



**OGDEN CITY CORPORATION  
REQUEST FOR PROPOSAL**

**City Gateway Signage**



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Public Services ~ Engineering

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# OGDEN CITY CORPORATION

## REQUEST FOR PROPOSAL

### City Gateway Signage

Ogden City desires to expand our wayfinding infrastructure by enlisting a Firm to design and finalize gateway signage plans for large and small spaces. Once the plans are approved, the project will see the sign(s): fabricated, assembled and installed. It is the City's intent to install these signs on primary routes entering the City, on an as-needed basis.

Proposal packets are available and may be obtained by downloading from the Ogden City website at <http://ogdencity.com/264/Purchasing>.

Proposers are responsible for securing any and all addenda issued.

A **MANDATORY** proposal meeting in the **7th Floor Conference Rm** located at 2549 Washington Blvd, Ogden Utah will occur on **August 23, 2023 at 9 A.M.** All firms intending to submit a proposal are **REQUIRED** to attend the meeting to obtain relevant information.

**Sealed responses** to this RFP shall be submitted to the Purchasing Office, **c/o 2nd Floor Information/Constable Desk**, 2549 Washington Blvd, Ogden, UT, 84401 by, **August 29, 2023, no later than 3 PM. LATE PROPOSALS WILL NOT BE ACCEPTED.**

The City reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the City.

Ogden City encourages and welcomes bids from small, local, women and minority owned businesses and other disadvantaged business enterprises.

**Ad Published:** August 12 & 19, 2023

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## REQUEST FOR PROPOSAL

### City Gateway Signage

#### I. INTRODUCTION

Ogden City desires to expand our wayfinding infrastructure by enlisting a Firm to design and finalize gateway signage plans for large and small spaces. Once the plans are approved, the project will see the sign(s): fabricated, assembled and installed. It is the City's intent to install these signs on primary routes entering the City, on an as-needed basis.

#### Goals/Objectives

Ogden City strives to maintain:

- A. All designs must incorporate existing City branding standards.
- B. Because space is a factor, the City will need designs for "Large" and "Small" gateway signs.
- C. The City intends to install one "Large" gateway following final design approval.
- D. Final design(s) are intended to be modeled on the general theme of the Grant Avenue Monument. It is located on the west side of the Grant Avenue bridge crossing of the Ogden River.

It is anticipated that this RFP process will result in one contract award. The RFP document will become part of the final contract. The contract will be issued for a period of three (3) years.

#### II. SCOPE OF WORK or SPECIFICATIONS – Refer to Exhibit A

### III. MANDATORY PRE-QUALIFICATION MEETING

A **mandatory** pre-submittal meeting will be held on Wednesday, August 23<sup>rd</sup>, 2023 at 9 A.M. We will meet at the 7<sup>th</sup> Floor Conference Room located at 2549 Washington Boulevard, Ogden Utah.

Please allow at least one (1) hour for the pre-submittal meeting. All firms intending to offer a proposal are **REQUIRED** to attend to obtain relevant information.

### IV. RESPONSE TO RFP

Ogden City is seeking proposals from Firms capable of providing all the work described in the Scope of Work including attachments.

A. Each Proposal must include, as a minimum, the following information:

1. Authorized Representative – Indicate name, address, email and telephone number of the company submitting the proposal.
  - a. Include the name and contact information of the person designated as authorized to contractually bind the offer.
2. Company Experience - A description of the firm’s experience and capability of fulfilling this contract if awarded.
  - a. Include company history with biographies and/or resumes for principal contacts.
3. Team Information – Provide the names of any outside consultants and/or subcontractors to be utilized, including contact information and a brief description of their role(s) in the project.
4. Cost Proposal - A detailed breakdown of the proposed costs to complete the **design phase** of the project.
5. References – Provide list of at least three references; include project dates, scope, summary of work performed, and contact information.
6. A minimum of two conceptual renderings for both “Large” and “Small” entryway signs. All conceptual rendering pages shall not exceed 11”x17” in size.

