

Sun 'n Lake of Sebring Improvement District

Sebring, Florida

REQUEST FOR PROPOSALS

Signage and Landscaping Master Plan for the Sun 'n Lake of Sebring Improvement District
and Golf Courses

RFP No. 14-04

REQUEST FOR PROPOSALS

Sun 'n Lake of Sebring
Michael Wright, General Manager
5306 Sun 'n Lake Blvd.
Sebring, FL 33872
e-mail: mwright@snldistrict.org
Facsimile Number: 863-386-9136

RFP NO. 14-04

OPENING TIME: 2:00 P.M.
OPENING DATE: August 6,
2014

THIS IS NOT AN ORDER

YOU ARE INVITED TO PROPOSE ON THE FOLLOWING:

Sun 'n Lake of Sebring Improvement District

RFP 14-04

PROPOSAL FOR SIGNAGE AND LANDSCAPING MASTER PLAN FOR THE SUN 'N
LAKE OF SEBRING IMPROVEMENT DISTRICT AND GOLF COURSES

SEE ATTACHED PROJECT DOCUMENTS

The complete set of proposal documents is available on the District website at
www.snldistrict.org or call 863-382-2196.

Proposals must be received in the District Office before:
Time: 2:00 P.M. Date: August 6, 2014

LEGAL AD

SUN 'N LAKE OF SEBRING IMPROVEMENT DISTRICT

*Signage and Landscaping Master Plan for the
Sun 'n Lake of Sebring Improvement District and Golf
Courses*

RFP/BID No. 14-04

The Sun 'n Lake of Sebring Improvement District hereby requests proposals for a Signage and Landscaping Master Plan. Specifications can be found at www.snldistrict.org.

A MANDATORY pre-bid meeting will occur July 23, 2014 at 9:00 am at the Sun 'n Lake of Sebring Improvement District Office located at 5306 Sun n Lake Blvd, Sebring, FL 33872.

Sealed proposals may be hand delivered or mailed to the District Office located at 5306 Sun 'N Lake Blvd., Sebring, FL 33872, Proposal for Signage and Landscaping Master Plan, RFP No. 14-04, Attention: Michael Wright, General Manager by 2:00 p.m. on Wednesday, August 6, 2014. Proposers must provide three (3) copies of their proposal.

ADVERTISE 6/22 and 6/29

I. GENERAL INFORMATION

A. Background Information

Sun 'n Lake of Sebring Improvement District (the District) was created by the Board of County Commissioners of Highlands County, Florida on April 6, 1974. The District encompasses approximately 5,700 acres on Highway 27 between the Cities of Avon Park and Sebring. Highlands County Ordinance 77-4 is referred to as the District Charter. The District is defined as an independent special district under the Uniform Accountability Act of 1989.

The District's major activities include operation and maintenance of two golf courses, a restaurant, water and sewer system, a network of arterial and neighborhood roads, a volunteer and paid fire department, community center, recreation complex with pool, and a general purpose District office.

B. Contact Person

The principal contact for this project will be Michael Wright, General Manager. Email: mwright@snldistrict.org Phone 863.382.2196, Fax 863.382.2988.

C. Web address: <http://www.snldistrict.org>

D. Pre-bid Meeting and Requests for Additional Information

A MANDATORY pre-bid meeting will take place at 9:00 a.m. on Wednesday, July 23rd, 2014 at the Sun 'n Lake District Office located at 5306 Sun 'n Lake Boulevard, Sebring, FL 33872. Requests for Additional Information (RFI's) must be submitted in writing to: mwright@snldistrict.org by 2:00 p.m. Wednesday, July 30th, 2014. Responses will be published on-line by end of business on Friday, August 1st, 2014.

E. Response Submission Deadline

To be considered, three (3) copies of the proposal must be received by 2:00 p.m. on Wednesday, August 6, 2014. Responses shall be submitted in sealed envelopes and clearly identified as "PROPOSALS FOR Signage and Landscaping Master Plan" and reference RFP No. 14-04 on the outside of the envelope. The District reserves the right to reject any or all proposals submitted. Late or incomplete responses will not be accepted.

