

REQUEST FOR QUALIFICATIONS

DESIGN SERVICES FOR THE DESIGN OF GATEWAY SIGNAGE INTO  
GREENVILLE



RFQ# 19-20-22

PROPOSAL DUE DATE: MARCH 27, 2020

CITY OF GREENVILLE

DEPARTMENT OF PUBLIC WORKS

1500 BEATTY ST

GREENVILLE, NC 27834

CONTACT PERSON:

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PUBLIC WORKS DIRECTOR

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# Design Services for Gateway Signage:

## CITY OF GREENVILLE

### REQUEST FOR QUALIFICATIONS (RFQ) FOR GATEWAY ENTRANCE SIGNAGE DESIGN SERVICES

#### 1.0 Project Overview:

The City of Greenville is accepting proposals from qualified architectural, landscape, and urban planning design firms for "Design Services for Gateway Signage". Proposals will be received no later than March 27, 2020, 5:00 p.m. at the Public Works Building, 1500 Beatty St, Greenville NC 27834. Proposals received after the above date and time will not be considered.

Background: The City of Greenville is located in eastern North Carolina with a daytime population exceeding 100,000. It is located in Pitt County with the main entrance from points west being via future interstate 587. Greenville is the county seat and the most populous city in Pitt County, North Carolina. The city was also known as "BMX Pro Town USA", as it is home for many top professional BMX riders. Greenville is the home of East Carolina University, the fourth-largest university in the University of North Carolina system, and Vidant Medical Center, the flagship hospital for Vidant Health and the teaching hospital for the Brody School of Medicine. The city has the fifth-highest percentage of residents in North Carolina – almost 30 percent – who have obtained bachelor's degrees

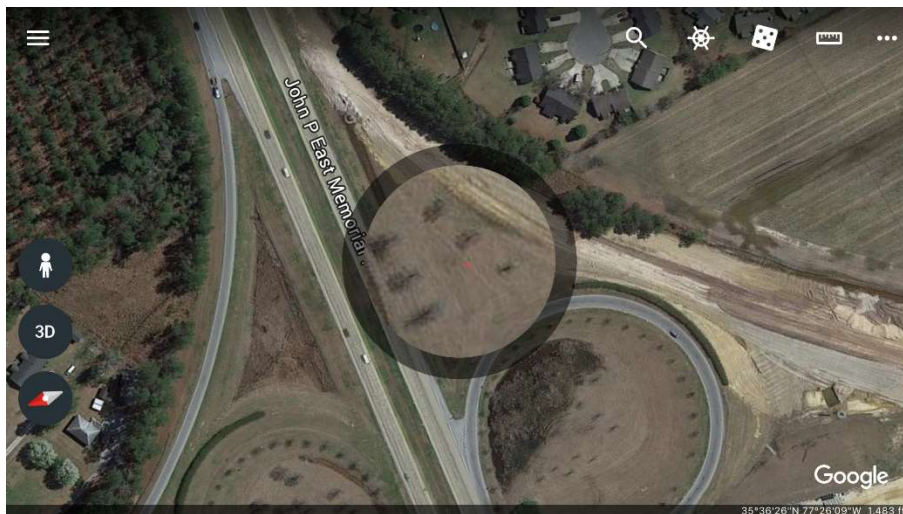
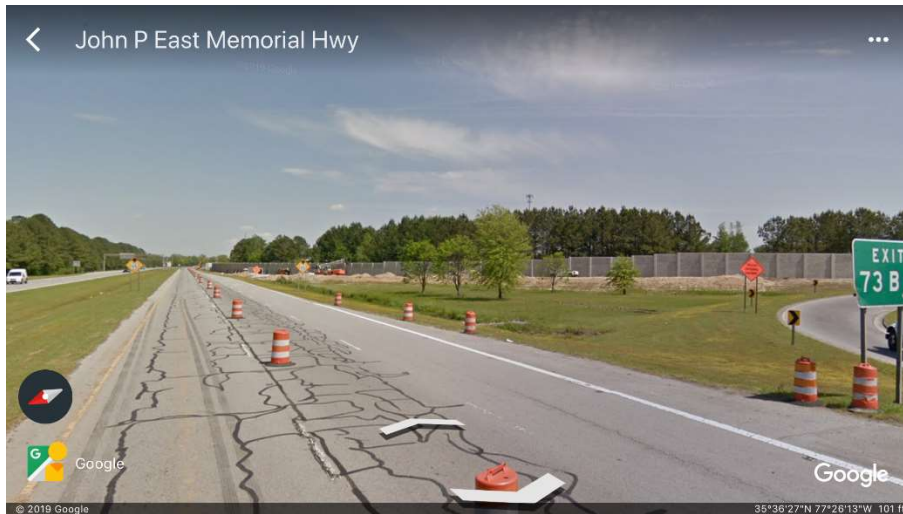
**Project Purpose:** The City is soliciting for qualifications from qualified firms to provide design services for the construction of signage at the gateway entrance into Greenville along future 587. This location is on a NCDOT maintained roadway and will therefore need to comply with NCDOT encroachment regulations.

