

**CITY OF NORTHVILLE HOUSING COMMISSION
REQUEST FOR PROPOSAL
SIGN DESIGN AND INSTALLATION**

The City of Northville Housing Commission, 401 High Street, Northville, Michigan, seeks sealed requests for proposals to provide the design and installation of one (1) Entrance sign and three (3) directional signs. All interested bidders should see the application to submit a proposal.

A mandatory pre-proposal meeting will be held at 11:00 a.m. Wednesday, November 1, 2023 at 401 High Street, Northville, MI 48167.

Proposal questions may be submitted via email to: Jolyn Gismonde, Housing Director ATDirector@ci.northville.mi.us by **Noon Monday, November 6, 2023.**

Sealed proposals will be received until 9 a.m. Eastern Time, Wednesday, November 8, 2023.

An original proposal and one electronic copy via thumb drive must be submitted in a sealed envelope marked "**PROPOSAL – City of Northville Housing Commission – Sign Design and Installation**", at which time they will be opened and read to:

**Michael Smith, City Clerk
215 West Main Street, Northville, Michigan 48167**

Faxed and emailed proposals will not be considered. The City of Northville Housing Commission reserves the right to accept and/or reject any or all proposals and to waive any irregularities in the proposals that are in the best interest of the City of Northville Housing Commission.

Northville City Hall Chamber is handicap accessible. Arrangements to reasonably accommodate special needs including handicap accessibility or interpreter are requested to contact the housing director at the above number at least 72 hours prior to the start of the meeting.

**JOLYN GISMONDE, HOUSING DIRECTOR AT ALLEN TERRACE
MICHAEL SMITH, CITY CLERK**

Publish Date:
October 23, 2023
PO: Affidavit Required

**NOTICE - CITY OF NORTHVILL
REQUEST FOR PROSALS
2023 CITY OF NORTHVILLE HOUSING COMMISSION –SIGN DESIGN AND INSTALLATION**

IMPORTANT DATES

RFP Issue Date	October 23, 2023
Mandatory Pre-Proposal Meeting	Wednesday, November 1, 2023 @ 11:00 a.m.
Last Date for Questions	Monday, November 6, 2023 at 12 p.m. Please submit questions via email to: Jolyn Gismonde, Housing Director ATDDirector@ci.northville.mi.com
Response Due Date	Wednesday, November 8, 2023, 9:00 a.m. Deliver to:

Michael Smith
City Clerk
City of Northville
215 W. Main Street
Northville, MI 48167

Anticipated Award Date	November 28, 2023
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DESCRIPTION:

The City of Northville Housing Commission is soliciting qualified Sign Companies to submit a proposal to assist the Housing Commission with design, planning, and installation of one (1) Entrance sign and three (3) parking lot directional signs. Sign Companies capable and prepared to meet the needs and timeframe of the Housing Commission should express interest.

NOTICE TO PROPOSERS

The City of Northville officially distributes RFP documents through the Michigan Intergovernmental Trade Network (MITN). **Copies of RFP documents obtained from any other source are not considered official copies.** The City of Northville cannot guarantee the accuracy of any information not obtained from the MITN website and is not responsible for any errors contained by any information received from alternate sources. Only those vendors who obtain RFP documents from the MITN system are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the source indicated, it is recommended that you register on the MITN site, www.mitn.info and obtain an official copy.

INSTRUCTIONS

QUESTIONS

Please email all questions to Jolyn Gismonde, Housing Director as outlined above. Please write the name of the RFP in the subject line. If you write anything else in the subject line, your email may be deleted as spam.

TYPE OF CONTRACT

If a contract is executed as a result of the bid, it stipulates a fixed price for products/ services.

CHANGES TO THE RFP/ADDENDA

Should any prospective Proposer be in doubt as to the true meaning of any portion of the Request for Proposal, or should the Proposer find any patent ambiguity, inconsistency, or omission therein, the Proposer shall make a written request (via email) for official interpretation or correction. Such request shall be submitted to the specified person by the date listed above. The individual making the request shall be held responsible for its prompt delivery.

