



**TOWN OF TOPSFIELD
WAYFINDING SIGNS
REQUEST FOR QUOTES**

General Information

The Town of Topsfield ("Town") is requesting interested parties to submit sealed proposals for the construction, final detailing, structural engineering, fabrication and installation of the Wayfinding Signage, as conveyed on drawings developed by Omloop, Framingham, MA, plans dated September 29, 2022 and noted in Attachment A. The selected Sign Fabricator shall have demonstrated previous experience in providing examples of similar projects, preferably in Massachusetts.

To be considered, proposals must be received before 12:00pm on November 23, 2022 by the Town Administrator's office. No proposals will be accepted after the time and date specified. Proposals are required to be clearly marked on the outside envelope as RFP for: WAYFINDING SIGNS.

Town of Topsfield
Attention: Kevin Harutunian
Town Hall
8 West Common Street
Topsfield, MA 01983

All questions must be submitted to Debi Morong, dmorong@topsfeld-ma.gov no later than 4:00pm Monday, November 14, 2022. Answers will be provided by addendum via email.

The proposer must submit their fee proposals as indicated on page #2 of the pricing package and address to Kevin Harutunian, Town Administrator, Topsfield Town Hall, Topsfield, MA 10983. Submit one original proposal, one digital copy and four double-sided copies of the proposal. The proposal must include samples of prior similar experience and performance on comparable projects as well as similar experience and performance on comparable projects.

- Telephone responses, emailed and faxed replies will not be accepted. No responsibility shall be attached to any person or persons for the premature openings of proposals not properly marked.

- Proposals that are incomplete, not properly endorsed, or signed, or which are otherwise contrary to these instructions may be rejected as informal by the Chief Procurement Officer.
- The Proposer will be bound by all applicable statutory provisions of law of the Federal Government, the Commonwealth of Massachusetts and of the Town of Topsfield.
- All submitted proposals and associated price quotes must be guaranteed to the Town of Topsfield for a period of ninety (90) days from the date of the proposals opening.
- The Town reserves the right to reject any and all proposals, and to make awards in a manner deemed in the best interest of the Town.
- Before submitting a proposal, each proposer must make a careful study of the specifications contained in Attachment A.
- The proposal for this work must cover all contingencies, including all labor and materials, transportation, etc., necessary for the purchase and delivery/execution of the services/proposed required by the Town of Topsfield.

It is recommended that respondents be familiar with the document from OMLOOP, entitled Wayfinding System, Pricing Package, dated 9.29.2022. Available at the Town website <https://www.topsfield-ma.gov/>, on the Town Administrator page, tab: Wayfinding Signage.

Scope of Work

Project Background

The town of Topsfield is a community of 6,500 people with a proud history and sense of community. The Town engaged with Metropolitan Area Planning Council (MAPC) in 2019 to assist in developing a plan to revitalize the downtown. Through that Plan it was identified that there was a lack of signage directing people to the downtown area. At key commuting times there are thousands of cars that travel on Route 1 and Route 97 and don't realize that there is a downtown that has shops and services. The town worked with the engineering firm VHB, Watertown, MA, and design firm, Omloop, Framingham, MA, to develop key locations and designs for Wayfinding Signage that would welcome travelers to toward the downtown. The signs location, style and size have been identified in the pricing package. The details for the work requested is described in detail along with locations.

Fee Proposal Requirements

The Fee Proposal shall be in accordance with the BID TABULATION noted in the pricing package on page #2. Fee must include a unit cost, installation and a total. The sign fabricator must be able to achieve the installation dates as indicated.