



4393 Collins Road
Rochester, MI 48306
(248) 651-9260
(248) 601-0106 (FAX)
www.paintcreektrail.org

PAINT CREEK TRAILWAYS COMMISSION

Request for Proposals Signage Design and/or Manufacturing Services

The Paint Creek Trailways Commission is seeking a qualified, experienced person or firm to design gateway signage, information stations, road crossing/safety signs, map signs, and wayfinding signs for the Paint Creek Trail that includes the addition of the Iron Belle Trail network logo. Selected person or firm may potentially manufacture the signs as well.

Background: The Paint Creek Trail was the first non-motorized Rail to Trail in the State of Michigan. The Paint Creek Trailways Commission is an intergovernmental agency comprised of Rochester, Rochester Hills, Oakland Township, and Orion Township in Oakland County, Michigan. It owns and manages the 8.9 mile Paint Creek Trail, and two additional undeveloped parcels in the City of Rochester. The Paint Creek Trail is located approximately located 30 miles north of Detroit. General information regarding the Paint Creek Trail and the Paint Creek Trailways Commission is available at www.paintcreektrail.org.

The Signage Project is being funded by a Michigan Department of Natural Resources Iron Belle Trail grant fund, and local cash match.

Interested individuals or firms are invited to submit proposals. The services required are described in the following sections of this Request for Proposals (RFP).

Scope of Work

The selected firm will provide the Trailways Commission with up to three sign family, conceptual level design themes to consider. The selected firm should conduct a meeting with key stakeholders to generate ideas for the sign family concepts and to obtain various preferences for elements of the signage. Additionally, it is strongly encouraged that the selected firm walk a portion of the Paint Creek Trail to get a feel for the current conditions and/or installation locations. Signage design should include the following, as well as proposed dimensions, materials, fonts, color pallets, and other options that may be feasible:

- (5) Gateway Signs, identifying the Paint Creek Trail (PCT), with reference to the Iron Belle Trail (IBT) Network. (1) Gateway sign will be installed in each trail community.
- (2) Iron Belle Trailhead information stations, such as kiosks. Station will provide PCT and IBT branding information, wayfinding, and Paint Creek Trail information.
- (36) Aluminum Road crossing/Safety Signs, utilizing consistent branding and best practices. Current signs are in disrepair and outdated, and do not meet current design

standards. Materials, other than aluminum, may be considered, if appropriate. Additional safety signs may be designed for additional locations, if appropriate.

- (11) Aluminum Map signs, updated with local trail connections, logos, and branding. Map file will be provided to you, but complete sign needs updated design. Materials, other than aluminum, may be considered, if appropriate.
- (11) Aluminum Wayfinding signs, showing IBT route, local points of interest, and amenities. Materials, other than aluminum, may be considered, if appropriate.

The selected firm may also submit up to three designs for consideration by the Commission for a potential new or alternate Paint Creek Trail logo that will define the Trail's brand identity. The logo should be recognizable, and help promote our mission:

"The Paint Creek Trailways Commission provides trail users a natural, scenic, and educational recreation experience while preserving the ecological integrity of the Paint Creek Trail for the enjoyment of present and future generations."

Signage designs shall be consistent with each other, and shall include graphics and maps showing locations for installation, when applicable. The Commission desires designs that are compatible with the natural environment of the trail, but are cost effective and low maintenance. Applicant should be familiar with AASHTO, MUTCD, and ADA requirements, if applicable, and incorporate any applicable requirements.

Timeline

The scope of work must be completed within 3 months from the notice to proceed.

Final Deliverables

Hard Copies (paper) and Electronic files of all documents as part of the signage design plan shall be provided to us for our use and information. We require PDF, JPG, and Vector files and all of the concepts and designs will become the property of the Paint Creek Trailways Commission.

Proposal Requirements

An applicant must submit one (1) copy of its proposal electronically by 3:00 p.m. on July 9, 2019 to manager@paintcreektrail.org, with "RFP Signage Design Services" as the subject. Proposals received after the deadline will not be considered. It is the responsibility of the responding firm to ensure that the proposal arrives on time.

To be considered for selection, submit the following information in keeping with the recommended format.

1. Completed and Signed Applicant Data Form

2. Letter of Interest

Cover letter indicating interest in the project and identifying the firm's ability to provide the scope of services required.

