



## REQUEST FOR PROPOSALS (RFP)

<b>Project Name</b>	Signage Project
<b>Issue Date:</b>	March 20, 2025
<b>Addendum Date:</b>	April 3, 2025
<b>Submission Deadline:</b>	April 10, 2025
<b>Issuing Office:</b>	City of Muskegon c/o – Public Works 1350 East Keating Avenue Muskegon, MI 49442 Tel. (231) 724-4100

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Note: Should any of the pages or documents listed above be missing from your packet, or if you have any questions regarding this RFP, please contact Todd Myers AND Deborah Sweet at the City of Muskegon via E-mail at [todd.myers@shorelinecity.com](mailto:todd.myers@shorelinecity.com) and [deborah.sweet@shorelinecity.com](mailto:deborah.sweet@shorelinecity.com).

## QUOTE & AWARD

The undersigned having become thoroughly familiar with and understanding of all the Quote documents attached hereto, agrees to provide the services as specified herein, for the total fees as stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this Quote which will become a binding contract if accepted by the City of Muskegon.

I hereby state that I have read, understand and agree to be bound by all of the terms of this Quote document.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

E-Mail \_\_\_\_\_

# INSTRUCTIONS TO BIDDERS

## QUOTES

All quotes must be submitted following the Quote format supplied by the City of Muskegon in this document and shall be subject to all requirements of this document.

The City may consider as irregular any Quote in which there is an alteration of or departure from the format stated in the documents, and at its option may reject the same.

Each bidder will include in their Quote submittal a listing of comparable playground projects and the names of any proposed sub-consultant/contractor.

## SUBMITTAL OF QUOTES

Four (4) copies of the Quote documents shall be submitted in a sealed envelope:

City of Muskegon  
Attn: Clerk's Office  
RE: Park Signage RFP  
933 Terrace Street  
Muskegon, MI. 49440

The envelope shall be clearly marked on the exterior denoting the name of the business submitting the Quote and the name of the particular RFP for which the Quote is offered.

The proposal shall be submitted by no later than 2:00 PM on Thursday, April 10th, 2025.

## AWARD / REJECTION OF QUOTES

The City reserves the right to reject any and all qualifications/quotes and to waive any irregularity in quotes received whenever such rejection or waiver is in the best interest of the City. The bidder to whom the award is made will be notified at the earliest possible date. All bidders submitting quotes will be notified when the award is made.

Award will not be completed until confirmed and recommended by the City Commission.

## CITY RESPONSIBILITIES

The City of Muskegon will provide information as to the City's requirements for the project and make available pertinent information which may be useful in the project work.

The City will designate a person to act as the City's Project Manager (Todd Myers) with respect to the work to be performed. Such person will have the authority to transmit instructions, receive information, interpret and define the City's policies and decisions with respect to elements pertinent to the project.

The City will examine all studies, reports, estimates, Quote, and other documents prepared by the bidder and render in writing, if necessary, decisions pertinent thereto within a reasonable time.

The City will direct the consultant in writing to begin the work on each phase of the project upon receipt of written evidence from the firm of the appropriateness of such action.

The City will direct the bidder in writing to furnish any special services, sub-consultants and/or extra work that may be required on the project upon receipt of written evidence from the firm detailing as to cost, time schedule, and reason for such special service or extra work.

## SPECIFIC PROJECT INFORMATION

### PROJECT OVERVIEW

The City of Muskegon is seeking qualified vendors to provide and install various types of signage throughout the city. This includes monument signs for parks and municipal facilities, street welcome signs with winter parking information, and public access signage. All signs must be designed with durability and longevity in mind, using materials that are low to no maintenance, weather-resistant, and sun-resistant. The city has a graphic designer on staff who will design templates within design files. All signs and icons are drafts at this point and will change prior to production.

The City of Muskegon may choose to have its staff install some of the signs. In the RFP:

- 'With installation' means the proposal should include the full cost of installation, with no work performed by City staff.
- 'Without installation' means the proposal should only include the cost of the signs themselves, as City staff would handle the installation.

