**BID DOCUMENT:**  **VEHICULAR & PEDESTRIAN WAYFINDING**

Downtown Albany BID

1. Introduction

Overview and Statement of Design Intent

The Downtown Albany BID is issuing this bid to identify a qualified architectural signage fabricator who can deliver the fabrication and installation of a custom vehicular and pedestrian wayfinding signage system. Fabrication and installation and is to be completed by October 31, 2024.

This project will require permitting from the City of Albany but should not require NYDOT permitting. Due to the expected complexity of the installation of this project, preference will be given to companies who can demonstrate experience and success with complex city projects. Due to the expected amount of underground utilities and conflicts, all underground utilities will need to be properly located and marked through UDig NY; it is assumed that most locations will need to be hydro excavated. A specific line item for this work has been included on the bid form.

Owner

Downtown Albany Business Improvement District

Georgette Steffens

Executive Director

21 Lodge Street | Albany, NY  12207

Phone: 518-465-2143 x 115

Designer

Corbin Design

415 S. Union Street

Traverse City, MI 49684

Phone: 231 947-1236

Project Manager: Moira O’Polka

* Cell: 231-360-5295
* Email: moira@corbindesign.com

Lead Designer: Jeff Frank

* Email: jeff@corbindesign.com

1. Project Schedule
2. Bid Submittal

Bids are to be submitted on or before Friday, April 12 at 2 p.m. ET. Any bids received after this date can be rejected at the Owner’s discretion.

Two hard copies are to be submitted. One hard copy of the bid is to be submitted to the Owner at the above address. One hard copy of the bid and the requested samples are to be submitted to the Designer at the above address. *Electronic submissions will not be accepted.*

Bids shall remain valid for a period of ninety (90) days from submission.

1. Bidding and Completion Schedule

03/12/24 Bid documents issued

04/02/24 Pre-bid phone conference –   
 2:00 PM EST

04/05/24 Questions Due

04/12/24 Bid form and bid submittals due

04/18/24 Contract awarded

1. Pre-Bid Conference Call

A mandatory pre-bid phone conference will be held at 2 PM ET on Tuesday, April 2 . You may join this conference by following this link:

Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NWVlZjYyMGYtMGNiZC00MGU1LTk5OTctMDlmMzRlYzYyZDFk%40thread.v2/0?context=%7b%22Tid%22%3a%227be96226-bbc3-43c3-8114-124172556740%22%2c%22Oid%22%3a%223f59acc6-9da4-4bee-b521-d28b92a39168%22%7d)

Meeting ID: 234 973 955 563   
Passcode: 9gRTk9

[Download Teams](https://www.microsoft.com/en-us/microsoft-teams/download-app) | [Join on the web](https://www.microsoft.com/microsoft-teams/join-a-meeting)

**Or call in (audio only)**

[+1 469-998-7627,,421993098#](tel:+14699987627,,421993098# )   United States, Dallas

Phone Conference ID: 421 993 098#

1. **Bid Package**
2. **Contents**
   * 1. Bid Document, Bid Form, Experience Questionnaire
     2. Design intent and specifications of each sign type
     3. Sign location plan (for bidding purposes only)
     4. Sign message schedule (for bidding purposes only)
     5. Electronic artwork for sign sample
3. **Explanation to Bidders**

Any explanation desired by a Bidder regarding the meaning or interpretation of the bid package must be requested in writing to the Designer at above address by March 27, 2024 to allow sufficient time for a reply to reach all prospective Bidders before the submission of their bid. Any information given to a prospective Bidder concerning the bid package will be furnished to all prospective Bidders as an addendum. Receipt of an addendum by a Bidder must be acknowledged on the bid form.

1. **Modification and Withdrawal of Bid**

Prior to the bid submittal deadline, any bid submitted may be modified, withdrawn or resubmitted by notifying the Owner and the Designer. Withdrawal notices and revised bids shall be submitted in writing and must be received on or before the bid submittal deadline. No bid may be modified, withdrawn, or cancelled by the Bidder, except upon the express permission of the Owner and the Designer, unless the award of contract is delayed for a period of 90 days.

1. **Familiarity with Project Premises and Conditions**

Prior to submitting a bid, the Bidder is invited to inspect the work site and its surroundings. Although the Bidder is not required to make such an inspection before bidding, for the purposes of the contract it shall be conclusively presumed that by failing to make such an inspection, the bidder has waived the right to later claim extra payment or time extensions for conditions which would have been evident had the site been inspected.

1. **Required Experience**

The Owner requires that all Bidders must have sufficient experience in projects of this type, size and complexity in order to submit a bid for the project.