Such interpretation or correction, as well as any additional RFP provisions that the City may decide to include, will be made as an addendum, which will be posted on the MITN website at www.mitn.info. Any addendum issued by the City shall become part of the RFP and shall be taken into account by each proposer in preparing their proposal. Only written addenda are binding. It is the Proposer's responsibility to be sure they have obtained all addenda. Receipt of all addenda must be acknowledged on proposal form.

PROPOSAL SUBMITTALS

Please provide **one (1)** unbound proposal, signed and **one (1)** digital copy on a flash drive.

No other distribution of the proposal will be made by the Contractor. Proposal must be signed by an official authorized to bind the Contractor to its provisions.

SUBMISSION OF PROPOSALS

To be considered, sealed proposals must be submitted, as specified in the Instructions section on or before the specified time and date. There will be no exceptions to this requirement. Faxed, emailed, or telephone proposals are not acceptable. The City of Northville shall not be held responsible for lost or misdirected proposals. The City reserves the right to postpone an RFP opening for its own convenience.

Proposals must be clearly prepared and legible and must be signed by an Authorized Representative of the submitting Company on the enclosed form when one is provided in the RFP documents. Proposals must show unit and total prices when requested. In case of mistakes in price extension, unit pricing shall govern. *ANY CHANGES MADE ON THE PROPOSAL FORM MUST BE INITIALED OR YOUR PROPOSAL MAY BE CONSIDERED NON-RESPONSIVE.*

A proposal may be withdrawn by giving written notice to the Purchasing Manager before the stated due date/closing time. After the stated closing time, the bid may not be withdrawn or canceled for a period of One Hundred and Twenty (120) days from closing time.

Proposers are expected to examine all specifications and instructions. Failure to do so will be at the proposer's risk.

Failure to include in the proposal all information requested may be cause for rejection of the proposal.

Any samples, CDs, DVDs or any other items submitted with your proposal will not be returned to the contractor.

No proposal will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the City Northville upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the City.

USE OF THE CITY LOGO IN YOUR PROPOSAL IS PROHIBITED.

INELIGIBILITY OF IRAN LINKED BUSINESS

Under 2012 PA 517, an Iran Linked Business, as defined therein, is not eligible to contract with the City and shall not submit a proposal.

RESPONSIVE PROPOSALS

All pages and the information requested herein shall be furnished completely in compliance with instructions. The manner and format of submission is essential to permit prompt evaluation of all proposals on a fair and uniform basis. Unit prices shall be submitted if space is provided on proposal form. In cases of mistakes in extension, the unit price shall govern. Accordingly, the City reserves the right to declare as non-responsive, and reject an incomplete proposal if material information requested is not furnished, or where indirect or incomplete answers or information is not provided.

EXCEPTIONS

The City will not accept changes or exceptions to the RFP documents/specifications unless Contractor indicates the change or exception in the "Exceptions" section of the proposal form. If Contractor neglects to make the notation on the proposal form but writes it somewhere else within the RFP documents and is awarded the contract, the change or exception will not be included as part of the contract. The original terms, conditions and specifications of the RFP documents will be applicable during the term of the contract.

CONTRACT AWARD

The contract that will be entered into will be that which is most advantageous to the City of Northville, prices and other factors considered. The City reserves the right to accept any or all alternative proposals and to award the contract to other than the lowest proposer, waive any irregularities or informalities or both, to reject any or all proposals, and in general, to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interests of the City of Northville.

After contract award, notification will be posted on the MITN website at www.mitn.info.

PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated using the following criteria:

1. Evaluation of the firm's understanding of project.
2. Proposed schedule and flexibility to allow for changes.
3. Ability to accomplish tasks in professional, thorough, and timely manner.
4. Proposed staff and relevant experience with similar projects of this nature.
5. Feedback from firm references.

