

City of Montrose  
Purchasing Division  
433 South First Street  
PO Box 790  
Montrose, CO 81402



## **REQUEST FOR PROPOSAL**

### **2020 Wayfinding Sign Project**

<b>Issue Date:</b>	<b>February 5, 2020</b>
<b>Bid Number:</b>	<b>19-052</b>
<b>Agent/Contact:</b>	<b>John Cain</b>
<b>Submissions Must Be Received by:</b>	<b>Thursday, March 5, 2020 at 2:00 pm Colorado Time</b>

#### **ADMINISTRATIVE INSTRUCTIONS**

The City of Montrose is requesting proposals through the Request for Proposal process for the design, production, and installation of various types and quantities of wayfinding signs throughout the City. All project elements must meet the minimum specifications provided with this bid package.

Proposals will be publicly received and registered on March 5, 2020, 2:00 PM at Montrose City Hall, 433 S. 1st Street, Montrose, CO 81401. Late proposals will not be accepted and it is the responsibility of the proposers to ensure that proposals (including signed addenda) arrive in the City's purchasing office by 2:00 PM on the date listed above.

Complete bid packets can be downloaded from the City web page at [www.cityofmontrose.org](http://www.cityofmontrose.org) under Department Services, Purchasing, and Open Bids. Addenda will be posted to the website and it is the proposer's responsibility to download, review, sign, and include addenda with their proposal.

The City reserves the right to accept or reject any or all proposals, to waive irregularities and/or informalities and to disregard all non-conforming, non-responsive, unbalanced or conditional proposals. The City of Montrose complies with all Equal Opportunity requirements. All qualified proposers will receive consideration without regard to race, creed, color, national origin, sex, marital status, religion, ancestry, mental or physical handicap or age. The project is also bid according to the City of Montrose local preference policy in effect on the date of the bid opening and detailed in the official Municipal Code of the City of Montrose, Section 1-16-4(B).

## **GENERAL TERMS AND CONDITIONS**

These General Terms and Conditions apply to all Offers made to the City of Montrose (hereafter "City") by all prospective vendors/proposers (herein after referred to as "Bidder") regarding City Solicitations including, but not limited to, Invitations to Bid, Requests for Proposals, Requests for Quotes, and Requests for Qualifications (hereafter "Solicitation" or Bid Solicitation).

### **A. CONTENTS OF BID**

1. Bidders shall thoroughly read the project requirements and specifications, and shall examine any drawings and documents which may be incorporated into the Bid documents. As Bid documents frequently change for each Solicitation, veteran Bidders shall not assume that this Solicitation contains the same terms and conditions that were supplied in prior Solicitations. The City is not obligated to identify either minimal or substantial modifications to Bid documents.
2. Bidders shall make all investigations necessary to thoroughly inform themselves regarding the plant and facilities affected by the delivery of services, materials, and equipment as required by the Bid conditions. No plea of ignorance by the Bidder of conditions that exist, or may hereafter exist, as a result of failure to fulfill the requirements of the contract documents, will be accepted as the basis for varying the requirements of the City or the compensation to the Bidder.
3. Bidders are advised that all City contracts are subject to all legal requirements contained in City Ordinances and State and Federal Statutes governing purchasing activities.
4. Bidders are required to state the exact intentions of their offer to the City via this Solicitation and must indicate any variances to the terms, conditions, and specifications of this Solicitation, no matter how slight. If variations are not stated in the Bidder's Offer, it shall be construed that the Bidder's Offer fully complies with all conditions identified in this Solicitation.

### **B. CLARIFICATION AND MODIFICATION OF BID SOLICITATION**

1. Apparent silence or omissions within this Bid Solicitation regarding a detailed description of the materials and services to be provided shall be interpreted to mean that only the best commercial practices are to prevail and that only materials and workmanship of first quality are to be used.
2. If any Bidder contemplating submitting a Proposal under this Solicitation is in doubt as to the true meaning of the specifications, the Bidder must submit a written e-mail request for clarification to the City's Agent/Contact. The Bidder submitting the request will be responsible for ensuring that the City receives the request at least seven (7) calendar days prior to the scheduled bid opening or as noted in the special conditions.
3. Any official interpretation of the Bid Solicitation must be issued in writing by the City's Agent/Contact who is authorized to act on behalf of the City, or by the City's Legal Department. The City shall not be responsible for other interpretations offered by employees of the City who are not authorized to act on behalf of the City for this project.

4. If necessary, the City may issue a written addendum to clarify or inform of substantial changes which impact the technical submission of Bids. Addenda will be posted to the website and it is the Bidder's responsibility to download addenda. The Bidder shall certify its receipt of the addendum by signing the addendum and returning it with its Bid. In the event of a conflict with the original Bid Solicitation documents, addenda shall supersede all other documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.

**C. PRICING, COLLUSION, AND TAXES**

1. Current Prices. Bid Proposals must be fixed and firm unless stated otherwise in the Bid Solicitation.
2. Discounts. Discounts shall not be considered in determining the lowest net cost for Bid evaluation purposes. Payment terms shall be as set forth in any contract executed between the City and the Bidder. Payment by the City is deemed to be made on the date of the mailing of the check, or as otherwise set forth in any contract executed between the City and the Bidder.
3. Collusion. The Bidder, by affixing its signature to this Proposal, certifies that its Proposal is made without previous understanding, agreement, or connection either with any persons, or entities offering a Bid for the same items, or with the City. The Bidder also certifies that its Bid is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. To ensure integrity of the City's public procurement process, all Bidders are hereby placed on notice that any and all Bidders who falsify the certifications required in conjunction with this section shall be prosecuted to the fullest extent of the law.
4. It shall be understood and agreed that Bid Offers submitted by persons and entities are done so independently of any other offers, and that Bidders will not knowingly participate in solicitations where there exists a conflict of interest with their entity and a member of City staff or their immediate family.
5. Taxes. Bidders will neither include Federal, State, nor applicable Local excise or sales taxes in bid prices, as the City is exempt from payment of such taxes. The Colorado Department of Revenue, Certification of Exemption for Colorado State Sales/Use Tax account number for the City of Montrose is 98-01805-0000. An exemption certificate will be provided, where applicable, upon request.

**D. PREPARATION AND SUBMISSION OF BID**

1. The Proposal must be typed or legibly printed in ink. The use of erasable ink is not permitted. All corrections made by the Bidder must be initialed in ink by the Bidder or its lawful agent.
2. Bid Proposals must contain a manual signature of an authorized agent of the Bidder in the space provided on the Bid Proposal Form. If the Bidder or its lawful agent fails to sign the Bid Proposal Form, its Bid shall be considered non-responsive and ineligible for award.
3. Unit prices shall be provided by the Bidder on the Bid Proposal Form when required in conjunction with the prescribed method of award. The Bidder shall enter "No Bid" for each item where a unit

price will not be offered. Where there is a discrepancy between the unit price and the extension of prices, the unit price shall prevail.

4. The delivery and/or completion date(s) provided by the Bidder, if required, must be stated in calendar days, following receipt of order/contract or official notice to proceed.
5. All information and supplemental documentation required in conjunction with this Bid shall be furnished by the Bidder with its Bid Proposal. If the Bidder fails to supply any required information or documents, the City, in its sole discretion, may consider the Proposal non-responsive.
6. The accuracy of the Bid is the sole responsibility of the Bidder. No changes in the Proposal shall be allowed after the submission deadline, except when the Bidder can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake and the price actually intended.
7. The Bid Proposal Form shall be enclosed in a sealed envelope and addressed to the City. The envelope shall clearly identify the bid number and title when submitted to the City. The Bidder shall also include its name and address on the outside of the envelope.
8. The City's Bid Proposal Form, which is attached to this Bid Solicitation, must be used when the Bidder is submitting its Bid Proposal. The Bidder shall not alter this form unless instructed to do so in writing by the City. Failure to use the City's Bid Proposal Form may result in the Bid being considered non-responsive.
9. Offers in response to formal Bid Solicitations will not be accepted by facsimile or electronic transmission. Only signed written offers will be considered responsive, and eligible for possible award. Bidders shall provide Proposal Forms, Statement of Work/Technical Offer Section, Special Conditions, Specifications and Pricing Form, and any other mandatory submittals with the bid.
10. Bidders who qualify their Proposals by including alternate contractual provisions should be aware that the City does not negotiate the terms of its contracts, and will ordinarily declare such Bid Proposals non-responsive. Once bids have been opened, the City shall not consider any subsequent submissions of alternate terms and conditions.
11. Bid Bonds (5% of total bid price) and performance and payment bonds (100% of total bid price) are required on construction projects over \$50,000.
12. Insurance certificates are required after a Notice of Award has been issued. Costs for additional coverage must be accounted for in the Bidder's proposal cost.
13. Bid Proposals received after the submission due date and time prescribed for the solicitation shall not be considered.

#### **E. VENDOR APPLICATION AND RETENTION ON BIDDERS' LIST**

The City does not maintain a bidder's list. Register to receive an automated email notification of new bids by visiting [www.cityofmontrose.org](http://www.cityofmontrose.org) - Department Services - Purchasing – Bid Notification.

**F. MODIFICATION OR WITHDRAWAL OF LEGITIMATE OFFERS**

1. Bidder offers may be modified in the form of an official written notice, and must be received prior to the due time and date set forth in the Bid Solicitation. Each modification submitted must have the Bidder's name and return address and the applicable bid number and title clearly marked on the face of the envelope. If more than one modification is submitted, the modification bearing the latest date of receipt by the City will be considered the valid modification.
2. Bids may be withdrawn prior to the due time and date set for the Solicitation, provided it is in the form of an official, authorized written request.
3. Proposals may not be modified or withdrawn after the due date and time set for the Bid opening for a period of ninety (90) calendar days. If a Bid Proposal is modified or withdrawn by the Bidder during this ninety (90) day period, the City may, at its option, place the Bidder on suspension and may not accept any further Bid Proposals from the Bidder for a period set by the City following the Bidder's modification or withdrawal of its Proposal. The City may reject an offer, in whole or in part, as set forth in the City of Montrose Municipal Code and the City's Procurement Manual.

