The City of Parkersburg  
FINANCE OFFICE  
PARKERSBURG, WEST VIRGINIA

Inquiry # 2352  
March 5 & 12, 2019  
Inquire By 10:00 A.M., TUESDAY MARCH 19, 2019

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|                        | Sealed bids for a GATEWAY SIGNAGE PROGRAM will be received in the Conference Room of the Finance Department, First Floor, City Building, #1 Government Square, Parkersburg, West Virginia, until 10:00 A.M. local time on TUESDAY MARCH 19, 2019 and at that time will be publicly opened and read. Bids received after the time for opening of bids will be returned to the bidder unopened. The City will not be responsible for late mail or other deliveries. Vendors shall be registered in West Virginia.

                        | ONLY ONE PROPOSAL MAY BE SUBMITTED BY EACH RESPONDENT UNLESS THERE ARE ALTERNATE BID SPECIFICATIONS INCLUDED IN THE PROPOSAL.

                        | Envelopes must be plainly marked: Inquiry number, “Bids for Finance Director”.

                        | Each bid shall contain the full name and address of every person, firm or corporation interested in the same, and if a corporation, the name and address of the President and Secretary.

                        | The Purchasing Director reserves the right to reject all bids or parts of bids for any one or more supplies or contractual services included in the proposed contract, when the public interest will be served.

                        | E.E.O. Clause statements apply to this purchase order.

                        | THE CITY OF PARKERSBURG DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN THE ADMISSION OR ACCESS TO, OR EMPLOYMENT IN, ITS PROGRAMS OR ACTIVITIES.

                        | Unless this contract is exempted by Rules and Regulations of the Secretary of Labor, there is incorporated herein by reference paragraphs (1) through (7) of the contract clause set forth in Section 202 of Executive Order 11246: Section 402 of the Veterans Readjustment Assistance Act of 1974 and Section 503 of the Rehabilitation Act of 1973.

NOTE – IMPORTANT INSTRUCTIONS

Unless otherwise stated, prices quoted are assumed to be firm. Any deviations from our specifications must be clearly indicated. Reply on your form. Where Applicable, indicates list price, discount, extended net price for each item, terms, F.O.B. point, and shipping schedule.

DIRECTOR OF FINANCE
The City of Parkersburg is soliciting proposals from qualified firms for the planning, design and phased installation of gateway signage in the community. The signage should be present a consistent image and unique sense of place to local residents and visitors alike. The goals of this program are:

1. Identify existing and potential sites for gateway signage in the community
2. Develop a design concept and guidelines for signage that can be applied across different scales and mediums.
3. Develop a cost estimate and phased plan for implementing gateway program recommendations.

Written proposals will be accepted by the Finance Department of the City of Parkersburg at One Government Square, P.O. Box 1627, Parkersburg WV 26102 until 10 a.m. on Monday, March 18, 2019. The City reserves the right to reject any and all bids and to waive informalities and minor irregularities in bids received and to accept a portion of the bid or all items bid if deemed in the best interest of the City of Parkersburg.

COMMUNITY BACKGROUND

The City of Parkersburg came of age during the 19th and early 20th centuries as a transportation hub and center for manufacturing in the Mid-Ohio Valley. This rapid expansion of the local economy was fueled by investments in the production of steel, chemical and other household goods. Companies like Borg Warner, American Viscoe and Union Carbide established large manufacturing facilities here, because of the region’s distinct competitive advantages. They included access to natural resources, an abundance of fresh water and the availability of flat land along the Ohio and Little Kanawha Rivers. The rise of smoke stack industries in the Parkersburg area was also accompanied by a substantial growth in population.

Between 1890 and 1910, the City’s population increased from 8,408 residents to more than 17,000 people. By 1930, the population had nearly doubled again. The City’s population peaked in 1960 when 44,797 residents called Parkersburg home. This growth in population and the local economy created the built environment we observe and utilize today. This includes the City’s water/sewer infrastructure, roadway network, schools, parks and housing stock. Since then, the City has been able to effectively manage its measured decrease in population. As such, Parkersburg was recognized as one of the best shrinking places to live according to CNN’s Money Magazine (April 2011).

