



## BID REQUEST

**Date:** April 16, 2019  
**To:** Sign manufacturing and installation contractors  
**From:** Department of Parks, Recreation, and Waterfront (BPRW)  
**Re:** Fitness Trail Sign Manufacturing and Installation

This Bid Request solicits shop drawings, fabrication and installation services for the installation of wayfinding signs throughout Burlington, VT's Parks System.

### I. LOCATIONS

*601 Lake St, Burlington, VT, Pause Places at the Urban Reserve*

*216 Leddy Park Rd, Burlington, VT, Leddy Park*

*96 Starr Farm Park Rd, Burlington, VT, Starr Farm Park*

### II. DESCRIPTION OF CURRENT CONDITIONS

In partnership with the *University of Vermont Medical Center (UVMMC)*, BPRW installed three fitness stations along the recently renovated Burlington Greenway at Pause Places 1, 2, and 3. Additionally, this summer or fall two Pause Places with fitness stations are being constructed at Leddy and Starr Farm Parks. Construction at each of these sites is expected to begin in May and be completed by June 30. All of the locations receive frequent foot and bike traffic, particularly through the warmer seasons, which will make speed and scheduling of installation a priority.

The signage fabrication and installation will act as the finishing touch for each of these stations by providing basic information and wayfinding for Leddy Park and the Fitness Trail. Copy for these signs has been created and finalized by BPRW staff (see ATTACHMENT A).

The Pause Place and fitness stations consist of metal and plastic components mounted to an exposed aggregate concrete pad. The new signs will be mechanically fastened to the concrete pads with the exact location to be determined and field marked by BPRW and communicated to the selected contractor.



*Exercise Station at Pause Place 1*



*Exercise Station at Pause Place 2*



*Exercise Station at Pause Place 3*



### III. SCOPE OF WORK

1. Produce shop drawings for all signs and submit for BPRW Review
    - a. Drawings must be submitted and approved by BPRW prior to manufacturing
  2. Manufacture all signs in accordance to material specifications and dimensions outlined in ATTACHMENT A
  3. Add/Alternate: Provide a cost estimate for Installation of all signs
    - a. All signs are to be mounted to exposed aggregate concrete foundations provided by BPRW.
    - b. BPRW will mark final locations in the field prior to installation
    - c. BPRW will Dig Safe all locations in advance of installation
    - d. Contractor responsible for damage to any BPRW property and grounds
      - i. Any damaged areas shall be restored to their initial condition by the contractor
- **For detailed sign dimensions and material specifications please refer to ATTACHMENT A**
  - All materials and procedures must be in accordance with BPRW's Wayfinding Guidelines: [https://issuu.com/btvparks/docs/20160622\\_bprw\\_sign\\_guidelines\\_final](https://issuu.com/btvparks/docs/20160622_bprw_sign_guidelines_final)
    - Relevant pages and sections for this project include:
      - *Graphic Standards (pgs. 2-6)*
      - *Performance Specifications (pgs. 41-47)*

### IV. BID SUBMITTAL REQUIREMENTS

1. **Bid Form:** Please complete and submit the following bid form.

Qty	Signage Type	Submit shop drawings (\$)	Fabricate Sign (\$)	Add/Alternate: Install Sign (\$)	TOTAL (\$)
6	UVM Med Center Map Kiosk				
1	Map Kiosk				
1	Bike Path ID Post				





2. **Proposed Schedule:** Include a proposed project schedule for completing the scope of work outlined in Section III.
3. **References and Similar Project Experience:** Provide a minimum of 3 references with a contact's name and phone number for projects of a similar scale.

## V. ESTIMATED CONSTRUCTION CONTRACT

The selected contractor will be required to sign a contract including provisions substantially similar to those outlined in the attached contract provisions. Please review the following attached contract documents:

ATTACHMENT B - Sample Standard Contract Provisions

ATTACHMENT C - City's Livable Wage Ordinance

ATTACHMENT D – City's Union Deterrence Ordinance

All Attachments are available for download at <https://www.burlingtonvt.gov/RFP> or upon request via e-mail.

## VI. PROJECT SCHEDULE

Bid Request Issued:	Friday, April 16, 2019
Bids Due:	<b>Monday, April 29, 2019</b>
Notice of Award:	No later than, May 10, 2019
Execution of Contract:	No later than May 13, 2019
Installation complete:	Summer 2019

## VII. BID SCHEDULE & CONTACT INFORMATION

**Please submit all necessary quotes and documents by April 29<sup>th</sup>, 2019.**

Bids should be submitted digitally via email to Max Madalinski, Parks Project Coordinator, Department of Parks & Recreation, [mmadalinski@burlingtonvt.gov](mailto:mmadalinski@burlingtonvt.gov)