REQUEST FOR PROPOSALS PERSON COUNTY TOURISM DEVELOPMENT AUTHORITY WAYFINDING SIGNAGE PROJECT – PHASE ONE

Issue Date: 01/9/2025

Response Deadline: 02/10/2025

Information related to this solicitation, including any addenda, will be posted at <u>itsbetterinperson.com</u>. Respondents are encouraged to monitor the website for updates.

Direct all RFP inquiries to:

Person County Tourism Development Authority Julie Maybee, Executive Director Office: 336.583.6220 <u>director@itsbetterinperson.com</u>

PROJECT OVERVIEW

The Person County Tourism Development Authority is seeking Request for Proposals (RFP) for the fabrication and installation for the following endeavor: **PERSON COUNTY TOURISM DEVELOPMENT AUTHORITY WAYFINDING SIGNAGE - PHASE ONE**

The Person County Tourism Development Authority recently completed a Wayfinding Master Plan and is now ready to proceed with the fabrication and installation of the first phase of signs. The firm selected will be responsible for the fabrication and installation of thirteen (13) Vehicular Wayfinding Signs and one (1) Kiosk (Community Map) in Roxboro, North Carolina.

The Contractor should follow structural designs and permitting documentation, provided. If the sign contractor proposes to change the structural design of the signs, they would be required to provide structural plans, sealed by a North Carolina licensed engineer, at their own cost.

The Contractor should be experienced in the fabrication and installation of wayfinding type signage and include a minimum of three (3) references. References should include contact information and project year, for similar work performed in the past five (5) years. The Contractor's installer should be prequalified to work within right of way that is maintained by the North Carolina Department of Transportation (NCDOT).

Subcontractors are allowed but must be included as part of the proposal. If the subcontractor will be installing the signs, they should be experienced in the installation of wayfinding type signage and include a minimum of three (3) references. Reference should include contact information and project year, for similar work performed in the past five (5) years.

SCOPE OF WORK

The Person County Tourism Development Authority completed a Wayfinding Master Plan in 2024, received the approved encroachment permitting from NCDOT, and is now ready to proceed with the installation of the first thirteen (13) Vehicular Wayfinding Signs and one (1) Kiosk (Community Map).

SIGN SPECIFICATIONS

Vehicular Wayfinding Signs:

This RFP includes a total of thirteen (13) Vehicular Wayfinding signs with the following specifications:

- <u>Panels</u>: Vehicular Wayfinding sign panels shall be constructed using a 3/16-inch-thick aluminum panel with 3M Retroreflective Sheeting and attached to support using square tubing. (*See sign designs for all details*).
 - <u>High Speed Vehicular (HSV) Signs</u> Eight (8) signs are HSV. The HSV signs are designed to be 58inch-wide. The height of each sign varies based on the text. The final panel height should be adjusted depending on specific text on each sign. (*See sign schedule for individual sign details*).
 - <u>Low Speed Vehicular (LSV) Signs</u> Five (5) signs are LSV. The LSV signs are designed to be 44.5inch-wide. The height of each sign varies based on the text. The final panel height should be adjusted depending on specific text on each sign. (*See sign schedule for individual sign details*).
- <u>Supports</u>: Vehicular Wayfinding sign panels shall be attached to a single 6-inch x 0.25-inch Round steel, smooth wall support. The length of the support will vary on the location of the sign (*See sign schedule for individual sign details*).
- <u>Footers</u>: All signs placed along roadways must have supports attached to a NCDOT approved breakaway system (Transpo "Break-Safe" or similar) and include a concrete footer per sealed structural design. All supports and breakaway systems must be approved by the Federal Highway Association (FHWA) for use along roadways.
- <u>Paint and Other Hardware</u>: Supports and all necessary hardware for installation should be thief resistant hardware and be painted or powder-coated black. Text height, fonts, and arrows should be a meet Manual on Uniform Traffic Control Devices for Streets and Highways (MUCTD) standards.

Kiosk (Community Map) Signs:

This RFP includes a total of one (1) Kiosk signs as part of Phase One. This is a pedestrian scale community map with the following specifications:

- <u>Panels</u>: Kiosk panels shall be constructed using two sided 1/2-inch-thick panel High-Pressure Laminate with 1/8 in Beveled Edge.
 - <u>Kiosk (Community Map) Signs</u> of the total number of signs, one (1) sign is a two-sided Community Map with local attractions and tourism marketing information. These signs are designed to be 36-inch-wide, and 56-inch-high. The Map design and logo information will be provided prior to fabrication.
- <u>Supports</u>: Kiosk (Community Map) sign panels shall be attached to two 6-inch x 0.25-inch round smooth wall steel supports.
- <u>Decorative Bases</u>: Each of the two supports should include a decorative base similar to the images in the designs provided.
- <u>Footers</u>: Each support should be placed in a concrete footer with base plates and anchor bolts per sealed structural design.
- <u>Paint and Other Hardware</u>: Supports and all necessary hardware for installation should be Painted or Powdercoated black.

