

Planning Department
Saco City Hall
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Saco, Maine 04072-1538



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City of Saco, Maine
Request for Proposals (RFP)
Historic Walking Tour Signs

The City of Saco is requesting proposals from interested vendors for Historic Walking Tour Signs. Responses to this Request for Proposal (RFP) should include the cost of design, manufacture, and delivery of 22 signs.

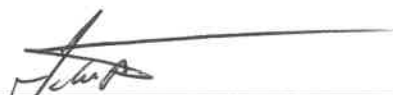
The City of Saco will not be conducting a pre-bid meeting but welcomes questions via email to Planning@sacomaine.org. Deadline to submit questions is 3:00 PM EST on June 14, 2024.

If your team is qualified and experienced in providing the described services, the City of Saco would appreciate receiving your submission as indicated in the RFP. The deadline for responding to the RFP is **11:00 AM EST on June 28, 2024**.

The City reserves the right to waive any informality in proposals, to accept the proposals or portions thereof, and to reject any and all proposals, should it be deemed in the best interest of the City to do so.

The City of Saco, Maine is sales tax exempt.

Reviewed and Approved by:



John Bohenko, City Administrator

5-15-24

Date

City of Saco
Historic Walking Tour Signs
Request for Proposals (RFP)
Specifications & Details

RFP Circulation Date:	Friday, May 17, 2024
Questions Deadline:	Friday, June 14, 2024 (3:00 PM EST)
Proposal Submission Date:	Friday, June 28, 2024 (11:00 AM EST)

SECTION 1: Background and General Information

About Saco

The City of Saco, Maine is a service center community within the Portland-South Portland-Biddeford Metropolitan Statistical Area. Saco’s estimated population is 20,669, and Saco is ranked among the ten largest Maine communities. Saco consists of a mix of uses, from a historic downtown, miles of oceanic and riverine coastline and productive farmland, to suburban residences, an industrial corridor, and a developing Route One commercial and mixed-use Opportunity Zone. Located less than a two-hour drive from Boston and a convenient train ride into Saco’s downtown train station, Saco is a great place to work and live.

General Information

As a result of responses to this RFP, the City of Saco plans to review submissions and conduct interviews with selected vendors it determines can best meet the requirements outlined below. Negotiations will be held on both the scope and the cost to select the consultant that the City of Saco believes can best satisfy its requirements at market competitive rates for the services provided. Subject to “Reservation of Rights” below, it is anticipated that a contract will be awarded for the work described.

SECTION 2: Scope of Project and Procurement Details

Project Background: The City of Saco is interested in acquiring Historic Walking Tour Signs for the Saco Community History Project. In March 2023, Saco’s Historic Preservation Commission was awarded a Certified Local Government (CLG) grant for this project. The CLG grant covers the design and manufacturing of twenty-two (22) new signs. Two (2) large summary signs and twenty (20) small historic signs are required. All narratives and photographs for the signs will be provided to the manufacturer by the City. At this time, the Historic Preservation Commission has not selected the size of each sign. Signs are anticipated to be no larger than 24” by 36”. Signs will be installed in exterior weather conditions and should be able to withstand wind elements, extreme and fluctuating weather conditions, and long periods of sun exposure.

Features

A. Summary Signs:

1. Must include a map indicating the location of the other Saco Community History signs
2. Must include space for historic photographs

3. Must include space for narrative about the City of Saco and the Saco Community History Project
4. Must be made of durable materials to maintain appearance when exposed to the elements
5. Must include colorful graphics and information that is clearly legible
6. Must have a post and base plate that can be bolted to a concrete foundation or something similar

B. Historic Signs:

1. Must include space for historic photographs
2. Must include space for narrative about important building, person, or event
3. Must be made of durable materials to maintain appearance when exposed to the elements
4. Must have a post and base plate that can be bolted to a concrete foundation or something similar

Selection:

The City of Saco reserves the right to accept or reject any or all proposals, and at its discretion, may select a firm outright or select finalist(s) for interview(s).

Submittal Requirements:

Proposal responses to this RFP should contain the following sections and be organized in the specified order:

1. **Cover Letter.** Please provide a cover letter no longer than two pages.
2. **Project Approach.** Please describe your firm's approach, how it is unique, and what strengths your team brings to respond to this RFP. Also, please share any variances you would suggest to the information as outlined in this RFP.
3. **Example Options.** Please provide at least two (2) sample sign details in the RFP showing potential design, color scheme, sign materials, and ground posts.
4. **Continuity with Style Guide and Wayfinding Signage.** Please provide narrative explanation demonstrating how the design of the signs will conform to the City of Saco Brand Style Guide and the City of Saco Wayfinding Signage project.
5. **Scope of Services.** Provide a detailed approach to the project to accomplish stated Scope of Project.
6. **Schedule.** Provide a schedule of activities, including project milestones and overall timeframe.
7. **Key Personnel.** Provide a list of individuals who will work on this project.
8. **Project Qualifications and Experience.** Provide your firm's experience with Historic Walking tour Signs (or similar projects) in other municipalities. Include relevant information and examples of currently served municipalities.
9. **Cost.** Include an all costs fees for completion of all tasks included in the Scope of Project.
10. **References.** RFPs to provide references of at least three (3) completed projects dated within the last three (3) years.

Submissions must be received electronically by Friday, June 28, 2024 at 11:00 AM EST as one PDF document emailed to Planning@sacomaine.org with the subject line "RFP – Historic Walking Tour Signs."

Proposals shall not be returned and will become property of the City of Saco.

Your proposal must include responses to all requirements contained within this RFP. By submitting a proposal, your firm agrees to all applicable provisions, terms and conditions associated with this RFP. This RFP, your submitted proposal, all appendices and attachments (if applicable), and stated terms and conditions may become part of the resulting contract.

Section 4: Contractual Agreement and Rights

Contractual Agreement

The successful bidder selected by the City will be expected to enter into a written contract with the City that provides specifications of the bid, adopts the RFP and the bidder's proposal as incorporated by reference documents, for insurance for the City, for indemnity for the City, and dispute resolution following City requirements.

City of Saco
Historic Walking Tour Signs
RFP Response Form & Proposal Requirements

Please complete the following response form. Amounts are to be shown in both words and figures. In the case of a discrepancy, the written word shall apply.