**G. EVALUATION OF OFFERS**

1. Offers shall be evaluated based upon their responses to the questions and requests for information in this Bid Solicitation, and based upon whether and to what degree they comply with the instructions set forth herein. Thoroughness, accuracy, veracity, and professionalism in the responses shall be taken into account.
2. The City may, in its sole and absolute discretion:
  - a. Reject any and all, or parts of any or all, Bid Proposals submitted by prospective Bidders;
  - b. Re-advertise this Solicitation;
  - c. Postpone or cancel the Bid process for this Solicitation;
  - d. Waive any irregularities or technicalities in proposals received in conjunction with this Solicitation;
  - e. Determine the criteria and process whereby Proposals are evaluated and awarded.
3. A Proposal may not be accepted from, nor any contract be awarded to, any person or entity which is in arrears to the City upon any debt or Contract or which is in default as surety or otherwise upon any obligation to the City.
4. No Contract shall be awarded to any person or entity which has failed to perform faithfully any previous contract with the City, the State or Federal government for a minimum period of one (1) year after said previous Contract was terminated for cause.
5. A Proposal may not be accepted from, nor any Contract awarded to, any person or entity which has pending litigation against the City at the date and time of the Bid Opening.

#### **H. AWARD OF CONTRACT**

1. The City's Agent/Contact is authorized to handle initial contacts regarding any protest of the solicitation or award of a City contract, or any claim arising out of the performance of a City contract, with the City Manager's approval. Any actual or prospective Bidder or Contractor who has a grievance in connection with the solicitation or award of a contract shall first seek resolution of the matter with the City's Agent/Contact.
2. If the City Manager or City designee does not, within thirty (30) days after receiving a protest, or within such longer period as may be agreed upon by the parties, issue a written decision on the protest or make a determination that award of the contract is necessary, the protest shall be considered denied.
3. By law, the City reserves the right to accept or reject any or all proposed bids, or any combination of them, and to waive any informality or irregularity in the bid or in the bidding.
4. Successful Bidders shall comply with all local, state, and federal directives, ordinances, rules, orders, and laws as applicable to, and affected by, the Bid Proposal.
5. No Bidder shall be excluded from consideration for award in conjunction with this solicitation on the basis of race, color, creed, national origination, handicap, or sex, or be subjected to discrimination under any contractual award administered by the City.

#### **I. CONTRACTUAL OBLIGATIONS**

1. In order to ensure the efficient utilization of tax dollars, successful Bidders shall comply with all contractual obligations contained in the Contract Documents, as set forth in the contract signed by the City and Bidder. A sample contract that Bidder will be expected to sign is supplied with these in Exhibit A.

## **SPECIAL CONDITIONS**

### **A. CONTACT PERSON**

During the course of this request process, from issuance until a recommendation for award, Bidders shall not initiate contact related to this request with anyone other than the officially designated individual:

For this bid the contact is John Cain at 970-240-1482 or email: [jcain@cityofmontrose.org](mailto:jcain@cityofmontrose.org)

Failure to abide by this requirement may result in disqualification from further participation in this process.

### **B. QUESTION DEADLINE**

All questions regarding this Request for Proposal shall be directed by email to John Cain, [jcain@cityofmontrose.org](mailto:jcain@cityofmontrose.org) All inquiries shall clearly identify the name of the firm and the authorized representative, the RFP number and Title and a method or address to which the responses shall be made.

The deadline for receipt of questions from Bidders in regards to this RFP is Monday, February 24, 2020.

Responses will be prepared by the City in an addendum and published on the City of Montrose web site at: [www.cityofmontrose.org](http://www.cityofmontrose.org) under Department Services, Purchasing, Open bids, and this bid name. The responses in writing are the only official answers.

### **C. SUBMITTAL INSTRUCTIONS**

The City desires to receive a clear, concise, economical presentation of the vendor's proposal. Bidders shall submit the following with their bid:

1. One original of the signed bid packet proposal forms
2. One original of the technical proposal narrative
3. One original of the proposed project cost
4. One original of the proposed project schedule
5. One original of the signed bid addenda

Submit all of the above in a sealed envelope with the bidder's name, bid number, and project name clearly written on the envelope. Failure to submit a proposal in the manner indicated may be cause for it to be considered 'non-responsive' and ineligible for consideration and subsequent award.

## PROPOSAL FORM - PAGE 1

**SUBMITTED BY:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**CERTIFICATION:** (if a Submission is Offered):

The undersigned hereby affirms that:

- He/she is a duly authorized agent of the Bidder;
- He/she has read the General Terms and Conditions, the Special Conditions and any technical specifications that were made available to the Bidder in conjunction with this Bid and fully understands and accepts these terms unless specific variations have been expressly listed on the Bid Proposal Form;
- The Submission is being offered independently of any other Bidder and in full compliance with the collusive prohibitions specified in the General Terms and Conditions of this solicitation; and
- The Bidder will accept any awards made to them as a result of this Solicitation for a minimum of ninety (90) calendar days following the date and time of the bid opening.

By: \_\_\_\_\_

Manual Signature of Agent

\_\_\_\_\_

Date

\_\_\_\_\_

Typed/Printed Name of Agent

\_\_\_\_\_

Title of Agent

Include Original with Submission

Affix Manual signature of authorized agent.



**PROPOSAL FORM - PAGE 2**

**Company Name:** \_\_\_\_\_

**VARIATIONS:**

The Bidder shall identify all variations and exceptions taken to the General Terms and Conditions, the Special Conditions, and any Technical Specifications in the space provided below; provided, however, that such variations are not expressly prohibited in the Bid documents. For each variation listed, reference the applicable section of the bid document. If no variations are listed here, it is understood that the Bidder's Proposal fully complies with all terms and conditions. It is further understood that such variations may be cause for determining that the Bid Proposal is non- responsive and ineligible for award:

Page #: \_\_\_\_\_ Item # of Section: \_\_\_\_\_

Variance

---

---

---

Page #: \_\_\_\_\_ Item # of Section: \_\_\_\_\_

Variance

---

---

---

Page #: \_\_\_\_\_ Item # of Section: \_\_\_\_\_

Variance

---

---

---

Page #: \_\_\_\_\_ Item # of Section: \_\_\_\_\_

Variance

---

---

## **STATEMENT OF WORK**

The City of Montrose requests proposals for design, fabrication, and installation of various types and quantities of wayfinding signs throughout the City. The goal of this project is to assist with navigation to key community agencies, facilities, and amenities. This is the implementation of phase 3 of the wayfinding signage program. A Wayfinding Signage Plan was initiated in 2017 outlining the different types of signs and locations. The selected Contractor shall provide all labor, equipment, materials, coordination, and permitting necessary to successfully complete the project. All project elements shall meet the following minimum specifications.

### **PROJECT SCOPE**

#### **PART 1 – GENERAL**

##### **1.10 DESCRIPTION OF WORK**

- A. The Work described in this request for proposal shall be installed at and around various locations, agencies, facilities, and amenities throughout the City of Montrose.
- B. The Work is specified herein and includes, but is not limited to, the following:
  1. Provide design, fabrication, and installation of wayfinding signs, wayfinding sign bases, wayfinding sign panels, letters, and components with message copy and symbols, including all engineering, fabrication, excavation, erection, installation and concrete;
  2. Provide Review Drawings, Coordination Drawings, Shop Drawings, Working Drawings, Record Documents, and incidentals.
  3. Provide all required Samples, Submittals and Proofs;
  4. Provide all the permitting, preparation, materials, equipment, tools, labor, testing, inspections, and temporary light and power necessary for the fabrication and installation of the wayfinding signs;
  5. Provide all the materials, fasteners, adhesives, structures, brackets, blocking, miscellaneous steel, embed plates, and all other structural and mounting hardware necessary for the proper fabrication and installation of the wayfinding signs;
  6. Provide professional engineering of all wayfinding signs, wayfinding sign structures, wayfinding sign supports, wayfinding sign mounting methods, wayfinding sign mounting components and hardware, adhesives, embeds, wayfinding sign bases, wayfinding sign foundations and footings, wayfinding sign mow pads, and all other wayfinding sign structural components as necessary for structural adequacy. The signature and seal of a qualified professional engineer, licensed in the State of Colorado, shall appear on the Shop Drawings;
  7. Provide all required color, finish, material, and process matching for all of the wayfinding signs;
  8. Provide and prepare all digital art and camera ready files as required;

9. Remove and properly dispose of existing signs and sign materials that have been identified for removal;
  10. Provide restoration of existing finishes, surfaces, pavements, landscaping, and all other site conditions, finishes, and/or features that are affected by the removal of any existing signs or the installation of new wayfinding signs;
  11. Acquire all necessary reviews, licenses, permits, permissions, and approvals. Provide written documentation to the City verifying that all required licenses, permits, and permissions have been properly obtained;
  12. Provide all traffic control, safety barricades, and warning signs as required to safely complete the Work;
- C. Wayfinding Sign Examples are listed in Exhibit B.
- D. Fabrication of the wayfinding signs is not authorized until the Final approval have been released by the City.
1. Bidders shall provide per unit pricing for the fabrication and per unit pricing for the installation of each wayfinding sign type. These per unit prices shall remain applicable through the full Contract term;
  2. After the Contract has been awarded, but prior to the start of fabrication, the City shall review the messages and the sign quantities provided in the Bidding Documents. The City may revise the messages and may change the wayfinding sign quantities. These revisions will be documented and communicated in writing to the Contractor;
  3. Payment shall be based on actual quantities of installed signs per unit pricing;
  4. If wayfinding signs are eliminated, the City shall be credited the appropriate per unit fabrication and installation costs as originally submitted with the Bid. If wayfinding signs are added, the City shall be charged only the appropriate per unit fabrication and installation costs as originally submitted with the Bid. No other charges or fees will be accepted. Changes to sign message content, without change to the sign type, shall be incorporated into the Work without additional cost to the City.
- E. At any time during the course of the Project, the City may choose to add new wayfinding sign types to the Project. If the City adds any new wayfinding sign types, the City shall provide the Contractor with design intent information for the new sign types and request that the Contractor provide per unit pricing for the fabrication and installation of the new sign types. Fabrication and installation of the new sign types shall not proceed until the City has reviewed the unit pricing submitted and provided written notice that the submitted unit pricing has been accepted.
- F. In addition to review and acceptance of Coordination Drawings, Product Data, and Shop Drawings, review and acceptance of all Color Samples, Material Samples, Sign Face Layouts, and Proofs is required prior to the start of fabrication.

