

March 26, 2014

Bidder:

The Traverse City Downtown Development Authority ("DDA") will receive sealed bids in the Office of the DDA, 303 E State Street, Traverse City, Michigan, 49684, until **Wednesday, April 16, 2014, at 2:00 p.m.** for the following:

WAYFINDING SIGN MAINTENANCE (specifications attached)

If the specifications are obtained from the City's new updated website link at: http://www.traversecitymi.gov/bids_and_rfps.asp, it is the sole responsibility of the Bidder to check the website for updates and addenda prior to the bid being submitted. Bidder may also sign up to receive notifications when bids and RFPs are posted by sending an e-mail requesting same to jdalton@traversecitymi.gov

The DDA reserves the right to accept or reject any or all bids, waive irregularities, and to accept the bids either on an entire or individual basis that is in the best interest of the DDA.

The DDA accepts no responsibility for any expense incurred by the Bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the Bidder.

Only the successful Bidder will be notified. If you so desire, you may call for results.

You must indicate on the outside of the sealed envelope that the bid is for the "Wayfinding Sign Maintenance."

You must submit **TWO (2) SEALED COPIES** of the bid to the DDA Office prior to the above-indicated time and date or the bid will not be accepted. Telefaxed or E-Mail bids will not be accepted.

Please note that if you have previously submitted an informal quote, you will still need to submit a sealed bid prior to the date and time specified above in order to be considered. Please ensure that all requirements listed in the specifications are met.

Downtown
Development
Authority

If you have any questions, please contact Nick Viox, DDA Special Projects Coordinator, at (231) 922-2050 before the bid is submitted.

Downtown
Traverse City
Association

PLEASE SUBMIT BID TO:

Nick Viox
Traverse City DDA
303 E State Street
Traverse City, MI 49684

P.O. Box 42
Traverse City, Michigan
49685-0042

231.922.2050
231.922.4863 fax
info@downtowntc.com
www.downtowntc.com

TRAVERSE CITY DDA
Wayfinding Sign Maintenance
Request for Proposals

BACKGROUND:

The Traverse City Downtown Development Authority has worked to improve downtown Traverse City with the goals of halting property value deterioration, increasing property valuation, eliminating the causes of deterioration, and promoting economic growth. The DDA installed a wayfinding sign system in 2009 and is seeking proposals from qualified firms to help with the system's maintenance. There are four different sign types each requiring a different level of maintenance: Gx-1, Gx-2, Gx-3 and Gx-4.

GENERAL PROJECT SCOPE:

The Traverse City DDA hereby solicits proposals from qualified contractors to provide professional services to inspect and repair the approximately 70 signs that make up the system. Services include:

- Inspect all signs annually for damage, weld deterioration, paint peeling and chipping, loose attachment mechanisms and other safety and aesthetic issues.
- Tighten any bands found loose during inspection.
- Report findings of inspection and recommend repairs to DDA.
- Conduct repairs based on a unit cost schedule for welding and painting.

Design documents are included to help firms better understand the wayfinding sign system. Though the system was put in place mostly consistent with initial designs, some design and location changes were made during and after the installation process. Some of these changes are reflected on these attachments but some are not.

The following documents are attached:

- Attachment A - Sample Proposal Sheet
- Attachment B - Consultant Agreement
- Attachment C - District Sign Images
- Attachment D - Replacement Ring Design
- Attachment E - City Sign Location Plan
- Attachment F - DDA Sign Location Plan
- Attachment G - Design Intent

MINIMUM QUALIFICATIONS:

At a minimum, contractors shall meet the following qualifications:

1. Have been in the business of providing sign maintenance services for a minimum of four years.
2. Have provided sign maintenance services for at least three clients.
3. Own vehicle(s) necessary to perform sign inspection and maintenance services.
4. Must not have outstanding debt with the City of Traverse City.

SUBMISSION OF PROPOSALS:

Interested firms must submit four (4) copies of sealed proposals which should include at a minimum the following information:

1. Firm names and introduction.
2. Qualifications of staff to be assigned to this project. Statement of work breakdown by lead firm and Subconsultants.
3. Examples of experience with similar projects and references.
4. Narrative in which the firm delineates their understanding of what is being requested by the DDA in this request for proposal including the items of work they will accomplish for the DDA, and noting any work items they feel should normally be accomplished under or related to this request, but in their opinion, are beyond the scope of what is being requested.
5. The methodology, approach or work plan, including timelines, which would be used to complete the project.
6. Completed Proposal Sheet with costs.

Sealed proposals must be submitted to Nick Viox, 303 East State Street, Suite C Traverse City, Michigan, 49684 no later than 2:00 p.m., April 16, 2014. "Wayfinding Sign Maintenance" shall be clearly marked on the outside of the sealed envelope. Submittals sent by email or telefax will not be accepted. Questions may be addressed to Nick Viox at (231) 922-2050.

EVALUATION OF PROPOSALS:

All proposals received shall be subject to evaluation by the Traverse City DDA. This evaluation will be conducted in the manner appropriate, as may be deemed by the DDA, for the selection of a firm for the purpose of entering into a contract to perform this project. Price alone shall not be the basis for the award of this work, but shall be only one of the components considered. The DDA does not intend to award a contract for this work solely on the basis of any response made to this request. It is anticipated that several firms who present acceptable proposals and who are shown to be qualified, responsible and capable of performing the work may be requested to interview with the DDA prior to any award of this work. The following facts, along with other items, will be considered:

1. The firm's expertise and experience as related to the required work.
2. The firm's understanding of the project scope and quality of the firm's project approach.
3. The cost and time scheduled as proposed.

4. Qualifications and availability of the key staff members proposed to work on this project.
5. Involvement of the firm in similar types of projects, reference responses, quality of work, and professionalism shown on previous projects.
6. Interview (if applicable)
7. Percentage of work allocation of Prime Consultant and Subconsultants.

INSURANCE:

The Vendor is required to provide and maintain at all times during this project the following insurance. If any parts of the contract are sublet, insurance shall be provided by the Vendor on behalf of the subcontractors to cover their operations. The insurance shall be contracted with a Vendor licensed to do business in the State of Michigan and shall be subject to approval by the DDA. Certified copies, setting forth the limits and coverage, shall be furnished to the Executive Director before commencing with any work. The policy shall contain endorsements stating that at least a 10-day notice will be given to the DDA prior to termination or any change in the policy and shall describe the project and provide coverage for the following terms:

- A. The Vendor shall procure during the life of the contract, Comprehensive General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence combined single limit, personal injury, bodily injury and property damage.
- B. Motor Vehicle Liability Insurance, including applicable no-fault coverage, combined single limit bodily injury and property damage shall be maintained during the life of the contract. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- C. Workers Compensation Insurance, including Employers' Liability Coverage in accordance with all applicable statutes of the State of Michigan.
- D. If any of the insurance is canceled, the Firm shall cease operations, and shall not resume until new insurance is obtained.

SUPPLEMENTAL INFORMATION AND REQUIREMENTS:

The Traverse City DDA reserves the right to waive any informality or defect in any proposal, to accept any proposal or parts thereof or to reject any or all proposals, should it deem it to be in the best interest of the Traverse City DDA to do so. The DDA reserves the right to revise the contents of the proposal and to negotiate all aspects of this proposal and any future agreement with the successful firm of the DDA's choice. The DDA further accepts no responsibility for expenses which may be incurred in the preparation of such proposals. The selected firm shall be expected to comply with all applicable State and Federal laws in the performance of services. Submittals to the City are considered public information. The DDA has the right to disclose information contained in the submittals. The DDA further reserves the right to photocopy,

circulate or otherwise distribute any material submitted in response to the Request for Proposal (R.F.P.). Original materials which the consultant may wish returned shall be clearly marked to be returned to them.

The selection of the successful firm shall be made without regard to race, color, sex, age, religion, sexual preferences, handicap, political affiliation, veteran status, or national origin. The DDA is an Equal Opportunity Employer.

The selected Firm will be required to enter into a consultant agreement for this project. A sample contract is attached as Attachment E.

Any questions regarding this request for proposal shall be submitted via email or in writing to Nick Viox at the Traverse City DDA at least three (3) days prior to the deadline for submitting the request for proposal. Responses to questions will be sent to all prospective contractors if time permits. Questions may lead to an addendum which will be posted on the DDA's website at <http://www.downtowntc.com/dda/currentprojects.html>

ATTACHMENT B:
CITY OF TRAVERSE CITY
CONSULTANT AGREEMENT

THIS AGREEMENT made this _____ day of _____, 2014, by and between the TRAVERSE CITY DOWNTOWN DEVELOPMENT AUTHORITY, (the "DDA"), and _____, a (sole proprietorship/partnership/corporation) of _____, (if a corporation, state of incorporation) (the "Consultant");

WHEREAS, the DDA desires to engage the services of the Consultant to furnish technical and professional assistance concerning the project which is described as:

WAYFINDING SIGN MAINTENANCE

and the Consultant wishes to furnish such technical and professional service to the DDA and has represented that the Consultant has the education, expertise, capability and the necessary licenses to perform such services;

THEREFORE, the parties mutually agree as follows:

1. Agreement Documents. The following shall be deemed to be a part of this Agreement and incorporated herein.
 - A. Notice
 - B. Request for Proposals/Bids
 - C. Consultant's Proposal/Bid
 - D. Schedule of Payments
 - E. Timetable for Activities
2. Scope of Services. The Consultant shall provide services in accordance with and as set forth in the Agreement documents.
3. Compensation and Method of Payment. The DDA shall pay to the Consultant and the Consultant agrees to accept as full compensation for services under this Agreement the total sum of \$_____ in accordance with the Schedule of Payments.
4. Period of Performance. The services to be rendered under this Agreement shall commence within _____ working days of execution hereof. Performance shall be in accordance with the Timetable for Activities.
5. Independent Contractor. The relationship of the Consultant to the DDA is that of an independent contractor and in accordance therewith, the Consultant covenants and agrees to

conduct itself consistent with such status and that neither it nor its employees, officers or agents will claim to be an officer, employee or agent of the DDA or make any claim, demand or application to or for any rights or privileges applicable to any officer or employee of same, including but not limited to worker's compensation coverage, unemployment insurance benefits, social security coverage, or retirement membership or credit. The parties do not intend the services provided by the Consultant to be a joint venture.

6. The Consultant's Responsibility. The Consultant shall perform the work in a good and workmanlike manner and assumes the risk in performing under this Agreement. The Consultant shall be solely responsible and answerable in damages for all improper work, accidents or injuries to person or property.

7. Recovery of Money. Whenever, under this Agreement, any sum of money shall be recoverable from or payable by the Consultant to the DDA, the same amount may be deducted from any sum due to the Consultant under this Agreement or under any other contract between the Consultant and the DDA. The rights of the DDA are in addition and without prejudice to any other right the DDA may have to claim the amount of any loss or damage suffered by the DDA on account of the acts or omissions of the Consultant.

8. Disclosure by City Commissioner. Pursuant to 1968 Public Act 317, a City Commissioner with a pecuniary interest in a business submitting a bid for which the DDA may enter into a contract or issue a service/purchase order is required to publicly disclose their pecuniary interest prior to awarding the contract or issuing the service/purchase order. A form is provided and should be included with the bid.

9. Indemnity. The Consultant shall indemnify and save harmless the DDA, its officers, agents and employees from and against any and all claims, liabilities, losses, damages, actual attorney fees and settlement expenses arising from bodily injury or death of any persons and damage or loss of any property resulting or arising out of or in connection with the willful or negligent acts, omissions, or errors of the Consultant or its employees, agents, servants and subcontractors. Losses include damages the DDA may sustain as a result of the failure of the Consultant to comply with the provisions of this Agreement. The Consultant shall not be obligated to indemnify the DDA for the DDA's own negligence. This indemnification provision shall not be limited by reason of insurance coverage of any type. This provision is not intended to waive the defense of governmental immunity that may be asserted by the DDA in an action against them.

The DDA hereby reserves the right to select its own counsel, in defense of any matter arising hereunder, and no payment or acknowledgment of liability, loss, fine, penalty or charge shall be made against the DDA without its express written consent. This indemnity shall survive the expiration and termination of this Agreement. However, this survival shall be no longer than the expiration of the applicable statute of limitation.

The Consultant expressly acknowledges and agrees that this indemnification provision is intended to be as broad and inclusive as is permitted by law and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. This provision shall survive the termination of this Agreement.

10. Insurance. The Consultant agrees not to change and agrees to maintain the following insurance throughout the period of performance of this Agreement. The Consultant will upon execution of this Agreement provide a certificate of insurance to the DDA Executive Director. The policy shall contain endorsements stating that at least a 10-day notice will be given to the DDA prior to termination or any change in the policy; and in the case where Consultant is required to name the City of Traverse City, the Downtown Development Authority (DDA), and Traverse City Light and Power (TCLP), as additional insured, shall provide an endorsement stating that the City, the DDA, and TCLP have been named as an additional insured onto such policy for all claims arising out of the Consultant's work. Should any required insurance be cancelled, materially reduced or expired, all activities under this Agreement shall immediately cease until substitute insurance in compliance with all requirements hereof has been procured and evidence thereof presented to the DDA.