Please include a breakdown for the cost of each of the following items as an addendum:

On this form, please include the total cost to complete the desired project.

Total Contract Sum:

\$ _____

Total Contract Sum (in words):

_____ **Dollars**

Signed: _____

(Corporation, Firm, or Company)

By: _____

(Authorized Signer or Owner, Title)

This proposed fee includes all costs, expenses, overhead and profit (fixed fees).

Note: Proposals must bear the handwritten signature of a duly authorized member or employee of the organization responding the RFP.

Quotes shall be honored for ninety (90) days.

City of Saco Historic Walking Tour Signs Selection Process

The City will review all proposals for completeness. If a proposal is determined by staff not to be complete, that proposal may no longer be considered.

The City will review the remaining proposals and rate them considering each section's relative weight. After this review, the top-rated proposers will receive an interview. It is understood that the city shall incur no costs for an interview, nor bear any obligation in further consideration of the proposal, should the City select to host interview(s).

The City reserves the right to negotiate with the selected firm(s) as to the terms of a contract including, but not limited to, the scope of services. The City reserves the right to reject all proposals.

Final selection of the Consultant will be to the individual or firm that provides the lowest responsible and responsive bid that is deemed to be in the best interests of the City. "Responsible" means that the proposer has the skill, judgment, integrity, and ability to perform the work. The City reserves the right to investigate the references provided as well as other sources. "Responsive" means that the proposer has submitted a bid that corresponds to and addresses the criteria and specifications in this Request for Proposals.

The City will not be responsible for any costs or expenses incurred by a proposer in preparing or submitting a proposal.

Any proposal must be completed and signed as shown on the Response Form included herein.

City of Saco Historic Walking Tour Signs Vendor Information Form

Please complete the following. Attach additional sheets, as necessary.

Our Company is:	A corporation _____ A partnership _____ Individually Owned _____ Other: _____
SS or Fed I.D. No: (Submission is voluntary)	
Company Name and Address:	
Name of Principal:	
Telephone Number: Facsimile Number: E-mail Address:	
References (List Three References, with names, address, and telephone numbers)	
Date of Delivery	

All sections above must be completed. All deviations from the specifications must be fully explained in writing on the following Statement of Compliance/Deviations Form.

Proposers understand that the City reserves the right to reject any or all proposals, reject any or all items, and delete any item or parts of items.

City of Saco
Historic Walking Tour Signs
Statement of Compliance/Deviation

The proposal includes the following deviations from the Specifications, which the vendor represents and warrants as being fully equal or superior to the requirements of the Specifications, for the reason(s) set forth fully below. If there are no deviations, please state so below.

Appendix A:
Examples of Wayfinding Signs

BRAND TYPEFACE: ESTRANGELO EDESSA

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789 !?/@#\$%^&*()[]{} | +=~<>

TAGLINE

FRIENDLY
by NATURE FRIENDLY *by* NATURE

HISTORIC IDENTIFIER

est.1867

WORDMARK CUTOUT

WELCOME TO SACO

A1, A2

CITY OF SACO

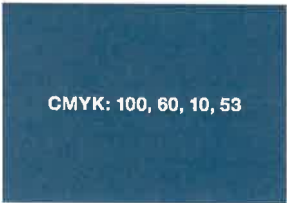
A3, A4, A5, B1, B2, C2

SACO

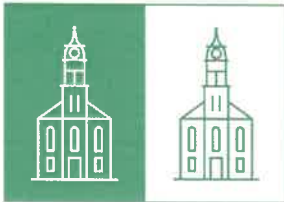
C1

DIRECTORY ARROWS

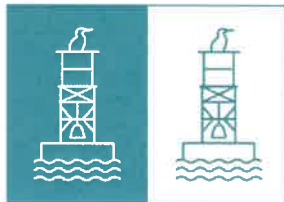
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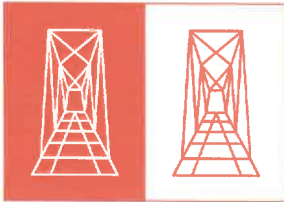
City of Saco
Saco Dark Blue



Historic Downtown
Patinaed Green



Waterfront
Maritime Blue

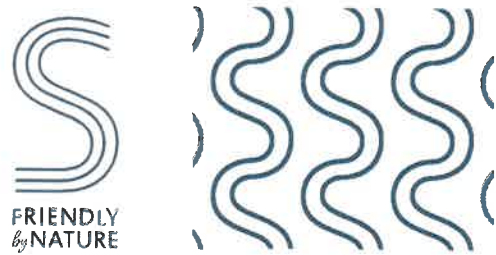


Industrial Park
Seasoned Red



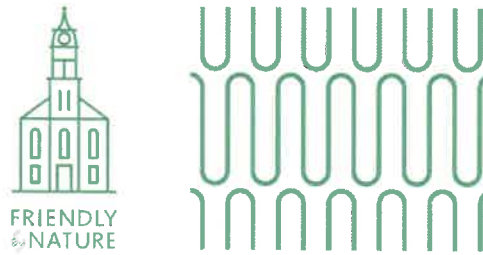
Business Park
Innovative Orange

CITY OF SACO



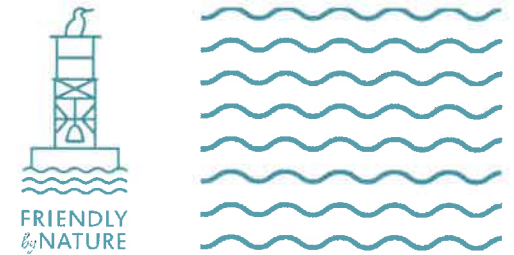
overlapping Saco "S", Saco River bends and curves

HISTORIC DOWNTOWN



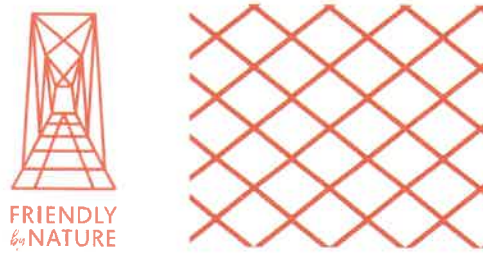
windows, facades, peering through portals into history

