



University District Public Development Authority (UDPDA)
REQUEST FOR BID (RFB) PACKAGE FOR
WAYFINDING FABRICATION AND INSTALLATION



RFB SCHEDULE:

Issue RFB	July 19, 2019
Mandatory Pre-Submittal meeting	July 29, 2019, at 9:00am
Proposals due	August 16, 2019, by 4:00pm Pacific
Evaluate Proposals	August 12-23 19-30, 2019
Conduct oral interviews with finalists, if required	August 12-23 19-30, 2019
Select vendor(s)	August 27 September 4, 2019
Negotiate and approve contract	September 4-11 August 27-30, 2019
Begin contract work	Week of September 12, 2019

The UDPDA/UDDA reserves the right to revise the above schedule.

RFB COORDINATOR:

Name	Lars Gilberts
Title	CEO, UDDA
Address	120 N Pine St, Ste 292, Spokane WA 99202
Phone Number	509-255-8093
E-Mail Address	info@spokaneudistrict.org

**Lars Gilberts, CEO, UDDA and RFB
Coordinator**

General Terms and Conditions

ADMINISTRATIVE REQUIREMENTS

Firms shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

AWARD OF CONTRACT

This RFB does not obligate the UDPDA/UDDA to award a contract. The UDPDA/UDDA reserve the option of awarding this contract in any manner most advantageous for the UDPDA/UDDA. More than one contract may be awarded, and the contract may be split between multiple Firms. The UDPDA/UDDA reserve the right to eliminate any individual service contained in the Proposal, if based on analysis, the fees for providing the service are excessive, or if the service proposed can be performed in an alternative manner. Award of contract, when made, will be to the proposer whose Proposal is the most favorable to the UDPDA/UDDA, taking into consideration the evaluation factors. State contracts where applicable will be considered as a Proposal. The UDPDA/UDDA Board shall make the contract award. Unsuccessful proposers will not automatically be notified of Proposal results.

ACCEPTANCE PERIOD

Proposers must provide one hundred twenty (120) days for acceptance by the UDPDA/UDDA from the due date for receipt of Proposals.

ANTI-KICKBACK

No officer, agent or employee of the UDPDA/UDDA, having the power or duty to perform an official act or action related to this contract shall have or acquire any interest in the contract, or have solicited, accepted or granted a present or future gift, favor, service or other things of value from or to any person involved in the contract.

AUDIT/MONITORING

Auditing or monitoring for fund accountability, contract compliance and program performance will be at the discretion of the UDDA/UDPDA.

AUTHORSHIP

Proposers must identify any assistance provided by agencies or individuals outside the proposers own Firm in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFB.

BUSINESS REGISTRATION REQUIREMENT

Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the UDPDA/UDDA without first having obtained a valid business registration. The Firm shall be responsible for contacting the State of Washington Business License Services at <http://bls.dor.wa.gov> or 1-800-451-7985 to obtain a business registration.

CONFLICT OF INTEREST AND CONFIDENTIALITY

Proposer shall comply with all applicable state and federal laws governing the confidentiality of information. All Proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee, agent or official of the UDPDA/UDDA, or the applicable proposal evaluation committee may have in the proposing Firm or proposed project.

CONTRACTING WITH CURRENT OR FORMER UDPDA/ UDDA BOARD MEMBERS, AGENTS OR EMPLOYEES

Specific restrictions apply to contracting with current or former UDPDA/UDDA board members and employees pursuant to the Code of Ethics in Chapter 1.04A of the Spokane Municipal Code. Proposers should familiarize themselves with the requirements prior to submitting a Proposal that includes current or former UDPDA/UDDA board members, agents or employees.

COSTS TO PROPOSE The UDPDA/UDDA will not be liable for any costs incurred by the Proposer in preparation of a Proposal submitted in response to this RFB, in the conduct of a presentation, or any other activities related to responding to this RFB.

DEBRIEFING OF UNSUCCESSFUL PROPOSERS

Upon request, a debriefing conference will be scheduled with an unsuccessful Proposer. The discussion will be limited to a critique of the requesting Firm's Proposal. Comparisons between Proposals or evaluations of the other Proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone.

DISPUTES

This contract shall be performed under the laws of Washington State. Any litigation enforces this contract or any of its provisions shall be brought in Spokane County, Washington.

INTERLOCAL PURCHASE AGREEMENTS

The UDPDA/UDDA has entered into Interlocal Purchase Agreements with other public agencies pursuant to RCW 39.34. In submitting a response, the

Proposer agrees to sell additional items at the contracted price, terms and conditions to the UDPDA/UDDA contingent upon the Firm's review and approval at the time of a requested sale. Any price de-escalation/escalation provisions of this Proposal shall apply in the case of a sale of additional items. Firm's right to refuse to sell additional items at the time of request shall be absolute.

LATE PROPOSALS

A proposal received after the date and time indicated. No exceptions will be made.

LEGAL HOLIDAYS

The UDPDA/UDDA observe the following holidays, which apply to all contracts awarded from the RFB. When any of these holidays occur on Saturday or Sunday, the preceding Friday or the following Monday, respectively, is a legal holiday for the UDPDA/UDDA: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day

LIABILITY

The Firm shall indemnify, defend and hold harmless the UDPDA/UDDA, its board members and employees from all claims, demands, or suits in law or equity arising from the Firm's negligence or breach or its obligations under the contract. The Firm's duty to indemnify shall not apply to liability caused by the sole negligence of the UDPDA/UDDA, its board members and employees. The Firm's duty to indemnify for liability arising from the concurrent negligence of the UDPDA/UDDA, its board members and employees and the Firm, its board members and employees shall apply only to the extent of the negligence of the Firm, its board members and employees. The Firm's duty to indemnify shall survive the termination or expiration of the contract. The Firm waives, with respect to the UDPDA/UDDA only, its immunity under RCW Title 51, Industrial Insurance.

