

# MUSKEGON



**West Michigan's Shoreline City**  
[www.shorelinecity.com](http://www.shorelinecity.com)  
**CITY OF MUSKEGON**

## **REQUEST FOR PROPOSALS**

PROJECT NAME: Port City Industrial Park Sign Upgrades

DATE OF ISSUANCE: January 13, 2021

DATE PROPOSAL DUE: February 2, 2021

ISSUING OFFICE: City of Muskegon  
c/o – Peter Wills  
933 Terrace Street  
Muskegon, MI 49440  
Tel. (231) 724-4144

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**Note:** Should any of the pages or documents listed above be missing from your packet, or if you have any questions regarding this RFP, please contact Peter Wills at the City of Muskegon via (231) 724-4144 or via E-mail at [peter.wills@shorelinecity.com](mailto:peter.wills@shorelinecity.com)

**PROPOSAL & AWARD**

The undersigned having become thoroughly familiar with and understanding of all the proposal documents attached hereto, agrees to provide the services as specified herein, for the total fees as stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal which will become a binding contract if accepted by the City of Muskegon.

I hereby state that I have read, understand and agree to be bound by all of the terms of this proposal document.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Firm Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

E-Mail \_\_\_\_\_

Fax No. \_\_\_\_\_

## **INSTRUCTIONS TO BIDDERS**

### **PROPOSALS**

All proposals must be submitted following the proposal format supplied by the City of Muskegon in this document and shall be subject to all requirements of this document.

The City may consider as irregular any proposal in which there is an alteration of or departure from the format stated in the documents, and at its option may reject the same.

Each bidder will include in their proposal a listing of any proposed sub-consultant/contractor and the name and address of each which may be involved in the project.

Before executing any subcontract, the successful firm shall submit the name and experience of any proposed subcontractor for prior approval.

### **SUBMITTAL OF PROPOSALS**

Three (3) copies of the proposal documents shall be submitted in a sealed envelope to:

City of Muskegon  
Clerk's Office c/o Peter Wills  
933 Terrace Street  
Muskegon, MI 49440

The envelope shall be clearly marked on the exterior denoting the name of the firm submitting the proposal and the name of the particular RFP for which the proposal is offered. If submitting the proposal in person, please provide it to Police Department staff as City Hall remains closed.

The proposals shall be submitted no later than 2:00 PM, February, 2<sup>nd</sup>, 2021 at which time all proposals will be opened, and bids opened at the Police Department entrance of City Hall.

### **AWARD / REJECTION OF PROPOSALS**

The City reserves the right to reject any and all proposals and to waive any irregularity in proposals received whenever such rejection or waiver is in the best interest of the City. The bidder to whom the award is made will be notified at the earliest possible date. All bidders submitting proposals will be notified when the award is made.

Award will not be completed until confirmed and recommended by the City Commission.

## **CITY RESPONSIBILITIES**

The City of Muskegon will provide information as to the City's requirements for the project and make available pertinent information which may be useful in the project work.

The City will designate a person to act as the City's Project Manager (Peter Wills) with respect to the work to be performed. Such person will have the authority to transmit instructions, receive information, interpret and define the City's policies and decisions with respect to elements pertinent to the project.

The City will examine all studies, reports, estimates, proposal, and other documents prepared by the bidder and render in writing, if necessary, decisions pertinent thereto within a reasonable time.

The City will direct the consultant in writing to begin the work on each phase of the project upon receipt of written evidence from the firm of the appropriateness of such action.

The City will direct the bidder in writing to furnish any special services, sub-consultants and/or extra work that may be required on the project upon receipt of written evidence from the firm detailing as to cost, time schedule, and reason for such special service or extra work.

## SPECIFIC PROJECT INFORMATION

### INTRODUCTION TO PROJECT

The City of Muskegon is seeking proposals from interested firms to provide design and construction services for the refurbishment/replacement of the existing entryway and wayfinding signs within the Port City Industrial Park.