### **1.11 REFERENCE STANDARDS**

- A. Where more stringent requirements than those described in the Specifications are set forth under codes, laws, rules, regulations, and ordinances of federal, state, county, and any local

governing bodies, regulatory agencies, authorities, government departments, and any other entities having jurisdiction notify the City in writing before proceeding with Work. Work is subject to the applicable portions of the following standards:

1. All Work shall comply with the laws, codes, ordinances, guidelines, standards, rules, regulations, and requirements of the United States, the State of Colorado, Montrose County, the City of Montrose, and any other federal, state, or local governing body having jurisdiction;
2. All Work shall comply with all applicable City of Montrose rules, codes, guidelines, standards, and requirements;
3. AWS D1.1 “Structural Welding Code”, American Welding Society;
4. SSPC SP-6 “Surface Preparation Specification No. 6, Commercial Blast Cleaning”, Steel Structures Painting Council;
5. SSPC PA-1 “Painting Application Specifications”, Steel Structures Painting Council
6. All applicable American Society for Testing and Materials (ASTM) standards and requirements including, but not limited to:
  - a. ASTM B209 – “Aluminum and Aluminum Alloy Sheet Plate”
  - b. ASTM E284 – “Standard Definition of Terms Relating to Appearance of Materials”
  - c. All applicable ASTM standards and requirements for concrete, and cement
  - d. ASTM D4956 – “Standard Specification for Retroreflective Sheeting for Traffic Control
7. “Handbook on Bolt, Nut, and Rivet Standards”, Industrial Fasteners Institute;
8. “Steel Structures Painting Manual, Volume 2, Systems and Specifications”, SSPC;
9. All applicable specification, guidelines, regulations, and requirements of the Americans with Disabilities Act (ADA);
10. All applicable rules and regulations of the Occupational Safety and Health Administration (OSHA);
11. AASHTO M68 – “Standard Specification for Retroreflective Sheeting for Traffic Control”;
12. All applicable AASHTO standards and specifications for traffic control devices, signs, and sign structures;
13. Aluminum shall be fabricated, welded, and inspected in accordance with “ANSI/AWS D1.2/D1.2M:2008 Structural Welding Code – Aluminum (2008)”;
14. All applicable sections, specifications, standards, guidelines, performance criteria, regulations, rules, and requirements of the Manual on Uniform Traffic Control Devices (MUTCD);
15. All applicable Federal Highway Administration (FHWA) policies, specifications, standards, guidelines, requirements, performance criteria, rules, and regulation;
16. All applicable Colorado Department of Transportation (CDOT) policies, specifications, standards, guidelines, requirements, performance criteria, rules, and regulations;
17. All applicable Manual on Uniform Traffic Control Devices (MUTCD) policies, specifications, standards, guidelines, requirements, performance criteria, rules, and regulations;
18. All applicable National Cooperative Highway Research Program (NCHRP) reports, including but not limited to, “NCHRP Report 412, Fatigue-Resistant Design of Cantilevered Signal, Sign, and Light Supports” and “NCHRP Report 350, Recommended Procedures for the Safety Performance Evaluation of Highway Features”;

## 1.12 INTENT OF PLANS AND SPECIFICATIONS

- A. The Contractor may not manufacture, reproduce, or exhibit the Drawings, or modify them for any other purpose outside of this current Contract, without written approval of the City;
- B. The intent of the Drawings is to prescribe the outline of Work that the Contractor undertakes to do in full compliance with the Contract. The Contractor shall do all Work provided in the Contract and such additional, extra, collateral, and incidental Work as may be necessary to complete the Work in an acceptable and timely manner;
- C. Notify the City in writing of any discrepancies in the Drawings, in the Message Schedule, in any field dimensions, and in any field conditions. Notify the City in writing of any changes required in any aspect of the fabrication and the installation of the wayfinding signs;
- D. The Drawings are located in Exhibit F, show design intent only and are not intended to cover every detail of materials, parts, fabrication, construction, mounting, and installation. Furnish all required inspections, testing, engineering, materials, parts, fabrication, construction, mounting, and installation necessary to complete the entire Work in compliance with the design intent, whether or not said details are shown or specific, at no additional cost to the City;
- E. Wayfinding Sign Locations:
  - 1. The final locations for the wayfinding signs shall be established on-site by the Contractor and the City. The final locations for the wayfinding signs shall be shown in the Shop Drawings. Prior to installation, the final locations for the wayfinding signs shall be verified by the Contractor;
  - 2. Obtain all the necessary reviews and approvals for the wayfinding sign locations. Wayfinding signs installed in locations that have not received all necessary reviews and approvals and that have not been established with, and reviewed and accepted by, the City and may need to be removed and reinstalled in new locations determined by the City. Work for relocating such wayfinding signs shall be completed by the Contractor at her/his own expense.
  - 3. See Exhibit C for Wayfinding Sign locations.

### **1.13 PROJECT/SITE CONDITIONS**

- A. Provide all on-site inspections, surveys, and testing required to properly, safely, and securely install the wayfinding signs;
- B. Prior to the start of fabrication, identify all the governing bodies, regulatory agencies, authorities, government departments, and all other entities having jurisdiction over the locations where wayfinding signs are to be installed. Determine all applicable code and regulatory requirements. Provide the City with written notice of any wayfinding signs which conflict with any of the applicable codes or any other regulatory requirements. Obtain all the necessary reviews, licenses, permits, variances, and permissions from all the governing bodies, regulatory agencies, authorities, government departments, and all other entities having jurisdiction over the locations where the wayfinding signs are to be installed. The Contractor shall provide all the necessary fees, presentations, drawings, and any other documentation required to obtain any necessary reviews, licenses, permits, and permissions. Prior to the start

of the fabrication, provide the City with documentation showing that all required reviews, licenses, permits, and permissions have been received;

- C. Before any existing signs or sign components are removed and prior to the start of any fabrication, examine the existing conditions on-site.
1. Verify the existing site dimensions at each of the wayfinding sign installation locations. Provide the City with on-site dimensions for the locations and items indicated in the Drawings;
  2. Carefully examine on-site the existing conditions at and around each of the locations where wayfinding signs are to be installed. Identify any conditions at any of the installation locations that would prevent any of the wayfinding signs from being properly, safely, and securely installed;
  3. Carefully examine on-site the existing conditions at and around each of the locations where existing signs or sign components are to be removed. Identify any conditions at any of the removal locations that would prevent the proper removal of the existing signs or sign components;
  4. Provide the City with written notice of any conditions that will have an effect on the appearance or design intent of the wayfinding signs, prevent proper execution of the Work, or endanger its permanency. Provide the City with written notice of any conditions that would prevent any of the wayfinding signs from being properly, safely, and securely installed. Work shall not proceed until all such conditions have been resolved, corrected, or adjusted and the City has received written notice.
- D. Before any existing signs or sign components are removed and prior to the start of any fabrication, provide the City with written notice of any locations where the wayfinding sign dimensions do not coordinate with the existing site dimensions or conditions. Provide the City with documentation showing the on-site dimensions and conditions. The City may adjust the wayfinding sign sizes and/or graphic layouts from those shown in the Drawings to coordinate with the on-site dimensions and/or conditions. Do not proceed with fabrication of wayfinding signs requiring any changes or adjustments to coordinate with on-site dimensions or conditions until directed to do so by the City. Coordinate wayfinding sign production to allow the City a minimum of fifteen (15) working days to make any changes or adjustments to wayfinding sign sizes and/or layouts that may be required to coordinate with the on-site dimensions or conditions.
- E. Before the start of any fabrication, at locations where wayfinding signs are to be mounted to light poles or other existing structures, verify that the light poles or other existing structures can properly, securely, and safely support the wayfinding signs. Notify the City in writing of any locations where wayfinding signs have been scheduled to be mounted to a light pole or other existing structure and the light pole or other existing structure cannot safely, securely, and properly accept the wayfinding signs or the wayfinding signs cannot be properly mounted for any reason. Work on the wayfinding signs shall not proceed until such conditions have been resolved, corrected, or adjusted by the City, and the Contractor receives written notice.
- F. Prior to the start of any fabrication, verify the site conditions at each wayfinding sign location as required to confirm that the design intent for the wayfinding sign bases, structures, foundations, and/or any other wayfinding sign mounting materials, components, and methods are

compatible with the site conditions at each location. Provide the City with written notice of any locations where the design intent for wayfinding sign bases, structures, foundations, and/or any other wayfinding sign mounting materials, components, and methods are not compatible with the site conditions. Work on the wayfinding signs shall not proceed until such conditions are resolved, corrected, or adjusted by the City, and the Contractor receives written notice.

