



Decatur Legacy Park Phase I Wayfinding Sign Fabrication and Installation

Owner:

City of Decatur
509 North McDonough Street
P. O. Box 220
Decatur, Georgia 30031

March 08, 2023

TABLE OF CONTENTS

ITEM	PAGE NUMBER
Notice to Bidders	NTB-1
Instructions to Proposers	IP-1 to IP-3
Non-Collusion Affidavit	NC-1
Proposal	P-1 to P-2
Agreement	A-1 to A-2
General Conditions	GC-1 to GC-8
Special General Conditions	SGC-1 to SGC-2
E-Verify and SAVE Requirements	E-1 to E-5
Scope of Work	SCOPE-1 to SCOPE-2
Exhibits:	
RFP SCHEDULE	EXB-1
Project Background and Overview	EX-2 to EXB-3
Detail of Sign Types and Quantity for Phase I	EXB-4 to EXB-5
Wayfinding Sign Specifications for sign types Proposed for Phase I	EXB-6 to EXB-17

NOTICE TO BIDDERS

LEGACY DECATUR, a 501c3 organization, in partnership with the City of Decatur will receive sealed bids for construction of the **Decatur Legacy Park Phase I Campus Signage Program**, until **10:00 AM, APRIL 19, 2023** in the City Commission Room at Decatur City Hall, 509 North McDonough Street, Decatur, Georgia, 30030, at that time and place all bids will be publicly opened and read aloud. This work project includes retrofitting the existing playground for ADA accessibility of the current playground located at 500 South Columbia Drive, Decatur, Georgia 30030

The proposals must be mailed or hand delivered to the City Manager's Office on the 2nd Floor of the Decatur City Hall (509 North McDonough Street, Decatur, GA 30030) and shall be marked "**Decatur Legacy Park Phase I Campus Signage Program**" The bidder must submit three (3) copies of their proposal with one marked original.

A **mandatory** pre-bid conference is scheduled for **10:00AM, March 29, 2023** onsite at 500 South Columbia Drive, Decatur, GA 30030 in the Administration Building. Any questions regarding bids and/or misunderstandings that may arise from this proposal should be submitted, via email and should be directed to Lyn Menne, Legacy Decatur Executive Director, at lyn.menne@legacydecatour.org, no later than **April 5, 2023 at 3:00PM**.

The bid package for the **Decatur Legacy Park Phase I Campus Signage Program** is available on-line at no charge at www.decaturga.com/requestforproposals.

The Contractor must ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex, sexual orientation, disability or national origin.

Proposals will be considered only from experienced and well-equipped contractors. Prior to beginning construction, the successful bidder will file with the City a certificate of insurance. The City reserves the right to reject any or all bids or to waive informalities in the bidding.

Bids may be held by the City for a period not to exceed sixty (60) days from the date of the opening of bids for the purpose of reviewing the bids and investigating the financial stability of the bidders and their demonstrated ability to perform satisfactorily, prior to awarding the contract.

INSTRUCTIONS TO PROPOSERS

1. EXAMINATION OF SITE AND CONTRACT DOCUMENTS

(a) Proposers shall inform themselves of all conditions under which the work is to be performed, concerning the site of the work, the structure of the ground, the obstacles which may be encountered, whether shown in the Contract Specifications or not, and all other relevant matters concerning the work to be performed.

A Contractor to whom a contract is awarded will not be allowed any extra compensation by reason of any such matters or things concerning which the Contractor did not inform themselves prior to proposing. The successful Contractor must employ, as far as possible, such methods and means in the carrying out of this work as will not cause any interruption or interference with any other Contractors.

(b) Proposers must satisfy themselves by personal examination of the locations of the proposed work and by such other means as they may prefer locations of the proposed work and by such other means as they may prefer as to the correctness of any quantities listed in the proposal, and shall not, after submission of their proposal, dispute or complain of such estimate nor assert that there was any misunderstanding in regard to the nature or amount of work to be done.

(c) Before submitting a proposal, each Proposer shall examine carefully the complete Contract Documents, including but not limited to Instructions to Proposers, Non-Collusion Affidavit, General Conditions, Special Conditions, the Form of Agreement and Bonds (if any), Plans and Specifications and all Addenda thereto, all of which contain provisions applicable not only to the successful Proposer but also to any of his subcontractors.

(d) Each proposer is expected to base his proposal on materials and equipment complying fully with the Contract Specifications, and in the event he names or includes in his proposal, materials or equipment which do not conform he will, if awarded a contract, be responsible for furnishing materials and equipment which fully conform at no change in his contract price.

Proposer hereby certifies that _____, a
(Name)

duly qualified representative of _____,
(Firm Name)

inspected all job locations on _____.
(Fill in Dates)

2. INTERPRETATION OF CONTRACT DOCUMENTS

If any person contemplating submitting a proposal on this project is in doubt as to the true meaning of any part of the Contract Specifications or other Sections of the Contract Documents, he may submit to the Owner a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the Contract Documents including the Contract Specifications will be made only by addendum duly issued or delivered by the Owner to each person receiving a set of such documents. The Owner will not be responsible for any other explanations or interpretations of the Contract Documents including the Contract Specifications.

3. APPROXIMATE QUANTITIES

On all items on which proposals are to be received on a unit price basis the quantities stated in the Proposal will not be used in establishing final payment due the Contractor. The quantities stated on which unit prices are so invited, are approximate only, and each proposer shall make his own estimate from the Contract Specifications of the quantities required on each item and calculate his unit price proposal for each item accordingly. Proposals will be compared on the basis of number of units stated in the Proposing Schedule set forth in the Proposal. Payment on the contract on unit price items will be based on the actual number of units installed on the completed work. Lump Sum proposal items shall be supported by a Schedule of Values as established in the Contract Specifications.

4. SIGNING OF PROPOSALS

If the proposer is a corporation, the legal name of the corporation shall be set forth together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation; if proposer is a co-partnership, the true name of the firm shall be set forth together with the signatures of all the partners; and if proposer is an individual, his signature shall be inscribed. If signature is by agent, other than an officer of a corporation or a member of a partnership, a power of attorney must be on file with the Owner prior to opening proposals or submitting proposals; otherwise, the proposal may be disregarded as irregular and unauthorized.

5. QUALIFICATION OF PROPOSERS

It is the intention of the Owner to award a contract only to a proposer who furnishes satisfactory evidence that he has the requisite experience and ability and that he has sufficient capital, facilities and plant to enable him to prosecute the work successfully and promptly, and to complete the work within the time named in the Contract Documents.

To determine the degree of responsibility to be credited to a proposer, the Owner will weigh any evidence that the proposer or personnel guaranteed to be employed in responsible charge of the work has or has not performed satisfactorily on other contracts of like nature and magnitude or comparable difficulty at similar rates of progress.

6. DISQUALIFICATION OF PROPOSERS

More than one proposal for the work described in this Document, to be included under a Contract, from an individual, firm or partnership, a corporation or an association under the same or different names, will not be considered. Reasonable grounds for believing that any proposer is interested in more than one proposal for the work contemplated will cause the rejection of all proposals in which such proposer is interested. If there are reasonable grounds for believing that collusion exists among the proposers, the proposals of the participants in such collusion will not be considered.

7. AGREEMENT, BONDS, INSURANCE

The attention of proposers is specifically directed to the forms of agreement and bonds to be executed and types of insurance to be taken out in the event a contract award is made.

8. FAILURE TO EXECUTE AGREEMENT AND FILE REQUIRED BONDS AND INSURANCE

Failure of a successful proposer to execute the agreement and file required bonds and insurance within the required time shall be just cause for the annulment of the award. On failure of a successful proposer to execute the agreement and file the required bonds and insurance within the required time, he shall forfeit his proposal security as agreed as liquidated damages, and the proposer, by filing a proposal, agrees to this proviso. Upon annulment of an award as aforesaid, the Owner may then award a contract to the next lowest responsible proposer.

9. PROPSALS

Proposals shall include the following forms properly executed by the Proposer:

- Instructions to Proposers Form
- Proposal for Construction
- Non-Collusion Affidavit
- Special General Conditions Form
- E-Verify and Save Forms

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

State of _____.
County of _____.

_____, being first duly sworn deposes and says that:

(1) He/She is _____ of
(owner, partner, officer representative, or agent)

_____, the Bidder that has submitted the attached Bid;

(2) He/She is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and is not collusive or sham bid;

(4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or, to fix any overhead, profit or cost element of the bid price or the bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Decatur, Georgia, Legacy Decatur, Inc or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signed: _____

(Title)

Subscribed and sworn to before me
this _____ day of _____, 20____

Notary Public

My commission expires _____ .

PROPOSAL FOR CONSTRUCTION

STATE OF GEORGIA,
COUNTY OF DeKALB

PROPOSAL OF:

TO THE CITY MANAGER OF THE CITY OF DECATUR, GEORGIA:

The undersigned, as contractor, hereby submits this proposal for

Decatur Legacy Park Phase I Wayfinding Signage Program

The contractor has made a personal examination of the site of the proposed work and proposes and agrees that if this proposal is accepted to provide the necessary labor, machinery, tools, apparatus, equipment and all things necessary to complete the work in the manner and within the time stipulated in the General Conditions and proposal, all of which documents contractor declares he has carefully examined and same are annexed to and made a part of this proposal, for the Lump Sum set out below, to wit:

Total: \$ _____

Total (written) _____

Pricing Alternative:

No contractor may withdraw his proposal within sixty (60) days after the actual date of the opening of thereof. Proposals may be held by the City for a period not to exceed sixty (60) days from the date of the opening of Proposals for the purpose of reviewing the Proposals and investigating the qualifications of the contractor prior to awarding the contract.

If awarded a Contract under the Proposal, the undersigned proposes to complete work within **sixty (60)** days of the notice to proceed.

If this proposal is accepted by the City of Decatur and the undersigned shall fail to execute a satisfactory Contract in the form of said proposed Contract and give satisfactory bonds and insurance as required by the City within ten days (Sunday excepted) from the date of notification of acceptance by the City, then the City may at its option determine that the undersigned abandoned the Contract and thereupon this proposal shall be null and void.