PROJECT TIMELINE

Completion of the PERSON COUNTY TOURISM DEVELOPMENT AUTHORITY WAYFINDING SIGNAGE - PHASE ONE project should be completed within four (4) months from the contract award date. The Person County Tourism Development Authority understands that the weather may change the timeline. Any interested firm whose timeline may exceed the four-month mark are still encouraged to participate and may present their proposal indicating the reason why it is necessary for their suggested timeline to exceed the requested timeline.

CONTENTS OF RFP RESPONSE

Responses to this RFP must include, at a minimum, the following information:

- 1. <u>Description of Firm</u>: Submit documentation describing your firm including, but not limited to, specific credentialing, accreditation, prequalification, and professional affiliations your firm has in the areas related to this RFP.
- 2. <u>Project Management:</u> Detail your firm's planned approach to engage in and complete this project, include a proposed timeline and key benchmarks.
- 3. <u>Staffing</u>: Describe your proposed staffing structure and qualifications of key personnel and/or subcontractors who will have direct involvement in this project.
- 4. <u>Experience and References</u>: Provide evidence of your expertise and experience in delivering the services required by this RFP. Relevant work experience should include a minimum of three (3) projects of a similar scope and size within the last five (5) years. Each project should include the project description, project year, project timeline, and current contact information.
- 5. <u>Proposed Fees:</u> This proposal should be turnkey upon completion and include warranty information. Each sign type should be listed separately by price and as one lump sum. Taxes should be included and listed as a separate line item. *(See BID table below)*
- 6. <u>Optional:</u> Following the installation of the signs, the Person County Tourism Development Authority plans to hire a contractor to provide yearly inspection and maintenance services. If the firm has experience with these services, they may include a description of the inspection and maintenance services available. This optional service will not be used during the scoring process for this RFP.

CONTRACTOR RESPONSIBILITIES: The following tasks shall be the responsibility of the Contractor as part of this contract.

- The Contractor shall work under the direction of the Client or their Project Manager of record.
- The Contractor will be provided with a copy of the approved NCDOT encroachment permit and shall be responsible for following the permit requirements.
- The Contractor will be notified by the Client if a sign location is outside of the NCDOT right of way. In that case, the Client shall obtain property owner approval prior to installation.
- The Contractor shall provide shop drawings. Shop drawings shall depict individual sign panels, fonts, paint type and colors, reflective sheeting type, attachment hardware, break away systems, and support details. Shop drawings shall be reviewed by the Structural Engineer of record prior to fabrication and must be approved by the Client prior to beginning fabrication.
- The Contractor shall provide one (1) sign prototype for approval by the Client prior to beginning fabrication.
- The Contractor shall construct signs and footers per these specifications or provide their own engineer-sealed

structural designs at their cost. The Contractor will be provided with sign layouts, branding colors, and sealed structural designs for the signs.

- The Contractor shall be responsible for staking each sign location and notifying 811 (call before you dig) location/placement for field verification. The Contractor shall provide the Client with copies of all "clear to dig" reports, prior to digging. If a sign location must be changed due to utility conflicts (above or below), Contractor shall be responsible for recommending a new location to the Client and repeating the utility verification.
- The Contractor shall notify the Client a minimum of seven (7) days prior to beginning any field work.
- The Contractor shall be responsible for all work zone traffic control during installation. It will be the responsibility of the Contractor to conduct installations using NCDOT approved work zone traffic control for all situations presented during the installation of these signs.
- The Contractor shall place the sign support in the center of new concrete footer. The new concrete shall match the psi (pounds per square inch) included in the sealed structural designs. The top of the new concrete should match the existing grade.
- The Contractor shall be responsible for the removal of excess dirt and concrete leavings produced during installation.
- The Contractor shall be responsible for the removal of existing signs, if noted on sign schedule. A drop location for these signs shall be provided by Client.
- Following installation of the signs, the Client will provide the Contractor with an inspection report. The Contractor will have 30 days from notification to repair, change or replace signs with deficiencies.
- The Contractor shall provide the Client with warranty information for all sign structures and materials.

RFP Issued	01/09/2025
Deadline for Questions	01/23/2024
RFP Responses Due	02/02/2025
Interviews (if Necessary)	Week of 02/10/2025
Anticipated Selection	02/20/2025
Desired Contract Start	03/01/2025

APPLICATION PROCESS TIMELINE

EVALUATION CRITERIA

Each RFP response will be reviewed for completeness and content. Each response will be evaluated based upon the relevant qualifications, experience, and proposed fee. Interviews may be conducted if necessary. References will be verified as desired. Reviews will focus on the following criteria.