WATERFRONT



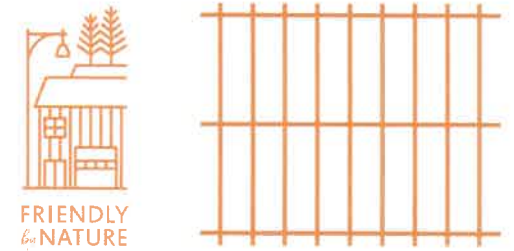
waves, wind, pulsing energy, reverberating beyond shoreline

INDUSTRIAL PARK

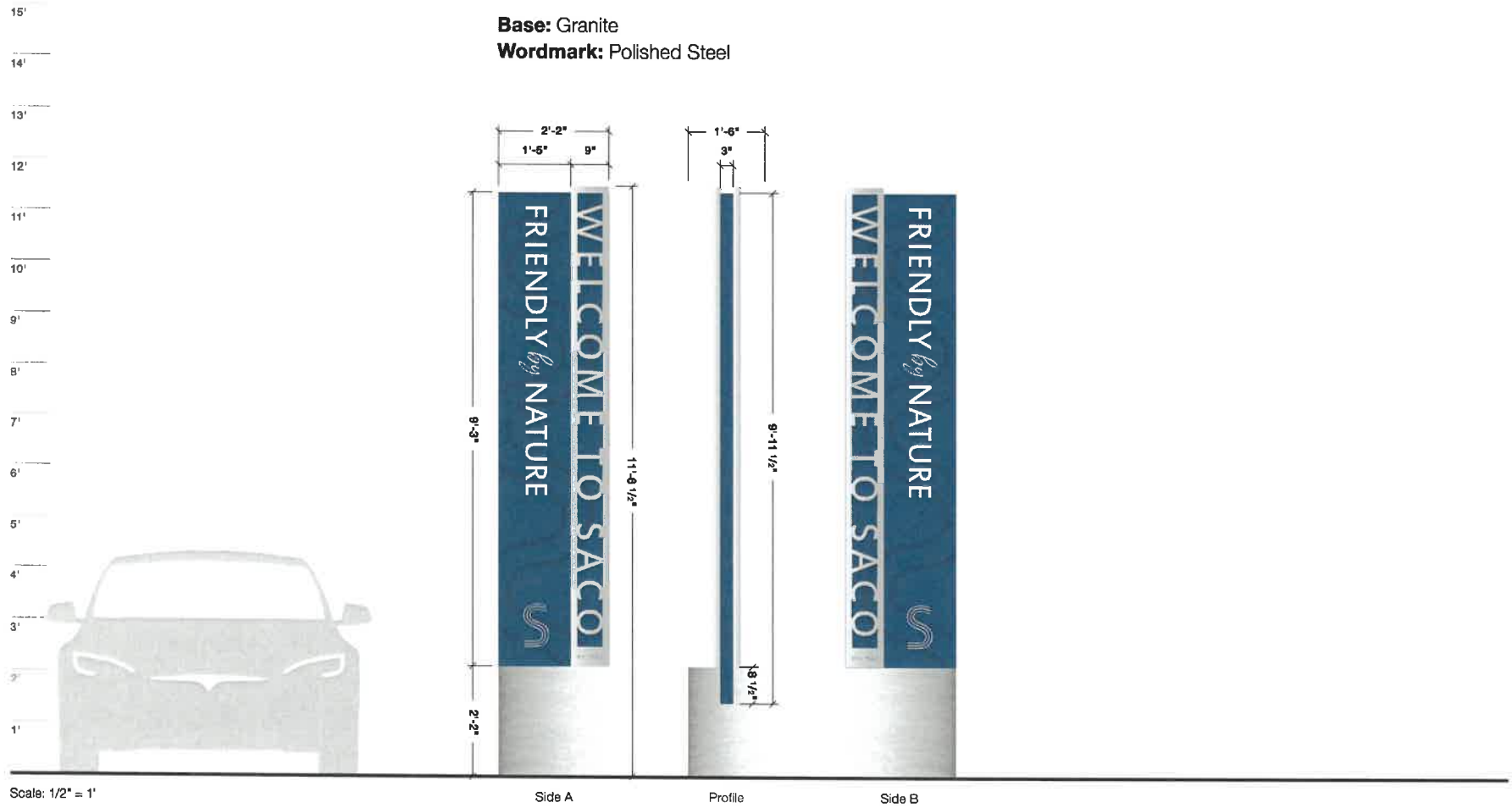


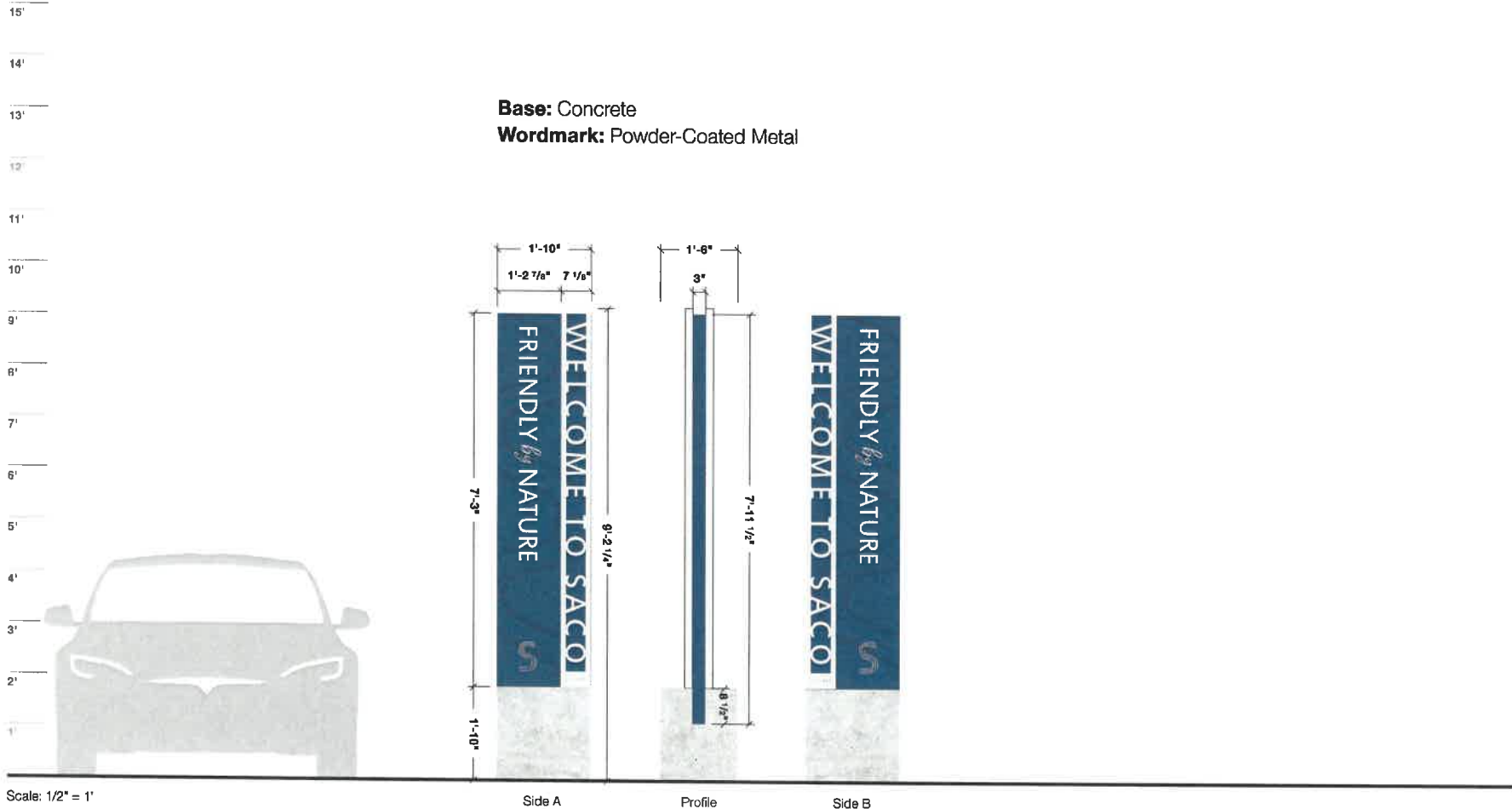
railroads, bracing, mesh, connecting past and future

