ANN M. LEGERE, CPPB
Deputy Finance Director a.legere@.dover.nh.gov

LIBBY M. SIMMONS
Purchasing Agent l.simmons@dover.nh.gov


288 Central Avenue
Dover, New Hampshire 03820-4169
(603) 516-6030

Fax: (603) 516-6097
www.dover.nh.gov

# City of Dover, New Hampshire 

OFFICE OF THE FINANCE DIRECTOR

March 4, 2020

## REOUEST FOR PROPOSAL B20048 <br> Wayfinding and Information System

You are cordially invited to submit a Proposal Wayfinding and Information System in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

TWO (2) copies of the Proposal must be submitted in a sealed envelope, plainly marked:

RFP \#B20048- Wayfinding and Information System<br>Purchasing/Finance Office<br>City of Dover<br>288 Central Ave $2^{\text {nd }}$. Floor<br>Dover NH 03820

All proposals/bids must be received by March 24, 2020 at 3:00 p.m. EST

LMS:kjn
Attachments

## IMPORTANT:

In order to be notified by email for projects associated with your service, visit our web page, http://www.dover.nh.gov/government/city-operations/finance/bids proceed to BECOME A VENDOR and add your company to our vendor database (if you have not already done so).

Supplies Code-07 metals, signs and related items

Request for Bid, Proposal, Quotation

Request Type Proposal Number: B20048
Title Wayfinding and Information System
Date
March 4, 2020

## I. INTRODUCTION

The City of Dover is requesting pricing and availability from qualified vendors to perform City exterior wayfinding services. General information and specifications are as follows.

## II. GENERAL REQUIREMENTS

The City of Dover reserves the right to waive any formality, informality, information and/or errors in the proposals submitted and the right to reject any or all proposals at its discretion and to accept the proposal which will be in the best interest of the City; or to purchase on the open market if it is considered in the best interest of the City to do so.

Any questions or inquiries must be submitted in writing, and, in order to be considered, must be received by the Purchasing Agent (1.simmons@dover.nh.gov) no later than seven (7) calendar days before the Request for Proposals due date and time. Any changes to the Request for Proposals will be provided to all Proposers of record.

No Late, Emailed or Faxed proposals will be accepted.

## III <br> PROJECT REQUIREMENTS

See Attachment C - Project Manual - No Federal Provisions or Liquidated Damages apply to this contract.

## IV INFORMATION AVAILABLE

Attachment A Terms and Conditions
Attachment B Sample Agreement and Vendor Application
Attachment C Project Specifications, maps, pricing sheet and/or other information
Any exceptions to the terms and conditions of any of the attachments shall be submitted with the proposal in order to be considered.

V TIMELINE
The project shall be completed by June 13, 2020. July 15, 2020, per Addendum 1

VI SUBMITTAL REQUIREMENTS (any missing items may result in rejection of the proposal)

## Costs

Submit a cost proposal on the Attachment C- City Sign System - Project Pricing Sheet.

## Statement of Project Requirements

State in succinct terms the vendors understanding of what is required by this Request for Proposal. The vendor shall demonstrate their knowledge of the project by documenting design and construction issues associated with this Project.

## Scope of Services

Describe in narrative form the vendors approach and technical plan for accomplishing the work listed herein. Submit a schedule for completing the scope of work outlining the anticipated time frames and durations for the various services specified in the project approach.

## Firm

Information on the firm shall be provided as requested in Attachment C-Project
Specifications. Such information shall elaborate on the firm's size, areas of specialization, and list current projects underway. Provide similar information on all subcontractors that will be utilized.

## Team

Include a Project Team Chart of all individuals who will be assigned to work on this project. Also, list any proposed sub-consultants and their intended scope of work.

## Commitments

Provide a discussion of how the vendor will assure adequate and timely completion of this project. Submit a description of the vendor's overall capability, resources and assurance that it can meet its commitment to successfully complete this project within the specified time frame.

## References

Recent names and phone number information must be provided for at least three (3) other customers for whom these types of services have been successfully provided.