MANDATORY DISCLAIMER

The University District Public Development Authority is a public authority organized pursuant to the laws of the State of Washington, RCW 35.21.730-.755 and RCW 35.21.757-.759. RCW 35.21.750 provides as follows: All liabilities incurred by such public corporation, commission, or authority shall be satisfied exclusively from the assets and properties of such public corporations, commission, or authority and no creditor or other person shall have the right of action against the city, town, or county creating such corporation, commission or authority on account of any debts, obligations, or liabilities of such public corporation, commission, or authority.

MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION

The UDPDA/UDDA encourages participation in all of its contracts by firms certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE). Proposers may contact OMWBE at (360) 753-9693 to obtain information on certified firms.

MOST FAVORABLE TERMS

The UDPDA/UDDA reserve the right to make an award without further discussion of the Proposal submitted. Therefore, the Proposal should be submitted initially on the most favorable terms which the Proposer can propose. There will be no best and final offer procedure. The UDPDA/UDDA reserve the right to contact a Proposer for clarification of its Proposal. The Proposer should be prepared to accept this RFB for incorporation into a contract resulting from this RFB. Contract negotiations may incorporate some or all of the Proposal.

NO OBLIGATION TO CONTRACT

This RFB does not obligate the UDPDA/UDDA to contract for services specified herein. The UDPDA/UDDA reserve the right to issue subsequent RFB's, and award one or more contracts.

NONDISCRIMINATION

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Contract because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Contractor agrees to comply with, and to require that all subcontractors comply with, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable to the Contractor.

PROTEST PROCEDURE

Following evaluation, a recommendation for the award shall be submitted to the UDPDA/UDDA by the evaluation committee. Award of contract, if made, shall be by the UDPDA board in a public meeting. Proposers wishing to

protest the award of the contract must make their protests before the UDPDA board at the meeting.

PROPRIETARY INFORMATION / PUBLIC DISCLOSURE

Materials submitted in response to this RFB become the property of the UDPDA/UDDA. All received Proposals shall remain confidential until the award of contract recommendation has been posted on the UDPDA/UDDA website. Thereafter, the Proposals shall be deemed public records as defined in RCW 42.56, "Public Records." Any information in the Proposal that the Proposer desires to claim as proprietary and exempt from disclosure under the provisions of state law shall be clearly designated. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on it. Marking the entire Proposal exempt from disclosure will not be honored. The UDPDA/UDDA will consider a Proposer's request for exemption from disclosure; however, the UDPDA/UDDA will decide predicated upon state law and regulations. If any information is marked as proprietary in the Proposal, it will not be made available until the affected Proposer has been given an opportunity to seek a court injunction against the requested disclosure. All requests for information should be directed to the RFB Coordinator.

REJECTION OF PROPOSALS

The UDPDA/UDDA reserve the right at their sole discretion to reject any and all informalities and Proposals received without penalty and to not issue a contract as a result of this RFB.

RESPONSIVENESS

The Proposer is specifically notified that failure to comply with any part of the RFB may result in rejection of the Proposal as non-responsive. The UDPDA/UDDA also reserve the right, however, at their sole discretion to waive minor administrative irregularities.

REVISIONS TO THE RFB

In the event it becomes necessary to revise any part of this RFB, addenda will be provided to all who receive the RFB. For this purpose, any pertinent information shall be provided as an addendum to the RFB. The UDPDA/UDDA also reserves the right to cancel or to reissue the RFB in whole or in part, prior to final award of a contract.

BACKGROUND

The University District encompasses approximately 770 acres east of downtown Spokane. The District is diverse, covering a broad range of urban environments. Strong community and institutional support over the last 25 years has resulted in infrastructure investments, new educational facilities and programs, and strategic initiatives.

The UDPDA is a quasi-municipal corporation that plans, coordinates, and implements public improvements in partnership with the City of Spokane within the boundaries of the University District Revitalization Area (UDRA), and serves as the vehicle for revitalization financing.

This wayfinding and gateway signage project is a collaborative effort between Spokane County, the City of Spokane, City of Spokane Valley, City of Liberty Lake, West Plains, Downtown Spokane Partnership, Visit Spokane, Washington Department of Transportation, and the Spokane Regional Transportation Council. Businesses, residents, and visitors to this regional area share a transportation network that would greatly benefit from a comprehensive wayfinding system, including signage and gateway features.

This plan establishes the policies, design criteria, graphic standards and site location plan for a multi-destination wayfinding system. The policy and criteria development will serve to establish hierarchies of gateways, destinations, routes, and modes. Graphic standards and sign location guidelines are an additional component of the plan, which will provide guidance to various municipalities as they implement signage and gateway features in their respective jurisdictions. This Plan represents the final phase in the process prior to procurement of sign creation and placement.

The UDPDA allocated an initial amount to pilot a first round of sign fabrication and installation. This RFB is primarily to utilize those initial funds to test the plan and provide an initial demonstration. The RFB has been written in such a way that it should also provide a conduit for procuring additional signage ~~in Downtown and more comprehensively~~ within the University District.