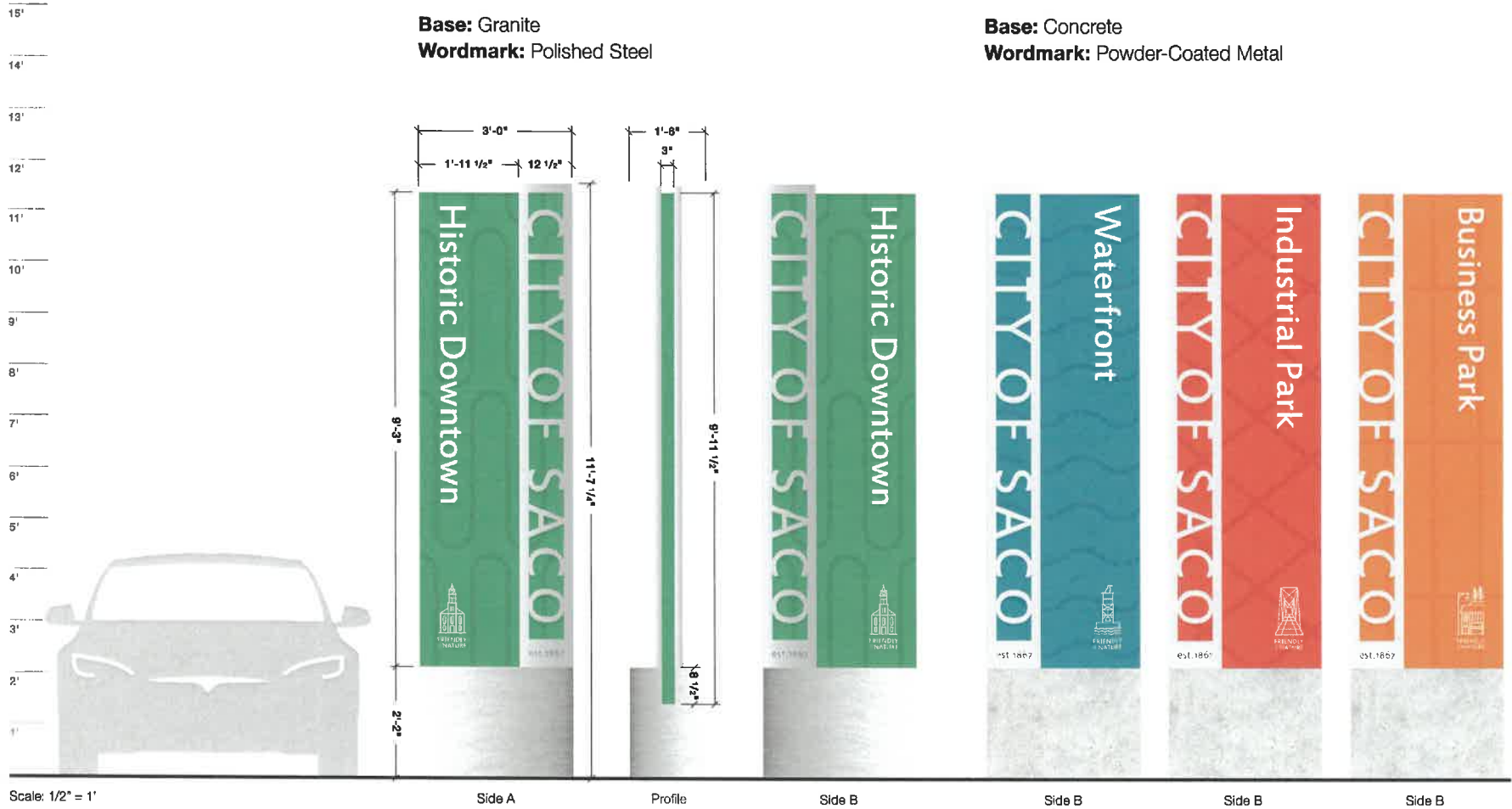
BUSINESS PARK

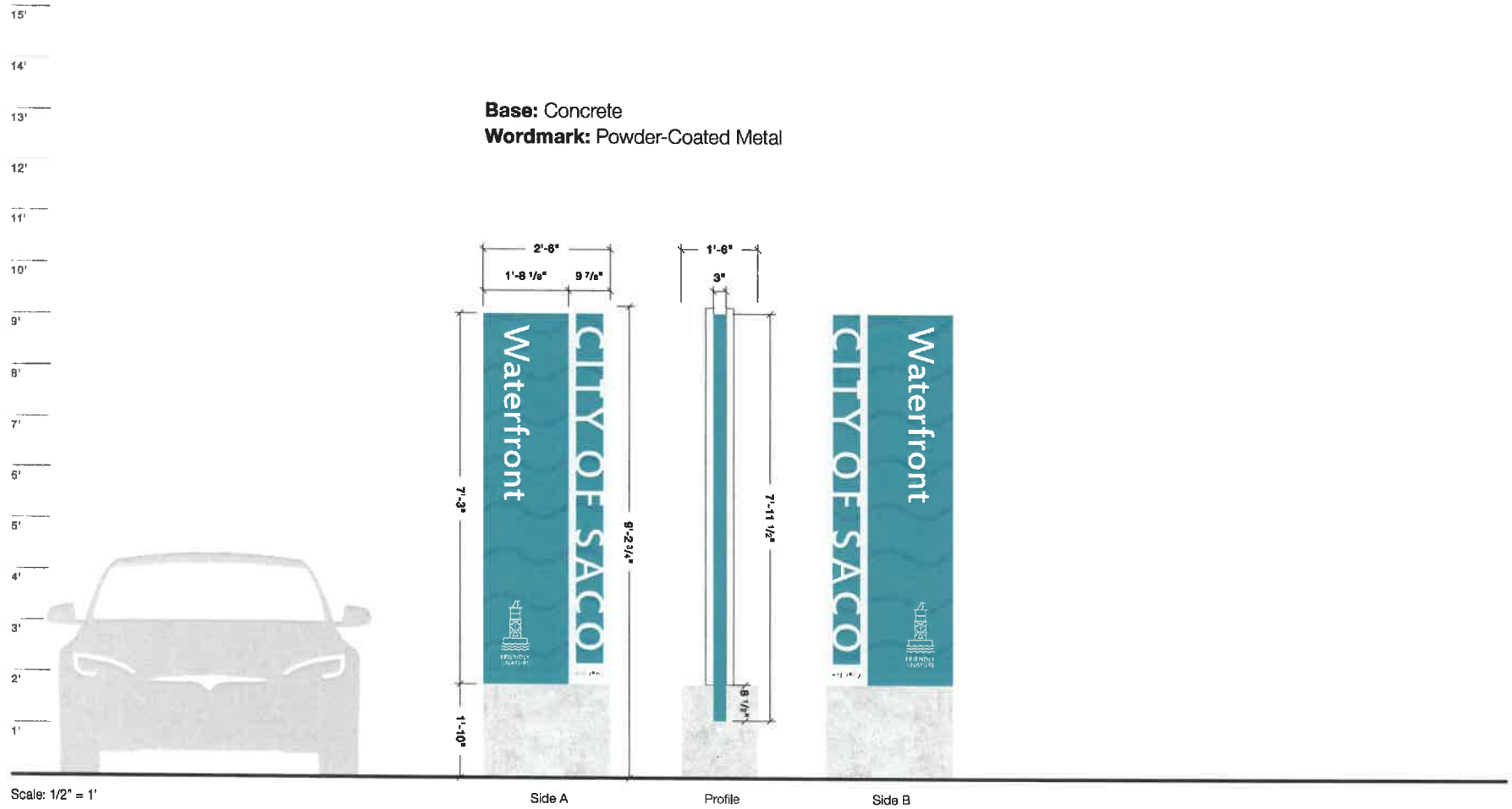