- B. Proposals are to be no longer than 10 pages. Double-sided pages count as two pages. Resumes will not count towards the 10-page maximum.
- C. For City record-keeping purposes, please do not use spiral or wire binding methods. The following methods will be accepted:
  - a. Submitted as loose leaf with binder clip
  - b. Submitted in a regular 3-ring binder
- D. Proposals submitted to Ogden City are considered public records, unless protected within [Utah Code 63G-2-1](#).

## V. EVALUATION OF PROPOSALS

Proposals will be evaluated in accordance with the criteria listed below:

A. Aesthetics of design	40%
B. Capability and experience	20%
C. Availability, schedule and response time	10%
D. Cost / fee proposal	30%

The selection committee will primarily be composed of City employees.

Note that proposals that are received after the deadline or not conforming to the RFP requirements may be deemed non-responsive and eliminated. Each applicant bears sole responsibility for the items included or not included in the response submitted by that proposer.

All proposals in response to this RFP will be evaluated in a manner consistent with the Ogden City policies and procedures. Ogden City reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFP.

In the initial phase of the evaluation process, the selection committee will review all responsive proposals in a cursory manner to eliminate from further consideration proposals which in the judgment of the evaluation committee fail to offer sufficient and substantive provisions to warrant further consideration.

At the conclusion of this initial phase, finalist proposals will be selected for detailed review and evaluation.

Ogden City may require an in-person presentation by finalists to supplement their written proposal.

Being selected and entering into an agreement does not guarantee the offeror will be extended any specific amount of work.

## VI. SUBMISSION OF PROPOSALS

**August 29, 2023, No later than 3 PM;** proposers shall submit ten (10) copies of the proposal in a sealed envelope.

On the envelope, indicate your company's name and the RFP name "City Gateway Signage"

Submit Proposal To:  
Ogden City Corporation  
c/o 2<sup>nd</sup> Floor Information Desk  
ATTN: Purchasing Office  
"City Gateway Signage"  
2549 Washington Blvd.  
Ogden, UT 84401

### **LATE PROPOSALS WILL NOT BE ACCEPTED.**

If the sealed proposal is submitted by mail or other delivery service, it must be received prior to the submission deadline.

The Proposal may also be hand-carried to the 2nd Floor Information Desk/Constable (east entrance of the building) at the same address.

**No facsimile or email transmittals will be accepted.**

It is the sole responsibility of those responding to this RFP to ensure that their submittal is made to the correct location and in compliance with the stated date and time.

City offices are closed on holidays.

## **VII. INSURANCE REQUIREMENTS**

The successful proposer shall procure and maintain for the duration of the contract the required insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this agreement. **The Contractor shall pay the cost of such insurance.**

a. The amount of insurance shall not be less than:

- i) Commercial General Liability: Minimum of \$4,000,000 in general aggregate with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractor's liability (if applicable) written on an occurrence form.
- ii) Business Automobile Liability: \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned and hired autos.
- iii) Workers' Compensation and Employer's Liability: Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.
- iv) Professional Liability: Minimum of \$1,000,000 aggregate with \$500,000 per occurrence

b. Each insurance policy required by this Agreement shall contain the following clauses:

- i) “This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Ogden City Corporation”.
  - ii) “It is agreed that any insurance or self-insurance maintained by Ogden City Corporation, its elected or appointed officials, employees, agents and volunteers shall be excess of Contractor’s insurance and shall not contribute with insurance provided by this policy.”
- c. Each insurance policy required by this Agreement, excepting policies for Workers’ Compensation, shall contain the following clause in a separate endorsement:
  - i) “Ogden City Corporation, its elected and appointed officials, employees, volunteers and agents are to be named as additional insureds in respect to operations and activities of or on behalf of, the named insured as performed under Agreement with Ogden City Corporation.”
- d. Insurance is to be placed with insurers acceptable to and approved by Ogden City Corporation. Contractor’s insurer must be authorized to do business in Utah at the time the license is executed and throughout the time period the license is maintained, unless otherwise agreed to in writing by Ogden City Corporation. Failure to maintain or renew coverage or to provide evidence of renewal will be treated as a material breach of contract.
- e. City shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by the City before work begins on the premises.
- f. City reserves the right to require complete, certified copies of all required insurance policies at any time.