### SCOPE OF WORK

#### 1. Monument Signs (A1 and A2)

- **Type (Quantity):**
  - Single-Sided with Icons ~~(4)~~ (6)
  - Single-Sided without Icons ~~(6)~~ (4)
  - Double-Sided with Icons (18)
  - Double-Sided without Icons ~~(15)~~ (14)
- **Dimensions:** Approximately 66" x 46" plus frame.
- **Materials:** Durable, low-maintenance, weather and sun-resistant
- **Installation:**
  - Provide quote **with and without installation**
  - Pricing must **include the sign installation materials**
- **Application:** Primarily for park signage, with an option for additional city facilities such as City Hall

#### 2. Welcome to the City Street Signs with Winter Parking Information (B)

- **Type (Quantity):**
  - Welcome Sign: 24" x 36" ~~(30)~~ (23)
  - Winter Parking Sign: 24" x 12" ~~(30)~~ (23)
  - Mounted on a single post
- **Material:** Aluminum w/ street reflection

- **Installation:**
  - Provide quotes **with and without installation**

### 3. Public Access Signs (C1 and C2)

- **Types and Sizes:**
  - Primary Signs: 24" x 18"
    - Double Sided (2)
    - Single Sided (20)
      - Quote Signs for Custom Name for each access point
      - Quote Bulk Signs all using Generic "Public Waterfront Access"
  - Directional Signs: 16" x 8" (14)
    - Unique Icons
- **Material:** Aluminum w/ street reflection
- **Installation:**
  - Provide quotes **with and without installation**

### 4. Icon Adhesive Stickers (seen in A1)

- **Type**
  - Park Amenity Sticker – 13 variations total of 300 Stickers
  - Weatherproof, durable, tough adhesive
- **Installation:**
  - Provide quotes **with and without installation**

## PROJECT REQUIREMENTS

- **Durability:** All materials should be low-maintenance and resistant to weather and sun damage.
- **Compliance:** Signs must meet all applicable local, state, and federal regulations.
- **Timeline:** Installation completion by **June 1, 2025**.

## PROJECT LOCATIONS

Signs will be location throughout the City of Muskegon. ~~See map of detailed view.~~ See custom Google Map linked on the RFP posting page for a detailed view.

## ADDITIONAL ATTACHMENTS

1. **City of Muskegon Brand Guidelines**
2. **Sign and Icon Bid Sheet-**
3. **Draft Sign Examples** – not to scale

## QUOTE REQUIREMENTS

Interested contractors must submit a Quote that includes the following:

1. **Company Background:** Brief overview of the company, including experience in similar projects.
2. **Proposed Solution:** Detailed description of the proposed

3. **Project Timeline:** A timeline for the project, including key milestones
4. **Cost Breakdown:** Detailed breakdown of all associated costs, including equipment, labor, and any other details.
5. **References:** Provide no more than two references from previous clients for similar installations from the past two years.

## Clarifications and Responses to Vendor Questions

Responses can be seen below in red.

### 1. Welcome and Winter Parking Signs:

- a. Should the signs be mounted on green U-channel posts, or is an alternative post style preferred? **Signs should be mounted on green U-channel posts.**
- b. What are the height requirements for the signs from the ground? **7ft from the bottom of the sign to the ground.**
- c. How deep should the posts be installed into the ground? **Green U-channel post length should be minimum of 12 ft with a 7ft clearance from the bottom of the sign.**

### 2. Sign Thickness (Excluding Monument Signs):

- a. Is there a specific thickness requirement for the signs (e.g., .060, .080)? **.080**

### 3. 16" x 8" Sign Dimensions:

- a. Do the blanks need to match the exact dimensions provided, or is there an allowable tolerance for size adjustments? **Signs should be manufactured to the dimensions specified, with a tolerance of 1/8 inch.**

