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REQUEST FOR PROPOSALS

TITLE:

Downtown Johnstown Signage & Wayfinding Master Plan: Phase 2

ISSUED ON:

Tuesday, January 23, 2024

PROPOSALS DUE:

Friday, February 23, 2024, at 5 PM (MT)



CONTACT:

Sarah Crosthwaite
Economic Development Manager
970-578-9612
SCrosthwaite@Johnstownco.gov



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BACKGROUND:

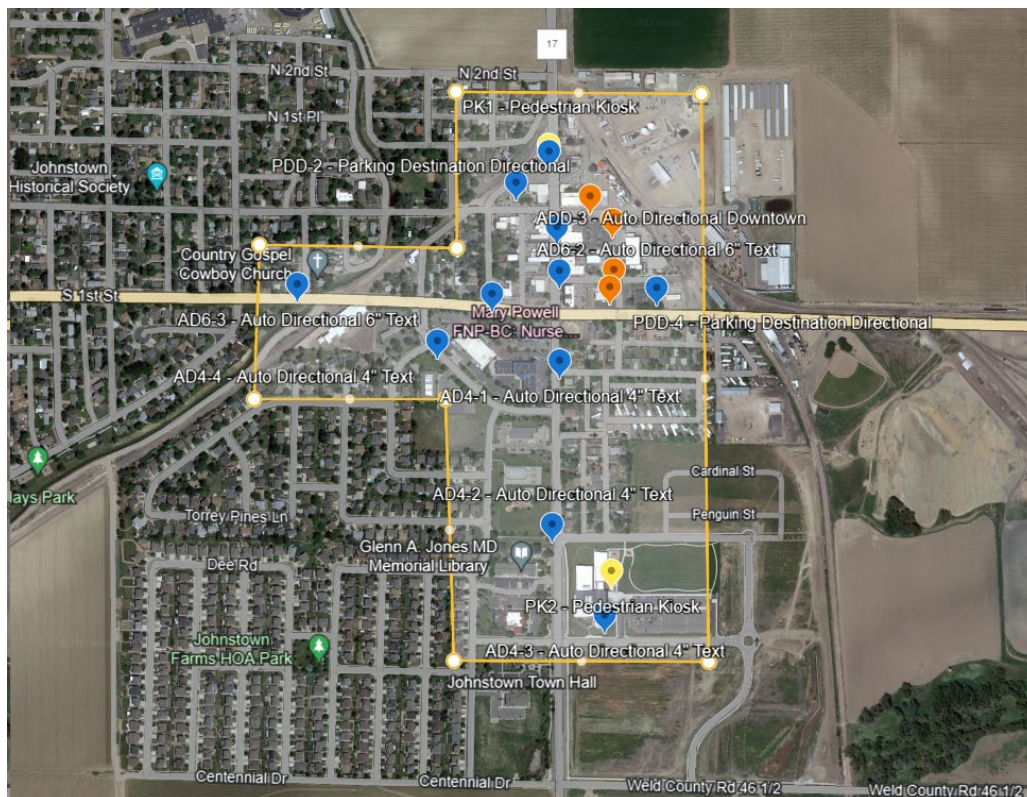
Downtown Johnstown is in central Johnstown, Colorado, adjacent to the Hwy-60 corridor and 2 miles east of I-25. The Downtown Branding & Wayfinding project kicked off in June 2022 with the initial focus on creating a downtown brand and a comprehensive community signage and wayfinding plan that helps navigate vehicles and pedestrians towards unique destinations and resources within the downtown. The new downtown brand was officially adopted by the Town Council in March 2023.

Since the formal adoption of the Downtown Brand, Town Staff worked with the same consultant to develop and design a uniform set of signage for the downtown area. The signage includes gateway signage, landmark designators, interactive pedestrian signage, static pedestrian signage, parking lot signage, and vehicle directional signage.

In July 2023, fabrication and construction began for Phase 1 of the downtown signage project which included three gateway/monument signs that are meant to signify arrival into the core historic downtown. Engineering, fabrication, and installation of Phase 1 signage is estimated to be completed in early 2024.

SITE DESCRIPTION & SIGN LOCATIONS:

The exhibit below describes the proposed boundary of the project and locations of each sign. Minor changes are expected during the planning stages of the project.





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The following link provides the sign locations and messaging plan for Phase 2 of the Johnstown Signage & Wayfinding Master plan.

<https://earth.google.com/earth/d/11Uq8pNBAMf4dtYzeVe1KUaFhj3VMDU?usp=sharing>

SCOPE OF WORK:

Fabricate and install wayfinding signs within the Town of Johnstown. This project is for Phase 2 only of the Johnstown Signage & Wayfinding Master Plan (dated October 2023), and includes seventeen (17) signs, with the sign installations concentrated in the downtown area.

