

City of Dunwoody

Request for Proposals

Brook Run Trail Signage Fabrication & Installation

Request for Proposal Number **RFP 2014-03**
Brook Run Trail Signage Fabrication and Installation
City of Dunwoody, Georgia

January 29, 2014

I. Invitation

The City of Dunwoody, Georgia is interested in obtaining the services of a professional, highly qualified firm to provide fabrication and installation of Dunwoody Trailway Signage.

Proposals will be accepted until 2:00 P.M. on **February 19, 2014**. Submittals should be addressed to:

John Gates
Purchasing Manager
City of Dunwoody
41 Perimeter Center East, Suite 250
Dunwoody, Georgia 30346
678-382-6750

Written responses including cost and all supporting materials must be submitted in one original hard copy and one electronic version on a cd to the purchasing department in a sealed envelope stating on the outside the Contractor's name, address, telephone number, **RFP 2014 - 03**, title and due date. No facsimile or email responses will be considered.

BACKGROUND

The City of Dunwoody is a 13 square mile community of just over 46,000 residents and home to many of metro Atlanta's top dining, shopping, schools, and recreation destinations. The City of Dunwoody is located, just outside of the I-285 perimeter, approximately 15 miles north of downtown Atlanta at the most northern tip of DeKalb County.

The City of Dunwoody recognizes that its parks and recreation facilities provide many benefits to the community and enhances the quality of life of the citizens. As part of this understanding, the City has constructed Phase I of this trail system

GENERAL SCOPE OF SERVICES

The City of Dunwoody is seeking a qualified firm to provide all fabrication and installation services related to the implementation of Dunwoody Trailway signs.

Signage includes trail information kiosks, distance markers, trail head signs, directional, safety and any additional markers deemed pertinent to the project.

The Brook Run Trail is currently divided into two phases of development, phase one and phase two. Phase one is .7 miles long and phase two will be 1.3 miles for a total length of 2 miles. Additional phases are planned for future development.

The successful firm will demonstrate experience in other cities and communities where their trail, park signage and/or wayfinding was successful.

Total signs for phase one and phase two of the Brook Run Trail total approximately 106 signs.

TIME LINE

All question due: **February 10, 2014**

Bids due: **February 19, 2014**

Award Contract: **March 10, 2014**

Installation start: **July 2014**

SPECIFIC SCOPE OF SERVICES

1. The total costs and unit costs shall include furnishing of all materials, labor, tools, and equipment required for the installation of trail signs indicated in this RFP. The assumed finishes and materials must be priced to meet the exact specs described in the design documents.
2. Standard highway signs shall be fabricated and erected in accordance with the provided plans, the Manual on Uniform Traffic Control Devices (MUTDCD), current edition, and the Georgia Standard specifications, Supplemental Specifications, and or Special Provisions.
3. Signs used along the trail may be reduced in size per Table 9B-1 of the MUTCD.

