REQUEST FOR PROPOSAL (RFP) FOR GATEWAY ENTRANCE SIGNAGE DESIGN SERVICES

The Village of Mundelein is accepting proposals from qualified architectural, landscape, and urban planning design firms for “Gateway Signage Design Services”. Proposals will be received no later than October 14, 2016, 5:00 p.m. at the Mundelein Village Hall, 300 Plaza Circle, Mundelein, Illinois. Proposals received after the above date and time, or in any other location other than the Village Hall will not be considered.

Proposal information can be found at http://www.mundelein.org/government/bids-and-proposals.

The Village of Mundelein reserves the right to reject any or all proposals when the public interest will be served thereby and to waive technicalities and informalities.

Community Background: The Village of Mundelein, a community of 31,394 in central Lake County, Illinois is located in the geographic center of Lake County. It is served primarily by U.S. Route 45 and State Highways 60, 83 and 176. The Village is predominantly a single-family community with a healthy mix of attached and multi-family housing. Situated 35 miles northwest of downtown Chicago, the Village has nearly 800 businesses. Mundelein is a large employer within Lake County offering a significant number of full-time jobs and five attractive business parks. Mundelein is known as the home of the University of St. Mary of the Lake/Mundelein Seminary; and the corporate headquarters of Medline Industries Inc. the largest privately owned medical products company in the United States. Mundelein is also known for excellent golf courses and a wide range of recreational opportunities provided by outstanding park and library districts. Several small inland lakes provide a range of aquatic activities. In 2014, the Village began a branding campaign with a focus as a welcoming community with a focus on entrepreneurial development. The Gateway Project is a step in the rebranding campaign.

Project Purpose: The Village of Mundelein, Illinois is soliciting for qualifications and proposals from qualified firms to design for the construction of gateway monument signs at various entrance locations to the Village of Mundelein on State and County roads. There are currently four (4) entrance signs at gateway entrances into the Village. It is proposed that three (3) of the current locations will be abandoned and removed. Nine (9) locations have been identified for the new gateway signs, with one (1) additional sign to be designed for the Police Department in the Downtown Area at 221 North Lake Street. See the attached Gateway Sign Location Plan attached as Exhibit A, for further information on the proposed locations. The Village of Mundelein seeks a qualified firm to design the signs and all related landscape and hardscape surrounding each of the sign. The designs must be detailed enough to send out for construction bids.

Project Overview: The gateway sign locations have been categorized as “Critical”, representing the most important entrance ways that should receive the highest level of design treatment; “Primary”, representing entrances with high traffic counts; “Secondary”, representing entrances with less traffic volumes or limited space to permit higher levels of design.
The Village is seeking preliminary design drawings for all nine locations, each of which is designated as Critical, Primary, or Secondary.

- One location (#4) has two options. One on private property and one in the right-of-way. A design option for each location is requested.
- Two of the nine proposed locations have been identified for “future construction” pending anticipated IDOT improvements (#9) or to be incorporated in a future private development project (#3). These will not be constructed as part of this project. However, a design must be included for each of these locations that incorporates these future conditions.
- It is anticipated that the remaining seven (7) locations will be budgeted for construction over two construction seasons.
- Four (4) of the proposed locations are located on private property—site #1, #2, #7, #4A. The Village will be responsible for securing permission to use the property from the owner.
- One (1) of the proposed locations is in the County right-of-way—site #4B.
- Two (2) of the proposed locations are in the State right-of-way—site #5, which is an existing sign location, and #8.
- One location, site #6, is a combination of Village and State right of way. The Village will be responsible for securing permission from the appropriate jurisdiction to install signage in the rights-of-way.

The successful firm shall incorporate field work into the scope to verify all site conditions prior to design work.

