
City of Traverse City

Office of the City Manager

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4440
(231) 922-4476 fax
tcmanage@traversecitymi.gov



August 7, 2023

Bidder:

The City of Traverse City will receive sealed bids in the Office of the City Manager, Second floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, 49684, until **Thursday, August 24, 2023, at 2:00 p.m.** for the following:

HARDY PARKING STRUCTURE WAYFINDING SIGNAGE

If the specifications are obtained from the City's website link here: [Bid Tab Website](#), 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: [Kim Sheridan](#)

The City of Traverse City 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 City. The City 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.

You must indicate on the outside of the sealed envelope that the bid is for the **"HARDY PARKING STRUCTURE WAYFINDING SIGNAGE."** You must submit **TWO (2) SEALED COPIES** of the bid to the City Manager's Office prior to the above-indicated time and date or the bid will not be accepted. Alternatively, emailed bids ***will be*** accepted. Please indicate in the subject line of your e-mail that you are submitting a "Sealed Bid" together with the project description as outlined above and submit your e-mailed bid to tcmanage@traversecitymi.gov **before Thursday, August 24, 2023 @ 2:00 p.m.**

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. If you have any questions, please contact Cole Maxson, Parking Services Intern (Note: Internship ends 8/18/23) at 231/922-0241 or Nicole VanNess, Transportation Mobility Director at 231/486-5938 before the bid is submitted.

PLEASE SUBMIT BID TO: Kim Sheridan, Purchasing Agent
400 Boardman Avenue, 2nd floor
Traverse City, MI 49684
tcmanage@traversecitymi.gov

PROPOSAL SPECIFICATIONS

HARDY PARKING STRUCTURE WAYFINDING SIGNAGE

Traverse City Parking Services

Introduction and Background

The City of Traverse City, hereby referred to as the “City”, has contracted the management of the Traverse City Parking Services (TCPS) to the Traverse City Downtown Development Authority (DDA). In February 2023, the City Commission approved the expenditure replacement parking access and revenue control (PARCS) equipment for the Hardy Parking Structure. The equipment installation will include operational changes for end users that will shift the ground floor circulation pattern from clockwise to counter-clockwise to better address the State Street traffic patterns. The State Street changed from two lanes of one-way eastbound traffic to two-way traffic. This traffic shift started November 2022 as a two-year pilot project. The new PARCS equipment is planned to be installed in September 2023. This signage package will replace existing signage to help navigate motorists with the ground level counter clockwise circulation. Additionally, the Parking Services planned a scheduled replacement of all wayfinding signage throughout the parking structure as part of a capital improvement expense. This package includes the ground floor circulation change signage along with the replacement of existing signage on levels 2-4.

At this time the City is seeking requests for bids from qualified companies, hereby referred to as the “Vendor,” to provide wayfinding signage for motorists using the Hardy Parking Structure. This project will be managed by the TCPS Department.

Proposal Objective

The City has identified the following objectives for this project:

- a. Provide signage identified in package.
- b. Remove existing and install new signage throughout the parking structure.
- c. Provide signage consistent with other parking operations in the TCPS Department.

Inquiries

Please direct any questions concerning any part of these specifications to:
Cole Maxson, Parking Services Intern (Note: Internship ends 8/18/23)
231.922.0241
cole@downtowntc.com

Nicole VanNess, Transportation Mobility Director
231.486-5938
nicole@downtowntc.com

Bids shall be clearly marked “**Hardy Parking Structure Wayfinding Signage**” must be received at the following location **no later than 2:00 p.m. on Thursday, August 24, 2023.**

Kim Sheridan, Purchasing Agent
City Manager’s Office
Governmental Center, 2nd floor
400 Boardman Avenue
Traverse City, MI 49684
tcmanage@traversecitymi.gov

Emailed proposals will be accepted. Only the successful vendor will be notified. Please refer to the bid posting on the City’s website for bid opening results.

Submission of Proposals

Interested Vendors must submit sealed bids containing: 1) two **(2)** proposals, 2) one **(1)** proposal and one **(1)** USB, or 3) one **(1)** proposal emailed as PDF attachment.

1. Cover page
 - a. Proposing company name
 - b. Contact person for RFB
 - c. Business address
 - d. Business telephone number
 - e. Email address
2. Company information, references and experience
 - a. Legal company name and location of headquarters and satellite offices that may be utilized during the project.
 - b. Brief description of company history including any recent mergers and/or acquisitions within the last three years.
 - c. Providers must include a list of other governmental entities including points of contact (name, address and telephone numbers) to be used as references for all governmental entities work performed in the last five years. Selected organizations may be contacted to determine the quality of work performed. For providers who would be assigned to the project, their education and work experience must be described.
3. Cost proposal in accordance with the above specifications. All prices, costs and conditions outlined in the proposal shall remain fixed and valid for acceptance for 180 days starting on the due date of the proposals. The cost proposal shall represent all costs to be considered in making comparisons in order to award the contract. No additional fees will be paid for services not itemized on the bid form. The City reserves the right to negotiate with the awarded provider reasonable fees for services unanticipated or not existing at the time of the contract award without prior written authorization.

Evaluation of Proposals

All proposals received shall be subject to evaluation by representatives of the City. This evaluation will be conducted in a manner deemed appropriate by the City for the selection of a vendor for the purpose of entering into a contract to perform this service. Price alone shall not be the basis for the award of this work but shall be only one of the components considered. The City does not intend to award a contract for this work solely based on any response made to this request. The City reserves the right to interview any vendor who presents a proposal and who is shown to be qualified, responsible and capable of performing the work prior to any award of this work.