4. Signs utilized along the roadway (at or near the raised cross-walks) shall not be reduced in size and shall conform to the sizes established in the MUTCD.
5. Sign erection locations shown in the plans are approximate and may be adjusted to meet field conditions where necessary, but shall be within the limitations set forth in the MUTCD. No sign locations shall be changed by the contractor without prior approval from the City of Dunwoody.
6. All standard highway signs along the multiuse path shall be erected at a height of 4 feet above the normal edge of pavement to the bottom of the sign or assembly.
7. All standard highway signs along the roadway shall be erected at a height of 7 feet above the normal edge of pavement to the bottom of the sign or assembly.
8. Horizontal clearance for standard highway signs along the multiuse paths shall be 2 feet from the normal edge of pavement to the nearer edge of the sign(s), unless specified otherwise in plans.
9. Sign assemblies shall be mounted on aluminum or galvanized steel strap frames. For details and strap specifications refer to sign assembly0typical framing details.
10. Type III (High Intensity) reflective sheeting shall be used for all standard highway signs requiring reflectorized backgrounds except as specified below or specified otherwise in the plans. Either Class 1 or Class 2 adhesive backing is permissible.
11. Type IX (Very High Intensity) reflective sheeting shall be used for all red series signs (R1-1, R1-2, R1-3A, R1-4A, R5-1, R5-1A).
12. Type IX (Very High Intensity) fluorescent yellow green reflective sheetings shall be used for bicycle crossing (W11-1) signs, and the pedestrian crossing (W11-2 and W11A-2) signs. Signs within the same assembly as the school zone signs specifically listed above and all regulatory signs placed as part of the school zone signing shall have Type IX (Wide Angle Prismatic) reflective sheeting backgrounds of the approximate color.
13. Type IX (Very High Intensity) fluorescent reflective sheeting shall be used for all warning signs.
14. A ½ inch minimum air space shall be required between all sign plates within an assembly.
15. Cost of shop drawings should also be included in the bid price.
16. Selected contractor will be responsible for coordination of staging, parking, traffic control, clean up and haul-off, and all other site-related issues with Dunwoody Parks and Recreation Department.
17. The contractor is responsible for any erosion and sedimentation control measures required by the City of Dunwoody or the State of Georgia.
18. Turn-key installation services shall include, but not necessarily limited to:
 - a. Delivery of Materials to/at Project Site
 - b. All signage hardware per specs
 - c. All labor to erect all signage components
 - d. Any necessary shop drawings

PROPOSAL CONTENT

Proposals must include the following:

19. **Costs:** Provide total lump sum costs for Phases I and II of the Brook Run Trailway separately. Unit costs and quantities for all required materials shall also be itemized for each Phase, including, but not limited to, signs, posts, plaques, mounting hardware, and footings.

20. **Relevant Experience & References:** Provide relevant background information, project examples and data on projects that your company has completed that are similar in nature and scope to the above referenced project. Include a list of owner references with contact names and current telephone numbers.

21. **Project Management:** Each Respondent must provide the name(s) and contact information for the person(s) designated as the project manager for this work. Provide a list of no fewer than three installations managed by this person(s) previously.

22. **Installation Schedules:** Prepare and submit two schedules:
 - a. A production and fabrication schedule, and
 - b. Installation schedule that displays your company's understanding of the project scope, logical sequence of activities, and overall completion commitment. Such schedules shall be cited in number of weeks of duration. A final schedule of completion will be negotiated between the successful Respondent and Dunwoody Parks and Recreation Department as part of contract negotiations. The negotiated milestone schedule shall be considered your company's commitment of the overall construction duration for completing the project.

23. **Additional Information:** Provide any additional information that will demonstrate your company's ability to perform the signage services on this project.

SITE REVIEW

Site reviews during the proposal period are encouraged to give you a more complete understanding of the project. Phase 1 of the project is accessible with no prior arrangements necessary. Construction will begin on phase two soon. Site tours of phase 2 must be set up through the Parks and Recreation Department. Please submit inquiries through John Gates.

INQUIRES

Inquiries regarding this Quote should be directed by mail or email to:

Name: John Gates

Email Address: john.gates@dunwoodyga.gov

Mailing Address: 41 Perimeter Center East, Suite 250
Dunwoody, GA 30346

Phone Number: 678-382-6700

SELECTION PROCESS

A selection committee will develop a short list of consultants who may be asked to present their qualifications and fees for the projects. Once the committee makes its recommendations and approval is granted, a contract will be negotiated by the City.

Evaluation of the consultant's proposal will be based on a point system. The possible point values are listed by each evaluation category below:

1. Cost: (20 points)
 - a. Quote for the construction and delivery of required trailway signs. The costs for phase 1 and phase 2 should be submitted separately.

2. Experience: (30 points)
 - a. Describe your experience and background in manufacturing custom trail, park, and/or wayfinding signs. Please provide at least two specific examples of similar projects and include reference contact names and phones numbers.

