

2 W. PLEASANT ST.
P.O. BOX 30
AURORA, MO 65605



PH: 417-678-5121
FAX: 417-678-6599
AURORA-CITYHALL.ORG

Request for Proposals (RFP) for the Design & Construction a Monument Sign

Project Overview

The City of Aurora, Missouri is soliciting proposals from qualified firms for the planning, design, and installation of a monument sign that incorporates an electronic message center for the City of Aurora, to be located on a property located at the intersection of U.S. 60 and U.S. Business 60 in Aurora, Missouri. A map of the location has been included in this announcement. (Exhibit A)

The qualified firm will provide a proposal with specific recommendations on the size and type of signage to best fit on the current site and design sketches with detailed cost estimates. This signage should be designed to attract, welcome, inform the public and bring awareness to the City of Aurora at a major intersection within the community

The goals of this project are:

- To design and construct a static monument sign
- To create entry signage that welcomes citizens to the Aurora community
- To incorporate a means to advertise community events, and other information of interest to the general through the use of an electronic message/display center that is incorporated into the sign
- To design, fabricate, and install the new monument sign.

About the City of Aurora

The City of Aurora is located in Southwest Missouri, approximately 30 miles Southwest of Springfield Missouri. The population of the community is 7,500 and serves areas around the city itself that has a population of approximately 12, 000. The City of Aurora is a City of the Third Class under Missouri state statutes and is a full-service city providing vital municipal services to its citizens including Police and Fire protection, Parks and Recreation opportunities, municipal utilities, and community development activities.

The city has a number of prominent highways that pass through the city and two intersections that are located on U.S. Highway 60 have a substantial amount of traffic that pass through them daily. The city has also been experiencing a significant amount of interest from developers. We are working with four developers at this time that are developing housing and retails developments within our community, particularly along the U.S. Highway 60 corridor.

Project Description

The City of Aurora, Missouri is soliciting proposals from qualified firms for the planning, design, and installation of a monument sign that incorporates an electronic message center for the City of Aurora, to be located on a property located at the intersection of U.S. 60 and U.S. Business 60 in Aurora, Missouri. A map of the location has been included in this announcement. (Exhibit A)

The monument sign is expected to be a prominent feature at the intersection of U.S. 60 and U.S. Business 60 (Exhibit A) so as to bring awareness of the City of Aurora to visitors and other members of the public. The sign should be visible to traffic traveling east and west along U.S. Highway 60.

Project Management

The City will lead the project and will be the client. Jon Holmes, City Manager, 417-678-5121, jholmes@auroramogov will be the primary contact for the project. The City will invite appropriate stakeholders to meetings, as appropriate.

Scope of Services

The following is an outline of the specific items that are required as part of this project. Each proposer is asked to provide a detailed work description in their Scope of Services to demonstrate their level of understanding of the project and methodology for project completion.

The proposals must include all items that the proposer feels are necessary to complete the project regardless as to whether it is listed in the RFP, including but not limited to the items found in the Proposal Requirements section of this document.

I. Monument Sign

The City of Aurora has obtained the necessary easements from the property owners of the property where the monument sign will be constructed. The objective of this project is to construct a static monument sign identifying the City of Aurora that incorporates an electronic message center/display into the sign.

The City's name shall be incorporated in a visually appealing way into the sign and be predominantly displayed on the face(s) of the sign/monument.

The monument sign will welcome visitors and residents to the City of Aurora and bring awareness to events, program and amenities of the community by use of the message/display board. Please see Exhibit A for an approximate location of the monument sign.

Proposals should include a recommendation for how the sign should be situated upon the proposed property that will meet the intent of the goals noted in this RFP.

The sign shall be installed on a compacted raised berm/mound or other suitable earthworks that is two-and-one-half feet above the surrounding topography of the site. City of Aurora staff shall construct this feature based on the designs provided.

Technical Specifications of the Sign

The Proposer must construct and install the sign in accordance with the following standards and requirements:

- Provide sign at a size that is appropriate for the vehicular-scale use and legibility at speeds up to 50 mph. The proposer should submit information on the different types of monument displays available and recommendations as appropriate.
- The sign must be able to withstand extreme temperatures ranging from -40°F to 120°F and rain, ice, snow, high winds and other hazardous weather conditions.
- The non-technology portion of the sign should be appropriately lit, either with ground lighting or back lit lettering, or another appropriate lighting method. The proposal should include power requirements that will need to be supplied within ten feet of the sign. The City will make arrangements for electric service to be extended to the location.
- Full Color Message Center/Board (LED Preferable) with appropriate message/graphic controller and software
- The proposed sign should have a communication system via 4G wireless or other suitable means to access the internet from this location.
- Software training for administration and management of the Message Board.
- The sign may be curved or straight or contain other architecturally interesting elements so long as it meets visibility conditions noted above.
- The monument sign must meet setbacks as established by the Missouri Department of Transportation.
- The sign must not block sight lines for drivers, or pedestrians crossing the street/crosswalk.