Today, the local and regional economy is driven by several sectors. They include healthcare, government services, education and manufacturing. While the latter had declined in recent decades, the HINO Motor Company, a subsidiary of the Toyota Motor, recently completed a substantial expansion project in the community. Total project investment was over $100 million.

\[1\] U.S. Decennial Census Data. \textit{U.S. Census Bureau}
PROJECT PURPOSE

Although home to 31,000 residents, Parkersburg is the major population and employment center for 160,000 residents in the Mid-Ohio Valley. As such, the City is committed to providing area residents and businesses with the best quality of life. To improve ‘first impressions,’ encourage development and promote tourism, the City’s Comprehensive Master Plan Update recommended that that Parkersburg develop a gateway signage program. In addition to delineating a physical boundary, gateway signage can convey a unique sense of place to local residents and visitors alike. Moreover, that ‘sense of place’ is a leading driver in residential attachment and economic development across the country.

While there are some community gateway signs along major thoroughfares, they are outdated and not consistent with each other. Furthermore, many of the City’s primary and secondary entrances do not have any signage, hence the community is missing an opportunity to welcome visitors and make positive first impressions. Therefore, the City of Parkersburg is seeking qualified firms to develop a gateway program for the community. The program will include the design and prioritization of gateway signage, as well as the related landscape and hardscape structures surrounding each sign and LED lighting (where applicable). The designs should provide enough detail so they can go out to bid for construction and include a cost estimate for each. When or where appropriate, the firm should consider signage that could be produced in house by the City’s Sign Shop.

PROJECT OVERVIEW

Currently, the City of Parkersburg has four gateway signs/monuments. They are located on the attached map (Exhibit A). The City’s first priority will be to remove and replace sign locations #3 and #4. The City has also identified other potential primary, secondary and tertiary entrances into the community on the attached map (Exhibit B). To facilitate the construction/installation of signage over time, the City seeks a gateway program that provides real cost estimates (+/- 20%), detailed drawings and a priority plan for implementation.

DESIGN GUIDELINES

It is anticipated that designs should emphasize natural stone or brick and metal. All primary locations shall include landscaping and LED lighting, where applicable. The goal is to standardize the entrance signage with a consistent look that enhances each site. Proposed designs should be proportionate to the site and not obstruct traffic sight-lines. Landscaping, if proposed, should require minimum maintenance.

The City’s new logo (two rivers coming together), where appropriate, should be incorporated into the scheme and/or design of the signage. Working with its vendor, the City will provide vector artwork. The successful firm will show compliance with the design intent of the City, structural soundness, integrity ease of installations, maintenance, quality of the structural design and proposed materials. Overall, the gateway signage program should reflect the history, arts, culture and aspirations of the City of Parkersburg.
SCOPE OF WORK

The successful firm is expected to provide the following:

1. One preliminary meeting with staff to discuss conceptual designs and visual preferences for City’s gateway program, as well as other potential stakeholders.

2. Provide draft sketches for staff feedback on three different design options. Each design concept should include primary, secondary and tertiary signage opportunities.

3. Provide drawings for gateway signage (including landscape, hardscape and LED lighting), cost estimates and implementation plan for the preferred signage, which shall include primary, secondary and tertiary signage opportunities (where applicable).

