

REQUEST FOR PROPOSALS (RFP) FOR COMMUNITY GATEWAY SIGNAGE
DESIGN, FABRICATION AND INSTALLATION FOR THE TOWN OF PORTUGAL COVE-ST.PHILIP'S
INVITATION TO SUBMIT PROPOSALS
RFP Number: PCSP-EDMC-2020-10

The Town of Portugal Cove – St. Philip's is requesting proposals from qualified proponents to provide signage design, fabrication and installation of community gateway signs. The Proponent is solely responsible for ensuring any addenda are downloaded, reviewed and included in their proposal. All updates to the RFP will be provided on our website www.pcsp.ca. The contract will be awarded to the proposal deemed to be the most favourable to the interests of the Town of Portugal Cove – St. Philip's. The Town reserves the right to reject any or all proposals. The Town also reserves the right to negotiate scope and price with the selected preferred proponent, without obligation to any other proponent. The Town shall not be obligated in any manner to any proponent whatsoever until a written agreement has been duly executed relating to Council approval.

Proposals should be sent or emailed to:

Town of Portugal Cove – St. Philip's
Attn: Claudine Murray, Town Clerk
1119 Thorburn Road
Portugal Cove – St. Philip's, NL
procurement@pcsp.ca

All bid proposals must be received by 3:00 p.m. Monday October 5, 2020, after which time no further proposals will be accepted, and at which time they will be publicly opened via digital means. Please submit two sealed envelopes (or emailed files) – one with qualifications and a second with pricing information. All proposals must be in separate sealed envelopes (or emailed files) identifying them as "Proponent Name – Qualifications – PCSP-EDMC-2020-10" and "Proponent Name – Cost- PCSP-EDMC-2020-10".

If you have any questions regarding the RFP please contact Jeff Lawlor, Director, Economic Development, Marketing and Communications at 709-895-8000 ext 222 or jeff.lawlor@pcsp.ca.

Introduction

The Town of Portugal Cove – St. Philip’s is requesting proposals from qualified proponents to provide signage design, fabrication and installation of community gateway signs located on Thorburn Road, Portugal Cove Road, Indian Meal Line, St. Thomas Line and Bauline Line Extension (see attached map of locations).

Specifications

The proponent must design, fabricate and install five community gateway signs (two primary and three secondary). Removal and disposal of existing signs are required. The new signs must incorporate the Town of Portugal Cove – St. Philip’s branding as well as elements from the northeast avalon regional wayfinding signage template.

The sign must be a product of high quality and durability that can withstand extreme cold and warm temperatures, extreme variations in temperature and wind, be vandal resistant, user friendly, and have easily accessible parts. Support and warranty must also be provided including terms. Must be appropriate size to be clearly legible to drivers and must take into consideration:

- Speed Limit of Traffic
- Viewing distance
- Sign/height elevation
- Content

Proponents are required to determine existing conditions of the site and make the appropriate allowances when preparing and submitting a proposal. The information provided is the best available at the time proposals are solicited. Proponents shall use the available information as a basis for any proposal. The proponent shall allow for any conditions deemed reasonable and appropriate for the performance of the work as outlined in the Request for Proposal and incorporate such reasonable allowances in the proposal.

A proposal shall be prepared and submitted at the sole expense of the proponent without cost to the Town of Portugal Cove – St. Philip’s. All proposals received by the Town become property of the Town of Portugal Cove – St. Philip’s and as such are subject to the Access to Information and Protection of Privacy Act, 2015.

Form of Proposals

All proposals must be received by 3:00 p.m. Monday October 5, 2020, after which time no further proposals will be accepted, and at which time they will be publicly opened via digital means. Please submit two sealed envelopes (or two emailed files) – one with qualifications and a second with pricing information. All proposals must be in separate sealed envelopes (or emailed files) identifying them as “Proponent Name – Qualifications – PCSP-EDMC-2020-10” and “Proponent Name – Cost- PCSP-EDMC-2020-10”.

Claudine Murray, Town Clerk
Town of Portugal Cove – St. Philip’s
1119 Thorburn Road
Portugal Cove – St. Philip’s
procurement@pcsp.ca
RFP – Community Gateway Signage
RFP NUMBER – PCSP-EDMC-2020-10

Proponents may inquire info and clarify any details prior to submitting a proposal. Inquiries must be directed to:

Jeff Lawlor, Director, Economic Development, Marketing and Communications
Town of Portugal Cove – St. Philip’s
709-895-8000 ext 222
jeff.lawlor@pcsp.ca

All responses to inquires will be shared with all proponents who have previously obtained the RFP information. It is the proponent’s responsibility to clarify any details prior to submitting a proposal. The Town of Portugal Cove – St. Philip’s will assume no responsibility for any oral instruction or suggestion. Any additional information pertinent to the proposal should be included.

Omissions and Discrepancies

If the proponent finds discrepancies in, or omissions from, the proposal documents or is in doubt of their meaning, they should advise the Town immediately. Responses, if not already addressed in the RFP, will be addressed in the form of addendum if required. No oral interpretations will be effective to modify any provisions of the Proposal, unless an addendum has been issued by the Town Clerk, prior to the advertised close date and time.

