



CITY OF HAVELOCK

Post Office Box 368
Havelock, NC 28532

INVITATION TO BID

Pursuant to North Carolina General Statutes §143-131, the City of Havelock invites informal bids on the following:

Bids must be submitted in accordance with the attached specifications. Bids must include an itemized schedule (including quantity, unit price and total) for each work element. Bids can be submitted by mail, email, fax or hand delivered. Cover sheets, envelopes, etc. should be clearly marked with the words:

*“City of Havelock,
Wayfinding Signage Program”*

Address Bids to: Lee Tillman, Director of Finance
City of Havelock
P.O. Box 368
1 Governmental Ave.
Havelock, NC 28532
Fax: 252-447-0126
Email: Bids@havelocknc.us

Bids will be accepted until **2:00 PM (EST) on Wednesday, March 8, 2023** at which time they will be reviewed in the office of the City Finance Director. Quotes are not subject to public inspection until the contract is awarded. The bids are good for 90 days after opening. The winning bidder will be issued a Notice To Proceed (NTP) along with a Purchase Order. The performance period is until June 15, 2023.

Bidders are cautioned not to submit bids until the proposed requirements and specifications have been carefully examined. It will be considered that bidders will have satisfied themselves as to the accuracy of the specifications. No proposal will be considered unless prices are submitted for all items requested in any section. The City reserves the right to change the amount of quantities.

All bids submitted should be to the desired specifications. Any exceptions to the specifications will be evaluated based on the best interest of the City. Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and bidder will be held responsible therefore. Deviations shall be explained in detail. The bidder shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable.

The names of certain brands or makes denote quality standard in the article desired, but do not restrict bidders to the specific brand, make or manufacturer named. They are meant to convey to prospective bidders the general style, type, character and quality of the article desired.

The successful bidder on all construction contracts will be required to conduct the operation in accordance with all Federal, State, and Municipal health and safety rules, regulations and laws applicable to the operation. The successful bidder may be asked to provide the City with a copy of the company's safety plan prior to commencing work. For all projects over \$30,000, a general contractor's license must be furnished to the City if applicable.

Certificate to Transact Business in North Carolina: As a condition of contract award, each out-of-State Vendor that is a corporation, limited-liability company or limited-liability partnership shall have received, and shall maintain throughout the term of The Contract, a Certificate of Authority to Transact Business in North Carolina from the North Carolina Secretary of State, as required by North Carolina law. A contract requiring only an isolated transaction completed within a period of six months, and not in the course of a number of repeated transactions of like nature, shall not be considered as transacting business in North Carolina and shall not require a Certificate of Authority to Transact Business.

The City will not sell bid packages. Plans, specifications, and addenda may be viewed and obtained online at www.havelocknc.us. Click on: "Bid on a Contract"; "Current Bids". The Bidder's List is maintained by Vendor Registry. Registration for the Bidder's List is made online at www.havelocknc.us. Click on: "Bid on a Contract"; "Vendor login/Registration".

N.C.G.S. (North Carolina General Statutes), specifically §160A-20.1(b), prohibit the City from entering into contracts with contractors and subcontractors who have not complied with the requirement of Article 2 or Chapter 64. The Contractor shall submit the E-Verify Affidavit, located in the Bid Proposal section, with their bid. Bids that do not include this Affidavit will be considered non-responsive.

N.C.G.S 147-86.42-84 requires that contractors with a North Carolina Local Government must not utilize any subcontractor found on the State Treasurer's Iran Divestment list or Companies Boycotting Israel list. The referenced lists can be found on the State Treasurer's website at the address www.nctreasurers.com and will be updated every 180 days.

The City of Havelock reserves the right to reject any or all proposals and to purchase items from the state contract in the efforts to award the contract to the bidder it deems to be for the best interest of the City.