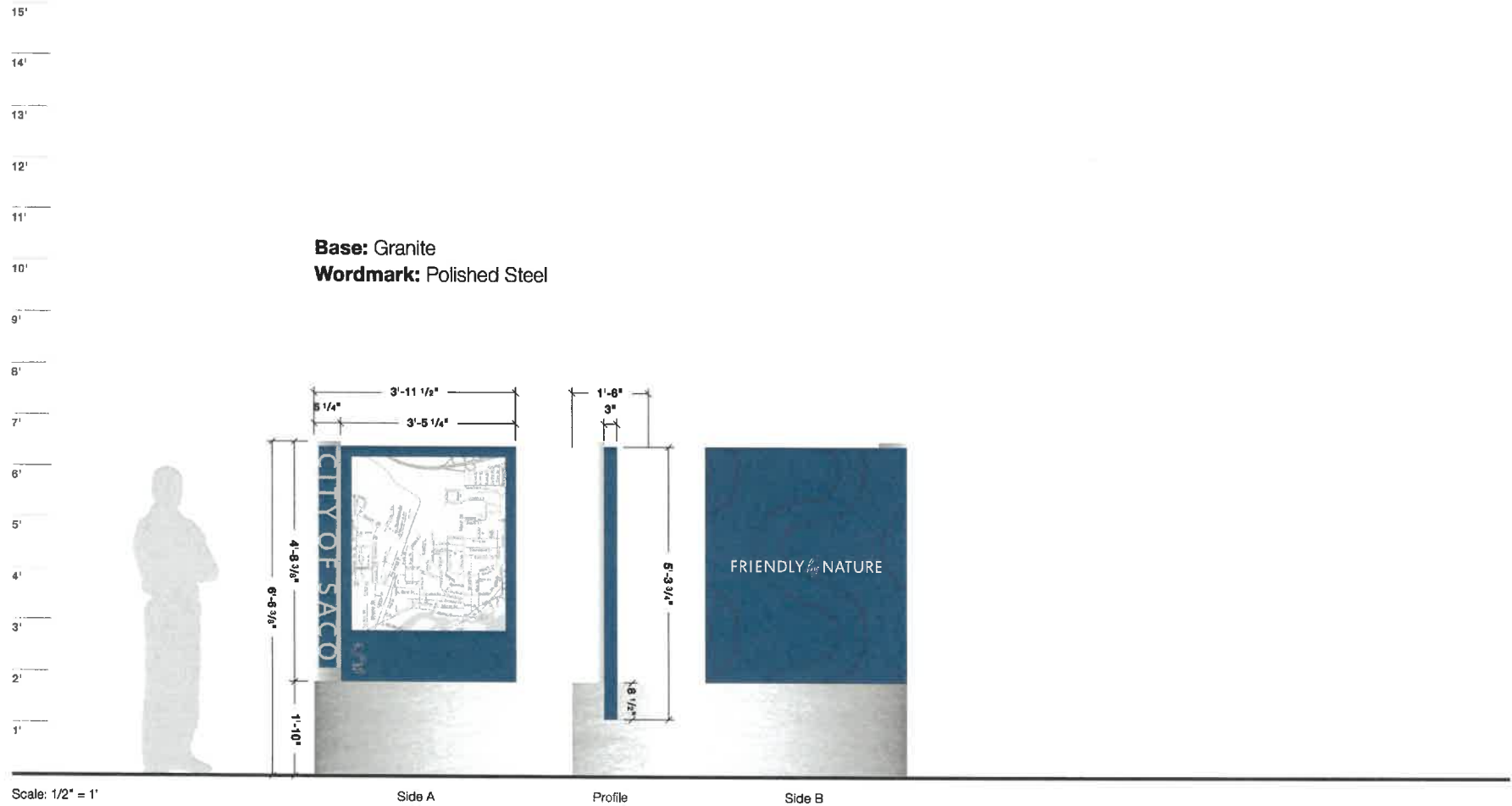
structure, lateral and vertical growth, connecting past and future