Processing of Proposals

On receipt by the Town, of the properly submitted proposals delivered by or on behalf of a proponent, envelopes or email files will be marked as to time and date of receipt and will be retained unopened until the public opening of all proposals at the deadline of October 5th at 3:00 pm.

Town staff may clarify any aspect of a proposal with the proponent at any time after the proposal has been opened. Any such clarification will not alter the proposal or constitute as a negotiation or renegotiation of the proposal. The Town of Portugal Cove – St. Philip’s is not required to clarify any part of a proposal.

Proposals must contain sufficient detail to support the project being proposed. Incomplete submissions may not be considered. Any clarification of a proposal by a proponent shall not be effective until confirmation has been delivered in writing. In conducting clarification/discussion

with proponents, there shall be no disclosure of any information derived from proposals from competing proponents.

The selection committee will first review the qualifications document to determine which proponents meet the qualification requirements. All proponents who are deemed qualified will have their cost document opened and reviewed prior to selection. Any proponents who do not meet the outlined qualification requirements will not have their cost document opened.

Following the selection committees review the selected proposal will be submitted to Council for their review and approval. The successful proponent will be notified after Council approves the submission through a motion of council. The issuance of this RFP in no way implies the Town will proceed with an order or contract and will not reimburse any proponent for any costs incurred in preparing, submitting and presenting a proposal.

The successful proponent shall be required to enter into an agreement with the Town, the execution of which shall be a condition of final and binding acceptance of the preferred proposal, and such agreement shall incorporate the proponent's proposal as performance and implementation criteria.

General Requirements

All pricing proposed must have applicable permits, fees, licenses and other ancillary costs included.

The proposal submission is irrevocable and open for acceptance by the Town of Portugal Cove – St. Philip's until sixty (60) days after the closing of the proposal.

Proposal Response Format

In order to facilitate the analysis of response to this RFP proponents are required to prepare their proposals in accordance with the instructions outlined in this document.

Proponents whose proposals deviate from these instructions may be considered non-responsive and may be disqualified at the discretion of the Town.

Proposals should be prepared as simply as possible and provide a straight forward, concise description of the proponents capabilities to satisfy the requirements of the RFP. All parts, pages, figures, and tables must be numbered and labeled clearly. The proposal should be organized into the following major parts:

Document one: Qualification Submittal

1. Executive Summary
2. Company Background
3. Municipal Project Experience (include photos)
4. Client References

Instructions relative to each part of the response to this RFP are defined in the remainder of this section. Failure to closely follow the proposal format shall be cause for rejection of the proposal.

Executive Summary (Section 1)

This part of the response to the RFP should be limited to a brief narrative describing how your company (and possibly subcontractors) is qualified for this project. The summary should contain as little technical language as possible and should be oriented toward non-technical personnel.

The Executive Summary should not include cost quotations. If the proponent utilizes any third party subcontractors, information for those subcontractors must be submitted in the following sections as well.

Company Background (Section 2)

Proponents must provide the following information about their company so that the Town can evaluate the proponent's ability to support commitments set forth in the response to the RFP. The Town, at its option, may require a proponent or subcontractor to provide additional documentation to support and/or clarify requested information.

The proponent should describe the company and any subcontractor's background including:

- How long the company has been in business
- A brief description of the company, including past history, present status, etc.
- Company size and organization
- Location of company headquarters
- Please identify specific proponent and subcontractor representatives that will be assigned to this project, their roles and backgrounds

Municipal Project Experience (Section 3)

The proponent shall provide a list of municipal projects that were designed, fabricated or installed within the past five years and include photos of these projects. Ground sign experience is preferred.

Client References (Section 4)

Include in your proposal a list of three or more customers for whom the proponent has provided ground signs. The Town is particularly interested in local government examples. Information must include the following:

- Name of client with contact person with phone and email address
- Description and date of service that the proponent provided
- Any photos of work provided

Document two: Cost Submittal

1. Design Plan, Timeline, and Pricing
2. Fabrication & Installation Plan, Timeline, and Pricing
3. Contract Terms and Conditions

Design Plan, Timeline, and Pricing (Section 1)

The proponent must provide, as part of the response, a detailed design plan, timeline and all pricing associated with design. No additional charges, other than those listed on the bid form, shall be made. Prices quoted should include all costs for meetings, design time, and presentation to selection committee. If a subcontractor will be used during the design process, please include contact information and services performed by the subcontractor.

Fabrication & Installation Plan, Timeline, and Pricing (Section 2)

The proponent must provide, as part of the response, a detailed plan for the fabrication and installation including a timeline. Due to the unknowns of the sign design it is unlikely that any proponent will be able to respond with a per unit cost. Please respond with your hourly rates regarding fabrication and installation. Please include any additional fees or rates that would be associated with fabrication and installation. If a subcontractor will be used during the fabrication and installation stage, please include contact information and services performed by the subcontractor. Implementation will not occur until all contract(s) are signed.