MODIFICATION AND WITHDRAWAL OF BIDS. Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that a Bid must be executed) and delivered to the place where Bids are to be submitted at any time prior to the opening of Bids. A request to withdraw a bid may be made to the Owner within 72 hours after Bids are opened in accordance with NCGS § 143-129.1 Requests to withdraw a Bid will be subject to the requirements of NCGS §143-129.1 and in the sole discretion of the City of Havelock Finance Officer.

This institution is an equal opportunity provider, and employer.

Contact person(s) for information on this bid:

For questions in regards to the bid specifications, the City requires and only responds to questions submitted in writing and sent via email to: Bids@havelocknc.us

Questions must be received by **2:00 PM (EST) on Friday, March 3, 2023**. If questions are received, the City will respond no later than **12:00 PM (EST) on Monday, March 6, 2023**.

This is the 24th day of February 2023

Published: Vendor Registry February 24, 2023

CITY OF HAVELOCK

Lee W. Tillman
Director of Finance

BID FORM

HAVELOCK WAYFINDING SIGNAGE

The Bidder agrees to perform all the work as shown on the plans and specifications, and to furnish all labor, tools, equipment, transportation and all other incidentals necessary for completion of HAVELOCK WAYFINDING SIGNAGE PROGRAM.

In compliance with the Notice to Bidders, Instructions to Bidders, the Contract Documents which include the contact plans and specifications titled "HAVELOCK WAYFINDING SIGNAGE" and all addenda issued to date, all of which are part of this proposal, the undersigned hereby proposes to furnish and install all materials, labor, and equipment called for by, and in strict accordance with, said Contract Documents, for the complete Scope of work Indicated:

TOTAL BASE BID (lump sum) **Phase 1A** \$ _____

- Sign 1: _____
- Sign 2: _____
- Sign 3: _____
- Sign 4: _____
- Sign 5: _____
- Sign 6: _____
- Sign 7: _____
- Sign 8: _____
- Sign 9: _____
- Sign 10: _____

TOTAL ALTERNATE BID (lump sum) **Phase 1B** \$ _____

- Sign 11: _____
- Sign 12: _____
- Sign 13: _____
- Sign 14: _____
- Sign 15: _____
- Sign 16: _____
- Sign 17: _____
- Sign 18: _____

Bids must include an itemized schedule by quantity, unit price and total for each work element.

- The above prices shall include site surveys engineering, production drawings, submittals, samples, signs, posts, hardware, materialism shipping, taxes, mobilization, equipment, materials, travel expenses, site repair, clean-up, overhead, profit, etc., to cover the finished work called for.

It is the City's intention to award this bid to one contractor as single project with multiple signs; however, the City reserves the right to adjust the scope of work and award a reduced list of signs.

Depending on available funds, the City may select any, all or none of the Alternate Bid – Phase 1B.

Funding for this project is a grant from the State of North Carolina.

Company Name: _____

Company Address: _____

Contact Person: _____

Telephone Number: _____

Email Address: _____

NC Contractor's License Type and Number: _____

Number of Addendums Acknowledged (circle one): N/A 1 2 3 4

As of the date listed below, the vendor or bidder listed above is compliant with N.C.G.S. 147-86.42-84, the Iran Divestment Act and the Companies Boycotting Israel Act.

Authorized Signature: _____

Print Name of Authorized Signature: _____

Title: _____

Address Bid to: Lee Tillman, Director of Finance
City of Havelock
P.O. Drawer 368
1 Governmental Avenue
Havelock, NC 28532
Bids@Havelocknc.us

Please indicate the Bid name on the outside of the envelope.

WAYFINDING SIGNAGE PROGRAM

The City of Havelock, working under the direction of the City Manager, is soliciting proposals from qualified firms and /or teams to complete specifications, fabrication, and installations for the implementation of a wayfinding signage program within the City of Havelock with a concentration on the downtown area.