EVALUATION CRITERIA	(a)	(b)	(a)x(b) =
	Weight	Score 1-5	Weighted Score
Project Team Experience and Qualifications	40%		
Project Team References	30%		
Primary Contractor's Location	10%		
Proposed Schedule for Completion	20%		

The Contractor awarded the project will be required to:

- Execute an Independent Contractor Agreement.
- Provide a W-9 form.
- Provide certificate of insurance for general liability and workers' compensation coverage with the Person County Tourism Development Authority named as a certificate holder.

LINK TO REFERENCE DOCUMENTS: 2024 PERSON WAYFINDING - PHASE 1 DOCS

BID TABLE			
	QTY	UNIT PRICE	TOTAL
High Speed Vehicular (HSV) - 3/16" Thick aluminum sign panel with 3M retroreflective sheeting. Attached to a single 6" x 0.25" Round steel support and installed in a concrete foundation with FHWA-Approved Breakaway System. Panel mounted and installed using thief resistant hardware. All supports, hardware, edges, and supports painted black. (<i>See sign designs for all details</i>).	13		
Low Speed Vehicular (LSV) Signs - 3/16" Thick aluminum sign panel with 3M retroreflective sheeting. Attached to a single 6" x 0.25" Round steel support and installed in a concrete foundation with FHWA-Approved Breakaway System. Panel mounted and installed using thief resistant hardware. All supports, hardware, edges, and supports painted black. (<i>See sign designs for all details</i>).	5		
Kiosk (Community Map) – 1/2" Thick High-Pressure Laminate Panel (56" x 36") with two 6" x 0.25" Round steel supports with decorative bases installed in concrete foundations with base plates and anchor bolts. Panel mounted and installed using thief resistant hardware. All hardware and supports painted black. (<i>See sign designs for all details</i>).	1		
Installation – Installation includes, but is not limited to, staking sign locations for utility check, providing 811 cleared utility reports, traffic control, removal of debris, removal of existing signs (as noted), and response to final inspection.			
Warranties – All aspects of the signs should include written warranties.			
SUB-TOTAL			
TAX			
BID TOTAL			















See TDA Style Guide for full brand standards.

COLORS AND FONTS

Heather Oliver

HOCHSTADT ROUNDED

PC B LUE HEX - #42A6D1 CMYK - 68, 19, 7, 0 RGB - 68, 165, 208 PC GREEN HEX - #308A6D CMYK - 80, 24, 68, 7 RGB - 48, 138, 109

SHEL L HEX - #FFFAE9 CMYK - 0, 1, 9, 0 RGB - 255, 250, 232

E9 HEX - #F8E086 29,0 CMYK - 3,9,57,0 0,232 RGB - 250,224,135 SKY BLUE HEX - #99D9E8 CMYK - 84, 36, 0, 38 RGB - 153, 217, 232 ORANGE HEX - #FCB557 CMYK - 0, 33, 76, 0 RGB - 252, 181, 87

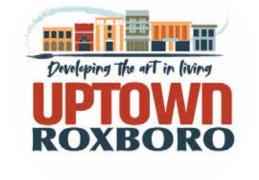
PRIMARY BRAND COLORS

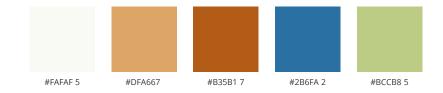
The consistent use of color is vital to effective brand recognition .

Our brand should always be represented in one of the colors on this page, aside from specific recommendations within this guide. Do not use any other /unauthorized colors. SECONDARY BRAND COLORS

The secondary color palette allows for additional color options for brand execution. Use the expanded colors only sparingly.

LOGOS & COLORS





SIGN INFO FONT & ADDITIONAL COLORS

ROADGEEK 2005 ENGSCHRIFT + ROADGEEK SERIES B

Oxford Blue

#293E4D R = 41, G = 62, B = 77 C = 85, M = 66, Y = 50, K = 41 PANTONE 7546 C PANTONE 5463 U

Bottle Green

#003929 R = 0, G = 57, B = 41 C = 80, M = 24, Y = 67, K = 75 PANTONE 567 C PANTONE 5535 U

SIGN TYPES

A wayfinding system can contain several different types of signs

VEHICULAR DIRECTIONAL SIGNS.

A vehicular directional sign is installed on conventional roadways providing vehicular directional guidance to destinations or groups of destinations (i.e. Historic Downtown, Visitor's Center, etc.). Regulatory, warning and guide signs have a higher priority than community wayfinding guide signs.

Vehicular directional signs should be limited to three destinations per sign and shall not contain commercial advertising. Arrow location and priority order should follow that shown in the Manual on Uniform Traffic Control Devices (MUTCD).