SECTION 1. BID PREPARATION, COMPLIANCE AND EVALUATION

1. **Project.** The Wayfinding Fabrication and Installation Project is the "Project".
2. **Scope of Work.** The scope of work ("Work") consists of a public works project with specifications presented in the Bid Package, Attachments A, B and C.
3. **Mandatory Pre-Submittal Meeting.** A mandatory pre-bid meeting to provide additional information about the Work will be held on site on Monday, July 29 at 9:00am at the Ignite NW Building, 120 N Pine St, Spokane, WA 99201, second floor conference room at the top of the stairs or via webinar; register for webinar with info@spokaneudistrict.org by 3:00 PM July 26, 2019.
4. **State.** Any reference to state or state law, refers to Washington state.
5. **Bid Package.** The Bid Package includes all documents and forms related to the Project and Work.
6. **Bid Preparation and Submission.** Bids shall be prepared on the fillable Excel form furnished by the UDPDA and ~~signed-completed~~ by an authorized person of the Contractor's firm and emailed in Excel format to info@spokaneudistrict.org with the words "(your organization name) - Wayfinding" in the subject line.
7. **Contractor's Representation.** The Bidding firm represents that it has read and understands the specifications and requirements in the Bid Package; and has visited the site and familiarized itself with the local conditions and limitations under which the Work will be performed.
8. **Qualification.** Prior to the award of contract, the Contractor shall be required to submit evidence of sufficient facilities, equipment, experience and financial ability to insure Work completion, unless waived by the UDPDA.
9. **Payment.** Payment will be made by check after receipt of the Contractor's application except as provided by state law. If the UDPDA objects to all or any portion of the invoice, it shall notify the Contractor and reserve the right to only pay that portion of the invoice not in dispute. In that event, the parties shall immediately make every effort to settle the disputed amount.
10. **Registered Contractor.** The Contractor shall be a Washington State registered or licensed Contractor at the time of Bid submittal.
11. **Public Works Requirements.** The Work for this Project constitutes a work under state law. Contractors are warned to take into consideration statutory legal requirements, particularly related to training, the payment of State prevailing wages, securing of a payment/performance bond from a Surety, and sales tax implications in making their Bids.
12. **Certification of Compliance with Wage Payment Statutes.** Effective July 23, 2017, in order to be considered a responsible Bidder, and before the award of a public works project must submit to the agency a sworn statement that they have not willfully violated wage payment laws with the past three years (see [RCW 39.04.350](#) as modified by SSB 5301, Laws of 2017, ch 258). This form is titled "Certification of Compliance with Wage Payment Statutes" and must be submitted upon request by the UDPDA.
13. **Training.** Effective July 1, 2019 every Bidder must either 1) complete training on public works and prevailing wages, or 2) have experience completing at least three public works projects and have maintained a business license in Washington for at least three years to be considered a responsible Bidder. See [ESSHB 1673](#).
14. **Public Disclosure.** Information submitted in response to this Bid Package shall become the property of the UDPDA and is subject to Washington State Public Records Act ([RCW 42.56](#)).
15. **Evaluation.** Bids will be evaluated by the UDPDA and its advisors. Bids shall remain in effect for sixty (60) days for acceptance by the UDPDA from the Bid due date. The Bid Lead may contact the Contractor for clarification of any submitted information. The UDPDA may elect to ask a Bidder for an oral or in-person presentation. This request will be at the Bidder's expense. Evaluation of bids shall be based on the following criteria, where applicable:
 - a. Price, including sales tax and the effect of discounts. Price may be determined by life cycle costing or total cost quoting, when advantageous to UDPDA.
 - b. The quality of the items quoted, their conformity to specifications and the purpose for which they are required.
 - c. The Bidder's ability to provide prompt and efficient service and/or delivery.
 - ~~d. The character, integrity, reputation, judgement, experience and expertise of the Bidder.~~
 - ~~e. The quality of performance of previous contracts or services.~~
 - ~~f.d.~~ f.d. The previous and existing compliance by the Bidder with the laws relating to the Contract or services.
 - ~~g.e.~~ g.e. Uniformity or interchangeability.
 - ~~h. The energy efficiency of the item throughout its life.~~
 - ~~i.f.~~ i.f. Any other information having a bearing on the decision to award the Contract.
16. **Quoting Errors.** When, after tabulation of bids, a Bidder claims an error and requests to be relieved of award, he will be required to promptly present certified work sheets. The UDPDA will review the work sheets and if the UDPDA is convinced, by clear and convincing evidence, that an honest, mathematically excusable error or critical omission of costs has been made, the Bidder may be relieved of his Bid.

SECTION 2. GENERAL REQUIREMENTS

1. **Scope of Work.** Unless otherwise stated, the Contractor shall furnish all labor, supervision, materials, tools, construction equipment, freight/shipping, transportation, storage, and other items related to the Work and costs necessary to complete the specified Work. The Contractor is responsible for arranging traffic control.

2. **Completion Time.** All Work under the Contract shall be started after the date of Notice to Proceed. Once started, Work shall be completed by the date in the executed Contract.
3. **Liquidated Damages.** If the Work is not completed within the stated contractual time, the Contractor agrees to pay the UDPDA liquidated damages in the amount specified in the Contract for each and every calendar day the Work remains uncompleted.
4. **Intent of Specifications.** The apparent silence or omission in the specifications as to any detail of the Work to be done or materials to be furnished means that the region's best general practice shall prevail, and that material and workmanship of the best quality shall be used. The specifications shall be interpreted on this basis.
5. **Washington State Retail Sales Tax.**
 - a. General Construction. Retail sales tax, when applicable, will be paid as a separate item, and shall not be itemized in the Bid price. Sales tax shall be added to the amounts due the Contractor and the Contractor shall be responsible for making payment to the State. The UDPDA reserves the right to claim any exemption authorized by law.
 - b. Public Street Improvements. If the technical requirements in the specifications indicate that all or a portion of the Work is a "public street improvement" as defined by state law, the Contractor shall include all Contractor-aid taxes, including use taxes on materials in its Bid price. The UDPDA will NOT pay retail sales tax as a separate item.
6. **Additional Items.** If applicable, the UDPDA reserves the right to purchase additional items at the quoted price. Supplier agrees to sell at the same price, terms and conditions until further notice.
7. **Designate.** Contractor will designate a representative who will be available during regular UDPDA business hours to serve as a primary contact for the UDPDA in the implementation of the Work and if any issues arise.
8. **Permits.** The Contractor shall be responsible for obtaining at its expense all related and necessary permits and permissions required by municipal, regulatory and private entities.
9. **Subcontractors.** The Contractor shall not award any portion of the Work to any subcontractor without the UDPDA's prior approval. The Contractor shall be fully responsible to the UDPDA for the acts, errors, and omissions of its subcontractors. No contractual relationship shall be created between any subcontractor and the UDPDA.
10. **Non-Collusion.** The Bidder certifies that his/her firm has not entered into any agreement of any nature whatsoever to fix, maintain, increase or reduce the prices or competition regarding item(s) covered by this Request.
11. **Insurance.** During the term of the Contract, the Contractor shall maintain in force at its own expense, the below insurance coverage(s):
 - a. Worker's Compensation Insurance in compliance with [RCW 51.12.020](#), which requires subject employers to provide worker's compensation coverage for all of their subject workers and Employer's Liability Insurance in the amount of \$1,000,000.
 - b. General Liability Insurance on an occurrence basis, with a combined single limit of not less than \$1,000,000 for bodily injury and property damage. It shall include premises and operations, independent contractors, products and completed operations, personal injury liability, and contractual liability coverage for the indemnity provided under the contract. It shall provide that the UDPDA, its officers and agents are additional insureds but only with respect to the Contractor's services to be provided under the Contract;
 - i. Acceptable supplementary Umbrella insurance coverage, combined with the Contractor's General Liability Insurance policy must be a minimum of \$1,500,000 in order to meet the insurance coverage required under this Contract Property Insurance if materials and supplies are furnished by the Contractor. The amount of the insurance shall be the value of the materials and supplies of the completed value of the improvement.
 - ii. Hazard or XCU (Explosion, Collapse, Underground) Insurance should be provided if any hazard exists; and
 - c. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles.