OVERVIEW

Havelock is a City of approximately 18,000 residents located near the Neuse River and United States Marine Corps Air Station Cherry Point in eastern North Carolina. Havelock is well-regarded for its unique small-town feel. The City's array of historic sites, waterways for recreation, and incredible American pride which contributes to the vibrancy of Havelock's atmosphere. In recent years, the City has implemented various economic development programs and improvements, including a new ADA compliant amphitheater, Music in the Park, and kayak launch with new restrooms along Slocum Creek to attract local and regional visitors to the City's retail areas and other points of interest.

GOALS

The primary goal of this project is to establish a program for wayfinding signage to serve residents and visitors to the City of Havelock. The focus of the wayfinding system will be signs within the public right-of-way.

The program will be successful if it:

1. Enhances visitors' and locals' ability to easily navigate into and around the City of Havelock and to find desired destinations (including parking).
2. Supports and promotes the distinct identity for the City of Havelock.
3. Raises community and visitor awareness of the entities and locations.
4. Enhances the success and market potential for the arts, entertainment, retail dining and economic growth and development.
5. Decreases signs clutter on many of the main roadways and intersections by combining many of these individual signs, possibly grouping them on a larger sign.

DESCRIPTION

The wayfinding signage program will direct motorists, residents, and visitors to the City's various points of interest, services, facilities, institutions and downtown area. The signs will have a distinct design, reflecting the existing symbols and branding images for the City of Havelock. The appearance of the signs will remain fairly uniform to indicate to the motorist, that this is an integrated sign system and that additional similar signage can be expected as they travel within the city area.

REQUEST FOR PROPOSALS

Notice is hereby given that proposals will be received by the City of Havelock for an **RFP for the Havelock Wayfinding Signage Program** for the fabrication and installation of wayfinding signage throughout the City of Havelock, NC.

TERMS AND CONDITIONS

Proposal Modification

Modification of a proposal already received will be considered only if the requests received prior to the submittal deadline. All modifications must be made in writing, executed and submitted in the same form and manner as the original proposal. Verbal modifications will not be acknowledged. Submissions cannot be changed or altered after the close of this RFP.

INSTRUCTIONS TO BIDDERS

Proposals:

Proposals should include:

- A breakdown of the total bid amount for both the **Base Bid – Phase 1A** and the **Alternate Bid – Phase 1B**.
- An overall schedule that includes a timeline for fabrication and for installation.
- Detailed information about your company, your experience in developing similar signage programs, and detailed information about consultants that you will partner with on this project if appropriate.
- Three references for wayfinding and/or similar projects along with images of those signs.
- Details about the recommended materials to be used in the fabrication of the signs that will ensure durability, wind resistance, color longevity, and affordability.
- Sample file for one phase 1A sign and one phase 1B sign.

Scope of Work:

The successful bidder will oversee the development and installation of the City Wayfinding Signage Program and coordinate any revision or alterations to the existing design and/or plan. Once awarded, the Contractor will be responsible for all of the work surrounding the successful deployment of this wayfinding program, including, but not limited to:

1. Conduct a detailed assessment of the proposed signage. Sign sizes shall meet City of Havelock ordinances, NCDOT Roadway Standard Drawings and Standard Specifications for Roads and Structures and where there is no guidance provided, comply with the Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD). Wayfinding Signs (Base Bid – Phase 1A) lettering must be at least 5” tall.. Destination signs (Alternate Bid – Phase 1B) lettering must be at least 4” tall. Sign height to be determined by the vendor to accommodate all required lettering. See **Attachments A & B** for sign locations and sites per sign.