- G. Verify on-site conditions at the start of the Work and during the course of the Work as needed to understand the site conditions during all phases of the Project and to confirm that wayfinding signage will be coordinated with any changes to the site conditions that may occur during the course of the Work.
- H. Include on-site dimensions in the Shop Drawings.
- I. Obtain measurements at the site and not from the Drawings for correct lengths of wayfinding signs, wayfinding sign supports, and other items that must be accurately fitted. Design (subject to review by the City), engineer, fabricate, and install wayfinding sign supports, structures, and attachments. The Contractor will be responsible for the engineering, accuracy of measurements, and the precise fitting and assembly of the finished products. Written dimensions on Drawings shall have precedence over scaled dimensions. Modifications to written dimensions shall be made only when accepted in writing by the City.

#### **1.14 COORDINATION**

- A. Before the start of the Work, verify the overall Project Schedule with the City. Coordinate the wayfinding signage fabrication, installation, and all other Work for the wayfinding signs with the overall Project Schedule. The Contractor shall be responsible for receiving all deliveries related to the wayfinding signs. Provide the City with complete schedule information for the fabrication, installation, and all other Work for the wayfinding signs. At a minimum, indicate dates for the review of on-site conditions, start and end dates for fabrication, and start and end dates for installation.
- B. Coordinate with the City to schedule site visits, deliveries, installations, and any other on-site activities. Coordinate and schedule all Work so that City operations and activities are disrupted as little as possible.
- C. Coordinate sizes of finished wayfinding sign assemblies with access limitations to final locations.
- D. Coordinate the Work of this Section as required to obtain proper installation of all items. The Contractor shall acquaint her/himself with all other projects or work that may be taking place within the Project area that may affect, or may be affected by, the Work under this Section.
- E. Coordinate with other trades involved in the fabrication and installation of the wayfinding signs and those trades that may be affected by the Work.
- F. Coordinate with the appropriate manufacturers, suppliers, and installers so that all the wayfinding signs, wayfinding sign components, and wayfinding graphics can be properly assembled, will function correctly, and can be properly, safely, and securely installed.

- G. Structural Elements:
1. Provide all structural elements, bracing, blocking, hardware, concrete, foundations, and/or miscellaneous steel that may be needed to adequately, securely, safely, and properly support the wayfinding signs;
  2. Access proper installation locations and/or points of attachment as required, including any locations concealed by existing landscaping, existing pavement, existing building surfaces, or other existing materials.
- H. Coordinate the size, placement, and mounting of all wayfinding sign components to reflect the design intent shown in the Drawings. Verify that the wayfinding signs will be able to be installed as required, fit correctly, function properly, and will be able to be mounted properly, safely, and securely. Before fabrication, inform the City in writing of any changes or conditions that will have an effect on the appearance or design intent of the wayfinding signed, prevent proper execution of the Work, or endanger its permanency. Do not proceed with fabrication until such conditions are resolved, corrected, or adjusted by the City, and the Contractor receives written notice.

#### **1.15 DELIVERY AND PROTECTION**

- A. Before delivery, each wayfinding sign shall be tagged or labeled with its identifying number and installation location as shown on the Drawings. Labeling shall be both on the sign and the protective covering. Labels with identifying numbers or installation location numbers shall be removed without damage to the sign at the time of installation.
- B. Finished surfaces shall be adequately protected during all phases of the Work to prevent damage by scratches, stains, discoloration, or other causes. Any damage to any wayfinding signs incurred during fabrication, handling, shipment, storage, and installation shall be remedied by the Contractor at her/his own expense.
- C. Arrange with the City for adequate, secure, locked storage for wayfinding signs and sign materials that have been delivered to the site but not yet installed. If adequate storage space is not available, coordinate the delivery of the wayfinding signs and sign materials to coincide with installation. The Contractor must be present to receive all deliveries.
- D. Wherever installed wayfinding signs are exposed to possible damage from ongoing construction, install protective barriers or other measures to protect the wayfinding signs from becoming dirty, dusty, or damaged.

#### **1.16 QUALITY ASSURANCE**

- A. The Contractor shall be an experienced, full-service sign company with skilled workmen, especially trained in this type of Work.
- B. The Contractor shall supervise and coordinate all subcontractors to ensure that the wayfinding signs shall be supplied per the City's requirements.



- C. The Contractor must be a firm with at least five (5) years of successful experience with projects of similar scope. The Contractor shall be a full-service sign company. The Contractor shall have in-house sign fabrication and installation capabilities, including the ability to manufacture and install internally illuminated signs.

#### **1.17 WARRANTY/CORRECTION OF WORK**

- A. Warranties listed below are in addition to, and not a limitation of, any other rights the City may have under the Contract Documents.
- B. Provide the City with documentation of the manufacturer's warranties for all products supplied as part of the Work.
- C. All fastening devices and adhesives must be durable, suitable for long-term use in exposed locations, vandal-resistant, vibration-resistant, and tamper-resistant. All fastening devices must be corrosion-resistant. All fastening devices and adhesives must be warranted as to permanency of performance.
- D. Warrant to the City in writing that the materials and equipment furnished under the Contract will be high quality and new unless otherwise required or permitted in writing by the City, that the Work will conform with the requirements of the Contract Documents, and the Work will be free of defects not inherent in the quality required or permitted in writing by the City. Work not conforming to these requirements, including unauthorized substitutions, may be considered defective. If required by the City, furnish satisfactory evidence as to the kind and quality of materials and equipment.
- E. Warrant to the City in writing that all paint finishes, inks, digitally printed graphics, and the UV protective clear coat finishes furnished under the Contract will be high quality, free of defects in appearance or application, will not develop excessive fading or excessive non-uniformity of color, and will not yellow, crack, peel, or otherwise fail as a result of defects in materials or workmanship, for a period of at least seven (7) years beginning at the time of Final Payment/Acceptance by the City.
- F. Warrant to the City in writing that the embedded graphic panels furnished under the Contract will not crack, craze, warp, delaminate, chip, peel, develop excessive fading, develop excessive non-uniformity of color, or otherwise fail as a result of defects in materials or workmanship for a period of at least ten (10) years beginning at the time of Final Payment/Acceptance by the City.
- G. Warrant to the City in writing that the Work furnished under the Contract will be high quality and free from any defects in workmanship, fabrication, and installation for a period of at least five (5) years beginning at the time of Final Payment/Acceptance by the City.
- H. If, within five (5) years after Final Payment/Acceptance of the Work, any of the Work is found to be defective or not in accordance with the requirements of the Contract Documents, the Work shall be corrected promptly after receipt of written notice from the City to do so, unless the Contractor has previously received written acceptance of such condition. Correction of Work

shall be completed at no additional cost to the City. This obligation shall survive termination of the Contract. All Work shall be done at a time convenient to the City.

- I. Remove from the site and properly dispose of, at no additional cost to the City, portions of the Work which are defective or not in accordance with the requirements of the Contract Documents and are neither corrected by the Contractor nor accepted by the City.
- J. If the Contractor does not proceed with the correction of Work after a reasonable time fixed by written notice from the City, the City may have the Work corrected. The cost for the corrections shall be deducted from the payments due the Contractor. If payments due the Contractor are not sufficient to cover such amounts, the Contractor shall pay the difference to the City. If there are no payments due the Contractor, the Contractor shall pay the entire amount of the cost of the corrections to the City.

#### **1.18 OPERATIONS AND MAINTENANCE DATA AND SAFETY INSPECTION INSTRUCTIONS**

- A. Provide complete and detailed operations and maintenance data and safety inspection instructions to the City. Provide detailed information on the proper operations, maintenance, and safety inspection procedures for all wayfinding sign types installed under this Contract. Provide four (4) printed copies and one (1) digital copy of the operations and maintenance data and safety inspection instructions to the City. Digital copies shall be provided on CD or on a USB flash drive as .pdf files.

#### **1.19 SPARE STOCK**

- A. Provide to the City in the manufacturer's original packaging and store where directed by the City the following as Spare Stock:
  1. One (1) quart of touch up paint for each type of paint and in each of the colors specified;
  2. Four (4) of each type of tool required for removal of each type of vandal resistant fastener used.

#### **1.20 SAMPLES AND SUBMITTALS**

- A. Within a reasonable time after the Project has been awarded and prior to making any submissions, provide the City with a Submittal Schedule. At a minimum, list all Submittals, their content, the planned submission dates, and the review period for each Submittal. All Samples and Submittals shall be made with such promptness as to cause no delay in the Work. Schedule the Work so that the City will have a minimum of fifteen (15) working days to review each Submittal, excluding shipping time, and without overlap.
- B. If additional review of any Submittal is required after two (2) resubmittals, the City shall be compensated by the Contractor for the time and for any fees and expenses incurred for the work needed to complete all additional reviews required until the Submittal is accepted.
- C. The City will review all the Samples and Submittals for conformance with the design intent of the Project. Any Work undertaken prior to receipt of written acceptance of the Samples and Submittals shall, based upon the acceptance or rejection of the Samples and Submittals, be

corrected at the Contractor's expense. All notifications of acceptance or rejection will be in writing. All materials furnished for the Project must be as represented by the accepted Samples and Submittals.

D. Product Data:

1. Submit manufacturer's technical data, preparation, installation, storage, handling, and maintenance instructions for all the materials, components, and applied finishes used for the Work. At a minimum, provide Product Data for the following:
  - a. All metal materials and components;
  - b. All concrete;
  - c. All mounting components and hardware;
  - d. Standard and custom extrusions;
  - e. Each manufactured component used within fabricated assemblies;
  - f. Shop applied painting and priming systems;
  - g. Field applied painting and priming systems;
  - h. All UV resistant clear coat finishes;
  - i. Adhesives and sealants;
  - j. All vinyl graphic sheeting, films, and over laminates;
  - k. Inkjet printing inks;
  - l. All embedded graphic panels;
  - m. Installation accessory materials for each type and condition as applicable.

