



**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](mailto:Bids@havelocknc.us)

Bids will be accepted until **2:00 PM (EST) on Wednesday, February 22, 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 60 calendar days from the NTP.

**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](http://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](http://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](http://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](mailto:Bids@havelocknc.us)

Questions must be received by **2:00 PM (EST) on Friday, February 17, 2023**. If questions are received, the City will respond no later than **12:00 PM (EST) on Monday, February 20, 2023**.

This is the 15th day of February 2023

Published: Vendor Registry February 15, 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 \$** \_\_\_\_\_

Write out total dollar amount in words

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 \$** \_\_\_\_\_

Write out total dollar amount in words

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.

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](mailto: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) must be a

minimum of 5' wide and lettering must be at least 5" tall. Destination signs (Alternate Bid – Phase 1B) must be a minimum of 3' wide and 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.

2. Create construction documents, shop drawings, engineering plans to ensure that the existing design is functionally sound. Sign posts to resemble **Attachment C**.
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 9).
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. Work with NCDOT and develop all necessary forms to allow for the successful use of NCDOT right-of-way.
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:

<b>Base Bid – Phase 1A Wayfinding Signs</b>	<b>Alternate Bid – Phase 1B Destination Signs</b>
Note: See Attachment A	Note: See Attachment B
10 Primary Signs	8 Secondary Signs
10 Posts	8 Posts
Installation	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 within 60 days of the Notice to Proceed.
- 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.

**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.

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Signature of Vendor

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Date

The following questions were received during the initial bid solicitation are hereby incorporated into the bid instructions:

1. The first question is in regards to the two phases of this project. The question is will they be treated as two separate bids?

Will be treated as one bid.

2. To clarify my question, if they are treated as two separate bids and they are under the \$30,000.00 threshold each, I'm assuming that they will not require a general contractors license?

Will be treated as one bid.

3. The second question in reference to attachment - C, the picture of a small bridge. Will one of the signs need to be installed at this location and if so I'm thinking that we might need to meet onsite to discuss the best installation method.

No, the City wants the signs posts to be similar in style to the lamp posts on the Slocum Creek Bridge on US 70 in Havelock.

4. There's not much detail regarding the actual signs. Will more info be coming out?

No, additional design information is available. Bidders are welcome to submit design suggestions with bid package.

5. We have reviewed the City of Havelock Wayfinding Signage Program bid invite and all other attachments and would like to ask the following questions for your consideration

Typical durations for a project involving the scope of work outlined for this specific bid are as follows:

1. Preliminary Meeting Post Award and walk through- 3- 5 days from the Award
2. Receive input-100% accurate messaging and preliminary walk-through and staking of all locations with designer/City and Color-Ad- 1 week
3. Develop Preliminary Shop Drawings, including engineering - 3-4 weeks
4. Obtain approval of Shop Drawings, including by NCDOT- 2 weeks

5. Revisions and resubmitted of shop drawings – 1 week
6. Final approvals from the client – 1 week
7. Procure material for manufacture – 1 week
8. Manufacture and deliver signs – 12 weeks
9. Installation of signs final hook up 5-6 weeks

Considering this, 60 Days from NTP for completion is aggressive. Please consider extending the performance period to 210 days from NTP.

The City will not be extending the performance period.

6. Are any city permits required for the sign installation?

No city permits are required.

7. Are any existing sign removals to be included in the bid?

No existing signs need removal.

8. Will working hours be restricted at any time?

Work hours are Monday – Friday 8 am to 5 pm.