PEDESTRIAN DIRECTIONAL SIGNS.

Pedestrian directional signs are intended for viewing by pedestrians and bicyclists, should be oriented away from the view of motorists and should not be retroreflective. PARKING DIRECTIONAL SIGNS.

Parking directional signs are used along roadways providing vehicular directional guidance to public parking lots.

INFO KIOSKS

Info kiosks are often placed in key pedestrian traffic areas. These displays can serve to share maps and highlighting surrounding points of interest. Interpretive displays assist in visitor orientation and wayfinding on foot, understand greenway and trail routes and can inspire travel to surrounding regional attractions.

GATEWAY SIGNS.

Gateway signs are placed at the border of your community or downtown district and introduce and welcome visitors. They are typically placed at the town or county limits. They give a first impression of the community and are a chance to introduce the communities' brand(s).

DIRECTIONAL ARROWS

MUTCD standards for vehicular directional signage require destinations to be listed in order of direction first: Straight ahead, Left turn, Right turn. It is recommended Type D arrows be used in all vehicular-oriented signage in the Person County wayfinding system.

TYPE D VEHICLE DIRECTIONAL ARROWS

PEDESTRIAN DIRECTIONAL ARROWS



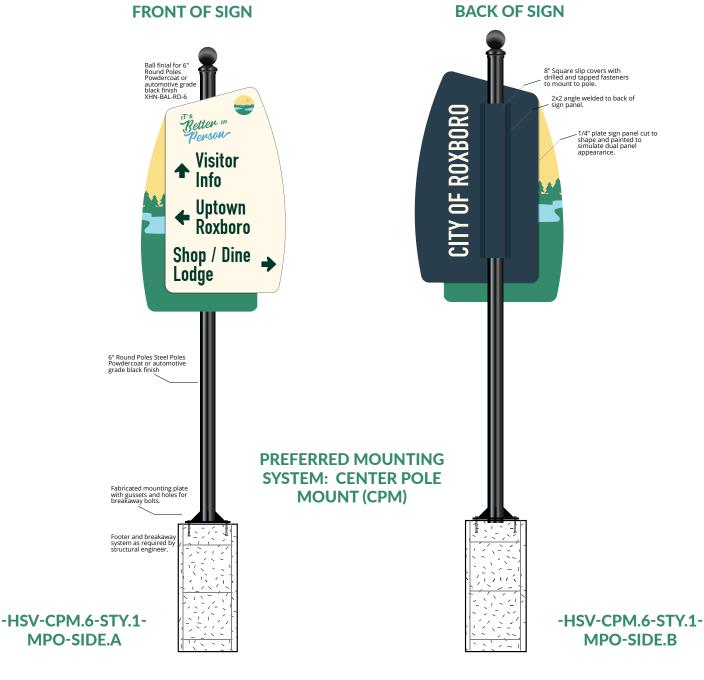


DESIGN STANDARDS

HIGH SPEED VEHICULAR DIRECTIONAL SIGNS (HSV)

Vehicular directional signs vary in size in relation to the number of destinations and the speed limit, but the overall design stays the same.

All vehicular signs *shall be* retroreflective. A retroreflective surface, material or device reflects light back to its source. Note: Full dimensional callouts are provided in the specification sections.

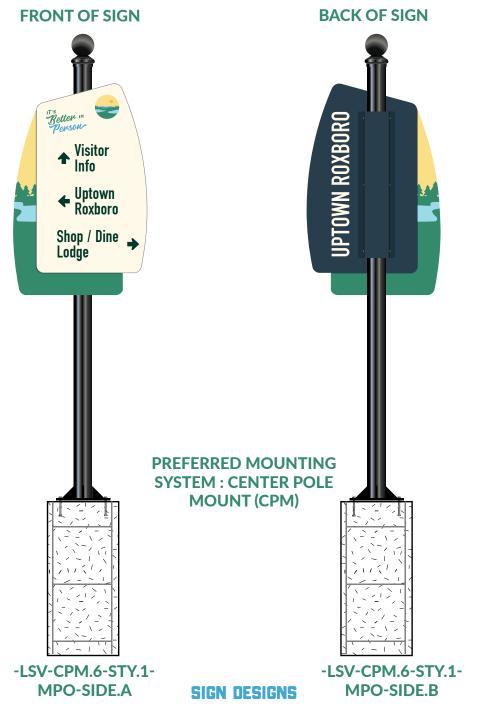


SIGN DESIGNS

LOW SPEED VEHICULAR DIRECTIONAL SIGNS (LSV)

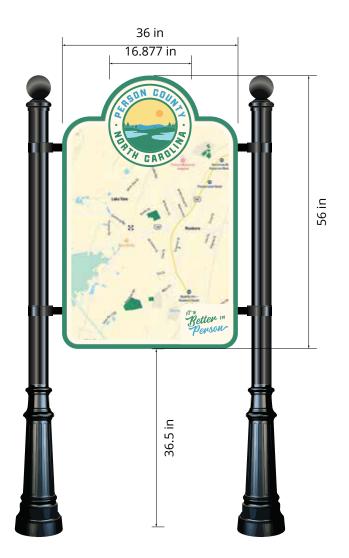
Vehicular directional signs vary in size in relation to the number of destinations and the speed limit, but the overall design stays the same. For locations with right-of-way constraints, a smaller sign without the town name maybe used.