TOTAL POSSIBLE POINTS = 50

PROPOSAL FORM
RFP 14-03 BROOK RUN TRAIL SIGNS

The undersigned, as Proposer, hereby declares that this Proposal is in all respects fair and submitted in good faith without collusion or fraud. Proposer represents and warrants to the City that: (i) except as may be disclosed in writing to the City with its Proposal, no officer, employee or agent of the City has any interest, either directly or indirectly, in the business of the Proposer, and that no such person shall have any such interest at any time during the term of the Contract should it be awarded the Contract; and (ii) no gift, gratuity, promise, favor or anything else of value has been given or will be given to any employee or official of the City in connection with the submission of this Proposal or the City's evaluation or consideration thereof.

The Proposer further represents that it has examined or investigated the site conditions if necessary, and informed itself fully in regard to all conditions pertaining to the place where the work is to be done; that it has examined the Contract Documents (available at http://www.dunwoodyga.gov/Departments/Finance_Administration/Purchasing.aspx) and has read all Addendum(s) furnished by the City prior to the opening of the Proposals, as acknowledged below, and that it has otherwise fully informed itself regarding the nature, extent, scope and details of the services to be furnished under the Contract.

The Proposer agrees, if this Proposal is accepted, to enter into the written Contract with the City in the form of Contract attached (properly completed in accordance with said Proposal Documents), and the Contract Documents for RFP 14-03 Brook Run Trail Signs, at the City of Dunwoody, and to furnish the prescribed evidence of a valid business license, insurance, and all other documents required by these Contract Documents. The Proposer further agrees to commence work and to perform the work specified herein within the time limits set forth in the Contract Documents, which time limits Proposer acknowledges are reasonable.

The undersigned further agrees that, in the case of failure or refusal on its part to execute the said contract, provide evidence of specified insurance, a copy of a valid business or occupational license and all other documents required by these Contract Documents within ten (10) business days after being provided with Notice of Intent to Award the contract (or such earlier time as may be stated elsewhere in these Proposal Documents), the Proposal award may be offered by the City to the next ranked Proposer, or the city may re-advertise for Proposals, and in either case the City shall have the right to recover from the Proposer the City's costs and damages including, without limitation, attorney's fees, to the same extent that the City could recover its costs and expenses from the Proposer under section 10 of the Instructions to Proposers if the Proposer withdrew or attempted to withdraw its Proposal.

The Proposer further agrees, if it fails to complete the work according to the Specification within the scheduled time or any authorized extension thereof, that damages may be deducted from the Contract price otherwise payable to the Proposer.

Acknowledgement is hereby made of the following Addendum(s) received since issuance of the Solicitation Documents (identified by number)

Addendum No.	Date	Addendum No.	Date	Addendum No.	Date
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

It shall be the responsibility of each Proposer to visit the City Purchasing Department's website to determine if addendum(s) were issued and, if so, to obtain such addendum(s). Failure to acknowledge an addendum above shall not relieve the Proposer from its obligation to comply with the provisions of the addendum(s) not acknowledged above.

Company Name: _____

Work is to commence on or about March 12, 2014. This contract shall be for one year with a one year City option for extension.

The City of Dunwoody requires pricing to remain firm for the duration of the initial term of the contract. Failure to hold firm pricing for the initial term of the contract will be sufficient cause for the City to declare bid non-responsive.

Termination for Cause: The City may terminate this agreement for cause upon ten days prior written notice to the Consultant of the Consultant's default in the performance of any term of this agreement. Such termination shall be without prejudice to any of the City's rights or remedies by law.

Termination for Convenience: The City may terminate this agreement for its convenience at any time upon 30 days written notice to the Consultant. In the event of the City's termination of this agreement for convenience, the Consultant will be paid for those services actually performed. Partially completed performance of the agreement will be compensated based upon a signed statement of completion to be submitted by the Consultant, which shall itemize each element of performance.