Bidders **must** provide the details of three projects of similar scope and size in the field of architectural exterior signage from the past 5 years*.* Please use the provided questionnaire and include photos of the installed project. The Owner or Designer may elect to contact these individuals as part of its evaluation of the bid.

It is the intent of the Owner to award a contract to the most qualified Bidder, provided the bid has been submitted in accordance with the requirements of the bid package and does not exceed the funds available. The Owner shall have the right to waive any informality or irregularity in any bid(s) received and to accept the bid(s) which, in its judgment, is in its own best interests. The Owner reserves the right to reject any bids for any reason. The Owner reserves the right to not award contract for any reason.

The criteria the Owner will use in evaluating the bids are as follows:

* **Similar Project Experience (30%)**
  + - Description of three (3) similarly scoped projects **completed** within the last five (5) years.
      * Fill out and submit the included Experience Questionnaire
        + Name of project, type of project, overall scope (square mileage), quantity of signs fabricated and installed, overall budget, completion date.
        + Include brief description of project including any problems and how they were resolved.
        + Coordination with local permitting agencies preferred.
        + Attach photos of final installed signs to the questionnaire
      * Failure to include the requested information will result in a score of 0 for that line item.
* **Sign Sample (20%)**
  + - Using the design intent drawing for the bid sign sample, one sample sign is to be prepared by the Bidder and will be reviewed by both the Designer. This sample is to accurately reflect how the Bidder will fabricate the system.
    - Sign samples will be evaluated by the following criteria:
      * Ability to follow design intent
      * Paints, graphics and finishes
      * Assembly
      * Panel mounting
    - This is a blind sample review. Do not include your company label on the back of the sample.
* **Sample Shop Drawing (20%)**
  + - A detailed shop drawing for a previously fabricated sign that is similar in construction to G-1, vehicular guide is to be included in submittal. Shop drawing shall reflect the method of fabrication and materials used, mounting techniques and hardware, internal construction, and any base and below-grade details required.
    - Sample shop drawing will be evaluated by the inclusion of the following details:
    - Elevations
    - Cross-section
    - Components
    - Materials
    - Finishes
    - Font, graphics, message fields
    - Exploded View
    - Mounting/Installation detail
    - Foundation details
    - Engineering Specifications
* **Project Cost (25%)** 
  + Base bid for the fabrication and installation of 77 vehicular and pedestrian wayfinding signs
  + Hydroexcavation is expected for most locations
  + Bidders are required to fill out the provided bid form electronically to include unit fabrication and installation costs
* **Installation Schedule (5%)**
  + Preference will be given to Bidders that can complete the project before or by October 31, 2024.
  + Installation after October 31, 2024 does not disqualify Bidders.

1. **Submittal Requirements**
2. Bid Submittals

All bid submittals shall be sent to the specified recipient at the above addresses.

The following items are required to be submitted with the bid form:

1. Sign Sample

One sample sign segment is to be prepared by the Bidder and will be reviewed by the Designer. This sample is to accurately reflect how the Bidder will fabricate the system.

The successful Bidder will be expected to fabricate all signage using the craftsmanship demonstrated in the sample sign face segment submitted or as approved by the Designer.

Submit sample sign to Designer.

1. Typical Existing Shop Drawing

Detailed shop drawing for a previously fabricated sign that is similar in construction to Gx-1, vehicular guide. Shop drawing shall reflect the method of fabrication and materials used, mounting techniques and hardware, internal construction, and any base and below-grade details required.

Submit sample shop drawing to Designer.

1. Bid Bond

The bid must be accompanied by a bid bond, which shall not be less than 10% of the bid. No bid will be considered unless it is accompanied by the required guaranty. The bid bond shall ensure the execution of the bid and award by the successful Bidder.

Submit bid bond to Owner.

1. Pre-fabrication Submittals

Upon award of contract, the successful Bidder must submit a copy of the following items to the Owner and Designer for their review prior to fabrication proceeding:

1. A project schedule must be submitted prior to the development of pre-fabrication submittals and fabrication.
2. Include all pertinent dates and milestones such as submittal delivery dates, required approval dates, fabrication dates and installation dates;
3. Include all lead times for materials and third-party supplied items;
4. Allow a minimum of 10 business days for Owner Representative and Designer review with at least one round of revisions;
5. Include submittal delivery dates;
6. Throughout the duration of the project, the fabricator is required to maintain and update the schedule, submitting weekly.
7. Detailed engineered shop drawings for each sign type are to be submitted as electronic PDF no larger than 11”x 17”. Final Shop Drawings are to be stamped by an Engineer licensed in the state of the New York. The shop drawings for each sign type shall illustrate/describe the following:
8. Elevations and cross sections – front, sides, top and back (if necessary); side sections; internal structure section/details; enlarged details such as of extrusions, push-through letter mounting, mounting plate, etc.; with all final dimensions and call-outs for:
   * Components – construction details/information related to individual elements
   * Materials – color, type, gauge, and thickness (including substrates and overlays)
   * Finishes – color, type of product, manufacturer, and sheen
   * Fonts, graphics specifications and message fields
9. Exploded view (optional) – isometric view with components, materials, and finishes.
10. Cross-section of corners – one illustration for each corner condition. Items to be illustrated: seams, joints, layers, internal support and fasteners.
11. Mounting/installation details – provide foundation cross-sections (including hardware), bracket/post details, elevations, materials, finishes and fasteners.
12. Engineering for wind load
13. Removable panels
14. Identify any dimensional or other changes in the overall sign required by virtue of the fabrication materials, techniques and/or engineering

For the first release, we request that all drawings be received at one time. Future revised drawings can be received as they are completed.

1. Three (3) samples of each material (paint, vinyl, acrylic, veneer, masonry, metal, etc.) to be used on the sign using actual substrate materials. One sample will be returned, one sent to the Owner and one kept in the Designer’s records.
2. A proofing document of final production keystroking for all sign messages to verify line breaks, character and word spacing, and interline spacing. The proofs are to be scaled production art files, not full sized. Each layout is to be identified with the sign number.
3. Successful Bidder must submit a schedule detailing how far in advance artwork will be required for printed maps and directories.
4. Successful Bidder must provide weekly status reports to the Owner and Designer detailing fabrication and installation progress and the expected completion schedule.
5. After-installation Submittals

Maintenance instructions and manuals for all sign components (vinyl, paint, etc.), along with amended shop drawings, as-installed sign location plans and approved keystroke documents shall be supplied by successful Bidder to Owner upon completion of punchlist items.

1. **Award of Contract**
   1. **Documents Provided to Successful Bidder**

The following is a list of the documents that will be provided to the successful Bidder by the Designer.

* + - 1. Outlined Illustrator files of the Design Intent Drawing for each sign type   
         (created in Adobe Illustrator).
      2. A PDF file of the Sign Message Schedule.
      3. PDF files of the Sign Location Plan(s).
  1. **Contractual Relationship**

Once the Owner selects a Successful Bidder, the primary contractual relationship will be between the Owner and the Successful Bidder. Corbin Design will continue to work with the Successful Bidder throughout fabrication and installation to protect the design intent and to assure faithful implementation of the wayfinding system as designed.

* 1. **Default**

The Owner may at any time, by written notice to the successful Bidder, terminate this contract and the successful Bidder’s right to proceed with the work, for just cause, which shall include, but is not limited to the following:

1. Failure to provide insurance and bonds (when called for), in the exact amounts and within the time specified or any extension thereof.
2. Failure to make delivery of the supplies, or to perform the services within the time specified herein, or any extension thereof.
3. The unauthorized substitution of articles for those bid and specified.
4. Failure to make progress if such failure endangers performance of the contract in accordance with its terms.
5. Failure to perform in compliance with any provision of the contract.
6. Standard of Performance – the successful Bidder guarantees the performance of the commodities, goods or services rendered herein in accordance with the accepted standards of the industry or industries concerned in this bid package, except that if this specification calls for higher standards, then such higher standards shall be provided.

Upon notice by the Owner of the successful Bidder’s failure to comply with such standards or to otherwise be in default of this contract in any manner following the award of contract, the successful Bidder shall immediately remedy said defective performance in a manner acceptable to the Owner. Failure by the successful Bidder to immediately correct said defective performance shall be considered a breach of this contract and grounds for termination of the successful Bidder by the Owner.

In the event of any breach of this contract by the successful Bidder, the successful Bidder shall pay any cost to the Owner caused by said breach including but not limited to the replacement cost of such goods or services.

The Owner reserves the right to withhold payment until any defects in performance have been satisfactorily corrected.

1. All remedies available to the Owner herein are cumulative and the election of one remedy by the Owner shall not be a waiver of any other remedy available to the Owner.
   1. **Independent Contractor**

At all times, the successful Bidder, any of his/her employees, or his/her subcontractors and their subsequent employees shall be considered independent contractors and not as employees of the Owner. The successful Bidder shall exercise all supervisory control and general control over all workers’ duties, payment of wages to successful Bidder’s employees and the right to hire, fire and discipline their employees and workers. As an independent contractor, payment under this contract shall not be subject to any withholding for tax, social security or other purposes, nor shall the successful Bidder or his/her employees be entitled to sick leave, pension benefit, vacation, medical benefits, life insurance or workers’ unemployment compensation or the like from the Owner.