There shall be no cancellation, material change, reduction of limits or intent not to renew insurance coverage(s) without thirty days written notice from the Contractor or its insurer(s) to the UDPDA. The Contractor shall furnish acceptable Certificates of Insurance (COI) to the UDPDA at the time it returns the signed Contract. The Certificate shall specify the University District Public Development Authority as an "additional insured", and all of the parties who are additional insured; as well as applicable policy endorsements and the deduction of retention level. Insuring companies or entities are subject to UDPDA acceptance.
12. **Performance Bond.** The Contractor shall furnish, at its sole expense, a performance and payment bond equal to one hundred percent of the Contract price. The bond shall ensure faithful and complete performance of the Contract and payment of all obligations to laborers and material men arising from the Project. The bond shall be executed by a Surety company authorized to do business in Washington state, and shall remain in effect for one year following final acceptance of the Work. Unless approved by the UDPDA, the Surety's name shall appear on the [United States Treasury Department's list of authorized Sureties, Circular 570](#). On contracts of \$150,000 or less, in lieu of a Surety bond, at the request of the Contractor, the UDPDA may retain ten percent of the Contract price

for a minimum of forty-five days following Work acceptance, or until receipt of all releases and settlements of liens, whichever is later, in accord with [RCW 39.08.101](#).

13. Prevailing Wages Local and State Assisted Construction.

- a. The State prevailing rate of wages to be paid to all workers, laborers or mechanics employed in the performance of any part of this Contract shall be in accordance with the provisions of Chapter 39.12 of the Revised Code of Washington (RCW) and the rules and regulations of the WA State Department of Labor and Industries (L&I).
- b. The State of Washington prevailing wage rates applicable for this public works project, which is located in Spokane County, may be found on the [L&I website](#) and the applicable effective date for State prevailing wages for the Project is the executed Contract date.
- c. If apprentices are to be used, they must be registered with the [State Apprenticeship Council](#); otherwise, they are to be paid State prevailing journeyman wages.

14. Retainage. Pursuant to chapter [60.28 RCW](#), the UDPDA will retain five percent (or ten percent at the Contractor's request) from the monies earned by the Contractor. This Retainage shall be held as a trust fund for the protection of payment: 1) to the State for taxes and fees owed by the Contractor; and 2) of any person, mechanic, or subcontractor or material worker who performs any labor or furnishes any supplies toward the Work. Release of Retainage will be made at a minimum of forty-five days following final acceptance of the Work; provided the following conditions are met:

- a. The UDPDA has received from the Contractor and each subcontractor a copy of the "Statement of Intent to Pay Prevailing Wages" and a "Affidavit of Wages Paid", approved by L&I.
- b. On contracts greater than \$35,000, the Contractor has provided the UDPDA with the necessary releases from the State Departments of Revenue (DOR) and L&I.
- c. No claims, as provided by law, have been filed against the Retainage.

In the event a claim is filed, the Contractor shall be paid a portion of the Retainage, which is less than the amount sufficient to pay the claim and potential legal costs.

15. Filing Fees. The Contractor is responsible for payment of fees related to the approval of 1) "Statement of Intent to Pay Prevailing Wages" and 2) "Affidavit of Wages Paid" and shall make all applications directly to L&I. Reimbursement for the paid fees will be added to the amounts due to the Contractor if the Contractor submits to the UDPDA prior to final acceptance of the Work a list of its subcontractors and has their "Statements of Intent to Pay Prevailing Wages" on file.