2. Create construction documents, shop drawings, engineering plans to ensure that the existing design is functionally sound. Sign posts to be similar in style to the lamp posts on the Slocum Creek Bridge on US 70 in Havelock. See **Attachment C**. Breakaway designed base, approved by NCDOT, must be used.
3. Work with City staff to ensure that the graphic needs of their logos, colors and artwork and any other requests are incorporated. Signs shall consist of three (3) colors. Background to be blue in nature with exact color to be determined by vendor and staff, lettering to be white, along with red accent under City name (see **Attachment D** for additional detail). City anticipates asking the vendor to cut the top of the sign to create a visual appeal. Vendor and staff will work together to finalize exact design of sign.
4. Sign materials shall meet NCDOT regulations. Expertly fabricate and deliver all of the components of the wayfinding program. This may include the design and development of components that do not currently exist in the plan.
5. Vendor shall provide a five-year written warranty on all materials and workmanship for sign structures (see attached page 10).
6. Install each component with consideration of the surrounding environment, line - of-sight, MUTCD standards, NCDOT regulations, and City of Havelock ordinances. Signs shall be installed with breakaway support system on posts, as required by NCDOT.
7. City staff is currently processing NCDOT Encroachment Permit Application. The design of each sign, provided by contractor, must be reviewed and approved by NCDOT prior to fabrication. MUTCD states 3 destinations per sign and appears to indicate a fourth line allowed if one destination takes more than one line. NCDOT must determine that allowance. Standard abbreviations are allowed. Our District DOT office has confirmed that their turn around is 4-6 weeks as long as package is comprehensive and does not require revisions. Bidders should anticipate submitting complete packages and receiving the agreement no later than six weeks after satisfactory submission.
8. Work with private land owners to establish easements and land use in the event that existing right-of-way is not viable.

Scope of work shall include producing shop drawings, fabrication and installing the following signs:

Base Bid – Phase 1A Wayfinding Signs

Note: See Attachment A
 10 Primary Signs
 10 Posts
 Installation

Alternate Bid – Phase 1B Destination Signs

Note: See Attachment B
 8 Secondary Signs
 8 Posts
 Installation

Notes:

- All bidders must meet any applicable licensing requirements under Chapter 87 of the N.C. General Statutes.
- Contractor is responsible for understanding scope of work.
- The project shall be completed by June 15, 2023. The project is using grant funding and timeframe cannot be extended.
- The Contractor awarded the project will be required to:
 - Execute the E-Verify Statement
 - Provide a W-9 form
 - Provide certificate of insurance for general liability and workers' compensation coverage with City of Havelock named as a certificate holder
- For purposes of the bid, assume enough trips for site visits for development of shop drawings and additional visits for installation.
- Taxes are to be included in the sign fabrication cost.
- Liquidated Damages - If the Contractor fails to perform the work within the specified time set forth in the bid the Owner and Contractor agree that as liquidated damages, and not as penalty, for delay in performance the Contractor shall pay the Owner in the amount of \$1000.00 for each and every calendar day that expires after June 15, 2023 where the work is not complete and ready for Final Payment.
- Work Hours are Monday – Friday 8 am to 5 pm.
- No City of Havelock permits are required.
- No existing signs are to be removed.
- This is an informal bid and as such no bonds are required.

Submittal Requirements:

- Submit Letter of Transmittal.
- Complete and execute Bid Form.
- Three references for similar work performed in the past five years. List the date series were performed and the contact information of an individual possessing knowledge of the firm's work.

WARRANTY/GUARANTEE

We hereby warranty and guarantee the signs, which we have delivered in accordance with the provisions of the City of Havelock Wayfinding Signage Program, for five years from the date of delivery and acceptance by the City of Havelock.

We warrant and guarantee that the materials and finishes furnished under this contract are the highest quality and new unless otherwise required or permitted by the contract documents; that the work will be free from defects no inherent in the quality required or permitted; and that the work conforms with the requirements of the contract documents.

We agree to repair or replace, to the satisfaction of the City of Havelock, any or all work not conforming to the contract documents, including substitutions not properly approved and authorized, workmanship or materials that prove defective within the warranty/guarantee period. This warranty/guarantee excludes remedy for damage or defect caused by abuse, modifications not executed by the Vendor or normal wear and tear under normal usage. Any work which may be damaged or displaced by the abuse, modifications not executed by the Vendor, improper, or insufficient maintenance, or improper operation shall also be excluded.