* 1. **Guaranty**

The successful Bidder shall furnish a performance bond and a labor and material bond secured by a guaranty or a surety company listed in the latest issue of the U.S. Treasury, circular 570, written in favor of the Owner, and licensed for business in the State of New York. The amount of such bonds shall be within the maximum amount specified for such company in said circular 570. The bonds shall be accompanied by a power of attorney showing authority of the bonding agent to sign such bonds on behalf of the guaranty or surety company. The cost of the bonds shall be borne by the successful Bidder.

Failure of the successful Bidder to supply the required bonds within fifteen (15) days after award of contract, or within such extended period as the Owner may agree to, shall constitute a default and the Owner may either award this contract to the next most qualified Bidder, or begin a new bidding process.

* + - 1. Performance Bond – A performance bond shall be furnished in the full amount of the contract ensuring the Owner of faithful performance of all the provisions of the contract, and the satisfactory performance of any equipment required hereunder. The bond shall also ensure the Owner against defective workmanship and/or materials.

1. **Installation**
   1. **Installation Subcontractors**

If the successful Bidder will use a subcontractor to perform signage installation, the successful Bidder must provide a company representative to act as an on-site supervisor to oversee this work (see also section titled “Independent Contractor”).

* 1. **Demolition**

Owner will be responsible for removal of existing signs and repairs or preparation, as deemed necessary by the Owner, prior to the time that the new signs are to be installed.

* 1. **Punchlist**

It is required that the successful Bidder complete a walk through with the Owner/Designer immediately following installation to identify any errors, such as construction or installation issues. Such errors are to be corrected in a timely manner, and to the satisfaction of the Owner.

* 1. **Site Safety and Restoration**

During the installation period, successful Bidders and subcontractors are responsible for their own safety, and are expected to maintain a safe environment for pedestrians. Successful Bidders and subcontractors are to keep the Owner’s premises and the adjoining premises, driveways and streets clean and clear. Job site shall be left safe, neat and clean at the completion of each day’s operation. At the completion of work, successful Bidder and subcontractors shall remove all rubbish, tools, equipment, and surplus materials, from and about the premises, and shall leave the site as originally found. Successful Bidder shall be responsible for repairing or correcting damage to other contractors’ work resulting from successful Bidder’s work.

1. **Warranty**
   * + - 1. **Signage Warranty**

The successful Bidder is to provide a written five (5) year full replacement warranty to the Owner that all signs will be free of defects due to craft work including, but not limited to:

* + 1. Bubbling, chalking, rusting or other disintegration of the sign panel, graphics or of the edges.
    2. Corrosion appearing beneath paint and vinyl surfaces, on sign panels, brackets, posts or other support assemblies (except as an obvious result of vandalism or other external damage).
    3. Corrosion of fasteners.
    4. The assemblies not remaining true and plumb on their supports.
    5. Peeling, delamination or warping (“oil canning”).
    6. Repair and reinstallation of signage due to failed mountings.

Successful Bidder shall also extend in writing to the Owner all manufacturers’ warranties for materials and components used within the signs. It is the Successful Bidder’s responsibility to obtain extended 5-year manufacturer warranties on all paint and powder coat applications.

* 1. **Repair or Replacement**

Without additional cost to the Owner, the successful Bidder shall repair or replace, including installation, any defective signs or hardware which develop during the warranty period and repair any damage to other work due to such imperfections. The successful Bidder will be required to fully replace all signs that are in error relative to the working documents (sign message schedule and sign type drawings) that will be submitted to the successful Bidder upon award of contract.

1. **Bid Form and Definition**
2. **Bid Form**

A bid form is provided with this document. Quantities shown on the bid form should be close to the final quantities but are provided for bid purposes only. It will be the successful Bidder’s responsibility to verify the final counts.

1. **Cost Per Unit**

A unit cost price is required to enable the Owner to purchase and install additional signs within the next calendar year at the same price. Also, if the number of signs purchased initially increases or decreases, the unit cost provided shall be the basis for any cost adjustments.

* 1. **Subsequent Year Pricing**

Owner may need to purchase additional sign(s) in the next 2 – 3 years. Filling out the Bidder’s Statement of Subsequent Year Pricing, at the end of this document, will help the Owner budget and plan accordingly and is considered to be binding on the Bidder.