



# ELIZABETH CITY & PASQUOTANK COUNTY REGION

Request for Proposal:

Wayfinding Sign Fabrication and Installation

***Proposals Due by 3:00pm EST on March 1, 2021***

### INVITATION AND INTENT

The Elizabeth City – Pasquotank County region of North Carolina invites all interested, qualified persons, or firms capable of providing the required products, to submit bids for the fabrication, and installation of wayfinding signage. Specific details and designs by Bizzell Design, Inc. are online. It is the intent of this RFP to establish a contract with a single firm, however collaborations between multiple firms and/or individuals will also be considered as long as there is one clearly defined point of contact and responsible party.

### DOCUMENTS ONLINE

Copies of this RFP and the complete details and sign designs are available at:

<https://visitelizabethcity.com/wayfindingmasterplan>

### CONTACT INFORMATION

#### **Corrina Ruffieux**

Executive Director

Visit Elizabeth City

501 S Water Street

Elizabeth City, NC 27909

[Corrina@VisitElizabethCity.com](mailto:Corrina@VisitElizabethCity.com)

Questions concerning the proposal should be directed to Corrina Ruffieux at

[Corrina@VisitElizabethCity.com](mailto:Corrina@VisitElizabethCity.com)

### DEADLINES

- Proposals due by 3:00pm EST on March 1, 2021

### PROPOSAL PACKAGE

**Proposals must be clear and succinct. All proposals and attachments will become part of public record. Proposal content must be in the following order:**

- 1) Cover Letter
- 2) Bidder Certification form
- 3) Business Profile - location of main office and any branch offices, year established.
- 4) Brief summary of company background / history; firm's area of expertise; type of organization, number of employees and any other information that would be helpful in characterizing your business.
- 5) Wayfinding experience. Provide digital copies of two example work products that most closely match the product desired in this RFP.
- 6) Timeline of Work
- 7) Warranty Information inclusive of both the sign structure and sign faces
- 8) References. Include three references for similar projects, including current contact information, date of services provided and project cost.
- 9) Cost
  - a. Provide cost for each sign type as designed in the attached document.
  - b. Provide cost for installation.

### PERFORMANCE REQUIREMENTS

- 1) Provide workmanship and materials, free of defects. Defects shall be defined as, but shall not be limited to delamination, abnormal deterioration, fading, and discoloration, weathering, failure of securing, to substrates indicated, cracking, corrosion or coating damage, or visible scratches on surfaces.
- 2) Signage shall not bear manufacturer's code or other identifying marks on any area or part, which may be visible in the normal positing, attitude, or use of the sign item.
- 3) Selected vendor shall ensure that the design of support substrates and structures are adequate and compatible for the performance of all work required. The performance of subsurface testing and utility location is wholly and solely the responsibility of the selected sign contractor. Should undesirable conditions be found, an alternate location for the sign should be selected as the first option. If no options for repositioning are available in the case of utilities, hydro boring can be an option. A change order must be approved before additional work begins.
- 4) All signs located in NCDOT right-of-way shall meet NCDOT standards.

## GEOGRAPHY

There are no geographic restrictions upon the location of service providers allowed to submit responses. All service providers however, must demonstrate their ability, recommended plan and commitment to serve the account, regardless of location. Any costs associated with travel to complete the project should be included in the cost proposal.

## SELECTION PROCESS & CRITERIA

The proposal selection team will consist of leadership from regional economic development agencies (tourism, downtown, chamber, economic development) as well as representatives from the City and the County. The proposal will be evaluated on a matrix of criteria including but not limited to the firm's and team qualifications and experience, quality of proposed product and accompanying warranty, completeness of the proposal and total cost. During the evaluation process, the team reserves the right to request additional information or clarifications from those submitting proposals.

The final selection decision rests with the selection team.

The selection team reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and to waive minor irregularities in the procedures.

## RESPONSE GUIDELINES

- Proposals must be submitted on or before March 1, 2021 before 3:00 pm Eastern Standard Time for consideration. **Late proposals cannot be accepted.**
- Only complete submittals will be considered for evaluation.
- Supporting materials are welcome and should be referenced within the written presentation.
- Response **must** be dated and signed by principal of firm.

**Please submit one electronic version of your proposal via Dropbox, WeTransfer or other file-sharing means to:**

[Corrina@VisitElizabethCity.com](mailto:Corrina@VisitElizabethCity.com)

**If desired, a printed copy or USB may be shipped to:**

Corrina Ruffieux, Executive Director  
Visit Elizabeth City  
501 S Water Street  
Elizabeth City, NC 27909  
252.335.5330

**BIDDER CERTIFICATION**  
*(Bidder must sign and return with proposal)*

I certify that this information is complete and correct to the best of my understanding and that I am authorized to submit this information on behalf of the company.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print/Type Name

\_\_\_\_\_  
Print/Type Company Name