## VII SELECTION

Consultant selection will include, but are not limited to the following:

- Firm's qualifications
- Experience of the firm and individuals on similar projects
- Qualifications of subcontractors/subconsultants
- Understanding of the Project Scope
- Approach for completing the Work
- References from like work experiences
- Proposal Costs
- Commitment to Project timeline
- Any other criteria determined appropriate by the City

Request for Bid, Proposal, Quotation

Request Type Proposal Number: B20048
Title Wayfinding and Information System
Date
March 4, 2020

CONTACT INFORMATION: Proposer must complete the following: By signing this proposal form you are attesting to your awareness and agreement with proposal terms and conditions. I certify that I am authorized to sign this form for the Proposer.

| Official Entity Name | Hilton Displays, LLC | FOB Information: | Dover NH |
| :--- | :--- | :--- | :--- |
| Address: | 125 Hillside Drive |  |  |
| City, State, Zip | Greenville, SC 29607 |  |  |
| Email address: | williamclark@hiltondisplays.com | State of <br> Incorporation | South Carolina |
| Date: | $3 / 30 / 2020$ | SSN or EIN: | 57-0726711 |
| Telephone \#: | 864-520-3686 |  | Fax \#: |
| Signature: | Tom Tobin | Title: | President |

We, the undersigned have declined to submit a proposal for:Insufficient time to respondWe do not offer this product or serviceOur schedule would not permit us to performUnable to meet specifications
$\square$ Unable to meet bond requirements
$\square$ Unable to meet insurance requirements
$\square$ Specifications to stringent (explain below)Other

Request for Bid, Proposal, Quotation

Request Type Proposal Number: B20048
Title Wayfinding and Information System
Date
March 4, 2020

Cut and affix this label to your sealed bid envelope to identify it as a "SEALED BID" Be sure to include the name of the company submitting the bid where requested.

| SEALED BID *DO NOT OPEN |  |
| :--- | :--- |
| $\begin{array}{l}\text { Sealed bid \#: } \\ \text { Bid Title: } \\ \text { Due Date/Time: } \\ \text { Submitted by: }\end{array}$ | $\begin{array}{l}\text { B20048 } \\ \text { Wayfinding and Information System } \\ \text { March 24, 2020 at 3:00 p.m. EST }\end{array}$ |
| Hilton Displays, LLC |  |$\}$

From time to time, addenda may be issued to this bid. Any such addenda will be posted on the same website from which you obtained this bid.
http://www.dover.nh.gov/government/city-operations/finance/bids/
Before submitting your bid you should check our website to download any addenda that may have been issued. Be sure to mark your sealed bid envelope that you have received all addenda.


 Related Costs: estimated/plus \% projected


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## HHLTONDISPLAYS

Underground Obstruction Statement:

The Contract Price does not include any additional labor and / or materials required to perform the Work due to unknown obstructions including, but not limited to, underground utilities, rock, granite or concrete.

Seller shall, upon discovery of such obstructions, promptly notify Buyer of the condition. Buyer shall pay any extra costs caused by the obstruction in order to complete the Work. Costs will be billed on a time and material basis with a $15 \%$ markup for overhead and profit.

At its option to minimize costs, Buyer may elect to change the location of product installation.

## THE AMERICAN INSTITUTE OF ARCHITECTS

Bond No. 2020073M

## AIA Document A310 <br> Bid Bond

## KNOW ALL MEN BY THESE PRESENTS, THAT WE <br> Hilton Displays, LLC

125 Hillside Drive, Greenville, SC 29607
as Principal, hereinafter called the Principal, and Platte River Insurance Company
PO Box 5900, Madison, WI 53705
a corporation duly organized under the laws of the State of
NE
as Surety, hereinafter called the Surety, are held and firmly bound unto City of Dover, New Hampshire
288 Centeral Avenue, Dover, NH 03820

as Obligee, hereinafter called the Obligee, in the sum of | Ten Percent of Amount Bid |
| :--- |
| Dollars ( $\$ \ldots 10 \%$ ), |

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for RFP \# B20048- Wayfinding and Informational System; City of Dover, New Hampshire.