11. Compliance with Regulations. The Consultant shall comply with all applicable statutes, rules and regulations of all federal, state and local governments and agencies having jurisdiction, and bears the risk of any such authorities or changes thereto.

12. Standard of Conduct. The Consultant shall render all services under this Agreement according to generally accepted professional practices for the intended use of the work or project.

13. The DDA's Obligation. The DDA shall provide the Consultant with all information currently available to the DDA upon request of the Consultant. The DDA shall designate a DDA employee to be the DDA's representative for purposes of this Agreement.

14. Non-Discrimination. The parties agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of their actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, or gender identity. Breach of this covenant may be regarded as a material breach of this Agreement.

15. Prohibition Against Assignment. This Agreement is intended to secure the service of the Consultant because of its ability and reputation and none of the Consultant's duties under this Agreement shall be assigned, subcontracted, or transferred without the prior written consent of the DDA Executive Director. Any assignment, subcontract or transfer of the Consultant's duties under this Agreement must be in writing.

16. Third Party Participation. The Consultant agrees that despite any subcontract entered into by the Consultant for execution of activities or provision of services related to the completion of this project, the Consultant shall be solely responsible for carrying out the project pursuant to this Agreement. The Consultant shall specify in any such subcontract that the subcontractor shall be bound by this Agreement and any other requirements applicable to the Consultant in the conduct of the project unless the DDA Executive Director and the Consultant agree to modification in a particular case. The Consultant shall not subcontract unless agreed upon in writing by the DDA.

17. Third Party Beneficiaries. This Agreement confers no rights or remedies on any third party, other than the parties to this Agreement and their respective successors and permitted assigns.

18. Interest of the Consultant. The Consultant represents that its officers and employees have no interest and covenant that they will not acquire any interest direct or indirect, which would conflict in any manner or degree with the performance of the Consultant's services and duties hereunder. The Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed. The Consultant further covenants that neither it nor any of its principals are in default to the DDA.

19. Covenant Against Contingent Fees. The Consultant warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon any agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees. For breach of violation of this warranty, the DDA shall have the right to annul this Agreement without liability, or in its discretion, to deduct from this Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

20. Qualifications of the Consultant. The Consultant specifically represents and agrees that its officers, employees, agents and contractors have and shall possess the experience, knowledge, and competence necessary to qualify them individually for the particular duties they perform hereunder.

21. Notice. Whenever it is provided in this Agreement that a notice or other communication is to be given or directed to either party, the same shall be given or directed to the respective party at its address as specified in this Agreement, or at such other address as either party may, from time to time, designate by written notice to the other.

22. Amendments. This Agreement may be modified from time to time, but such modifications shall be in writing and signed by both parties.

23. Termination.

A. For Fault. If the DDA Executive Director determines that the Consultant has failed to perform or will fail to perform all or any part of the services, obligations, or duties required by this Agreement, the DDA Executive Director may terminate or suspend this Agreement in whole or in part upon written notice to the Consultant specifying the portions of this Agreement and in the case of suspension shall specify a reasonable period not more than thirty (30) days nor less than fifteen (15) days from receipt of the notice, during which time the Consultant shall correct the violations referred to in the notice. If the Consultant does not correct the violations during the period provided for in the notice, this Agreement shall be terminated upon expiration of such time. Upon termination, any payment due the Consultant at time of termination may be adjusted to cover any additional costs occasioned the DDA by reason of the termination. This provision for termination shall not limit or modify any other right to the DDA to proceed against the Consultant at law or under the terms of this Agreement.

B. Not for Fault. Whenever the DDA Executive Director determines that termination of this Agreement in whole or in part is in the best interest of the City or in the event that termination is required by any state or federal agency, the DDA Executive Director may terminate this Agreement by written notice to the Consultant specifying the services terminated and the effective date of such termination. Upon termination, the Consultant shall be entitled to and the City shall pay the costs actually incurred in compliance with this Agreement until the date of such termination.

24. Force Majeure. If because of force majeure, either party is unable to carry out any of its obligations under this Agreement (other than obligations of such party to pay or expend money for or in connection with the performance of this Agreement), and if such party promptly gives to the other party concerned written notice of such force majeure, then the obligations of the party giving such notice will be suspended to the extent made necessary by such force majeure and during its continuance, provided the effect of such force majeure is eliminated insofar as possible with all reasonable dispatch. "Force Majeure" means unforeseeable events beyond a party's reasonable control and without such party's fault or negligence, including, but not limited to, acts of God, acts of public enemy, acts of the federal government, acts of another party to this Agreement, fire, flood, inclement weather, epidemic, quarantine restrictions, strikes and embargoes, labor disturbances, the unavailability of raw materials, legislation, charter amendments or referendum, orders or acts of civil or military authority, injunctions, or other causes of a similar nature which wholly or substantially prevent performance. If the suspension of work lasts for more than 30 days, the DDA may terminate this Agreement.

25. Delay. If the Consultant is delayed in the completion of the work due to force majeure or otherwise, the time for completion may be extended for a period determined by the DDA in its sole discretion to be equivalent to the time of such delay. The DDA may terminate this Agreement if the delay lasts for more than 30 days. Upon termination by the DDA, the Consultant shall be entitled to the costs actually incurred in compliance with this Agreement less any costs incurred by the DDA as a result of the delay until the date of such termination, but not

more than the maximum Agreement amount.

26. Interpretation. This Agreement shall be governed by the laws of the State of Michigan, both as to interpretation and performance. This Agreement was drafted at the joint direction of the parties. The pronouns and relative words used herein are written in the neuter and singular. However, if more than one person or entity joins in this Agreement on behalf of the Consultant, or if a person of masculine or feminine gender joins in this Agreement on behalf of the Consultant, such words shall be interpreted to be in the plural, masculine or feminine as the sense requires. In the event that any term, clause or provision of this Agreement conflicts with any term, clause, or provision contained in any attachments to this Agreement, this Agreement's terms shall prevail.

27. Venue. Any and all suits for any and every breach of this Agreement may be instituted and maintained in any court of competent jurisdiction in the County of Grand Traverse, State of Michigan.

28. Dispute Resolution. If any party has a dispute with another regarding the meaning, operation, or enforcement of any provision of this Agreement, the disputing parties agree to meet and confer to negotiate a resolution of the dispute. They further agree as follows:

A. Mediation. If they are unable to resolve the dispute themselves and before formally instituting any other dispute mechanism, they shall utilize the services of a mutually acceptable neutral mediator, who meets the qualifications of MCR 2.411, to bring them together in at least one mediation session.

B. Arbitration. If they are unable to resolve the dispute through mediation, it may be decided by final and binding arbitration according to the rules and procedures of the American Arbitration Association or a similar agreed to organization or arbitrator. Judgment upon the award rendered by the arbitrator may be entered in Circuit Court.

C. Venue. All meetings, hearings and actions to resolve the dispute shall be in Grand Traverse County.

D. Notice. Written notice of a claim shall be given to the other party not later than 90 days after the occurrence giving rise to the dispute becomes known or should have become known. Negotiations and mediation shall occur within 60 days after such notice. Unless a longer time is agreed upon, arbitration must be demanded within 120 days after such notice and, if not, the claim is deemed waived. Arbitration must be demanded within this time limit even if negotiation or mediation has not occurred, but the arbitrator must direct the parties to mediation before issuing an award.

29. Reuse of Documents. All documents and electronic files delivered to the DDA are instruments of service in respect of the project. Nevertheless, all documents and electronic

files delivered to the DDA shall become property of the DDA upon completion of the work and payment in full of all monies due the Consultant. Copies of the DDA-furnished data that may be relied upon by the Consultant are limited to the printed copies (also known as hard copies) that are delivered to the Consultant. Files on electronic media of text, data or graphics or of other types that are furnished by the DDA to the Consultant are only for convenience of the Consultant. Any conclusion of information obtained or derived from such electronic files will be at the user's sole risk. Economic benefit to the DDA for having these files is predicated on the files being media form, software release number and hardware operating system number as utilized by the Consultant. Copies of documents that may be relied upon by the DDA are limited to the printed copies (also known as hard copies) that are signed or sealed by the Consultant. Files on electronic media of text, data or graphics or of other types that are furnished by the Consultant to the DDA shall be in a compatible software format for use by the DDA. Any conclusions or information obtained or derived from such electronic files will be at the user's sole risk. Electronic file copies of drawings will not contain the Consultant's seal or the identification of the Consultant in the title block.

30. Freedom of Information Act. The Consultant acknowledges that the DDA may be required from time to time to release records in its possession by law. The Consultant hereby gives permission to the DDA to release any records or materials received by the DDA as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 *et seq.* Provided, however, that the Consultant shall not be held liable for any reuse of the documents prepared by the Consultant under this Agreement for purposes other than anticipated herein.

31. Digital Signatures. The parties hereto acknowledge and agree under the Uniform Electronic Transactions Act, MCL 450.832, *et seq.* that this Agreement may be executed with the electronic signature of any person authorized and required to sign on behalf of the parties hereto.

32. Execution in Counterparts. This Agreement may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument.

33. No Waiver. No waiver by any party of any default by another party in the performance of any portion of this Agreement shall operate or be construed as a waiver of any future default, whether like or different in character.

34. Entire Agreement. This Agreement, together with all items incorporated herein by reference, constitutes the entire agreement of the parties and there are no valid promises, conditions or understandings which are not contained herein. It is understood that should the Consultant recommend further work concerning the project, the DDA is under no obligation to engage the Consultant in such work.

35. Authority to Execute. The parties agree that the signatories appearing below have the authority and are duly authorized to execute this Agreement on behalf of the party to this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year first above written.

CITY OF TRAVERSE CITY

By _____
Michael Estes, Mayor

By _____
Benjamin C. Marentette, City Clerk

CONSULTANT

By _____
Signature

Name and Title (print or type)

APPROVED AS TO SUBSTANCE:

Rob Bacigalupi, DDA Executive Director

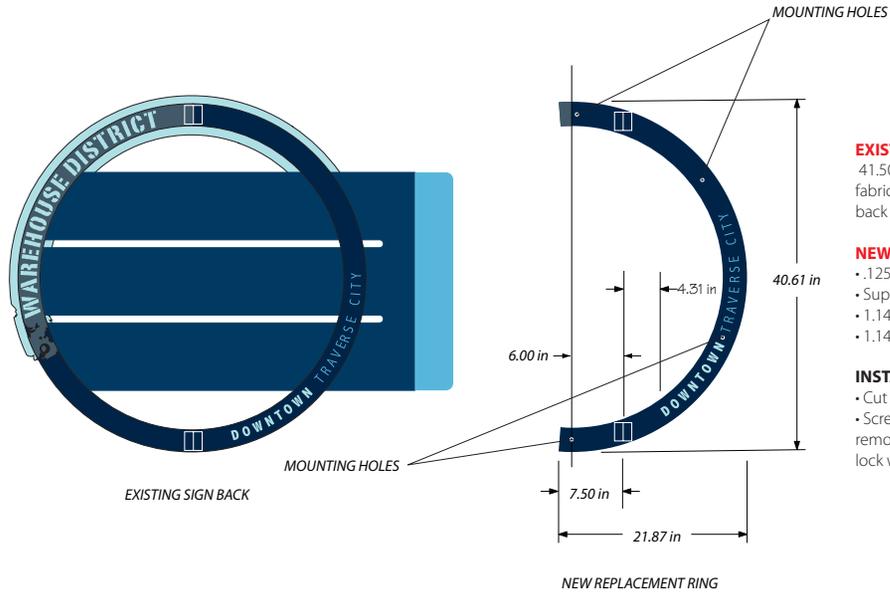
APPROVED AS TO FORM:

Lauren Tribble-Laucht, City Attorney

**ATTACHMENT C:
DISTRICT SIGN IMAGES**



ATTACHMENT D: REPLACEMENT RING DESIGN



EXISTING SIGN:

41.50" h x 51.50" w overall w/ 40.61" diameter x 2.75" wide stroke x 2" deep fabricated alum. frame w/removable back w/mounting bracket welded to back for mounting to post (See detail layer).