E. Shop Drawings:

1. Fabricate only from Shop Drawings that have been reviewed and accepted by the City. Prior to submission, verify submittal and resubmittal formats, quantities, and procedures with the City;
2. Prior to the start of fabrication, submit complete and detailed Shop Drawings for all wayfinding sign types and all wayfinding sign components. Shop Drawings shall show all wayfinding sign fabrication and mounting methods, materials, dimensions, and details. Show all the final wayfinding sign locations in the Shop Drawings;
3. All wayfinding sign structural and mounting components shall be professionally engineered. Submit Shop Drawings that have been signed and sealed by a qualified professional engineer, licensed in the State of Colorado, for all wayfinding sign structures, wayfinding sign supports, wayfinding sign posts, wayfinding sign mounting methods, wayfinding sign mounting components and hardware, adhesives, embeds, fabricated wayfinding sign bases, and all other wayfinding sign structural and mounting components;
4. A professional engineer shall verify that existing structures, existing sign posts, existing light posts, existing buildings, and other existing structures that are to support new wayfinding signs can safely, securely, and properly support the new signs. Submit Shop Drawings that have been signed and sealed by a qualified professional engineer, licensed in the State of Colorado, that show complete fabrication and mounting information and details for all signs that are mounted to existing structures, existing sign posts, existing light posts, existing buildings, and other existing structures;
5. All concrete bases, concrete foundations, concrete footings, concrete mow pads, and all the other concrete work for the wayfinding signs shall be professionally engineered. Submit Shop Drawings for the concrete bases, concrete foundations, concrete footings, concrete mow pads, and all the other concrete work for the wayfinding signs that have been signed

- and sealed by a qualified professional engineer, licensed in the State of Colorado. The concrete formulation shall be approved by the qualified licensed professional engineer and shall be included in the signed and sealed Shop Drawing submittals;
6. Shop Drawing submittals shall be returned with the appropriate submittal review stamps indicating the submittal's status. Shop Drawings will be checked only for conformance with the design intent of the Project. Acceptance of the Shop Drawings shall not be construed as permitting any departure from the Contract requirements, as relieving the Contractor of the responsibility for any error in details, dimensions, or otherwise, or as permitting any departure from additional details, bulletins, and instructions previously furnished by the City. Also, Shop Drawing acceptance shall not relieve the Contractor from responsibility
  7. If the submitted Shop Drawings show variations from the Contract requirements, make specific reference to such variations on the Drawings and in the letter of transmittal with a request for acceptance. Any variations shall be made only when accepted in writing by the City.
- F. Certification Letter:
1. Submit written letter of certification, prepared, signed, and sealed by a qualified professional engineer, licensed in the State of Colorado, verifying that the wayfinding signs and the wayfinding sign support systems, mounting components, structures, and concrete foundations and components shall be structurally sound and that the wayfinding signs shall be securely, properly, and safely supported and mounted;
  2. The letter of certification shall also include:
    - a. Verification that maximum stresses and deflections of the wayfinding signs and the wayfinding sign support systems, mounting components, structures, and concrete foundations and components do not exceed specified and required performance requirements under full design loading, and that the wayfinding signs and the wayfinding sign support systems, mounting components, structures, and concrete foundations and components shall meet all the performance requirements and design criteria as indicated and specified herein and in the Drawings;
    - b. Verification that the existing structures, existing sign posts, existing light posts, existing buildings, and other existing structures that are to support new wayfinding signs can safely, securely, and properly support the new signs;
    - c. Verification that all wayfinding signs can safely and properly withstand all applicable wind loads and ice loads.
- G. Reproduction of any portion of the Drawings provided for use in Submittals or Shop Drawings is unacceptable. Such Submittals will be returned without review.
- H. Submit Samples of all the materials, finishes, fixtures, fittings, and hardware.
- I. Color Samples:
1. Submit Samples of all the colors used in the Project;
  2. Show each of the colors in each of the reproduction methods, and on each of the substrates used;
  3. Show all the colors with the correct finishes. Show the paint colors with the correct clear coat;

4. Show each of the metal finishes.
- J. Submit Samples of all the fonts, alphabets, symbols, arrows, and logos used on the wayfinding signs for review and acceptance by the City prior to preparing any wayfinding sign face layouts.
- K. The wayfinding signs have custom letter spacing and custom word spacing. Submit several examples of the custom letter spacing and the custom word spacing to the City for review and acceptance prior to preparing any sign face layouts.
- L. Sign Face Layouts:
1. Provide dimensioned sign face layouts for review by the City for all wayfinding sign types and all wayfinding sign locations;
  2. The sign face layouts shall show all the final wayfinding sign messages and graphics;
  3. Camera ready digital art for all logos and symbols shall be supplied by the City;
  4. Prepare final artwork as required and provide all required file preparation;
  5. Sign face layouts shall be shown in a scale accepted by the City prior to submission of the layouts;
  6. All sign face layouts shall be printed on bright white paper and shall show actual typographic, symbol, and logo layouts in color on white backgrounds with all fonts, colors, dimensions, and the perimeters of the sign faces indicated. Provide the location for each wayfinding sign face on the sign face layouts;
  7. Layouts shall be reviewed for content, accuracy of alignments, typeface, type weight, letter spacing, word spacing, color breaks, symbol quality, quality of reproduction, and conformance with the design intent;
  8. Incorporate minor revisions and changes made to the graphics and/or messages shown on the layouts at no additional charge to the City;
  9. All Work shall be expected to conform to the accuracy, quality, and acuity of the accepted layouts.
- M. Proofs and Samples for Embedded Graphic Panels:
1. Provide color layout proofs, color match samples, and graphic test sections for the embedded graphic panels for review by the City prior to producing any of the final panels;
  2. Prepare final artwork as required and provide all required file preparation;
  3. Submit color layout proofs for each panel. The color layout proofs shall be printed on paper and shall show the complete sign face for each location at actual size. The perimeter of the sign face shall be indicated. Provide the location number for each sign face in the layout proofs. The layout proofs will be reviewed by the City for layout, content, accuracy of alignments, typeface, type weight, symbol quality, and conformance with the design intent;
  4. Submit color match samples. The color match samples shall be produced using the actual embedded graphic panel material and shall show all the actual finishes and each of the colors to be used on the final panels. The color match samples shall be reviewed by the City for color match, overall quality of reproduction, and conformance with the design intent. Accepted colors shall serve as the standards for all the embedded graphic panels produced;

5. Submit typical graphic test sections for each sign type that uses the embedded graphic panels. The test sections shall be a minimum of twelve inches by twelve inches (12"x12"). The test sections shall be produced using the actual embedded graphic panel material and will be reviewed by the City. The test sections shall be produced using final art, reproduced at actual size. Test sections shall be produced for each panel thickness specified and shall show the correct panel finish. Provide test sections in sufficient quantity and/or sufficient size to show all the colors used in the graphics, examples of all the types of graphics, and examples of all the fonts shown on the panels. The edge details on the test samples shall match the edge details that will be used for the final panels. Include on the test sections examples of the final mounting hardware to be used. The graphic test sections shall be reviewed by the City for overall quality, accuracy, quality of reproduction, and conformance with the design intent.
  6. Incorporate color adjustments and minor revisions or changes requested by the City to the color layout proofs, color match samples, or the graphic test sections at no additional charge to the City;
  7. Accepted color layout proofs, color match samples, and graphic test sections shall be retained by the City and shall serve as the standards for all embedded graphic panels produced for installation.
- N. Proofs of Map Graphics and Other Digitally Printed Graphics:
1. Provide full size color proofs of all map graphics, directory insert graphics, and all other digitally printed graphics;
  2. The proofs shall show the final map graphics, directory insert graphics, and all other digitally printed graphics;
  3. Camera ready digital art for the map graphics, directory insert graphics, and other digitally printed graphics shall be supplied by the City;
  4. Prepare final artwork as required and provide all required file preparation;
  5. The proofs shall be printed on the actual substrates, using the actual printing methods to be used on the final graphics;
  6. Proofs shall be reviewed for content, accuracy of alignments, typeface, type weight, letter spacing, word spacing, color breaks, color match, symbol quality, quality of reproduction, and conformance with the design intent;
  7. Incorporate color adjustments and minor revisions and changes made to the graphics and/or messages shown on the proofs at no additional charge to the City;
  8. All Work shall be expected to conform to the accuracy, quality, and acuity of the accepted proofs.
- O. For each Sample and Submittal, provide the quantity required by the City. Samples and Submittals shall be of adequate size showing quality, type, color range, finish, texture, etc. The Contractor shall be responsible for the timely delivery of the Samples and Submittals in excellent condition, freight prepaid.

