

Minot National Disaster Resilience Program

Wayfinding Sign Mapping/Location Identification

Request for Proposal

The City of Minot is requesting proposals from qualified individuals and/or incorporated entities to provide the city with recommended locations for the installation of Wayfinding signs leading to downtown Minot and within downtown Minot.

Proposal instructions are included in this package. Deadline for receipt of proposal responses by the City is 4:00 p.m., on March 18, 2019. Applications will be received in the City Clerk's Office at the Minot City Hall, 515 2nd Avenue SW, Minot, ND 58702. If the proposal is submitted by mail the address is P.O. Box 5006, Minot, ND 58702. Sealed bid packages will be accepted prior to this deadline, packages received after the deadline will not be accepted.

A pre-proposal meeting will be held:

February 20, 2019 from 11:00 am.

In the City Council Chambers in the Minot City Hall, located at 515 2nd Avenue SW, Minot

Proposers are not required to attend this session.

Once the RFP has been issued, all questions concerning this RFP, the application package, review process, or any other aspect of the RFP must be directed in writing to: John Zakian, NDR Program Director at john.zakian@minotnd.org. All questions regarding the RFP will be addressed weekly in writing so that all potential responders can review any questions that are submitted and the responses to these questions. All updates to the RFP and all questions and answers will be posted on the City of Minot website. You are responsible for checking the website to find updates to the RFP or any RFP questions and responses.

City of Minot

Wayfinding Sign Mapping/Location Identification

Request for Proposal (RFP)

Introduction

The City of Minot was awarded \$74.3 Million from the National Disaster Resilience Competition (NDR) that must be used for projects included in the City's NDR application. The City's application was developed based upon unmet needs and a resilient vision of Minot defined by residents in over 70 public and stakeholder meetings held during the application process. The Minot NDR application and subsequent research documented the need for economic resilience strategic planning.

Project Purpose

The City of Minot, in accordance with their NDR application, desires to address the unmet needs sustainable growth and development through resilience measures in downtown Minot. The City of Minot commissioned the International Economic Development Council in 2018 to undertake a SWOT analysis of the city's overall economic development activities and plans with a lead focus on downtown Minot. The outcome of the SWOT analysis was a series of recommendations to be considered to promote a sustainable resilient downtown foremost of which is the need to create an identity and promote increased foot traffic, investment, and activities in the downtown district. As a follow through to the IEDC report, multiple technical committees were formed by the city comprised of economic development stakeholders to assess various aspects of the IEDC report and options to follow based on the IEDC suggestions. One distinct outcome from these committees' work was a consistent identification of the need to establish a clear identity for the downtown as well as to create multiple means for attracting more people and investment with a specific recommendation being the installation of wayfinding signs in the downtown and connected areas such as the greenway and passive recreation areas along the Souris River as well as throughout the city leading to the downtown.

Up to \$30,000 in National Disaster Resilience Grant (CDBG-NDR) funding is available for the development of mapping of sign locations in the downtown, along the connected greenways, and throughout the city leading to the downtown. Only the funds necessary to carry out the scope and purpose of this RFP will be made available from this grant.

Interested proposers are encouraged to read the CDBG-NDR (National Disaster Resilience Competition Grant) Action Plan that can be found on the City of Minot's website for the requirements and limitations covering this project pursuant to HUD's approved Action Plan and HUD's Rules and Regulations. Interested proposers are also encouraged to review the IEDC report and the Technical Committee White Papers which are also available on the city's website to gain a clear sense of the purpose, need, and intent of the deliverables for this RFP.

All respondents to this RFP must have a DUNs number and be registered as active with SAM.gov before an award decision is made or respondents not registered will be disqualified.

Through this RFP, the City may select one (1) vendor which agrees:

- to ensure that NDR funds are used only for project needs that can be readily documented pursuant to the scope of this RFP
- to meet all applicable HUD regulations and requirements in accordance with the City's NDR grant agreement and the Minot NDR Action Plan

Note: The city reserves the right to not make an award should it determine none of the responses are consistent with HUD requirements, the intent and purpose of the RFP, the intent and purpose of the approved CDBG-NDR Action Plan, and/or do not meet the necessary and reasonable standards for cost.

