

REQUEST FOR QUALIFICATIONS: DESIGN WAYFINDING SIGNAGE
Town of Waterbury
28 N. Main St., Suite 1, Waterbury, VT 05676
February 3, 2017

PROJECT DESCRIPTION:

The Town of Waterbury is requesting a submittal of Qualifications from consultants to assist with designing and estimating the cost of construction for wayfinding signage and information kiosks to be constructed in conjunction with the VTrans project to re-construct North and South Main St. starting in 2018. The plans, designs and specifications for the wayfinding signs will be incorporated into the VTrans final design plans for the reconstruction of Main St.

DETAILED SCOPE OF WORK:

Goal: The goal of implementing wayfinding signage and information kiosks is multifaceted:

- Create a sense of place in each area of town
- Make information more readily accessible to visitors
- Create a signage system that is pedestrian-oriented, rather than the primarily vehicular signage that exists
- Draw attention to locations that pedestrians might normally miss

Proposed Kiosk Locations and Justifications (total of 4 kiosks):

- Green near Post Office/Rec Center (off of the roundabout)
 - The roundabout has become a more formal entrance to Waterbury and may become part of the Designated Downtown in the future. There may be more retail/consumer-based opportunities in the future and providing wayfinding information might assist in this transition. The proposed location is also in the municipal ROW and would not require additional easements.
- Corner of Bidwell Lane and Stowe Street
 - The Stowe Street parking lot will hopefully be repaved and safer for pedestrian traffic. Additionally there are 3 municipal parking lots located on Bidwell Ln. The proposed location is also in the municipal ROW and would not require additional easements. This location also does not create the risk of confusion by having signage close to crosswalks.
- Northeastern portion of Rusty Parker Park (near "Visitor Center" sign)
 - The Visitor Center is only open during daytime hours, so a kiosk there would make visitor information available 24/7. Placing the kiosk at the corner of the park closest to Park Row allows pedestrians to see the retail offerings just off of Main Street. There are also already signage and trash/recycling cans in that portion of the park. This location also does not create the risk of confusion by having signage close to crosswalks.
- Southeastern corner of Demeritt Place and South Main Street
 - There are plans for additional development on this end of town that would create more foot traffic than currently exists. This could help create a sense of place and

continuity throughout the entire community. This location also bookends the roundabout location as a gateway to Waterbury.

Proposed Kiosk Content:

- Downtown Location Map with Districts and walking/trail info
- Directions to public parking
- Historical info
- Walking maps

Proposed Directional Signage locations (total of 12 signs):

- Winooski St. and North Main St.
- Stowe St. and North Main St.
- Elm St. and South Main St.
- Foundry St. and South Main St.
- Park St. and Main St.
- Crosswalks in front of the WSOC
- Demeritt Pl. and South Main St.

Proposed Directional Signage Content: Distance and direction of various districts

Proposed Districts and District Names:

- Roundabout-Stowe St.-North End District
- Stowe St.-Foundry St.- Bank Hill District
- Foundry St.-Park St.- Village Green District
- Park St.- Demeritt Pl.-South End District

Final Product

The final product to be prepared by the consultant will be a set of design details and specifications, an itemized list of wayfinding and informational signage items, and a construction cost estimate for the signage. The designs for the signage will be provided in .pdf format, and the final designs will also be provided in an agreed on high resolution transferrable graphic format. The Town of Waterbury shall be the owner of the final designs and plans. The designs and specifications will be added to the final plans and contract documents for the Waterbury Main St. Reconstruction Plans.

SUBMISSION REQUIREMENTS:

Please provide one paper copy and an electronic file in Word or .pdf format of the following items:

1. A letter of interest (limit of one page).
2. A statement of your qualifications as a consultant to carry out the project. If a sub-consultant is involved, describe the qualifications of that person or firm.
3. Resumes of all the key individuals that will be involved in the project.
4. An example or examples of relevant projects that you and any sub-consultants have accomplished.
5. A minimum of three references with contact information.

6. A cost proposal with hourly rates and total hours for all individuals/consultants involved, and a not-to-exceed total for the entire project.
7. The proposal encompassing items 1-6 above, excluding item 4, shall not exceed 10 double-sided pages (20 total pages).

Submissions are due by U.S. Mail at the address above or delivered to the Waterbury Municipal Offices located at 28 North Main St., Suite 1, Waterbury, VT 05676, by 12:00 noon on Thursday, February 16, 2017.

SELECTION PROCESS:

The consultant qualifications will be reviewed and ranked by the Waterbury Wayfinding Signage Committee based on the following Selection Criteria. A short list of consultants may be interviewed. A final selection will be made by the committee and a contract developed with the successful consultant.

SELECTION CRITERIA:

The following selection criteria will be used to evaluate the qualifications of the consultant:

1. Experience with designing wayfinding signage and similar signage systems.
2. Experience with estimating construction cost for wayfinding signage and similar signage systems.
3. Proven ability to work with a local signage committee and other local boards and committees.
4. Availability to begin work upon completion of a contract for the services.
5. Quality, completeness and clarity of submission.

SCHEDULE:

- The qualifications with all attachments due on February 16, 2017.
- Consultant selection by February 24, 2017.
- Work to begin by March 8, 2017.
- Complete project by April 26, 2017.

FUNDING:

A total amount up to \$5,000 is available for consultant services for this project. The anticipated source of these funds is from the State of Vermont, Agency of Transportation (VTrans) and is associated with the VTrans project to reconstruct Main St. in Waterbury.

CONTRACT REQUIREMENTS:

The following requirements will be explicitly included in the consultant contract:

1. The consultant will maintain all books, documents, payrolls, papers, accounting records and other evidence pertaining to costs incurred under this Agreement and make them available at reasonable times to the Grantee and the State during the period of this contract and for three years thereafter for inspection by any authorized representatives of the State. The official records, however, will be maintained by the Grantee. If any litigation claim, or audit is started before the

- expiration of the three-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved, including any period for filing an appeal. The Grantee and the State, by any authorized representative, shall have the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed under this contract.
2. The consultant certifies under the pains and penalties of perjury that he or she is in good standing with respect to, or in full compliance with a plan to pay, any and all taxes due the State of Vermont as of the date the consultant signs this contract.
 3. The consultant shall not assign or subcontract the performance of this agreement or any portion thereof to any other consultant without the prior written approval of the Town of Waterbury. The consultant also agrees to include in all subcontract agreements a tax certification in form substantially identical to paragraph 2 above.
 4. The consultant agrees to comply with the requirements of Title 21 of the Vermont Statutes, sections 495-496, relating to fair employment practices, to the extent applicable. Consultant shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the consultant. Consultant further agrees to include this provision in all subcontracts.
 5. The consultant states that as of the date the contract is signed, he/she:
 - a. is not under any obligation to pay child support; or
 - b. is under such an obligation and is in good standing with respect to that obligation; or
 - c. as agreed to a payment plan with the Vermont Office of Child Support and is in full compliance with that plan. Consultant makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the consultant is a resident of Vermont, consultant makes this statement with regard to support owed to any and all, children residing in any other state, territory, or possession of the United States.

INFORMATION:

If you have questions or need additional information contact Steve Lotspeich, Community Planner, at (802) 244-1012 or by e-mail at slotspeich@waterburyvt.com .