

CITY OF HERMANTOWN
REQUEST FOR PROPOSALS
For
DESIGN SERVICES
For

BUSINESS DISTRICT IDENTIFICATION MONUMENT SIGNS

Issued: February 4, 2015

Deadline: 4:30 PM, February 27, 2015



City of Hermantown
5105 Maple Grove Rd
Hermantown, MN 55811
(218) 729-3600
www.hermantownmn.com

CITY OF HERMANTOWN - REQUEST FOR PROPOSAL

DESIGN SERVICES FOR BUSINESS DISTRICT IDENTIFICATION MONUMENT SIGNS

INTRODUCTION

The City of Hermantown is seeking proposals from qualified design firms to design and engineer business district identification monument signs to be placed at the entrances to districts in Hermantown, with a focus on the Hermantown Marketplace area. These signs will be used to identify each district as well as individual businesses within each district. These well-designed signs are expected to be architecturally compatible with the history of the City, and reflect the character and nature of the City's business district.

The City of Hermantown, population 9,625, is located in northeastern Minnesota immediately west of Duluth. Hermantown has the advantage of being close to a mid-sized regional central city and its amenities, while maintaining a rural atmosphere. Hermantown features a rapidly growing business district along Miller Trunk Highway (TH 53), as it enters the City from Duluth. Residents of Hermantown may be employed in Hermantown itself or in one of the surrounding cities, all within a 15 minute drive from home. A strong school district makes Hermantown attractive to young families. Hermantown is located in close proximity to major shopping, health care, and entertainment facilities.

To be considered, please submit six copies of the proposal prior to 4:30 PM on February 27th, 2015 to the following address:

Adam Fulton
Community Development Director
City of Hermantown
5105 Maple Grove Rd
Hermantown, MN 55811

Proposals must be received on or before February 27th in order to be considered.

DESIGN SPECIFICATIONS

To be eligible for consideration, proposals must adhere to the requirements of this request for proposal.

The monument sign design will be intended to reflect the history of Hermantown's Jackson Homes, encompass the natural environment, and reflect the quality of life in Hermantown.

The Monument should be substantial, made of durable and low maintenance materials such as brick or stone, and be considerate of the history of Hermantown. The design should reflect the Jackson Project that was built in the 1930's, which was financed by the Federal government as part of a WPA project in an effort to bring the country back after the Great Depression. The monument signage should also incorporate the area's rural atmosphere, including its environmental attributes of forests, wetlands, and water.

There will be multiple monument signs within the City (i.e. marketplace, industrial, professional, public spaces). The design should be universal and complement each district. The signs are specifically anticipated to be used in the Hermantown Marketplace area. More information about the Hermantown Marketplace area can be found at www.hermantownmn.com, under Services/Community

Development/Planning Studies. Elements used in the sign design may also be utilized as a symbol for the City.

The monument sign is anticipated to potentially allow for installation of logos of businesses from within the area served (i.e., the Hermantown Marketplace area). Such logos would be required to be installed in a context-sensitive manner based on the intent of the sign designer. The City does not necessarily anticipate a backlit sign of plastic construction, typical of many small retailers, as a good model for the proposed monument sign design, despite the City's possible interest in including retailers on the sign.

The proposal should include the designer's initial thoughts, either textually or graphically, about signage design. The sign is expected to be consistent with other regional signage serving in a similar role, whether as a city entrance sign or otherwise. The designer should specify a recommended signage size; the sign design should be scalable for various applications, as some locations may require slightly smaller or larger signs.

Initial signage locations are anticipated as follows:

- Hermantown Marketplace (See Exhibit B):
 - Haines Road and Maple Grove Road
 - Mall Drive and Hwy 53 (Miller Trunk Highway)
 - Haines Road and Hwy 53
 - Loberg Road and Maple Grove Road
- Hermantown Industrial Park:
 - Stebner Road and Lightning Drive

In some of the specified locations, public property for signage installation is already available. In others, the City will be responsible for easement acquisition to allow for installation of a sign.

The sign designer should plan to work with an engineer to develop generalized engineering specifications for the sign. Each sign location is expected to have a different structural footing needed to support the sign, so the footing design may be completed separately by the City Engineer or as part of the construction bid.

The City will be responsible for taking the designer's specifications out for construction bids, or the City may elect to work with the designer under a separate contract to manage the construction process.

Meetings

The City anticipates there will be a need for two meetings with a committee appointed by the City Council to consider signage design. There will not be a need for attendance at additional public meetings by the selected designer. There will be a need for regular communication with City staff.