Contractor further declares that the full name and residence address of all persons and parties interested in the foregoing proposal as principals are as follows:

Signed, sealed and dated this _____ day of
_____, 20_____.

By _____

(Title)

AGREEMENT

GEORGIA, DeKALB COUNTY

THIS AGREEMENT, made and entered into this _____ day of _____, 20_____, by and between the City of Decatur, Georgia, Party of the First Part, hereinafter referred to as the City, and

(Corporation, Partnership or Proprietorship) of the State of Georgia, Party of the Second Part, hereinafter called the Contractor.

WITNESSETH:

That the Contractor has agreed and by these presents does agree with the City to furnish all equipment, tools, materials, skill, labor of every description, and all things necessary to carry out and complete in a good, firm, substantial and workmanlike manner the work and construction in strict conformity with the specifications for:

Decatur Legacy Park Phase I Wayfinding Signage Program

which together with the Proposal, Instructions to Proposers, Non-Collusion Affidavit, General Conditions, Special General Conditions, E-Verify and SAVE Forms, and Project Plans and Specifications are incorporated in and made a part of this Contract by reference.

The Contractor shall commence work under this Contract as soon as possible after the award and must complete work no later than **60 (sixty)** days after the Notice to Proceed.

If said work is not completed within the time stated above, the Contractor shall be liable and hereby agrees to pay the City as liquidated damages and not as a penalty the sum of **\$200** dollars per calendar day for each and every day or part of a day thereafter that said work remains incomplete.

As full payment for the faithful performance of this Contract, the City shall pay said Contractor for the actual quantities of work done at the price set forth in the proposal.

Payments shall be made as follows: Upon the presentation of a Final Invoice for Payment within thirty days after the work is fully completed and accepted by the City of Decatur, the balance due hereunder shall be paid; provided, however, that final payment shall not be made until said Contractor shall submit satisfactory proof to the City that all just claims for labor, material, skill, tools, and equipment incident to said work have been

fully paid by said Contractor, and that said Contractor has settled and satisfied every lawful claim for damages against the Contractor incident to said work.

Within ten calendar days from the date of this Contract, the Contractor as principal shall provide the required Certificate of Insurance as outlined in the General Conditions for the amounts and terms as specified therein.

This Contract, executed in triplicate, constitutes the full agreement between the parties, and no part of this Contract shall be sublet by the Contractor without written approval of the City.

IN WITNESS WHEREOF, the parties hereto have set their hands and caused their seals to be affixed hereupon the day and year first above written.

CITY OF DECATUR, GEORGIA
(Party of the First Part)

By: _____
City Manager

ATTEST:

Clerk

Contractor
(Party of the Second Part)

By: _____

Title: _____

GENERAL CONDITIONS

1. HOLD HARMLESS AGREEMENT, INTERMEDIATE FORM
2. CONTRACTOR'S BONDS
3. CONTRACTOR'S WARRANTY
4. CONTRACTOR'S INSURANCE
5. NONDISCRIMINATION IN EMPLOYMENT
6. DEFINITIONS
7. SAFETY
8. LAWS TO BE OBSERVED
9. PROVISIONS OF LAW
10. SUBCONTRACTORS
11. LICENSES, PERMITS, AND REGULATIONS
12. TAXES
13. LOCATION OF EXISTING UTILITIES AND PIPING
14. PROGRESS ESTIMATES AND PAYMENTS
15. CHANGE IN WORK, ALTERATIONS, OMISSIONS & EXTRA WORK
16. E-VERIFY AND SAVE REQUIREMENTS

1. HOLD HARMLESS AGREEMENT, INTERMEDIATE FORM

The Contractor agrees to indemnify and save harmless the Owner, the Designer, the Park Manager or the City Public Works Representative, and all of their officers, partners, agents and employees from and against all loss or expense (including court costs and attorney's fees) by reason of liability imposed by law upon Owner, Designer or Designated Project Manager for damages because of bodily injury, including death at any time, resulting therefrom sustained by any person or persons or on account of damage to or destruction of property, real or personal, including loss of use thereof, arising out of or in consequence of performance of this work, whether such injuries to property are due or claimed to be due to the negligence of the Contractor, his Sub-Contractors, the Owner, Architect or Designated Project Manager, their officers, Partners, agents and employees except only such injury, death or damage as shall have been occasioned by the sole negligence of the Owner.

2. CONTRACTOR'S WARRANTY

Contractor warrants to the Owner that, for a period of one (1) year from the date of substantial completion, the work performed under this Contract will conform to the requirements of the Contract Drawings and Specifications and will be free from defects. If at any time prior to substantial completion or within one (1) year after substantial completion, Owner discovers that the work does not conform to the requirements of the Contract Drawings and Specifications or is not free from defects, Contractor shall promptly correct such work within a reasonable time of receiving written notice from the Owner. If the work is not corrected by Contractor within a reasonable time of receiving written notice from the Owner, Owner may undertake to correct the work. Owner's undertaking of such corrective work shall not limit in any way Owner's rights of recourse against Contractor or Owner's rights of recourse against Contractor's surety under the Faithful Performance Bond.

3. CONTRACTOR'S INSURANCE

The Contractor shall, at the time of execution of this Contract, file with the Owner the certificate of insurance as contained in the Agreement, which shall cover all of the Contractor's insurance as required herein including evidence of payment of premiums thereon, and the policy or policies of insurance covering said Owner, the Park Management Organization and their officers, agents and employees. Each such policy and certificate shall be satisfactory to the Owner and Park Management Entity and shall bear an endorsement precluding the cancellation or reduction in coverage without giving the Owner at least fifteen (15) days prior notice thereof in writing. All policies shall be written by insurers licensed to do business in the State of Georgia and acceptable to the Owner, with a current A.M. Best rating of no less than A-:VII. All coverages indicated on the certificate of insurance shall be included in the Comprehensive General Liability and Automobile Liability insurance policies unless they are not applicable due to the nature of the work under this Contract Document. Nothing contained in these insurance requirements is to be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from its operations under this Contract.

On all required coverages, the Contractor shall secure from all subcontractors certificates of insurance as evidence that each subcontractor carries insurance to provide coverage under this Contract up to the same minimum limits required of the Contractor in this Agreement. The Contractor shall submit copies of its subcontractors' insurance certificates to the Owner and Park Management Entity as evidence of such insurance coverage. The Contractor acknowledges and agrees that each subcontractor performing work for this Contract will meet these minimum insurance requirements and that any costs or uninsured

events arising from or involving a subcontractor working on behalf of the Contractor for this Contract is the sole responsibility of the Contractor. The Contractor agrees to indemnify said Owner for any costs, expenses or damages that may arise from any subcontractor having insufficient insurance coverage.

(a) Public Liability and Property Damage Insurance – The Contractor shall take out, pay for, and maintain until completion and acceptance of the work required by this Contract, public liability and property damage insurance as shall protect the Contractor and the said Owner from all claims for bodily injury and property damage which may arise because of the nature of the work or from operations under this Contract.

The Contractor is not required to have its subcontractors named as co-insureds in the Contractor’s policy of public liability and property damage; but the policy shall protect the Contractor and the Owner from contingent liability which may arise from operations of subcontractors.

Each of said policies of insurance shall provide coverage in the following minimum amounts: Commercial general liability insurance with a minimum combined bodily injury and property damage limit of One Million Dollars (\$1,000,000) per occurrence, a personal and advertising injury limit of One Million Dollars (\$1,000,000), a products-completed operations aggregate limit of Two Million Dollars (2,000,000) and a general aggregate limit of Two Million Dollars (\$2,000,000) per location.

\$1,000,000	Each Occurrence Limit
\$1,000,000	Personal and Advertising Injury Limit
\$2,000,000	Products/Completed Operations Aggregate
\$2,000,000	General Aggregate

(b) Comprehensive Automobile Liability - The Contractor shall also take out, pay for, and maintain until completion and acceptance of the work required by this Contract, automobile public liability and property damage insurance as shall protect the Contractor and said Owner from claims for bodily injury or property damage which may arise from the use of motor vehicles engaged in various operations under this Contract.

The policy or policies of automobile insurance shall provide coverage in the following minimum amounts: Automobile liability insurance covering owned, hired and non-owned vehicles, with separate coverage in an amount not less than One Million Dollars (\$1,000,000) combined single limit for bodily injury and property damage.

\$1,000,000	Bodily Injury or death to any one person
\$1,000,000	Bodily Injury, each occurrence
\$1,000,000	Property Damage, each occurrence

(c) Umbrella Policy- The Contractor shall have an umbrella policy over General Liability, Automobile Liability, Workers’ Compensation/Employers’ Liability and any such policies that the umbrella can be placed over that involves insurance that is applicable to the work under this contract or at least applicable to the minimum required insurance under this contract. The policy shall be placed in the amount of One Million Dollars (\$1,000,000) or an amount equal to that to be paid for the work being performed under this agreement, whichever is greater.

(d) Workers' Compensation Insurance - Before beginning the work, the Contractor shall furnish to the Owner satisfactory proof that it has taken out, for the period covered by the work under this Contract, Statutory Workers' Compensation and Employers' Liability Insurance. Such insurance shall be maintained in full force and effect during the period covered by this Contract.

(e) Notification of Insurance Companies - The Contractor shall advise all insurance companies to familiarize themselves with all of the conditions and provisions of this Contract, and insurance companies shall waive the right of special notification or any change or of decreased or increased work, or of cancellation of the Contract or of any other act or acts by the Owner or its authorized employees and agents, under the terms of this Contract and failure to so notify the aforesaid insurance companies of changes shall in no way relieve the insurance companies of their obligation under this Contract.

(f) Indemnification - The Contractor shall indemnify and save harmless the Owner, the Designated Project Manager and all of their officers, agents, and employees from all suits, actions or claims of any character brought for or on account of any injuries to or death of or damages received by any person, persons or property resulting from the operations of the Contractor or any of its subcontractors, in prosecuting the work under this Contract.

