



REQUEST FOR BIDS
Dripping Springs, Texas

The City of Dripping Springs, hereinafter “the City” will receive sealed bids for the following project:

PROJECT NAME:	Dripping Springs Park System Signage
PROJECT MANAGER:	Kelly Schmidt, Parks & Community Services Director
CONTACT FOR INQUIRIES/SITE VISITS:	kschmidt@cityofdrippingsprings.com 512-894-2400
DEADLINE FOR INQUIRIES:	Friday, January 15, 2021, 4 p.m.
SITE VISIT/PRE-SUBMITTAL CONFERENCE (OPTIONAL):	Tuesday, January 12, 2021
PROPOSAL DUE DATE & TIME:	Friday, February 19, 2021, 4 p.m.
ISSUE DATE:	Friday, November 20, 2020

Inquiries may be directed to:
Kelly Schmidt, Parks and Community Services Director, 512-894-2400 or via email at:
kschmidt@cityofdrippingsprings.com. Questions must be submitted by 4:00pm on Friday, January 15, 2021.
Answers to questions received will be distributed to all known recipients of the Request for Bids by
Tuesday, January 19, 2021.

All bids delivered after the due date and time will not be considered.

Bids are due at 4:00PM Central Standard Time on Friday, February 19, 2021. Facsimile copies will not be accepted. Please submit one (1) unbound copy suitable for photocopying, AND an equivalent quantity of information via a PDF file to: kschmidt@cityofdrippingsprings.com
City of Dripping Springs
Parks and Community Services Dept
Attn: Kelly Schmidt | Director
511 Mercer Street | PO Box 384
Dripping Springs, TX 78620

PROJECT BACKGROUND AND DESCRIPTION STATEMENT:

Over time Dripping Springs has acquired 5 parks in its current park system with a 6th soon to be added. While each park is unique and offers a different experience, it isn’t clear to visitors that they are part of a unified system owned by the City of Dripping Springs.

The purpose of comprehensive park system signage is to serve as a framework and implementation guide of attractive signage throughout the City’s parks and trails that facilitates wayfinding and identifies facilities/park amenities for park guests. The goal of the finished project is to develop a document that serves as a blueprint for the implementation of a comprehensive and well-coordinated wayfinding signage system but also lays the groundwork for future park signage standards as well. The effort will make Dripping Springs Parks more customer and visitor friendly, promote existing parks as part of a whole system, bring awareness to the public about the City’s Parks and Community Services dept and provide aesthetic consistency among the parks.

The City of Dripping Springs is requesting bids from qualified professionals to develop a comprehensive and aesthetically aligned park wayfinding signage plan and project manage the fabrication and installation of the signage.

CRITERIA FOR SELECTION:

- 1) All submittals will be reviewed by the Parks and Recreation Commission.
- 2) Overview of your firm (including 3 references).
- 3) Education and experience of the proposed project manager and other key personnel.
- 4) Comprehensive experience with aesthetic park signage campaigns and functional wayfinding techniques/standards. Portfolio of similar projects.
- 5) Ability to meet required deadlines and undertake the project as presented.
- 6) Ability and willingness to follow all state and federal regulations.
- 7) Compensation for services.

SCOPE OF WORK STATEMENT

PROJECT GOALS & TIMELINE

ENTIRE PROJECT TIMELINE: JANUARY 29, 2021 – SEPTEMBER 24, 2021	
GOAL – Create a Comprehensive Aesthetic Park Signage and Wayfinding Plan for Commission & City Council Approval	
Plan should include but not limited to items such as: <ul style="list-style-type: none"> • Welcome sign/kiosk at each park – featuring park policies and map • Directional signage throughout parks • Trail markers where applicable (indicating mileage and/or direction) • Recommend improvement or enhancement of existing signage to align with aesthetics of new signage • Optional work: Recommendation of possible interpretive signage vignettes throughout parks. 	
GOAL – Create a prioritized implementation timeline and wayfinding signage budget for each park.	
GOAL - Reports – Submit monthly progress reports.	
GOAL – Source and choose sign fabrication contractor and project manage installation of signs.	
ESTIMATED PROJECT MILESTONES	
Project Progress Reports Due to Staff/Commission/Boards/Council	1.22.21 2.19.21 3.26.21 4.20.21 6.28.21 7.23.21 8.27.21
Submit Final Draft for Review & Edits	5.24.21
Present Final Plan to PRC, DSRP & City Council for approval	6.1.21 DSRP Meeting 6.7.21 PRC Meeting 6.15.21 City Council Meeting
Selection of sign fabricator and contractor for installations	TBD
Installation of new signs completed	TBD