II. SCOPE OF WORK AND SPECIFICATIONS

The Sun 'n Lake Improvement District is issuing a Request for Proposal (RFP) from qualified vendors to develop a master landscaping and wayfinding signage program that:

1. Clearly identifies and distinguishes the three entrances to the District and its two golf courses. This includes new and/or renovated signage for all three entrances and landscaping plans for the three entrances. Major emphasis is to be placed on the design, type of signage, landscaping and lighting features for the District entrance signs and adjacent grounds.
2. Guides travelers from the area's major roadways to key destinations inside the District to include, but not limited to, Town Hall, Golf Club House and Island View Restaurant, Golf Courses, Racquet Club, and Community Center and Pool Complex, ;
3. Recommends identification signage for the District's primary destinations as outlined in #2 above;
4. Establishes universal and cohesive design standards for wayfinding signage that is reflective of the District's identity.
5. Provides a distinctive landscaping plan, to include appropriate lighting, for the three entrances, (Sun 'n Lake Boulevard, Ponce de Leon Boulevard and Ortega Street) and the entrance to the Turtle Run and Deer Run Golf Courses. Specific areas to received enhanced landscaping are depicted in Attachment A.

A. PROJECT DESCRIPTION

The District desires to retain a vendor to create a wayfinding signage plan design that will provide the District with a document of entrance and directional signs that make up the urban landscape in public areas of the District. The wayfinding plan will be comprised of vehicular and pedestrian directional signage, parking signage and where appropriate, building signage. The completed product will provide the District with a document that details sign messaging, terminology; and, installation locations, materials, size/scale, colors, finishes, copy/text and schedule of signs (e.g. number of each sign type, approximate location), construction documents, bidding assistance, budget revisions and construction administration. This information shall be suitable for the District to solicit proposals from qualified sign fabricators to prepare complete engineered shop drawings, and to manufacture and install all signage elements.

The landscaping plan, which shall be coordinated with the wayfinding signage plan, will provide the District with a document that details the number and location of plants to be installed at the various entrances and along with rights of ways, the location and type of lighting desired, irrigation requirements and other information suitable for the District to solicit proposals from qualified landscapers to install the landscaping elements.

The District will be responsible for providing requested information that is readily available and necessary for completion of the project. Vendor shall rely on all information supplied by the District as accurate and correct. Additional work required due to inaccurate, incorrect, or incomplete information supplied by the District shall be completed as an Additional Service.

B. PROJECT AREA

The approximate area covered by the plan would include all portions of the District's three entrances, the Deer Run golf and Turtle Run golf courses and the right of way as various streets as appropriate in the Sun 'n Lake Improvement District.

C. SCOPE OF WORK

The District desires to create an entrance and wayfinding signage and landscaping plan design that will provide the District with a document of directional signs and landscaping that make up the urban landscape in public areas of the District.

Task 1: Assess Existing Conditions and Needs

- 1.1 Conduct a brief assessment of current wayfinding signage including:
 - a) Signage along U.S. 27 and Schumacher Road, ; (include FOOT and MUTCD regulations)
 - b) Vehicular wayfinding signage within the District
 - c) Sign inventory and removal plan of existing signs
- 1.2 Identify user groups, their specific needs, and potential wayfinding difficulties, particularly as they affect the disabled, senior citizens and new visitors to the area.

Task 2: Develop Recommendation on Signage Types and Placement

- 2.1 Recommend wayfinding signage types that should be added, replaced, revised using existing poles or consolidated (e.g., direction markers, street signs, parking signage, public facility identification signage, freeway signage, gateway monuments, orientation, and boundary markers).
- 2.2 Using aerial imagery and/or GIS resources, create a map of recommended wayfinding signage locations.
- 2.3 Briefly identify other opportunities for temporary or changeable special event/marketing signage; Meeting FOOT, MUTCD and local requirements and guidelines.
- 2.4 Develop a list of recommended terminology and/or design icons for primary and secondary destinations (e.g., landmarks, public facilities).

Task 3: Design Signage Elements

- 3.1 Recommend universal and cohesive design standards for wayfinding elements that are reflective of the District's identity and are consistent in color, font, materials, architectural elements and graphics. In addition, the recommendations should take into account street-level visibility, safety, maintenance and replacement costs. Must follow FDOT/FAC and Local guidelines.
- 3.2 Present for review by the District, three (3) schematic design concepts of entrance signs, Deer Run golf course entrance and Turtle Run golf course entrance concept plans, parking signage, and/or other wayfinding elements that could be constructed and installed as part of a separate capital project.

3.3 Conceptual Plans

- a) Provide multiple examples or samples of sign and landscaping concepts or styles.
- b) These drawings shall be of sufficient detail to provide a clear direction in concept as to allow narrowing of style or design, generation of comments and final conceptual selection by the District.
- c) Upon final selection by the District, submit one (1) set of final design concept drawings.
- d) well as one or more public presentations in front of the Board of Present concept plans to the public at a Town Hall meeting, if necessary, as Supervisors.