The Gateway Sign Location is included with the online posting and attached to the posting as Exhibit A, for further information on the proposed location. The City seeks a qualified firm to design the sign and all related landscape and hardscape surrounding the sign. The design package will be of sufficient detail so that they can be advertised for construction bidding. The successful firm shall incorporate field work into the scope to verify all site conditions prior to design work.

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## Exhibit A

Location of the proposed Gateway signage for the City of Greenville.



### 2.0 Project Scope:

**Design Guidelines:** It is anticipated that the designs will emphasize natural stone or brick as the base to support the channel letters and design. The latter is anticipated to be metal. The gateway signage design will incorporate LED lighting. The LED lighting design should provide the ability to incorporate multiple colors so that the sign can be lit in conjunction with various City events. The control module for this lighting should allow for remote access – i.e. desktop at Public Works.

There will be two categories of signage required for this design process. The two signs should be complimentary but will be different in scale. The project goal would be to standardize the entrance signage with a consistent look at each site selected. Proposed designs should be proportionate to the site and not obstruct traffic sight-lines.

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The successful firm will work with the City to show compliance with the design intent of the Village, structural soundness, integrity ease of installations, maintenance, quality of the structural design and proposed materials.

**Scope of Work:** The successful firm is expected to provide the following:

- 1) Preliminary meetings with staff to discuss conceptual designs and visual preferences for Gateway signage.
- 2) Draft conceptual renderings for staff feedback shall be considered part of the process; but not part of the three final sign styles deliverables.
- 3) Design drawings for two sign styles that match the City criteria for Gateway and Secondary entrances. The sign styles should have two scales for build-out - large/prominent signs for the Interstate 587 Gateway entrance and a smaller complementary sign for smaller gateways.
- 4) Provide drawings for each sign including landscape and hardscape.

### **3.0 Evaluation Criteria**

Submission Requirements: The following must be included in the proposal:

- 1) Narrative demonstrating an understanding of the project.
- 2) Examples of design drawings for Gateway and Secondary sign types. The examples of signage that were designed and constructed elsewhere should also provide construction costs.
- 3) Background information on the firm including project team and qualifications.
- 4) References
- 5) Schedule. The successful applicant shall provide a project timeline compatible with the City's timeline as noted below (dates subject to move except for RFQ due date):

Proposals will be evaluated based upon the following criteria:

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|-----|--|
| 35% | Qualifications of Firm and Project Team/References |
| 40% | Project Team Experience with Project Type          |
| 15% | Response to RFQ Requirements                       |
| 10% | Time Schedule                                      |

Written questions shall be emailed to [kmulligan@greenvillenc.gov](mailto:kmulligan@greenvillenc.gov) by the date and time specified in the next section. Vendors should enter "RFQ # 19-20-22 Questions" as the subject for the email.

Responses will be posted in the form of an addendum to the RFQ on the City's website at <https://www.greenvillenc.gov/government/financial-services/current-bid-opportunities> and on the

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State's IPS website [www.ips.state.nc.us](http://www.ips.state.nc.us). No information, instruction or advice provided orally or informally, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding.

#### **4.0 Proposal Schedule (subject to change)**

Last Day for questions – March 16, 2020 at 5pm

Answers posted to the website– March 18, 2020 at 5pm

RFQ submissions due – March 27, 2020, 5:00 p.m.