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and materials furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 24th day of $\qquad$ , 2020


Hilton Displays, LLC
By: (Trincipal) Teasuner (Title)


Platte River Insurance Company


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## PLATTE RIVER INSURANCE COMPANY POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, That the PLATTE RIVER INSURANCE COMPANY, a corporation of the State of Nebraska, having its principal offices in the City of Middleton, Wisconsin, does make, constitute and appoint

CHARLES D. WELCH; LAUREN BRASHIER; JUSTIN BENJAMIN

its true and lawful Attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf, as surety, and as its act and deed, any and all bonds, undertakings and contracts of suretyship, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of -ALL WRITTEN INSTRUMENTS IN AN AMOUNT NOT TO EXCEED $\$ 20,000,000.00$

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of PLATTE RIVER INSURANCE COMPANY at a meeting duly called and held on the 8th day of January, 2002.
"RESOLVED, that the President, Executive Vice President, Vice President, Secretary or Treasurer, acting individually or otherwise, be and they hereby
are granted the power and authorization to appoint by a Power of Attorney for the purposes only of executing and attesting bonds and undertakings, and
other writings obligatory in the nature thereof, one or more resident vice-presidents, assistant secretaries and attorney(s)-in-fact, each appointee to have
the powers and duties usual to such offices to the business of this company; the signature of such officers and seal of the Company may be affixed to any
such power of attorney or to any certificate relating thereto by facsimile, and any such power of attorney or certificate bearing such facsimile signatures
or facsimile seal shall be valid and binding upon the Company, and any such power so executed and certified by facsimile signatures and facsimile seal
shall be valid and binding upon the Company in the future with respect to any bond or undertaking or other writing obligatory in the nature thereof to
which it is attached. Any such appointment may be revoked, for cause, or without cause, by any of said officers, at any time."
In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the
Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts
required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation
making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.
In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the
Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner - Department of
Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.
IN WITNESS WHEREOF, the PLATTE RIVER INSURANCE COMPANY has caused these presents to be signed by its officer undersigned and its corporate seal to be hereto affixed duly attested, this 3rd day of May, 2017.
Attest:


John E. Rzepinski
Vice President, Treasurer \& CFO

## Suname in Buaplbent

Suzanne M. Broadbent
Assistant Secretary
$\left.\begin{array}{l}\text { STATE OF WISCONSIN } \\ \text { COUNTY OF DANE }\end{array}\right\}$ s.S::


PLATTE RIVER INSURANCE COMPANY


Stephen J. Sills
CEO \& President

On the $3^{\text {rd }}$ day of May, 2017 before me personally came Stephen J. Sills, to me known, who being by me duly sworn, did depose and say: that he resides in the County of New York, State of New York; that he is President of PLATTE RIVER INSURANCE COMPANY, the corporation described in and which executed the above instrument; that he knows the seal of the said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation and that he signed his name thereto by like order.



David J. Regele
Notary Public, Dane Co., WI
My Commission Is Permanent

I, the undersigned, duly elected to the office stated below, now the incumbent in PLATTE RIVER INSURANCE COMPANY, a Nebraska Corporation, authorized to make this certificate, DO HEREBY CERTIFY that the foregoing attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.
Signed and sealed at the City of Middleton, State of Wisconsin this $\qquad$ day of March , 20 $\qquad$

Antonio Celii

## Hilton Displays, Inc. and it's subcontractors understand what is required by this Request for Proposal. Specifically, the proposal incorporates the following scope of work to be completed by July $15^{\text {th }}$ of 2020:

- Manufacture of Identification, information, directional and interpretive signs, including aluminum panel signs, post and panel signs, vertical columns, painted and vinyl applied graphics; sign system of non-illuminated elements per the design file supplied along with the 5 subsequent addendums. This is to include any specialty attachments, fixtures, hardware, and accessories as indicated.
- Preparation of foundations for and site work related to installation of new exterior signs will be performed by Contractor.
- Installation of signage as indicated per the pricing matrix and design files, along with accompanying addendums.
- Electrical work is outside of the scope of this proposal as none of the signs is/are illuminated.
- Removal of any existing signs is the responsibility of the City of Dover.
- Per the design files and subsequent addendums, certain prototypes will need to be supplied for City approval.