4. One meeting to present and discuss the gateway program and deliverables

SUBMISSION REQUIREMENTS

The following must be included in the proposal:

1. Narrative demonstrating an understanding of the project.
2. Examples of design drawings for Critical, Primary, and Secondary sign types.
3. Background information on the firm including project team and qualifications.
4. References
5. Timeline. The successful applicant shall provide a project timeline compatible with the City’s timeline as noted below (dates subject to move except for RFP due date):
   - RFP submissions due March 18, 2019, 10:00 a.m.
   - City approval of bidder March 22, 2019
   - Conduct project kickoff meeting week of April 1, 2019
   - Present gateway program and other deliverables by May 31, 2019

EVALUATION CRITERIA

The following criteria will used to evaluate each submitted proposal and select the planning and/or development consultant:

- Understanding of project as demonstrated in the proposal including conciseness and thoroughness and identification of issues and approaches/solutions.
- Ability to provide design services with a final lump-sum total price.
- Strength of team qualifications/experience.
- Extent of experience on similar projects including developing Gateway Signage Plans and completion of comparable projects.
- Design/implementation schedule and availability to immediately begin project.
- References.
- Quality of sample work.
SELECTION PROCESS

Final selection of the design firm/team will follow a two-step process. First, the qualifications and costs provided under this RFP will be thoroughly reviewed with the top candidate(s) selected by a Review Team. Second, the top candidate(s) may be interviewed by the Review Team and the finalist selected. The price and project completion timeline is of importance to the City of Parkersburg, and may be weighted more heavily in the final award of the Gateway Signage Program Plan contract based upon other criteria. The cost provided is to be a “not to exceed” lump sum cost. Responses received after the close of business on the specified due date will not be considered.

The City of Parkersburg reserves the right to short-list (up to 2) firms for more detailed technical proposals or schedule interviews with the short-listed firms. The City reserves the right to select the second ranked consultant if negotiations with the first consultant are unsuccessful. The City of Parkersburg’s Development Department, will administer the project.

GENERAL INSTRUCTIONS TO BIDDERS

1. The following instructions are to be considered as an integral part of this proposal. Unless otherwise requested, only three copies of the proposal needs to be submitted. The person signing the bid form must initial any changes or corrections made to this proposal.

2. Proposal Response Format

   a. COVER LETTER: The cover letter should exhibit the Respondent’s understanding and approach to the project. It should contain a summary of Respondent’s ability to perform the services described and confirm that the Respondent is willing to perform those services and enter into a contract with the Village of Mundelein.

   b. QUALIFICATIONS AND CAPABILITIES: General Firm Information, experience of project team, documented previous projects.

   c. TECHNICAL APPROACH: Illustrate and describe proposed technical solution and compliance with the RFP.

   d. TIMELINE: Detailed description of project milestones with specific dates of completion.

   e. OUTLINE OF DELIVERABLES: Description of meetings, sketches, refined drawings included in the cost.

   f. PROPOSAL COST: Lump sum cost to complete project as specified.

The person, firm or corporation making the proposal shall submit their bid for RFP for Gateway Signage Program complete with the firm’s company name, bid title, and bid date.
INFORMATION FOR BIDDERS

SPECIAL CONDITIONS

Special conditions included in the specifications shall take precedence over any provisions stipulated hereunder.

SUBMISSION OF PROPOSAL

Bids must be submitted on this proposal form and enclosed in a sealed envelope marked as specified in the legal notice. Blank spaces in the proposal may result in its rejection. It is important the entire bid documents be returned intact and that all pages be in proper sequence. If vendor does not wish to bid, the proposal should be so marked and returned. Bidders are invited to be present at the opening of the proposals. All vendors and contractors shall be registered in West Virginia.

ACCEPTANCE AND REJECTION

This proposal submitted by the bidder to the City of Parkersburg will be accepted or rejected within a period of sixty (60) days from the bid opening date. The City reserves the right to reject any or all bids, to waive technicalities, and to request a re-bid on the required material. If more than one item, prices shall be quoted on the units requested. However, each item shall be considered a separate bid and the City of Parkersburg reserves the right to award the contract on each item separately or on all items as a whole or any combination thereof. Bidders whose proposal is made on an “All or None” basis must clearly state such fact in the proposal.