9. Are any bonds required for this project (Bid Bond, Performance & Payment Bonds)?

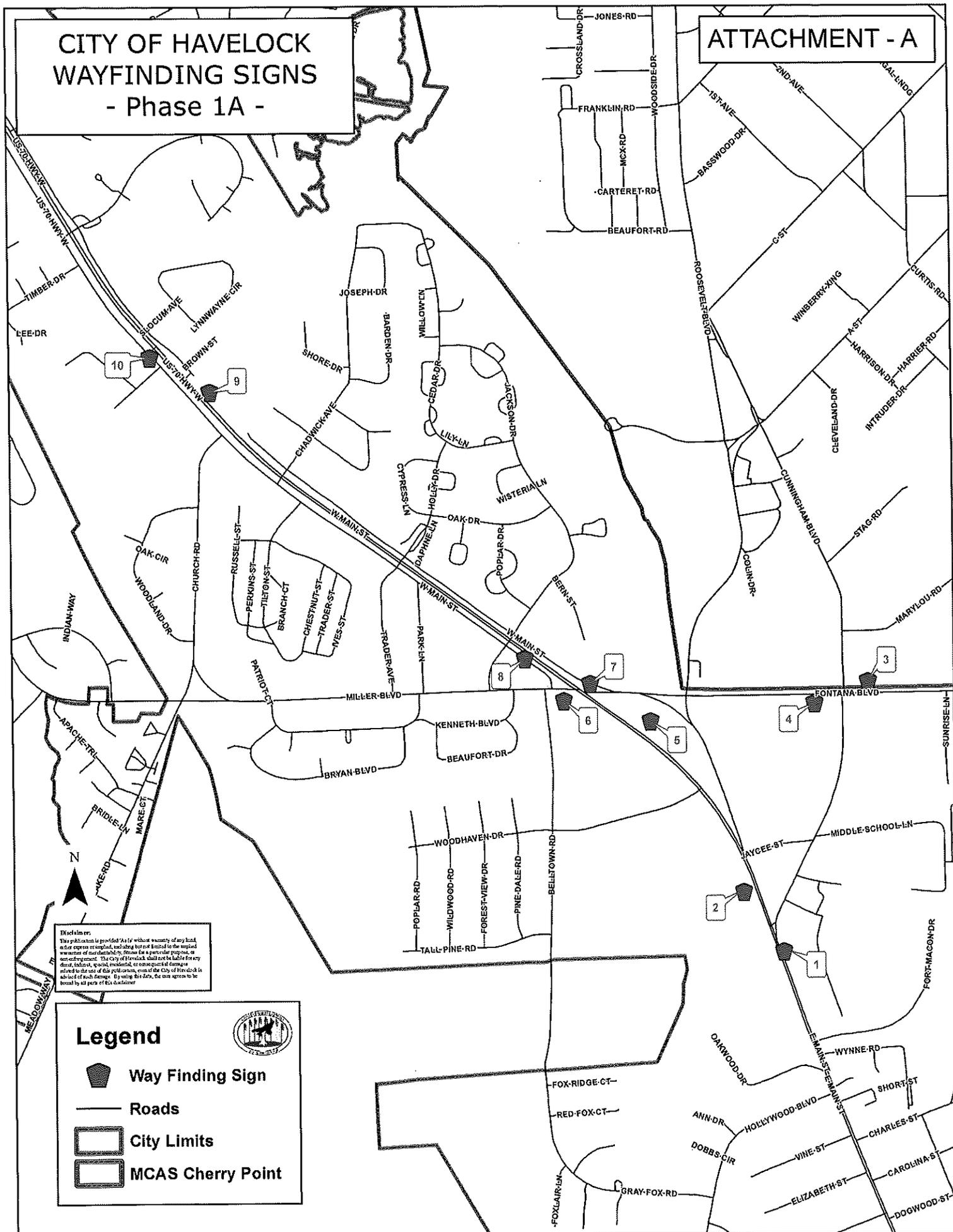
No bonds are required.

10. Are there any liquidated damages if the project is not completed within 60 days of the Notice to Proceed?

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 \$300 for each and every calendar day that expires after sixty (60) calendar days where the work is not complete and ready for Final Payment.

# CITY OF HAVELOCK WAYFINDING SIGNS - Phase 1A -

ATTACHMENT - A



**Disclaimer:**  
The information is provided "As Is" without warranty of any kind, either expressed 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 information, 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



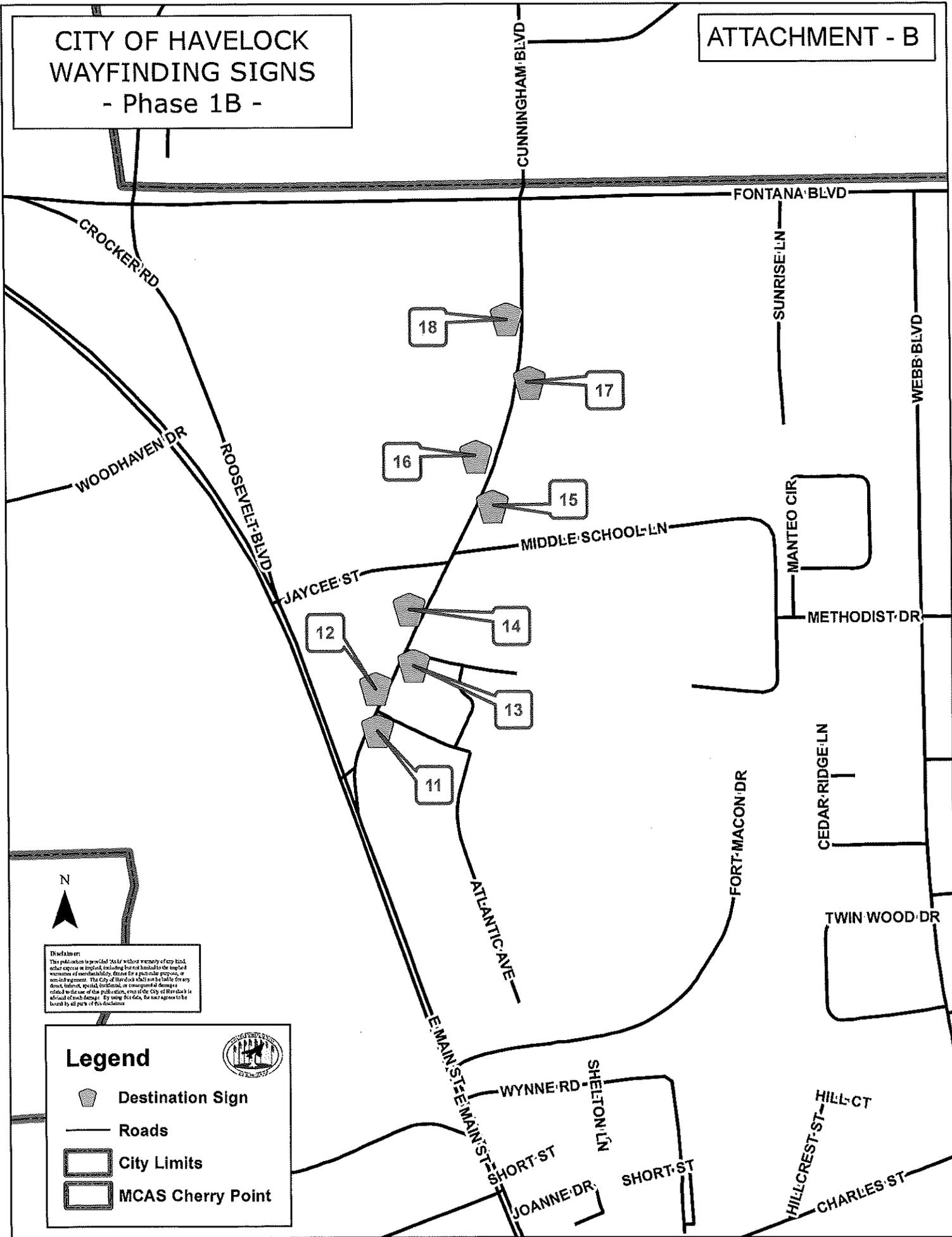
**Labels for sign site locations per map Phase 1A**