Time Frame

Approval of a contract for the work is anticipated by the City Commission at the September 18, 2023 meeting. The Vendor shall clearly outline a timeline and date of completion. The installation of signage should start on or before Tuesday, October 17, 2023. The delivery date and installation of all signs shall be completed no later than November 1, 2023.

Scope of Services

The Vendor will provide signs and decals in the quantities, material and ratios as identified in Attachment A.

- Sign material to be aluminum and text shall be reflective.
- Decal material shall be reflective vinyl.
- Braille shall be included on signs as identified on attachments.
- Minimum requirement of .080 aluminum that can withstand weather elements.
- Signs should include rounded corners to avoid potential injury from sharp/pointed corners.
- Should not be able to bend or break with moderate force (i.e. vandalism).
- Installation shall be completed by the VENDOR.
- Signs and decals should follow existing Hex Color codes used for existing signage throughout the parking system.
- Signs are expected to use existing ceiling mounts as they are already drilled into the precast parking structure. Any deviation or recommended change to location should clearly depict in documentation how the vendor will mount, install and drill into the pre-cast t-beams and demonstrate understanding of infrastructure preservation.
- Signs that are installed with adhesive to walls may require old adhesive to be removed or buffed off prior to new adhesive being added.

Attachments

- Attachment A – Wayfinding Signage and Design Level 1
- Attachment B – Level 1 Traffic Circulation Change Map
- Attachment C – Wayfinding Signage and Design Levels 2-4
- Attachment D – Wayfinding Signage and Design Misc Signage
- Attachment E - Bid Summary Sheet (**REQUIRED IN SUBMITTAL**)
- Compressed file of images available upon email request.

Bid Requirements

- All bids will be based on signage with installation completion on or before November 1, 2023.
- All bids will include installation to be started on or before October 17, 2023. If this date cannot be met, installation of the signage may be performed by the Parking Services Department.
- Bids must include signs identified in Attachments A, C and D.
- Bids should include the cost/credit of additional/reduced signage from the current numbers.
- Bidders must acknowledge a delivery date of no later than October 17, 2023 for the project timeline from contract award to completed sign delivery.
- Bidder must describe the schedule of the design phase, including but not limited to: estimated days of design draft, estimated days of draft revisions, and estimated days of manufacture from draft signoff.
- Any exceptions not conforming to the bid requirements must be clearly defined on a separate sheet labeled “Exceptions to Bid Requirements.”

Bidder Attachment E- Please complete and return

BID SUMMARY

TITLE: HARDY PARKING STRUCTURE WAYFINDING SIGNAGE

DUE DATE: THURSDAY, AUGUST 24, 2023

Having carefully examined the attached specifications and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

Bidder certifies that as of the date of this bid the Company or he/she is not in arrears to the City of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

Bidder understands and agrees, if selected as the successful Bidder, to accept a Purchase Order / Service Order / Contract and to provide proof of the required insurance.

Bidder submits this bid and agrees to meet or exceed all the City of Traverse city's requirements and specifications unless otherwise indicated in writing and attached hereto. Bidder shall comply with all applicable federal, state, local and building codes, laws, rules and regulations and obtain any required permits for this work.

The Bidder certifies that it is in compliance with the City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

The Bidder certifies that none of the following circumstances have occurred with respect to the Bidder, an officer of the Bidder, or an owner of a 25% or more share in the Bidder's business, within 3 years prior to the bid:

- (a) conviction of a criminal offense incident to the application for or performance of a contract;
- (b) conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Bidder's business integrity;
- (c) conviction under state or federal antitrust statutes;
- (d) attempting to influence a public employee to breach ethical conduct standards; or
- (e) conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the City indicates that the bidder is unable to perform responsibility or which

reflects a lack of integrity that could negatively impact or reflect upon the City of Traverse City, including but not limited to, any of the following offenses or violations of:

- i. The Natural Resources and Environmental Protection Act.
- ii. A persistent and knowing violation of the Michigan Consumer Protection Act.
- iii. Willful or persistent violations of the Michigan Occupational Health and Safety Act.
- iv. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.
- v. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.

(f) the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

Bidder understands that the City reserves the right to accept any or all bids in whole or part and to waive irregularities in any bid in the best interest of the City. The bid will be evaluated and awarded on the basis of the best value to the City. The criteria used by the City may include, but will not be limited to: ability, qualifications, timeframe, experience, price, type and amount of equipment, accessories, options, insurance, permits, licenses, other pertinent factors and overall capability to meet the needs of the City. The City is sales tax exempt – Government.

Bidder agrees that the bid may not be withdrawn for a period of sixty (60) days from the actual date of the opening of the bid.

Cost and Services – This section must be completed and will be used for vendor cost comparison

All items below are minimum requirements and must be included in the total bid price whether providing one price for total package or individual pricing. Pricing should be indicated for additional signage should quantities be increased.

Reference Attachment A, C, and D for breakdown of signs and decals. Supplemental details may be provided at bidder's discretion.

Requirement	Total Qty	Cost for Bid	Unit Cost for additional
Aluminum Signs with Reflective Vinyl and Braille as specified in Attachments A, C, & D	275		
Sign Installation			

Submitted by:

Signature

Company Name

Name and Title (Print)

Company Address

Phone

Fax

City,

State,

Zip

EMAIL ADDRESS:

Sole proprietorship/partnership/corporation

If corporation, state of corporation

REFERENCES: (include name of organization, contact person, and daytime phone number).

1. _____

Contact Person: _____ Telephone: _____

2. _____

Contact Person: _____ Telephone: _____

3. _____

Contact Person: _____ Telephone: _____