3. Qualifications

The proposal shall include a statement of qualifications. Identify the person(s) who will provide the signage design services, with a brief background of their experience, including experience on similar projects, key personnel qualifications and relevant experience. Resumes of all qualified professionals who will be responsible for assisting with or completing assigned tasks shall be provided.

In addition, please provide a list of references that includes clients for whom services have been provided in the past five (5) years regarding efforts similar in terms of the size and type of project outlined above. Information should include name of contact, title, contact information, and date of service for reference.

It is intended that a single individual or firm will have total responsibility for all services identified in the PCTC Signage Design and/or Manufacturing Services RFP. Therefore, any proposer desiring to use a subcontractor(s) must identify each on a document supplied as an attachment to the proposal and titled attachment "Subcontractor(s). It should include:

- The company's name,
- The company's principal owner(s),
- A description of their involvement in the project, and
- Qualifications for each aspect of the scope of services with which they are involved

The subcontractor(s) cannot be changed after submission of the proposal except with the written approval of PCTC. The selected firm is responsible for all subcontractor actions, workmanship, performance, and payment.

4. Concept Plan

The proposal shall include a detailed description of the individual or firm's approach for satisfactorily completing the Scope of Work set forth above including any alternate suggestions for implementation. Include a detailed schedule that includes a description of all tasks and activities, significant milestones and anticipated deliverables.

5. Work Examples

Please provide at least three (3) examples of previous projects, work product, publications and reports, demonstrating direct experience with the type of work outlined in the Scope of Work above. For each of these examples, provide the following information:

- a. Name and address of client;
- b. Year(s) during which work was performed;
- c. Contract amount; and
- d. Details of work performed.

6. Cost Estimates

Your proposal may specify a flat fee, an hourly rate and/or a combination of a flat fee and an hourly rate. Please specify which services will be provided for what fee. If your hourly rate is dependent upon the individual doing the work and/or the position that individual holds, please list the rate to be charged for each individual or position. The design work should be in an

amount not to exceed \$3,000. If your proposal exceeds this amount, please provide explanation for exceeding this amount.

Assistance Available to Proposer

The Paint Creek Trailways Commission will provide current logo, Iron Belle Trail logo, updated map file, and any other additional information when necessary. Please request, in writing, additional information requested.

Any questions regarding these proposal specifications should be addressed to:

Melissa Ford, Trail Manager
Paint Creek Trailways Commission
4393 Collins Road
Rochester, MI 48306
(248) 651-9260
(248) 601-0106 (FAX)
manager@paintcreektrail.org

Proposal Selection Process

The Commission members will review all proposals. At their option, they may choose to meet with all or any of the persons or firms submitting a proposal. Following review, the Commission will make the final decision and authorize the signing of a contract. The Commission reserves the right to reject any and all proposals.

The Paint Creek Trailways Commission reserves the right to waive any informality in the proposal received, and to accept any proposal or part thereof, which it shall deem to be most favorable to the interests of the Paint Creek Trailways Commission.

Municipalities are exempt from Michigan State Sales and Federal Excise Taxes. Prices quoted shall not include Federal or State taxes. The Paint Creek Trailways Commission will furnish the successful bidder with tax exemption certificates when requested.

Proposer Warranties

The proposer will warrant that it will not delegate or subcontract its responsibilities under agreement without prior written permission of the Trailways Commission. Additionally, the proposer will warrant that all information provided by it in connection with this proposal is true and accurate to the best of its knowledge.

Ownership

Ownership of all data, intellectual property, materials and documentation originated and prepared for the Paint Creek Trailways Commission pursuant to the Request for Proposals and the subsequent contract shall belong exclusively to the Paint Creek Trailways Commission.

Contractual Arrangements

Invoices for services will be paid within 45 days from receipt. The total amount invoiced is not to exceed the bid amount unless the Trailways Commission has approved other arrangements.

The Trailways Commission reserves the right to terminate the contract at any time. Services rendered up to that point will be paid and the remaining contract will be nullified.

Attachments:

- Attachment A: Project Location Map
- Attachment B: Descriptions and Locations of Signage needed
- Attachment C: Brief Description of Project

Applicant Data

Please provide the following information, completing each item fully and explaining or expanding as necessary.

Name of Person or Firm:

Address: _____

Contact Person & Title: _____

Telephone Number: _____

FAX Number: _____

Email: _____

Year Firm was Formed: _____

Conflict of Interest.