SECTION 3. TECHNICAL AND SPECIAL REQUIREMENTS

1. **Performance.** The Contractor will do all work, furnish all labor, materials, tools, construction equipment, transportation, supplies, supervision, permits, organization and other items of work and cost necessary for the proper execution and completion of the Work.
2. **Guaranty and Service.** The Contractor guarantees all work, labor and materials for the time stipulated in Attachment A following final acceptance of the Work. If any unsatisfactory condition or defect develops within that time, the Contractor shall immediately place the Work in a satisfactory condition, and further repair all damage caused by the condition or defect at its sole expense. The guarantee shall not apply to Work which has been abused or neglected by the UDPDA.
The Contractor must be able to service any items purchased by the UDPDA. The Contractor therefore must be an authorized factory dealer for the area; or submit a 100% Performance Bond for the life of the item; or provide satisfactory proof by the manufacturer that the item(s) will be guaranteed. Federal and state laws governing item(s) and its final certification must be satisfied and it is the Contractor's responsibility to conform to all Federal standards for certification.
3. **Brand Name or Equal.** Brand names and numbers, when used are for the purpose of indicating the desired quality, performance or use. Bidders may offer other brands of comparable or better quality, performance and use. Links to descriptive information may be included when available. Any Bid containing a brand which is not of equal quality, performance or use, must be represented as such and not as an equal.
4. **PCBs.** In accordance with Spokane Municipal Code (SMC) 7.06.172(A), the Bidder certifies that the items bid and to be supplies (to include product packaging) do not contain polychlorinated biphenyls (PCBs). Moreover, and consistent with SMC 7.06.172(B), the UDPDA at its sole discretion may require (at no cost to the UDPDA) the apparent successful Bidder to provide testing data (prior to Contract execution) from an accredited laboratory or testing facility documenting the proposed products and or packaging PCB levels.
5. **Attachments.** The following file(s) has/have been attached to help explain the scope of work.
 - a. **Attachment A** – Wayfinding Sign Types and Mounting Types
 - b. **Attachment B** – Consultant Merje's full wayfinding proposal "Spokane Master Plan Volume 2 Design Intent Final Review July 2019"
 - c. **Attachment C** – Excel form to provide bid information by type of sign-



“Attachment A – Wayfinding Sign Types and Mounting Types” University District Public Development Authority (UDPDA) Request for Bid Wayfinding Fabrication and Installation

INSTRUCTION TO BIDDERS

This document is intended to share key information and specifications established by the wayfinding consultant Merje regarding the proposed Work. Please read carefully as bids must be made in accordance with these instructions and specifications. **Note that Attachment B has a link to the full Merje proposal should you wish to look more closely at the graphic standards, signage drawings and performance specifications.** The document is also posted [here](#). [The University District’s style guide is available here and actual UD logo files will be provided under separate cover at the contract phase.](#)

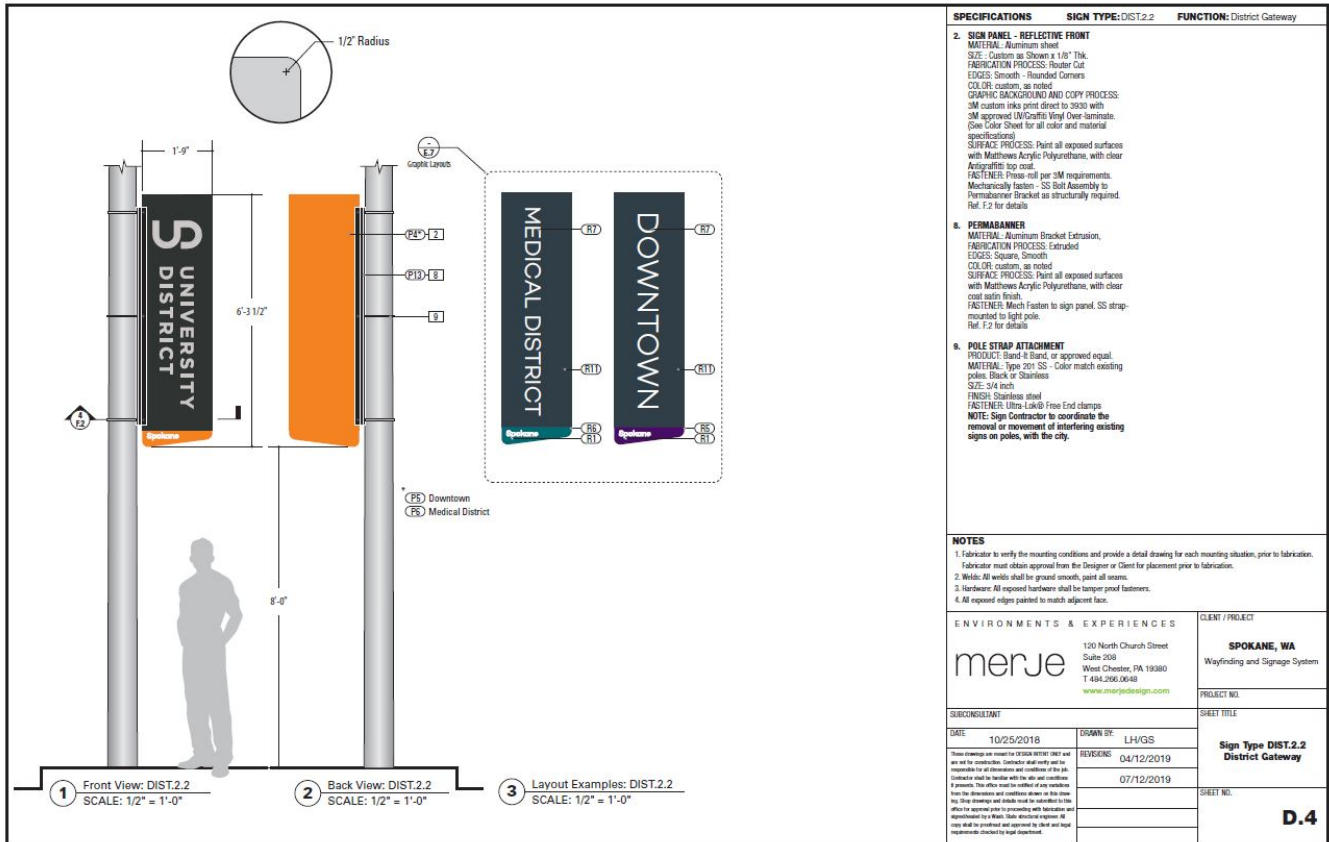
SIGN TYPES

The initial order for this project includes the fabrication of **six four types of signs**, mounted in slightly different ways, for installation in the University District. ~~In the future, additional similar signs may be ordered for Spokane wayfinding partners in but in their color schemes and with different text.~~ Although initial quantities are specified [below](#), please indicate ~~if there are~~ price breaks [based on and at what](#) quantity.

