

REQUEST FOR BIDS

Wayfinding Master Plan

Northfield, Vermont

Project Schedule:

August 3, 2022	Request for Bids Released
September 2, 2022 @ 4:00 pm	Deadline for submission of bid
September 16, 2022	Contract execution
February 28, 2023	Project completion

Project Title: Northfield Wayfinding Master Plan

Project Summary:

The Town of Northfield received grant funding through the Vermont Outdoor Recreation Economic Collaborative Program (VOREC) to develop and implement a wayfinding master plan for the Northfield Town Forest. The grant award includes the development of a comprehensive map of the Town Forest trail network and Norwich University Shaw Outdoor Center, boundaries and connections to surrounding parcels, trail markers and other wayfinding signage, kiosks, pedestrian- and vehicle-oriented directional signs to enable users to find Town Forest parking locations, and informational signs specifying allowable uses in the Town Forest.

The Town is seeking bids from a qualified consultant to develop a wayfinding plan with an implementation schedule. The wayfinding plan shall be adaptable and updateable to account for future development and assets and locations changing over-time. The implementation schedule shall designate prioritized improvements and recommend phased development if appropriate. The consultant shall conduct at least two project progress meetings with the VOREC Steering Committee and the Town Design Director, and at least one public hearing.

Deliverables: Project deliverable shall include:

1. A trail network map that details the existing Town Forest trail network, connections to trails on adjacent properties inclusive of the Norwich University Shaw Outdoor Center, abutting private property, and access points. Preliminary mapping of the Town Forest trail network is underway, and any final deliverables shall match aesthetic styles.
2. A wayfinding plan, including identification of sign locations to include welcome/informational kiosks, directional signage within the town forest trail network, and pedestrian- and vehicle-oriented signage directing users to access points within the Town highway network. This plan shall be summarized in a wayfinding signage schedule listing quantity of signs needed by type and specified by location.
3. A wayfinding implementation plan, indicating prioritized phases of installation.
4. Concept design and strategies for wayfinding signs (using Town's existing established design guidelines as provided by the Town), identifying a standard aesthetic, materials selection and specific signage elements for welcome/informational kiosks, informational signs, on-trail directional signage, and pedestrian- and vehicle-oriented road signs. Concepts shall be presented with sufficient information (to include materials recommendations and dimensions) for the Town to obtain bids from sign fabricators. The Town will provide the Town logo for the consultant's use

5. Preliminary cost estimate for sign fabrication and installation.
6. Working files for all map deliverables, to include GIS projects used to create the Town Forest source map, and any Illustrator, Photoshop, or InDesign files (or similar) used in production of the final public facing documents. Upon project completion, the consultant shall transfer all documents to the Town for its future use.

Submission Requirements

All responses to the request for bids shall include the following:

1. **Cover Letter** - A cover letter and general description of proposal
2. **Scope of Work** – Provide a scope of work
3. **Proposed Schedule** – Provide a schedule of start and end date
4. **Consultant Experience** – List of similar projects
5. **Project Budget** – Provide a budget, including estimated project hours and materials.
6. **References** - A minimum of three (3) references for whom a similar project has been completed within the last three (3) years.

All information submitted becomes property of the Town of Northfield upon submission. The municipality Northfield reserves the right to issue supplemental information or guidelines relating to the request for bids as well as make modifications to the request or withdraw the request. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. The Town of Northfield reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the request for bids in part or in its entirety if it is in the best interest of the Town of Northfield. This solicitation of proposals in no way obligates the Town of Northfield to award a contract.

Submission Requirements

Questions regarding the request for bids shall be directed to Town Manager, Jeff Schulz at jschulz@northfield.vt.us or 802-485-9822. One (1) electronic Adobe (PDF) file shall be received on/before 4:00pm on September 2, 2022 and emailed to jschulz@northfield.vt.us. In addition, five (5) hard copy proposals shall be received by the Town by 4:00 PM on September 2, 2022 at attention Jeff Schulz, Town Manager 51 South Main Street Northfield, VT 05663.

Proposal Selection

The VOREC Committee will review the proposal and forward a recommendation to the Select Board for approval at its regularly scheduled meeting. The Select Board reserves the right to reject any and all bids and to accept partial bids.

Evaluation Criteria

The Town of Northfield will evaluate proposals based on project submittal and on the following criteria:

1. Quality of Proposal
2. Professional Qualifications
3. Demonstrated related Experience
4. Cost
5. Consultant Location

The Town of Northfield will negotiate contract terms upon selection. The contractor shall not start the project until the successful applicant enters into a written contract with the municipality. The Town of Northfield is not liable for any cost incurred by consultant prior to issuance of a contract. The contractor shall provide proof of Insurance Coverage such that All contractors, and any sub-contractors must carry adequate insurance coverage (not less than \$1,000,000-per occurrence). \$1,000,000 - General Aggregate Applying, in total, \$1,000,000 - Products/Completed Operations Aggregate, \$50,000 – Fire/Legal/Liability, and \$1,000,000 – Automotive Liability), and must affirm being an equal opportunity employer.