Termination for fund appropriation: The City may unilaterally terminate this Agreement due to a lack of funding at any time by written notice to the Consultant. In the event of the City's termination of this Agreement for fund appropriation, the Consultant will be paid for those services actually performed. Partially completed performance of the Agreement will be compensated based upon a signed statement of completion to be submitted by the Service Provider which shall itemize each element of performance.

The Proposer agrees to provide all work described in this document.

Legal Business Name _____

Federal Tax ID _____

Address _____

Does your company currently have a location within the City of Dunwoody? Yes ___ No ___

Representative Signature _____

Printed Name _____

Telephone Number _____

Fax Number _____

Email Address _____



sky design

City of Dunwoody - Trail Signage
Design Intent Bid Documents
10.18.13

55 Ivan Allen Jr. Blvd. NW, Suite 100
Atlanta, GA 30308
404.688.4702

PAINT SCHEDULE

-  P1 MP09896 Woodland Moss Green
-  P2 MP42225 White Wood
-  P3 MP11841 Quince
-  P4 MP06290 Chili Powder Red
-  P5 MP32071 White Wonder

VINYL SCHEDULE

-  S1 STONE VENEER AND GROUT TO MATCH EXISTING PAVILION

1 PROJECT MATERIAL & PAINT SPECIFICATIONS

ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890

2 PROJECT TYPEFACE I - TODAYSBOP MEDIUM

ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890

3 PROJECT TYPEFACE II - FUTURA COND. MEDIUM

GENERAL NOTE

- FIELD SURVEY IS REQUIRED PRIOR TO PRODUCING FINAL SHOP DRAWINGS TO VERIFY ARCHITECTURAL INTEGRITY & LAYOUT. ALL INTENT DRAWINGS IN THIS PACKAGE ARE FOR INTENT. NO DIMENSIONS HAVE BEEN CONFIRMED. RESPONSIBILITY FOR ALL FIELD VERIFICATION LIES WITH SIGN FABRICATOR.

TYPICAL NOTES

- REFER TO DRAWING NOTES FOR MATERIAL THICKNESS AND/OR DIAMETER UNLESS SPECIFICALLY NOTED IN THE FINISH SCHEDULE.
- BID ALTERNATE PRICING SHOULD BE INCLUDED ON BID SUMMARY FORM IN THE CORRESPONDING BID ALTERNATIVE COLUMN.

ASSEMBLY SPECIFICATIONS

- ALL HARDWARE TO BE SECURED WITH LOCTITE OR EQUIVALENT TO DETER VANDALISM.

FABRICATION SPECIFICATIONS

- SEAMLESS CONSTRUCTION; ALL SEAMS/WELDS TO BE FILLED, GROUND, SANDED, AND FINISHED SMOOTH.
- NO VISIBLE FASTENERS UNLESS THEY ARE SPECIFICALLY PART OF DESIGN INTENT.

4 PROJECT SYMBOLS



PROJECT NO: 31044.00

TITLE: DUNWOODY TRAIL SIGNAGE

SIGN TYPE: PROJECT FINISHES

ISSUE DATE: 10.18.13

REV. #: 0

DRAWN BY: GW/WTV

Project Specifications
The City of Dunwoody
31044.00

The following design documents are for the sole purpose of conveying design intent and are not intended for construction purposes. The fabricator may make recommendations and/or changes to the details as shown in the drawings with written approval of the Owner's representative. The fabricator assumes all responsibility for signage integrity, engineering, field verification and measurements, etc.

Sky Design and the Owner shall review all shop drawings for conformance with the design intent of these drawings only and will not be held responsible or liable for any results of construction from working drawings, materials selection, shop drawings, or any other agreements.

Review

- Site - The fabricator is responsible for verifying all site conditions with regards to fabrication and installation before manufacture of signage. Any conditions that would impede the proper and timely completion of the work should be presented to the Owner's representative in writing.
- Sign Location Plans - Locations shown on the Sign Location Plans are for general placement. The fabricator shall confirm each sign location with the Owner's representative and locate via stake and flag for verification.
- Fabricator shall notify the Owner's representative of any discrepancies in the design documents or graphics schedule as well as discrepancies in field dimensions or field conditions that would require changes in sign construction details. All discrepancies shall be brought to the attention of the Owner's representative.