(g) Additional Insured-The Contractor shall name the Owner as an additional insured and shall provide Owner with proof thereof with the certificate of insurance and copy of endorsement that meets the additional insured requirement or specifically lists owner as additional insured for said contract in the policy for said work by Contractor on behalf of this Contract.

(h) Subrogation Waiver-The Contractor waives all rights of subrogation against the Owner. Written evidence that each respective insurer acknowledges and agrees to such waivers of subrogation rights shall be submitted to Owner prior to commencement of the project (at minimum, a certificate of insurance, followed by a copy of an endorsement or policy language evidencing the insurer's acknowledgement of an agreement to such waiver). In the event such requirement is not met and/or any subrogation proceeding is commenced by or on behalf of the Contractor or its insurers, the Contractor shall fully indemnify and save harmless the Owner for all costs, expenses and damages resulting therefrom, and shall take action necessary to stop any subrogation proceedings by the Contractor's insurers.

4. NONDISCRIMINATION IN EMPLOYMENT

During the performance of this Contract, the Contractor agrees as follows:

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, religion, sex, national origin, age or disability. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their gender, race, color, genetic information, religion, national origin, political affiliation, age, handicapped status, sexual orientation, sexual preference, or gender identity and expression. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

6. DEFINITIONS

- (a) "Owner" shall mean the City of Decatur, Georgia.
- (b) "Park Management Entity" shall mean the Decatur Legacy Project d/b/a/ Legacy Decatur
- (c) "Designated Project Manager" shall mean the Executive Director or Program Manager of Legacy Decatur, Inc. or his/her duly authorized representative.
- (d) "Public Works Representative" shall mean the Assistant City Manager over Public Works or his designee
- (e) "Substantial Completion" shall mean the stage in the progress of the work when the work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the work for its intended use.

7. SAFETY

In accordance with generally accepted construction practice, the Contractor will be solely and completely responsible for conditions of the job site, including safety of all persons and property during performance of the work. This requirement will apply continuously and not be limited to normal working hours.

The duty of the Designated Project Manager to conduct construction review of the Contractor's performance is not intended to include review of the adequacy of the Contractor's safety measures, in, on, or near the construction site.

8. LAWS TO BE OBSERVED

The Contractor shall keep himself fully informed of all existing and future Federal, State, County, and municipal laws, ordinances and regulations which in any manner affect those engaged or employed in the work or the materials used in the work or the conduct of the work or the rights, duties, powers or obligations of the Owner or of the Contractor or which otherwise affect the Contract, and of all orders and decrees of bodies or tribunals having any jurisdiction or authority over the same. He shall at all times observe and comply with, and shall cause all his agents, sub-contractors and employees to observe and comply with, all such laws, ordinances, regulations, orders and decrees; and shall protect and indemnify the Owner, the Park Management Entity or Public Works Representative and all of their officers, agents and employees, against any claim, loss or liability arising or resulting from or based upon the violation of any such laws, ordinance, regulation, order or decree, whether by himself or by his agents, sub-contractors or employees. If any discrepancy or inconsistency is discovered in the plans, Contract Drawings, Contract Specifications or other Contract Documents for the work in relation to such laws, ordinance, regulation, orders or decree, the Contractor shall forthwith report the same to the Designated Project Manager.

9. PROVISIONS OF LAW

It is specifically provided that this Contract is subject to all applicable laws and that the rules of law shall prevail over any provision contained in any of the Contract Documents which may be in conflict thereto or inconsistent therewith.

10. SUBCONTRACTORS

The Contractor shall notify the Owner in writing of the names of all Subcontractors he proposes to employ on the Contract and shall not employ any Subcontractors until the Owner's approval in writing covering such Subcontractors has been obtained.

The Contractor agrees to be fully and directly responsible to the Owner for all acts and omissions of his Subcontractors and of any other person employed directly or indirectly by the Contractor or Subcontractors, and this contract obligation shall be in addition to the liability imposed by law upon the Contractor.

Nothing contained in the Contract Documents shall create any contractual relationship between any Subcontractor and the Owner. It shall be further understood that the Owner will have no direct relations with any Subcontractor. Any such necessary relations between Owner and Subcontractor shall be handled by the Contractor.

The Contractor agrees to bind every Subcontractor (and every Subcontractor of a Subcontractor, etc.) by all terms of the Contract Documents as far as applicable to the Subcontractors work unless specifically noted to the contrary in a subcontract approved in writing as adequate by the Owner.

Should any Subcontractor fail to perform in a satisfactory manner the work undertaken by him, such subcontract shall be terminated immediately by the Contractor upon notice from the Owner.

11. LICENSES, PERMITS, AND REGULATIONS

The Contractor shall secure all Federal, State and Local licenses required by law. He shall obtain and pay for all necessary permits. He shall give all notices and comply with all laws, ordinances and regulations bearing on the conduct of the work as drawn and specified. If the Contractor observes that the drawings or Contract Specifications are at variance therewith, he shall promptly notify the Designated Project Manager in writing, and any necessary changes shall be adjusted as provided in the Contract for changes in the work.

12. TAXES

Contractor shall, without additional expense to the Owner, pay all applicable Federal, State and local sales and other taxes, except taxes and assessments on the real property comprising the site of the project.

13. LOCATION OF EXISTING UTILITIES AND PIPING

The location of existing and underground utilities, such as gas mains, water mains, electric lines, etc., as shown on the Contract Drawings, have been taken from the record drawings of the parent utility companies where available. However, the Owner does not assume responsibility for the possibility that during construction utilities other than those shown may be encountered or that the actual location of those shown may be different from the locations designated on the Contract Drawings. At the locations wherein detailed positions of these facilities become necessary to the new construction, the contractor shall, at his own expense, furnish all labor and tools to either verify or substantiate the record drawing

location or definitely establish the position of the facilities. Because of the nature of the work, adjustments may be required in new construction to meet existing conditions. Such adjustments shall be made by the Contractor without additional cost to the Owner.

14. PROGRESS ESTIMATES AND PAYMENTS

No payments under this Contract will be made except upon the presentation of Periodical Estimate for Partial Payment prepared by the Contractor on forms, supplied by Owner, and approved in writing by the Park Management or Public Works Representative which shall show that the work covered by the payments has been done and the payments therefore are due in accordance with this Contract. Such Payment Forms shall be submitted to the Designated Project Manager on the 25th day of a calendar month to permit checking before the end of the calendar month.

Upon presentation of certified copies of purchase bills and freight bills the Owner will, unless specifically stated otherwise in the General Conditions of Contract, include in such monthly estimates payments for materials that will eventually be incorporated in the project, providing that such material is suitably stored on the site of the project, at the time of submission of the estimate for payment. At the time the next following monthly estimate is submitted, certified copies of receipted purchase and freight bills for the stored materials included in the previous monthly payment estimate shall be submitted. If the Contractor fails to submit proof of payment with the next monthly payment estimate, those items of stored materials for which no proof of payment has been submitted will be deleted from the current payment estimate. Such materials when so paid for by the Owner will become the property of the Owner and in case of default on the part of the Contractor the Owner may use or cause to be used by others these materials in construction of the project. However, the Contractor shall be responsible for safeguarding such materials against loss or damage of any nature whatsoever, and in case of any loss or damage the Contractor shall replace such lost or damaged materials at no cost to the Owner.

Except as otherwise provided in the immediately preceding paragraph, the first estimate shall be of the value of the work done and of materials proposed and suitable for permanent incorporation in the work, delivered and suitably and safely stored at the site of the work since the Contractor shall have begun the performance of this contract, and every subsequent estimate, except the final estimate, shall be of the value of the work done and materials delivered and suitably stored at the site of the work since the last preceding estimate was made; provided, however, that should the Contractor fail to adhere to the program of completion fixed in this Contract, the Designated Project Manager shall deduct from the next and all subsequent estimates the full calculated accruing amount of the liquidated damages (if any) to the date of said estimate, until such time as the compliance with the program has been restored; and provided, also that materials delivered to the site for which payment is included in the estimate shall not be removed from the site of the work prior to its completion without the written consent of the Designated Project Manager.

The estimates shall be signed by the Designated Project Manager and approved by the Owner, and after such approval the Owner, subject to the foregoing provisions, will pay or cause to be paid to the Contractor, in the manner provided by law, the estimated value of the work performed and of the value of the materials furnished and delivered and unused and suitably and safely stored at the site of the work, such materials to be those which are proposed and suitable for permanent incorporation in the work, less retainage of ten percent (10%).

When fifty percent (50%) of the contract value including change orders and other additions to the contract value provided for by the contract documents is due and the manner of completion of the contract

work and its progress are reasonably satisfactory to the Designated Project Manager, the Owner shall withhold no more retainage. At the discretion of the Owner and with the approval of the Contractor, the retainage of each subcontractor may be released separately as the subcontractor completes his or her work.

If, after discontinuing the retention, the Designated Project Manager determines that the work is unsatisfactory or has fallen behind schedule, retention may be resumed at the previous level. If retention is resumed by an Owner, the contractor and subcontractors shall be entitled to resume withholding retainage accordingly.

At Substantial Completion of the work or such other standard of completion as may be provided in the contract documents and as Designated Project Manager determines the work to be reasonably satisfactory, the Owner shall, within 30 days after invoice and other appropriate documentation as may be required by the contract documents are provided, pay the retainage to the Contractor. If at that time there are any remaining incomplete minor items, an amount equal to 200 percent of the value of each item as determined by the Designated Project Manager shall be withheld until such item or items are completed. The reduced retainage shall be shared by the Contractor and subcontractors as their interests may appear.

15. CHANGE IN WORK, ALTERATIONS, OMISSIONS & EXTRA WORK

Owner reserves the right to increase or decrease the quantity of any item or portion of the work, or to omit portions of the work, as may be deemed necessary or advisable by the Owner, and, also, to make such alternations or deviations, additions to, or omissions from the work or the Contract Drawings and Specifications, as may be determined during progress of the work to be necessary or advisable for the proper completion thereof. Upon written order of the Owner, the Contractor shall proceed with the work as increased, decreased or altered.