Does any member of the Paint Creek Trailways Commission or an immediate family member of any of them have a direct or indirect interest in the awarding of a contract pursuant to this proposal?

_____ Yes

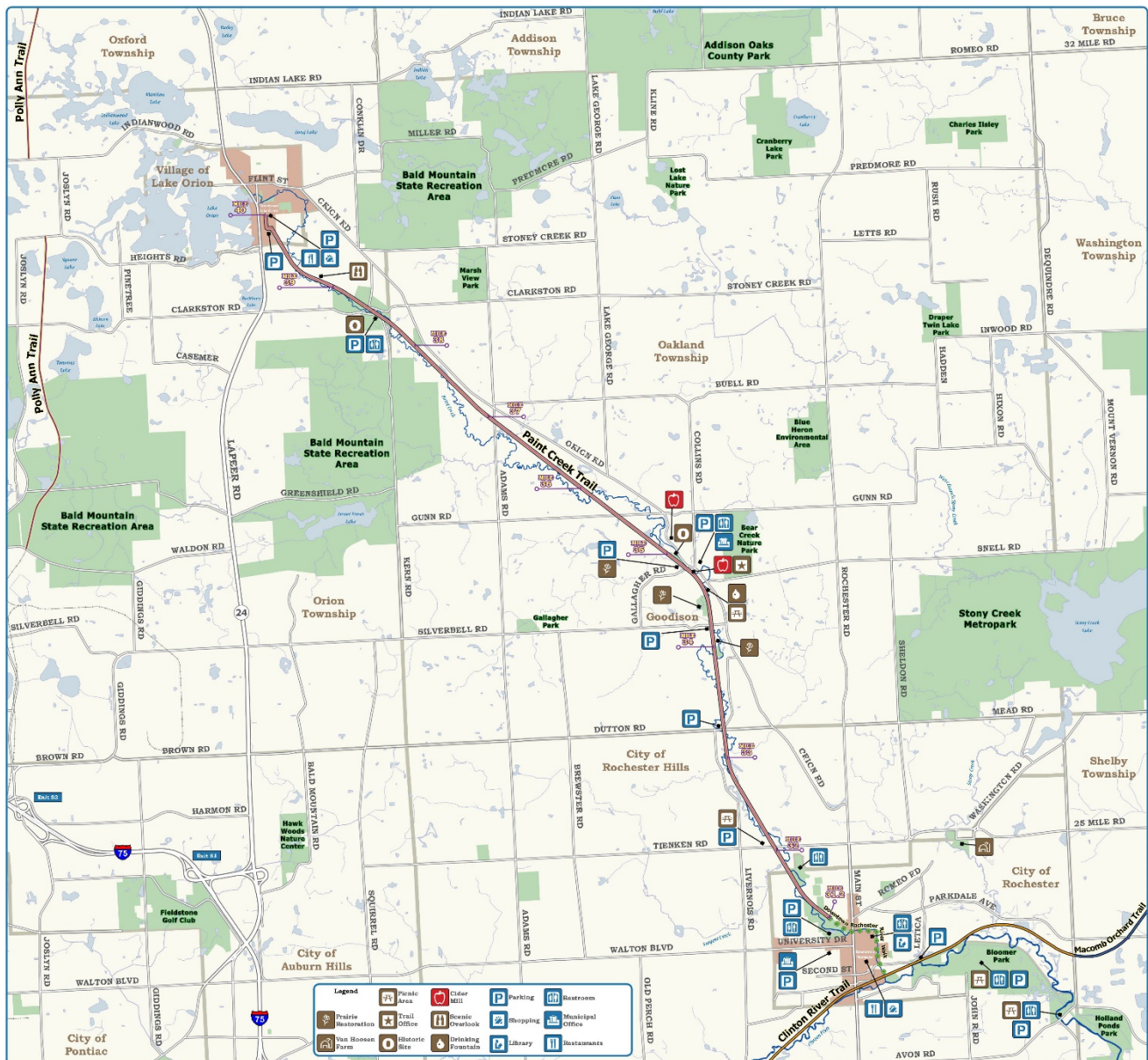
_____ No

If yes, please explain:



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Attachment A: Project Location – Oakland County, Michigan
Traversing Rochester, Rochester Hills, Oakland Township, Orion Township
& Village of Lake Orion,
From Mile Marker 31.2 in Rochester to Mile Marker 40.0 in Lake Orion





