



REQUEST FOR QUALIFICATIONS

Sole Provider - Great Rivers Greenway Trail Signage Fabricator

PERIOD OF CONTRACT: October 2019 through December 2022

I. INTRODUCTION

Great Rivers Greenway is a regional public agency serving the City of St. Louis, St. Louis County and St. Charles County. Great Rivers Greenway connects the St. Louis region with greenways, making it a vibrant place to live, work, and play.

The agency is operated by a 25 member staff governed by a 12 member board that is appointed by the Executives of St. Louis City, St. Louis County and St. Charles County. Staff members work within three groups to Build, Promote and Sustain the greenways.

The agency is constructing numerous greenway trails and signage for the various projects is a critical component in providing information to the public traveling along the greenways. This Request for Qualifications (RFQ) is to identify qualified signage fabricators for exterior directional, wayfinding and interpretive signage. Working with its signage consultant, Arcturis, the agency is seeking submissions from interested signage fabricators to choose a primary provider for signage.

The District is interested in contracting with a sole provider of trail signage for a three year period until December 2022.

- **Installation is not included in this contract.** The District or its construction contractor will handle installation but the signage manufacturer will coordinate all aspects of the process up to installation with the District and/or construction contractor. However, the District does ask for interested firms to submit information regarding installation capabilities. The District may choose to use installation services if it is deemed to be in the best interests of the District.
- **Award consideration will be based on a two-step process:**
 1. Prequalification documentation will first be evaluated to determine if a signage fabricator is qualified to successfully fabricate the signs in accordance with the District's signage standards.
 2. Signage fabricators who pass the prequalification phase will be short listed and will be notified they are eligible for the unit cost evaluation phase

Participation Goals for the project are 25% Minority Business Enterprise (MBE) and 5% Women Business Enterprise (WBE). Please note that these percentages are goals, not requirements.



Successful Bidder shall be required to comply in all respects with applicable statutory provisions concerning payment of prevailing wages on public works, Section 290.210 through 290.340 R.S. Mo. 1959, as currently amended, and shall pay to all workmen performing work under contract not less than prevailing hour rate of wages as determined by the Department of Labor and Industrial Relations of the State of Missouri.

Interested signage firms that want to participate in the prequalification process can download the vector art file for the sign sample, and the GRG Exterior Sign Design Standards from the following site:

<https://greatriversgreenway.org/jobs-bids/>

II. TRAIL SIGNAGE PACKAGE SCOPE

Listed below are all of the sign types within the overall sign system. Specific signs will be designated for specific projects. Drawings/specs are found in the Great Rivers Greenway Exterior Sign Design Standards.

- Ix-1 Vehicular Main Identification - Freestanding
- Ix-1w Vehicular Main Identification - Wall Mount
- Ix-1f Vehicular Main Identification - Fence Mount
- Ix-2 Vehicular Secondary Identification - Freestanding
- Ix-2w Vehicular Secondary Identification - Wall Mount
- Ix-2f Vehicular Secondary Identification - Fence Mount
- Ix-3 Vehicular Greenway Identification - New Pole
- Ix-3w Vehicular Greenway Identification - Wall Mount
- Ix-3f Vehicular Greenway Identification - Fence Mount
- Ix-3e Vehicular Greenway Identification - Existing Pole
- Gx-1 Vehicular Trailblazer 6" - Two new poles
- Gx-1w Vehicular Trailblazer 6" - Wall Mount
- Gx-1f Vehicular Trailblazer 6" - Fence Mount
- Gx-2 Vehicular Trailblazer 4" - New Pole
- Gx-2w Vehicular Trailblazer 4" - Wall Mount
- Gx-2f Vehicular Trailblazer 4" - Fence Mount
- Gx-2e Vehicular Trailblazer 4" - Existing Pole
- Gx-3 Vehicular Guide - Freestanding
- Gx-4 Pedestrian Trailblazer - New Pole
- Gx-4w Pedestrian Trailblazer - Wall Mount
- Gx-4f Pedestrian Trailblazer - Fence Mount