Any repairs or replacements shall bear an additional 12-month guarantee, in addition to any remaining warranty period, as herein stated, dated from the final acceptance of repairs or replacement.

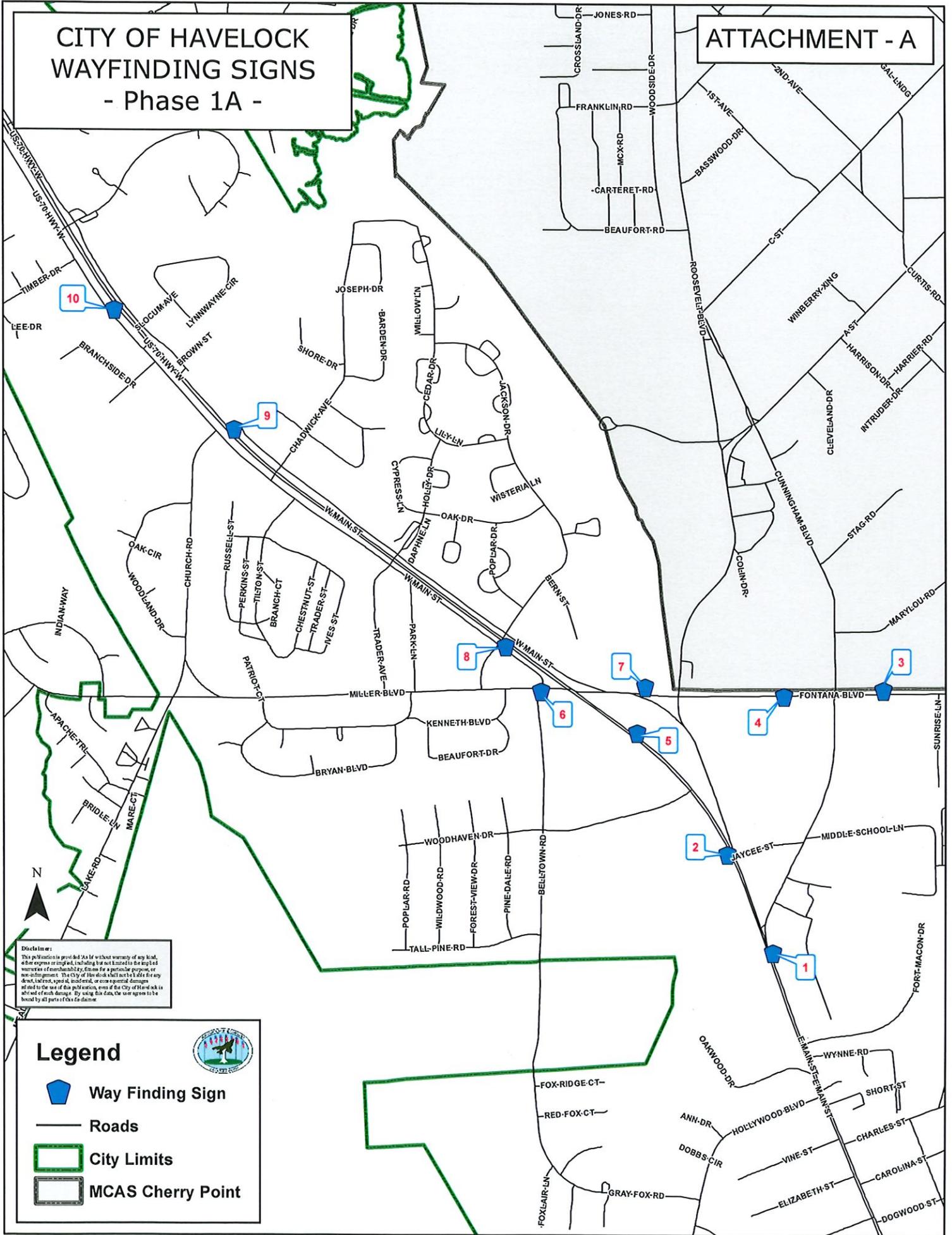
In the event of our failure to comply with the above-mentioned conditions within a reasonable time after being notified in writing, we collectively and separately do hereby authorize the City of Havelock to proceed to have defects repaired and made good at our expense, and will pay the costs and chargers; therefore, immediately upon demand.