The existing signing inventory consists of the following:

(2) EA – Large Entry Signs, located as follows:

- <https://goo.gl/maps/B9gWd7Vwr7RQkGik7>
- <https://goo.gl/maps/UdKvtqTsqtswD3jY7>

(6) EA – Small Wayfinding Signs, located as follows:

- <https://goo.gl/maps/tQJ7SBfz98MBvN5S9>
- <https://goo.gl/maps/oaSwDKdJ2cH14efv5>
- <https://goo.gl/maps/dtS4YTK7pPvx7WAj9>
- <https://goo.gl/maps/vMBx79TUynfwuzsW7>
- <https://goo.gl/maps/TaC2t4gizc8Dfctw6>
- <https://goo.gl/maps/PaiejeeUAXvognkA7>

#### Large Entry Signs

The City is requesting firms to provide design services for the refurbishment of the (2) existing large entry signs following the configured layout in the attachment. Refurbishment shall include, but not limited to, new face lift surfacing/paint of the entire structure as well as other revisions proposed by firms. Replacement of the cabinets to include new lettering/graphics options for the top portion of the sign and a new LED wall sign for the bottom portion of the sign. At a minimum, the words “Muskegon / Port City Industrial Park” should be incorporated into the top portion of the sign. The existing large entry signs will remain in their existing locations. Contractor may remove the signs or remove in place to complete refurbishment and re-installation process.

#### Small Wayfinding Signs

The City is requesting firms to provide construction and installation services for the replacement of (6) existing wayfinding signs following the new design configuration in the attachment, including use of the words “Port City Industrial Park”, font size, color, and with the goal of fitting each business name within a single line. The number of companies located within the vicinity of each sign will dictate the number of individual static name plates installed either to a sign face or directly to the sign poles, as determined by proposals from firms. The total height of the sign should not exceed a height of 12’-6”. They may also be relocated if that is found to be beneficial. These are intended to be static signs, but should be constructed to allow for changes in company naming that will occur over the life of the signs. Contractor to remove existing signs, fabricate and install new signs, and complete site restoration.

The City has an overall budget of \$100,000 for this project work.

Subcontractors, if any, shall be approved by the Project Manager prior to acceptance on this contract and shall bound by these specifications. It is the responsibility and duty of the contractor to verify that the subcontractor meets all conditions. The contractor shall furnish any subcontractor's proof of insurance meeting city requirements.

Construction shall be per applicable industry standards, the enclosed detailed drawings, and any additional details provided by the firm to facilitate installation of the signs upon completion of the project.

Work shall be completed in the Spring of 2021, prior to May 1, 2021.

**BID FORM**

**Lump Sum**

**Base Bid**

(2) Refurbish Large Entry Signs – Illuminated and add LED	\$ _____
(6) Replace Small Wayfinding Signs – Non-Illuminated	\$ _____
Mobilization Activities	\$ _____

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

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**CONTENTS OF PROPOSAL SUBMITTAL**

At a minimum, each proposal shall include the following items:

1. Signed and Completed Proposal & Award Page
2. Signed and Completed Bid Form
3. Listing of any identified Subcontractors
4. Copy of Insurance



**EVALUATION**

Staff will review the submitted proposals and make a recommendation to the City Commission for award based on the current purchasing policies of the City.

**TENTATIVE SCHEDULE FOR AWARD**

Issue RFP .....January 13, 2021  
Proposal Due Date .....February 2, 2021 (2:00 PM)  
City Commission Consideration of Bids .....February 9, 2021  
Completion Date .....May 1, 2021

## INSURANCE REQUIREMENTS

The Bidder will be required to comply with the following insurance and indemnity requirements BEFORE ANY AGREEMENTS CAN BE EXECUTED:

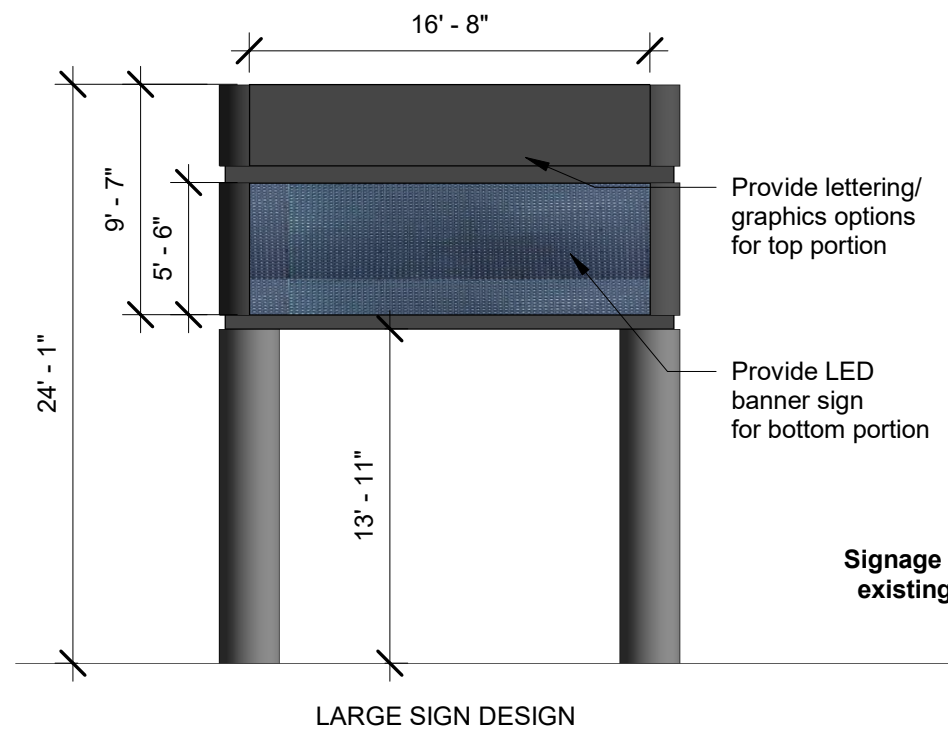
- a. **Hold Harmless Agreements:** To the fullest extent permitted by law, Consultant agrees to defend, pay on behalf of, indemnify, and hold harmless the City, its elected and appointed officials, employees, volunteers and others working on behalf of the City against any and all claims, demands, suits, or loss, including any costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City, its elected and appointed officials, employees, volunteers, or others working on behalf of the City, by reason of personal injury, including bodily injury and death, property damage, including loss of use thereof, and/or the effects of or release of toxic and/or hazardous material which arises out of or is in any way connected or associated with this contract. The obligation to defend and hold harmless extends to Consultant's employees, agents, subcontractors, assigns and successors.
- b. **Consultant Insurance Requirements:** Consultant shall not commence work under this contract until obtaining the insurance required under this paragraph. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and Best Rated A VIII. All coverage shall be with insurance carriers acceptable to the City.
- c. **Workers' Compensation Insurance:** The Consultant shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employer's Liability coverage, in accordance with all applicable Statutes of the State of Michigan.
- d. **General Liability Insurance:** The Consultant shall procure and maintain during the life of this contract, commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$500,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (a) Contractual Liability; (b) Products and Completed Operations; (c) Independent Contractor's Coverage; (d) Broad Form General Liability Extensions or equivalent.
- e. **Motor Vehicle Liability:** The Consultant shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan no-fault coverage, with limits of liability of not less than \$500,000 per occurrence or combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.

- f. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be "Additional Insured": The CITY OF MUSKEGON, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.
- g. Cancellation Notice: Workers' Compensation Insurance, General Liability Insurance, Motor Vehicle Liability Insurance, and Professional Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) Days Advance Written Notice of Cancellation, Non-Renewal, Reduction and/or Material Change shall be sent to: CITY OF MUSKEGON ENGINEERING DEPARTMENT.
- h. Proof of Insurance Coverage: The Consultant shall provide the City at the time the contracts are returned by him for execution, certificates and policies as listed below:
  - 1. Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance
  - 2. Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance
  - 3. Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance
  - 4. Two (2) copies of Certificate of Insurance for Professional Liability Insurance
  - 5. If so requested, certified copies of all policies mentioned above will be furnished.

If any of the above coverage expires during the term of this contract, the Consultant shall deliver renewal certificates and/or policies to the City at least ten (10) days prior to the expiration date.



SCALE: 1/2" = 1'-0"



**Signage contractor to verify existing measurements in the field.**

① Elevations  
1/8" = 1'-0"

01/06/21

Port City Industrial Park

**Large Sign**



andrea@ajr.design 231.557.0325