## Fabrication-Installation Approach/Process - City of Dover, NH Wayfinding

Being firmly committed to achieving project completion by July $15^{\text {th }}, \mathbf{2 0 2 0}$, we present the following
"Approach/Process" . . .

- Once Hilton Displays receives some form of Notice to Proceed, our approach/process is as follows:
- If not already completed, a Site Survey is performed, including staking and photographing locations
- Shop Drawings, Scaled Layouts and Message Schedule creation commences
- Required Color and Material Sample production commences
- Once complete, Submittals are sent to stakeholders for review and approval. Any required revisions are completed and re-submitted. Once final approval is received:
- Any necessary permits are procured
- Non-stock materials are purchased
- Once Permits are in-hand:
- Fabrication commences
- Any required prototypes/first articles are produced and submitted for review and approval
- Toward completion of Fabrication:
- Site preparation begins
- Location-staking is finalized
- Once signs begin Shipping to site:
- Footer excavation begins
- Placement of any rebar, pouring of concrete and setting of anchors begins
- Upon Delivery of signs:
- Signs are set on and bolted down to foundations
- Signs being installed on existing poles and/or structures are mounted
- Punchlist is performed and corrections made


## Company Profile

## History

Hilton Displays, LLC was founded in 1981 to fulfill the specialized needs of clients demanding detailed attention andsuperior service for their brand implementation and maintenance needs. Our steady growth has been fueled by our personal commitment to our client base and the professional relationships that have grown from the trust that those customers have placed in Hilton Displays. It is this same client base that has provided us with the opportunity to evolve into one of the premier brand implementation providers.

Headquartered in Greenville, SC, we operate from a 60,000 square foot manufacturing facility equipped with current technology and capital equipment. From this facility we provide the following services:

- Code Check
- Branding Surveys
- Technical Surveys
- Design
- Engineering
- Cost Estimates
- Prototyping
- Value Engineering
- Program Management
- Manufacturing
- Logistics
- Installation
- Service \& Maintenance
- Leasing


## Customers

Our customer base includes financial institutions, national retailers, healthcare organizations, colleges and universities, entertainment venues, design firms, management companies responsible for corporate branding, architects, general contractors, and sign consultants.

We provide our customers with the best products and services, and will maintain our competitive advantage by:

- Always putting our customer first
- Providing an unsurpassed level of service
- Listening and being responsive to customer needs
- Exceeding expectation by providing the highest level of service and product quality in the industry



## SPECIALTY PRロ」ECTS PHロTロS



Miracle Marketplace
ARetail Project


## SPECIALTY PRロ」ECTS PHロTロS



High-Angle Installation








## NATIDNAL BRANDING PHロTロS



## -HHTONDISPLAYS

## NATIGNAL BRANDING PHロTロS



## Affiliations

ISA

USSC

SEGD

Sign Search

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\text { sign }{ }^{*} \text { search }
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## Chamber(s) of Commerce

PMI



Southeast Sign<br>Association



Hilton Displays, LLC Team Org Chart - City of Dover, NH Wayfinding


## SUBCONTRACTOR SERVICES

Hilton Displays, Inc. will utilize the installation services of C\&S Signs out of Manchester, NH.

## C\&S Signs

59 Sargent Rd
Manchester, NH 03103
Phone: (603) 231-3602
www.cssignsusa.com


## Re: Hilton Displays Letter of Recommendation

To Whom It May Concern,
I have had the distinct privilege of working with Wayne Rhodes and Hilton Displays over the last several months on a wayfinding signage project for our new 18,000 seat Intrust Bank Arena in downtown Wichita. Hilton was able to provide a high quality product on-time and well under our original budget. The timeframe available for fabrication and installation on this project was very short, yet Hilton was able to deliver in-spite of significant weather restrictions as the Arena opening approached.