Artwork

All enlarging and reducing of supplied artwork images is the responsibility of the signage fabricator. Any discrepancies after enlarging or reducing vs. original artwork are to be addressed with Owner's representative prior to reproduction. Refer to the design documents for reference as to what artwork will be provided. Sky Design will not submit electronic artwork for contractors use in shop drawings except for custom created logos, icons, typography, etc. Artwork for general fabrication items will not be submitted so please account for this in your timeframes and general costs.

Submittals

Color samples, material samples, submittals, copy layouts, and working drawings are to be provided for approval by the Owner's representative and Owner prior to manufacture. Full size copy layouts will also be required as needed.

- Shop Drawings - are the responsibility of the fabricator for each of the disciplines contained within and are to include all necessary dimensions drawn to scale, details, internal mechanicals, joint connections, hidden connections, anchorage to footings, section views as needed, etc. These must be submitted and approved prior to beginning any construction. Scans or copies of the enclosed design documents with contractor title block will not be accepted for approval as working drawings. The sign fabricator is responsible for all aspects of fabrication including engineering, installation techniques and performance, as well as coordination with site contractors and related trades.
- Paint - 3 samples of each color to be submitted on minimum 4" x 4" plate. One will be returned; the others will be retained for file references. All paints used must retain a minimum 5-year warranty for interior and exterior signage. This includes no cracking, flaking, or fading. Exterior paints should be 2-part catalyst hardened urethane, base coat, top coat, matte finish unless otherwise specified.
- Mock-ups - samples required for review and approval will be listed on Bid Summary Form.
- Vinyl - All vinyl is to be 3M Scotchcal graphic vinyl, or Gerber equivalent. First surface application unless otherwise specified on drawings.
- Inkjet - 1 proof of each type of inkjet graphic to be submitted at full-size. For large format graphics, a minimum 12" x 12", full size portion should be submitted. Proofs are to be of equal or greater reproduction quality than the original artwork provided. All inkjet graphics are to be printed on 3M material or equivalent using pigment-based ink to prevent fading and discoloration. If necessary, laminates are to be 3M material or equivalent, gloss or matte finish as specified. Warranty information for all inkjet applications to be provided at no less than five years.

Materials

- All wood, stone, brick or brick veneer components to be sealed to protect against decay, mildew, and discoloration
- All aluminum components and panels to have a minimum wall thickness of .125" or greater

Installation

- All breakaway details to conform to GA DOT standard requirements.
- Pin mounted letters should be set in Hilti epoxy or equivalent to deter theft and vandalism. Exterior pin mounted letters should be set in Hilti epoxy or equivalent and sealed with silicone or equivalent waterproofing sealer.
- Signage design and installation for this project must conform to all federal, state, and city regulations and ordinances. It is the responsibility of signage fabricator to submit drawings to the proper agencies for review and approval prior to construction. It is also the responsibility of the signage fabricator to obtain the necessary permits and approvals prior to construction.

Signage Protection

Fabricator to coordinate protection of all signs until punch list is completed by Owner.

Warranty

Fabricator warrants work against failure due to faulty materials, workmanship, and design for a period of five years from date of substantial completion. Fading, cracking, oil canning, peeling, delaminating, rusting, corroding, and structural failure, including distortion, will be construed to mean failure due to faulty materials and workmanship. All products, materials, adhesives, paints, etc. shall be covered by standard warranty. Failures during the warranty period shall be repaired or replaced to the satisfaction of the Owner.

Proprietary Information

Sky Design shall have the right to include a credit line on completed designs or any visual representation of drawings, models, sketches, photographs, etc. created by Sky Design in the development of this signage program. The credit shall be included in any publication of the designs by the Owner or by others.