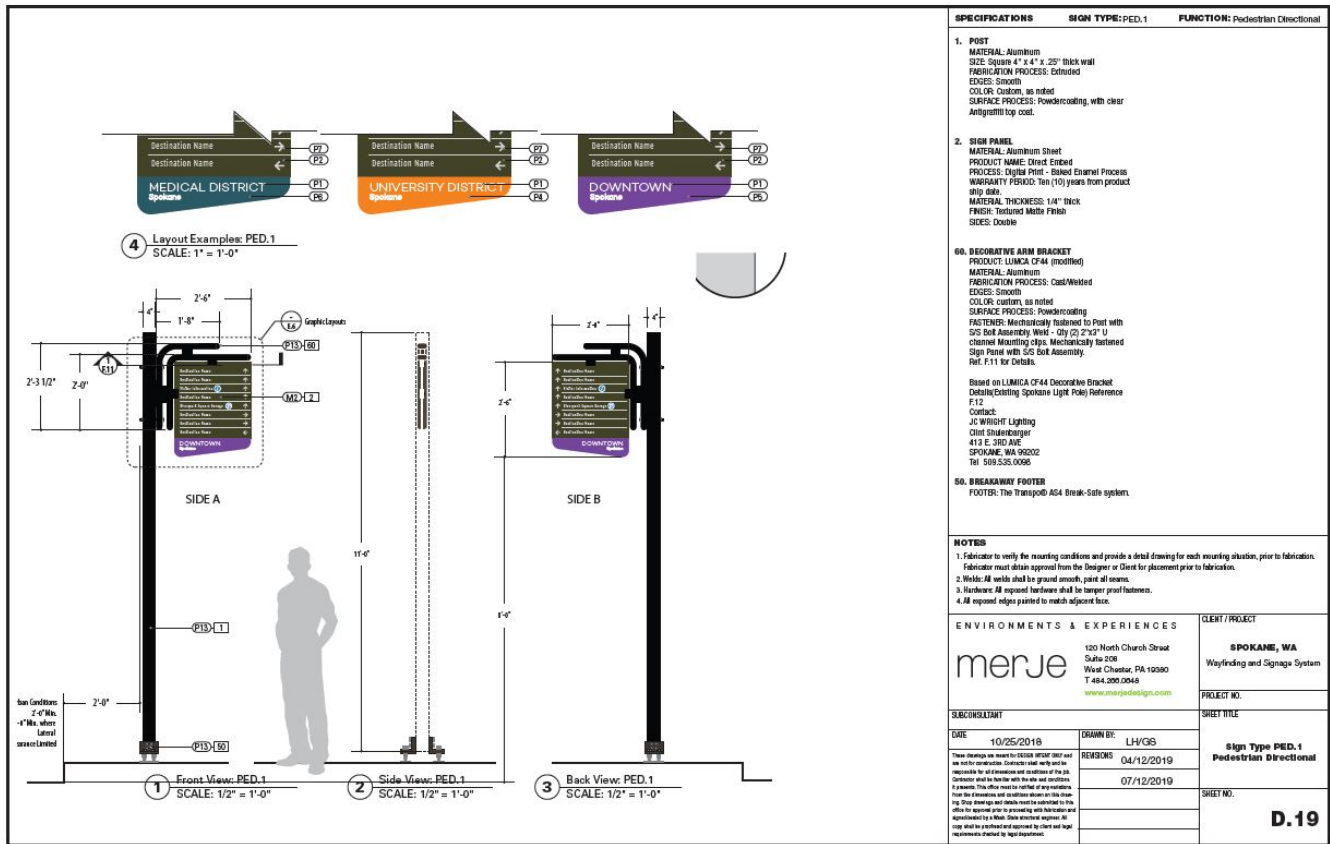
- DISTRICT IDENTIFICATION - DIST.1.2** – see D.2; 4-12 initial quantity each with different text on [reverse front](#) side.

SPECIFICATIONS	SIGN TYPE: DIST.1.2	FUNCTION: District Gateway
2. SIGN PANEL - REFLECTIVE FRONT MATERIAL: Aluminum sheet SEE: Custom as Shown 1/8" Thick FABRICATION PROCESS: Router Cut EDGES: Smooth - Rounded Corners COLOR: custom, as noted GRAPHIC BACKGROUND AND COPY PROCESS: all custom like print direct to sign with 3M approved UV/Griffith Vinyl Over laminate. (See Color Sheet for all color and material specifications) SURFACE PROCESS: Paint all exposed surfaces with Mathews Acrylic Polyurethane, with clear Autograft® top coat. FASTENER: Primer-roll per 3M requirements. Mechanically fasten - SS Bolt Assembly to windbeam as structurally required. Ref. F.2 for details.		
8. WINDBEAM MATERIAL: Aluminum Windbeam Extrusion, T Bar Shape - WSDOT Standard FABRICATION PROCESS: Extruded EDGES: Square, Smooth COLOR: custom, as noted SURFACE PROCESS: Paint all exposed surfaces with Mathews Acrylic Polyurethane, with clear coat satin finish. FASTENER: SS Bolt assembly through sign post.		
9. POLE STRAP ATTACHMENT PRODUCT: Band It Band, or approved equal. MATERIAL: Type 301 SS - color match existing poles Black or Stainless SIZE: 3/4 inch FINISH: Stainless steel FASTENER: Ultra Lock Free End clamps NOTE: Sign Contractor to coordinate the removal or movement of interfering existing signs on poles, with the city.		
NOTES 1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication. 2. Note: All welds shall be ground smooth, paint all seams. 3. Hardware: All exposed hardware shall be heavy proof hardware. 4. All exposed edges painted to match adjacent face.		
ENVIRONMENTS & EXPERIENCES 120 North Church Street Suite 408 West Chester, PA 19380 T 484.286.0648 www.merjedesign.com		CLIENT / PROJECT SPOKANE, WA Wayfinding and Signage System PROJECT NO. SHEET TITLE Sign Type DIST.1.2 District Gateway SHEET NO.
SUBCONSULTANT DATE: 10/25/2018 DRAWN BY: LH/GS REVISIONS: 04/12/2019 07/12/2019		D.2

2. **DISTRICT IDENTIFICATION - DIST.2.2** – see D.4, two quantity with different text on reverse side; and separate cost to install on concrete wall on North Landing and on a TBD pole on South Landing.