GENERAL CONDITIONS

INSURANCE

A certificate of insurance naming the City of Northville as an additional insured must be provided by the successful proposer prior to commencement of work. A current certificate of insurance meeting the requirements in Attachment A is to be provided to the City and remain in force during the entire contract period.

NO EXCLUSIVE CONTRACT

Contractor agrees and understands that the contract shall not be construed as an exclusive agreement and further agrees that the City may, at any time, secure similar or identical products/services at its sole option. The Contractor will not be reimbursed for any anticipatory profits should the City exercise this option.

TAX EXEMPT STATUS

It is understood that the City of Northville is a governmental unit, and as such, is exempt from the payment of all Michigan State Sales and Federal Excise taxes. Do not include such taxes in the bid prices. The City will furnish the successful proposer with tax exemption certificates when requested. The City's tax-exempt number is 38-6007235.

FREIGHT CHARGES/SHIPPING/HANDLING

All bid/proposal pricing is to be F.O.B. destination.

INVOICING

Invoices may be mailed to: City of Northville, Attn: Jolyn Gismonde, 401 High Street, Northville, MI 48167, OR emailed to: Jolyn Gismonde <atdirector@ci.northville.mi.us>

CONTRACT TERMINATION

The City may terminate and/or cancel this contract (or any part thereof) at any time during the term, any renewal, or any extension of this contract, upon thirty days (30) days written notice to the Contractor, for any reason, including convenience without incurring obligation or penalty of any kind. The effective date for termination or cancellation shall be clearly stated in the written notice.

TRANSFER OF CONTRACT/SUBCONTRACTING

The successful proposer will be prohibited from assigning, transferring, converting or otherwise disposing of the contract agreement to any other person, company or corporation without the expressed written consent of the City of Northville. Any subcontractor, so approved, shall be bound by the terms and conditions of the contract. The contractor shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify the City of Northville for such acts or omissions.

NON-DISCRIMINATION

In the hiring of employees for the performance of work under this contract, neither the contractor, subcontractor, nor any person acting on their behalf shall by reason of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status discriminate against any person qualified to perform the work required in the execution of the contract.

ACCEPTANCE OF PROPOSAL CONTENT

Should a contract ensue, the contents of the proposal of the successful Proposer may become contractual obligations. Failure of a contractor to accept these obligations may result in cancellation of the award.

DISCLOSURE

All documents, specifications, and correspondence submitted to the City of Northville become the property of the City of Northville and are subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments hereto. This means that any informational material submitted as part of this RFP is available without redaction to any individual or organization upon request.

ECONOMY OF PREPARATION

Proposals should be prepared simply and economically, providing a straightforward and concise description of the contractor's ability to meet the requirements of the bid. Emphasis should be on completeness and clarity of content. Included in the response must be a point by point response to the Requirements and other sections of the bid.

The City of Northville is not liable for any costs incurred by proposers prior to issuance of a contract.

INDEPENDENT PRICE DETERMINATION

By submission of a proposal, the offeror certifies, and in case of a joint proposal, each party hereto certifies as to its own organization, that in connection with the proposal:

(a) The prices in the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any other Competitor; and

(b) No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

Each person signing the proposal certifies that:

(c) They are the person in the offeror's organization responsible within that organization for the decision as to prices being offered in the proposal and that they have not participated and will not participate in any action contrary to (a) and (b) above; or

(d) They are not the person in the offeror's organization responsible within that organization for the decision as to prices being offered in the proposal but that They have been authorized in writing to act as agent for the persons responsible for such decisions in verifying that such persons have not participated, and will not participate, in any action contrary to (a) and (b) above, and that as their agent, does hereby so certify; and that he has not participated, and will not participate in any action contrary to (a) and (b) above.

A proposal will not be considered for award if the sense of the statements required in the proposal has been altered so as to delete or modify the above.