NEW REPLACEMENT RING:

- .125" aluminum
- Support mounts offset 6"
- 1.14" h (N in Downtown) vinyl
- 1.14" h (T in Traverse) vinyl

INSTALLATION:

- Cut existing mount off back
- Screw new replacement ring on top of removable back w/.25-20 pan-head screws w/nut and lock washer. Paint pan-head screws to match back

MAP MPO3597	MAP MP11163
Robin Egg Blue Scotchcal #7725-86	Peacock Blue Scotchcal #7725-77

SIGN TYPE: Gx-2b



**VALLEY CITY
SIGN**
An Employee Owned Company

5009 West River Drive · Comstock Park, MI 49521 · Ph.616.784.5711 · Fax.616.784.8280 · www.valleycitysign.com

CUSTOMER SIGNATURE

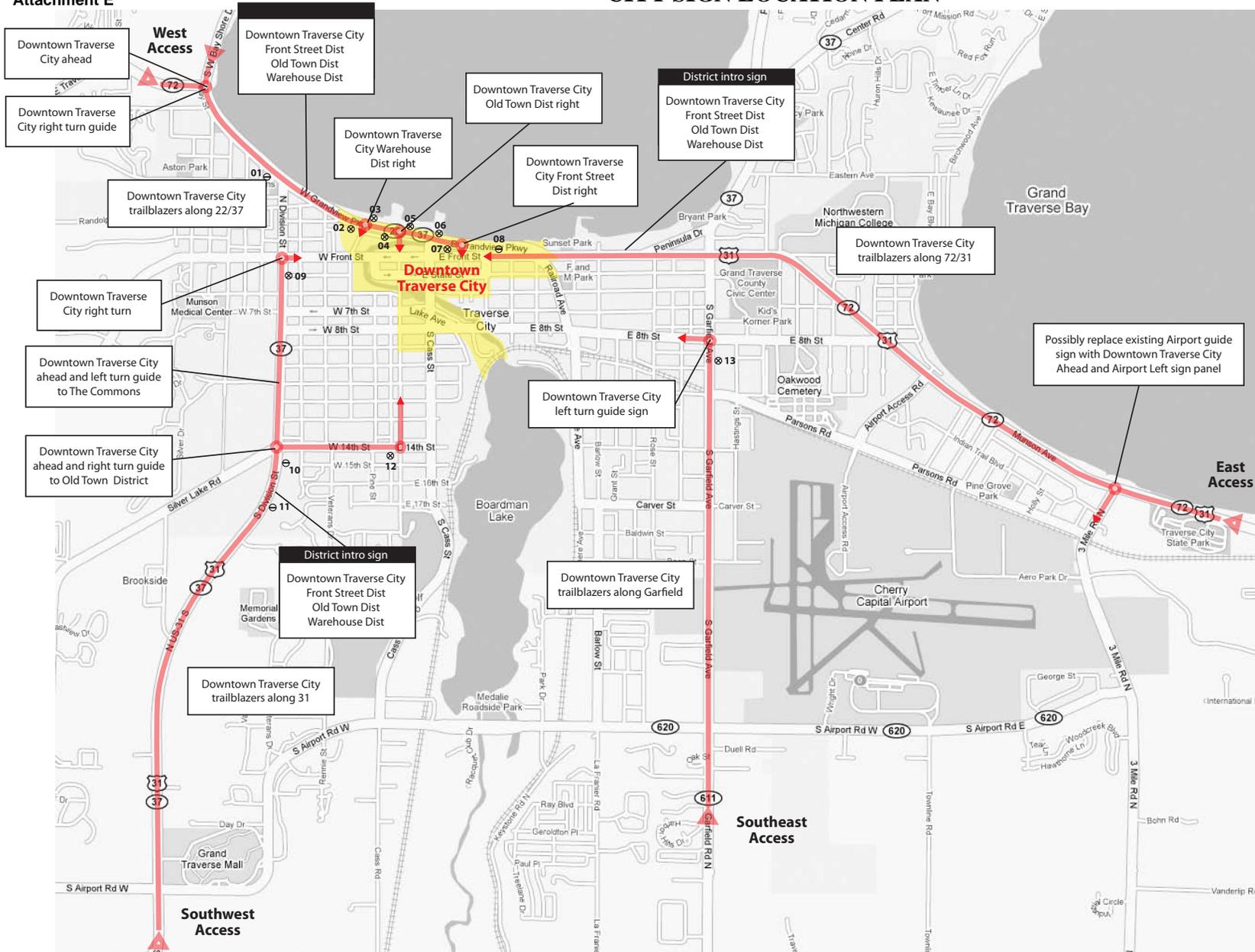
DRAWING #141,653B

SCALE: 3/4" = 1'-0"
ONE (1) RING REQUIRED

PROJECT: Traverse City	
PHOTOSCAN (S): No	DESIGNER: JB
DATE: 08.19.09	REVISIONS: JB(2)
HOURS: 2.25	SALES: 32 (SU)

ATTACHMENT E: CITY SIGN LOCATION PLAN

Attachment E



MASTER WAYFINDING PROGRAM

Traverse City DDA

Traverse City, MI

M-DOT Routes

LEGEND

- M-DOT Routes ———
- Downtown Traverse City ———
- Decision Points ●

- ⊖ Gx-1a - MDOT sign type 1 (large)
- ⊗ Gx-1c - MDOT sign type 2 (small)

DATE	DESCRIPTION
01.30.09	PRELIMINARY LOCATIONS
02.19.09	REVISIONS
02.24.09	REVISIONS



ATTACHMENT F: DDA SIGN LOCATION PLAN

MASTER WAYFINDING PROGRAM

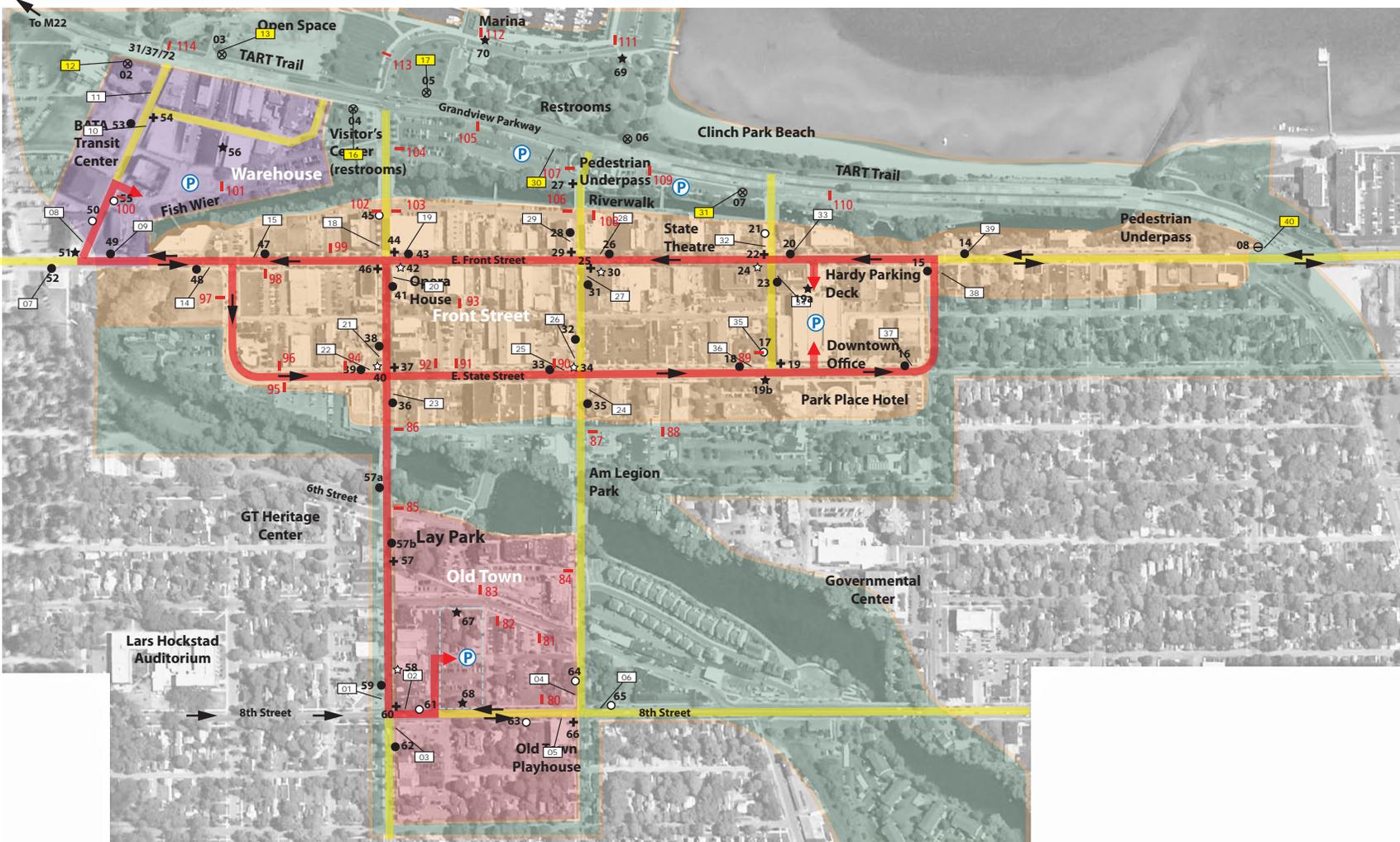
Traverse City DDA
Traverse City, MI

Sign Location Plan

LEGEND

Local Streets ---
M-DOT Routes ---

- ⊖ Gx-1a - MDOT-jurisdictional sign types
- ⊗ Gx-1c - MDOT-jurisdictional sign types
- Gx-2a - Vehicular Guide, existing post
- Gx-2b - Vehicular Guide, new post
- + Gx-3 - Pedestrian Guide
- ★ Gx-4 - Pedestrian Map Kiosk, new
- ☆ Gx-4a - Pedestrian Map Kiosk, existing
- Gx-5 - Parking Identification, new post



DATE	DESCRIPTION
01.30.09	PRELIMINARY LOCATIONS
02.19.09	REVISIONS
02.24.09	REVISIONS
03.16.09	REVISIONS
7.08.09	REVISIONS



© 2007
corbindesign
109 East Front Suite 304
Traverse City, MI 49684
231 947.1236

**ATTACHMENT G:
DESIGN INTENT**

Downtown Signage Program
Design Intent Drawings

March 4, 2009

Attachment G

Downtown Traverse City
Michigan

Prepared by

corbindesign

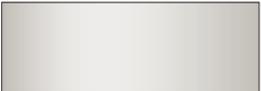
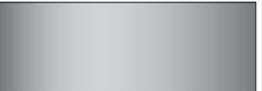
109 East Front 304
Traverse City, MI 49684
231 947.1236

All ideas, designs, arrangements and plans indicated or represented by these drawings are owned by, and property of Downtown Traverse City, MI and Corbin Design and were created, evolved and developed for use on and in connection with the specified project. None of such ideas, designs, arrangements or plans shall be used by or disclosed to any person, firm or corporation for any purpose whatsoever without the written permission of Corbin Design and Downtown Traverse City, Michigan.

These drawings are considered design-intent and are not for construction. Written dimensions on these drawings have precedence over scaled dimensions. The further development and engineering of the design-intent drawings is expected to be shown in the Fabricator's submitted shop drawings. Contractors shall verify and be responsible for all dimensions and conditions on the job. Corbin Design should be notified of any variations from the dimensions and conditions shown by these drawings prior to the execution of any work, including changes to graphic designs or typography.

COLOR PALETTE

Fabricator is responsible for supplying samples for all colors within the palette.

							
	① White	② Black (Old Town Dist)	③ Gray (Warehouse Dist)	④ Dark Red (Old Town Dist)	⑤ Bright Red (Old Town Dist)	⑥ Yellow (Front St Dist)	⑦ Light Blue (FS & WH Dist)
Matthews Paint:	MP11477	MP31630	MP11163	MP07693	MP07332	MP00053 (Setting Sun)	MP07837
Exterior grade vinyl:	3M 3930 High Intensity Reflective	---	---	---	---	---	---
	Avery D-4956 Super Engineer						
							
	⑧ Medium Blue 1 (FS & WH Dist)	⑨ Medium Blue 2 (Msg Panel)	⑩ Dark Blue 1 (Warehouse Dist)	⑪ Dark Blue 2 (Msg Panel)	⑫ Off-white (Post)	⑬ Metallic Silver (Post)	⑭ Green
Matthews Paint:	MP02896 (Camille Blue)	MP00364	MP03597	MP00912	MP07613	MP18076	---
Exterior grade vinyl:	---	---	---	---	---	---	3M 1177 Green

TYPOGRAPHY (Editable)

Fabricator is responsible for acquiring project related fonts.

Clearview Highway 1B
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1234567890
Clearview Highway 3W
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1234567890
Clearview Highway 5W
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1234567890

DISTRICT ARTWORK

Fabricator to reproduce from the Designer's electronic art.



Sign Type

Graphic Standards

Notes

Fabricator is responsible for matching all colors and materials as specified and are required to provide color and material samples to Corbin for approval.

CAUTION!
CONSISTENT AND ACCURATE COLOR REPRODUCTION IN THIS DOCUMENT CANNOT BE ASSURED DUE TO THE LIMITATIONS OF COLOR COPYING TECHNOLOGY.