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Attachment B: Description of Project Location

From Mile Marker 31.2 in Rochester to Mile Marker 40.0 in Lake Orion

Road Crossing/Safety/Wayfinding/PCT/IBT/Identification Signs – Cross Street Locations:

Rochester:	Rochester Road/Pine Street, Ludlow/Woodward Crossing west of Main Street
Rochester Hills:	Tienken, east of Livernois, west of Kings Cove Drive, and Dutton, east of Livernois, west of Orion Road, south side
Oakland Township:	Dutton, east of Livernois, west of Orion Road, north side Silver Bell west of Orion Road Paint Creek Cider Mill connector, on trail south of Gallagher Gallagher west of Orion Road Adams Road, south of Orion Road
Orion Township:	Clarkston/Kern Roads Newton south of Flint
Village of Lake Orion:	Atwater east of M-24

Gateway/IBT Signage to be located at:

- North side of Ludlow, west of Main Street, in Rochester
- North side of Tienken, east of Livernois, in Rochester Hills
- North side of Dutton, west of Orion Road in Oakland Township
- Intersection of Clarkston/Kern Roads in Orion Township
- South side of Atwater, east of M-24 in Village of Lake Orion

IBT Trailhead Info Stations to be located at:

- On Paint Creek Trail, at southern terminus, mile marker 31.2, at connection to downtown Rochester River Walk/Clinton River Trail connection
- On Paint Creek Trail, at Clarkston/Kern intersection, directing IBT users west on Clarkston Road to Polly Ann Trail

Map signs with IBT Connections & Logo locations:

- Mile marker 31.2 in Rochester
- North side of Ludlow crossing in Rochester
- North side of Tienken crossing in Rochester Hills
- South side of Dutton crossing in Rochester Hills
- South side of Silver Bell Crossing in Oakland Township
- North side of Gallagher Road Crossing in Oakland Township
- East side of Adams Road, south of Orion Road, in Oakland Township
- Intersection of Clarkston/Kern Roads in Orion Township
- On the trail west of Newton in Orion Township
- On the trail south of Atwater in Village of Lake Orion
- *Tentatively on new Paint Creek Trail extension near Children's Park in Village of Lake Orion



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Attachment C: Brief Description of Project

This project will fund the following elements, including design and labor:

- **(5) Gateway/IBT Signs.** We currently have one Gateway sign in the City of Rochester, north of Ludlow. A new design will incorporate the Paint Creek Trail name, add the Village of Lake Orion, and add the Iron Belle Trail logo. This photo shows the current gateway sign we have (Note: the MNRTF and Conservation Fund markers will also be moved to one of the new signs, to maintain compliance):



- **(2) IBT Trailhead Info Stations:** With the connection route on Clarkston Road from the Paint Creek Trail to the Polly Ann Trail determined, we would like to install an Iron Belle Trailhead Information station, directing users west on Clarkston Road (when connection complete). The information station will also direct users to amenities, and local restaurants/businesses, and be a primary focal component of the important PCT and Polly Ann Trail connection. The second station will be located in Rochester, where the Paint Creek Trail meets the downtown Rochester River Walk (the connector to the Clinton River Trail). This station will welcome users officially to the Paint Creek Trail as part of the Iron Belle Trail network, and provide route information, and local amenity/business information.

- **(36) Road Crossing/Safety Signs, updated with IBT logo:** The current signage at our road crossings is damaged, outdated, and not designed with proper traffic safety standards. We would like to update all road crossing signs using the appropriate safety standards, and include the Paint Creek Trail logo, Iron Belle Trail Logo, Road name, community, right-of-way safety information (ie “cross traffic does not stop”, or “trail users must stop at crossing”, etc), and mile marker information, as appropriate. Here are photos of our current road crossing signs:

(These signs are located on the north side of Dutton, in Oakland Township)



- **(11) Map signs:** Our current map sign is outdated. We would like to show the Iron Belle Trail connections, our new trail extension into the Village of Lake Orion, the IBT logo, and up to date rules and courtesy information. Our current map sign:



- **(11) Wayfinding signs:** with the promotion of the Iron Belle Trail, we'd like to add 11 signs pointing our users to Iron Belle Trail route information, local points of historic or cultural interest, amenities, bike repair stations, picnic areas, Bald Mountain Recreation Area, local parks, and other trail connections.