- g. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the City, their elected and appointed officials, employees, agents and volunteers; or Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- h. Contractor shall include all of its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverages for Contractor's contractors shall be subject to all of the requirements stated herein.
- i. Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from the activities of Contractor or its agents, employees, invitees or contractors upon the Premises during the License Period.

## **VIII. GENERAL TERMS AND CONDITIONS**

- A. Qualified respondents shall be, or sub-contract with, Licensed Contractors in the State of Utah, for this type of work, and who meet Ogden City's insurance and bonding requirements, and have experience with all work defined in the scope of work.
- B. For projects that are security-sensitive in nature, Ogden City reserves the right to conduct a criminal background check of each person who will be providing services in response to this RFP. If requested, Contractor shall submit a BCI Criminal History Report dated within 30 days of response to RFP for each employee who will be on-site, that shows "Criminal History Verified" and has Arrest History attachments. Employees who have any convictions on their BCI record may be subject to further review and approval by Ogden City. Ogden City may reject any response to this RFP that involves services from a person or

entity that Ogden City determines is unfit or unqualified to fulfill the requirements of this RFP.

- C. All work must meet current industry standards including all Federal, State and local rules and regulations.
- D. Ogden City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- E. Ogden City will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.
- F. Cost of Developing Proposals - All costs related to the preparation of proposals and any related activities are the sole responsibility of the offeror. Ogden City assumes no liability for any costs incurred by offerors throughout the entire selection process.
- G. Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the offeror.
- H. Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.
- I. Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit or cost estimate of any proposal price.
- J. Award of Contract - The selection of the company will be made by a selection committee comprised of city employees. Ogden City reserves the right to negotiate and hold discussions with prospective service providers as

necessary, however, Ogden City may award this contract without discussion of proposals received from prospective service providers.

The selected company shall enter into a written agreement with Ogden City.

Ogden City reserves the right to cancel this Request for Proposal.

Ogden City reserves the right to reject any or all proposals received. Furthermore, Ogden City shall have the right to waive any informality or technicality in proposals received, when in the best interest of Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter contracts with more than one vendor.

- K. Pursuant to the Utah Government Records Access and Management Act (GRAMA), records will be considered public after the contract is awarded. If an offeror wishes to protect any records, a request for business confidentiality may be submitted to the Ogden City Records Office at the time of bid submission. The form can be accessed through the Recorder's webpage at: [https://pr-ogdenut.mycusthelp.com/WEBAPP/\\_rs/\(S\(suopfgvelrynrtwqydthpu0\)\)/support/home.aspx?sSessionID=16221821990UTUCQERTHPDHVQEIOIMKDOOMQJPTOE&lp=2](https://pr-ogdenut.mycusthelp.com/WEBAPP/_rs/(S(suopfgvelrynrtwqydthpu0))/support/home.aspx?sSessionID=16221821990UTUCQERTHPDHVQEIOIMKDOOMQJPTOE&lp=2)

## **IX. ADDITIONAL INFORMATION**

Price Guarantee: All pricing must be guaranteed for one (1) year. Following the guarantee period, any request for price adjustment must be for an equal guarantee period and must be made at least 30 days prior to the effective date.

Requests for price adjustment must include sufficient documentation supporting the request and demonstrating a logical mathematical link between the current price and the proposed price.

Any adjustment or amendment to the contract will not be effective unless approved by Ogden City.

Price Reductions: It is understood and agreed that the City will be given the immediate benefit of any decrease in the market, or allowable discount.

Contractor will only be allowed to invoice for the cost of services / goods in compliance with the submitted proposal as accepted by Ogden City Corporation.

- A. Invoices must contain a complete description of the work / service / goods that was performed / provided, the contract price for each service, the City purchase order or contract number, and address of service location or delivery address.
- B. Upon the Award of Contract, Contractor may receive a request to process payments electronically.
- C. If offered by Contractor, Ogden City seeks a discount for early payment. The City shall only take such a discount if earned.
- D. Invoices shall be sent to the following address:

Ogden City Corporation  
c/o Engineering  
2549 Washington Boulevard  
Ogden, Utah 84401

Or;

Email invoices to: [DanielGillies@OgdenCity.com](mailto:DanielGillies@OgdenCity.com)

## **X. GOVERNING INSTRUCTIONS**

This RFP will constitute the governing document for submitting Proposals and will take precedent over any oral representations.