TRAIL SIGNAGE

- A Trailhead ID
- B Trail Information Kiosk
- C Trail Distance Marker
- D Trail Regulatory Sign
- E EMS Sign
- F Future Phase II (Temp. Sign)

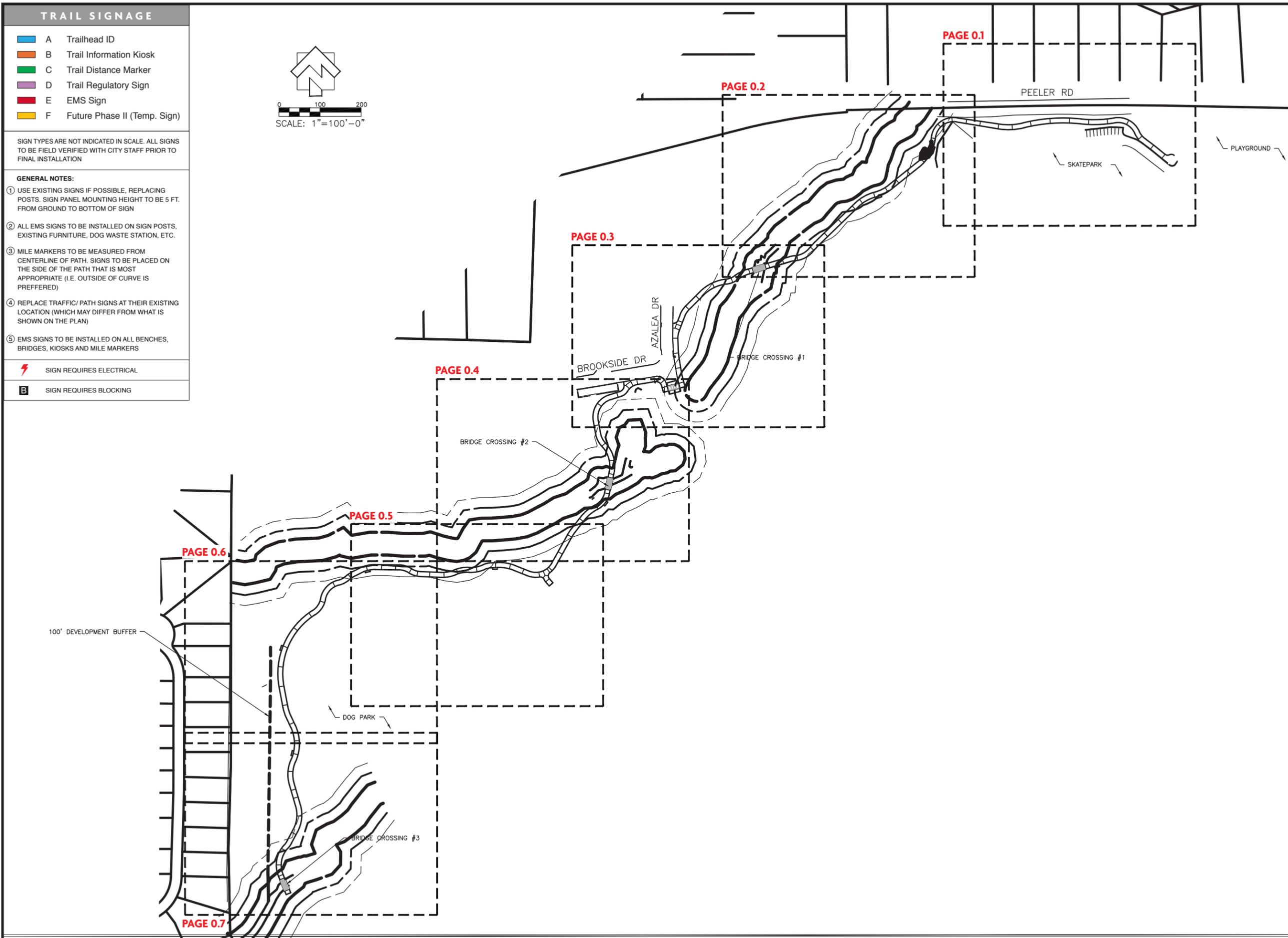
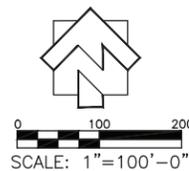
SIGN TYPES ARE NOT INDICATED IN SCALE. ALL SIGNS TO BE FIELD VERIFIED WITH CITY STAFF PRIOR TO FINAL INSTALLATION