Mr. Rhodes' leadership on behalf of Hilton was undoubtedly a driving factor in the success of this project. His technical expertise in helping resolve problems with dynamic message signs installed with the project has been invaluable. I can easily say that Wayne has been more accommodating during the course of this project than any contractor I have had the pleasure of working with during my 15 year career.

The Intrust Bank Arena's first event was held on Saturday, January 9, a sold-out concert by Brad Paisley. The public and all involved were most complimentary about the signage and the positive impact on making parking much easier than expected.

I would highly recommend Hilton Displays to any community looking for a very qualified and capable sign company. We certainly hope to have the chance to work with them again in the future.

Sincerely,


Gary Janzen, P.E.
Chief Design Engineer

## Engineering Division

## Wayfinding Project References

| Project name: | Consol Energy Center |
| :--- | :--- |
| Description of work: | Branding \& Wayfinding Signage for 300-million-dollar arena in Pittsburgh |
| Contract delivery method: | CM |
| Owners name / Representative: | Brian Magness - Pittsburgh Penguins |
| Owner Phone: | Console Energy Center, 412-642-1800 |
| Architect: | Populous |
| Architect Address | 4800 Main Street, Suite 300, Kansas City, MO 64112 |
| CM Name / Representative: | PJ Dick |
| CM address / Phone / Email: | Theresa M McCue / 412-807-2000 |
| Contract dollar value: | \$450,000 |
|  |  |
| Project name: | Intrust Bank Arena |
| Description of work: | Exterior Wayfinding for downtown arena |
| Contract delivery method: | CM |
| Owners name / Representative: | Gary Janzen, P.E. - Chief Design Engineer |
| Owner Address / Phone / Email: | City of Wichita, 455 N Main, 8th Floor, Wichita, KS 67202 / 316-262-6000 |
| CM Name / Representative: | Gary Janzen, P.E. - Chief Design Engineer |
| CM Address / Phone / Email: | 455 N Main, 8th Floor, Wichita, KS 67202 / 316-262-6000 |
| Contract dollar value: | \$250,000 |
|  |  |
| Project name: | Miracle Plaza |
| Description of work: | Branding and Wayfinding Signage for retail center |
| Contract delivery method: | CM |
| Owner's Representative: | Don Tupper |
| Owner Address / Phone / Email: | 3301 Coral Way, Miami, FL 33145 - 305.443.9620 |
| Architect Name / Representative: | TGA Design / David Stuart David Stuart@TGADesign.com |
| Architect Address / Phone: | 4649 Ponce de Leon Blvd, Suite 401, Coral Gables, FL 33146 / 305-669-2550 |
| CM Address / Phone: | Talisman Co, 355 Alhambra Circle, Coral Gables, FL 33134 / 305-662-9559 |
| Contract dollar value: | \$303,315 |

## -HHTONDISPLAYS

Name: Old Dominion University Stadium Signage
Scope: Main ID, Site ID, Directional, Directories, Team Store, Concessions, Section ID and Room ID Signage Value: $\mathbf{\$ 3 5 0 , 0 0 0 . 0 0}$


## -HHTONDISPLAYS

Name: East Chicago, Indiana Gateway Signage Scope: 3 Large Gateway Signs for City Value: $\$ 105,000.00$


## -HHTONDISPLAYS

Name: Elizabethtown Community \& Technical College Campus Signage
Scope: Building ID and Directional Signage
Value: \$110,000.00

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NOTE：FINAL SIGN LOCATIONS TO BE REVIEWED
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[^0]:    AIA DOCUMENT A310 • BID BOND • AIA • FEBRUARY 1970 ED. © THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 N.Y. AVE., N.W., WASHINGTON, D.C. 20006

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