3.4 Construction Plans/Documents

- a) Incorporate the approved conceptual plans and comments into the generation of the construction plans and documents.
- b) Provide a scaled or dimensioned site plan delineating or showing the locations of all landscaping improvements and signs.
- c) Provide one sample of construction drawing of each variety or type of sign prior to preparing construction drawings of each sign for the project. These drawings shall be of sufficient detail to allow for a thorough review by the District of drawings for each sign.
- d) Make revisions to the construction drawings if necessary prior to proceeding with full construction plans and documents.
- e) Prepare detailed construction drawings of each sign sufficient for all permitting. These drawings shall be of sufficient detail to allow for submittal for any necessary permitting and the generation of comments or approvals by the permitting agencies.
- f) Prepare detailed construction drawings of each sign sufficient for competitive bidding purposes. These drawings shall be of sufficient detail to allow for accurate and comparable pricing by multiple contractors.
- g) Make any necessary revisions to the plans if bids are outside the previously determined maximum price threshold to bring it into budget.
- h) Prepare detailed construction drawings of each sign sufficient for construction and installation. These drawings shall be of sufficient detail to allow construction to proceed in an orderly, efficient manner with little requirement for adjustments or changes. The construction drawings and documents shall delineate size, material, color, performance, etc.

3.5 Bidding Assistance and Rebidding Assistance if necessary

3.6 Budget Revisions

3.7 Construction Administration

- a) Provide staff with everything necessary to place the project out for competitive bidding.
- b) Attend all necessary meeting and address any questions generated in the building process.
- c) Assist staff with selection of the sign contractor.
- d) Attend all necessary meeting and address any questions generated with the approved contractor.
- e) Provide all necessary inspection services to assure the approved plans are being adhered to.
- f) Assist staff to determine if work is completed for payment draws if applicable.
- g) Generate a final punch list and approve installation is as per approved plans prior to final payment.
- h) Payment schedule will be based on deliverables received by the District at a percentage to be negotiated as part of the contract awarded with the successful proposer. The percentages shall not exceed 85 percent and shall be in proportion to the work accomplished. Fifteen percent retainage will be withheld from each incremental payment and paid in full upon completion of the contract. Construction management and any associated fees shall be negotiated separately from the design aspect of the proposal and implemented at the sole discretion of the District.

Deliverables

The final deliverable shall be a permitable Wayfinding Signage and Landscaping Master Plan that contains the written analysis, recommendations and designs developed in Tasks 1 through 3. In addition, the Consultant shall deliver a presentation on the Master Plan to District Board of Supervisors. And any and all required coordination/ regulations with permitting agencies. Must meet all Manual on Uniform Traffic Control Devices (MUTCD) requirements. Must meet all Local Ordinance requirements.

D. RESPONSE FORMAT

All submittals shall provide the following information for consideration and state the period it shall remain in effect:

1. **Introductory Letter:** Please include a cover letter summarizing your firm's background. Also include the name, address, phone number, facsimile number and e-mail address of the firm and the primary personnel who will be involved in the execution of the scope of services.
2. **Descriptions of Firm, Management, and Team Members:** Include descriptions of your organization and team. This should identify the project manager and the day-to-day contact person for the job. Please also include a resume for each of the key team members. The resumes should clearly demonstrate each individual's qualifications and professional experience in the area of central city wayfinding plans and programs.
3. **Description of Subcontractors:** Identify any portion of the scope of work that will be subcontracted. Include firm qualifications and key personnel, telephone number, and contact person for all subcontractors.
4. **Project Approach:** Provide a written description of your firm's intended approach to the project that demonstrates an understanding of the issues and tasks at hand, and the firm's ability to fulfill them.
5. **Budget Proposal:** Provide itemized costs for the elements listed in the Scope of Work. Please also include a fee schedule for supplemental charges that may be charged for unforeseen work tasks.
6. **Project Schedule:** Provide an explanation of how your firm would meet the project schedule and deliverables.

E. SELECTION CRITERIA

The District will evaluate the proposals based on the following factors:

- Understanding of the scope of work to be performed
- Consultant's proposed methods and procedures
- Qualifications of the firm and experience with past projects
- References
- Budget Proposal to include the following; necessary revisions, supplies, travel, food, lodging, meetings, printing/photocopies, shipping/courier, mileage.
- District shall own documents; shall be supplied with at a minimum .pdf and auto cad files of the completed project. The District may use these files/documents as needed.
- All necessary coordination with Local and Florida Department of Transportation (FDOT) and Manual on Uniform Traffic Control Devices (MUTCD)
- During the evaluation process, the District may request additional information or clarifications from the proposers.