Contract Terms and Conditions (Section 3)

The proponent is to state any exceptions to the conditions listed and add any conditions/terms deemed important by the proponent. Any forms and contracts the proponent proposes to include as part of any agreement resulting from this proposal must be submitted as part of the proposal. This requirement includes, but is not limited to, the following types of forms: licensing agreements, maintenance contracts, and systems support agreements. Inclusion of contracts does not imply acceptance of that contract format and/or verbiage by the Town.

Addenda

Any change or clarifications to questions raised during the RFP period will be posted on the Town website (pcsp.com) by means of written addenda.

Not a Tender

This is a Request for Proposal and not an invitation to tender. No contractual, tort or other legal obligations are created or imposed on the Town of Portugal Cove – St. Philip's, or any other individual, officer or employee of the Town by the Request for Proposal documentation or by submission or consideration on any proposal by the Town.

Cost of Preparation of a Proposal

Proponents shall be solely responsible for their own expenses in preparation and submission of a proposal and in subsequent negotiations, clarifications, if any, with the Town.

Evaluation of Proposals

In order to fully explore all available options, creative and imaginative proposals are encouraged. Proponents will be scored on the following evaluation criteria and weighting scale. Proponents must meet all minimum thresholds identified:

	Total Points	Minimum Threshold
Experience and Key Personnel	15	8
Service and Aftercare	15	8
Design	20	12
Fabrication and Installation	20	12
Cost	30	20

The final score will act as the basis for proponent selection. Proposals will NOT be evaluated solely on cost.

Selection of a successful proponent will be determined by the Town in its sole discretion to be the proposal which is most beneficial to the interests of the Town. All proposals will be evaluated for completeness and suitability by a selection committee comprised of the Town CAO, Director of Economic Development, Marketing and Communications, Town Clerk and two (2) members of the Tourism Committee. Following the evaluation Council will vote to confirm the selection committees recommended proponent.

Provincial Supplier Preference

As required by the Public Procurement Regulations under the Newfoundland and Labrador *Public Procurement Act* (the "Procurement Regulations"), a ten percent (10%) reduction will be applied to the pricing submitted by provincial suppliers for the purposes of evaluating pricing.

A "provincial supplier" is defined in the Procurement Regulations as a supplier of goods, services or public works that has a place of business in the province of Newfoundland and Labrador.

A "place of business" is defined in the Procurement Regulations as an establishment where a supplier regularly conducts its activities on a permanent basis.

Please indicate if you are a Provincial Supplier:

____ YES ____ NO

The Town may require a bidder to provide information and/or documentation to confirm whether that it is a "provincial supplier", as defined above.

Disclosure of Information

The financial value of a contract resulting from this procurement process will be publicly released as part of the award notification process.

This procurement process is subject to the Access to Information and Protection of Privacy Act, 2015.

The bidder agrees that any specific information in its bid that may qualify for an exemption from disclosure under subsection 39(1) of the Access to Information and Protection of Privacy Act, 2015 has been identified. If no specific information has been identified it is assumed that, in the opinion of the bidder, there is no specific information that qualifies for an exemption under subsection 39(1) of the Access to Information and Protection of Privacy Act, 2015.

Right to Cancel

The Town of Portugal Cove – St. Philip's in its sole discretion reserves the right to cancel this RFP at any point in time until a signed agreement is executed with a successful proponent and the Town of Portugal Cove – St. Philip's. The Town and its agents will not be held liable for any expenses that may have been incurred by the contractor or its agents or affiliates for this RFP should an agreement not occur.

Appendix A – Map & Photos

Thorburn Road

Google: <https://www.google.com/maps/@47.5725094,-52.8307593,3a,75y,288.11h,85.43t/data=!3m7!1e1!3m5!1sAF1QipMabbmZiG-bisjTwGTUIJ9BXAyUpP0ABikNAn3u!2e10!3e11!7i7680!8i3840>

Portugal Cove Road

Google: <https://www.google.com/maps/@47.6048663,-52.794777,3a,75y,293.46h,92.75t/data=!3m7!1e1!3m5!1sLquAJqQDZizR-jFXx7S8cA!2e0!3e11!7i16384!8i8192>

Indian Meal Line

Google: <https://www.google.com/maps/@47.6388018,-52.7855611,3a,75y,320.67h,91.12t/data=!3m6!1e1!3m4!1s-nMXmFJnIXN1zM xRb4bKQ!2e0!7i16384!8i8192>

Bauline Line Extension

Google: <https://www.google.com/maps/@47.6707371,-52.8102226,3a,75y,244.64h,80.2t/data=!3m6!1e1!3m4!1sbmeJt7rcVZ8a0iimRhEeUA!2e0!7i13312!8i6656>

St. Thomas Line

Google: <https://www.google.com/maps/@47.5831097,-52.8943541,3a,75y,27.26h,106.08t/data=!3m6!1e1!3m4!1swKH9QIPXo4hZQNjgkxci8g!2e0!7i13312!8i6656>