GENERAL NOTES:

- ① USE EXISTING SIGNS IF POSSIBLE, REPLACING POSTS. SIGN PANEL MOUNTING HEIGHT TO BE 5 FT. FROM GROUND TO BOTTOM OF SIGN
- ② ALL EMS SIGNS TO BE INSTALLED ON SIGN POSTS, EXISTING FURNITURE, DOG WASTE STATION, ETC.
- ③ MILE MARKERS TO BE MEASURED FROM CENTERLINE OF PATH. SIGNS TO BE PLACED ON THE SIDE OF THE PATH THAT IS MOST APPROPRIATE (I.E. OUTSIDE OF CURVE IS PREFERRED)
- ④ REPLACE TRAFFIC/ PATH SIGNS AT THEIR EXISTING LOCATION (WHICH MAY DIFFER FROM WHAT IS SHOWN ON THE PLAN)
- ⑤ EMS SIGNS TO BE INSTALLED ON ALL BENCHES, BRIDGES, KIOSKS AND MILE MARKERS

SIGN REQUIRES ELECTRICAL

SIGN REQUIRES BLOCKING



PROJECT NO:	31044.00
TITLE:	DUNWOODY TRAIL SIGNAGE
SIGN TYPE:	SIGN LOCATION PLAN - OVERVIEW
ISSUE DATE:	10.18.13
REV. #:	0
DRAWN BY:	GW/WTV

TRAIL SIGNAGE	
	A Trailhead ID
	B Trail Information Kiosk
	C Trail Distance Marker
	D Trail Regulatory Sign
	E EMS Sign
	F Future Phase II (Temp. Sign)