CITY OF NORTHVILLE HOUSING COMMISSION SIGN DESIGN AND INSTALLATION

OVERVIEW

Originally constructed in 1978, Allen Terrace includes 100 independent senior housing units and multiple community spaces. Located at 401 High Street, Allen Terrace provides a highly desirable and affordable living option for low to moderate income active seniors looking to not only be in Northville, but in close proximity to its amazing downtown.

BACKGROUND

Allen Terrace currently has 1 (one) entrance sign and 3 (three) directional signs that are wood and rotting and falling apart. We would like to replace the entrance sign with a brick base and using the Northville logo. The directional signs are open to suggestions.

SCOPE OF WORK

Remove existing signs, design the replacement of and install Allen Terrace's new signs. ,

The successful company shall work with Allen Terrace staff to obtain a comprehensive understanding of the sign needs. Prepare a detailed design recommendation outlining necessary work and expenses of the project. Once a design is finalized, the selected vender will ensure proper installation and functionality.

SERVICES TO BE PROVIDED TO OWNER

- Prepare code compliance documentation for all current and codes and adopted amendments if applicable.
- Provide a basis of design that serves the needs of Allen Terrace
- Present up to (2) conceptual system design alternatives with corresponding cost estimates.
- Install the selected signs.

COMPONENTS OF THE PROPOSAL

Proposals should be organized as follows:

1. **Firm Background:** Provide brief background and history of the firm (the consultant). Include all additional subcontracts and associations with other firms the consultants propose to utilize in the performance of this work. Explain any past experiences working together, if any. All licenses required by the State of Michigan are to be maintained by the firm during the course of the contract. All required insurances are to be maintained by the firm during the course of the contract.

2. **Team Qualification:** Provide resumes of all professionals from the applicant's firm and possible sub-contractors who will be actively working on this project. Resumes should include professional qualifications, examples of similar projects and potential role for the current project. Provide name(s) of primary contact who will be working directly with City staff.
3. **Experience and Approach:** The firm will clearly outline its experience with similar projects and present a schedule outlining their approach to the scope of work above. The approach should also outline any deviations or recommended alternatives to the approach outlined above.

The firm will represent that all tasks will be performed in accordance with generally acceptable professional standards and further represent that the advice and consultation provided will be within its authority and capacity as a professional.

4. **Communication and Coordination:** The firm will provide a single point of contact for the duration of the contract. They should identify data which will be needed for completion of tasks. The firm is asked to identify how and when communication and coordination efforts with Allen Terrace staff will be provided. Expand on the consultant's intended relationship with staff and level of assistance anticipated for completion of tasks. The firm should keep the staff informed of any deviations to the schedule. Allen Terrace staff will provide current data, if existing, as required through the process. Comments on design and construction plans throughout the process in a timely fashion.
5. **References:** Provide a minimum of one (1) project case-study that demonstrates the consultant's experience on a similar project, technical approaches, and design innovation.

The consultant must also include a list of a minimum of three (3) references for projects similar in size and scope (particularly of a multi-family nature), noting any delays in projected timelines, project status, and include the client's contact information.

6. **Proposed Cost and Estimates:** A lump sum fee and a breakdown of the lump sum fee showing estimates of personnel hours, pay rates, overhead direct costs, reimbursable expenses, cost for public meetings and outreach, shall be included.

Please provide a separate schedule of professional fees/hourly rates.

NOTE

Existing building plans will be made available, if needed, at the pre-bid meeting. At this time, Allen Terrace staff cannot verify how accurately they will represent existing conditions.

**CITY OF NORTHVILLE
INSURANCE & INDEMNIFICATION REQUIREMENTS
ATTACHMENT A**

Contractor agrees to the fullest extent permitted by law, to defend, indemnify, and hold harmless the Owner, its employees, elected and appointed officials, agents, and volunteers from and against any and all claims, injuries, demands, damages, costs, expenses, liability, suits, (including actual attorney's fees and costs of defense), or liability (including actual attorneys' fees and cost of defense), proceedings, orders, and decrees of every nature and description arising before, during, or after completion of the Contractor's work caused or alleged to have been caused by, arising out of, or resulting from or occurring in connection with the performance of the work, lack of performance of the work, and / or any activity associated with the work of the contractor, its agents, employees, subcontractors, or sub-consultants.