## XI. RFP SCHEDULE

Ogden City will follow the timetable below. Ogden City reserves the right to modify the dates due to unforeseen circumstances. Revision of dates, specifically the RFP response deadline, will result in an RFP amendment. Amendments will be published in the City's Purchasing webpage - <https://www.ogdencity.com/264/Purchasing>.

<b>EVENT</b>	<b>TARGET DATE</b>
RFP Bid Timeline	
1 <sup>st</sup> Ad – Standard Examiner	Saturday, August 12 <sup>th</sup> , 2023
2 <sup>nd</sup> Ad - Standard Examiner	Saturday, August 19 <sup>th</sup> , 2023
Pre-Proposal Meeting In-Person	Wednesday, August 23 <sup>rd</sup> , 2023  At 9 A.M. ~ 7 <sup>th</sup> Floor  2549 Washington Blvd, Ogden Utah
Last day for Q&A	Friday, August 25 <sup>th</sup> , 2023  No later than 3PM
RFP Submittal Deadline	Tuesday, August 29 <sup>th</sup> , 2023  No later than 3PM
Committee Review and Selection process	*20 Calendar Days
Contract Start Date	*Monday, September 18 <sup>th</sup> , 2023  *Anticipated

## XII. CONTACT INFORMATION

For any questions related to this RFP, please contact the Ogden City Purchasing Office via email [purchasing@ogdencity.com](mailto:purchasing@ogdencity.com) or at (801) 629-8742.

The question-and-answer period ends at 3 PM on Friday, August 25<sup>th</sup>, 2023.

Please check the City's Purchasing webpage for any published Q&A document(s) that might have already addressed your questions or concerns - <https://www.ogdencity.com/264/Purchasing>.

**Thank you for your interest in doing business with Ogden City.**

## **EXHIBIT A SCOPE OF WORK**

Description of the services to be performed:

- A. Produce conceptual designs for “Large” and “Small” entryway monuments.
- B. Refine designs until final approval by the Ogden City Infrastructure Committee (3 conceptual submittals/refining meetings)
- C. Design must incorporate City branding standards. Deviation from the City branding standards may be allowed if inclusion of the standard is shown to not be feasible.
- D. Designs shall include:
  - a. The word “OGDEN” prominently.
  - b. Base façade shall consist of mortar and cobble.
  - c. Creative means of lighting the sign.
  - d. Sign materials shall incorporate metal; with moderate elements of patina steel used.
  - e. Large signs shall be rectangular in shape and not exceed 18 feet in height.
  - f. Small signs shall be rectangular in shape and not exceed 9 feet in height.
- E. Produce plan sets and shop drawings detailing components, assembly, anchoring and installation for both “Large” and “Small” gateway signs.
- F. Be capable, or sub-contract fabrication and preparation of gateway signs.
- G. Be able to, or sub-contract, assembly and installation of gateway signs.
- H. Include price guarantee for sign fabrication and assembly. Pricing for sign installation shall be negotiated for each individual sign where a mutually agreed price will be established prior to any work directive.
- I. Prospective bidders shall be able to provide a 1-year warranty for installation and materials for each sign.

Timeline for the completion of work

Cumulative time for contract and drawing approvals:

(19 weeks~133 calendar days)

Advertise-Bid-Selection-Award: (6 weeks)

Refine Concepts: (6 weeks)

Sign Approval: (1 week)

Preparation of plan sets/shop drawings (6 weeks)

Cumulative time for fabrication, assembly and installation:

(11 weeks~77 calendar days)

Sign Fabrication: 8 (weeks)

Duration of installation: 3 (weeks)

How and where the work is to be performed

A. The City desires to install one Large sign near 4990 South Harrison Boulevard.

B. All remaining entryway sign needs will be on an as-needed basis.

Procedures to be followed

Safety & liability issues

A. Sign design shall meet or exceed industry standards for structural and electrical integrity. Additional standards may include State and Local roadway safety elements.

B. All structural elements shall be stamped and signed by a professional structural engineer.

C. Contractor is required to obtain relevant permits for each sign installation.