DELIVERABLES

- Multiple concept-level signage designs for review by an advisory committee.
- A final signage design in both printed and PDF format, to include:
 - Colored renderings of the sign
 - Generalized construction drawings for the sign design
 - Generalized engineering specifications for sign design

CONTENT

Please submit the following information as part of your organized proposal:

- Transmittal Letter
- Table of Contents
- Overview and Summary
- Detailed Outline of Proposal Elements to include specific tasks and schedule
- List of Similar Projects to demonstrate qualifications for this proposal
- List of Key Staff, with Qualifications
- Full Cost Proposal for design and engineering of sign
- Signature

EVALUATION, SELECTION, AND DESIGN PROCESS

The designer will be selected based on the submitter's understanding of the project, approach, experience, professional background, and expertise. All proposals will be evaluated by a team representing the City of Hermantown.

The City may elect to conduct a non-mandatory pre-proposal meeting if the number of questions about the RFP exceeds what can practicably be responded to in a fair and unbiased manner. For this reason, it is important that you notify the City of your interest in responding to this RFP at your earliest convenience following its issuance.

Please direct questions about this RFP to Adam Fulton, Hermantown Community Development Director, at afulton@hermantownmn.com or 218-729-3618.

The selection process may or may not include an interview. The City will make every reasonable effort to provide a timely response to all respondents regarding the process.

The City anticipates a budget of \$15,000 to \$20,000 for this project; however, the cost of any given proposal will be an important factor in the selection process. The City reserves the right to select any respondent to this RFP, cost notwithstanding, if the cost proposal is outweighed by other evaluation factors.

The designer will be report on a day-to-day basis to City Staff. The City Council of the City of Hermantown will appoint an advisory committee to oversee the work of Staff and the designer. The designer will be expected to attend several meetings with the advisory committee.

REJECTION RIGHTS

All submitters will be notified of the selection for this project and any agreements resulting from the Request for Proposals contingent of the approval by the Hermantown City Council. The City of Hermantown reserves the right to reject any or all proposals that are submitted.

COST OF RESPONSE PREPARATION

The City of Hermantown will make no reimbursement for any cost incurred by a prospective Designer for the preparation of a response to this Request for Proposals. Materials submitted as part of the proposal shall become the sole property of the City of Hermantown.

MISCELLANEOUS PROVISIONS

Designer acknowledges the City of Hermantown is subject to the provisions of the Minnesota Government Data Practices Act.

Designer must comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as it applies to all data provided to Designer in connection with the work and all data created, collected, received, stored, used, maintained, or disseminated by Designer in the performance of its services. The civil remedies in Minnesota Statutes 13.08, apply to Designer and the City of Hermantown.

Minnesota Statutes, Chapter 13, provides that all government data are public unless otherwise classified. If Designer receives a request to release the data referred to in this Section, Designer must immediately notify the City of Hermantown and consult with it as to how Designer should respond to the request. Designer's response shall comply with applicable law, including that the response is timely and, if Designer denies access to the data, that Designer's response references the statutory basis upon which Designer relied. Designer does not have a duty to provide public data to the public if the public data is available from the City of Hermantown.

Designer agrees that this document and the discussions/negotiations shall be governed by the laws of the State of Minnesota.

Designer agrees to at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, and local government which may in any manner affect the preparation of proposals or the performance of any agreement(s).

The City of Hermantown notifies all persons that no one will be subjected to discrimination on the basis of race, color, creed, religion, ancestry, national origin, sex, disability, age, marital status, or statute with regard to public assistance, under the Minnesota Human Rights Act, Minnesota Statutes, Chapter 363.

TERMINATION OF RFP

The City of Hermantown may terminate this RFP, in whole or in part whenever, for any reason, when the City of Hermantown shall determine that termination is in the best interest of the City of Hermantown. In the event the City of Hermantown elects to terminate the RFP after Proposal(s) have been submitted, the City of Hermantown shall provide the Designer(s) written notice.

TENNESSEN WARNING

The Proposer must also provide a completed Tennessee warning in the form attached hereto as Exhibit A, along with its proposal.

FORMAL AGREEMENT

The City of Hermantown will require a formal agreement which will be solely with the City of Hermantown to effectuate any Proposal. The agreement will include, but is not limited to, the following: the time within which the services will be performed; the Designer's and the City of Hermantown's responsibilities and the compensation.

EXHIBIT A

TENNESSEN WARNING
Data Practices Advisory

The information that you are asked to provide is classified by state law as either public, private or confidential. Public data is information that can be given to the public. Private data is information that generally cannot be given to the public but can be given to the subject of the data. Confidential data is information that generally cannot be given to either the public or the subject of the data.

Our purpose and intended use of this information is to consider your proposal in response to a Request for Proposal.

You are not legally required to provide this information.

You may refuse to provide this information.

The consequences of supplying or refusing to supply data are that your proposal may not be considered or it may be denied.

Other persons or entities may be authorized by law to receive this information. The identity of those persons or entities, if known, are as follows: _____

_____.

The undersigned has read this advisory and understands it.

Dated this ____ day of _____, 20__.

Print Name

Signature and Title (if signing on behalf of an entity)

Exhibit B – Potential Signage Locations