RFP Information Meeting

An RFP information session is scheduled for February 20th at 11:00 AM in the City Council Chambers in the Minot City Hall. Information regarding the meeting will be available on the City of Minot website. The City and NDR staff will be present at this information meeting to answer questions about this RFP. Proposers are not required to attend this session.

Please Note: After the RFP is issued by the City of Minot, all questions concerning this RFP, the application package, review process, or any other aspect of the RFP must be directed in writing to: John Zakian, NDR Program Manager, john.zakian@minotnd.org. All questions will be addressed in writing weekly on the City of Minot website and will include the questions that have been asked and the responses. The City Staff and NDR Staff will not respond to any questions directed to them individually and will advise all individuals or organizations that they must submit their questions in writing. Proposers are responsible for checking the city's website for updates to the RFP and for RFP questions and responses.

Submission of Proposals:

Developers must complete a written submission which includes all requested information set forth in this RFP and describe the details of their proposed project. All projects must meet the requirements outlined in the Project Requirements section below.

The selected project must demonstrate a capacity and ability to carry out all tasks required. The NDR funds are subject to all of the applicable rules and regulations of the Department of Housing and Urban Development Community Development Block Grant program and the applicable rules and regulations set forth in the National Disaster Resilience Competition Notice of Funding Availability FR-5800-N-29A2.

HUD and Related Statutory Requirements

Any individual or organization submitting a formal response to this RFP should become familiar with the following statutes and rules and in signing their submission make a commitment to fully abide by such rules and requirements and that the proposal accounts for all costs related to such requirements. It should be noted that The City of Minot strongly encourages maximum participation by qualified Disadvantaged Business Enterprises (DBEs), Minority Business Enterprises (MBEs), and Women Business Enterprises (WBEs), and small businesses, as prime contractors and as subcontractors.

The applicable federal laws and regulations included, but are not limited to the following:

- National Environmental Policy Act of 1969, (42 USC 4321 et seq.), as amended, and the implementing regulations of HUD (24 CFR Part 58) and of the Council on Environmental Quality (40 CFR Parts 1500 - 1508) providing for establishment of national policy, goals, and procedures for protecting, restoring and enhancing environmental quality.
- National Historic Preservation Act of 1966, (16 USC 470 et seq.), as amended, requiring consideration of the effect of a project under this Program on any district, site, building,

structure or object that is included in or eligible for inclusion in the National Register of Historic Places.

- Executive Order 11593, Protection and Enhancement of the Cultural Environment, May 13, 1971 (36 FR 8921 et seq.) requiring that federally funded projects under this Program contribute to the preservation and enhancement of sites, structures and objects of historical, architectural or archaeological significance.
- The Archaeological and Historical Data Preservation Act of 1974, amending the Reservoir Salvage Act of 1960 (16 USC 469 et seq.) providing for the preservation of historic and archaeological data that would be lost due to federally funded development and construction activities.
- The Endangered Species Act of 1973, (16 USC 1531 et seq.) as amended, requiring that actions authorized, funded, or carried out by the federal government do not jeopardize the continued existence of endangered and threatened species which is determined by the Department of the Interior, after consultation with Minot, to be critical.
- HUD Environmental Criteria and Standards, (24 CFR Part 51) providing national standards for noise abatement and control, acceptable separation distances from explosive or fire prone substances and suitable land uses for airport runway clear zones.
- Davis-Bacon Fair Labor Standards Act, (40 USC [3141-3144, 3146, and 3147](#)) requires that, on all contracts and subcontracts which exceed \$2,000 in value or that include eight (8) or more residential units for federally assisted construction, alteration or rehabilitation, laborers and mechanics employed by the CDBG Sub-recipient, general contractors or subcontractors shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor. (This requirement applies to the rehabilitation of residential property only if eight (8) or more contiguous residential family units are involved.)
- Contract Work Hours and Safety Standards Act of 1962, (40 USC [3701-3708](#).) requires that mechanics and laborers employed on federally assisted contracts which exceed \$2,000 be paid wages of not less than one and one-half times their basic wage rates for all hours worked in excess of forty in a work week.
- Copeland "Anti-Kickback" Act of 1934, (40 USC [3145](#)) prohibits and prescribes penalties for "kickbacks" of wages in federally financed or assisted construction activities.
- Section 109 of the Housing and Community Development Act of 1974, (42 USC 5309) as amended, provides that no person shall be excluded from participation (including employment), denied program benefits or subjected to discrimination on the basis of race, color, national origin or gender under any program or activity funded in whole or in part under Title I (Community Development) of the Act.
- Title VI of the Civil Rights Act of 1964, (Pub. L. 88-352; 42 USC 2000 (d)) prohibits discrimination on the basis of race, color, religion or religious affiliation, or national origin in any program or activity receiving federal financial assistance.