- Gx-4e Pedestrian Trailblazer - Existing Pole
- Gx-5w Pedestrian Large Multi-Direction Guide - Wall Mount
- Gx-5f Pedestrian Large Multi-Direction Guide - Fence Mount
- Gx-5e Pedestrian Large Multi-Direction Guide - Existing Pole
- Gx-6 Pedestrian Medium Multi-Direction Guide - New Pole
- Gx-6w Pedestrian Medium Multi-Direction Guide - Wall Mount
- Gx-6f Pedestrian Medium Multi-Direction Guide - Fence Mount
- Gx-7 Pedestrian Medium Single-Direction Guide - New Pole
- Gx-7w Pedestrian Medium Single-Direction Guide - Wall Mount
- Gx-7f Pedestrian Medium Single-Direction Guide - Fence Mount
- Gx-8 Amenity Guide - New Pole
- Gx-8w Amenity Guide - Wall Mount
- Gx-8f Amenity Guide - Fence Mount
- Gx-9 Trailblazer Guide - New Pole
- GX-99 Double Trailblazer Guide – New Pole
- GX-99e Double Trailblazer Guide – Existing Pole
- Kx-1 Secondary Trailhead Kiosk - w/ alternate backs
- Kx-2 Secondary Trailhead Kiosk - New Pole
- Kx-2w Secondary Trailhead Kiosk - Wall Mount
- Kx-2f Secondary Trailhead Kiosk - Fence Mount
- Kx-2e Secondary Trailhead Kiosk - Existing Pole
- Kx-3 Trail Information - New Pole
- Kx-3w Trail Information - Wall Mount
- Kx-3f Trail Information - Fence Mount
- Kx-3e Trail Information - Existing Pole
- Rx-1 Regulatory/Safety - New Pole
- Rx-1w Regulatory/Safety - Wall Mount
- Rx-1f Regulatory/Safety - Fence Mount
- Rx-1e Regulatory/Safety - Existing Pole
- Rx-2 Mile Marker - New Pole
- Rx-3 Mile Marker w/Trail Info & Rescue Locator - New Pole
- TC-1 Trail Counter – Custom
- IN-1 Interpretive, post & wall-mounted

Signage fabricators interested in being prequalified for fabrication of this package will be required to honor the design intent drawings in the Great Rivers Greenway Exterior Sign Design Standards for the sign types, produce the project submittals as outlined in the Fabrication &



Performance section of the standards (shop drawings, proofs, color/material samples) and meet the project timelines for completion of fabrication.

NOTE: Any signage fabricators interested in proposing an *alternative* product/material specification for the sign panels (panels only, not posts) are encouraged to submit a sample (using the provided vector art) along with additional performance/warranty information.

III. UPCOMING PROJECTS

Anticipated projects shown for the next three years. List shown below is subject to change.

Forecast Signage 2019 - 2022

	Greenway	Length (miles)	Anticipated Timeframe
Replacing Existing Signage	Deer Creek Greenway - Sign Replacement	0.67	2020
	Missouri Greenway: Monarch Chesterfield Levee	10.5	2020
	Centennial Greenway: Marine to KATY (via Page Bridge)	9.3	2020
	Gravois Greenway	10	2020
	River des Peres Greenway - Gravois to Alabama	7.3	2021
	Boschert Greenway	4.1	2021
	Centennial Greenway: Shaw Park to Olive	3.3	2021
	St. Vincent Greenway: St. Vincent Park to UMSL to North Hanley MetroLink	5.5	2021
	St. Vincent Greenway: Ruth Porter Mall Park to Trojan Park	1.3	2021
	Missouri Greenway: Earth City Levee	4.7	2022
	Mississippi Greenway: Jefferson Barracks Park to River Des Peres	1.8	2022
	Western Greenway	3	2022
	Meramec Greenway: Glencoe to Sherman Beach Park + Rock Hollow	3	2022
	Chouteau: Forest Park Wayfinding	6.0	2022
		Total	70.47
New Greenway Projects	St. Vincent Greenway		
	(187A) Trojan to Eskridge	0.75	2020
	(187B) Eskridge to Pagedale Town Center	0.8	2022
	(187C) Pagedale Town Center to St. Charles Rock Rd	0.8	2022
	(187 D) St. Vincent County Park to St. Charles Rock Rd Metrolink	0.6	2021
	Maline Greenway		
	(295) Ted Jones Trail to West Florissant Ave	1.5	2022
	Deer Creek Greenway		
	(196) Deer Creek Center to River des Peres Greenway	1.11	2022
	Centennial Greenway		
	(599A) Warson Park to Olive & I-170	5.21	2021
	(605A) Christy Dr to Hackmann	2	2021
	Dardenne Greenway		
	(294) Weiss Rd to Legacy Park	0.5	2020
	Meramec Greenway		
	(344) I-44 Bicycle and Pedestrian Bridge	1	2021
	Chouteau Greenway		
	20th Street	2	2022
	Mississippi Greenway		
	Old Chain of Rocks Bridge to Gateway Arch	12	2022
	Total	28.27	