## **PART 2 – PRODUCTS**

### **2.10 MATERIALS AND MANUFACTURERS**

- A. Source Quality Control:

1. Obtain primary materials from a single manufacturer;
  2. Provide secondary materials only as recommended by the manufacturer of the primary materials;
  3. Do not change source or brands of materials during fabrication.
- B. Aluminum:
1. Provide high-grade material of alloy and temper as best suited to furnish the finish and strength required. Provide all aluminum extrusions, plate, sheet, castings, hardware, and all other aluminum wayfinding sign components as required;
  2. Finish aluminum wayfinding sign components as indicated in the Drawings.
- C. Steel:
1. Steel shall have a weathered look to match the existing wayfinding signage.
  2. Provide high-grade material of alloy and temper as best suited to furnish the strength and finish required. Provide all steel sheets, plates, channels, shapes, and all other steel sign components as requires;
  3. Sheet Steel – Cold rolled into channels and other shapes, galvanized, primed. Thickness of material shall be determined by the Contractor to provide the finish and strength required;
- D. Threaded Fasteners:
1. ASTM A 300 Series Grade A non-magnetic stainless steel;
  2. Vandal and tamper-resistant screws – Stainless steel, vandal-resistant, and tamper-resistant drilled spanner drive screws or equal as accepted by the City;
  3. All hardware for applications where signs will be exposed to high moisture conditions, shall be of non-magnetic stainless steel or of other non-magnetic corrosion-resistant material accepted by the City.
- E. Mounting Hardware:
1. Provide all required mounting hardware and materials to properly, safely, and securely mount the wayfinding signs and the wayfinding sing components. All hardware shall be high quality, long lasting, vandal-resistant, tamper-resistant, corrosion-resistant, and suitable for long-term use in exposed installations.
- F. Opaque, Retroreflective, and Translucent Vinyl Graphic Films and Sheeting:
1. Carefully prepare all substrates to receive vinyl graphic films and sheeting per the appropriate manufacturer's specifications;
  2. Follow all of the applicable manufacturer's guidelines and specifications for production, cutting, and application of all opaque, retroreflective, and translucent vinyl materials;
  3. Maintain all product warranties;
  4. All graphics produced using opaque, retroreflective, and translucent graphic films and sheeting must be durable and long lasting. Use production and application techniques as recommended by the film and sheeting manufacturer to produce high quality graphics with the longest possible life expectancy;
  5. Reflective graphic sheeting shall be 3M High Intensity Prismatic Sheeting, Series 3930, or approved equivalent reflective graphic sheeting accepted by the City;

6. Opaque graphic films shall be 3M Scotchcal Electrocut Film, Series 7725, or approved equivalent graphic film accepted by the City;
  7. Translucent graphic films shall be 3M Scotchcal Translucent Graphic Films, Series 3630 or Series 3632GPS, or equivalent translucent graphic films accepted by the City.
- G. Paint:
1. Paint shall be Matthews Acrylic Polyurethane with a non-glare finish. The non-glare finish shall conform to all applicable ADA guidelines and requirements. An equivalent, exterior grade, acrylic polyurethane sign paint may be used if it is acceptable by the City;
  2. All painted finishes shall have a UV inhibiting protective clear coat with a non-glare finish. The non-glare finishes shall conform to all applicable ADA guidelines and requirements. The UV inhibiting protective clear coat and the color coat paint beneath shall be manufactured by the same company. The UV inhibiting protective clear coat shall be formulated to be compatible with the finishes, colors, and substrates underneath.
- H. Colors/Finishes:
1. Colors for the wayfinding signs shall be as indicated in the Drawings;
  2. The surfaces of the wayfinding signs, wayfinding sign components, letters, symbols, logos, structural components, and elements shall be finished to match the colors as described in the Drawings;
  3. Colors are described in the Drawings for application using paint, ink, vinyl, or other coatings and materials specified. Submit appropriate Samples for review and acceptance in each of the colors, in each of the finishes/coatings, and on each of the substrates used in the Project;
  4. Indicate all color breaks and descriptions of all the materials and methods used to produce each of the colors in the Shop Drawings.
- I. Lettering Style:
1. The Contractor shall provide all the required fonts as indicated in the Drawings. If required, the Contractor shall purchase the required fonts. The City shall not provide any fonts;
  2. Letter weight (Medium, Bold, etc.) and style (Roman, Italic, etc.) shall match the Drawings. Legends shall include letters, numbers, arrows, symbols, logos, graphics, borders, characters, typography, and other applications shown for wayfinding sign panels. Enlargement or reduction of artwork applications shall be done photographically or digitally. Hand-cut masks or templates will not be accepted;
  3. Wayfinding sign lettering shall be executed in such a manner that all the edges and corners of the letterforms and symbols are true, clean, and photographically precise. All letterforms and symbols must be accurately reproduced.
- J. Symbols:
1. Symbols, logos, and logotypes shown in the Drawings are for reference only;
  2. Symbols, logos, and logotypes shall match the standards as shown in the Drawings. Original digital art for all symbols, logos, and logotypes shall be supplied by the City;



3. Symbols and logos shall be executed in such a manner that all edges and corners are true, clean, and photographically precise. All symbols and logos must be accurately reproduced.
- K. Adhesives:
1. Provide high quality, high-strength, high-performance, permanent adhesives as required. Adhesives shall be suitable for the components being adhered and the locations where the components are to be mounted or installed;
  2. Adhesives shall not react with surface finishes;
- L. Concrete Bases, Concrete Foundations, Concrete Footings, and Concrete Mow Pads:
1. Provide all the concrete bases, concrete foundations, concrete footings, concrete mow pads, and all other concrete work for the wayfinding signs as required;
  2. All concrete bases, concrete foundations, concrete footings, concrete mow pads, and other concrete work for the wayfinding signs shall be professionally engineered by the Contractor to properly, safely, securely, and permanently support the signs. Formulate the concrete for the concrete bases, concrete foundations, concrete footings, concrete mow pads, and all other concrete work for the wayfinding signs as required to provide the necessary strength and durability. Coordinate the concrete bases, concrete foundations, concrete footings, concrete mow pads, and other concrete work for the wayfinding signs with the breakaway capabilities of the signs as required to provide proper breakaway function;
  3. Provide all necessary site inspection, testing, excavation, materials, professional engineering, and installation required for concrete bases, concrete foundations, concrete footings, concrete mow pads, and other concrete work for the wayfinding signs;
  4. Coordinate the concrete bases, concrete foundations, concrete footings, concrete mow pads, and other concrete work for the wayfinding signs with the construction and mounting of the signs, the sign structures, and the site conditions at each installation location;
  5. The concrete bases, concrete foundations, concrete footings, concrete mow pads, and all other concrete work for the wayfinding signs shall meet all applicable MUTCD, ASTM, AASHTO, FHWA, and CDOT codes, specifications, standards, guidelines, requirements, performance criteria, rules, and regulations.
- M. Breakaway Capability for Wayfinding Signs:
1. Provide sign posts, sign framing, sign mounting, and sign bases for the wayfinding signs that provide proper roadway sign breakaway function as required;
  2. Provide sign bases and mounting components appropriate for the sign posts and sign framing, the conditions at the installation locations, and to provide proper roadway sign breakaway function. Sign breakaway/slip bases shall meet all applicable MUTCD, FHWA, and CDOT codes, specifications, standards, guidelines, requirements, performance criteria, rules, and regulations. Indicate all breakaway components in the Shop Drawings;
  3. The sign posts, sign framing, sign mounting, and sign bases for the wayfinding roadway signs shall provide proper roadway sign breakaway capability. The breakaway capability shall meet all applicable MUTCD, ASTM, AASHTO, FHWA, and CDOT codes,

- specifications, standards, guidelines, requirements, performance criteria, rules, and regulations;
4. Provide all the plates, bolts, and all other hardware and components that are required to safely, securely, and properly mount the vehicular wayfinding signs while also providing the proper roadway sign breakaway capability. Coordinate the overall wayfinding sign fabrication with the breakaway components to maintain proper roadway sign breakaway function;
  5. The breakaway components shall be finished to provide optimum corrosion resistance, performance, and longevity. The finishes provided for breakaway components shall not interfere with the component's breakaway capability or function in any way;
  6. The breakaway components and all other related wayfinding sign mounting hardware and components shall comply with all applicable MUTCD, ASTM, AASHTO, FHWA, and CDOT codes, specifications, standards, guidelines, requirements, performance criteria, rules, and regulations.
  7. See Exhibit D for breakaway/slip base diagram.

## **2.11 FABRICATION – GENERAL**

- A. All wayfinding signs shall be structurally sound and carefully fabricated using high quality materials and quality craftsmanship. All wayfinding signs and sign components shall be carefully, properly, securely, and safely assembled and attached. All wayfinding signs and sign components shall be carefully, securely, properly, and safely mounted and installed.
- B. Provide all the required labor, site inspection, testing, professional engineering, parts, hardware, materials, and components required to completely, properly, safely, and securely fabricate and install all the wayfinding signs, all the wayfinding sign structures, and all the wayfinding sign components. Provide all the components required to safely, securely, and properly support the wayfinding signs, the sign faces, and any other components that are mounted to the wayfinding signs.
- C. All wayfinding signs shall be fabricated to have a neat and clean appearance. All wayfinding signs shall be rigid and structurally sound. Wayfinding sign materials, design, sizes, and thickness shall be as shown on Drawings and herein specified. Methods of fabrication, assembly, erection, mounting, and installation, unless otherwise specifically stated shall be at the discretion of the Contractor, shows responsibility it shall be to guarantee satisfactory performance as herein specified.
- D. All wayfinding sign structural and mounting components including, but not limited to, wayfinding signs, wayfinding sign structures, wayfinding sign hardware, wayfinding sign mounting systems, and wayfinding sign foundations and footings shall be professionally engineered.
- E. Provide mounting hardware and mounting components that are compatible with the conditions at each of the installation locations. The Contractor shall be responsible for determining the type of mounting hardware and components required to safely, securely, and properly mount the wayfinding signs.