**Design Guidelines:** It is anticipated that designs should emphasize natural stone or brick and metal. Critical and Primary locations should provide for LED lighting. The three categories of signs should be complimentary and not different from each other. The goal is to standardize the entrance signage with a consistent look that enhances each site. Proposed designs should be proportionate to the site and not obstruct traffic sight-lines. A provision for Village population should be provided. Landscaping, if proposed, should require minimum maintenance.

The Village logo, i.e. the “M-Star,” must be incorporated into the sign design. The Village will provide vector artwork with wording for required design element. The successful firm will show compliance with the design intent of the Village, structural soundness, integrity ease of installations, maintenance, quality of the structural design and proposed materials.

**Scope of Work:** The successful firm is expected to provide the following:

1) Preliminary meetings with staff to discuss conceptual designs and visual preferences for Village gateway signs, including one Police Department/Village sign.
2) Draft sketches for staff feedback shall be considered part of the process; but not part of the three final sign styles deliverables.
3) Design drawings for three sign styles that match the Village criteria for Critical, Primary and Secondary entrances. Each of the three sign styles should have two scales for build-out (large/prominent signs for major thoroughfares and large sites and smaller complementary sign for smaller gateways).
4) Provide drawings for each sign including landscape and hardscape.

**Submission Requirements:** The following must be included in the proposal:

1) Narrative demonstrating an understanding of the project.
2) Examples of design drawings for Critical, Primary, and Secondary sign types.
3) Background information on the firm including project team and qualifications.
4) References
5) Timeline. The successful applicant shall provide a project timeline compatible with the Village’s timeline as noted below (dates subject to move except for RFP due date):

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFP submissions due</td>
<td>October 14, 2016</td>
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<tr>
<td>Village Board approval of bidder</td>
<td>October 24, 2016</td>
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<tr>
<td>Event</td>
<td>Date</td>
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<td>-------------------------------------</td>
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<tr>
<td>Conduct project kickoff meeting</td>
<td>October 26-28, 2016</td>
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<tr>
<td>Final design present to Village</td>
<td>TBD</td>
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<tr>
<td>RFP Construction Bids</td>
<td>Winter 2016-2017</td>
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<tr>
<td>Sign Installation Complete</td>
<td>June 30, 2017</td>
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**Evaluation Criteria will include:**

- Understanding of project as demonstrated in the proposal including conciseness and thoroughness and identification of issues and approaches/solutions.
- Ability to provide design services with a final lump-sum total price.
- Strength of team qualifications/experience.
- Extent of experience on similar projects including developing Gateway Signage Plans and completion of comparable projects.
- Design/implementation schedule and availability to immediately begin project.
- References.
- Quality of sample work.
- Identified conflicts of interest and/or resolution of same.

**Selection Process:**

Final selection of the design firm/team will follow a two-step process. First, the qualifications and costs provided under this RFP will be thoroughly reviewed with the top candidate(s) selected by a Review Team. Second, the top candidate(s) may be interviewed by the Review Team and the finalist selected. The price is of importance to the Village of Mundelein, but may not be considered the priority in the final award of the GWS Plan contract based upon other criteria. The cost provided is to be a “not to exceed” lump sum cost. Responses received after the close of business on the specified due date will not be considered. The Village of Mundelein reserves the right to short-list (up to 2) firms for more detailed technical proposals or schedule interviews with the short-listed firms. The Village reserves the right to select the second ranked consultant if negotiations with the first consultant are unsuccessful.

The Village of Mundelein Community Development Department will administer the project.

"GENERAL INSTRUCTIONS TO BIDDERS"

1. The following instructions are to be considered as an integral part of this proposal. Unless otherwise requested, only one copy of the proposal needs to be submitted. The person signing the bid form must initial any changes or corrections made to this proposal.

