

CITY OF TRINIDAD
WAYFINDING SIGNAGE PLAN IMPLEMENTATION PHASE I

ATTACHMENT I
PROPOSAL SUBMITTALS

The proposal is required to contain the following information and should be limited to the least number of pages needed to present the information clearly and concisely.

SECTION 1 - LETTER OF INTEREST

- A letter expressing interest in completing the work for the above-referenced project as outlined in Attachment III (Scope of Work).

SECTION 2 - FIRM ORGANIZATION

- Firm - Name, address, telephone number, name of responsible corporate officer, location of principal office.
- Name(s), educational background, and professional licensing of firm principal(s).
- Name, educational background, professional licensing, and experience of the project manager.
- Location of office where the bulk of the work will be performed. If this is not a Southern Colorado location, what, if any, work will be done locally and by whom.
- A brief description of the responsibilities and summary resumes of the key professional personnel emphasizing their experience directly related to their responsibilities on this project.

SECTION 3 - WORK EXPERIENCE

- Similar experience of firm - clients, description of work, locations.
- Similar experience of project manager and key personnel - clients, description of work, locations.
- Range of cost for representative projects and/or studies.
- Summary of past similar work for clients in Southern Colorado.
- Availability of special or ancillary resources.
- Name, address, and telephone number of references for each of the projects described above.

SECTION 4 - CURRENT WORK LOAD

- Work currently under contract by the firm, including project schedule.
- Work currently under contract at the office proposed to perform the bulk of the work, including project schedule.

SECTION 5 - APPROACH

- Provide your approach for completing the Scope of Work for this project. State any concerns or fundamental problems you may have with the Scope of Work.
- Discuss any unique ideas you have relating to this project.
- Do you have any concerns with meeting the Anticipated Project Schedule or can the work be expedited to be completed before the proposed schedule.

SECTION 6 – FEE SCHEDULE

- Provide a schedule of hourly rates, reimbursement rates, and unit prices proposed by the consultant for the types of services anticipated for the proposed design.

**ATTACHMENT II
TENTATIVE FIRM SELECTION SCHEDULE**

<u>TASK</u>	<u>COMPLETION DATE</u>
Proposal Submittal	July 5 th , 2013
Consultant Firm Interviews	July 15 th – July 19 th , 2013
Consultant Firm Selection	July 26 th , 2013
City Council Approval	TBD

ATTACHMENT III SCOPE OF WORK

The ability for people to successfully navigate within a city is vital to its economic prosperity. Visitors to a community need to orient themselves, find local services and points of interest, and safely reach their destination by whatever mode of travel they choose. In recognition of this need, the City of Trinidad developed and adopted the City of Trinidad Wayfinding Signage Plan in July of 2011. The plan provides a framework for implementing an attractive and effective sign system that directs drivers, riders and pedestrians to key destinations within the City and the immediate vicinity. As documented in the plan, the City of Trinidad currently lacks an integrated, uniform wayfinding signage system. The plan draws attention to the City's ad-hoc, non-uniform signage system that amounts to little more than visual clutter, the illegibility of existing directional signage and the complete lack of pedestrian-oriented signage. The City also lacks aesthetically appropriate gateway signage, informational signage and informational kiosks.

The overriding goals of the plan are:

- To promote tourism and enhance traveler convenience by establishing a way-finding sign program that directs visitors to key attractions within Trinidad and the greater region including the Corazon de Trinidad National Historic District and other points of historical interest as well as museums, restaurants, parks, shops and other attractions;
- To enhance Trinidad's attractiveness and reinforce community identity by developing a wayfinding sign concept using design elements that reflect the City's character;
- To improve traffic flow and vehicular safety by replacing existing wayfinding signage with new signage that is legible and easy to maintain; and
- To emphasize Trinidad as a destination by improving highway guide signage for navigation, boundary identification and traveler services.

The City of Trinidad Wayfinding Signage Plan divides implementation of the new signage system into three priorities or phases. The City has already dedicated funding from its capital improvement fund to complete Priority 1 as outlined in the Attachment VI: City of Trinidad Wayfinding Signage Plan and Attachment VII: Priority One Construction Documents, which includes the removal of existing, obsolete signage and the installation of new directional signage, identification signage and informational signage as outlined in the attached plan. The City is expecting to complete Priority 1 by the end of 2013.

Please Note the Following Attachments:

- Attachment V: City of Trinidad Wayfinding Signage Plan
- Attachment VI: Wayfinding Signage Plan Priority One Construction Documents

ATTACHMENT IV SELECTION CRITERIA

Selection of the top three consultants will be based upon the written proposals. The top three consultants will be interviewed with the final analysis being based upon both the written proposal and interview.

PROPOSAL EVALUATION CRITERIA (Eighty Points Total)

1. General Experience of the Consultant Team - 10 points
2. Specialized Experience of the Consultant Team - 20 Points
This includes the specialized experience directly relating to similar projects and completeness of the proposal submitted.
3. Project Personnel and Proposed Use of Sub consultants - 15 Points
This includes the role, commitment, and qualifications of key personnel and their experience in their assigned area.
4. Approach to the Work - 15 Points
This includes the approach to the scope of work outlined in Attachment III, the understanding of the project scope and schedule of work, and the interfacing of tasks. This includes comments received from references and unique/creative approaches to the work.
5. Qualifications of the Proposed Project Manager - 20 points

INTERVIEW EVALUATION CRITERIA (One Hundred Points Total)

1. General Professional Experience - 10 points
2. Specific Professional Experience for this Project - 20 points
3. Project Personnel and Proposed use of Sub consultants - 15 points
4. Approach to the Work - 15 points
5. Qualifications of the Proposed Project Manager - 20 points
6. Quality of Presentation - 20 points