### 4. Sign Backing Color:

- a. Are there any requirements for the color of the back of the signs (e.g., steel, white, etc.)? **No, all street style signs should be aluminum. The monument style sign background should wrap around the sign to match the background of the front (off white).**

### 5. Monument Sign | Height and Installation:

- a. What are the height requirements for the monument signs, including the required depth for post installation?
  - i. **A 42" footing is required**
  - ii. **The overall height of the sign should be determined by the vendor. Zoning won't limit the height, but clear vision for drivers/walkers/bicyclists etc. Should be considered. Rough size estimates:**
    1. **With Icons: (46 sign + 8 gap+ 9 icon stickers and spacing + XX)"**
    2. **Without Icons: (46 sign + XX)" for monument signs without icons.**
- b. Which monument signs sites require sticker installation? **All monument signs that have an icon bar will need stickers installed. The number of stickers varies per sign, but no more than six per sign.**

### 6. Installation Surface Requirements:

- a. Will any of the signs be mounted into concrete, or will all installations be in grass, dirt, or similar surfaces? **Yes, it is anticipated that two C1 signs, one A1 sign, and one B sign**



will be mounted into concrete. Exact locations for each sign will be determined on-site with most signs being installed in grass, dirt, gravel, or similar surfaces.

**7. Post Installation Details (Welcome, Winter Parking, Directional):**

- a. Should posts be set in concrete? A1 and A2 signs, will require either concrete or composite footings per the requirements of the City of Muskegon Building Inspections Department.
- b. Will excess dirt from installation need to be hauled away, or can it be evenly spread around the installation site? Hauled away.
- c. Will reseeding be required at any installation locations? No.
- d. Are C-1 panels or C-2s panel going to be installed on the same posts or at existing locations? C1 and C2 signs will be installed on separate posts as outlined on the map. There are no existing sign posts.
- e. Public Access Signs (C1 and C2) - are these also post mounted if yes, will this be single post and what would be the height, depth/thickness etc? Single post, Green U-channel post length should be minimum of 12 ft with a 60 inch clearance from the bottom of the sign to grade.

**8. Monument Sign Post Colors:**

- a. Will there be a breakdown of how many posts need to be each color, or will all posts be the same color? All park signs will be green. The options will be different colors (3 red, 6 purple, 2 green).

**9. DOT Breakaway or Direct Burial:**

- a. Do the signs require DOT-approved breakaway posts, or is direct burial sufficient for installation? Only the four Monument Welcome Signs listed on the map require DOT-approved breakaway posts.

**10. Permit Requirements:**

- a. Will permits require stamped engineered drawings for the footings and attachment details? Yes, the monument signs will require drawings because of their footings.

**11. Wage and Taxes:**

- a. Is this project subject to prevailing wage requirements? No.
- b. Is there any federal or sales tax applicable? No.
- c. Does the Buy American Act or any other domestic preference law apply to this procurement, or are international products permitted? No.

**12. Sign Illumination:**

- a. Are the signs illuminated? No.

**13. Sign Reflection:**

- a. B, C1 and C2 signs should all be reflective.
- b. Monument Signs: the park name should be reflective. Example, "Margaret Elliot Drake PARK"

**14. Bid Form:**

- a. Can the bid form be provided in excel? Yes, you can find the excel file on the webpage.

## BID FORM

Attached separately as an Excel file.

## PROJECT CONSIDERATIONS

Questions on this project can be submitted to Todd Myers AND Deborah Sweet via email ([todd.myers@shorelinecity.com](mailto:todd.myers@shorelinecity.com) AND [deborah.sweet@shorelinecity.com](mailto:deborah.sweet@shorelinecity.com)). Questions received prior to Thursday, April 3, 2025, will receive a response prior to the acceptance of the RFP. Requests received after that date will receive a response pending staff availability.

