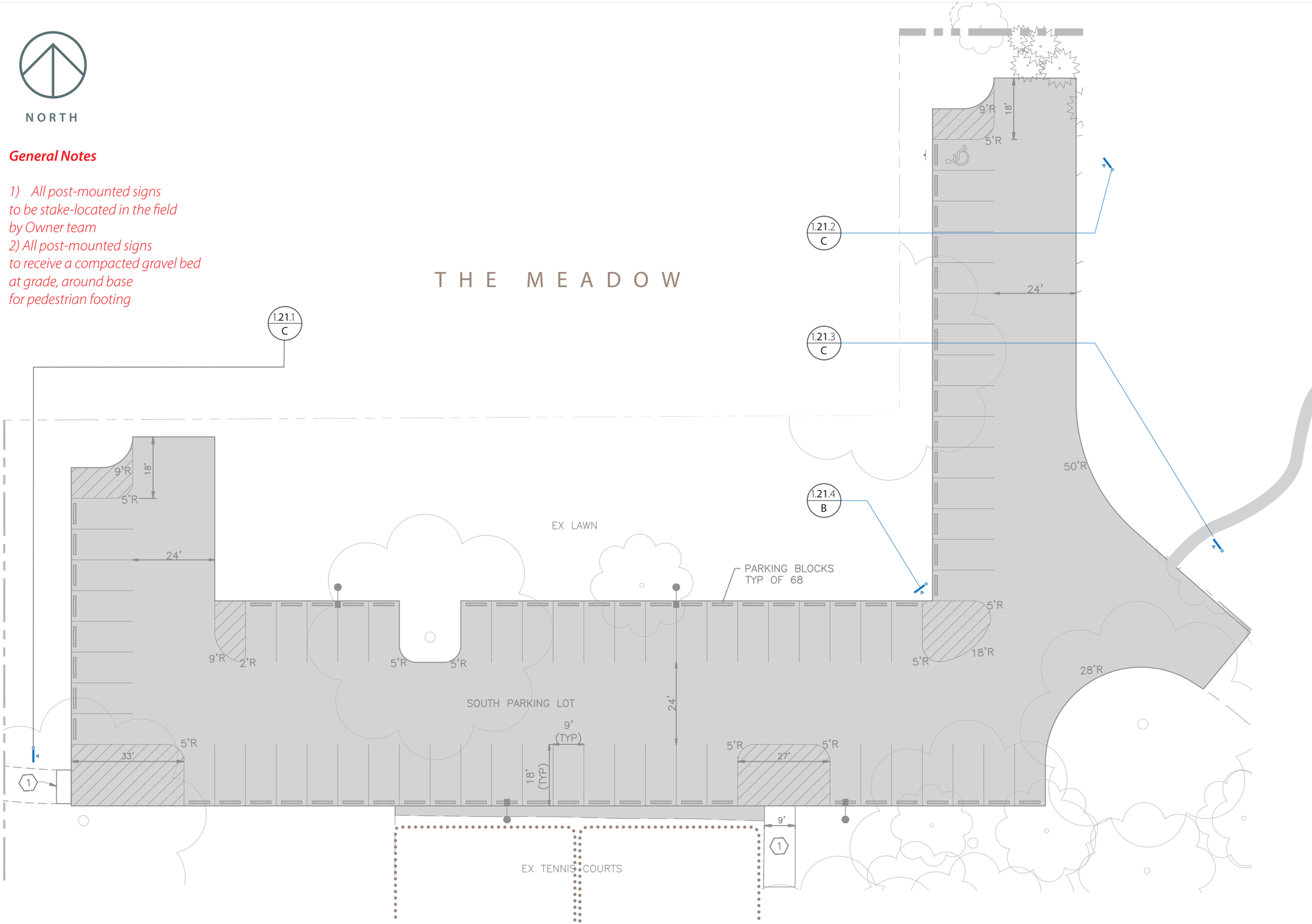
P1.01 | **Sign Location Plan** | Phase 1
Jeffrey Park
Overall

NORTH

General Notes

1) All post-mounted signs to be stake-located in the field by Owner team
2) All post-mounted signs to receive a compacted gravel bed at grade, around base for pedestrian footing

THE MEADOW



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23-0609 Phase 1 Implementation