The Coated Pantone Matching System®, Matthews and/or Akzo Nobel Paint system is used for specifying signage color matches. (In the absence of actual sign material color chip reference sets, actual specified product color swatches should be referenced for color matching.)

Shown here are approximations of the primary signage background colors and supporting accent colors. Actual color finishes on signage must be matte or low luster (not shiny or glossy) and exclusively a premium acrylic polyurethane.

Signage paints produced by MPC Matthews Paint and Akzo Nobel Paint Company are to be the standard reference.

Vinyl Films from 3M and Avery Graphics are to be the standard.

Color application varies per sign type. Refer to drawings for appropriate application.

Date Description

03.04.09 Design Intent

Client

**Downtown
Traverse City**
Michigan

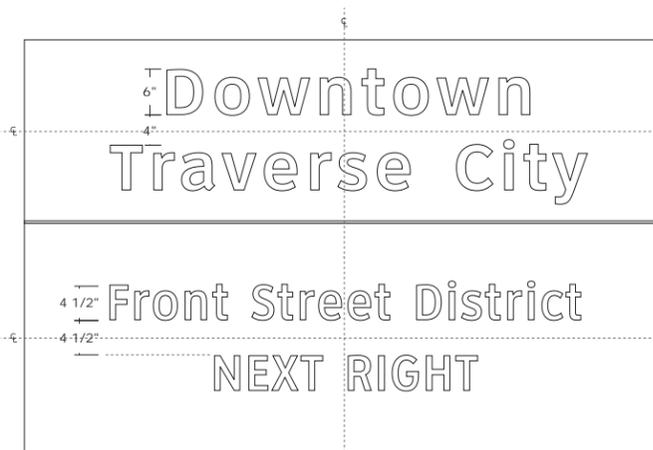
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231 947.1236



Center type horizontally and vertically within upper panel.

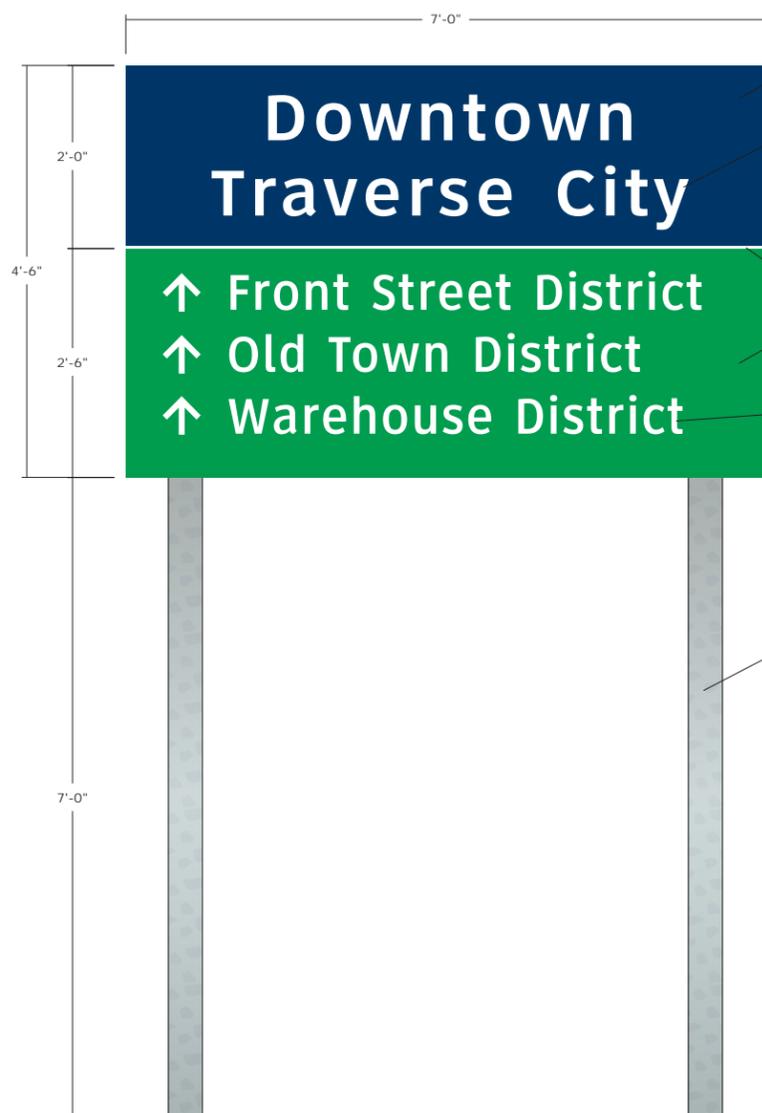
Arrows are to be centered on entry



Center type horizontally and vertically within upper panel.

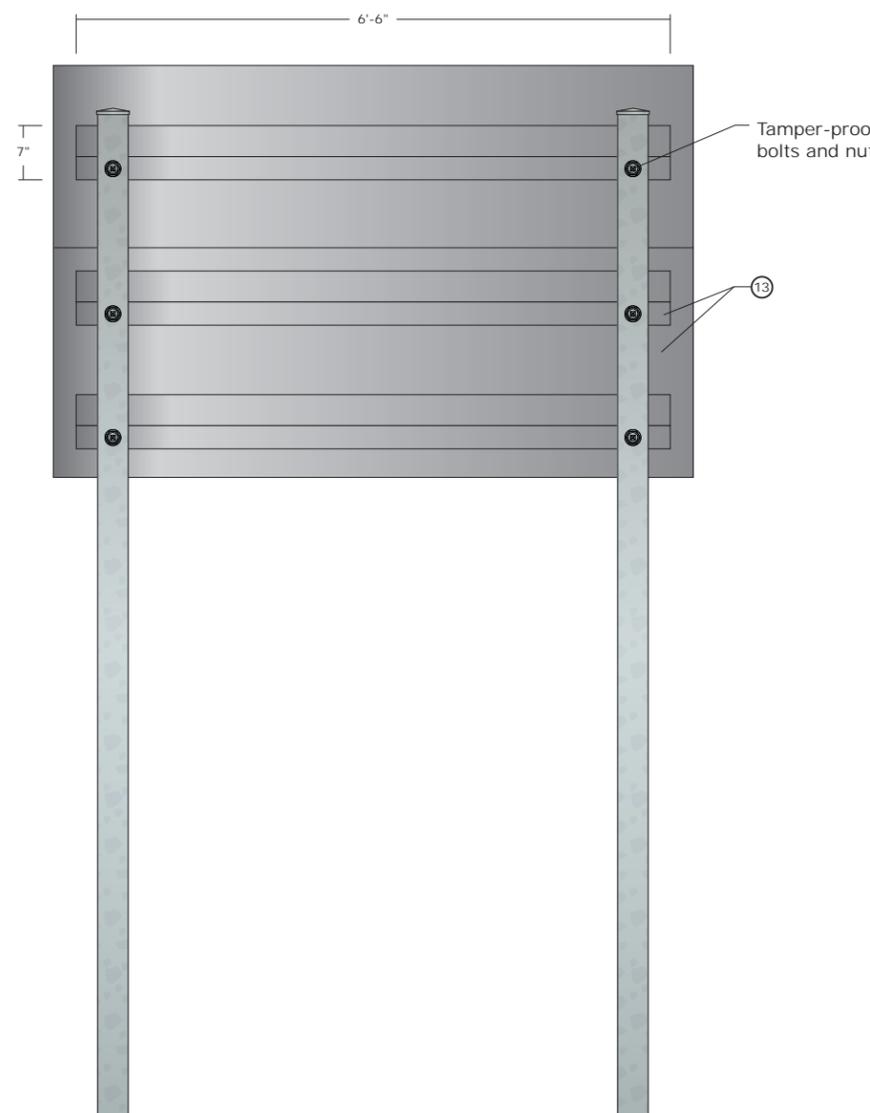
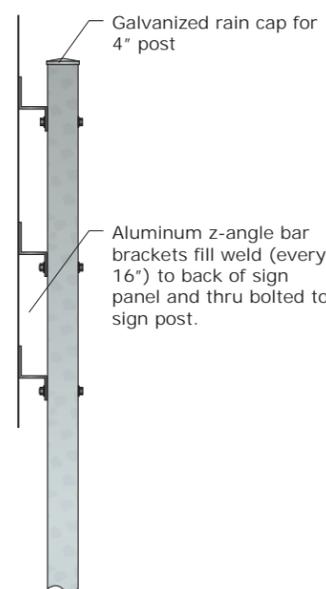
Center type horizontally and vertically within lower panel.

Panel Layouts



- ⑪ Painted background
- ① Surface applied super engineer grade reflective vinyl type. Font: Clearview Highway 5W, 6" cap.
- ① 1/4" rule line
- ⑭ Transparent vinyl overlay
- ① High intensity reflective vinyl. Font: Clearview Highway 3W, 4 1/2" cap. 5" arrow.

4" galvanized steel post. Fabricator to engineer wall thickness.



Tamper-proof thru bolts and nuts (6)

FABRICATOR TO PROVIDE COORDINATED SHOP DRAWINGS FOR DESIGNER/OWNER REVIEW AND APPROVAL.

FOOTING AND MOUNTING TO BE ENGINEERED BY FABRICATOR MDOT-approved breakaway base required.

Front View

Back View

Sign Type

MDOT 1
Gx-1a

Scale

1/2" = 1'-0"

Color Code

- ① White
- ② Black (Old Town Dist)
- ③ Grey (Warehouse Dist)
- ④ Dark Red (Old Town Dist)
- ⑤ Bright Red (Old Town Dist)
- ⑥ Yellow (Front St Dist)
- ⑦ Light Blue (FS & WH Dists)
- ⑧ Medium Blue 1 (FS & WH Dist)
- ⑨ Medium Blue 2 (Msg Panel)
- ⑩ Dark Blue 1 (Warehouse Dist)
- ⑪ Dark Blue 2 (Msg Panel)
- ⑫ Off-White (Post)
- ⑬ Metallic Silver (Post)
- ⑭ Green

Notes

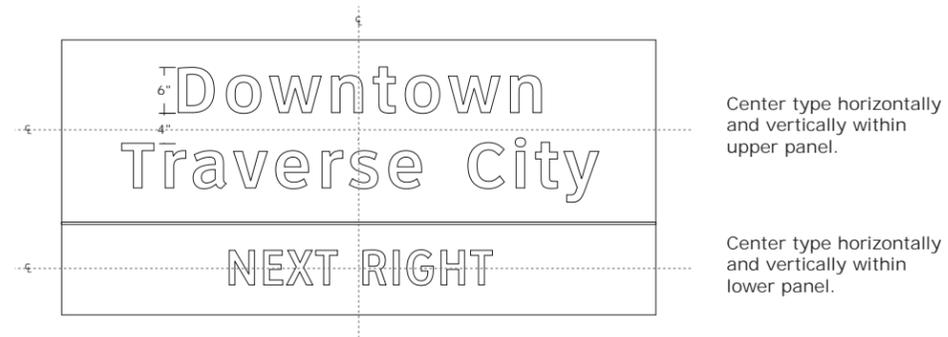
This drawing is design-intent only. Fabricator is responsible for fabrication and overall level of quality. Any changes in design, materials, fabrication method or other details must be approved by Corbin Design and the Traverse City DDA.