GENERAL CONTRACT REQUIREMENTS

INSURANCE: The Contractor shall assume all risk and liability for accidents and damages that may occur to persons or property during the prosecution of work under the agreement awarded through this bid process. The contractor shall file with the City of Dripping Springs, prior to the commencement of services, a certificate of insurance documenting the required insurance as outlined in the City of Dripping Springs Insurance Requirements listed in Exhibit "B". Insurance certificates satisfactory to the City must be received before contractor can begin work. Failure to supply and maintain such insurance shall be a breach of contract.

Insurance certification must be supplied to:

City of Dripping Springs
511 Mercer St. /P.O. 384
Dripping Springs, Texas 78620

CONFLICT OF INTEREST: A statement indicating the Applicant has no conflict of interest with the City of Dripping Springs, including any past or present employees or past or present elected officials of the City. THE CIQ FORM MUST BE SUBMITTED WITH THE SEALED BID PROPOSAL. THE FORM IS AVAILABLE HERE:

[HTTPS://WWW.ETHICS.STATE.TX.US/FORMS/CIQ.PDF](https://www.ethics.state.tx.us/forms/ciq.pdf)

Applicants will also be required to complete a 1295 form from the Texas Ethics Commission available at

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

COST OF DEVELOPING SEALED BIDS

All costs related to the preparation of the sealed bids and any related activities are the sole responsibility of the Applicants. The City assumes no liability for any costs incurred by the Applicants throughout the entire selection process.