SIGNATURE REQUIRED

The proposal page must be signed in ink. If the bidder is a firm or corporation, insert the corporate name followed by the signature of a person authorized to sign said bid; if a sole proprietorship the signature of the owner is required. Where the person signing for a corporation is other than the president, an affidavit or a resolution of the Board of Directors showing the authority of that person to bind the corporation must be furnished.

DEFAULT PROVISION

In the case of default by the bidder or contractor, the City of Parkersburg may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess costs occasioned or incurred thereby.
APPLICABLE LAWS

The Revised Code of the State of West Virginia, the Charter of the City of Parkersburg, and all City ordinances insofar as they apply to the laws of competitive bidding, contracts and purchases are made a part thereof.

INFRINGEMENTS AND INDEMNIFICATIONS

The contractor shall indemnify and save from loss the City of Parkersburg, West Virginia, from all suits and expense, over and above those included in the contract prices, for royalties or infringement or patents that may be involved in the use of equipment, machinery, supplies or material, and the contractor shall undertake to defend, at his own expense, any and all suits brought against the City of Parkersburg, by reason of the things above specified.

LIABILITY, INSURANCE, LICENSES AND PERMITS

Where bidders are required to enter or go onto City of Parkersburg property to deliver materials or perform work or services as a result of bid award, the bidder will assume the full duty, obligation and expense of obtaining all necessary licenses, permits and insurance when required. The bidder shall be liable for any damages or loss to the City of Parkersburg occasioned by negligence of the bidder (or his agent) or any person the bidder has designated in the completion of his contract as a result of his bid.

TAXES

Federal and/or State taxes are not to be included in prices quoted. The successful bidder will be furnished an exemption certificate if needed.

CHANGES AND ADDENDA TO BID DOCUMENTS

Each change or addendum issued in relation to this bid document will be on file in the office of the Purchasing Director no less than five (5) working days prior to the scheduled bid opening date. In addition, to the extent possible, copies will be mailed to each person registered as having received a set of bid documents. Total bid inquiry or specified item cancellations may be issued later than the time specified above.
PRICING

Bidders are to quote firm or fixed prices unless otherwise noted in the specifications. In case of discrepancy in computing the amount of the bid, the UNIT PRICE quoted will govern. In the event of a conflict between the price in numbers and the price in words, the price in words will control.

Quotations are requested F.O.B. destination. If quoted F.O.B. Shipping Point include freight estimate and full value insurance cost.

QUALITY

Unless otherwise stated by the bidder the proposal will be considered as being in strict accordance with specifications outlined in the Bid Document.

References to a particular trade, manufacturer’s catalog or model number are made for descriptive purposes to guide the bidder in interpreting the requirements of the City of Parkersburg. They should not be construed as excluding proposals on other types of materials, equipment and supplies. However the bidder, if awarded a contract, will be required to furnish the particular item referred to in the specifications or description unless a departure or substitution is clearly noted and described in the proposal.

SAMPLES

Samples, when requested, must be furnished free of expense to the City of Parkersburg and if not destroyed, will be returned at the bidder’s expense.

CONTRACT AND BOND

The bidder to whom an award is made may be required to execute a written contract with the City of Parkersburg, West Virginia, within ten days after receiving such contract for execution, and as specified in the legal notice, furnish a good and approved bond conditioned upon the faithful performance of the same. The proposal, contract, proposal bond, (if applicable), and performance bond, (if applicable) shall be in the form hereto attached.

Every bidder must take notice of the fact that even though his proposal be accepted and the documents signed by the bidder to whom an award is made and by the Purchasing Director on behalf of the City of Parkersburg, that no such award or signing by the Purchasing Director shall be considered a binding contract without the proper certificate by the City of Parkersburg Finance Director that funds are available, or without the approval of the City Attorney as to the form and legality of the contract.
AWARD OF CONTRACT:

Contract shall be awarded to the lowest responsible bidder. In determining the lowest responsible bidder, in addition to price, the Purchasing Director shall consider:

A. The ability, capacity and skill of the bidder to perform the contract or provide the services required;
B. The character, integrity, reputation, judgement, experience and efficiency of the bidder;
C. The quality of performance of other contracts or services;
D. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the services;
E. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.