All vehicular signs *shall be* retroreflective. A retroreflective surface, material or device reflects light back to its source. Note: Full dimensional callouts are provided in the specification sections. Vehicular directional signs should always be single sided designed to be placed on the side of the road facing oncoming traffic.



INFO KIOSKS (INFO)

Info kiosks have a consistent design but may be fabricated as single panel displays, double sided displays, triangular (3 sided) or cubic (4 sided) structures. Sizing may vary to suit the environment and information to be displayed. Below is a typical recommended size. These signs are considered pedestrian wayfinding and as such *shall not be* retro-reflective and should be angled slightly away from the roadway. *Refer to sealed structural engineering drawings for final specifications*



-INFO-DPM.4-STY.2-DB-SIDE.A

GENERAL SPECIFICATIONS

SIGN SPECIFICATIONS

Wayfinding signs are directional in nature due to their placement along public roadways. Person County should place its directional signs in places where the proximity of the roadway to major destinations warrants directional assistance to the unfamiliar traveler, such as at major intersections and along primary roads.

All of the recommended signage makes use of the existing branding color palettes (page 1-3) and to ensure legibility. The shape of the signs reflect the Steering Committee's thoughtful consideration and consensus regarding the need for engaging yet clear, easy-to-read signs.

LOCATION

Signs shall be located following MUTCD guidelines and be placed on the right side of the roadway. The distance from the roadway's edge is dependent on the location and speed limit. In business, commercial, or residential areas with speed limits below 35 MPH, signs shall be located a minimum of two feet from the roadway's edge and four feet from all pedestrian crosswalks. In rural areas with speed limits 35 MPH or above, signs shall be a minimum of 12 feet from the edge of pavement. Placement behind guardrail or sidewalk is preferred. Signs shall have a lateral offset distance of no less than 7-feet from adjacent grade of pedestrian walkways.

SIGN PANELS

Sign panels should be fabricated with 3/16-inch - 1/4-inch thick aluminum depending on size and mounting method. **Refer to sealed structural engineering drawings for final specifications.** Measurements will vary based on the speed limit and the number of destinations. The text should be printed on retro-reflective vinyl unless intended for use by pedestrians.

LETTERING

All lettering for vehicular wayfinding signs shall meet MUTCD guidelines and be a minimum of four inches or six inches in height, depending on speed limit, with a minimum of two inch spacing between lines and no more than six lines of text.

RETROREFLECTIVITY

All lettering, arrows and symbols on signs intended for vehicular traffic shall be retroreflective with Federal Highway Administration (FHWA) approved retroreflective material and show the same shape and color both day and night for optimal visibility. Signs intended for pedestrian use should not be retroreflective.

GENERAL SPECIFICATIONS

SIGN SPECIFICATIONS

SUPPORTS

Vehicular directional signs shall be placed on a single support or post as noted in drawings as per specifications provided by a structural engineer to be forthcoming. All support finishes to be powder coated black. **Refer to sealed structural engineering drawings for final specifications**.

Projection mounted support bars to be welded construction consisting of a round collar sized to fit pole diameter with an arm bar 1.5-inch to 2-inch square. Bars to fit angle brackets welded to back of sign panels to be joined together mechanically.

Single pole mount signs should make use of square slip cover mounts finished in the same color as the post

Parking riders and other small directional signs shall be attached to posts with compression ring mounts.

DECORATIVE BASES

Decorative bases may be used on signs with decorative supports. Decorative bases and finials (pole caps or toppers) come in many different sizes and shapes. The addition of these elements can provide a distinctive style to the wayfinding signage.

Due to the additional cost of these elements, the TDA may consider adding these accents to only the most visible downtown locations. Bases may be similar to Ornamental Post & Panel Series 400 or FREIBURG 14 PAA-DRFR14-06 or as selected by TDA.