1. Prior to fabrication, verify the existing conditions at each wayfinding sign mounting location on-site;
  2. The Contractor shall not drill into or otherwise penetrate any existing wall, bulkhead, or column without having first received written approval from the City to do so;
  3. Determine the type of mounting hardware and components required for each condition and each location. Provide all required professional engineering;
  4. Indicate the mounting hardware and components in the Shop Drawings;
  5. All mounting hardware and mounting components shall be properly sized, compatible with the wayfinding signs and the structures supporting the wayfinding signs, and shall provide the proper strength and durability;
  6. Use materials and hardware that will provide long service life and will properly, securely, and safely support the wayfinding signs. All mounting components and mounting hardware shall be heavy-duty, durable, high quality, long lasting, vandal-resistant, tamper-resistant, vibration-resistant, and corrosion-resistant components. All mounting hardware and mounting components shall be suitable for long-term use in exposed outdoor locations;
  7. Provide all the necessary hardware and components required to safely, securely, and properly mount the wayfinding signs;
  8. There are to be no sharp projections or edges on any of the wayfinding signs, any of the wayfinding sign bases, any of the wayfinding sign mounting hardware, and any of the wayfinding sign mounting components;
  9. All wayfinding sign bases, mounting hardware, and mounting components shall meet all applicable MUTCD, ASTM, AASHTO, FHWA, and CDOT codes, specifications, standards, guidelines, requirements, rules, regulations, and performance criteria.
- F. All artwork shall be enlarged photographically or digitally to match the sizes and placement as shown in the Drawings. Provide all file preparation required. Assemble legends, prepare digital files, and prepare camera ready art. The Contractor shall be responsible for creating all required artwork and layouts. The Contractor shall be responsible for preparing all digital art files for production. Copies of all the digital art files prepared by the Contractor for the Project shall be supplied to the City upon completion of the Work and before Final Payment/Acceptance. Provide each of the files both as native files in the software used to create the files and as .pdf files.
- G. All wayfinding sign faces and edges shall be flat, rigid, smooth, and free of defects. Edges and corners shall be precise, smooth, true, and free of saw marks, chips, burrs, discoloration, irregularities, and any other defects. Corners shall be eased. Faces and returns shall be flat, precise, smooth, true, and free of saw marks, chips, burrs, discoloration, irregularities, and any other defects. There shall be no sharp or rough edges, no sharp or rough corners, and no sharp or rough projections anywhere on the wayfinding signs. Seams shall have hairline contact. Wayfinding sign faces shall be of sufficient thickness that hardware of materials mounted to or attached to the backs of the sign faces shall not distort or discolor the fronts of the sign faces or otherwise detract from the smoothness and the appearance of the sign faces in any way. Joins shall be undetectable and completely and permanently sealed. There shall be no visible hardware on any sign faces unless indicated in the Drawings. Any visible hardware shall be finished to match the surrounding material.

- H. Provide wayfinding signs and wayfinding sign assemblies that are designed, tested, and installed to withstand positive and negative wind loads and ice loads appropriate for the install locations, and approved by a qualified professional engineer, licensed in the State of Colorado. The maximum stresses and deflections of wayfinding signage and wayfinding signage support systems shall not exceed specified and required performance requirements under full design loading.
- I. Provide all the concrete bases, concrete foundations, concrete footings, concrete mow pads, and all other concrete work for the signs as required. Provide all the site inspection, professional engineering, excavation, and materials required to properly install the concrete bases, concrete foundations, concrete footings, concrete mow pads, and all the other concrete work for the signs. Concrete bases, concrete foundations, concrete footings, and concrete mow pads shall safely, securely, and properly support the signs and all related sign components and structures. Visible concrete surfaces shall be smooth and neatly troweled and finished. The concrete sign bases, concrete foundations, concrete footings, concrete mow pads, and all the other concrete work for the signs shall meet all applicable MUTCD, ASTM, AASHTO, FHWA, and CDOT codes, specifications, standards, guidelines, requirements, rules, regulations, and performance criteria.
- J. All concrete must be properly mixed for adequate compressive strength as shown in the Shop Drawings. Do not pour concrete into excavations filled with rainwater. Do not add extra water to the concrete mix.
- K. Reinforcing steel rebar or mats, steel framing, and other sign structural components shall be placed according to the Shop Drawings to give adequate support, strength, and stiffness.
- L. Anchor and mounting bolt sizes and types shall be as shown in the Shop Drawings. All anchor and mounting bolts shall be suitable for use in outdoor locations. All anchor and mounting bolts shall be properly tightened and equipped with nut-locking devices when structures are assembled and installed.
- M. Insofar as practicable, fitting and assembly of the Work shall be done in the shop. Work that cannot be permanently shop-assembled shall be completely assembled, marked, and disassembled before shipment, to ensure proper assembly in the field. Unless otherwise noted, field joints in the face of wayfinding signs will not be allowed. The Contractor shall coordinate the sizes of finished assemblies with access limitations to the final locations.
- N. Steel shall be well formed to shape and size. Fabrication shall leave clean, true lines and surfaces. Carefully match exposed Work to produce continuity of line and design. Joints and seams, unless otherwise shown or specified, shall be accurately fitted and rigidly secured with hairline contact. The Contractor shall be responsible for structural details, thickness of metal, and details of assembly and support to give adequate strength and stiffness.
- O. Welding shall be in accordance with the appropriate recommendations of the American Welding Society, and shall be done with electrodes and methods recommended by the manufacturers of the alloys being welded. Type, size, and spacing of welds shall be as shown in the Shop Drawings. Welds behind finished surfaces shall be so done as to minimize distortion and discoloration on the finished side. Weld spatter and welding oxides on finished surfaces shall be

removed by descaling or grinding. Unless otherwise shown or specified, all weld beads on exposed polished surfaces shall be ground and polished to match and blend with the finish on adjacent parent metal. Remove paint from existing steel members at contact areas and on surfaces within two inches (2") of field welds, in order to attach signage steel supports. At attachments to exposed steel, grind exposed field welded joints smooth and restore to match factory finishes.

- P. Welding shall be executed by experienced, certified operators with proper equipment and training and who have been qualified previously by tests as prescribed in the American Welding Society's "Standard Qualification Procedure" to perform the work required.

## **2.12 FABRICATION – ADDITIONAL REQUIREMENTS**

- A. Opaque, Retroreflective, and Translucent Vinyl Graphic Films and Sheeting:
  - 1. Opaque, retroreflective, and translucent vinyl graphic films and sheeting shall be handled and applied in accordance with the material manufacturer's instructions, MUTCD, FHWA and CDOT standards;
  - 2. Graphics produced using opaque, retroreflective, and translucent vinyl graphic films and sheeting shall be produced in accordance with the material manufacturer's instructions.
  - 3. Vinyl graphic films and sheeting applied to sign faces and panels shall be neatly trimmed and properly placed and aligned. The edges of the vinyl graphic films and sheeting shall be smooth and free of any tears, irregularities, and defects;
  - 4. Properly clean and prepare substrates to receive opaque retroreflective, and translucent vinyl graphic films and sheeting;
  - 5. All opaque, retroreflective, and translucent vinyl graphic films and sheeting shall be carefully installed so that the films and sheeting are properly and completely adhered. There shall be no loose edges or gaps between the applied materials and the substrates to which they are adhered. All vinyl graphic films and sheeting shall be installed so that they are completely smooth, flat, even, and without any surface irregularities, wrinkles, air bubbles, and free from any trapped dirt or dust. Seal the trimmed edges of the graphic films and sheeting per the appropriate manufacturer's specifications;
  - 6. For signs with retroreflective sheeting, apply the sheeting to the sign panels so that the pattern in the sheeting is oriented in the same direction on all the wayfinding signs.

## **2.13 PAINTING AND FINISHING**

- A. All wayfinding sign finishes, coatings, and graphic reproduction methods shall be durable, exterior grade, UV resistant, and vandal-resistant. Provide Product Data and information on all the finishes, coatings, and graphic reproduction methods to be used for review by the City.
- B. Finish all wayfinding sign components to protect them from corrosion with materials and finishes as appropriate for the component, its location, its function, and its visibility. Indicate all finishes to be used in the Shop Drawings.
- C. Thoroughly clean and properly prepare all surfaces to be finished in strict accordance with the finish manufacturer's instructions. Follow the paint manufacturer's instructions to properly clean and prepare surfaces to be painted. Remove all dust, dirt, foreign materials, waxes,

grease, silicones, and other contaminants from the surfaces to be finished following the manufacturer's recommendations.

- D. Properly protect all surfaces and materials from rust and corrosion at all times.
- E. Protective paint systems shall be applied in the shop as much as possible. All primer shall be applied in strict accordance with the manufacturer's published technical bulletins, procedures, and instructions. Steel material shall be shop coated with at least one (1) coat of primer. Surfaces that will be inaccessible for painting after assembly or installation shall be given at least two (2) shop coats of primer. All primers shall be appropriate for the substrate and the finish, as recommended by the manufacturer.
- F. Provisions should be made for proper handling at all stages of the priming, painting, shipping, storing, erection, and installation for protection of primed and/or painted surfaces from damage or soiling.
- G. The paint topcoat shall be applied in strict accordance with the manufacturer's published technical bulletins, procedures, and instructions.
  - 1. Paint shall be applied in the shop as much as possible;
  - 2. Apply paint topcoat over compatible primer. Apply paint topcoat to achieve the minimum dry film thickness recommended by the manufacturer to provide a high quality, durable finish and optimum corrosion protection.
- H. Apply a non-glare protective clear coat containing UV inhibitors to painted wayfinding sign surfaces. The non-glare protective clear coat shall conform to all applicable ADA guidelines and requirements. The clear coat and the color topcoat shall be manufactured by the same company. Formulate the clear coat to be compatible with the finishes and materials to which it will be applied and to provide maximum protection and longevity. Apply the clear coat to achieve the minimum dry film thickness recommended by the manufacturer to provide a high quality, durable finish and to ensure protection of the finish, color, and substrate underneath.
- I. Paint surfaces and materials as required to provide proper performance, protection, function, appearance, durability, and longevity. Do not paint surfaces and materials where the paint would in any way interfere with proper assembly, installation, mounting, performance, function, appearance, durability, and longevity. Inform the City of any conditions where the wayfinding sign finishes would interfere with the function or longevity of the wayfinding signs.
- J. Field touch up primer after assembly and installation (all interior surfaces including bolted connection nuts and washers, etc.) one coat.
- K. Protection of metals against galvanic action shall be provided wherever dissimilar metals are in contact. Indicate the type of protection to be provided in the Shop Drawings.