City award of Professional Service Contract – May, 2020

Conduct project kickoff meeting May, 2020

Presentation of Design options to City - August, 2020

Advertise Bids for Construction of Gateway Signage – September 2020

#### **5.0 Terms and Conditions**

1. **NON-DISCRIMINATION:** The City of Greenville does not discriminate on the basis of race, color, sex, national origin, religion, age or disability. Any contractors or vendors who provide services, programs or goods to the City are expected to fully comply with the City's non-discrimination policy.
  2. **NON-COLLUSION:** Respondents, by submitting a signed proposal, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under North Carolina or United States law.
  3. **GOVERNING LAW:** Any agreement, contract or purchase order resulting from this invitation to bid, request for proposals or request for qualifications or quotes, shall be governed by the laws of the State of North Carolina.
  4. **ACCEPTANCE/REJECTION OF PROPOSALS:** The City of Greenville reserves the right to award to the Firm who will best serve the interests of the City. The City also reserves the right to waive minor variations in the specifications and in the bidding process, as well as to accept in whole or in part such proposal(s) where it deems it advisable in protection of the best interests of the City. The City further reserves the right to accept or reject any or all bids/proposals, and to award or not award a contract based on this proposal.
  5. **E-VERIFY COMPLIANCE:** The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the Contractor utilizes a Subcontractor, the Contractor shall require the Subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. By submitting a proposal, the Proposer represents that their firm and its Subcontractors are in compliance with the requirements of Article 2 Chapter 64 of the North Carolina General Statutes.
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6. CONFLICT OF INTEREST: Each proposer shall affirm that no official or employee of the City of Greenville is directly or indirectly interested in this proposal for any reason of personal gain.

7. EQUAL EMPLOYMENT OPPORTUNITY CLAUSE: The City of Greenville has adopted an Equal Employment Opportunity Clause, which is incorporated into all specifications, purchase orders and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry. A copy of this clause may be obtained at the City Clerk's Office, located in City Hall-200 W. Fifth Street Greenville, NC. By submitting a proposal, the firm is attesting that they are an Equal Opportunity Employer.

8. MWBE PROGRAM: Minority and/or Women Business Enterprise (MWBE) Program It is the policy of the City of Greenville to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchase, and professional and personal service contracts. In accordance with this policy, the City has adopted a Minority and Women Business Enterprise (M/WBE) Plan and subsequent program, outlining verifiable goals.

The City has established a 4% Minority Business Enterprise (MBE) and 4% Women Business Enterprise (WBE) goal for the participation of M/WBE firms in supplying goods and services for the completion of this project. All firms submitting bids agree to utilize minority and women-owned suppliers and service providers whenever possible. Questions regarding the City's M/WBE Program should be directed to the M/WBE Office at (252) 329- 4462.

9. FEDERAL LAW: Federal law (Rehabilitation Act and ADA) prohibits handicapped discrimination by all governmental units. By submitting a proposal, the vendor is attesting to its policy of nondiscrimination regarding the handicapped.

10. WITHDRAWAL OF PROPOSALS: No bid/proposal may be changed or withdrawn after the stated time and date for submittal. Bids/proposals submitted shall be binding for ninety (90) days after the date of submittal.

11. SERVICES PERFORMED: All services rendered under this agreement will be performed at the Seller's own risk and the Seller expressly agrees to indemnify and hold harmless The City of Greenville, its officers, agents, and employees from any and all liability, loss or damage that they may suffer as a result of claims, demands, actions, damages or injuries of any kind or nature whatsoever by or to any and all persons or property.

12. INDEPENDENT CONTRACTOR: It is mutually understood and agreed the Seller is an independent contractor and not an agent of the City of Greenville, and as such, Seller, his or her agents and employees shall not be entitled to any City employment benefits, such as but not limited to vacation, sick leave, insurance, workers' compensation, pension or retirement benefits.

13. VERBAL AGREEMENT: The City will not be bound by any verbal agreements.

14. INSURANCE REQUIREMENTS: Contractor shall maintain at its own expense (a) Commercial General Liability Insurance in an amount not less than \$1,000,000 per occurrence for bodily injury or property damage; City of Greenville, 200 W. Fifth St. Greenville, NC 27834 shall be named as additional insured. (b) Professional Liability insurance in an amount not less than \$1,000,000 per occurrence-if providing

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professional services; (c) Workers Compensation Insurance as required by the general statutes of the State of North Carolina and Employer's Liability Insurance not less than \$500,000 each accident for bodily injury by accident, \$500,000 each employee for bodily injury by disease, and \$500,000 policy limit; (d) Commercial Automobile Insurance applicable to bodily injury and property damage, covering all owned, non-owned, and hired vehicles, in an amount not less than \$1,000,000 per occurrence as applicable. Certificates of Insurance shall be furnished prior to the commencement of Services.

15. IRAN DIVESTMENT ACT: Vendor certifies that; (i) it is not identified on the Final Divestment List or any other list of prohibited investments created by the NC State Treasurer pursuant to N.C.G.S. 143-6A-4; (ii) it will not take any actions causing it to appear on any such list during the terms of this contract, and (iii) it will not utilize any subcontractor to provide goods and services hereunder that is identified on any list.