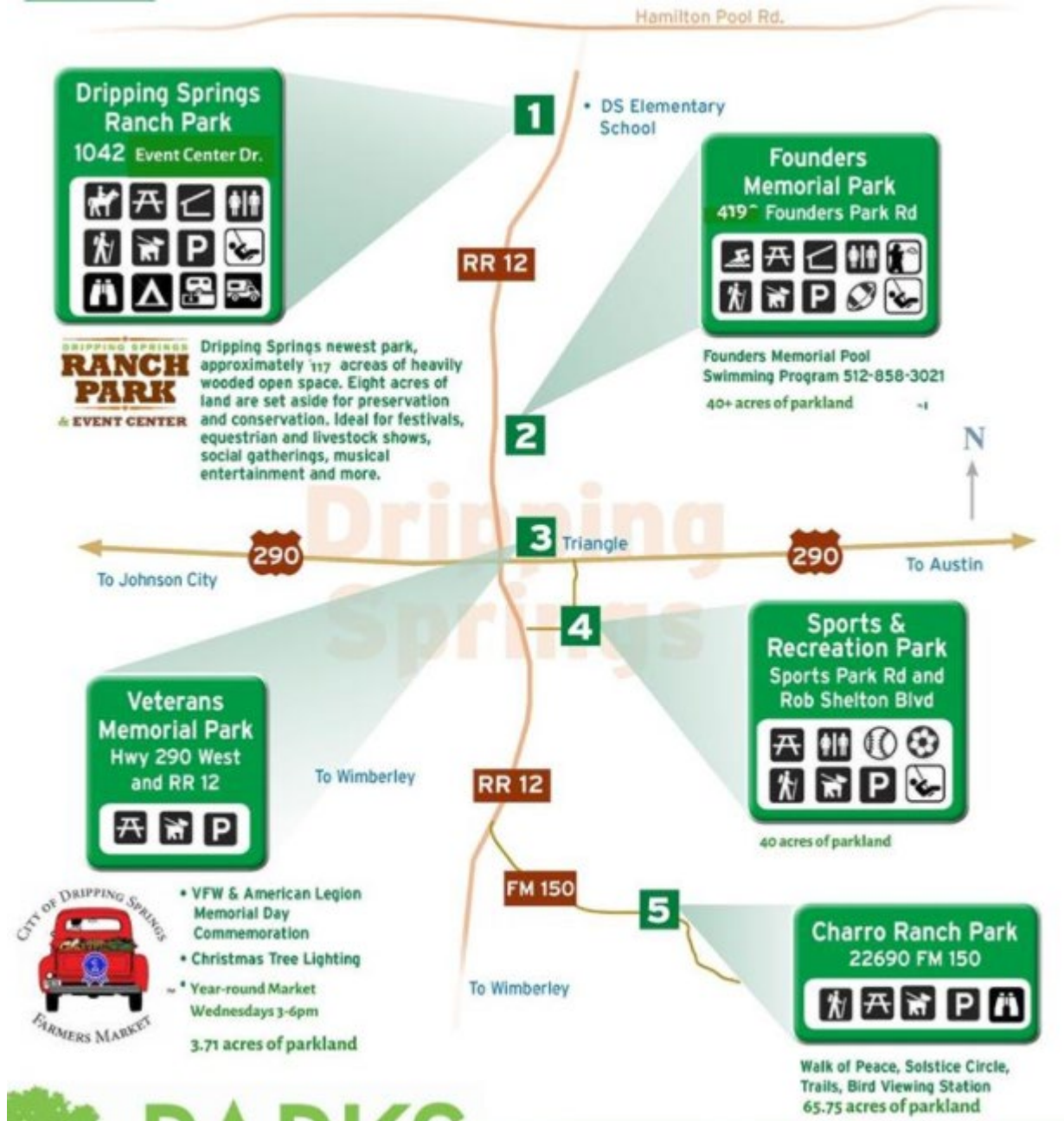
Attachments:

Exhibit "A" Park and Trail Locations

Exhibit "B" City of Dripping Springs Contractor Insurance Requirements

Exhibit "C" Example Agreement

Exhibit "A"
Park Locations



Existing Park Trails (Blue Lines)

