



REQUEST FOR PROPOSALS (RFP)

Project Name	Signage Project
Issue Date:	March 20, 2025
Submission Deadline:	April 10, 2025
Issuing Office:	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 and 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.

SCOPE OF WORK

1. Monument Signs (A1 and A2)

- **Type (Quantity):**
 - Single-Sided with Icons (4)
 - Single-Sided without Icons (6)
 - Double-Sided with Icons (18)
 - Double-Sided without Icons (15)
- **Dimensions:** Approximately 46" x 66" 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)
 - Winter Parking Sign: 24" x 12" (30)
 - 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 attached map of 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 references from previous clients for similar installations, if available.

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 AND 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 RFPMarch 20, 2025

Quote Due DateApril 10, 2025

Staff / Stakeholder Quote ScoringApril 11 – April 21, 2025

City Commission Consideration of BidsApril 22, 2025

Notice to ProceedApril 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.