The Designated Project Manager is authorized to order, on behalf of the Owner, minor changes in the work which do not involve extra cost to Owner and which do not change the character of the work; he is not authorized to order any other changes, alterations, omissions, additions, or extra work, unless the same are approved in a Contract Supplement properly authorized in writing by the governing unit of the Owner. No claim of Contractor for extra compensation because of any change, alteration, omission, addition or extra work will be paid or be payable unless a written order for such charge, alteration, omission, addition or extra work, is signed by the authorized representative of the Owner.

When any changes decrease the amount of work to be done, such changes shall not constitute a basis or reason for any claim by Contractor for extra compensation or damages on account of any anticipated profits which he thereby loses on the omitted work; and Contractor shall not be entitled to any compensation or damages therefor.

16. E-VERIFY AND SAVE REQUIREMENTS

The Contractor shall comply with O.C.G.A. sec. 13-10-19 and Georgia D.O.L. Rule 300-1.02. The Contractor and any subcontractors shall provide evidence of compliance by executing the Contractor Affidavit and Agreement included in the Request for Proposal.

SPECIAL GENERAL CONDITIONS

A. USE OF EQUIVALENT MATERIALS, PRODUCTS AND EQUIPMENT.

The materials, products and equipment described in the Plans and Specifications establish a standard of required function, dimension, appearance and quality to be met by any proposed equivalent. Proposer shall provide manufacturer's specifications and system description, product data and installation instructions, and warranty, as applicable.

B. BIDDER MUST CHECK APPLICABLE BLANK BELOW:

Proposer affirms it meets exactly the project specifications:

YES _____ NO _____

C. DEVIATION FROM PROJECT SPECIFICATIONS MUST BE COMPLETELY EXPLAINED BY THE PROPOSER. The Owner reserves an absolute right to approve or reject any proposed equivalent materials, products and equipment and may reject any bid which does not exactly meet the Project Specifications.

Proposer will explain exact particulars where the proposal does not meet the Project Specifications if "NO" is checked above. Use additional sheets and provide drawings, performance and test data as necessary.

D. DELIVERY/COMPLETION. The work must be completed no later than sixty (60) days from the date of the notice to proceed. Proposer shall provide firm dates of work based on a notice to proceed within the stipulated City bid review period:

Start date: _____
Finish date: _____

E. EXPERIENCE. Proposer shall submit a list of at least three (3) projects within the State of Georgia, of similar size and scope. List shall include project name, location, contact person, telephone number, contract amount and completion date.

Contractor shall use an adequate number of workers who are thoroughly trained and experienced in the necessary crafts and who are completely familiar with the specific requirements and methods need for proper performance of this work.

F. WARRANTY AND/OR GUARANTY. All installation shall be under warranty, including all materials and labor, for a period of twelve (12) months against defects, defective materials and/or workmanship, such period to start upon final acceptance of work by the City of Decatur, as required by the General Conditions.

G. SILENCE OF SPECIFICATIONS. The apparent silence of these specifications and any supplemental specifications as to any detail or omission from these specifications of a detailed description concerning any point shall be regarded as meaning only that the best commercial practices are to prevail and that only materials of first quality and correct size, type and design are to be used. All interpretations of the specifications shall be made upon the basis of this statement with the City's interpretation to prevail.

H. PRE-CONSTRUCTION MEETING. Prior to the City issuing a Notice to Proceed for the commencement of work the Contractor and any designated subcontractor(s) shall attend a pre-construction meeting with representatives of the City. The purpose of this meeting will be to establish the goals and objectives and proposed schedule for the performance of the work. The City will notify the Contractor of the date and time for this meeting once an award of contract has been made by the City Commission.

I. HOURS OF OPERATION. The hours of operation available to the Contractor to perform the construction for this project are from 7:00 AM to 6:00 PM, Mondays through Fridays and from 9:00 AM to 5:00 PM on Saturdays.

J. ACCESS, SECURITY AND DISPOSAL OF REFUSE.

- Contractor shall arrange access to site with Owner.
- Contractor shall maintain a clean, safe site and shall be responsible for security and protection of site during construction.
- Contractor shall remove and properly dispose of all refuse and materials generated through demolition and construction, and leave site in a clean condition at end of construction.

K. ON-SITE SUPERINTENDENT. Contractor shall employ an experienced superintendent to supervise construction operations and oversee safety at the site. The superintendent shall be an employee of the Contractor and shall be present to supervise all operations by sub-contractors at the site and to receive instructions and other communications from the Owner's representatives at the site. Contractor shall provide the name and resume of its superintendent with its bid.

What are E-Verify and SAVE?

The *Georgia Illegal Immigration Reform and Enforcement Act of 2011* that was adopted by the Georgia General Assembly requires cities and counties to:

- (1) Ensure that all contractors, subcontractors and sub-subcontractors participate in the federal work authorization program, E-Verify; and
- (2) Verify the legal status of applicants for Georgia "public benefits" through a sworn affidavit verifying the applicant's lawful presence in the United States.



E-Verify is a federal work authorization program that allows businesses and government agencies to determine the eligibility of their employees to work in the United States. It is also referred to as the Federal Worker Authorization Program or FWAP.

Contractor Verification

- The City must obtain an E-Verify affidavit from all contractors and subcontractors providing services to the City. This includes construction contracts, recycling services, hardware installation and maintenance (computers, copiers, printers...), development services, pool services, etc. for contracts over \$2,499.99.
- Excludes attorneys and other individuals licensed through the Secretary of State under Title 43 such as accountants, architects, engineers, land surveyors, plumbers, real estate appraisers and pest control providers.
- Contractor must verify through an affidavit that it is registered with and participates in the federal work authorization program, E-Verify.
- The signed affidavit needs to be attached to the contract or agreement before being delivered to the City Manager for her signature.
- Other agencies may request the same affidavit of the City along with the City's E-Verify number which is 67951.

SAVE –Systematic Alien Verification for Entitlements

The SAVE Program is an inter-governmental initiative designed to aid benefit-granting agencies in determining an applicant's immigration status, ensuring that only entitled applicants receive federal, state, or local public benefits.

- Public benefits include: *retirement, health insurance, disability insurance, alcoholic beverage licenses, and occupation tax certificates. EFFECTIVE JULY 1, 2013, NO LONGER REQUIRED FOR CONTRACTS.*
- Georgia law requires that the applicant provide a "secure and verifiable identity document" with the affidavit.
- Unlike E-verify, SAVE does NOT verify status for employment.

The above requirements are mandated to the City of Decatur by the State of Georgia. For more information, you can visit the Georgia Attorney General's website at <http://law.ga.gov> and look up Immigration Reports. Other resources include the Georgia Municipal Association, www.gmanet.com, Department of Homeland Security, www.dhs.gov, and U.S. Citizenship and Immigration Services, www.uscis.gov.



E-Verify Contractor Affidavit
Pursuant to O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Decatur has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20____ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ____ DAY OF _____, 20____.

NOTARY PUBLIC

My Commission Expires: _____



E-Verify Subcontractor Affidavit
Pursuant to O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services with _____ (name of contractor) on behalf of the City of Decatur has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20____ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ____ DAY OF _____, 20____.

NOTARY PUBLIC

My Commission Expires: _____



E-Verify Sub-Subcontractor Affidavit

Pursuant to O.C.G.A. § 13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services with _____ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has contract) and _____ (name of contractor) on behalf of the City of Decatur has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to _____ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to the _____ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20____ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ____ DAY OF _____, 20____.

NOTARY PUBLIC

My Commission Expires: _____



**SAVE Affidavit Verifying Applicant Status for
City of Decatur Public Benefit**

By executing this affidavit under oath, as an applicant for a public benefit referenced in O.C.G.A. § 50-36-1, I am stating the following with respect to my City of Decatur, Georgia, application for: (check all that apply)

- Business license or occupation tax certificate
- Taxi permit
- Alcohol license
- Other public benefit Specify: _____

If applying on behalf of a business, specify the name and address of the business:

I agree to provide at least one secure and verifiable identification document as required of every applicant for a public benefit under O.C.G.A. § 50-36-1 (f) (1). Such documents are defined by O.C.G.A. § 50-36-2 and made available on the State Attorney General's website.

- 1) _____ I am a United States citizen OR
- 2) _____ I am a legal permanent resident OR
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1 (f) (1) (A), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

A current list of secure and verifiable documents can be found on the Georgia Attorney General's website at <http://law.ga.gov/immigration-reports>.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia, and face criminal penalties as allowed by such statute.

SUBSCRIBED AND SWORN BEFORE
ME ON THIS THE ___ DAY OF
_____, 20__

Notary Public
My Commission Expires:

Signature of Applicant Date

Printed Name:

* _____
Alien registration number for non-citizens

* Note: O.C.G.A. § 5-36-1(e)(2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien," legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

Scope of Work

Decatur Legacy Park Phase I Wayfinding Sign Fabrication and Installation

1. Work directly with Designated Project Manager who will handle initiation and coordination of all requests and approvals for estimates, submittals, shop drawings, record drawings, invoices and other related documents.
2. Fabrication and installation of exterior wayfinding signs, wayfinding sign frames and structures, mounting means and methods including post/panel, wayfinding sign bases, wayfinding sign panels, letters, and components with message copy and symbols, including all engineering, fabrication, excavation, erection, installation, concrete, and masonry.
3. Provide any design services as it relates to providing proofs / submittals for requested signs. Provide Review Drawings, Coordination Drawings, Shop Drawings, Working Drawings, Record Documents, and incidentals to the Designated Project Manager. Include a minimum of (2) two Shop Drawing revisions as part of the review process. Provide all required samples, submittals, proofs, mock-ups, and prototype signs. Review and acceptance of shop drawings, color samples, material samples and mock-ups is required prior to the start of fabrication by Designated Project Manager.
4. Provide all the preparation, materials, equipment, tools, labor, testing, inspections, and temporary light and power necessary for the fabrication and installation of the wayfinding signs.
5. Provide all the materials, fasteners, adhesives, structures, brackets, blocking, miscellaneous metal and/or wood, and all other structural and mounting hardware necessary for the proper fabrication and installation of the wayfinding signs.
6. Provide professional engineering of all wayfinding sign structural components including but not limited to, sign supports, sign frames, mounting methods, mounting components and hardware, adhesives, embeds, rebar, sign bases, foundations and footings as necessary.
7. Provide all required color, finish, material, and process matching for all of the wayfinding signs as identified in the Specification Materials provided. All materials must be approved by Designated Project Manager prior to fabrication.
8. Remove and store (4) four existing City Park signs located at three main park entrances to be relocated to other park locations in the City of Decatur
9. Provide restoration of existing exterior finishes, surfaces, pavements, landscaping, that are affected by the removal of any existing signs or the installation of new wayfinding signs.