SIGN SPECIFICATIONS

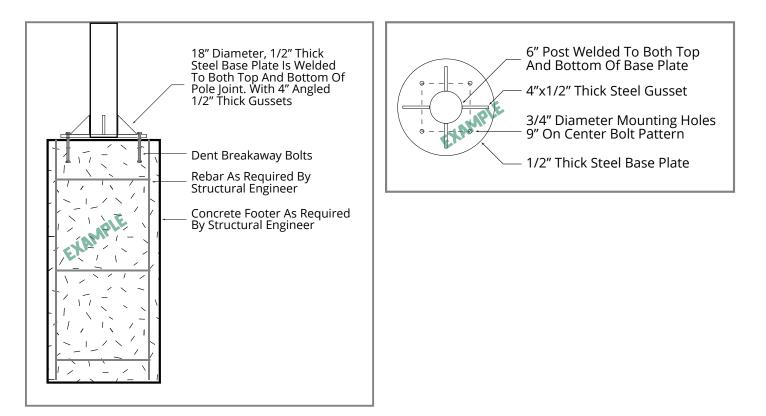
FOOTERS

The footer for a sign depends on the size of the sign, support type, soil type and wind load. When a sign is installed near a roadway, the support must include a breakaway system approved by the Federal Highway Administration (FHWA).

Breakaway systems are used to allow the sign to break away from the concrete footer upon impact. They significantly decrease the possibility of a fatality due to impact. The final footer design should be developed and sealed by a professional structural engineer.

POTENTIAL FOOTER MOUNTING DETAILS

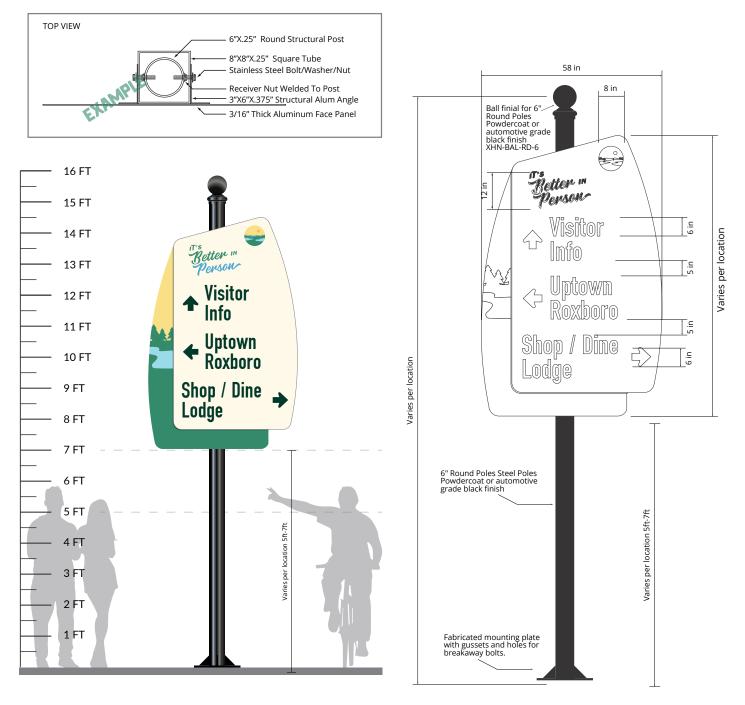
Refer to sealed structural engineering drawings for final specifications.



HIGH SPEED

High speed vehicular directional signs should be used on roads where the speed limit exceeds 25mph. Letters should be a minimum height of six inches per MUTCD guidelines. Each panel height my vary based on the number of destinations.

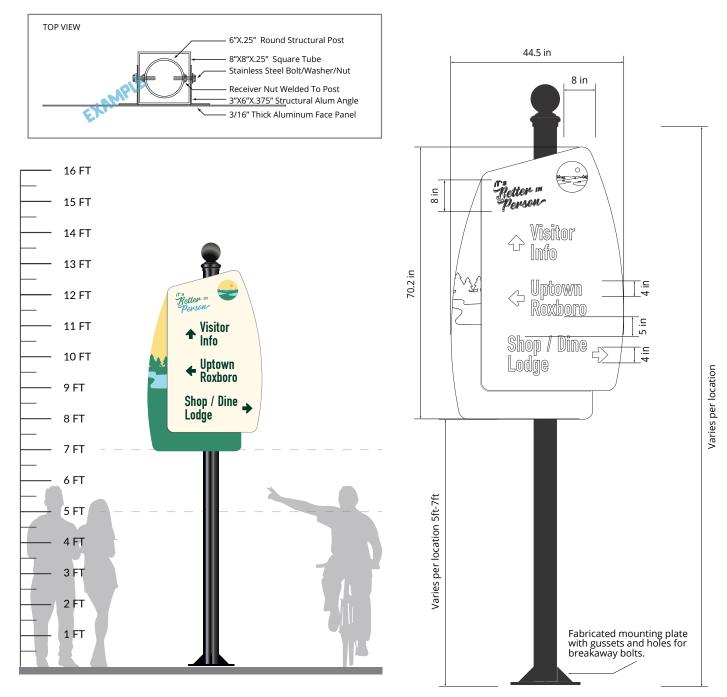




LOW SPEED

Low speed vehicular directional signs should be used on roads where the speed limit is 25 mph or less. Letters should be a minimum height of four inches per MUTCD guidelines. Each panel height my vary based on the number of destinations.