**See Attachment - A**

<b>SITE 1</b>	<b>SITE 2</b>	<b>SITE 3</b>	<b>SITE 4</b>	<b>SITE 5</b>
CITY HALL	CITY HALL	TOURIST AND EVENT CENTER	RECREATION CENTER	SENIOR CENTER
PUBLIC SAFETY	PUBLIC SAFETY	SENIOR CENTER	INDUSTRIAL PARK	TOURIST AND EVENT CENTER
COMMUNITY COLLEGE	COMMUNITY COLLEGE	COMMUNITY COLLEGE	COMMUNITY COLLEGE	SLOCUM CREEK PARK
PUBLIC LIBRARY	PUBLIC LIBRARY	PUBLIC LIBRARY	PUBLIC LIBRARY	
ANIMAL CONTROL	ANIMAL CONTROL	ANIMAL CONTROL	ANIMAL CONTROL	
911 MEMORIAL	911 MEMORIAL	PUBLIC SAFETY	PUBLIC SAFETY	
<b>SITE 6</b>	<b>SITE 7</b>	<b>SITE 8</b>	<b>SITE 9</b>	<b>SITE 10</b>
RECREATION CENTER	SENIOR CENTER	RECREATION CENTER	TOURIST AND EVENT CENTER	TOURIST AND EVENT CENTER
INDUSTRIAL PARK	TOURIST AND EVENT CENTER	INDUSTRIAL PARK	SLOCUM CREEK PARK	SLOCUM CREEK PARK
CITY HALL	SLOCUM CREEK PARK	CITY HALL		
PUBLIC SAFETY		PUBLIC SAFETY		
COMMUNITY COLLEGE		COMMUNITY COLLEGE		
ANIMAL CONTROL		ANIMAL CONTROL		

CITY OF HAVELOCK  
WAYFINDING SIGNS  
- Phase 1B -

ATTACHMENT - B



**Disclaimer**  
This publication is provided "as is" without warranty of any kind, actual, 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 the publication, 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**



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

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

<b><u>SITE 11</u></b>	<b><u>SITE 12</u></b>	<b><u>SITE 13</u></b>	<b><u>SITE 14</u></b>
PUBLIC SAFETY	PUBLIC SAFETY	ANIMAL CONTROL	ANIMAL CONTROL
<b><u>SITE 15</u></b>	<b><u>SITE 16</u></b>	<b><u>SITE 17</u></b>	<b><u>SITE 18</u></b>
PUBLIC LIBRARY	PUBLIC LIBRARY	COMMUNITY COLLEGE	COMMUNITY COLLEGE



ATTACHMENT - D

# *Havelock*



- ➔ Tourist & Event  
Center Aviation
- ➔ Exhibit
- ➔ Slocum Creek Park
- ➔ Walking Trails /  
Kayak Launch
- ⬆ City Hall
- ⬆ Senior Center

Sample  
Only

# *Havelock*



- ➔ **Tourist & Event  
Center Aviation  
Exhibit**
- ➔ **Slocum Creek Park**
- ➔ **Walking Trails /  
Kayak Launch**
- ⬆ **City Hall**
- ⬆ **Senior Center**