SCOPE-1

10. Acquire all necessary reviews, licenses, permits, permissions, “call before you dig” utility markings and approvals. Provide written documentation to Designated Project Manager verifying that all the required licenses, permits, utility markings and permissions have been properly obtained prior to installation.
11. A staging area will be available for the materials required for this project.

PROJECT LOCATION SCOPE:

1. The awarded bidder shall depict the determined on-site locations for the wayfinding signs on an overall campus plan as part of the shop drawing submittals review process.
2. Final locations for wayfinding signs shall be established on-site by the awarded bidder and the Designated Project Manager as per the final location plan document.
3. Prior to installation, the final locations and orientations for the wayfinding signs shall be reviewed by the Designated Project Manager as part of the Shop Drawing review process and shall be verified by the awarded bidder.
4. The contractor shall be responsible for staking out all new sign locations on site prior to installation. Contractor shall obtain all the necessary reviews and approvals for the wayfinding sign locations. Wayfinding signs installed in locations that have not received all necessary reviews and approvals, and that have not been established with, reviewed with, and accepted by Designated Manager may need to be removed and reinstalled in new locations. Work for relocating such wayfinding signs shall be completed by the awarded bidder at the bidder’s own expense.

RFP SCHEDULE

DATE	ACTIVITY
March 8, 2023	RFP Released
March 8 – March 22, 2023	RFP inquiry period
March 29, 2023	Mandatory bidders meeting 10 am, Legacy Park Auditorium located in the Administration Building at 500 S. Columbia Drive, Decatur GA 30030
March 31, 2023	List of attendees and answers to inquiries will be sent to all attendees
April 19, 2023	Proposals due by 10 a.m. EDT
April 25, 2023	Fabrication Team Selected
May 2, 2023	Kick off meeting to finalize Phase I program, sign type and locations

DECATUR LEGACY PARK PHASE I WAYFINDING SIGN PROJECT

1. Background

This Request for Proposals is for the fabrication and installation of a campus wide signage program at Decatur Legacy Park. The signage system is an exterior wayfinding signage system designed to direct, inform and educate visitors to the park to support a positive visitor experience. The project is based on a comprehensive and cohesive sign design system. We anticipate that the project will be installed in two phases.

Decatur Legacy Park is a 77-acre property that was once the United Methodist Children's Home. It was acquired by the City of Decatur in 2017. The property includes over 30 historic buildings that house non-profit offices and programs, meeting and event rental facilities, walking trails, gardens, playgrounds and athletic fields. The property will soon offer a variety of affordable housing spaces. **Legacy Decatur is a 501c3 organization responsible for the management of Decatur Legacy Park and the implementation of the master plan.**

The property offers access to undeveloped green space within an urban environment and attracts visitors from throughout the region. The signage program is designed to brand the property as a unique space that it is much different from other City of Decatur Parks. The signage plan includes larger signs intended to welcome and direct visitors arriving by car, identify individual buildings and non-profit tenants, direct visitors to facilities and trail heads, and provide smaller more detailed directional information for pedestrians. The design plan also includes a kiosk design to allow posting of park information and activities. Phase One is intended to work from the center of the campus outward and provide information at critical decision points. Phase Two of the project would add additional directional and buildings signs, additional kiosks, and include interpretive signage and smaller trail marker signs along the entire trail system. Other sign designs include to identify trail entrances and direction to specific natural areas located along the trail system. Other designs include a kiosk unit for posting information and interpretive signs to educate visitors about the history and unique areas of the property.

2. Project Overview

The sign design pallet reflects the historic and natural nature of the property. It includes a logo designed to brand Legacy Park as a unique public space within the City of Decatur. The use of wood, metal and a specific color palette calls forth the sign system of the National Park system.

Potential bidders must attend the required pre-bid conference. The sign designer will be available to answer questions related to the design and specifications and bidders will have an opportunity to see the site and preferred sign locations.

Questions may be submitted following the meeting and answers will be provided to all attendees.

Fabrication firms are asked to submit costs for the fabrication and installation for each specific sign type illustrated in this proposal. Costs should include fabrication of the sign type, lettering and branding and installation. Unit costs will be used to determine how many sign types can be included in Phase One and estimate costs for Phase Two and Phase Three (if necessary).

Depending on fabrication and installation costs, we anticipate that the project may be developed and installed in three phases. The first phase will focus on primary entrance and directional signs, building signage and some pedestrian directional signs. Future phases would provide more detailed pedestrian directional signs, smaller trail directional signs, kiosks and interpretive signage.

EXB -4

SELECT SIGN TYPES PROPOSED FOR PHASE I WITH QUANTITIES

All signs are intended to be doubled sided

Wording shown on specification sheet is for illustration purposes only

11-page specification sheet follows after EXB-5

SIGN TYPE	PHASE ONE QUANTITY	TENTATIVE LOCATION BY TYPE
PP-1 Secondary entry signs	2	*North Drive Entry *South Drive Entry
PP-2 Varied uses/Main entrance, directional and activity center	3	*Main Entry *Entry Circle directional *Creative Village Identification
PP-4 Vehicular Directional Signs Larger Version	3	*Picnic Area Directional *South Drive/Main Drive Area *North Drive parking intersection
PP-5 Building and Activity identification/no organization logo	10	*Cochran Cottage *Leigh Cottage *Hawkins Hall *Facilities Building *Dairy Barn * Hyatt Cottage *Smith Cottage *Trustees Cottage *Edwards Cottage *Playground
PP-6 Vehicular Directional- Smaller Version	4	*Kerr and Leigh Intersection *Facility Building Area *Entrance to Whitehead Parking
PP-8 Individual Building with non-profit logo	4	*Williams Cottage *Hemphill Cottage *Gillespie Building *Global Grower Garden
PP-11 Pedestrian scaled directionals	3	*North End walk at Hemphill *South End walk at Leigh *Top of Whitehead Parking lot

pp-13 Meadow entry gates	3	*Playground entry *South Meadow Gate North *Meadow Gate (by Gym)
PP-14 Small trail head identifiers	3	* main trail entrances
PP-16 Unique Building Identifier	1	Moore Chapel
TH-1 Kiosk with Map and posting sides	1	To Be Determined

LEGACY PARK SIGNAGE SPECIFICATIONS



Entrance Post and Panel Sign

Specifications:

.25" aluminum flat panel with double sided applied vinyl
(2) 4" pressure treated wood posts

Sign mounted to wood posts with (4) 2" black right angle sign brackets (or similar).

Direct bury with concrete pier foundations



PP-1

Entrance Post and Panel Sign

Specifications:

.25" aluminum flat panel with double sided applied vinyl
(2) 4" pressure treated wood posts

Sign mounted to wood posts with (4) 2" black right angle sign brackets (or similar).

Direct bury with concrete pier foundations



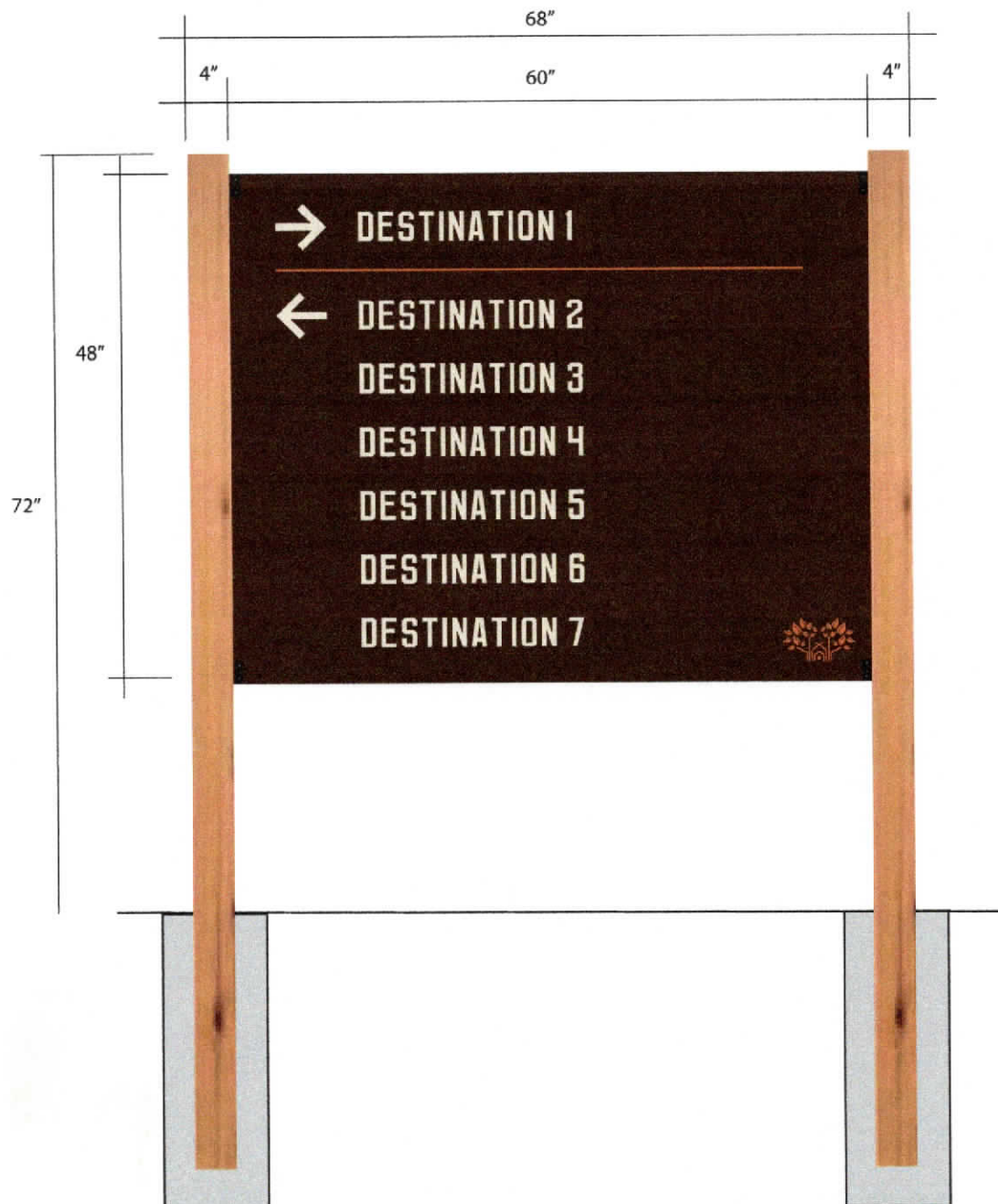
Directional Post and Panel Sign

Specifications:

.125" aluminum flat panel with double sided applied vinyl
(2) 4" pressure treated wood posts

Sign mounted to wood posts with (4) 2" black right angle sign brackets (or similar).

Direct bury with concrete pier foundations



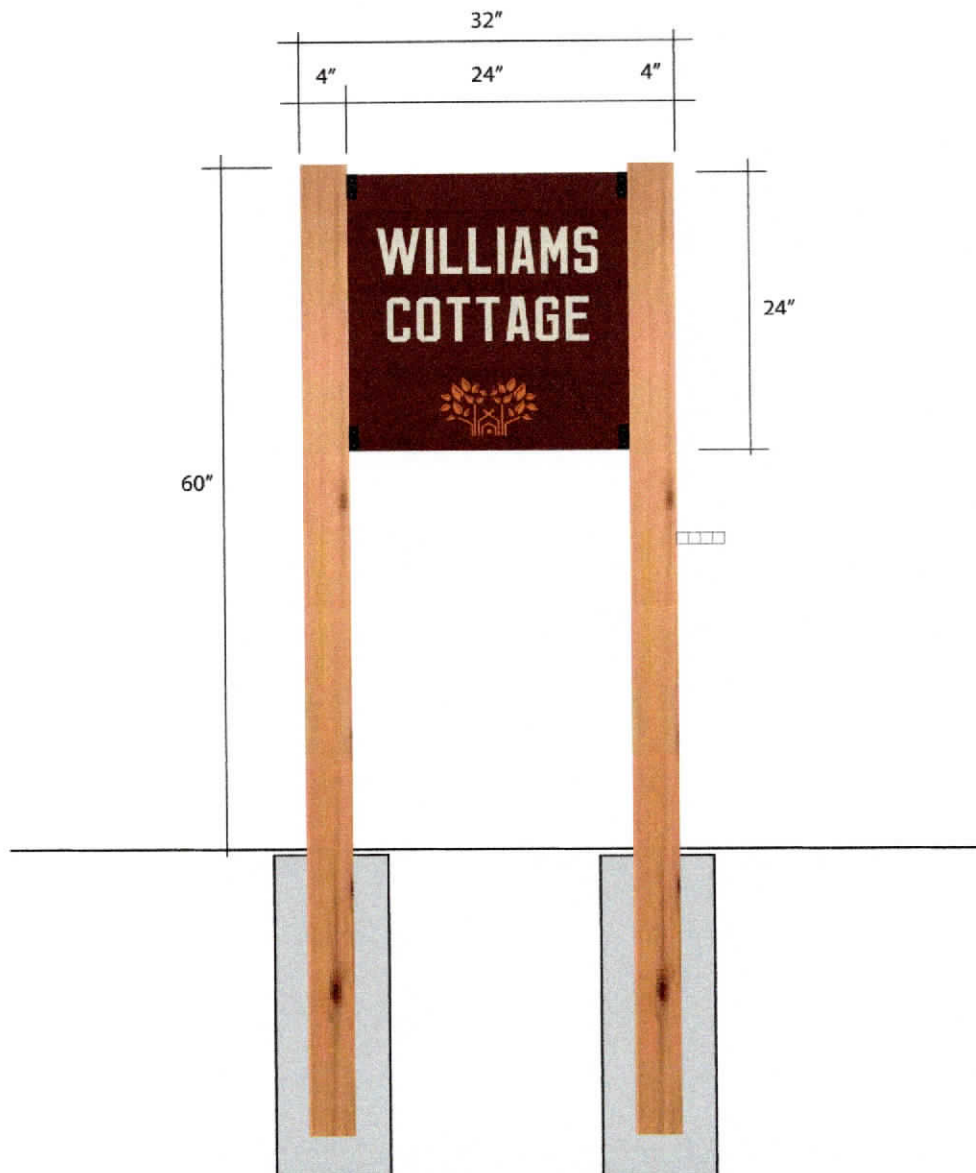
Building ID Post and Panel Sign

Specifications:

.125" aluminum flat panel with double sided applied vinyl
(2) 4" pressure treated wood posts

Sign mounted to wood posts with (4) 2" black right angle sign brackets (or similar).

Direct bury with concrete pier foundations



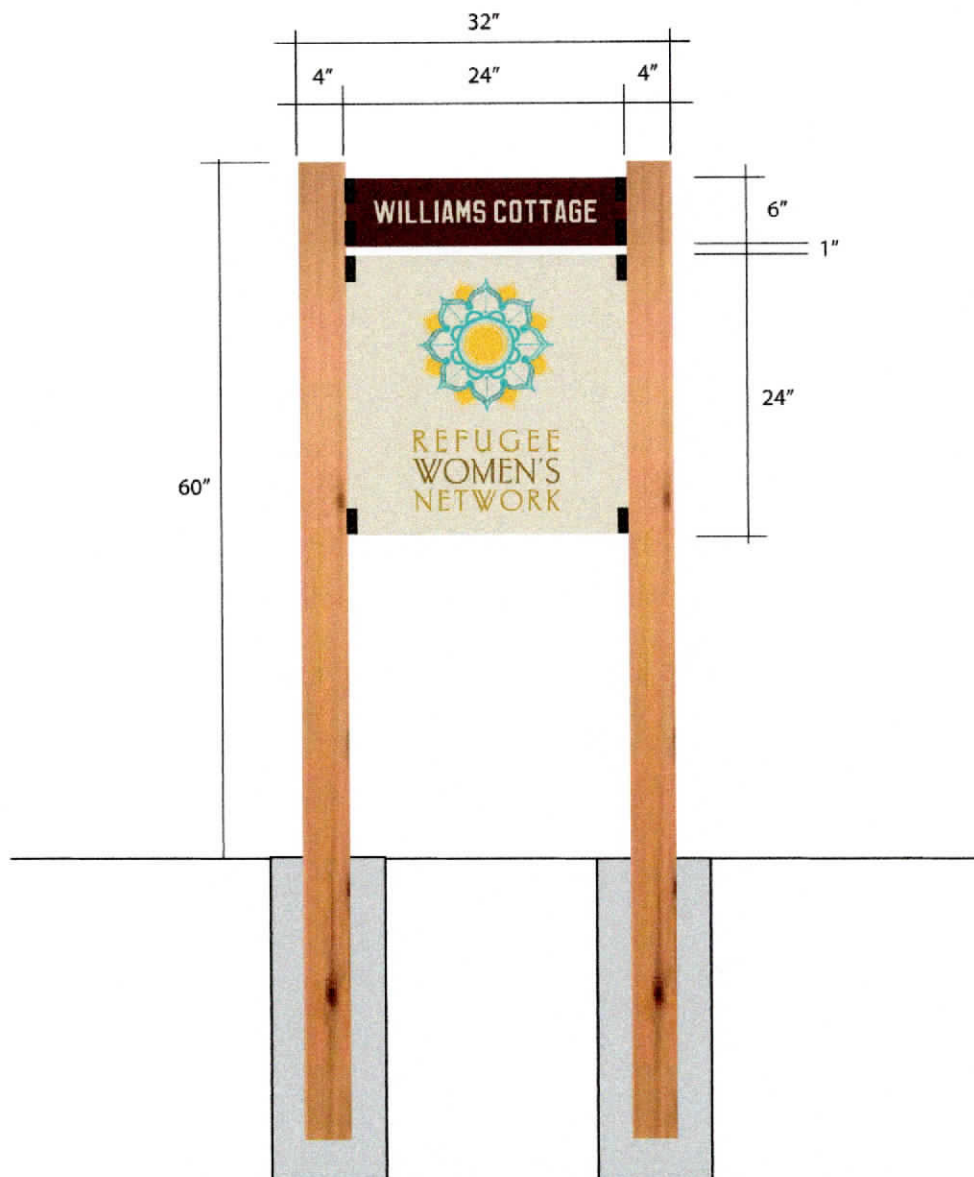
Building ID with Tenant Post and Panel Sign

Specifications:

.125" aluminum flat panel with double sided applied vinyl
(2) 4" pressure treated wood posts

Sign(s) mounted to wood posts with (8) 2" black right angle sign brackets (or similar).