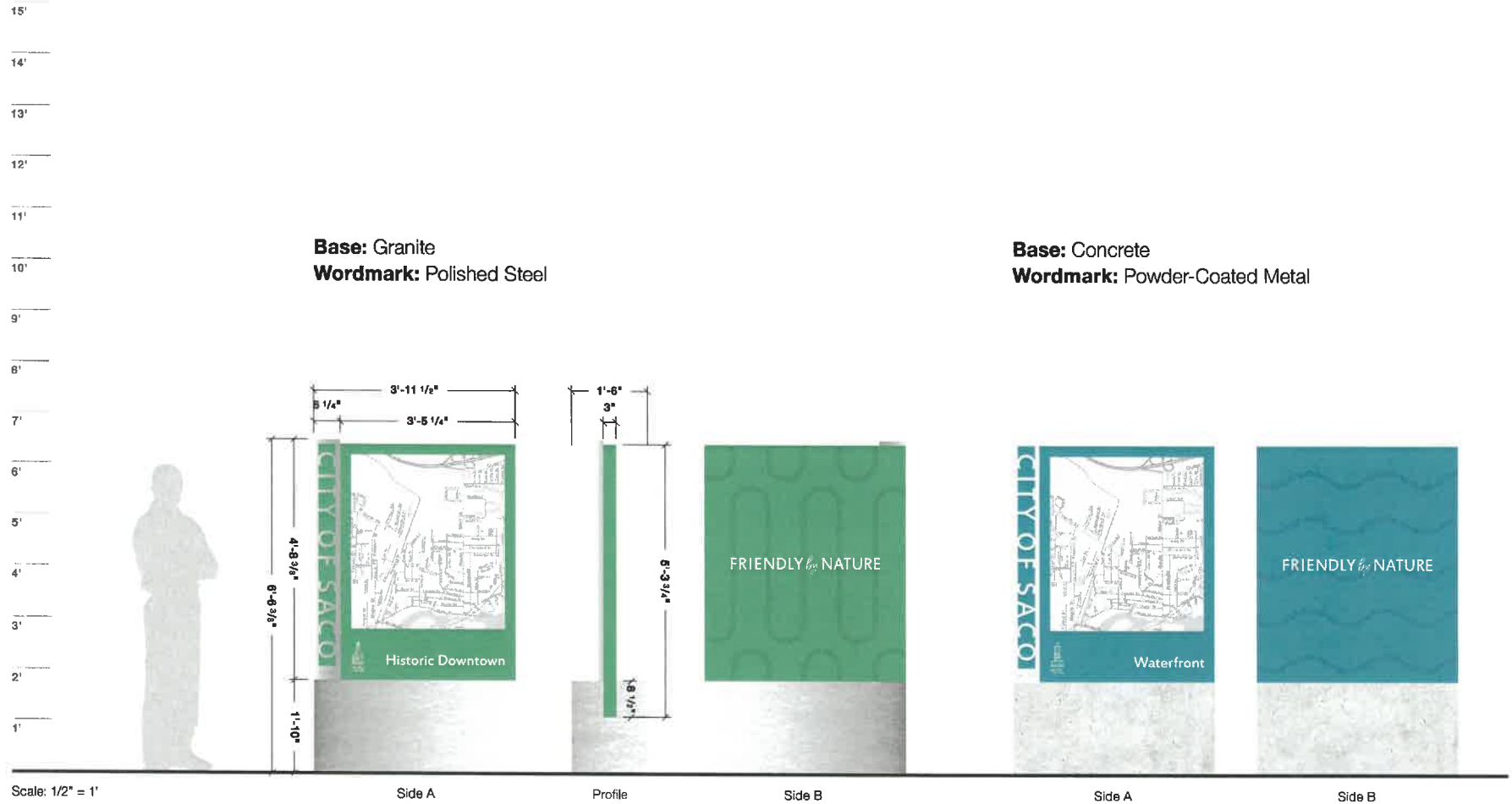


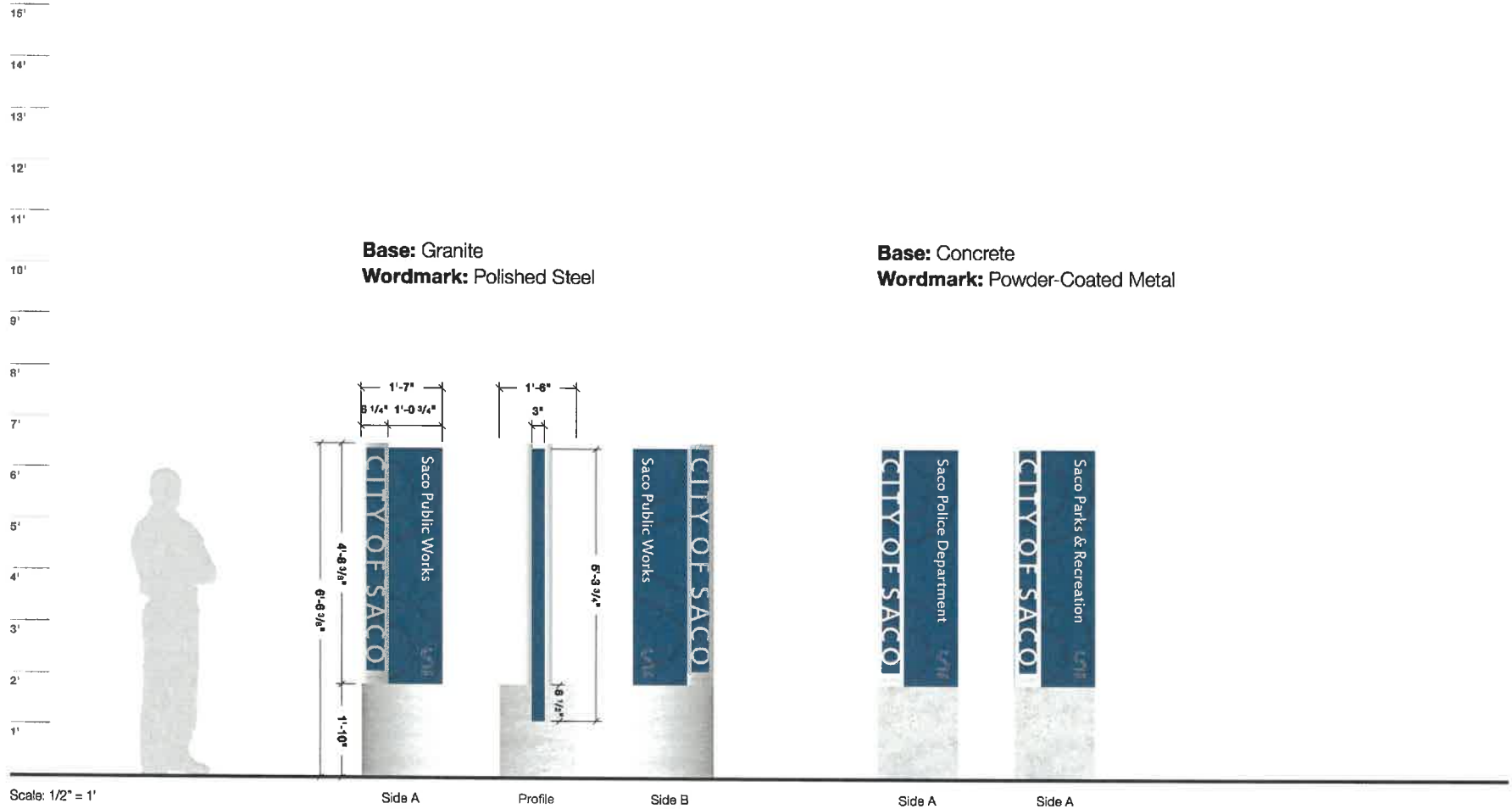


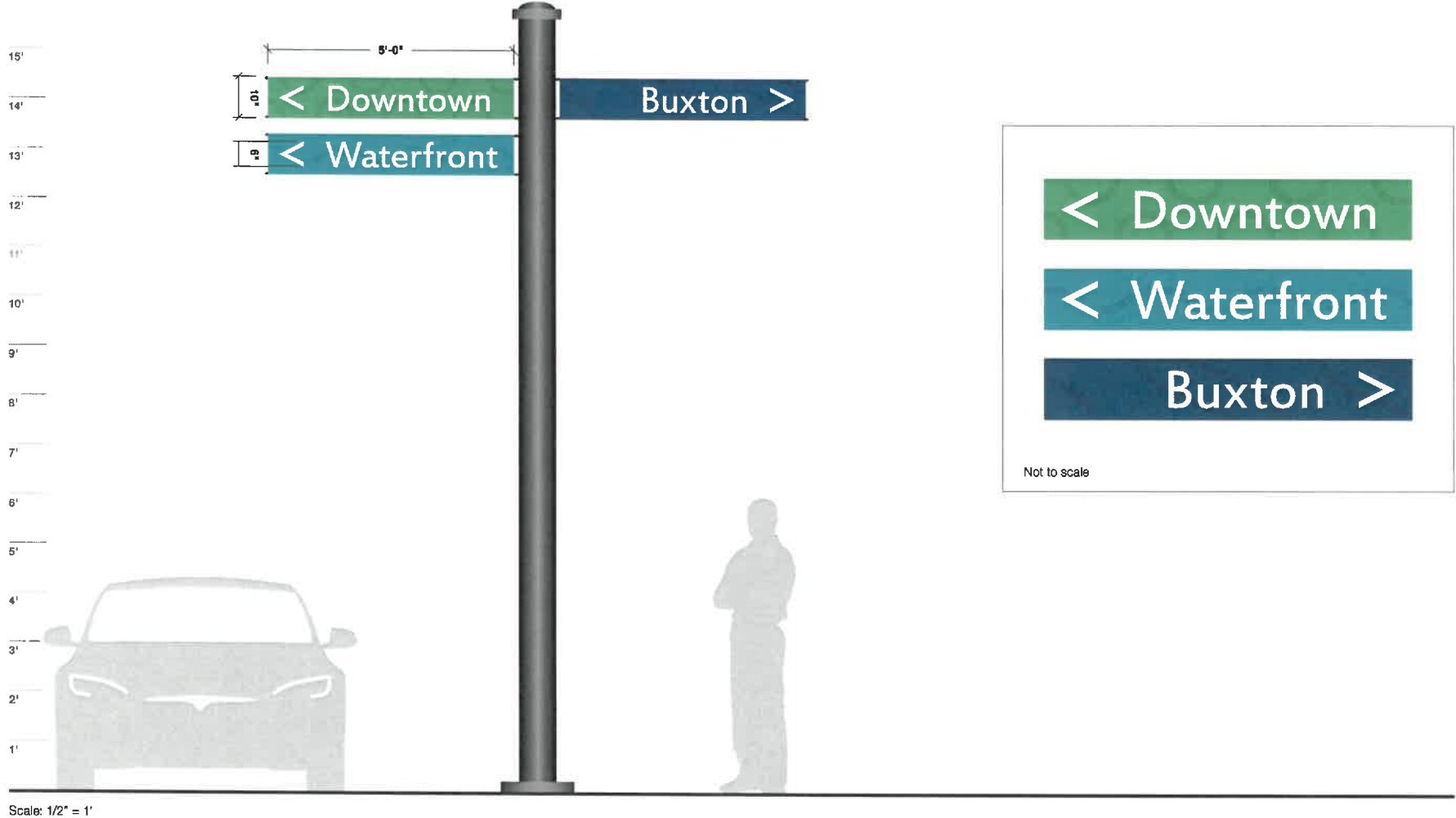








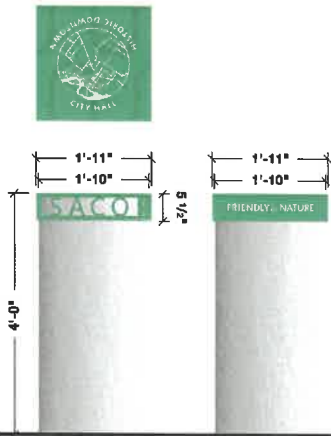






Base: Granite

Base: Concrete



Sides A & C

Sides B & D



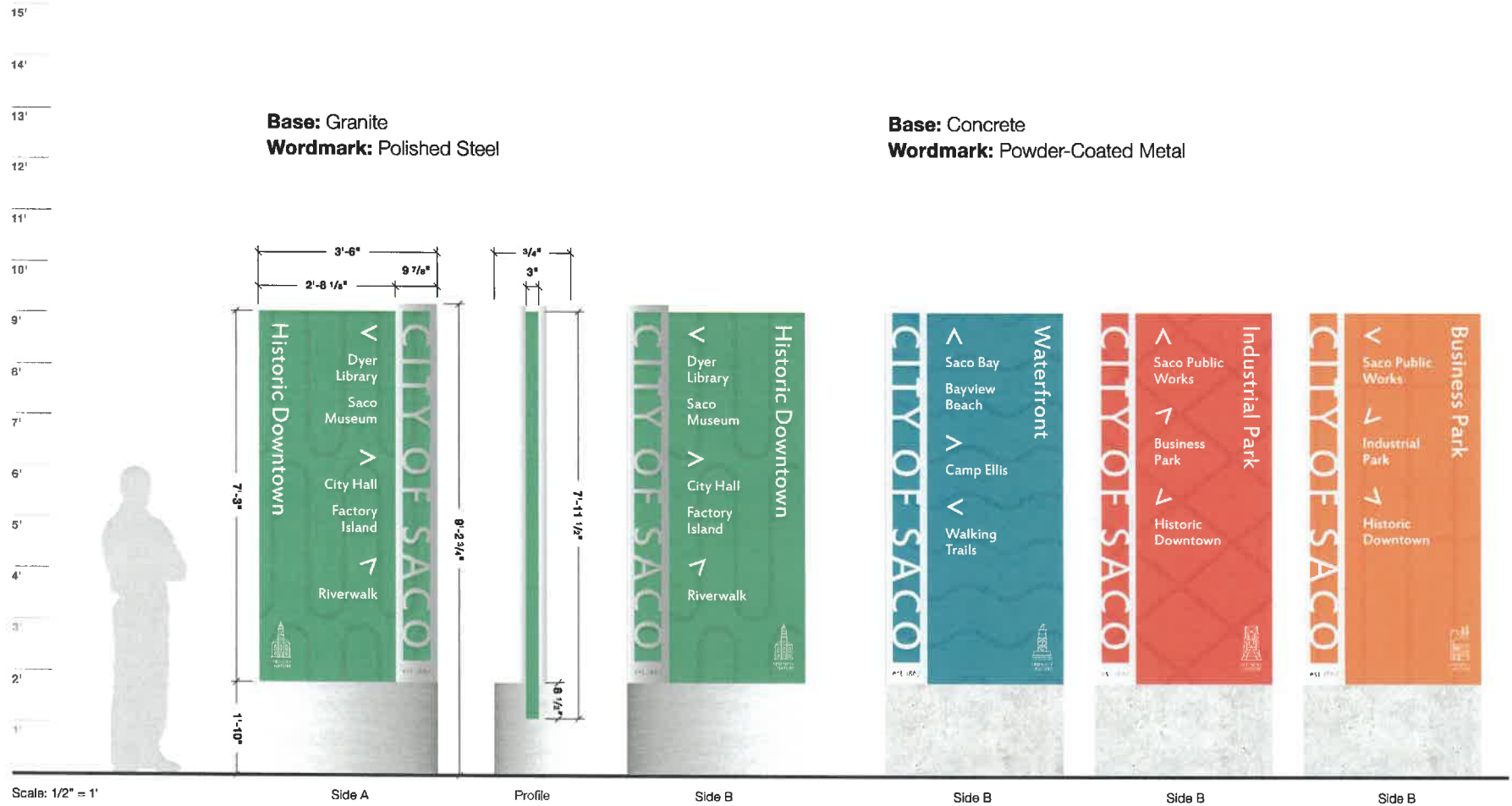
Sides A & C

Sides B & D



Not to scale

Scale: 1/2" = 1'



SUMMARY



Scale: 1/4" = 1'

Sign Type	A1	A2	A3	A4	B1	B2	B3	B4	C1	C2
Quantity	2	3	1	5	2	1	2	3	4	5

Price as optional/additional
(maybe at a later date)

Flag attachments
(not locations)

BASE



Option 1
Locally Sourced Granite



Option 2
Concrete

Option 2B
Concrete signs with spacing for brick inlays on both B1 signs (Industrial Park and Business Park) and (2) A2 signs.



Option 3
TBD

Expressed aesthetic preference for granite, but cost preference for concrete. Potential to explore third material option in collaboration with vendor.

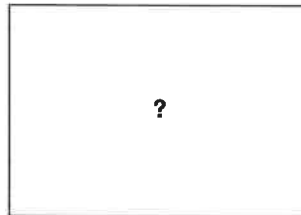
WORDMARK CUTOUT



Option 1
Polished Steel



Option 2
Powder-Coated Metal (Frost Gray)



Option 3
TBD

Expressed concerns regarding long-term durability of power-coated metal. Potential to explore third material option in collaboration with vendor.