2. Proposal Response Format
   a. COVER LETTER: The cover letter should exhibit the Respondent’s understanding and approach to the project. It should contain a summary of Respondent’s ability to perform the services described and confirm that the Respondent is willing to perform those services and enter into a contract with the Village of Mundelein.
   b. QUALIFICATIONS AND CAPABILITIES: General Firm Information, experience of project team, documented previous projects
   c. TECHNICAL APPROACH: Illustrate and describe proposed technical solution and compliance with the RFP and turn-key implementation of the signage project.
   d. TIMELINE: Detailed description of project milestones with specific dates of completion.
e. OUTLINE OF DELIVERABLES: Description of meetings, sketches, refined drawings included in the cost.

f. PROPOSAL COST: Lump sum cost to complete project as specified.

The person, firm or corporation making the proposal shall submit their bid for RFP for Gateway Entrance Signage complete with the firm’s company name, bid title, and bid date.

3. The following bid shall be awarded to one “responsible” bidder on a total price basis. An award shall be made to one firm for the total bid.

The Village shall accept and evaluate all responses and determine which company best meets the qualifications and maximizes benefits. Proposals will be reviewed by members of staff and a recommendation shall be forwarded to the Village Board for approval, if necessary. Upon review of the proposals submitted, the Village may conduct interviews with respondents to supplement the information necessary for the selection process.

4. The Village desires delivery of the material or services specified at the earliest possible time after the date of award. An unreasonable delivery proposal may be cause for disqualifying a bid.

5. No Federal or State Sales Tax is applicable. The Federal tax identification number is 36-6006012. The Village is State tax-exempt.

6. The Village of Mundelein reserves the right to accept or reject any and all bids, and waive any informality.

THE UNDERSIGNED ON THE BID PROPOSAL CERTIFIES THAT HE/SHE HAS CAREFULLY EXAMINED THE INSTRUCTIONS TO BIDDERS, TERMS AND SPECIFICATIONS APPLICABLE TO AND MADE A PART OF THIS PROPOSAL. HE/SHE FURTHER CERTIFIES THAT THE PRICES SHOWN ARE IN ACCORDANCE WITH THE CONDITIONS, TERMS AND SPECIFICATIONS OF THE PROPOSAL AND THAT ANY EXCEPTION TAKEN THERETO MAY DISQUALIFY THE BID.

SIGNATURE: ________________________________, DATE: ______________________________.
NOTICE TO BIDDERS

Proposals for GATEWAY ENTRANCE SIGN DESIGN for the Village of Mundelein, Illinois, will be received at the Village Hall, 300 Plaza Circle, Mundelein, Illinois, until October 14, 2016, 5:00 p.m.

The bid must clearly identify the firm, individual, or organization that is submitting the bid.


Firm understands the Illinois Freedom of Information Act requirement to produce to the Requestor any of its company records and documents which are in any way related to the performance of services under this agreement. The Firm agrees to be bound by the provisions of the Act and agrees to deliver of a request by the Village for said records. Firm agrees to reimburse the Village any fees, fines, or costs incurred by or assessed against the Village for its failure to deliver requested records in the possession of the Firm, and which the Firm failed to deliver to the Village within three (3) business days of its receipt of a request from the Village to do so. An e-mail request for records and documents will be considered received by the Firm on the day sent.

Bid documents may be obtained at http://www.mundelein.org/government/bids-and-proposals. Any questions regarding the bid specifications can be direct to:

Amanda Orenchuk
Community Development Director
Village of Mundelein
300 Plaza Circle
Mundelein, Illinois 60060
Telephone: 847-949-3282

Contractors and subcontractors shall comply with all provisions and requirement as stipulated in the specifications and bid submittal packets for this project. The Village of Mundelein reserves the right to waive any irregularities and technicalities, and to accept or reject any or all bids or any part thereof.
VILLAGE OF MUNDELEIN-GATEWAY SIGNAGE
LOCATION #1-HAWLEY STREET WEST (between Route 60/83 and Gilmer Road)

Gateway Location

LOCATION DATA

Property Owner(s): Grand Dominion POA, LCDOT
LOCATION: SECONDARY SIGNAGE: 1ST TIER

- North side of West Hawley St.; 250-350’ west of golf cart path
- Integrate Village signage into Del Webb subdivision monument on north side of ROW

Overview

Site Photo (eastbound)
VILLAGE OF MUNDELEIN-GATEWAY SIGNAGE
LOCATION #2-ROUTE 176 WEST (west of Schank Road, near Del Webb Blvd.)