- Section 504 of the Rehabilitation Act of 1973, (29 USC 794) as amended provides that no otherwise qualified individual shall, solely by reason of a disability, be excluded from participation (including employment), denied program benefits, or subjected to discrimination under any program or activity receiving federal funds.
- Drug Free Workplace. The CDBG Sub-recipient shall comply with the Drug Free Workplace Act of 1988, as amended, and any regulations promulgated thereunder.
- A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.

The Proposal:

All proposals must contain the following required items:

- 1) One-page cover letter containing a brief narrative description of the proposed project and amount of funds being requested, signed by the applicant's CEO and President of the Board or governing body and dated
- 2) A complete application
- 3) All requested supplemental information and exhibits
- 4) All requested financial information, please note this financial information may be subject to open records legislation.
- 5) To support resilience, the City of Minot and HUD encourages applicants to implement green infrastructure to the extent practicable for non-substantial rehabilitation. Tools for green infrastructure are available at the Environmental Protection Agency's water website; Indoor AirPlus website; Healthy Indoor Environment Protocols for Home Energy Upgrades website; and ENERGY STAR website: www.epa.gov/greenbuilding.

Project Scope:

The scope of the proposed project is as follows:

- Within the City of Minot Downtown District and along the associated Souris River Greenways, identify recommended locations for wayfinding signs for both vehicle and pedestrian use which will serve to identify business, professional, cultural, religious, social and other uses in buildings within defined areas (i.e. blocks, end to end streets) in the downtown, and passive recreational uses along the river greenways
- Concurrently, identify recommended locations for wayfinding signs which highlight historical locations, buildings, and areas within the downtown and all the associated Souris River Greenways
- Outside the downtown district and along the associated Souris River Greenway, identify recommended site locations for Wayfinding signs to be strategically located as

directional signs for vehicles and pedestrians leading to the downtown district and the associated Souris River Greenway

- Consult with applicable city/county/state agencies which have jurisdiction of right of ways and streets where locations will be recommended to assure such locations can be used
- Provide a narrative basis explaining the reasoning for site locations of signs as well as an accompanying map visually identifying all locations
- Provide a sample of wayfinding signs now in use in other downtowns which would be consistent with the character of Minot downtown including signs with capacity for use of wayfinding app technology and estimated prices for the sample signs
- There will be a requirement of 20 copies of the finished product to be provided to the city

Proposal Submission:

Five (5) hard copies of the proposal should be delivered unbound in an 8 ½ by 11 format each copy secured by a clip at the top in a sealed manila envelope with the words “**Minot Wayfinding Sign Mapping/ Location Identification RFP**” written in bold text on the outside of the envelope (if the proposal is too large to fit in an envelope please place the proposal in an accordion folder and secure the folder). Please use a labeled paper exhibit separator (i.e., colored paper with the name of each exhibit section typed in bold text on the paper, not a tab sheet) as the submittals will be scanned and copied for the review teams. An electronic copy of the proposal should also be included in the sealed package.

The project proposal must be delivered to: Kelly Matalka, in the City Clerk’s Office, Minot City Hall, 515 2nd Avenue SW, Minot, North Dakota, 58702; or submit by mail by the deadline to Attn. Kelly Matalka, City of Minot, P. O. Box 5006, Minot, ND 58702.