OMISSIONS

Bidders shall not be permitted to use to their advantage any omissions or error in the specifications, requirements or contract documents, and the City of Parkersburg reserves the right to issue new instructions as addendum.
PLEASE READ CAREFULLY

NOTICE TO WEST VIRGINIA RESIDENT VENDORS AND VENDORS THAT PAY PARKERSBURG CITY B & O TAXES

You are entitled to a bid preference equal to 2% of your bid if you are a WV resident vendor.

In addition if you pay B & O taxes to the City of Parkersburg you may receive an additional bid preference equal to the amount of B & O tax you would have to pay as the result of being awarded the contract which is the object of this bid.

WARNING

In order to qualify for either or both preferences you must claim the preference(s) on your bid application. If you fail to do so you can not receive the applicable preference(s)

EXCEPTION: IF THIS PROJECT IS FUNDED WITH FEDERAL MONIES THE 2% BIDDER PREFERENCE IS NOT APPLICABLE FOR THIS BID.
WE (I), THE BELOW SIGNED HEREBY PROPOSE TO FURNISH THE FOLLOWING ARTICLES(S) AND/OR SERVICE(S) ST THE PRICES AND TERMS STATED SUBJECT TO ALL INSTRUCTIONS, CONDITIONS, SPECIFICATIONS, AND ALL ATTACHMENTS HERETO, (I) HAVE READ ALL ATTACHMENTS INCLUDING THE SPECIFICATIONS AND FULLY UNDERSTAND WHAT IS REQUIRED.

PRICES ARE TO BE QUOTED F.O.B.: PARKERSBURG, WEST VIRGINIA

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I CLAIM THE 2% BID PREFERENCE FOR WEST VIRGINIA RESIDENT VENDORS:

__________ YES

__________ NO

I IN ADDITION PAY B & O TAXES TO THE CITY OF PARKERSBURG AND THEREFORE ALSO CLAIM THIS BID PREFERENCE:

__________ YES

__________ NO

IF YES, PLEASE GIVE ID:

DELIVERY: ___________ CALENDAR DAYS AFTER RECEIPT OF ORDER

TERMS:

COMPANY NAME OR BIDDERS NAME:

BUSINESS ADDRESS OF BIDDER:

THE FULL NAME AND RESIDENCE OF ALL PERSONS AND PARTIES INTERESTED IN THE FOREGOING BID ARE:

(IF A CORPORATION, GIVE THE NAME AND ADDRESS OF THE PRESIDENT AND SECRETARY; IF FIRM OR PARTNERSHIP, THE NAMES AND ADDRESSES OF THE MEMBERS OR PARTNERS.)

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AUTHORIZED SIGNATURE: ___________________________ TITLE: ___________________________

SIGNATURE MUST BE IN WRITING

TITLE MUST BE GIVEN
Pursuant to Article 135.02 (see below) of the Codified Ordinances of the City of Parkersburg, contracts with certain vendors may be prohibited.

The Ordinance specifies the following provisions:

135.02 FINANCIAL INTEREST IN CONTRACTS PROHIBITED

Any purchase order or contract within the purview of this article in which the City Director of Finance or any officer or employee of the City is financially interested, directly or indirectly, shall be void, except that before the execution of a purchase order or contract, Council has the authority to waive compliance with this section, when it finds such action is in the best interests of the City. (Ord. A-2250. Passed 5-25-71.)

Please consider the following illustrations as examples of contracts prohibited by the Ordinance:

Direct Financial Interest: A direct financial interest is present when an employee of the City of Parkersburg has an ownership stake in any particular company wishing to do business with the City. The percentage of ownership is irrelevant when determining such a direct interest. For example, an employee of the City has a direct financial interest in a company in which he or she owns 1% or 100%, and any percentage in between.