Additional Design Considerations of the Final Product

- Selected firm will work with the City to refine the final proposed design before presentation to the City Council for approval if necessary
- Final proposed design will require review and approval from the property owners before construction

Warranties

Please address the type of warranty and maintenance services you can offer.

- Notwithstanding any manufactures' warranties, the proposer must provide at least a four-year warranty on the signs and all work and services necessary to construct and install the monument sign, which warranty shall begin on the date the sign is accepted by the City.

- Proposers should provide pricing and detail for any additional warranties that may be available.

Submittal Guidelines

Proposed Timeline*

Distribute RFP:	January 14, 2022
RFP Response Deadline:	February 3, 2022
Review of Proposals:	February 11, 2022
Sign Design Review: <ul style="list-style-type: none"> • <i>Council and City Staff will work with the firm to refine the final proposed sign design</i> 	Tentatively Scheduled: February 21, 2022
Final Design Review & Approval:	March 1, 2022
City Council Approval of Contract:	March 8, 2022
Project Start/Notice to Proceed:	March 9 -11, 2022

***All dates are subject to change depending upon meeting schedules.**

Proposal Requirements

Please include the following in your response.

- **Cover letter:** An introductory letter indicating the name of the firm and team composition, contact person and information, and a short statement summarizing the strengths of the team as it relates to this project.
- **Relevant Experience:** A description of the firm’s relevant experience and capabilities, with descriptions and images of comparable projects.
- **Description of Scope:** A clear description of how the proposer will complete the scope of services, including project milestones, meetings, and deliverables. Provide an estimated timeline for design, survey, fabrication, and installation, based on the scope of services.
- **Design & Materials:** An initial design for the primary location and a complete bill of materials to be used for this project.
- **References:** Please provide names and contact information (phone and email) for three individuals who can speak to the firm’s past performance on similar projects, preferably governmental entities.

- **Fees:** Fee details should be broken down by phase and include hourly rates, estimated hours by person and travel expenses. Please be sure to include hourly rates for additional electric in case such work is needed to energize the sign's lighting.

Submittal Procedures

All questions regarding this RFP should be directed to:

Jon Holmes
City Manager
Aurora, MO 65605
2 W. Pleasant Street
Aurora, MO 65605
jholmes@auroramogov
Phone: 417-678-5121

Submission of Proposals

Proposers must provide **six hard copies** of their completed proposals and **email a digital copy** to the contact above. The sealed proposal package and the outside cover of each proposal must state the RFP title and the proposer's name.

Proposals must be received no later than 5:00 p.m. on February 3, 2022 ("Deadline"). Proposals will not be opened publicly at this time. Proposals submitted after the Deadline will not be opened. No oral, telephone or facsimile proposals will be considered.

The City reserves the right to reissue this RFP with modifications if a suitable vendor is not found.

Selected Proposal

The selected vendor will be required to attain all permits necessary for the specified tasks.

The selected vendor may be required to present the proposed sign concept at a work session with the City Council and City Staff

Selected Vendor shall be required to meet all insurance and liability requirements set forth by the City of Aurora while providing work and services to the City of Aurora.

All work shall meet City of Aurora/State of Missouri Prevailing Wage requirements.

Terms & Conditions

Proposals submitted are offers only, and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the firms submitting proposals. Issuance of this RFP

does not obligate the City to pay any costs incurred by a proposer in its submission of a proposal or conducting any necessary studies or creating any necessary designs for the preparation of that proposal or for procuring or contracting for the services to be furnished under this RFP.

A proposer may withdraw its proposal, either personally or by written request, at any time prior to the Deadline for submittals. No proposal shall be withdrawn for 60 days after the date set for opening proposals. Proposals shall be subject to acceptance during this period.

The City reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of the City and to the public; to reject the proposal with the lowest cost to the City; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the RFP process; provided, however, that the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Firms should not rely upon, or anticipate, such waivers in submitting their proposal.

Exhibit 1

Location

Approximate Street Address:

106 Commerce Drive
Aurora, MO 65605

Coordinates:

36°57'47.8"N 93°41'09.1"W