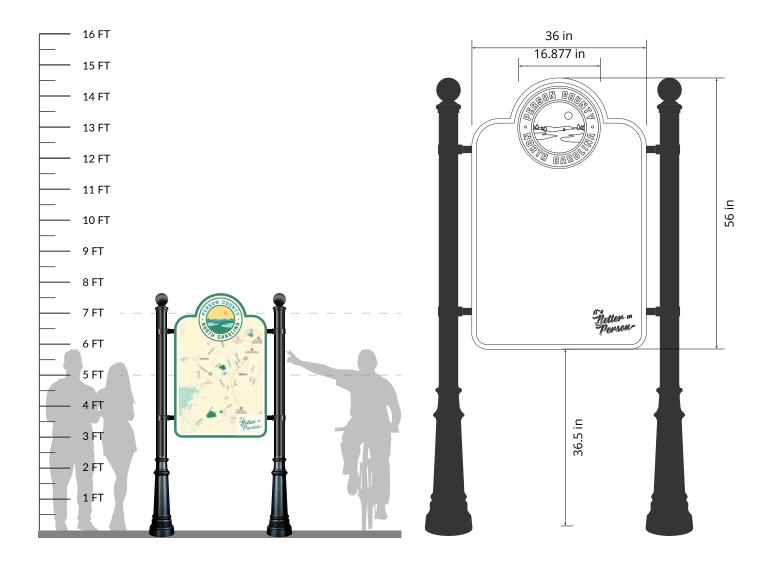




INFO KIOSK

Info kiosks are integral parts of pedestrian wayfinding, providing valuable information for pedestrians only. They come in various designs such as single or double-sided displays, triangular, or cubic structures. Sizing can vary but typically follows recommended dimensions to suit the environment and information needs.

Refer to sealed structural engineering drawings for final specifications.