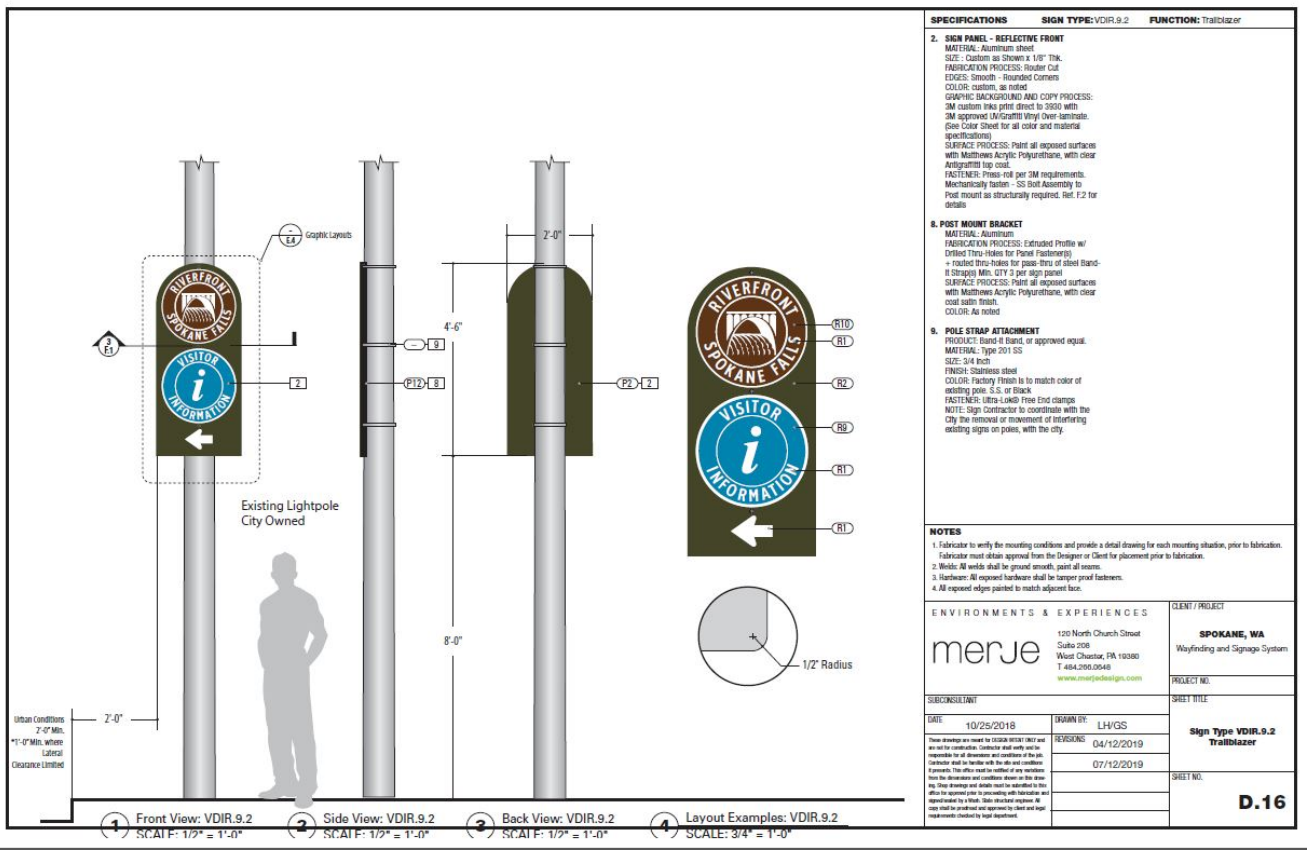


4. **PEDESTRIAN DIRECTIONAL - PED.1-SP** – see D.19, 4-6 quantity with different text on front and reverse sides.