Nothing in this agreement requires the Contractor to defend and/ or indemnify the Owner for claims, injuries, demands, damages, costs, expenses, liability, suits, (including actual attorney's fees and costs of defense), proceedings, orders, and decrees caused by, arising out of, or resulting from the sole negligence of the Owner, its employees, elected and appointed officials, agents, and volunteers, or for any amount greater than the degree of fault of the contractor and that of his or her respective sub-consultants or subcontractors. The obligation of the contractor to defend, indemnify and hold harmless the Owner shall survive and continue after final payment, completion of the work, and completion and/or termination of this agreement.

The Contractor shall procure and maintain during the life of this Agreement the insurance requirements as listed below and furnish within fifteen (15) working days of Notice of Award, Certificates of Insurance as well as required endorsements providing insurance coverage as follows:

(A) Workers' Compensation Insurance – including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

(B) Comprehensive General Liability Insurance – on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (1) Contractual Liability; (2) Products and Completed Operations; (3) Independent Contractor Coverage; (4) Broad Form General Liability Extensions or equivalent, including Explosion, Collapse, and underground (XCU), if applicable.

(C) Automobile Liability Insurance - Including Michigan No-Fault Coverage's with limits of liability no less than \$1,000,000 per occurrence, combined single limit for bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and hired vehicles.

(D) Additional Insured – commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating the following shall be additional Insured: The City of Northville, all elected and appointed officials, all employees, and

volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed that by naming the City of Northville as additional insured coverage afforded is considered to be primary and any other insurance the City of Northville may have in effect shall be considered secondary and/or excess.

(E) Cancellation Notices – All policies, as described above, shall include an endorsement stating that it is understood and agreed that thirty (30) days, ten (10) days for non-payment of premium, Advance Written notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: Michelle Massel, Executive Assistant to the City Manager, City of Northville, 215 W. Main Street, Northville, Michigan 48167.

(F) Proof of Insurance – The contractor shall provide the Owner at the time that the contracts are returned by him/her for execution, a copy of Certificates of Insurance as well as required endorsements for all coverage's as listed above.

If any of the above coverage expires during the term of this agreement, the contractor shall deliver renewal certificates and/or policies and endorsements to the Owner at least ten (10) days prior to the expiration date. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the Owner. The requirement above should not be interpreted to limit the liability of the contractor. All deductibles and SIR's are the responsibility of the Contractor.

It shall be the Contractor's responsibility to provide similar insurance for each subcontractor or to provide evidence that each subcontractor carries such insurance in like amount showing the City of Northville as "ADDITIONAL INSURED" prior to the time such subcontractor proceeds to perform under the contract

**CITY OF NORTHVILLE HOUSING COMMISSION
SIGN DESIGN AND INSTALLATION
FEE PROPOSAL FORM**

We, the undersigned as proposer, propose to furnish to the City of Northville Housing Commission, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

A. Sign Design and Installation Services:

\$ _____ Lump Sum

B. Sign Design and Installation Services Alternate: \$ _____ Lump Sum

Description of Alternate:

C. Sign Design and Installation Services Alternate: \$ _____ Lump Sum

Description of Alternate:

We have included the detailed breakdown of the Lump Sum Fee AND the separate schedule of professional fees, including cost of additional meetings public or otherwise.

Yes _____ No _____

We acknowledge receipt of the following Addenda: _____
(Please indicate numbers)

EXCEPTIONS TO SPECIFICATIONS (all exceptions must be noted here or included on an additional sheet):

COMMENTS: _____

THIS PROPOSAL SUBMITTED BY:

Company (Legal Registration) _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Representative's Name _____

Representative's Title _____

Authorized Signature _____

E-mail _____

Date _____