Signature of Vendor

Date

CITY OF HAVELOCK WAYFINDING SIGNS - Phase 1A -

ATTACHMENT - A



Disclaimer:
This plan is provided "as is" without warranty of any kind, either express or implied, including but not limited to the implied warranties of merchantability, fitness for a particular purpose, or non-infringement. The City of Havelock shall not be liable for any direct, indirect, special, incidental, or consequential damages related to the use of this plan, even if the City of Havelock is advised of such damages. By using this data, the user agrees to be bound by all parts of this disclaimer.

Legend



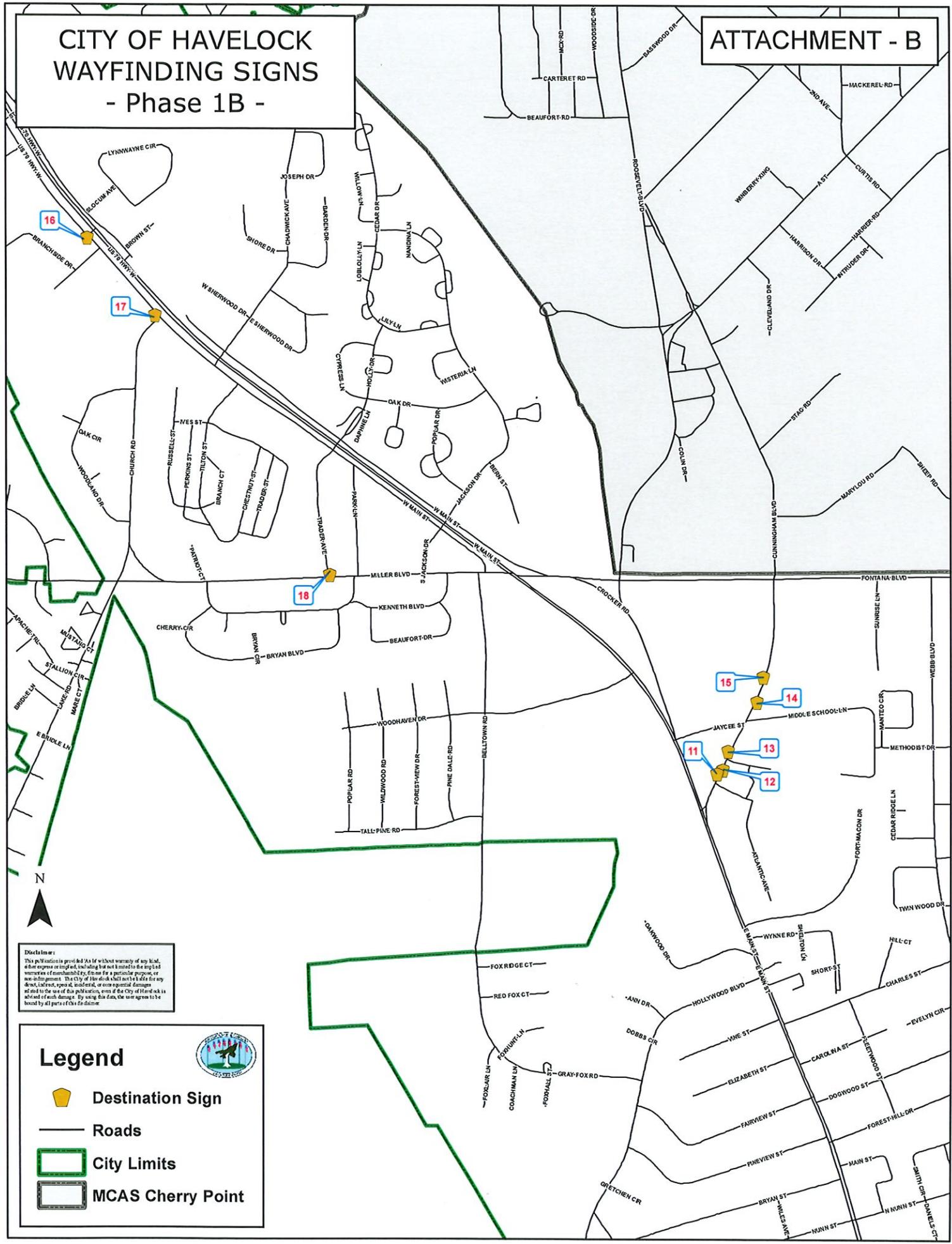
-  Way Finding Sign
-  Roads
-  City Limits
-  MCAS Cherry Point