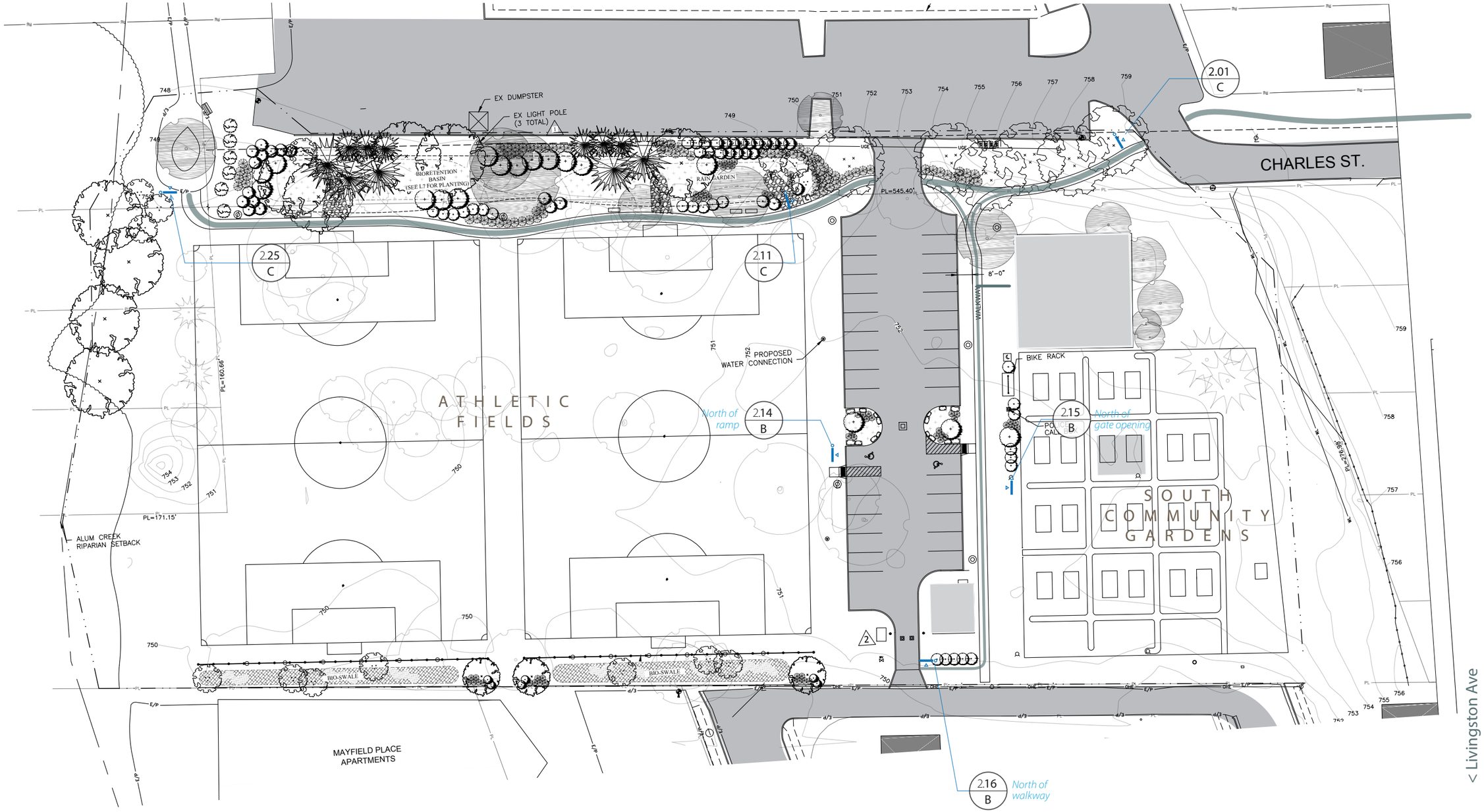
P1.02 | **Sign Location Plan** | Phase 1
Jeffrey Park
Courts Area

NORTH

General Notes

1) All post-mounted signs to be stake-located in the field by Owner team

2) All post-mounted signs to receive a compacted gravel bed at grade, around base for pedestrian footing