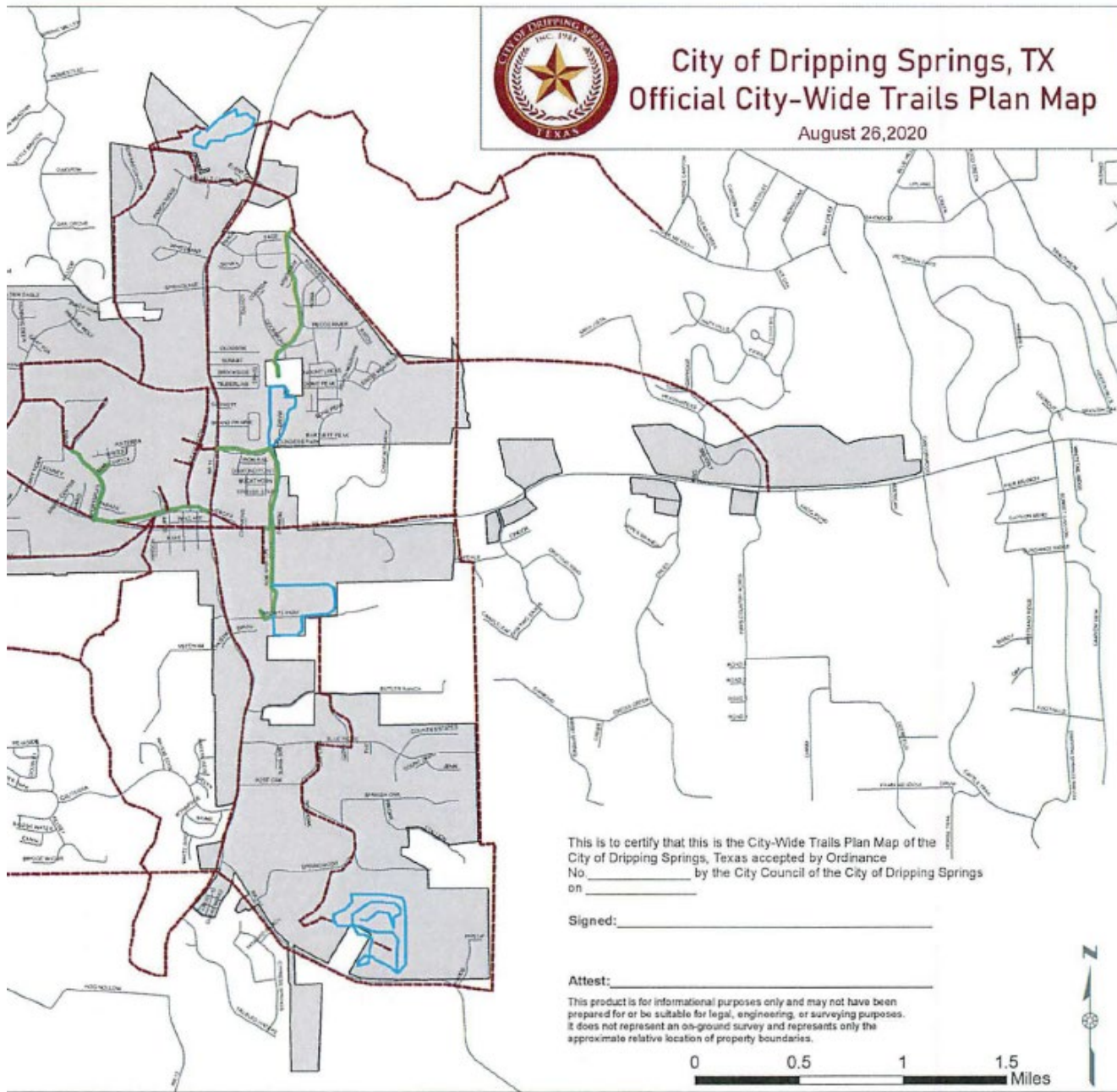


Exhibit "B"

CITY OF DRIPPING SPRINGS CONTRACTOR INSURANCE REQUIREMENTS:

Firm providing goods, materials and services for the City of Dripping Springs shall, during the term of the contract with the City of Dripping Springs or any renewal or extension thereof, provide and maintain the types and amounts of insurance set forth herein. All insurance and certificate(s) of insurance shall contain the following provisions:

1. Name the City of Dripping Springs as additional named insured as to all applicable coverage.
2. Provide for at least thirty (30) days prior written notice to the City of Dripping Springs for cancellation, non-renewal, or material change of the insurance.
3. Provide for a waiver of subrogation against the City of Dripping Springs for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance.

Insurance Company Qualification: All insurance companies providing the required insurance shall be authorized to transact business in Texas and rated at least "A" by AM Best or other equivalent rating service.

Certificate of Insurance: Certificates of Insurance evidencing all of the required insurance coverages shall be submitted with the Firm's submission. Copies of any modifications, amendments, renewals, or terminations of any coverage shall be promptly submitted to the City. If the contract is extended by the City of Dripping Springs, certificates of insurance evidencing all of the required insurance coverages shall be provided to the City prior to the date the contract is extended.

Type of Contract and Amount of Insurance:

- Statutory Workers Compensation insurance as required by state law.
- Commercial General Liability minimum limits of \$500,000 per occurrence for bodily injury, personal injury, and property damage.
- Automobile Liability with a minimum of \$500,000 Dollars combined single limit.
- Professional Services Professional Liability Insurance with a minimum of \$1 Million Dollars per occurrence and \$1 Million Dollars aggregate.