Direct bury with concrete pier foundations



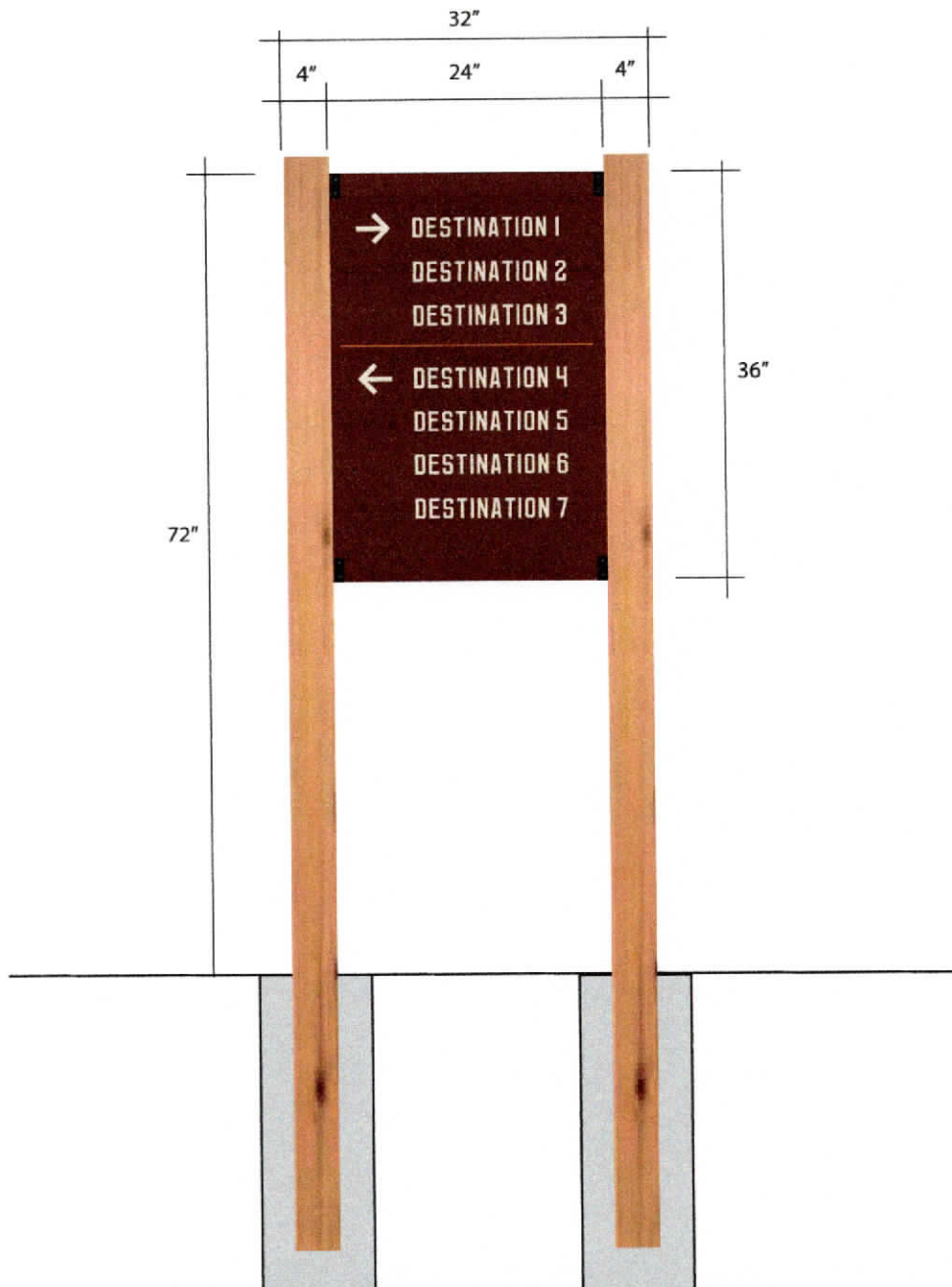
Pedestrian Directional Post and Panel Sign

Specifications:

.125" aluminum flat panel with double sided applied vinyl
(2) 4" pressure treated wood posts

Sign mounted to wood posts with (4) 2" black right angle sign brackets (or similar).

Direct bury with concrete pier foundations



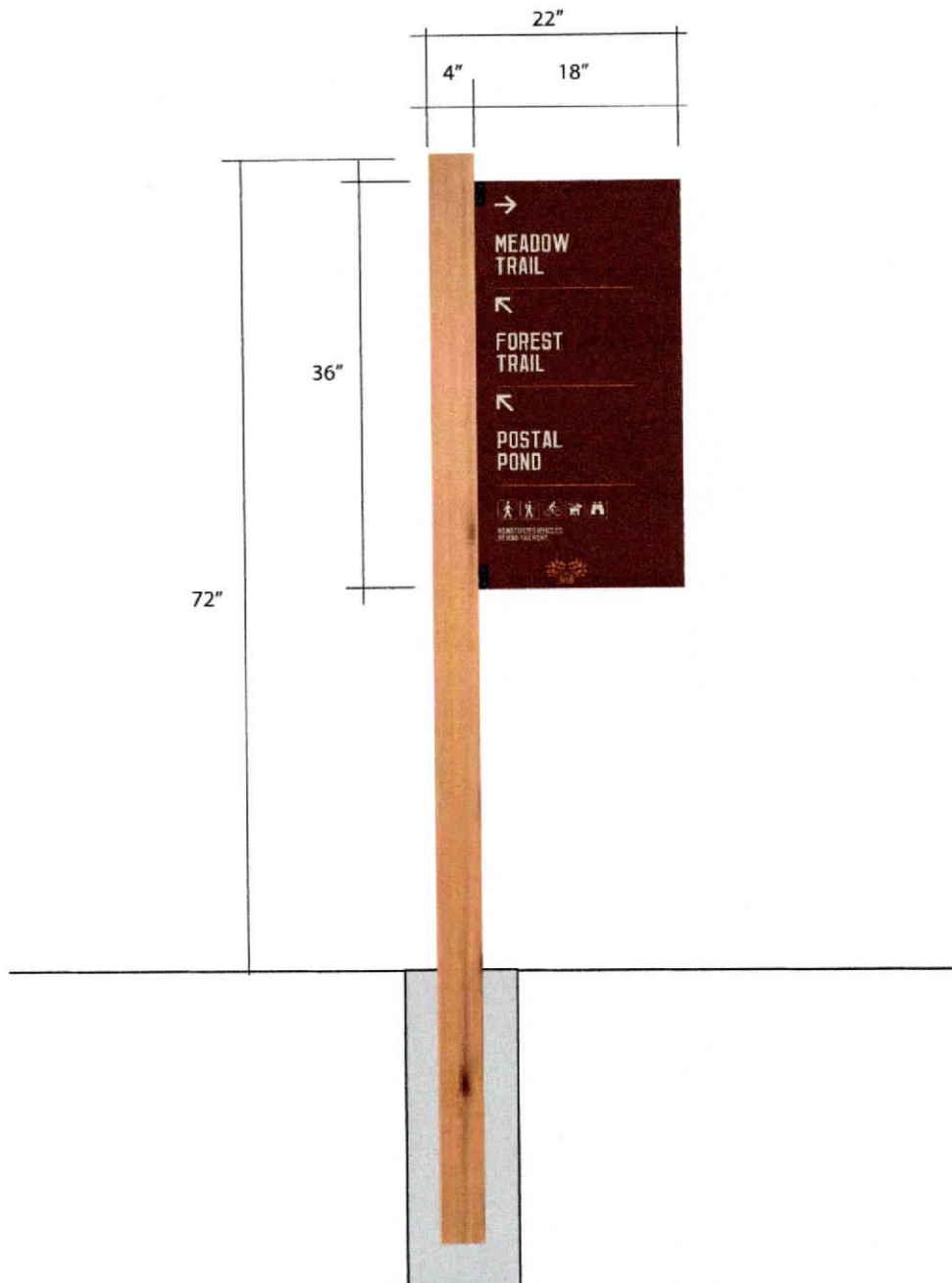
Trail Post and Panel Sign

Specifications:

.125" aluminum flat panel with double sided applied vinyl
(2) 4" pressure treated wood posts

Sign mounted to wood posts with (4) 2" black right angle sign brackets (or similar).