## CONTENTS OF QUOTE SUBMITTAL

At a minimum, each Quote shall include the following items:

- SIGNED AND COMPLETED QUOTE
- SIGNED AND COMPLETED BID FORM
- LISTING OF ANY IDENTIFIED SUBCONTRACTORS
- COPY OF INSURANCE

## PROJECT SCHEDULE

It is a priority of the City of Muskegon to have this project completed in phases:

- Construction Completion of Public Access Signs.....June 1, 2025
- Construction Completion of Welcome to the City / Winter Parking Signs.....August 31, 2025
- Construction Completion of Monument Signs (flexible, but before) .....Sept., 30, 2025

## EVALUATION

Staff and Stakeholders will review the submitted quotes and make a recommendation to the City Commission based on quality of product and project cost.

## TENTATIVE SCHEDULE

Issue RFP .....March 20, 2025

Quote Due Date .....April 10, 2025

Staff / Stakeholder Quote Scoring .....April 11 – April 21, 2025

City Commission Consideration of Bids .....April 22, 2025

Notice to Proceed .....April 23, 2025

Construction Completion of Public Access Signs.....June 1, 2025

Construction Completion of Welcome to the City / Winter Parking Signs.....August 31, 2025

Construction Completion of Monument Signs (flexible with budget) .....September 30, 2025

## INSURANCE REQUIREMENTS

The Bidder will be required to comply with the following insurance and indemnity requirements BEFORE ANY AGREEMENTS CAN BE EXECUTED:

- a. **Hold Harmless Agreements:** To the fullest extent permitted by law, Vendor agrees to defend, pay on behalf of, indemnify, and hold harmless the City, its elected and appointed officials, employees, volunteers and others working on behalf of the City against any and all claims, demands, suits, or loss, including any costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City, its elected and appointed officials, employees, volunteers, or others working on behalf of the City, by reason of personal injury, including bodily injury and death, property damage, including loss of use thereof, and/or the effects of or release of toxic and/or hazardous material which arises out of or is in any way connected or associated with this contract. The obligation to defend and hold harmless extends to Consultant's employees, agents, subcontractors, assigns and successors.
- b. **Vendor Insurance Requirements:** Vendor shall not commence work under this contract until obtaining the insurance required under this paragraph. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and Best Rated A VIII. All coverage shall be with insurance carriers acceptable to the City.
- c. **Workers' Compensation Insurance:** The Vendor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employer's Liability coverage, in accordance with all applicable Statutes of the State of Michigan.
- d. **General Liability Insurance:** The Vendor shall procure and maintain during the life of this contract, commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (a) Contractual Liability; (b) Products and Completed Operations; (c) Independent Contractor's Coverage; (d) Broad Form General Liability Extensions or equivalent.
- e. **Motor Vehicle Liability:** The Vendor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan no-fault coverage, with limits of liability of not less than \$1,000,000 per occurrence or combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all nonowned vehicles and all hired vehicles.
- f. **Professional Liability Insurance:** The Vendor shall procure and maintain during the life of this contract and during the performance of all services Professional Liability Insurance covering all performances from the beginning of the consultant's services on a "claims made basis" and shall maintain coverage from commencement of this contract until six (6) months following completion of the consultant's work with limits of liability not less than \$500,000 per claim. This section is only applicable for RFP's requesting professional services (Architect, Engineer, etc...)

- g. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be "Additional Insured": The CITY OF MUSKEGON, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.
- h. Cancellation Notice: Workers' Compensation Insurance, General Liability Insurance, Motor Vehicle Liability Insurance, and Professional Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) Days Advance Written Notice of Cancellation, Non-Renewal, Reduction and/or Material Change shall be sent to: CITY OF MUSKEGON ENGINEERING DEPARTMENT.
- i. Proof of Insurance Coverage: The Consultant shall provide the City at the time the contracts are returned by him for execution, certificates and policies as listed below:
  - a. Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance
  - b. Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance
  - c. Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance
  - d. Two (2) copies of Certificate of Insurance for Professional Liability Insurance
  - e. If so requested, certified copies of all policies mentioned above will be furnished.

If any of the above coverage expires during the term of this contract, the Consultant shall deliver renewal certificates and/or policies to the City at least ten (10) days prior to the expiration date.