Gateway Location

Overview

Site Photo (eastbound)

LOCATION DATA

Property Owner(s): IDOT, Pulte Homes, Inc.

LOCATION: PRIMARY
SIGNAGE: 2ND TIER

- 350-700’ west of Del Webb Blvd.; south side of ROW
- Subdivision monument feature blocked by landscaping to the west
VILLAGE OF MUNDELEIN-GATEWAY SIGNAGE
LOCATION #3-ROUTE 60/SCHANK

Gateway Location

Overview

Potential Location

Site Photo (eastbound)

LOCATION DATA

<table>
<thead>
<tr>
<th>Property Owner(s):</th>
<th>ATG Trust Co. N6978</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOCATION: PRIMARY</td>
<td>SIGNAGE: 3RD TIER</td>
</tr>
</tbody>
</table>

- Locate sign on private property; north of traffic signal across from northernmost entrance to Mundelein Crossings
- Heavily wooded and grade issues on southwest ROW headed north of proposed location
- Possible relocation upon development of parcel
LOCATION DATA

Property Owner(s): Mundelein HS Dist. 120, LCDOT

LOCATION: SECONDARY  SIGNAGE: 3RD TIER

- Southeast or southwest corner of Midlothian/Winchester intersection
- Fencing, bike path, and grading limit placement along Midlothian western ROW
- Signage on hold pending re-development of Village Green Golf Course property and existing business sign
VILLAGE OF MUNDELEIN-GATEWAY SIGNAGE
LOCATION #5-LAKE STREET NORTH

Gateway Location

LOCATION DATA

Property Owner(s): IDOT
LOCATION: IMPACT SIGNAGE: 1ST TIER

- Existing location north of Dunbar
- Cannot move closer to road due to drainage
- Overhead wires detract from appearance

Overview

Potential Location

Site Photo (southbound)
VILLAGE OF MUNDELEIN-GATEWAY SIGNAGE
LOCATION #6-ROUTE 176 EAST

Gateway Location

Overview

Potential Location

Site Photo (westbound)

LOCATION DATA

Property Owner(s): Village of Mundelein

LOCATION: IMPACT      SIGNAGE: 1ST TIER

- North of War Memorial, currently occupied by cannon
- Sign location dependent upon park concept revision
- Bury overhead wire on north side of park
VILLAGE OF MUNDELEIN-GATEWAY SIGNAGE
GATEWAY LOCATION #7-TOWNLINE ROAD (Butterfield/Route 60 intersection)

Gateway Location

Overview

LOCATION DATA

Property Owner(s): IDOT
LOCATION: PRIMARY  SIGNAGE: 3RD TIER

- Overwhelming competition at existing sign location at NE corner of intersection
- 3 of 4 legs of intersection outside Village corporate limits
VILLAGE OF MUNDELEIN-GATEWAY SIGNAGE
GATEWAY LOCATION #8-LAKE STREET SOUTH

Location Data

- Property Owner(s): IDOT
- Location: PRIMARY
- Signage: 1ST TIER

- Southeast corner of Route 45 & Route 83
- V-shaped sign with landscape screening
- Good visibility, expansive ROW area

Overview

Potential Location

Site Photo (northbound)
Location Data:

- Property Owner(s): Tom Pecora, IDOT
- Location: Secondary
- Signage: 1st Tier

- NW corner of Midlothian/Route 60/83 intersection
- V-shaped, two sided signage
- On hold pending IDOT reconstruction of Route 60/83 and redevelopment of private property