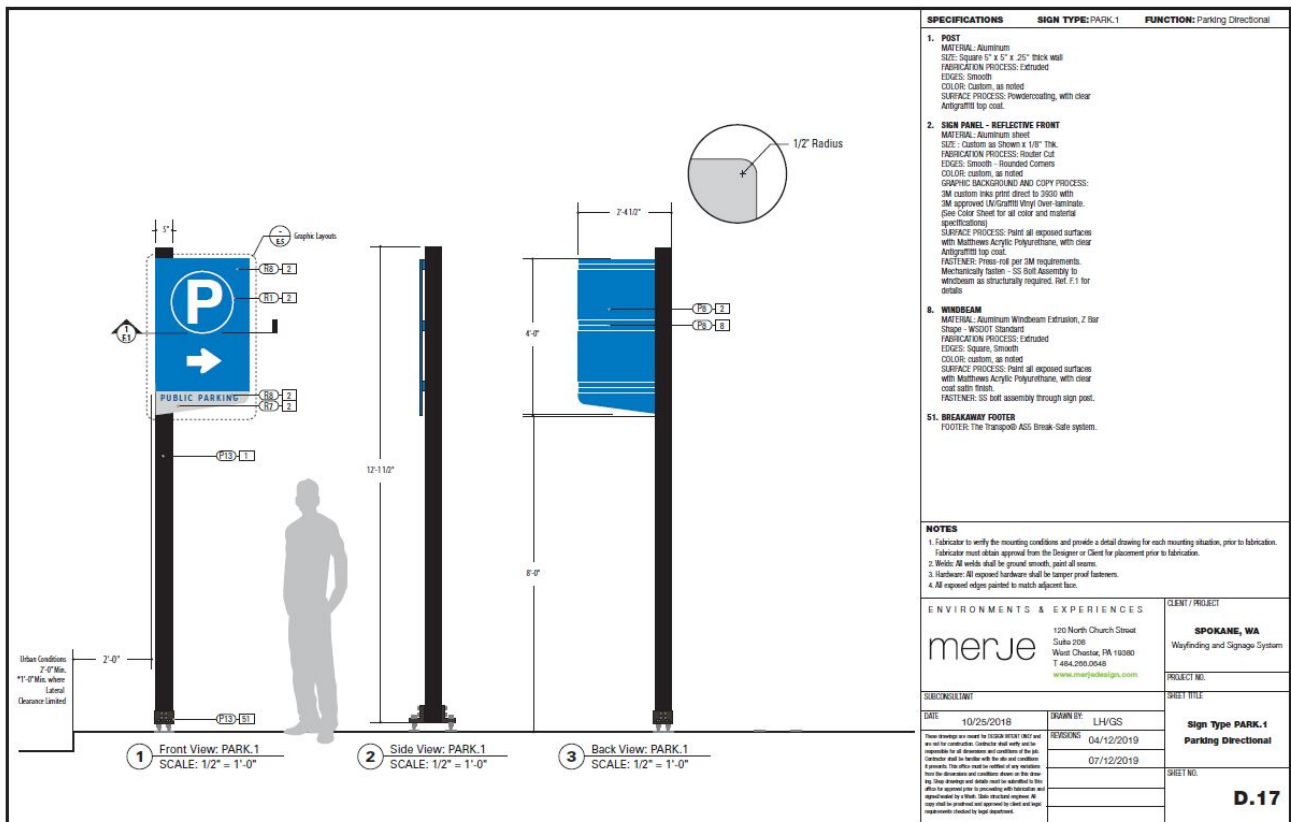


SPECIFICATIONS	SIGN TYPE: PED.1	FUNCTION: Pedestrian Directional
<p>1. POST MATERIAL: Aluminum SIZE: Square 4" x 4" x .25" thick wall FABRICATION PROCESS: Extruded EDGES: Smooth COLOR: Custom, as noted SURFACE PROCESS: Powdercoating, with clear Anodizing top coat.</p> <p>2. SIGN PANEL MATERIAL: Aluminum Sheet PRODUCT NAME: Street Endpost PROCESS: Digital Print - Baked Enamel Process WARRANTY PERIOD: Ten (10) years from product ship date MATERIAL THICKNESS: 1/4" thick FINISH: Textured Matte Finish SIZES: Double</p> <p>60. DECORATIVE ARM BRACKET PRODUCT: LUMICA CF44 (modified) MATERIAL: Aluminum FABRICATION PROCESS: Cast/Welded EDGES: Smooth COLOR: custom, as noted SURFACE PROCESS: Powdercoating FASTENERS: Mechanically fastened to Post with S/S Bolt Assembly, Wash - City (2) 2"x3" U channel Mounting clips, Mechanically fastened Sign Panel with S/S Bolt Assembly. Ref. F.11 for Details.</p> <p>Based on LUMICA CF44 Decorative Bracket Detailing (Existing Spokane Light Pole) Reference F.12 Contact: JC WRIGHT Lighting Client Stakeholder 413 E. 3RD AVE SPOKANE, WA 99202 Tel: 509.535.0069</p> <p>60. BREAKAWAY FOOTER FOOTER: The TransPOB AS4 Break-Safe system.</p>		
<p>NOTES</p> <ol style="list-style-type: none"> Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication. Height: All signs shall be ground smooth, paint all surfaces. Hardware: All exposed hardware shall be tamper proof fasteners. All exposed edges painted to match adjacent face. 		
<p>ENVIRONMENTS & EXPERIENCES</p> <p>merje</p> <p>120 North Church Street Suite 209 West Chester, PA 19380 T 484.280.0646 www.merjedesign.com</p>		<p>CLIENT / PROJECT</p> <p>SPOKANE, WA Wayfinding and Signage System</p>
<p>SUBCONSULTANT</p> <p>DATE: 10/25/2016 DRAWN BY: LH/GS REVISIONS: 04/12/2019 07/12/2019</p>		<p>PROJECT NO.</p> <p>SHEET TITLE</p> <p>Sign Type PED.1 Pedestrian Directional</p> <p>SHEET NO.</p>
<p>D.19</p>		

5. TRAILBLAZER DIRECTIONAL VDIR.9.2 – see D.16, 4-6 quantity with different text on front side.



6. PARK.1 – see D.17, 4-6 quantity with possible different text on front side. Please disregard any image depiction on reverse side.



MOUNTING TYPES

Below are examples of three sign mounting styles: side, center, side and armature mounted styles.

At this time, only two signs will be installed by the Bidder on either end of the University District Gateway Bridge (at the North Landing – on a concrete wall; at the South Landing – likely on a new pole unless a TBD light pole can be identified).



Also, in the future, some Pedestrian signs will use this armature.



Optional Quote Opportunities

Attachment B describes parking and other directional trailblazer signs. While the UDPDA will not be purchasing any of those, other participating partners will be. Bidders are welcome to provide quotes that can be used by those partners in Attachment C – Excel Bid Form.



“Attachment B - Merje Full Proposal”
University District Public Development Authority (UDPDA) Request for Bid
Wayfinding Fabrication and Installation

Attachment B consists of the full Merje proposal titled “Spokane Master Plan Volume 2 Design Intent Final Review July 2019” (PDF, 109 pages) and has detailed information ~~should you wish to look more closely at the~~relating to graphic standards, signage drawings, and performance specifications. This full length document can be accessed via this [weblink](#).



“Attachment C – Excel Bid Form”
University District Public Development Authority (UDPDA) Request for Bid
Wayfinding Fabrication and Installation

Attachment C contains a fillable Excel form to populate bid information by sign type. Please indicate if you provide price breaks and at what quantity.

Final contractual quantity of the initial Wayfinding pilot in the University District will depend on total costs for fabrication and installation. ~~If quantity fabricated or installed impacts pricing please provide additional details, columns, or sheets as appropriate.~~