The Phase 2 project entails the fabrication and installation of *five (5) sign types*, including- Auto Directional (ADD, AD4, AD6), Pedestrian Digital Kiosk (PK), and Parking Destination Directional Sign (PDD). Please see table below-

| Sign Type | Signage Function | Installation Surface: Soft Surface (grass, dirt) – Hard Surface (concrete, paver installation) | Installation Type: Freestanding - Mounted to Existing Structure | Electrified (Yes/No) | Quantity |
|----------------------------------------------------|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------|-----------|
| Auto Directional Signs – ADD (4), AD4 (4), AD6 (3) | To help drivers locate Town of Johnstown Destinations | Soft/Hard | Freestanding | No | 11 |
| Pedestrian Digital Kiosk – PK | To help pedestrians find destinations and services in Downtown Johnstown | Hard | Freestanding | Yes | 2 |
| Parking Destination Directional Signs – PDD | To help drivers locate Downtown Johnstown public parking lots | Hard | Freestanding | Yes | 4 |
| TOTALS for all Phase 2 Signage | | | | | 17 |



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Phase 2 Tasks

Please refer to Downtown Johnstown Signage & Wayfinding Master Plan – Phase 2 document for fabrication and construction specifications.

<https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:f9bc2179-9d2f-3655-a2d9-07147613a0e4>

Task A: Signage Fabrication: This project task involves developing the fabrication plans for manufacturing each of the 17 Phase 2 signs, as specified per the Bid Documents, Contract provisions, and Town Code.

- Task A.1: Town and Consultant Coordination
- Task A.2: Prepare Sign Manufacturing Report Specifications (Electric and Non-Electric Signs)
- Task A.3: Prepare Sign Shop Drawings
- Task A.4: Prepare Final Record Documents – Per Quality Control Plan
- Task A.5: Prepare Sign Costs
- Task A.6: Prepare Warranty Plan for Town
- Task A.7: Manufacture Signs (Procure Materials and Fabricate Signs)
- Task A.8: Signage Fabrication, Complete, Auto Directional Signs
 - ADD = 4 signs
 - AD4 = 4 signs
 - AD6 = 3 signs
- Task A.9: Signage Fabrication, Complete, Pedestrian Digital Kiosk Signs
 - PK = 2 signs
- Task A.10: Signage Fabrication, Complete, Parking Destination Directional Signs
 - PDD = 4 signs

Task B: Signage Installation: This task involves installing each of the 17 Phase 2 signs within the Town of Johnstown, as specified per the Bid Documents, Contract provisions, and Town Code.

- Task B.1: Town and Consultant Coordination
- Task B.2: Site Visit (Confirm Sign Locations, Utilities, Other Installation Site Factors)
- Task B.3: Prepare Construction Plan Documents
- Task B.4: Obtain Necessary Permits and Certifications (In Conjunction with Town Staff)
- Task B.5: Prepare a “Construction Safety and Phasing Plan” (CSPP) – Including Traffic Control
- Task B.6: Coordinate with Utility, Agency and Service Providers
- Task B.7: Removal/Demolition Existing Signs
- Task B.8: Survey and Stake Sign Installation Locations
- Task B.9: Coordinate/Contract with Local-Area Contract Suppliers (Materials and Services)
- Task B.10: Signage Support Footings & Electrical Connections
- Task B.11: Signage Installation, Complete, Auto Directional Signs
 - ADD = 4 signs
 - AD4 = 4 signs
 - AD6 = 3 signs
- Task B.12: Signage Installation, Complete, Pedestrian Digital Kiosk Signs



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- PK = 2 signs
- Task B.13: Signage Installation, Complete, Parking Destination Directional Signs
 - PDD = 4 signs
- Task B.14: Conduct Project Inspections, Punchlist Items, and Project Closeout
- Task B.15: Prepare Sign Repair/Maintenance Plan for Town

Electrical Scope of Work

The Pedestrian Digital Kiosk Signs and Parking Destination Directional Signs require electrical. It is assumed that electrical power and capacity exist at or near the proposed locations of each sign. The selected firm/contractor is responsible for trenching and boring, and lifting and replacing pavers, and concrete work/repair in relation to the electrical work. The selected fabricator should include all costs associated with electrical work in their project costs/proposal.

Coordination with True Omni

The Town has selected True Omni to provide two (2) 32" touch screen displays and necessary hardware that will be incorporated into the fabrication and installation of the two (2) Pedestrian Digital Kiosk Signs. True Omni will also provide the Omni Channel Platform & Content Management System that will manage the content displayed on the screens. It is expected that the selected firm/contractor coordinate with True Omni in the fabrication and installation of the Pedestrian Digital Kiosk Signs and ensure proper conformance of the touch screen displays.

The selected firm/contractor is responsible for connecting the Pedestrian Digital Kiosk Signs into the Wi-Fi network that is available at both sign locations (near Town Senior Center and Johnstown YMCA) and ensuring signal strength. The selected firm/contractor should include all costs associated with tying into the existing Wi-Fi network. The Town's contracted IT firm will assist the selected firm/contractor with accessing the Wi-Fi Network.