**PART 3 – EXECUTION****3.10 SIGN REMOVAL**

- A. The Contractor shall remove and properly recycle the existing Wayfinding signs and sign structures from locations to be determined by the City and from all locations where the existing signs are to be replaced by new signs.
- B. Examine each sign removal location on site to verify the quantity and condition of the existing signs and sign structures that will need to be removed.
- C. Do not remove any existing signs until directed to do so by the City.
- D. All locations where existing signs are to be removed:
  - 1. Coordinate all sign removals with the City;
  - 2. Carefully and completely remove the existing signs and all associated sign structures and mounting materials;
  - 3. Carefully and completely remove existing concrete sign bases, foundations, and footings;
  - 4. Transport all signs and materials that have been removed off the site;
  - 5. Do not remove any existing signs from a location until the new signs are ready to be installed in that location. Coordinate sign removal and installation so that locations are not left without signs;
  - 6. Repair the areas from which existing signs are removed. Match the surrounding materials and finishes so that the repaired areas blend seamlessly with the surrounding areas;
  - 7. Clean work areas after signs have been removed. Remove all rubbish, waste, litter, and other foreign materials. Remove any stains, spills, and debris. Remove all tools, installation equipment, and surplus materials;
  - 8. Recycle as many signs and materials that have been removed as possible. Provide the City with certifications showing that the materials have been recycled. Properly dispose of any materials that cannot be recycled;

**3.11 INSTALLATION**

- A. Do not install any wayfinding signs in locations where they cannot be properly, securely, and safely installed. Do not install any signs where they will block traffic signals or otherwise interfere with traffic regulatory signs. Do not install any signs where they will block exit signs or otherwise interfere with building egress signage. Do not install any wayfinding signs where they may be hazardous to vehicles or pedestrians in any way. Installation of the wayfinding signs shall not proceed until the conditions at the locations where the wayfinding signs cannot be properly, safely, and securely installed have been resolved, corrected, or adjusted by the City, and the Contractor receives written notice.
- B. Notify the City in writing of any unsatisfactory conditions at any of the locations where wayfinding signs are to be installed. Do not proceed with the installation until the unsatisfactory conditions have been resolved, corrected, or adjusted by the City, and the Contractor receives written notice.

- C. Maintain the fire-resistance ratings and weather-resistance capabilities of all surfaces where signs are mounted.
- D. Maintain the warranties of the surfaces and finishes where signs are mounted.
- E. Prepare the locations where wayfinding signs are to be installed:
  - 1. Mask off and protect areas which may be stained, damaged, or adversely affected by installation of the wayfinding signs;
  - 2. Properly clean and prepare surfaces that are to receive wayfinding signs prior to installation so that the installation may proceed smoothly and the wayfinding signs may be installed properly;
  - 3. Provide all required warning signs and safety barricades at work areas to prevent accidents, accidental injuries, or property damage.
- F. Provide all required planning, temporary signage, and barricades for any required lane closures:
  - 1. Coordinate any lane closures required for Work related to the wayfinding sign installation with the City;
  - 2. Schedule Work so that lanes are closed for as short a time as possible. Prior to making any lane closures, provide the City with a schedule outlining when the Work requiring lane closures will be conducted, how much time will be required to complete the Work, and a plan showing how any required lane closures or other traffic disruptions will be safely and effectively managed;
  - 3. Work requiring lane closures shall be scheduled so that it disrupts normal traffic as little as possible. Provide all required temporary signage and barricades. Follow all applicable codes, specifications, standards, requirements, rules, regulations, performance criteria, and guidelines for lane closures and temporary roadway signs.
- G. The schedule for all wayfinding sign installation Work shall be coordinated with the City. Prior to the start of any installation Work, provide the City with an installation schedule for review.
- H. Properly and legally remove from the site and dispose of all rubbish and debris resulting from the Work. Comply with all safety and regulatory standards and all applicable environmental and antipollution laws, rules, and regulations for cleaning and the disposal of all rubbish and debris.
- I. Work areas shall be cleaned each day. Keep work areas clean, safe, and orderly. Remove all rubbish, waste, litter, and other foreign materials. Remove any stains, spills, and debris. Remove all tools, installation equipment, and surplus materials
- J. Complete installation shall be in accordance with manufacturer's printed instructions and the accepted Shop Drawings.
- K. Carefully, securely, properly, and safely install all signs plumb and level and in the correct locations.
- L. Contact appropriate services including, but not limited to, CDOT, Colorado 811, UNCC, and private utilities to locate buried utilities prior to digging.



## M. Concrete Installation –

1. At all times while mixing, pouring, and finishing concrete, and at all times while new concrete is curing, provide all necessary protections and measures required to protect the concrete from temperatures, weather conditions, site conditions, or other factors that could adversely affect the performance, appearance, strength, durability, or longevity of the concrete;
2. Provide all the necessary protections and measures required to establish and maintain the proper conditions, temperature, and moisture levels for concrete to be installed correctly and to cure properly. Properly install concrete so that it will provide the required performance, strength, and durability;
3. All concrete must be properly mixed for adequate compressive strength. Do not pour concrete into excavations filled with rainwater or add extra water to the concrete mix;
4. Do not install concrete under conditions that will adversely affect the concrete's performance, strength, or durability. Do not place concrete when the base surface temperature is less than 40 degrees Fahrenheit or when the surface is wet or frozen;
5. Provide all measures required for new concrete to cure properly. Keep new concrete at the proper and correct temperature and moisture level required for the new concrete to cure properly during all stages of installation and curing;
6. Confirm all rules and requirements regarding washing concrete trucks or equipment and dumping excess or surplus concrete on-site with the City before any concrete is delivered to the site. Verify proper compliance with all rules and requirements regarding washing concrete trucks or equipment and dumping excess or surplus concrete on-site;
7. Do not apply protective coatings or joint sealers during inclement weather or when weather forecasts are unfavorable, unless the Work will proceed in accordance with the manufacturer's requirements and instructions. If installation is necessary under conditions not listed in the manufacturer's recommendations, consult the manufacturer's representative to establish the proper requirements, then record in writing the conditions under when the installation must proceed and the provisions made to ensure satisfactory Work.

N. Protect all installed signs from damage until acceptance by the City.

O. Do not install any items that are damaged, scratched, or with any other defects.

P. After installation, clean soiled wayfinding sign surfaces and the installation area. Remove dirt, dust, fingerprints, shavings, adhesives, packing materials, etc. Touch up any scratches in painted surfaces and replace any damaged applied graphics.

### **3.12 SITE RESTORATION**

A. Repair and restore to original condition and appearance any finishes, surfaces, pavements, landscaping, and any other site conditions, finishes, and features that are affected by the installation of the wayfinding signs and the removal of the existing signs.

B. Provide new materials and finishes as required to repair and restore the areas affected by the installation of the wayfinding signs and the removal of the existing signs. The new materials and

finishes shall match the existing finishes and materials in the areas surrounding the locations where the wayfinding signs have been installed or removed.

- C. Provide all required repairs at locations where the wayfinding signs have been installed or removed so that the repaired areas blend seamlessly with the surrounding areas.
- D. Coordinate site restoration with the installation and removal schedule so that area are restored as soon as possible after wayfinding sign installations and removals are completed.

### **3.13 COMPLETION**

- A. The Work shall be under the charge and care of the Contractor until Final Payment/Acceptance by the City, including all Punch List Work and final approval from any and all other agencies that permitting may have been required. The Work shall not be considered as completed and accepted until written notice is received from the City confirming the completion and acceptance of all Work, including Punch List Work.
- B. Upon completion of the Work and before Final Payment/Acceptance, provide the City a complete set of Record Documents that shall include drawings and digital files for all wayfinding signs and wayfinding sign locations showing as-built conditions. Record Documents shall be formatted as specified by the City. The Record Documents shall completely document all the Work as actually located, built, and installed. The Record Documents shall also include complete documentation of any and all changes made to the Work as shown in the Contract Documents and the Shop Drawings.
- C. Upon completion of the Work and before Final Payment/Acceptance, provide the City with a complete set of digital files for all Submittals.
- D. All digital files and artwork are to be preserved and shall become the property of the City.

## **PART 4 – RELATED DOCUMENTS**

The following related documents are referenced throughout this document and are included with the bid documents on the City's website. The intention of these attachments is to illustrate the intended concepts as a starting point for design and pricing.

### **4.10 Exhibits**

- A. Exhibit A – Sample Contract
- B. Exhibit B – Wayfinding Sign Examples
- C. Exhibit C – Wayfinding Sign Locations
- D. Exhibit D – Breakaway/Slip Base Diagram
- E. Exhibit E – Bid Sheet
- F. Exhibit F – Final Sign Family Concept

**PART 5 – BIDDING INSTRUCTIONS**

**5.10 PRICING INFORMATION**

- A. Include pricing using the Bid Sheet Exhibit E.
  - 1. The work to be performed consists of providing a finished product and generally includes, but is not limited to, the following: permitting, fabrication, installation and restoration.
  - 2. Bids shall be on a unit price basis. Prices provided in Bid Sheet are all inclusive of providing a complete final product. There shall be no charges passed on to the City that are not included in the unit price.
  - 3. Unit prices are to be totaled for a lump sum.
- A. Explain your qualifications and experience related to this project. Provide examples of recent completed projects.
- B. Provide narrative to explain your approach to the project and how your team will successfully complete the project.
- C. Provide a list or organizational chart for personnel to be assigned to the project and discussions of each person’s role.
- D. Provide any other relevant information or examples.

**PART 6 – SELECTION AND SCHEDULE**

**6.10 SELECTION CRITERIA**

Proposals will be evaluated by the City of Montrose by assigning a score between 0 and 4 in each of the weighted categories listed below.

- 1. Price: 30%
- 2. Qualifications/Similar Project Experience: 25%
- 3. Overall Presentation, Level of Detail, and Project Understanding: 25%
- 4. Team Assigned to the Project/Proposed Sub-Consultants: 20%

**6.11 PROJECT SCHEDULE**

Proposers are asked to prepare a project schedule broken down by key project tasks provided in Section the project schedule is subject to the following conditions.

- 1. Bid Opening: March 5, 2020 at 2:00 pm Colorado Time
- 2. Anticipated Notice of Award: April 1, 2020
- 3. Construction Complete: October 31, 2020

**END OF SECTION**