Direct bury with concrete pier foundations



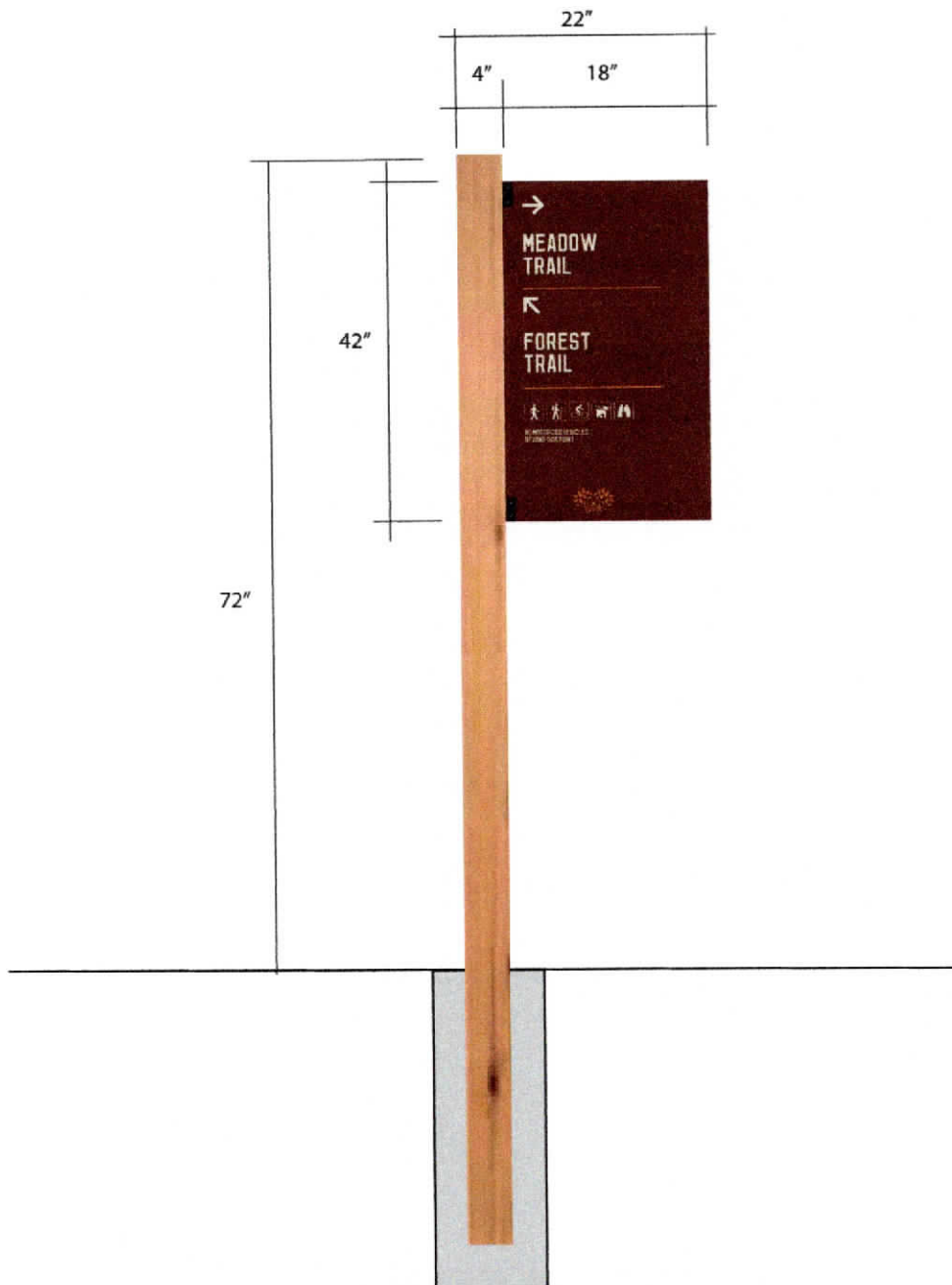
Trail Post and Panel Sign

Specifications:

- .125" aluminum flat panel with double sided applied vinyl
- (2) 4" pressure treated wood posts

Sign mounted to wood posts with (4) 2" black right angle sign brackets (or similar).

Direct bury with concrete pier foundations



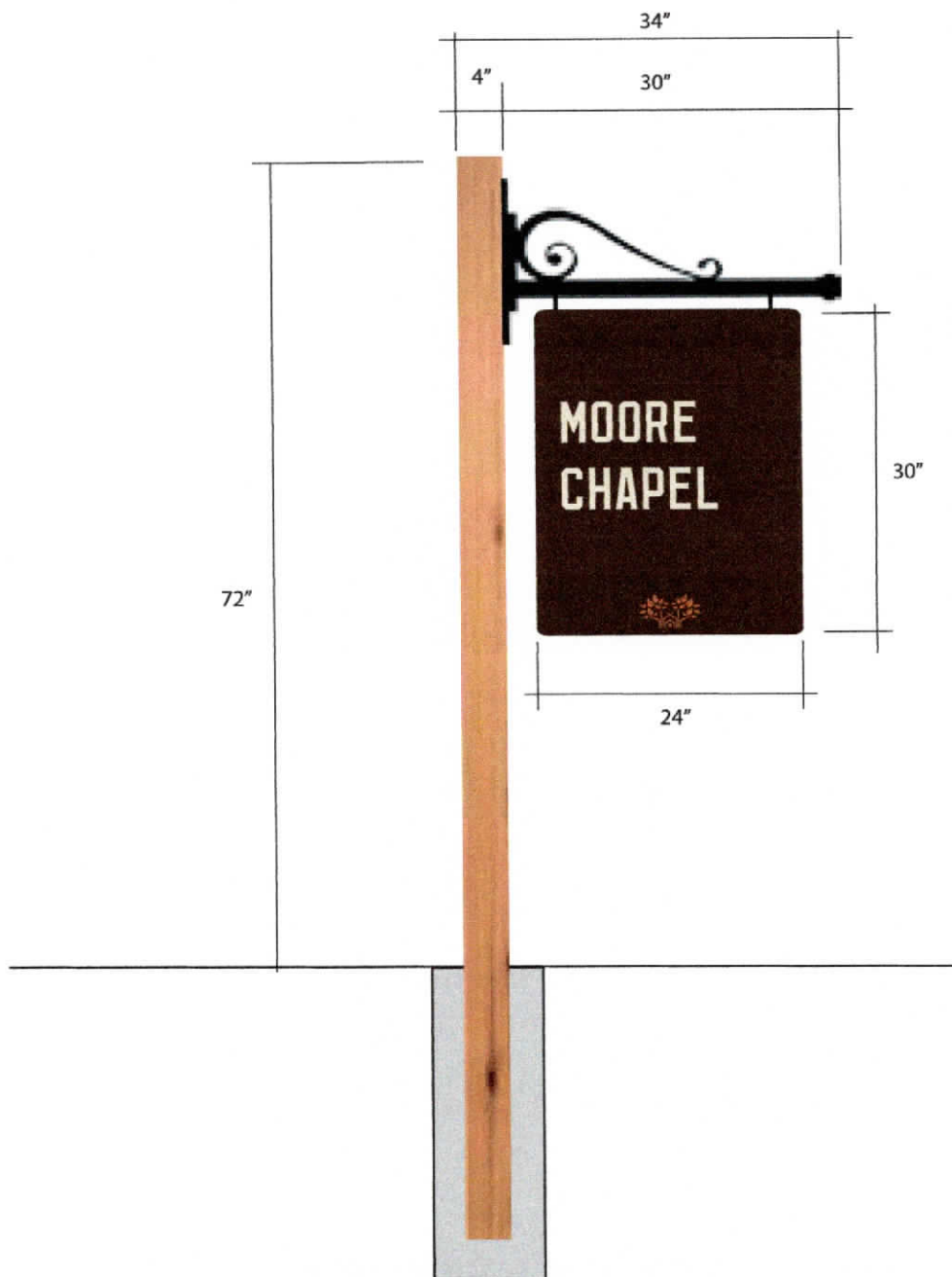
Decorative Post and Panel Sign

Specifications:

.125" aluminum flat panel with double sided applied vinyl
(2) 4" pressure treated wood posts

Sign mounted to wood post with 30" black decorative hanging sign bracket

Direct bury with concrete pier foundations

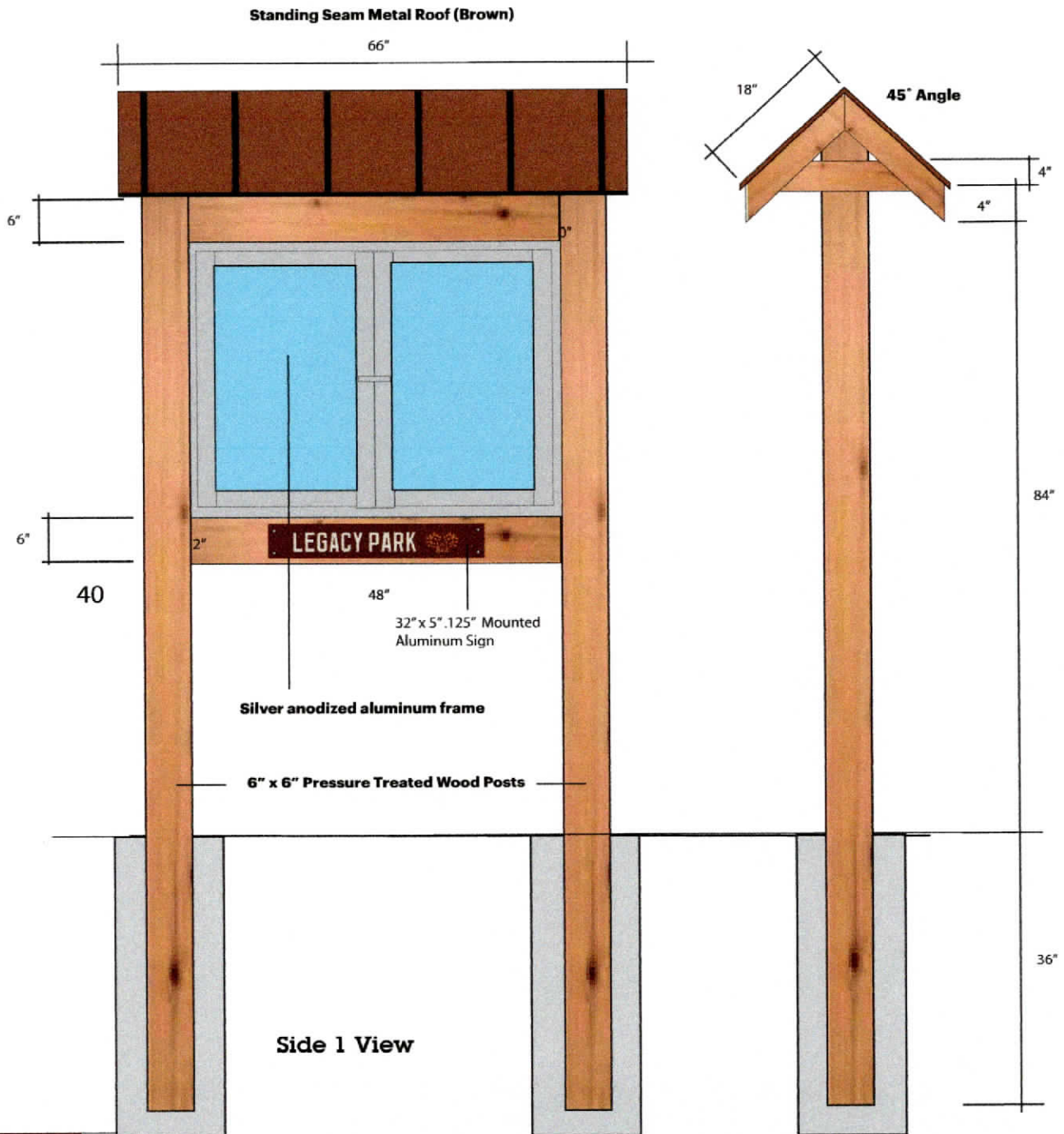


Trailhead Kisok

Specifications:

Recommended design or similar.

Direct bury with concrete pier foundations



TH-1