Project Proposals must be received in the office of the City Clerk at 515 2nd Avenue SW, Minot, ND by 4:00 p.m. on March 18, 2019.

Review Process:

All proposals will be reviewed in accordance to the scoring criteria section of this RFP by the DR Grant Program Director. The Minot City Council will select the proposal or not choose a proposal that will receive NDR funding for this RFP based on recommendation of the DR Grant Program Director.

Decision Process:

Applications will be reviewed as outlined in the review process and the recommended proposal and information will be forwarded to the Minot City Council for approval. The date for the City Council meeting will be posted on the City’s website. The City reserves the right to reject any and all proposals and to negotiate the terms of the contract including the award amount, with the selected proposer prior to entering into a written agreement.

Selected Project Requirements

CDBG-NDR funding will be subject to negotiation of an Agreement. Funds will be disbursed only at the time all conditions of the award have been met by the selected proposer, based on timeline set forth in Agreement, and only after execution of the Agreement. An environmental review must be completed for any project that will receive federal CDBG-NDR funds prior to the commitment or disbursement of funds.

Minimum Project Proposal Submission Requirements

Each applicant must provide sufficient detail and information about the proposed project that includes and addresses the following:

- 1) A detailed description and scope of the proposal to accomplish the project.
- 2) A description of steps to be taken to accomplish the project including a proposed timeline by each step and with start and end date.
- 3) Explanation of the process that will be followed to complete the project including suggested interaction with interested and affected parties, stakeholders, local and regional governmental entities, and other sources.
- 4) Listing of individual or individuals who will be involved in the project and details regarding roles and description of experience and expertise
- 5) Proposed price with an explanation of basis for price to demonstrate its reasonableness and rationale
- 6) Description of similar past experience in sufficient detail to demonstrate capacity to carry out the required work for the project

Wayfinding Sign Mapping/ Location Identification Proposal Timeline

- Proposal will be due on March 18, 2019.
- The City of Minot will conduct a pre-proposal meeting within 15 days from the date the RFP is officially released. Proposers are not required to attend this meeting. Information regarding this meeting will be available on the City of Minot website. Questions and answers from this meeting will be posted on the city website.
- All proposals will be reviewed for thoroughness and compliance within 10 days from the proposal deadline.
- Within 30 days of the review of submissions for conformance all eligible proposals will be reviewed and a recommendation of selection provided to city leadership.
- Within 10 days from recommendation, the recommended proposal organization will be notified and any required documentation will be requested.
- Within 30 days from the notification of the selected organization, a contract will be negotiated and draft contract prepared.

- Within 30 days after the draft contract is prepared, the contract will be submitted to the City Council for the required vetting and approval by Minot City Council.

Wayfinding Mapping/Site Location RFP Evaluation Rating Criteria:

Each proposal that is submitted in response to this RFP will be reviewed to determine if the required documentation and responses are contained in the proposal. Applications that do not contain the required information and documentation will be identified and the application will be considered “incomplete” and will not proceed through the review process.

Representations made by the proposer that are considered in the proposal evaluation will be binding and monitored through the annual compliance review process. The City reserves the right to reject any and all proposals and to negotiate the terms of the contract including the NDR award amount, with the selected proposed prior to entering into a written agreement.

Complete proposals will be reviewed by the DR Grant Program Manager.

Scoring Criteria

Each proposal that meets the project requirements will be reviewed and scored according to the following evaluation criteria. Representations made by applicants for which points are awarded will be binding and will be monitored through the annual compliance review process.

Complete proposals submitted to the City will be reviewed and evaluated based on the following criteria all of which will carry equal weight:

- 1) Total Cost-Total estimated cost will be factored against the basis for the cost and the demonstration of its reasonableness.
- 2) Individual/Team Experience-The description and detail provided demonstrating prior experience, expertise, or project work identical or similar to the RFP scope will be weighed.
- 3) Timeline/Scope-The detail and support explanation for the proposer’s timeline and step by step scope of work will be weighed as to its realistic and practical likelihood of being accomplished and that it meets the needs and purpose of the RFP desired outcomes.