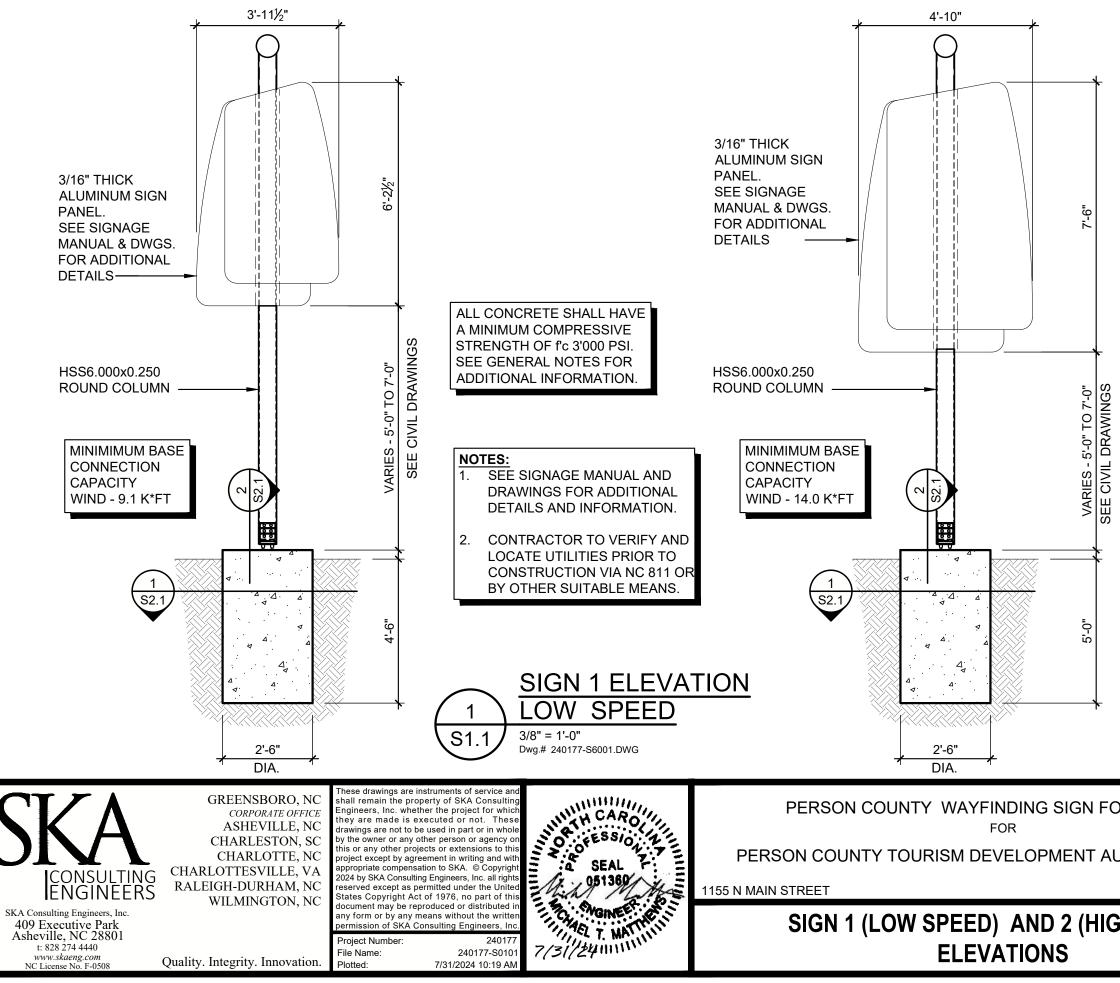
SIGN SPECIFICATIONS

	Sign	Travel						Letter		Above	
Sign #	Type	Dir	Road	Road_Secon	Dest_1	Dest_2	Dest_3	Size	Off_set	Grade	Approx. Address
01A	HSV	WB	US 501 (Virgilina Rd)	Boston Rd (N Main St)	< Uptown Roxboro	< Kirby Arts Complex	Longhurst Park >	6 in	12 ft	7 ft	1112 N MAIN ST
05A	HSV	SB	US 501 (Madison Blvd)	Court St	< City Hall	< Courthouse	< Sheriff Dept. / LEC	6 in	12 ft	7 ft	136 CHUB LAKE ST
05B	HSV	NB	US 501 (Madison Blvd)	Court St	City Hall >	Courthouse >	Sheriff Dept./ LEC >	6 in	12 ft	7 ft	141 COURT STREET
06A	HSV	SB	US 501 (Madison Blvd)	US 158 NC 49	Huck Sans.Rec Complex >	Arts & Parks Dept. >	Veteran's Park >	6 in	12 ft	7 ft	219 S MADISON BLVD
06B	HSV	NB	US 501 (Madison Blvd)	US 158 NC 49	< Huck Sans.Rec Complex	< Veteran's Park	< Arts & Parks Dept.	6 in	12 ft	7 ft	232 S MADISON BLVD
08A	LSV	SB	S Main St	US 501 (Madison Blvd)	< Visitor Info	<> Lodging	<> Shop / Dine	4 in	12 ft	5 ft	621 S MAIN ST
08B	HSV	NB	US 501 (Durham Rd)	S Main St	< Sports Complex	Uptown Roxboro >	Kirby Arts Complex >	6 in	12 ft	7 ft	DURHAM RD
09A	HSV	NB	US 501 (Durham Rd)	driveway to TDA	^ Uptown Roxboro	^ Shop / Dine / Lodge	< Visitor Info	6 in	12 ft	5 ft	2780 DURHAM RD
09B	HSV	SB	US 501 (Durham Rd)	driveway to TDA	Visitor Info >			6 in	12 ft	5 ft	DURHAM RD
10A	LSV	NB	S Main St	Gordon St	^ Museum Campus	< ^ Public Parking	< Merritt Commons & Pavillion	4 in	behind sidewalk	7 ft	208 S MAIN ST
12A	LSV	EB	Court St	N Main St	< Public Parking	< Kirby Arts Complex	< Museum Campus	4 in	behind sidewalk	7 ft	105 S MAIN ST
13B	LSV	NB	N Main St	Depot St	^ Kirby Arts Complex	< Kirby Art Park	Public Parking >	4 in	behind sidewalk	7 ft	114 N MAIN ST
15B	LSV	EB	Court St	Lamar St	^ Courthouse	< Police Dept.	City Hall >	4 in	behind sidewalk	7 ft	105 S LAMAR ST

NCDOT Roadway Roxboro Roadway

Person County Wayfinding Kiosk Locations

Phase	Sign_Type	Sign #	Location		Address	ROW	Design
1	Мар	M06	at Merritt Commons (Uptown)	near Pavillon	Merritt Commons	Town	Info-DPM.5.STY.2-DB



2 S1.1 S1.1 S1.1 S1.1 S1.1 S1.1 S1.1 S1.						
OUNDATIONS	Designed By: MTM					
OUNDATIONS	Revision Number:					
	Reference Sheet:					
UTHORITY (PCTDA)	Date: 7-31-2024					
WAYNESVILLE, NC 28786						
GH SPEED)	S1.1					