Date Description

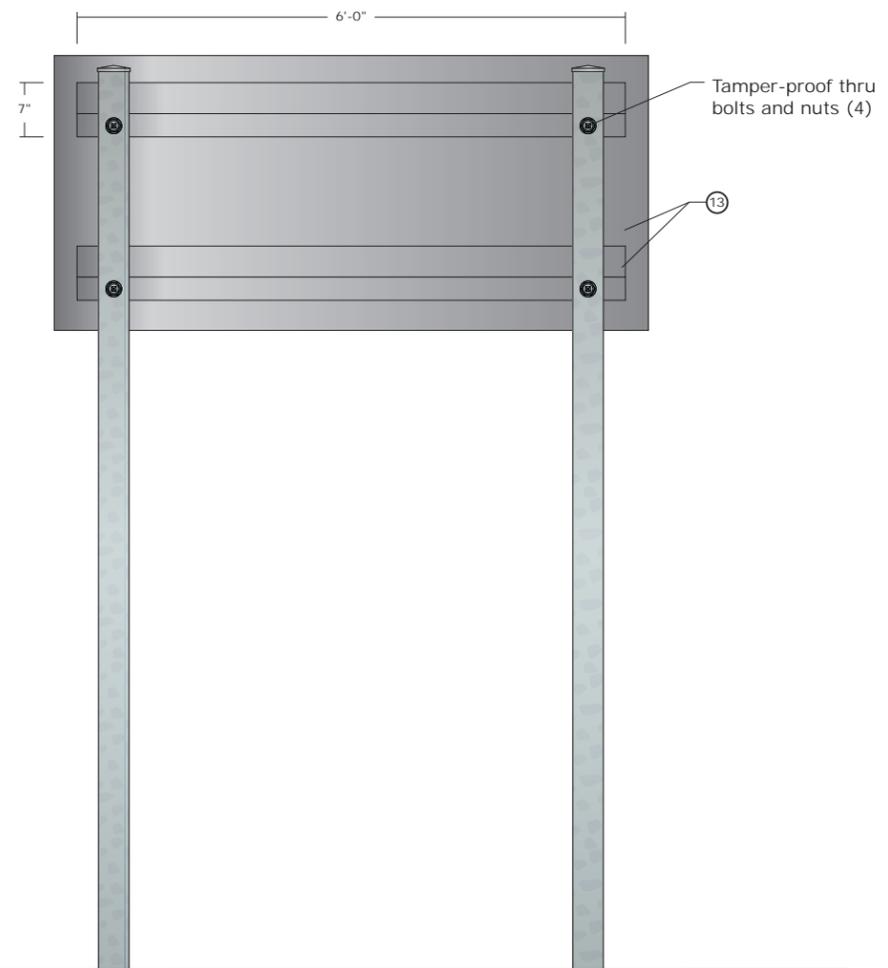
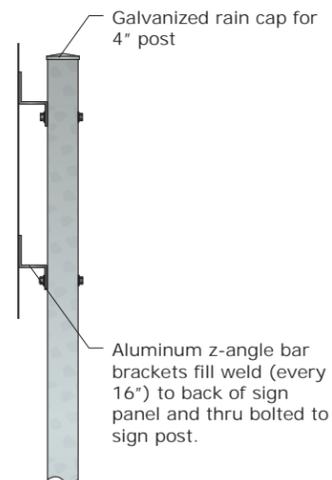
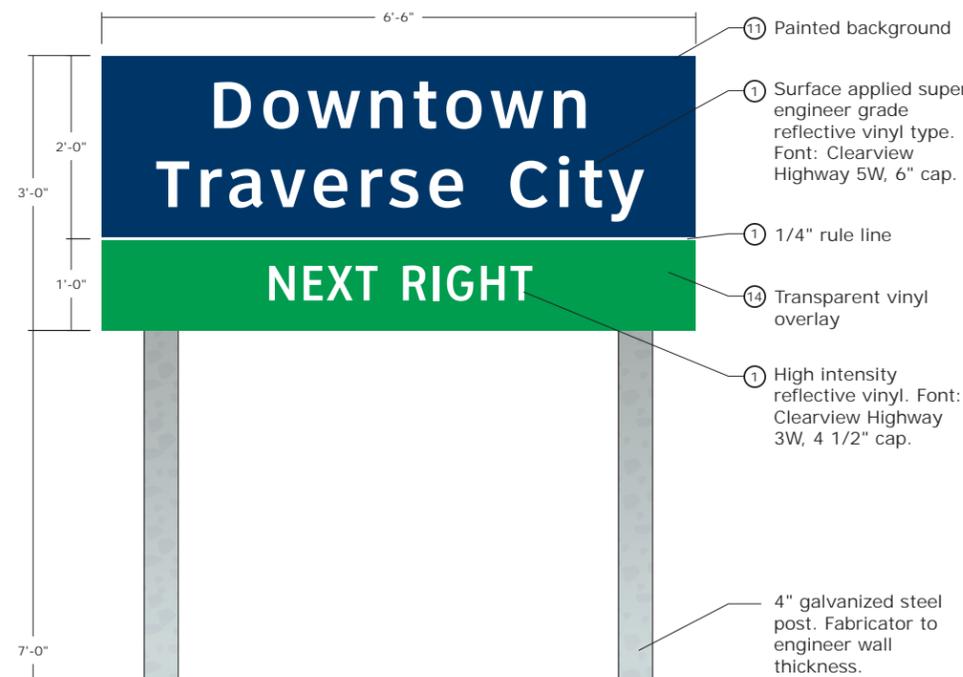
Date	Description
03.04.09	Design Intent

Client

Downtown
Traverse City
Michigan



Panel Layout



FABRICATOR TO PROVIDE COORDINATED SHOP DRAWINGS FOR DESIGNER/OWNER REVIEW AND APPROVAL.

FOOTING AND MOUNTING TO BE ENGINEERED BY FABRICATOR MDOT-approved breakaway base required.

Front View

Back View

Sign Type

MDOT 2
Gx-1b

Scale

1/2" = 1'-0"

Color Code

- 01 White
- 02 Black (Old Town Dist)
- 03 Grey (Warehouse Dist)
- 04 Dark Red (Old Town Dist)
- 05 Bright Red (Old Town Dist)
- 06 Yellow (Front St Dist)
- 07 Light Blue (FS & WH Dists)
- 08 Medium Blue 1 (FS & WH Dist)
- 09 Medium Blue 2 (Msg Panel)
- 10 Dark Blue 1 (Warehouse Dist)
- 11 Dark Blue 2 (Msg Panel)
- 12 Off-White (Post)
- 13 Metallic Silver (Post)
- 14 Green

Notes

This drawing is design-intent only. Fabricator is responsible for fabrication and overall level of quality. Any changes in design, materials, fabrication method or other details must be approved by Corbin Design and the Traverse City DDA.

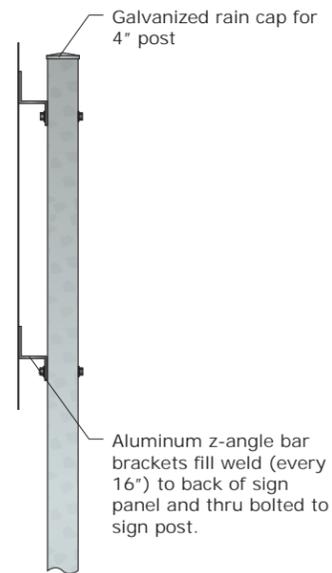
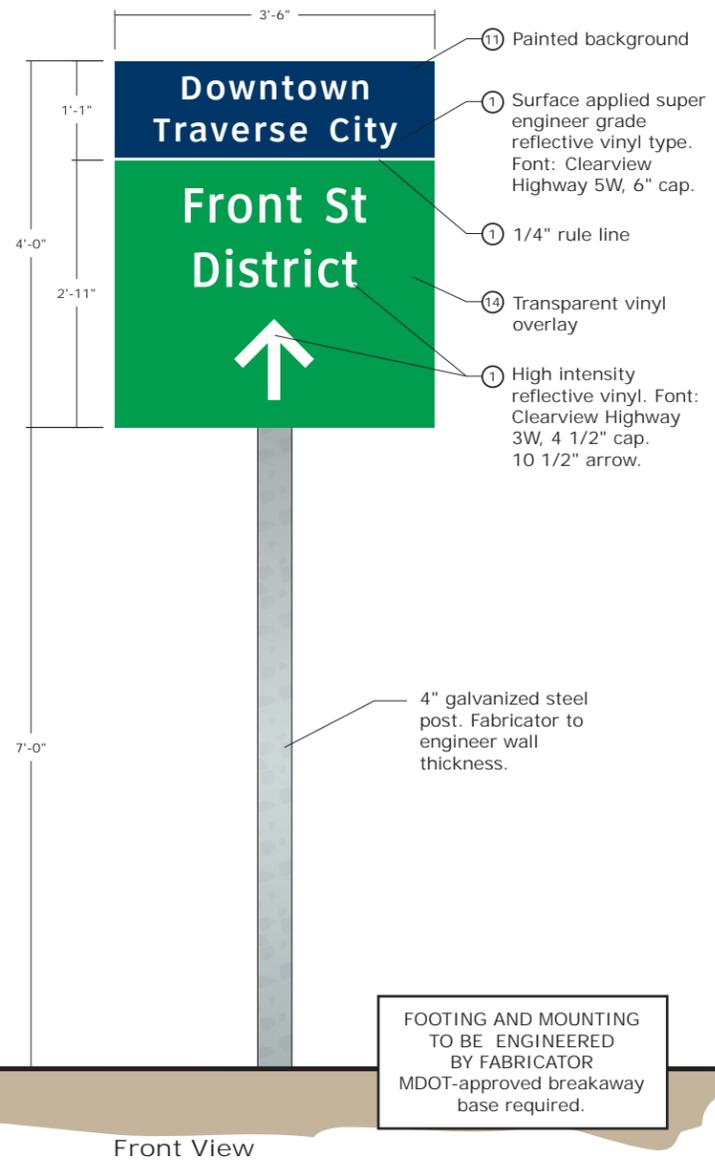
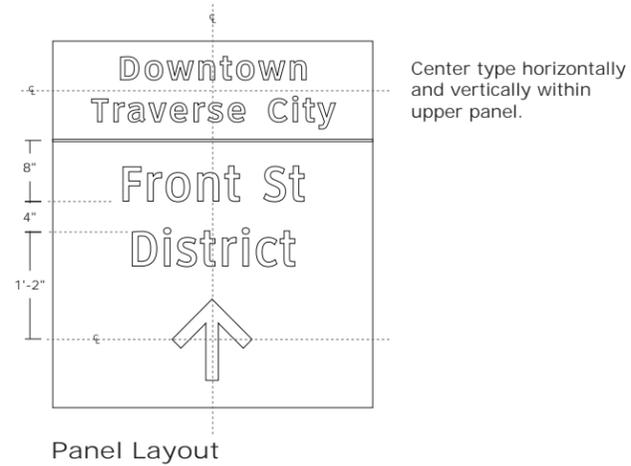
Date	Description
03.04.09	Design Intent

Client

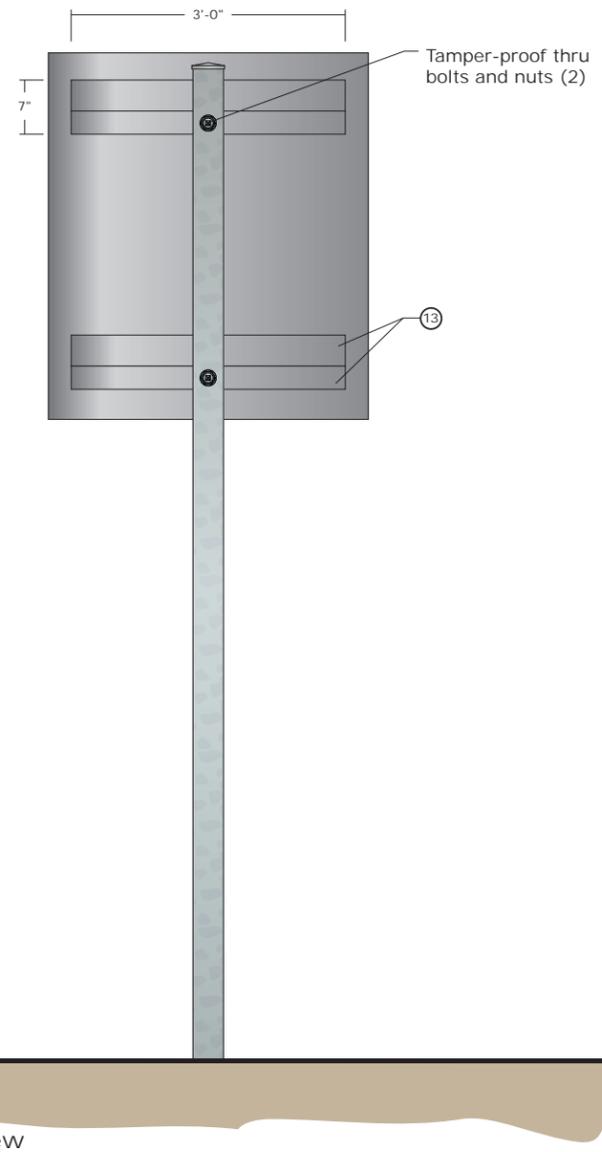
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FABRICATOR TO PROVIDE COORDINATED SHOP DRAWINGS FOR DESIGNER/OWNER REVIEW AND APPROVAL.



