

Town of Waterbury
REQUEST FOR PROPOSALS
for

**Design/Build Services to
Complete Waterbury Signs**

October 8, 2015

Introduction:

The Town of Waterbury is seeking proposals for the design, fabrication, and installation of two signs and two stone planters within the Village of Waterbury. The Town has received a Downtown Transportation Fund Grant to accomplish the design and construction of these projects. The planters will be located at the northern and southern entrances to Downtown Waterbury in the current location of the Welcome to Waterbury signs. A Project Steering Committee made up of municipal staff including the Recovery Director, Public Works Director, Community Planner, and Municipal Manager will work with the consultant to guide the project. The Revitalizing Waterbury Design Committee will also be involved in the design and construction process.

Project Description:

The primary focus of this work is to design two signs and two stone planters to be located in the Village of Waterbury. Two of the planters will be located at the northern and southern ends of the Village. There is an existing sign at the southern end of Waterbury that will be reused and installed in the new stone planter. The planters will be created using existing stone located on the grounds of the Waterbury Ice Center and will be constructed in a dry-laid fashion on a bed of crushed stone, without a concrete foundation.

The northern sign will be a “Welcome to Waterbury” sign, while the other sign will mark the new Municipal Complex. It is the intention of the Town to maintain the existing community branding efforts in the creation of these signs, which will require consultation with Waterbury’s Brand Steward. (See attached Waterbury Identity Guidelines.) The signs must comply with local and state signage regulations and permitting requirements. The sign design will require final approval by the Village Trustees and Town Select Board before construction can begin. The consultant team will include the following professional disciplines: graphic design, sign fabrication, carpentry, and stone masonry. The Town will accept proposals that identify one design/build contractor that will complete the work in its entirety. The Town will also accept bids from contractors that identify qualified subcontractors to complete the individual project components.

The items in the Scope of Work are detailed as follows:

1. Sign Design and Fabrication:

- Provide a design for each sign using Waterbury’s branding style and color palate, and also using dimensions that are consistent with existing signs and within the state and local regulations for welcome signs.
- Create and build the two signs using wood material with painted and/or vinyl lettering. The northerly Welcome to Waterbury sign will be externally lighted and will be single-sided. The sign at the Municipal Complex will also be externally lighted and will double-sided. The design and installation of the lighting will be included.
- Install the northerly Welcome to Waterbury sign in the new stone planter upon completion of construction. The sign for the Municipal Complex will be installed

temporarily on pressure treated posts in front of the Municipal Complex without a stone planter because it is located in the vicinity of a future underground stormwater treatment facility that will be constructed in several years when Main St. is reconstructed.

2. Stone Planters:

- Two planters will be designed and constructed at the locations of the two Welcome to Waterbury signs. There will not be a stone planter for the sign at the new Municipal Complex at this time.
- Complete site visits to determine proper planter placement, size and drainage requirements.
- Provide design specifications for each planter to include overall size in proportion to the signs and location, and room for a soil fill for seasonal plantings. The plantings will not be a part of this project for the consultant/contractor.
- The dimensions of the planters should be no more that approximately 3 feet high, 6 feet long and 4 feet wide.
- Downcast and shielded lighting will be designed and installed for the northerly Welcome to Waterbury sign and the Municipal Complex sign.
- The planters well utilize existing stone located on the Waterbury Ice Center grounds to construct each planter in a dry-laid fashion on a bed of crushed stone.

The Contractor will be under the direction of the municipal staff with a designated individual as the point of contact. The Contractor will work with the Project Steering Committee and the Revitalizing Waterbury Design Committee to carry out the project. The sign at the new Municipal Complex will need to be coordinated with the Project Coordinator and Public Works Director.

Project Schedule:

The project will take place over an approximately 8-month period from November, 2015 to July, 2016. It is anticipated that the construction of the new northerly Welcome to Waterbury sign and the two stone planters on the northern and southern ends of Waterbury Village will be completed during the spring of 2016. The sign for the Municipal Complex will be completed and installed temporarily when construction of the Complex is completed sometime in the period between December 1 and January 15, 2016.

Proposal Requirements:

The proposal must include the following information that will be used as a basis for evaluation:

- A. A brief description of your firm and any sub-consultants for the various disciplines required, the firm's qualifications, and resumes and/or examples of work for the key personnel who are proposed to work on this project;
- B. A brief summary of your firm's approach to the project, including how the various items in the project description will be accomplished;

- C. A proposed project schedule with the date the work can begin, referenced to receiving a contract from the municipality;
- D. An itemized fee schedule for the scope listed above, including a cost figure for each task identified in the proposal and a not-to-exceed total for each residential property. An hourly fee schedule for all personnel proposed to work on the project;
- E. A brief list, brief description, and examples of work produced for similar projects you have completed within the past five years, including but not limited to names and telephone numbers of at least three contact people to whom the projects were submitted.
- F. This budget will include the all designs, building costs, and installation costs of both the signs and stone planters involved in this project.

Payment Provisions:

Payment will be made to the selected Contractor in three parts: the first part will be made upon completion of the consultation and design stage of the project. The second payment will be made when the project is 50% complete. The final payment will be made once construction of the two planters and two signs is complete and accepted by the Town.

Downtown Transportation Grant Program Requirements:

State and federal monies will be used to fund the contractor and the related construction work. Due to this fact, the selected contractor will be required to comply with the requirements of the Downtown Transportation Grant Program, including the following:

- 1. The consultant shall maintain all books, documents, payrolls, papers, accounting records and other evidence pertaining to costs incurred as part of this project and make them available at reasonable times during the period of the contract and for three years thereafter for inspection by any authorized representatives of the Town of Waterbury and the State of Vermont.
- 2. The consultant shall comply with all contractual requirements of the Downtown Transportation Grant Program and all applicable state and federal regulations.

No person who is an employee, agent, officer, or elected or appointed official of the Town and Village of Waterbury may obtain a personal or financial interest or benefit from, or have an interest in, any contract or proceeds from a contract relating to this project, either for themselves or for those with whom they have family or business ties, during their tenure or for one year thereafter.

A site visit will be held on Thursday, October 15th at 11:00 a.m. starting at the Waterbury Municipal Office located on the second floor of the Fire Station at 43 S. Main St.

The Town and Village reserve the right to reject any or all proposals. Interested firms or individuals should submit two copies of a written proposal, including one copy of work-product examples, as well as an electronic version of the proposal (PDF or Word/Office document), by 12:00 p.m. on Friday, October 30, 2015 to:

Stephen Lotspeich, Community Planner
Waterbury Municipal Offices
43 S. Main St.
Waterbury, VT 05676

E-mail: slotspeich@waterburyvt.com

The Town of Waterbury is an Equal Opportunity Employer.

If you have questions or need additional information please call (802) 244-1012, or send an e-mail to slotspeich@waterburyvt.com.