F. PROPOSED SCHEDULE

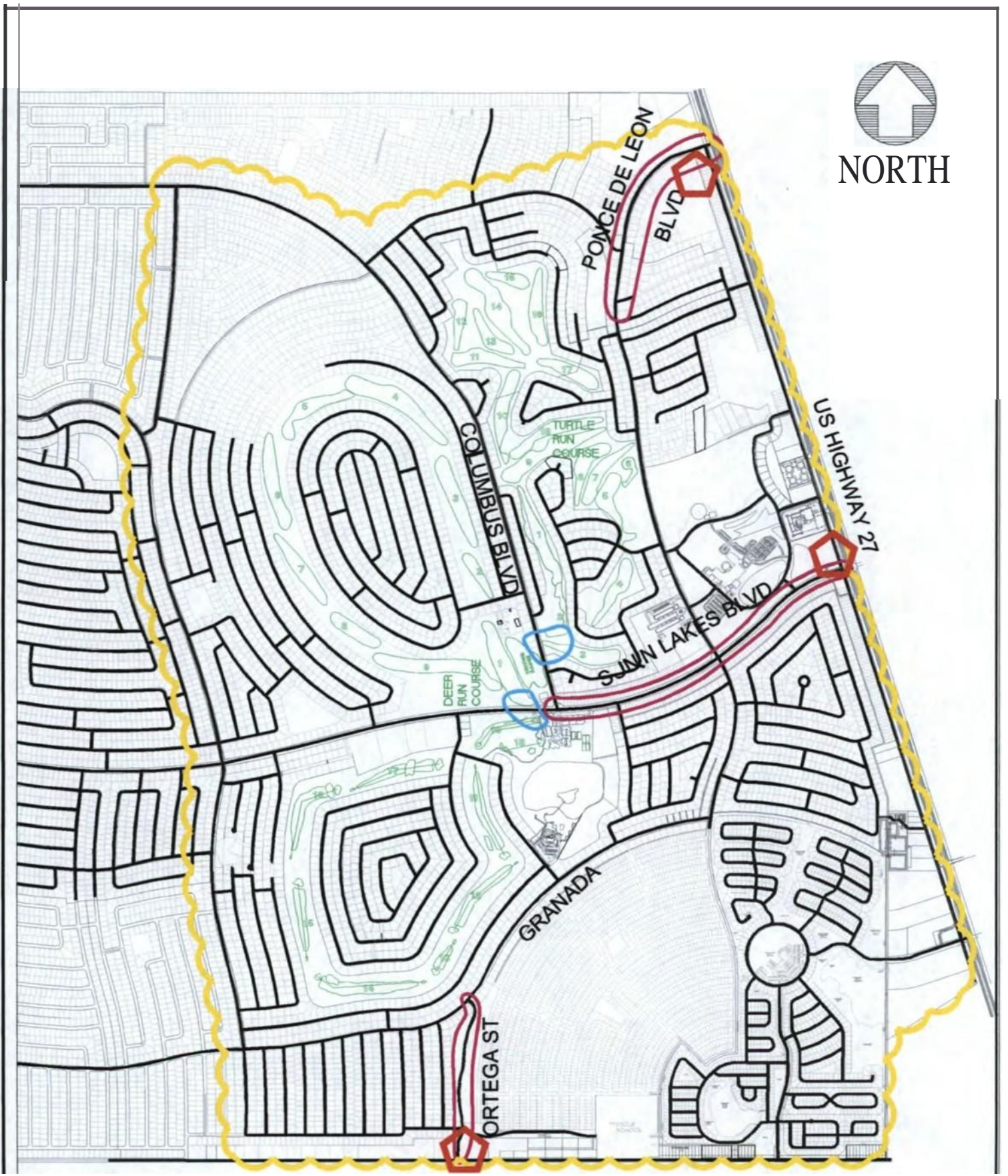
Release RFQ/RFP:
Mandatory Pre-proposal conference: Deadline for questions:
Responses: Proposals Due:
Board Presentation and Selection: Execution of Contract:
Notice to Proceed: Final Completion:

G. OTHER CONDITIONS

1. There will be liquidated damages of \$250 per calendar day if work is not completed within 120 days of the execution of the contract.
2. Inclement weather or other "Acts of God" will be taken into consideration.
3. Change orders reflecting modifications to completion dates will be issued should scope of work change.



NORTH



**SUN'N LAKE OF SEBRING
IMPROVEMENT DISTRICT**

SIGN AND LANDSCAPING LOCATION MAP

- PROPOSED ENTRANCE SIGN LOCATIONS
-  ENTRANCE LANDSCAPE AREA
-  GOLF ENTRANCE LANDSCAPING AREA
-  AREA FOR STREET SIGNAGE EVALUATION