FOR REFERENCE:

It is highly recommended that interested firms and/or consultants review the webpage and associated documents to understand the scope of the Downtown Branding & Wayfinding Project (completed 2023) including Phase 1 of the Signage & Wayfinding Master Plan (to be completed early 2024).

- Johnstown Downtown Wayfinding Signage Project
 - <https://johnstown.colorado.gov/DowntownSignage>
- Town of Johnstown Downtown Signage Designs
 - <https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:1926ed6e-7f1a-3a86-bf76-394025a4c32a>
- Town of Johnstown Downtown Branding Guide & Action Plan
 - <https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:3fcf352c-ed89-3542-a759-73843b972db5>



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PRE-BID MEETING:

A virtual pre-bid meeting is tentatively scheduled for Thursday, February 1, 2024, at 10 AM (MT), interested firms are recommended to attend to ensure any inquiries or questions are answered regarding the project and RFP. Town staff will provide the link to the virtual pre-bid meeting should it be requested by the firm and/or contractors.

All inquiries to be directed to Sarah Crosthwaite, Economic Development Manager
SCrosthwaite@Johnstownco.gov | 970-578-9612

SUBMISSION:

All proposals are due by Friday, February 23, 2024, at 5 PM (MT) to: Sarah Crosthwaite, Economic Development Manager; SCrosthwaite@Johnstownco.gov

Use Subject Line: Downtown Wayfinding Phase 2 – *FIRM NAME*

OR

Submitted electronically through the Town’s WeTransfer document transfer solution found at johnstownco.wetransfer.com. Please include in the “message” section: Downtown Wayfinding Phase 2 – *FIRM NAME*

The Town will respond with an email that the submittal has been received as part of the submittal deadline.

SUBMISSION REQUIREMENTS:

The proposal response should be succinct, and display accurately the capabilities, knowledge, experience, and capacity of the respondent to meet the requirements of the project and the RFP. Respondents are encouraged to utilize methods they consider appropriate in communicating the required information. At a minimum, this will include submission of the information requested below:

- Firm description
- Project team and resumes for each team member
- List of subcontractors and sub-consultants
- Relevant experience/projects with references (3 required)
- Preliminary project timeline that ensures completion by December 23, 2024
- Professional fee to complete the work as described. Fees shall include all tasks and staffing necessary to complete the project as outlined above and within the Bidding Sheet. All reimbursable expenses shall be included in this fee.
- Completed Downtown Johnstown Wayfinding Bidding Sheet- Phase 2 Signs
- FORM: **PDF ONLY**, *proposal should be no more than 30 pages.*



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AWARD PROCESS:

The Town will select and notify the firm/contractor no later than Friday, March 8, 2024. The Town Council will officially consider/award the contract during the Town Council meeting on Monday, March 18, 2024, at 7pm (MT). It is expected that the selected firm/contractor be in attendance.

SCHEDULE OF ACTIVITIES:

| Event | Date |
|--------------------------------------------------|-------------------------------------------------|
| RFP Published | Tuesday, January 23, 2024 |
| Virtual Pre-Bid Meeting | Thursday, February 1, 2024; 10 AM Mountain Time |
| RFP Closes | Friday, February 23, 2024; 5 PM Mountain Time |
| Notice of Award (pending final Council approval) | Friday, March 8, 2024 |
| Pre-Construction Meeting/Site Walk (Tentative) | Monday, March 11, 2024; 10 AM Mountain Time |
| Town Council Meeting/Contract Execution | Monday, March 18, 2024; 7 PM Mountain Time |
| Substantial Completion of Phase 2 | Monday, October 28, 2024 |
| Completion of Phase 2 | Monday, December 23, 2024 |

GENERAL:

This RFP does not commit the Town to award a contract nor pay any costs incurred in the preparation of the RFP response. The Town reserves the right to extend the deadline, accept or reject any or all proposals received, negotiate with any qualified firm, and/or cancel or modify this RFP without notice or penalty. The Town reserves the right to review and approve/disapprove of all key staff and sub-consultant substitutions or removals and may consider such changes not approved to be a breach of contract.

SPECIAL TERMS & CONDITIONS:

Bidders shall make all investigations necessary to thoroughly inform themselves regarding the items affected by the conditions of this RFP. No plea of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure to fulfill the requirements of the Contract Documents will be accepted as the basis for varying the requirements of the Town or the compensation to the Bidder. The accuracy of the Offer is the sole responsibility of the Bidder. Any ambiguity, conflict, discrepancy, omissions or other errors discovered in the solicitation must be reported immediately in writing to the Town and a request be made for modifications or clarifications. Any such change(s) will be posted as an amendment or addenda. Any information submitted with the Proposal will become public information, subject to release, under the Colorado Open Records Act. The Town shall be held harmless for any claims arising from the potential release of information with any submission. It is the responsibility of the



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Bidder to ensure that no confidential or proprietary information is included in the submission that is not desired to be released.