Labels for sign site locations per map Phase 1A
 See Attachment - A

SITE 1	SITE 2	SITE 3	SITE 4	SITE 5
CITY GOVERNMENT COMPLEX	CITY GOVERNMENT COMPLEX	PUBLIC LIBRARY	RECREATION COMPLEX	SENIOR CENTER
PUBLIC LIBRARY	PUBLIC LIBRARY	COMMUNITY COLLEGE	COMMUNITY COLLEGE	TOURIST & EVENT CENTER
COMMUNITY COLLEGE	COMMUNITY COLLEGE	CITY GOVERNMENT COMPLEX	CITY GOVERNMENT COMPLEX	SLOCUM CREEK PARK
			PUBLIC LIBRARY	
SITE 6	SITE 7	SITE 8	SITE 9	SITE 10
RECREATION COMPLEX	SENIOR CENTER	RECREATION COMPLEX	TOURIST & EVENT CENTER	TOURIST & EVENT CENTER
COMMUNITY COLLEGE	TOURIST & EVENT CENTER	COMMUNITY COLLEGE	CHAMBER OF COMMERCE	CHAMBER OF COMMERCE
CITY GOVERNMENT COMPLEX	SLOCUM CREEK PARK	SENIOR CENTER	SLOCUM CREEK PARK	SLOCUM CREEK PARK

CITY OF HAVELOCK WAYFINDING SIGNS - Phase 1B -

ATTACHMENT - B



Disclaimer:
This publication is provided "As is" without warranty of any kind, either express or implied, including but not limited to the implied warranties of merchantability, fitness for a particular purpose, or non-infringement. The City of Havelock shall not be liable for any direct, indirect, special, incidental, or consequential damages, and not to the use of this publication, even if the City of Havelock is advised of such damage. By using this data, the user agrees to be bound by all parts of this disclaimer.

Legend

-  Destination Sign
-  Roads
-  City Limits
-  MCAS Cherry Point



Labels for sign site locations per map Phase 1B
 See Attachment - B

SITE 11	SITE 12	SITE 13	SITE 14
CITY GOVERNMENT COMPLEX	ANIMAL CONTROL	ANIMAL CONTROL	PUBLIC LIBRARY
			COMMUNITY COLLEGE
SITE 15	SITE 16	SITE 17	SITE 18
PUBLIC LIBRARY	TOURIST & EVENT CENTER	SLOCUM CREEK PARK	SENIOR CENTER
COMMUNITY COLLEGE	CHAMBER OF COMMERCE		
	SLOCUM CREEK PARK		



ATTACHMENT - D

Havelock



- ➔ **Tourist & Event Center**
- ➔ **Public Library**
- ➔ **Slocum Creek Park**