Sign Type

MDOT 3
Gx-1c

Scale

1/2" = 1'-0"

Color Code

- ① White
- ② Black (Old Town Dist)
- ③ Grey (Warehouse Dist)
- ④ Dark Red (Old Town Dist)
- ⑤ Bright Red (Old Town Dist)
- ⑥ Yellow (Front St Dist)
- ⑦ Light Blue (FS & WH Dists)
- ⑧ Medium Blue 1 (FS & WH Dist)
- ⑨ Medium Blue 2 (Msg Panel)
- ⑩ Dark Blue 1 (Warehouse Dist)
- ⑪ Dark Blue 2 (Msg Panel)
- ⑫ Off-White (Post)
- ⑬ Metallic Silver (Post)
- ⑭ Green

Notes

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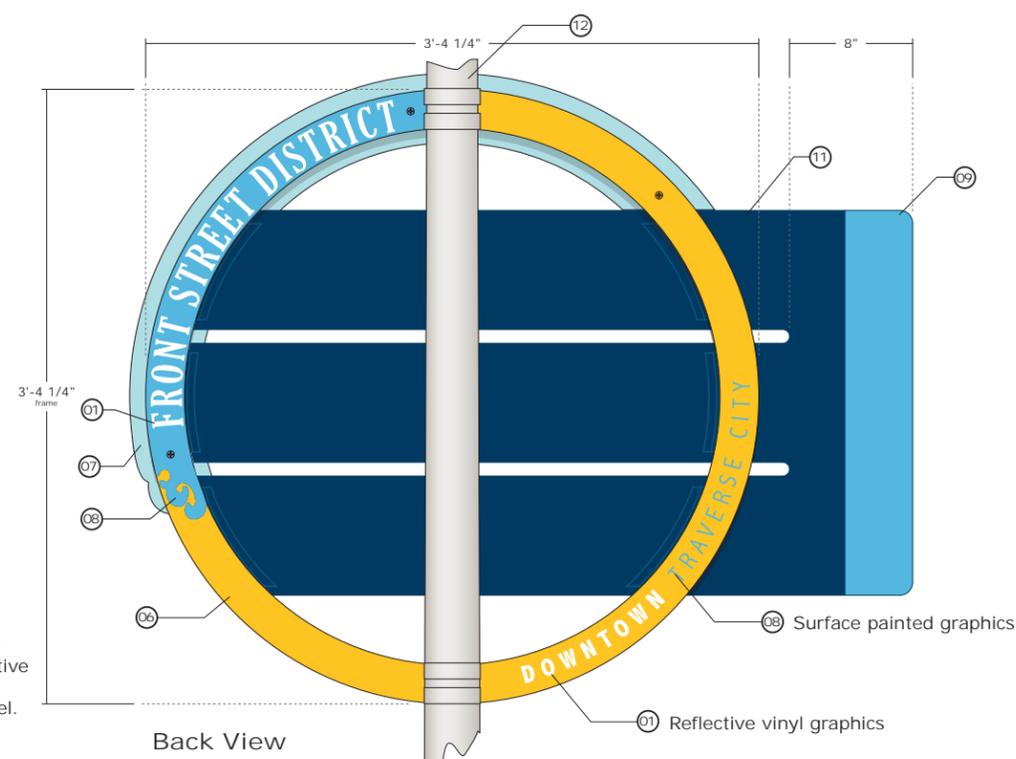
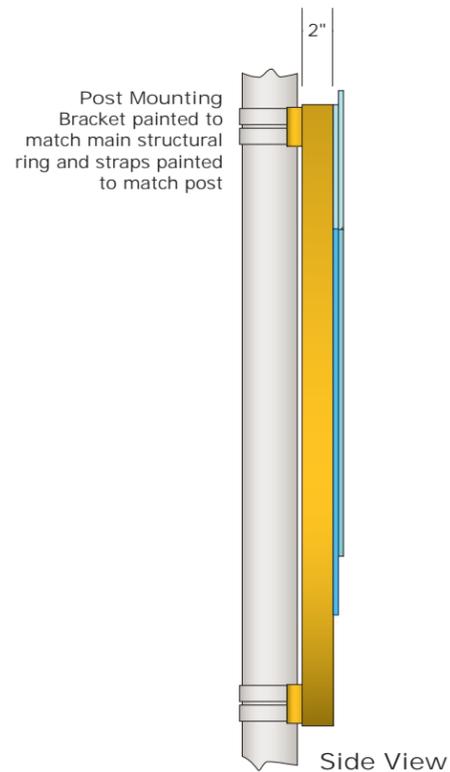
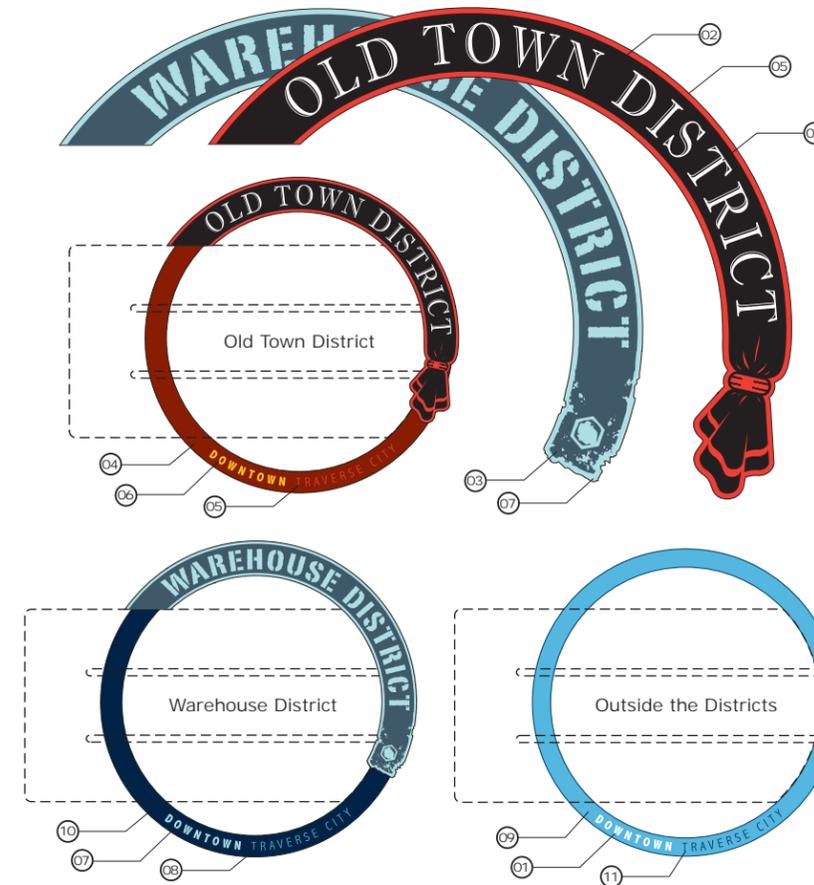
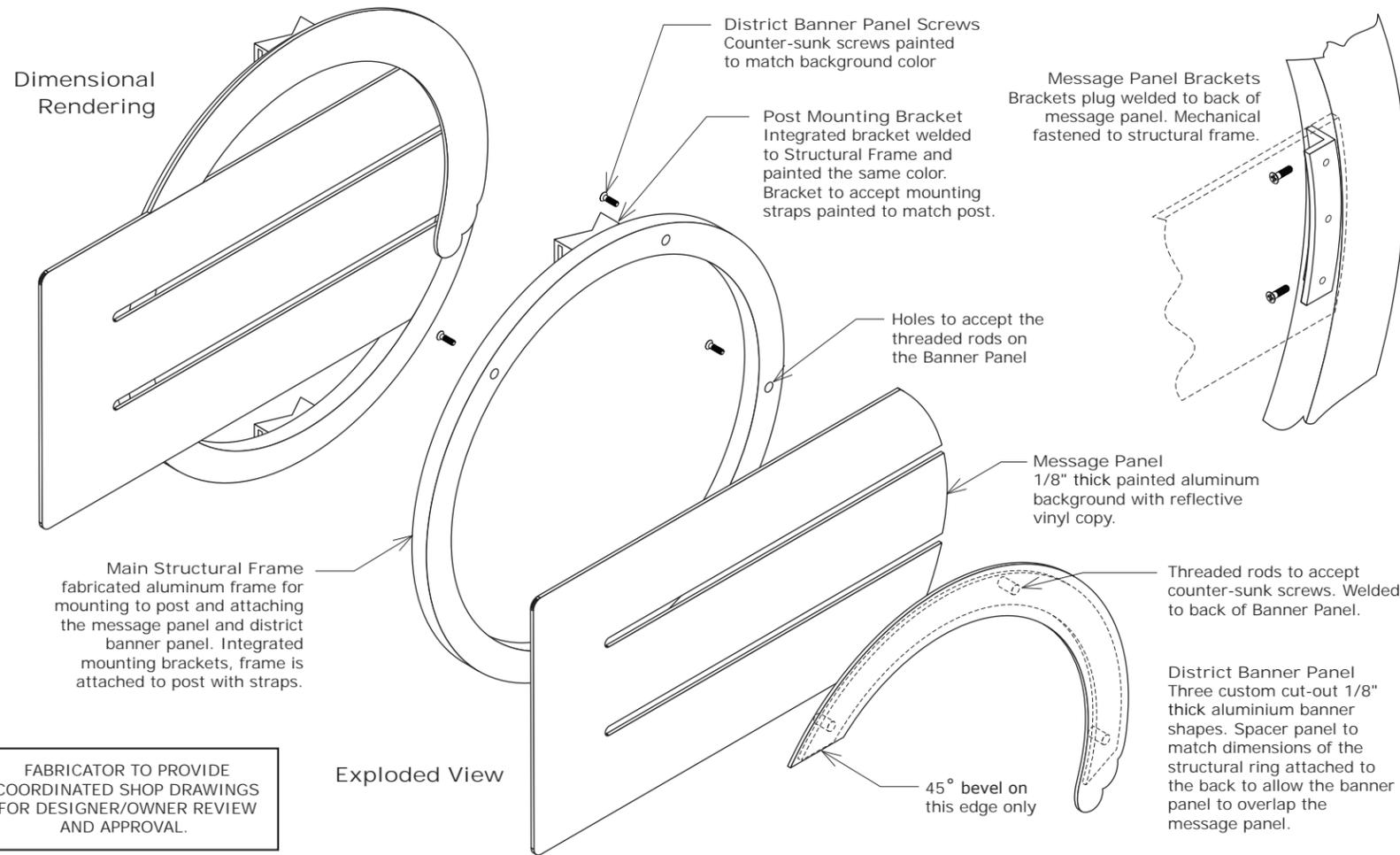
Date	Description
03.04.09	Design Intent

Client

Downtown
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Michigan

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Sign Type

Primary Vehicular Guide Gx-2

Scale

1" = 1'-0"

Color Code

- 01 White
- 02 Black (Old Town Dist)
- 03 Grey (Warehouse Dist)
- 04 Dark Red (Old Town Dist)
- 05 Bright Red (Old Town Dist)
- 06 Yellow (Front St Dist)
- 07 Light Blue (FS & WH Dists)
- 08 Medium Blue 1 (FS & WH Dist)
- 09 Medium Blue 2 (Msg Panel)
- 10 Dark Blue 1 (Warehouse Dist)
- 11 Dark Blue 2 (Msg Panel)
- 12 Off-White (Post)
- 13 Metallic Silver (Post)

Notes

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Date Description

03.04.09 Design Intent

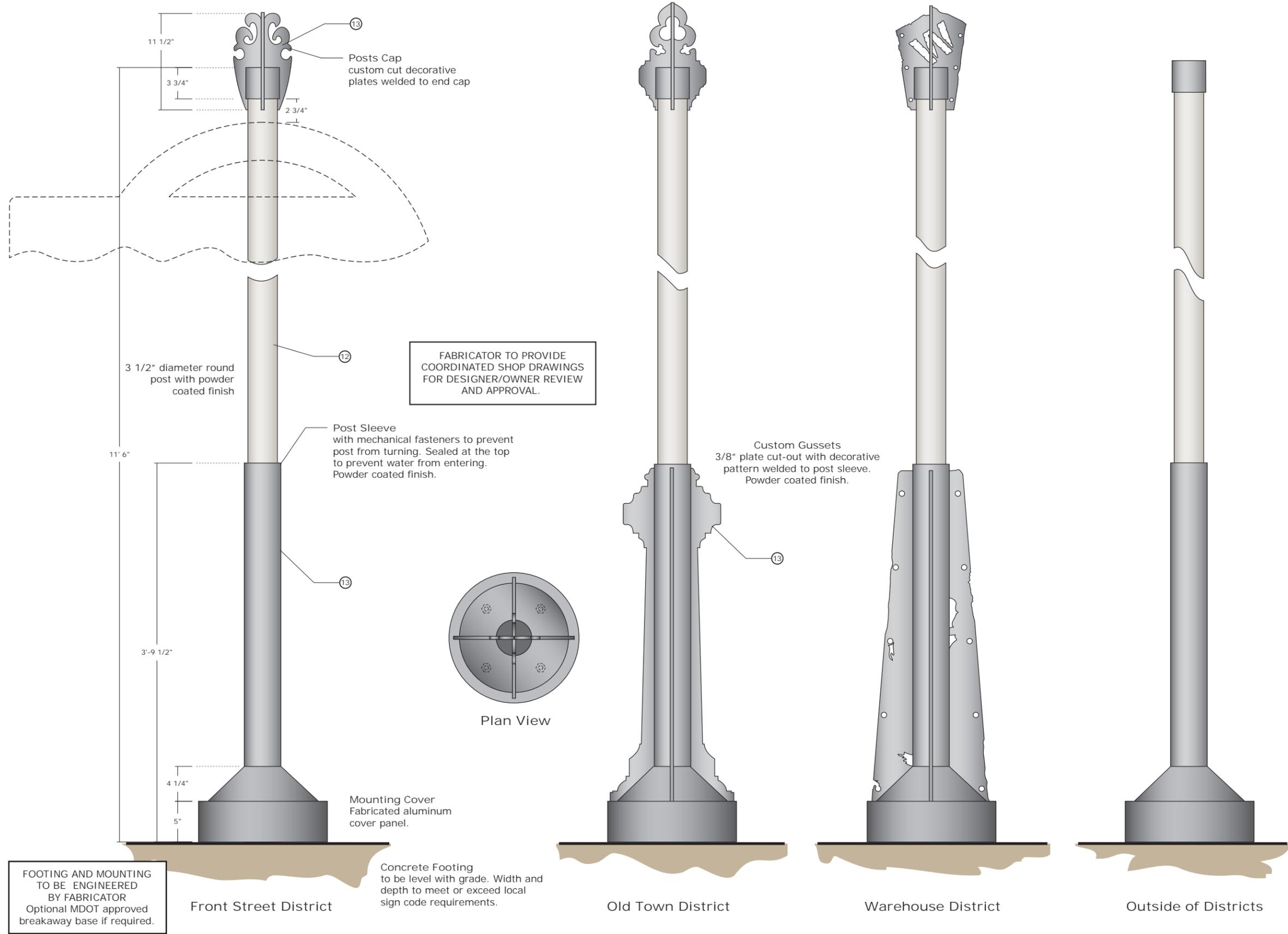
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FOOTING AND MOUNTING
TO BE ENGINEERED
BY FABRICATOR
Optional MDOT approved
breakaway base if required.