IV. OVERALL BID & PROJECT SCHEDULE

Prequalification Release Date:	Thursday, August 8, 2019
Bidder Questions Due:	Friday, August 16, 2019, 5:00pm CST
Bidder Question Responses Posted:	Tuesday, August 20, 2019
Statement of Qualifications Due, + Sign Panel sample, Shop Drawing sample, Color Proof Due:	Wednesday, September 4, 2019, 5:00pm CST
Short listed fabricators selected & sent Unit Cost Form for pricing:	Friday, September 6, 2019
Unit Cost Form due from short listed:	Friday, September 13, 2019, 5:00pm CST
Interviews with short listed fabricators:	Monday, September 16, 2019 & Tuesday, September 17, 2019
Notice to Proceed issued	October 2019

Signage fabricators interested in being prequalified for the signage fabrication package must be able to meet the above project schedule.

Signage fabricators interested in prequalifying must submit the following items to Arcturis:

- Completed Statement of Qualifications and Experience form
- Sign sample – Sign Type Gx-4
- Shop Drawing sample
- Color Proof sample

See information provided in Statement of Qualifications and Experience Form for more information on vector artwork for required Sign Panel sample, level of detail required for Shop Drawing sample and Color Proof sample.



V. GENERAL PROVISIONS

Any contract awarded as a result of this RFQ will be awarded without discrimination on race, color, religion, age, sex, sexual orientation, or national origin.

Prospective consultants shall assure Great Rivers Greenway that they will comply with 2010 ADA Standards prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA (42 U.S.C. 12101 et seq.).

MINORITY AND WOMEN BUSINESS ENTERPRISE POLICIES

It is the policy of Great Rivers Greenway that minority and women-owned businesses shall have the maximum opportunity to participate in the performance of contracts utilizing taxpayer funds.

MBE/WBE firms included in the respondent's submittal, either as prime consultants or sub-contractors, must be certified by one or more of the following agencies on or before the date of the submission of proposals:

- Missouri Division of Purchasing and Materials Management
- City of St. Louis: Disadvantage Business Enterprise Program
- St. Louis Minority Business Council

VI. SELECTION PROCESS

A review committee will evaluate all responses to this RFQ. From this review, Great Rivers Greenway may select a consultant(s) solely on the basis of submittals, or may additionally identify a short list of individual or team candidates for possible interviews. The committee may contact any or all respondents to clarify submitted information.

Upon selection of a firm, organization, non-profit or combination thereof, Great Rivers Greenway will negotiate a scope of services and other terms and conditions of an agreement with the selected respondent(s). If such negotiations are not successful, Great Rivers Greenway reserves the right to begin negotiations with other respondents. Respondents who are not selected to begin a contract right away may be called upon in future years to do similar work.

Responses to the RFQ will be reviewed on three criteria for performance:

1. Previous Project Experience in Trail Wayfinding Signage or Similar Projects
2. Sign Sample
3. Sample Shop Drawing and Color Proof



Important Considerations

The District reserves the right, at its sole discretion, to:

- Reject any or all submittals when, in its opinion, it is determined to be in the public interest to do so
- Waive minor informalities of a submittal
- Cancel, revise, or extend this solicitation
- Request additional information which the District deems necessary
- Extract, combine, and delete elements of individual submittals of qualifications
- Negotiate jointly or separately with individual firms with respect to any or all elements of this request.

This RFQ does not obligate the District to pay any costs incurred by any respondent in the submission or in making necessary studies or design for the preparation thereof, or for procuring or contracting for the services to be furnished under this request for qualifications. The District will give preference to Missouri firms when all considerations are equal.

VII. RESPONSES DEADLINES & DELIVERABLES

- A. Submittals are due at **5:00 pm CST, Wednesday, September 4, 2019.**
- B. Facsimile and Electronic copies will not be accepted.
- C. All qualifications delivered after the due date and time will not be considered.
- D. All submittals must include this complete set of items:**
 - Completed Statement of Qualifications and Experience form
 - Sign Panel sample – Sign Type Gx-4
 - Shop Drawing sample
 - Color Proof sample

Please send four (4) printed responses and one (1) set of samples to Arcturis at the following address:

Arcturis
Attention: Andy Palombo
720 Olive St.
Suite 200
St. Louis, MO 63101



VII. QUESTIONS

Questions regarding this RFQ are due before 5:00pm CST on Friday, August 16, 2019 and must be submitted to the GRG website: <https://greatriversgreenway.org/jobs-bids/>

Responses to questions will be posted on the GRG website on Tuesday August 20 so they can be seen by all participants. Phone inquiries will not be accepted.