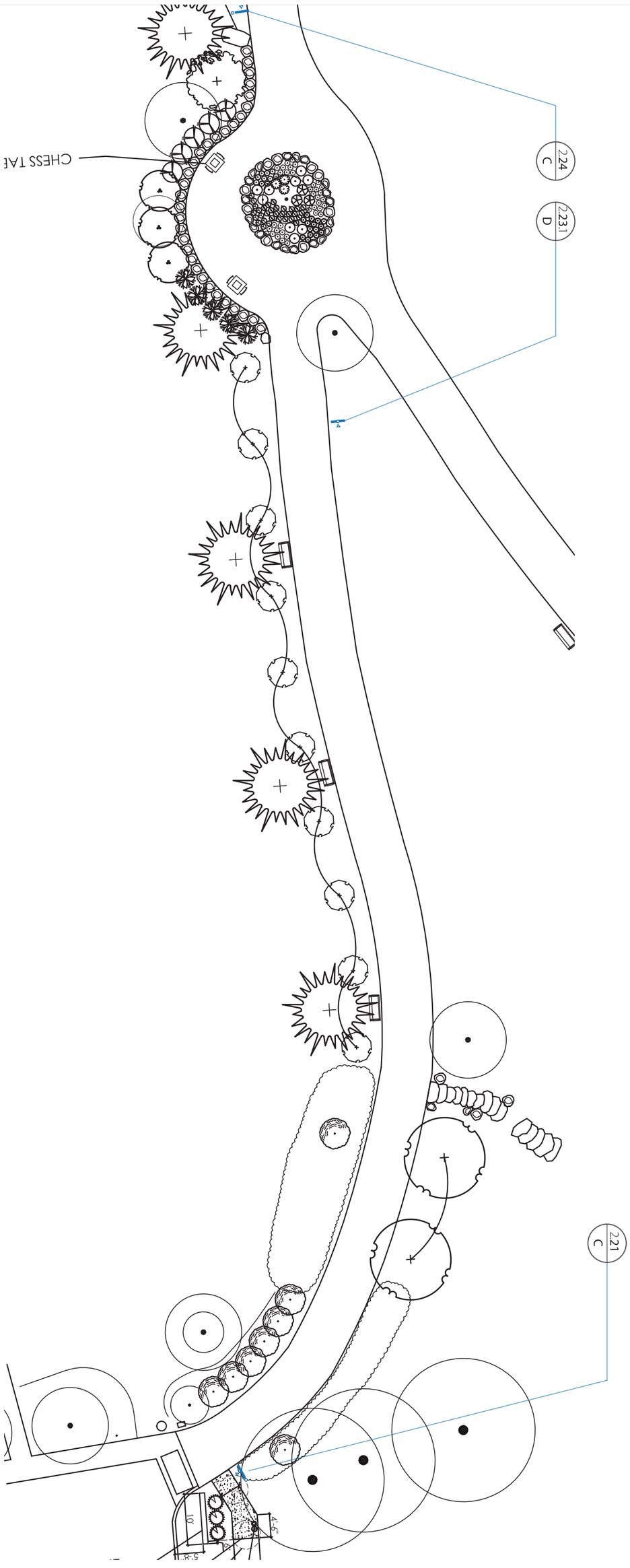


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P1.11 | **Sign Location Plan** | Phase 1
Schneider Park
Charles Area



General Notes

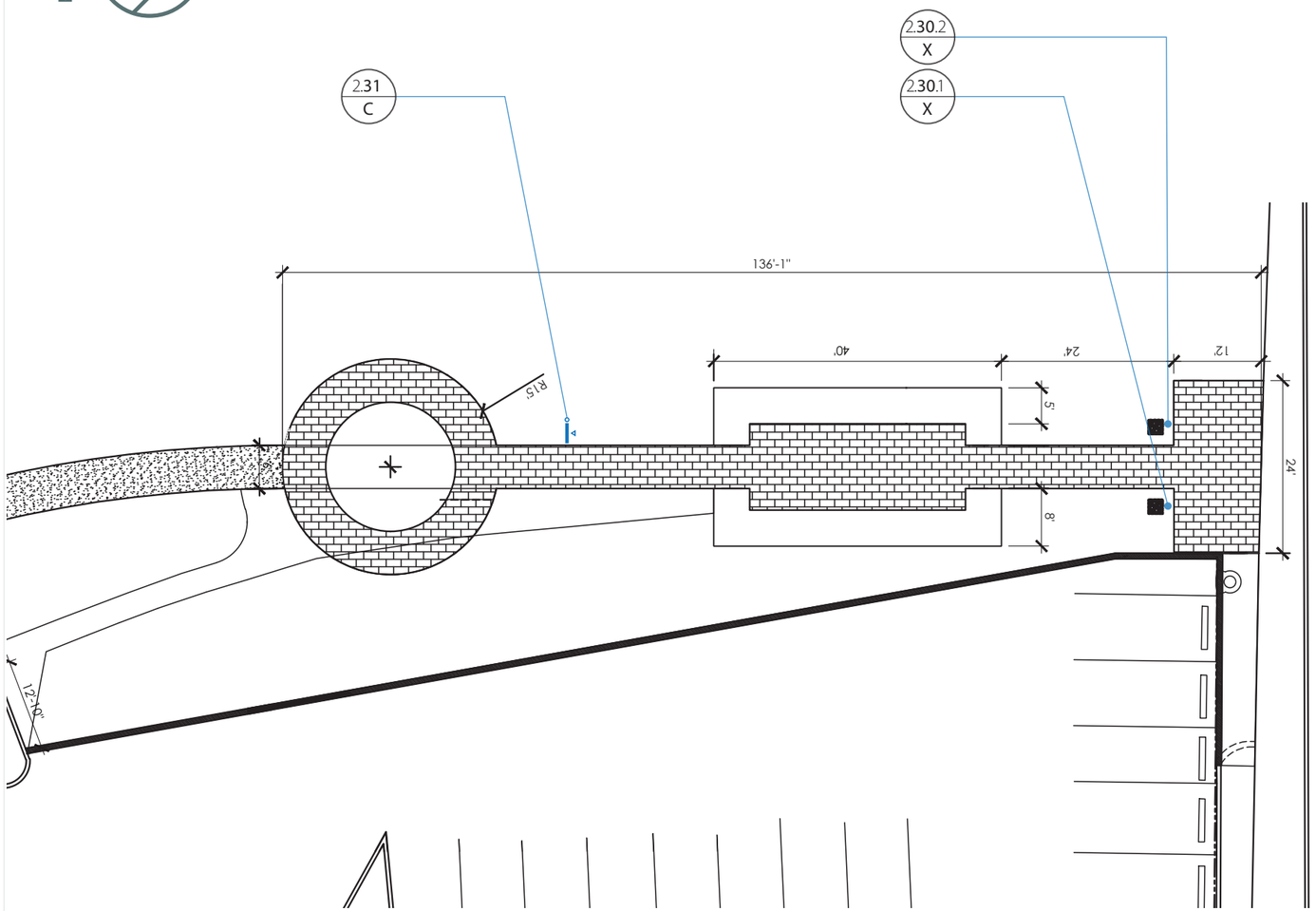
1) All post-mounted signs to be stake-located in the field by Owner team
2) All post-mounted signs to receive a compacted gravel bed at grade, around base for pedestrian footing