Sign Type

**Vehicular Guide Posts
Gx-2b**

Scale

1" = 1'-0"

Color Code

- 01 White
- 02 Black (Old Town Dist)
- 03 Grey (Warehouse Dist)
- 04 Dark Red (Old Town Dist)
- 05 Bright Red (Old Town Dist)
- 06 Yellow (Front St Dist)
- 07 Light Blue (FS & WH Dists)
- 08 Medium Blue 1 (FS & WH Dist)
- 09 Medium Blue 2 (Msg Panel)
- 10 Dark Blue 1 (Warehouse Dist)
- 11 Dark Blue 2 (Msg Panel)
- 12 Off-White (Post)
- 13 Metallic Silver (Post)

Notes

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Date Description

Date	Description
03.04.09	Design Intent

Client

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Michigan



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Sign Type

**Pedestrian Guide Posts
Gx-3b**

Scale

1" = 1'-0"

Color Code

- 01 White
- 02 Black (Old Town Dist)
- 03 Grey (Warehouse Dist)
- 04 Dark Red (Old Town Dist)
- 05 Bright Red (Old Town Dist)
- 06 Yellow (Front St Dist)
- 07 Light Blue (FS & WH Dists)
- 08 Medium Blue 1 (FS & WH Dist)
- 09 Medium Blue 2 (Msg Panel)
- 10 Dark Blue 1 (Warehouse Dist)
- 11 Dark Blue 2 (Msg Panel)
- 12 Off-White (Post)
- 13 Metallic Silver (Post)

Notes

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Date Description

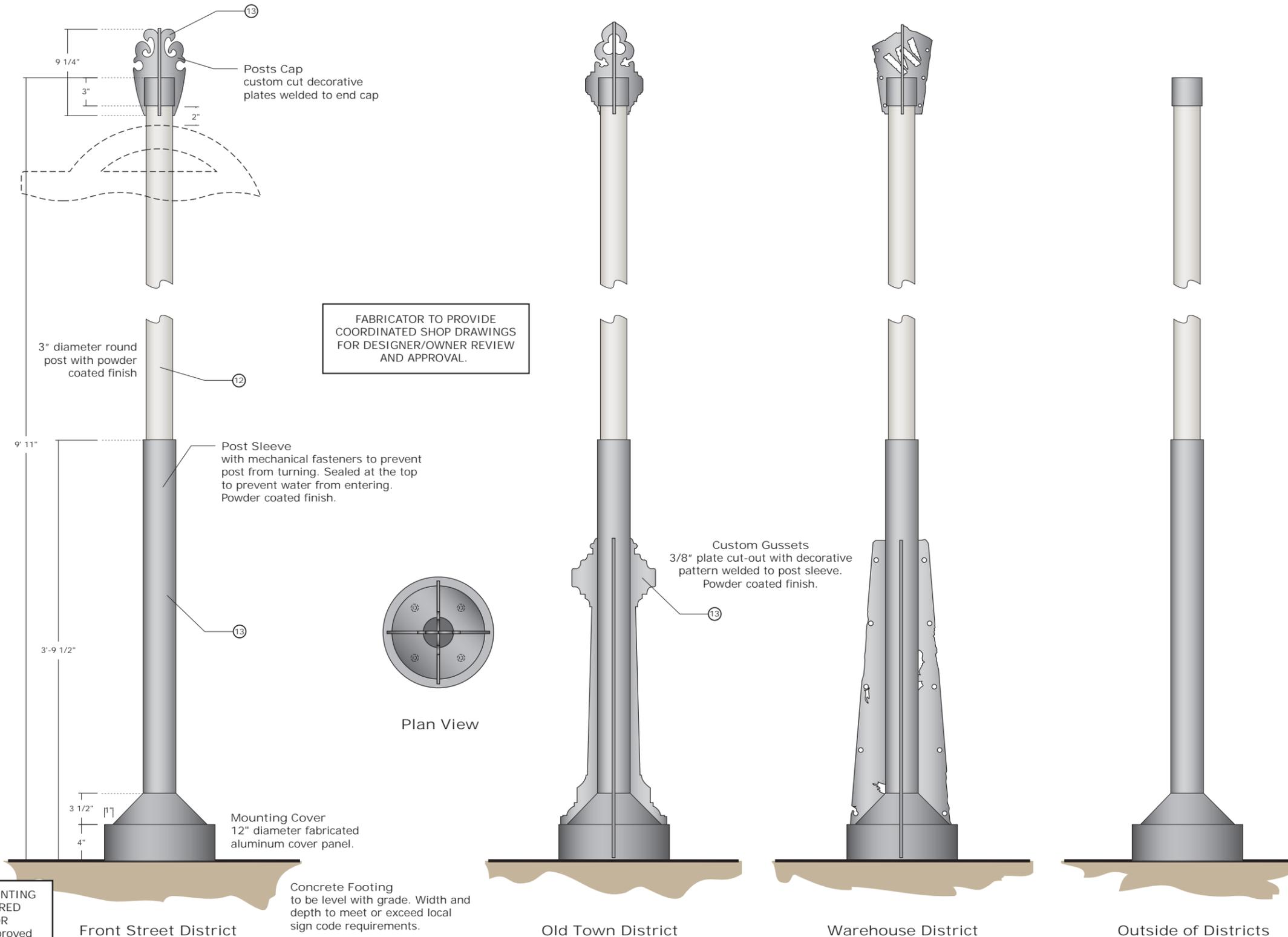
03.04.09 Design Intent

Client

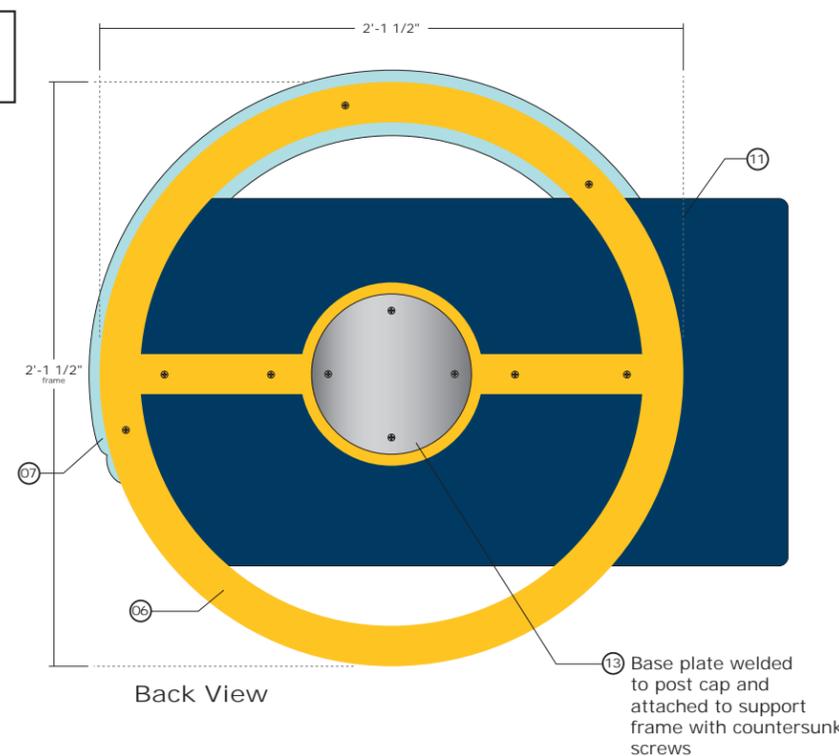
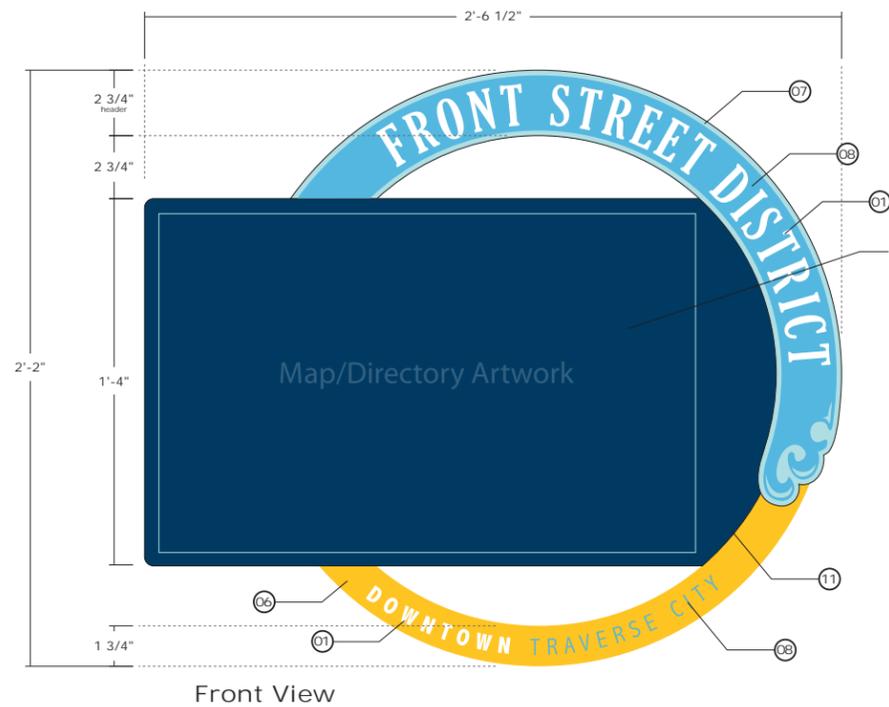
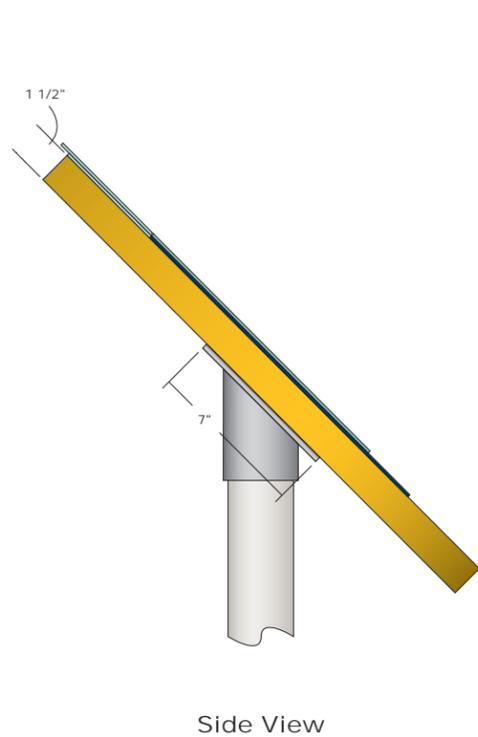
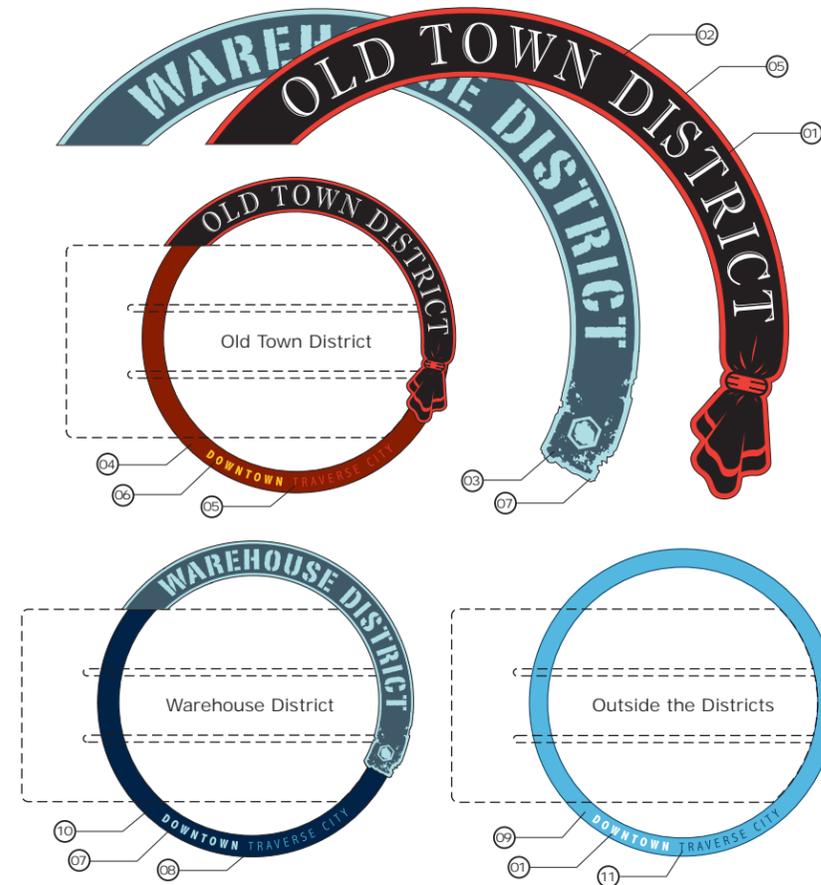
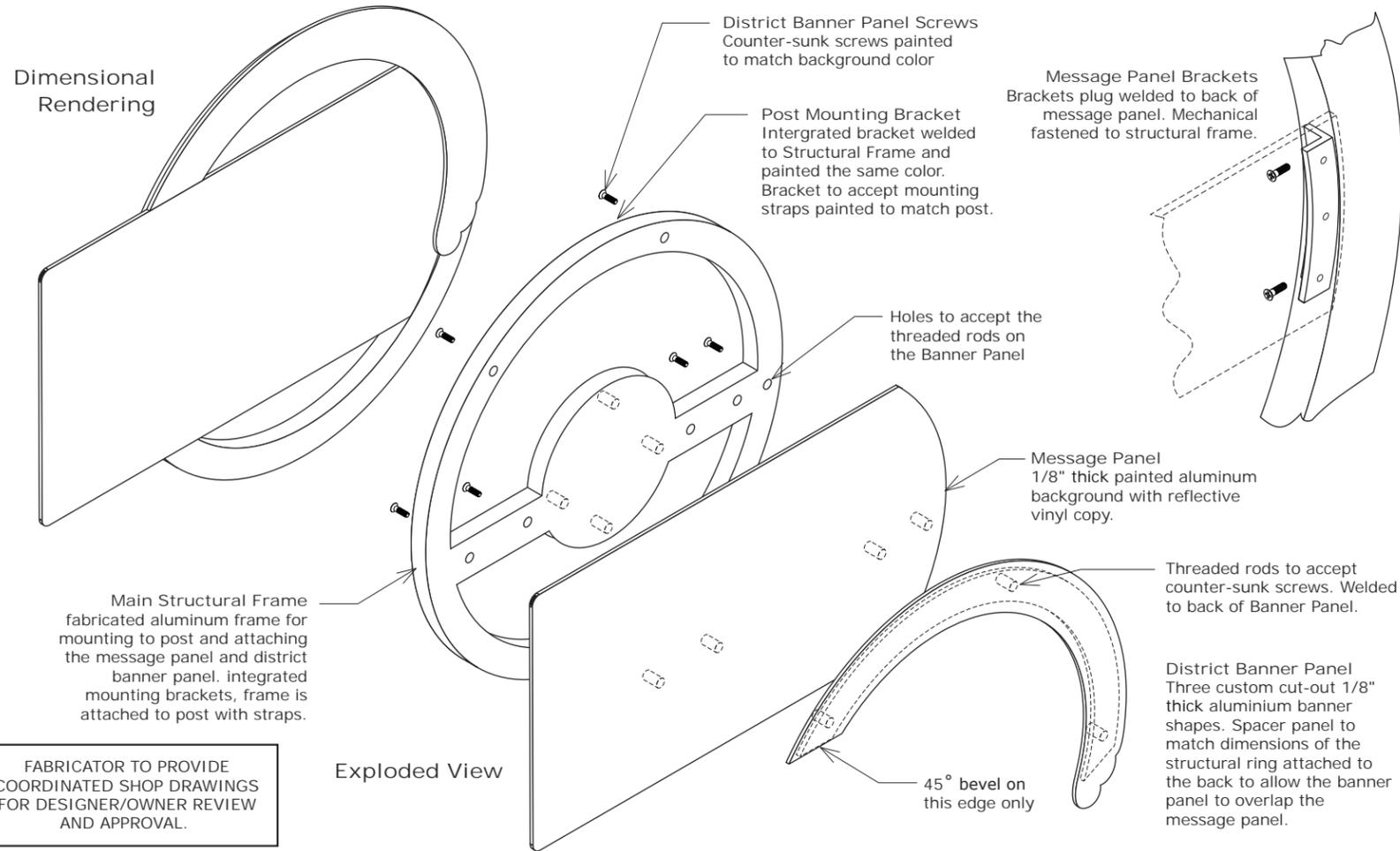
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231 947.1236