***** (Statement of Qualifications form begins on next page) *****



STATEMENT OF QUALIFICATIONS & EXPERIENCE FORM

Sole Provider - Great Rivers Greenway Trail Signage Fabricator

PERIOD OF CONTRACT: October 2019 through December 2022

To be completed and submitted - 10 page limit

Company Name: _____

Number of years the firm has been in business: _____

A. EXPERIENCE & REFERENCES

Provide the project information and three (3) high-resolution photos of three (3) architectural exterior signage projects completed within the last five years, including any park or trail signage experience.

Project 1

Name & description:

Contact/reference name and phone:

Dollar Amount of Project:

Scope/Year Completed:

Project 2

Name & description:

Contact/reference name and phone:

Dollar Amount of Project:

Scope/Year Completed



Project 3

Name & description:

Contact/reference name and phone:

Dollar Amount of Project:

Scope/Year Completed

B. SHOP DRAWINGS

Describe your shop drawing creation process, including an understanding of the fabrication process your shop goes through to properly engineer signs. Please provide a shop drawing from a previously implemented exterior signage project which involves the same level of detail that is required for this project.

Please also include information (specific to GRG sign types) on lead times/schedule from artwork file submittal to proofing to production to delivery.

C. COLOR PROOF

Please provide a sample color proofing document of final production you have created for previous similar project. Proof can be scaled or at full size.

D. SIGN PANEL SAMPLE

One sample sign panel from the GRG sign types is to be prepared by the fabricator. This sample is to accurately reflect the same fabrication methods and materials required in the design drawings. Vector artwork for the sign sample for Sign Type Gx-4 (Pedestrian Trailblazer) can be found here: <https://greatriversgreenway.org/jobs-bids/>

NOTE: Any signage fabricators interested in *proposing* an alternative product/material specification for the sign panels (panels only, not posts) are encouraged to submit a sample (using the provided vector art) along with additional performance/warranty information

E. ORGANIZATIONAL CHART

Please provide an organizational chart to depict how a project is managed within your firm, including resumes for your key project management staff – and please indicate who would be the Project Manager, and other team members who would specifically be assigned to this project if awarded. Please also include any MBE or WBE company info here if applicable.



F. STAFF

Please provide your total number of employees broken down into the categories of Leadership, Administration/Marketing, Designers/Engineers, Production line, Installers, Other.

G. PLANT EQUIPMENT

Please outline your shop's capabilities in terms of plant square footage and equipment, and also include, if applicable, whether any work in this project scope would need to be done at another one of your plants outside of your headquarters.

H. INSTALLATION CAPABILITIES

Please outline your shop's installation capabilities. Number of crew members, capacity, level of expertise, and equipment. Please also include typical hourly rates as they would pertain to this project.

I. SUBCONTRACTORS

If awarded this project, will you need to utilize the services of a subcontractor for any areas of fabrication of this project? Yes _____ No _____

If yes, list any subcontractors and explain their role in detail.

J. WARRANTY INFO

Please outline your shop's warranty policy, and include information on specifics, such as shipping insurance if signs are damaged after they leave your shop.

K. RELEVANT LITIGATION/INVESTIGATIONS

Please describe any current lawsuits, legal actions or governmental investigations against your company including, but not limited to, parties of dispute, outcomes of disputes, any equipment affected, cause of action, jurisdiction and date of legal complaint. Include in this section any problems that your firm or its personnel have experienced pertaining to training, licensing or certification in the past five (5) years.



J. BIDDER SUBMITTAL CHECKLIST

The following items must be received by **5:00 pm CST, Wednesday, September 4, 2019**. Facsimile and Electronic copies will not be accepted.

All qualifications delivered after the due date and time will not be considered.

- Completed Statement of Qualifications and Experience form
- Sign Panel sample – Sign Type Gx-4
- Shop Drawing sample
- Color Proof sample

Please send four (4) printed responses and one (1) set of samples to Arcturis at the following address:

Arcturis
Attention: Andy Palombo
720 Olive St.
Suite 200
St. Louis, MO 63101

Short listed fabricators will be notified Friday, September 6, 2019 and must submit the Unit Cost Form to Arcturis by 5:00 CST, Friday, September 13, 2019