

Request for Proposals Wayfinding Signage

The City of North Kansas City seeks proposals from qualified firms to design, fabricate, and construct wayfinding signage in and around the City's downtown and other key locations in the City.

In 2016, the City Council adopted a Gateway Signage Plan identifying preferred designs and locations for future gateway signage to improve recognition of North Kansas City as distinct from surrounding communities. An appendix to that plan was adopted in 2017 that included recommendations for wayfinding signage, as well as a gateway sign that was recently completed at the intersection of Armour and Burlington. The complete signage plan is available on the City's website at http://www.nkc.org/UserFiles/Servers/Server_2375230/File/Departments/Community%20Development/NKC%20Signage%20Plan%20-%20Complete.pdf.

The City's recently completed Parking Management Plan identified improved signage for public parking areas as a key recommendation. Wayfinding signage was a top priority for assisting drivers in finding off-street parking areas. Existing wayfinding signage is concentrated in downtown and includes a mix of vehicular, pedestrian, and parking identification signage. The signs are extremely weathered and in need of replacement.

Project Summary

The purpose of this project is to design, fabricate, and construct wayfinding signage consistent with the City's adopted Gateway Signage Plan. The city anticipates that approximately fifteen pole-mounted wayfinding signs will be installed as part of this project. The project also includes design, fabrication, and construction of parking lot signage at city-owned parking lots. The selected contractor may be asked to design signage to be used by others for privately-owned parking lots.

The North Kansas City Community

The City of North Kansas City was established in 1912 and still retains its strong industrial roots as one of the region's earliest and most prolific manufacturing and distribution centers. However, the City has a much more diversified economy, from high tech office campuses and health facilities, to the smaller retail storefronts within the City's vibrant downtown retail district. The City is home to nearly 1,000 local businesses that employ approximately 25,000 persons and to over 4,000 residents who live within the community.

More information about the City is available at www.nkc.org.

Scope of Work

The selected design/build consultant will be expected to complete the following tasks:

Task 1: Wayfinding Signage Final Design

- Develop a final design for the wayfinding signage that is compatible with the City's adopted plan.
- Develop final construction documents and specifications for the signage as required for review and approval by City staff.
- Finalize siting of the signs.

Task 2: Wayfinding Signage Fabrication & Installation

- Obtain required approvals, licenses, and permits from the City of North Kansas City and Missouri Department of Transportation (if necessary).
- Fabricate and install all signage.
- Work with the City of North Kansas City to insure prevailing wage requirements are met for the installation of the signs.
- Provide a one year warranty from defective materials and workmanship.

The selected sign contractor may be asked to design additional signage to be used by others for privately-owned parking lots, in accordance with the City's Parking Management Plan.

Proposal Requirements

Proposals shall include the following:

A. Cover Letter: On firm letterhead, please identify the principal contact, providing the name, title, street address, email address, and telephone number. Qualification by corporations or limited liability companies must be executed in the corporate name by the President or Vice-President (or other officer accompanied by evidence of authority to sign) and the corporate seal must be affixed and attested by the secretary or an assistant to the secretary. If the proposer is an out-of-state corporation, provide evidence of authority to conduct business in the State of Missouri.

B. Experience:

Project Team: Provide an organization chart of the proposed team for the project, including resumes for key personnel with their roles and responsibilities. At a minimum, identify the project manager to work on this project.

Project Experience/References: Provide information on at least three (3) similar signage projects completed in the last five (5) years. For each project, describe the project by name, sign type and location, total construction costs, and year completed. Project references should list contact name, telephone number, and email address.

Project Approach: Proposals should describe of how the firm intends to approach the sign design process, select sign locations, and coordinate with the City.

Schedule: Provide a schedule showing the time required to complete the scope of work, including project milestones.

Additional Information: Provide any additional relevant information that demonstrates the team's qualifications.

C. Fee Proposal: Provide a fee for Task 1 and an estimated cost range for Task 2 per sign.

Submittals shall be no longer than 15 pages.

Interested firms or teams should submit one electronic copy of their submittal in pdf format on CD or flash drive and four printed copies of the submittal. The submittal must be clearly marked "RFP – Wayfinding Signage" and received no later than **4:00pm on Tuesday, November 6, 2018**. Submittals should be delivered to:

**Crystal Doss, City Clerk
City of North Kansas City
2010 Howell St.
North Kansas City, MO 64116**

Evaluation of Proposals

Proposals will be evaluated on the basis of the information submitted, along with an analysis of other available information. A selection committee will review the proposals based on the following criteria:

- Experience with and performance on similar projects;
- Recent references;
- Consultant's proposed project approach and schedule for completion;
- Qualifications of team personnel;
- Quality and completeness of the submittal;
- Proposed design fee.

After reviewing proposals, the selection may choose to interview consultants. Once the selection committee has identified a preferred consultant, the City will negotiate terms and conditions of an agreement with the selected firm. If the City is unable to reach an agreement with the preferred consultant, the selection committee may choose to negotiate with the second preferred consultant.

Selection Process

This RFP is an invitation by the City for interested firms to submit their proposals, which may be subject to subsequent discussions and negotiations. It is not a request for a competitive bid. Submittal of a proposal does not create any right in or expectation to a contract with the City. The City reserves the right to reject any and all submittals, to waive any technicalities or

irregularities, to request additional information or clarification, and to use any ideas in any submittal, regardless of whether or not that consultant is selected.

To ask a question regarding the RFP or register your intent to respond to this RFP, contact Sara Copeland (scopeland@nkc.org). All firms expressing interest will be notified of any additional information or addendums issued for this RFP.