FOOTING AND MOUNTING TO BE ENGINEERED BY FABRICATOR
Optional MDOT approved breakaway base if required.



Sign Type

Pedestrian Map Kiosk Gx-4

Scale

1 1/2" = 1'-0"

Color Code

- 01 White
- 02 Black (Old Town Dist)
- 03 Grey (Warehouse Dist)
- 04 Dark Red (Old Town Dist)
- 05 Bright Red (Old Town Dist)
- 06 Yellow (Front St Dist)
- 07 Light Blue (FS & WH Dists)
- 08 Medium Blue 1 (FS & WH Dist)
- 09 Medium Blue 2 (Msg Panel)
- 10 Dark Blue 1 (Warehouse Dist)
- 11 Dark Blue 2 (Msg Panel)
- 12 Off-White (Post)
- 13 Metallic Silver (Post)

Notes

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Date Description

03.04.09 Design Intent

Client

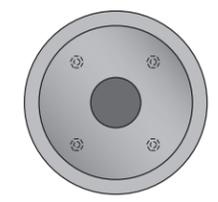
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Michigan

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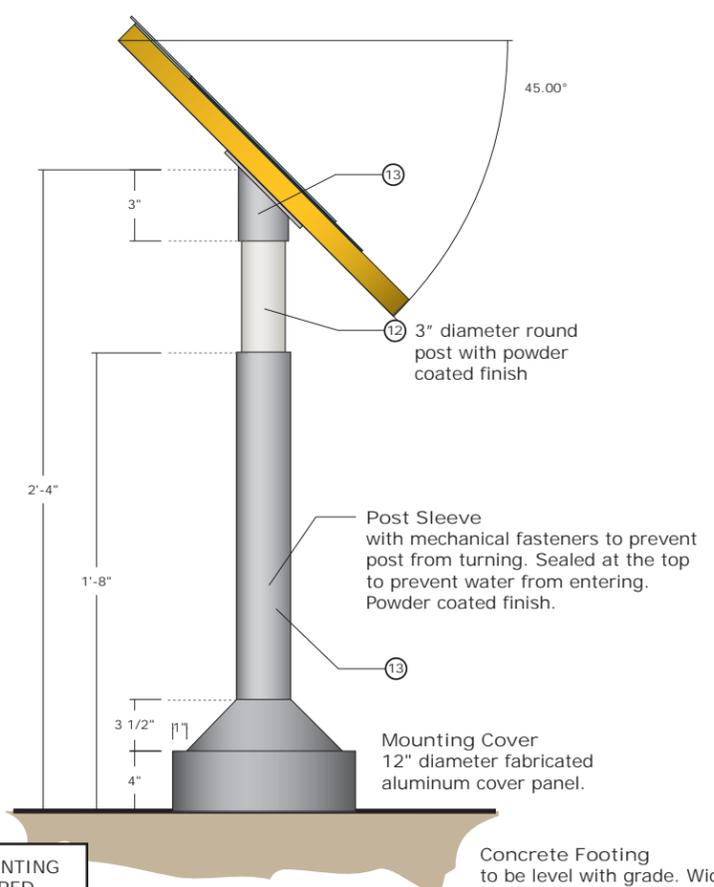
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Traverse City, MI 49684

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FABRICATOR TO PROVIDE COORDINATED SHOP DRAWINGS FOR DESIGNER/OWNER REVIEW AND APPROVAL.



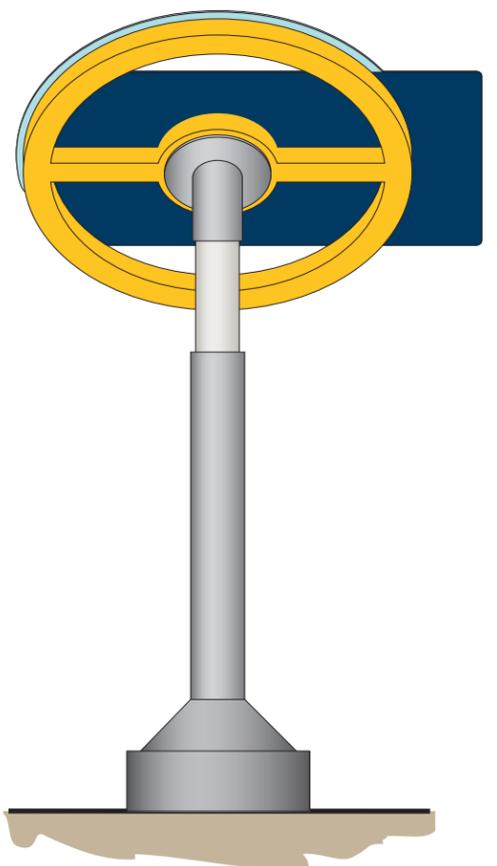
Base Plan View



Side View

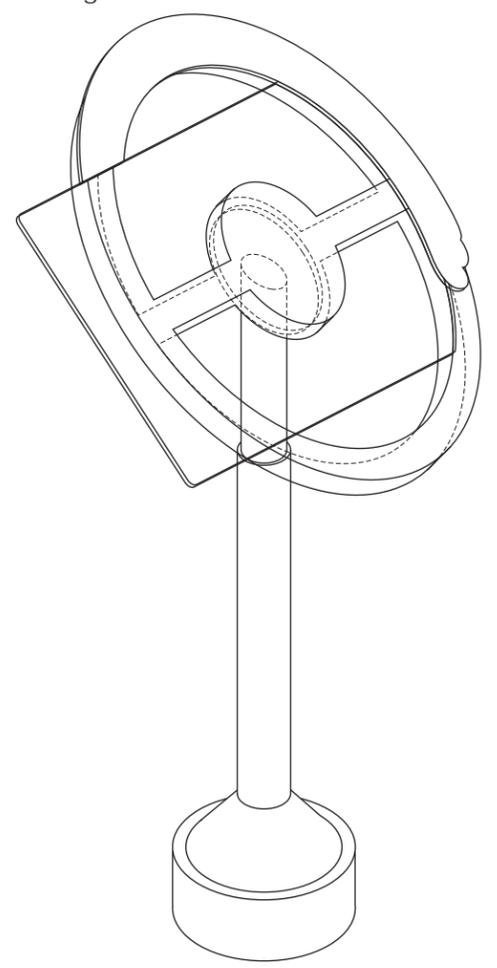
Concrete Footing to be level with grade. Width and depth to meet or exceed local sign code requirements.

FOOTING AND MOUNTING TO BE ENGINEERED BY FABRICATOR
Optional MDOT approved breakaway base if required.



Back View

Dimensional Rendering



Sign Type

Pedestrian Map Kiosk Base Details

Scale

1" = 1'-0"

Color Code

- 01 White
- 02 Black (Old Town Dist)
- 03 Grey (Warehouse Dist)
- 04 Dark Red (Old Town Dist)
- 05 Bright Red (Old Town Dist)
- 06 Yellow (Front St Dist)
- 07 Light Blue (FS & WH Dists)
- 08 Medium Blue 1 (FS & WH Dist)
- 09 Medium Blue 2 (Msg Panel)
- 10 Dark Blue 1 (Warehouse Dist)
- 11 Dark Blue 2 (Msg Panel)
- 12 Off-White (Post)
- 13 Metallic Silver (Post)

Notes

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Date Description

03.04.09 Design Intent

Client

Downtown Traverse City
Michigan



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