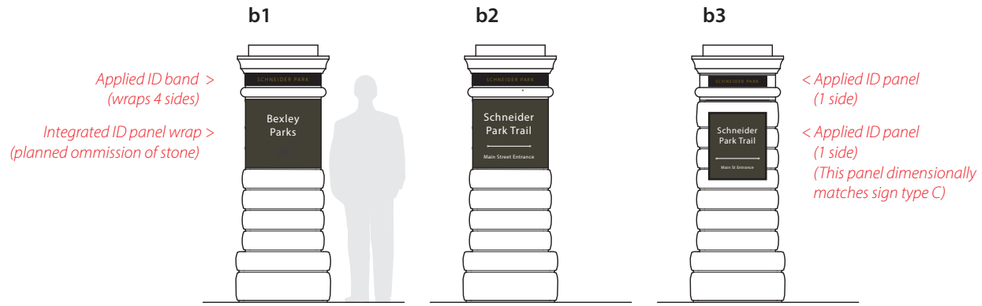
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General Notes

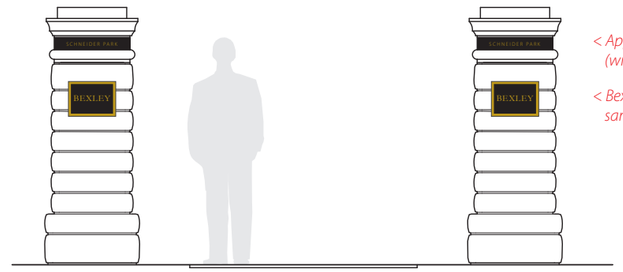
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NORTH

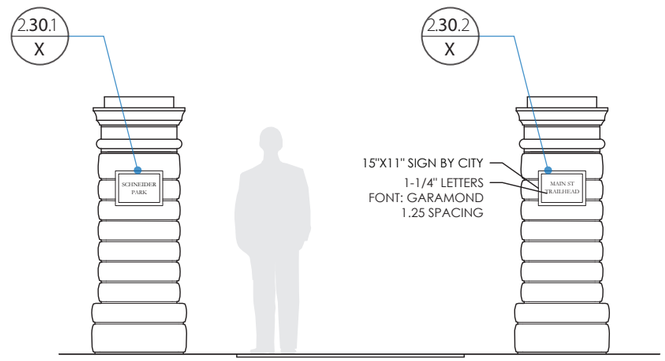




3b | Elevation | Designpath proposed graphic options
1/4" = 1'-0"



3a | Elevation | Gateway | Designpath proposed Option A
1/4" = 1'-0"



3 | Elevation | Gateway | Spruce proposal
1/4" = 1'-0"

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Bexley, Ohio

23-0609 Phase 1 Implementation

P1.13 | **Sign Location Plan** | Phase 1
Schneider Park
Main Street Area