Indirect Financial Interest: An indirect financial interest is present when an employee of the City of Parkersburg is an employee of a company in which compensation is based on commission or other performance-based metric, or has a spouse or child with a direct financial interest in a company.

NOTE: A City employee may be an employee of a company wishing to do business with the City as long as compensation is hourly or salary with no other performance-based compensation.

In order to comply with the provisions of Article 135.02, the City Purchasing Division requires a signed Conflict of Interest Disclosure Form (enclosed) prior to beginning or resuming regular business transactions. The form is required to be completed prior to beginning a new business relationship, and must be reaffirmed on a rotating two-year basis.

If you have any questions regarding Article 135.02 or the Conflict of Interest Disclosure Form, please contact the Purchasing Division of the Finance Department at 304-424-8434 or 304-424-8566.
CONFLICT OF INTEREST DISCLOSURE FORM

A conflict of interest is present when any officer or employee of the City of Parkersburg has a direct or indirect financial interest in a company in which the City has, or wishes to, execute a contract as set forth in Article 135.02 of the Codified Ordinances of the City of Parkersburg.

This conflict of interest disclosure form should indicate whether externally contracted entities are aware of any conflicts of interest which would reasonably appear to violate or otherwise bring into question adherence to the requirements of City Code.

This form is to be completed below and signed by an officer or owner of the entity:

Name of entity (include any DBA):

Address:

Phone:

EIN:

Officer/owner completing form:

____ To the best of my knowledge, no officer/owner or spouse or child thereof, or employee of the entity named above, or any other affiliated entity conducting business with the City, is also an employee of the City of Parkersburg; therefore, no direct or indirect financial interest is present.

____ Either an officer/owner or spouse or child thereof, or employee of the entity named above, or any other affiliated entity conducting business with the City, is an employee of the City of Parkersburg; therefore, a potential direct or indirect financial interest may be present or otherwise qualified as described below to mitigate any conflicts disclosed herein:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signed: ____________________________

Title: ____________________________

Date: ____________________________
AFFIDAVIT

(TO BE FILLED IN AND EXECUTED IF THE CONTRACTOR IS A CORPORATION)

COUNTY OF ________________________________

STATE OF ________________________________

_________________________________________, BEING DULY SWORN

(NAME OF AFFIANT)

DISPOSES AND SAYS THAT HE IS SECRETARY OF ________________________________

A CORPORATION ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS

OF THE STATE OF ________________________________ AND HAVING ITS PRINCIPAL

OFFICE AT ________________________________

(NUMBER AND STREET) (CITY) (ZIP CODE)

__________________________

(COUNTY) (STATE)

AFFIANT FURTHER SAYS THAT HE IS FAMILIAR WITH THE RECORDS, MINUTE BOOKS

AND BY LAWS OF ________________________________

(NAME OF CORPORATION)

AFFIANT FURTHER SAYS THAT ________________________________

(NAME OF PERSON SIGNING PROPOSAL/CONTRACT)

IS ________________________________ OF THE CORPORATION IS

DULY AUTHORIZED TO SIGN THE CONTRACT FOR ________________________________

__________________________ FOR SAID CORPORATION

BY VIRTUE OF ________________________________

(STATE WHETHER A PROVISION OF BY-LAWS OR A RESOLUTION

OF THE BOARD OF DIRECTORS, IF BY RESOLUTION, GIVE DATE

OF ADOPTION)

________________________________

(SIGNATURE OF AFFIANT)

SWORN TO BEFORE ME THIS ________________________________ DAY OF ___________ 19_

________________________________

(NOTARY PUBLIC IN AND FOR)

__________________________

(COUNTY) (STATE)

AFFIANT MUST BE SOMEONE OTHER THAN THE SIGNER OF PROPOSAL/CONTRACT