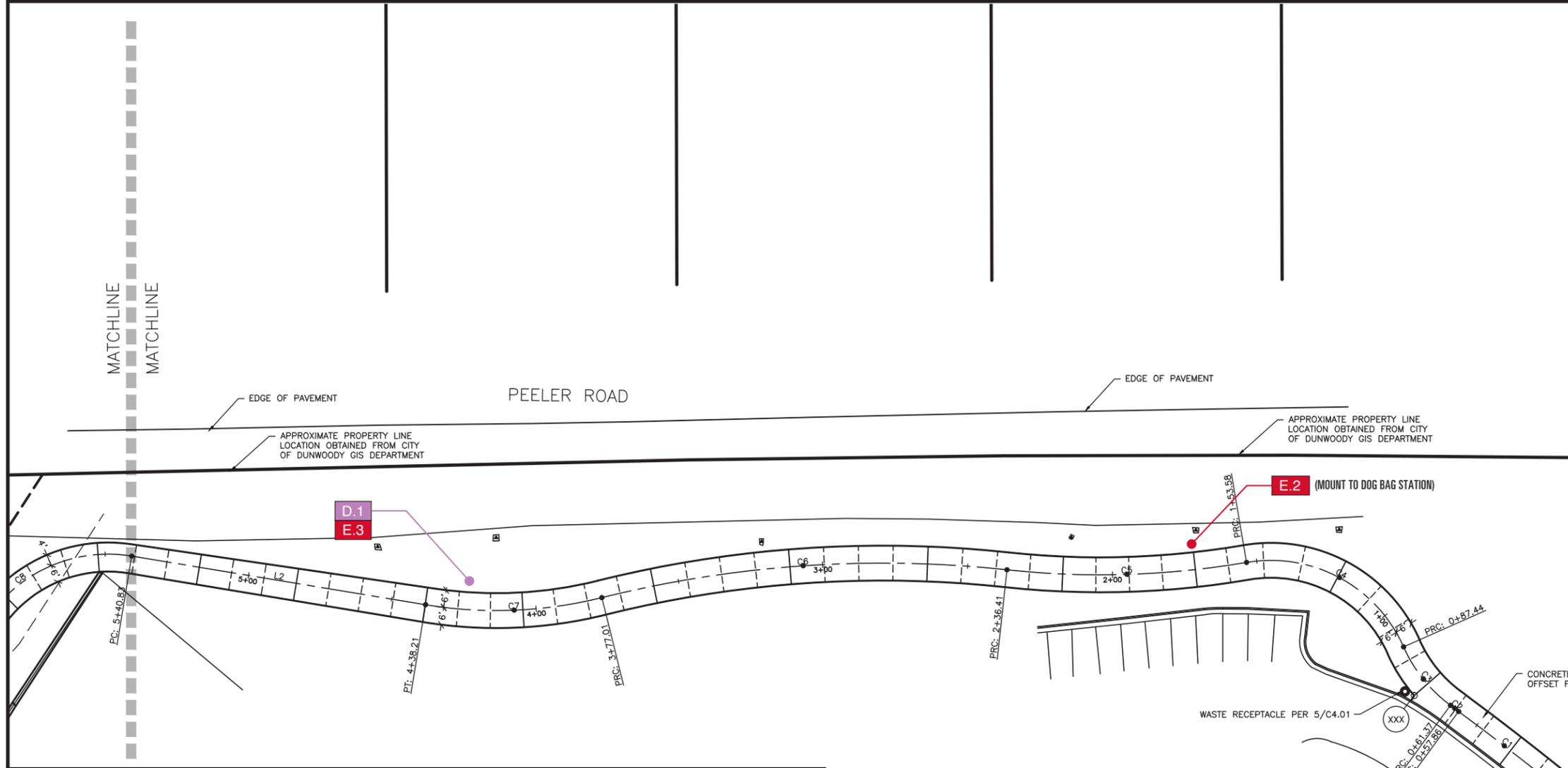
SIGN TYPES ARE NOT INDICATED IN SCALE. ALL SIGNS TO BE FIELD VERIFIED WITH CITY STAFF PRIOR TO FINAL INSTALLATION

GENERAL NOTES:

- USE EXISTING SIGNS IF POSSIBLE, REPLACING POSTS. SIGN PANEL MOUNTING HEIGHT TO BE 5 FT. FROM GROUND TO BOTTOM OF SIGN
- ALL EMS SIGNS TO BE INSTALLED ON SIGN POSTS, EXISTING FURNITURE, DOG WASTE STATION, ETC.
- MILE MARKERS TO BE MEASURED FROM CENTERLINE OF PATH. SIGNS TO BE PLACED ON THE SIDE OF THE PATH THAT IS MOST APPROPRIATE (I.E. OUTSIDE OF CURVE IS PREFERRED)
- REPLACE TRAFFIC/ PATH SIGNS AT THEIR EXISTING LOCATION (WHICH MAY DIFFER FROM WHAT IS SHOWN ON THE PLAN)
- EMS SIGNS TO BE INSTALLED ON ALL BENCHES, BRIDGES, KIOSKS AND MILE MARKERS

SIGN REQUIRES ELECTRICAL

SIGN REQUIRES BLOCKING



(EXACT PLACEMENT TO BE DETERMINED IN FIELD)

A.1

(HOLD ON INSTALLATION - LOCATION TBD)

B.1

C.1

E.1

E.2

(MOUNT TO DOG BAG STATION)

D.1

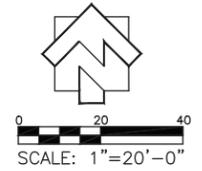
E.3

LAYOUT INFO LEGEND

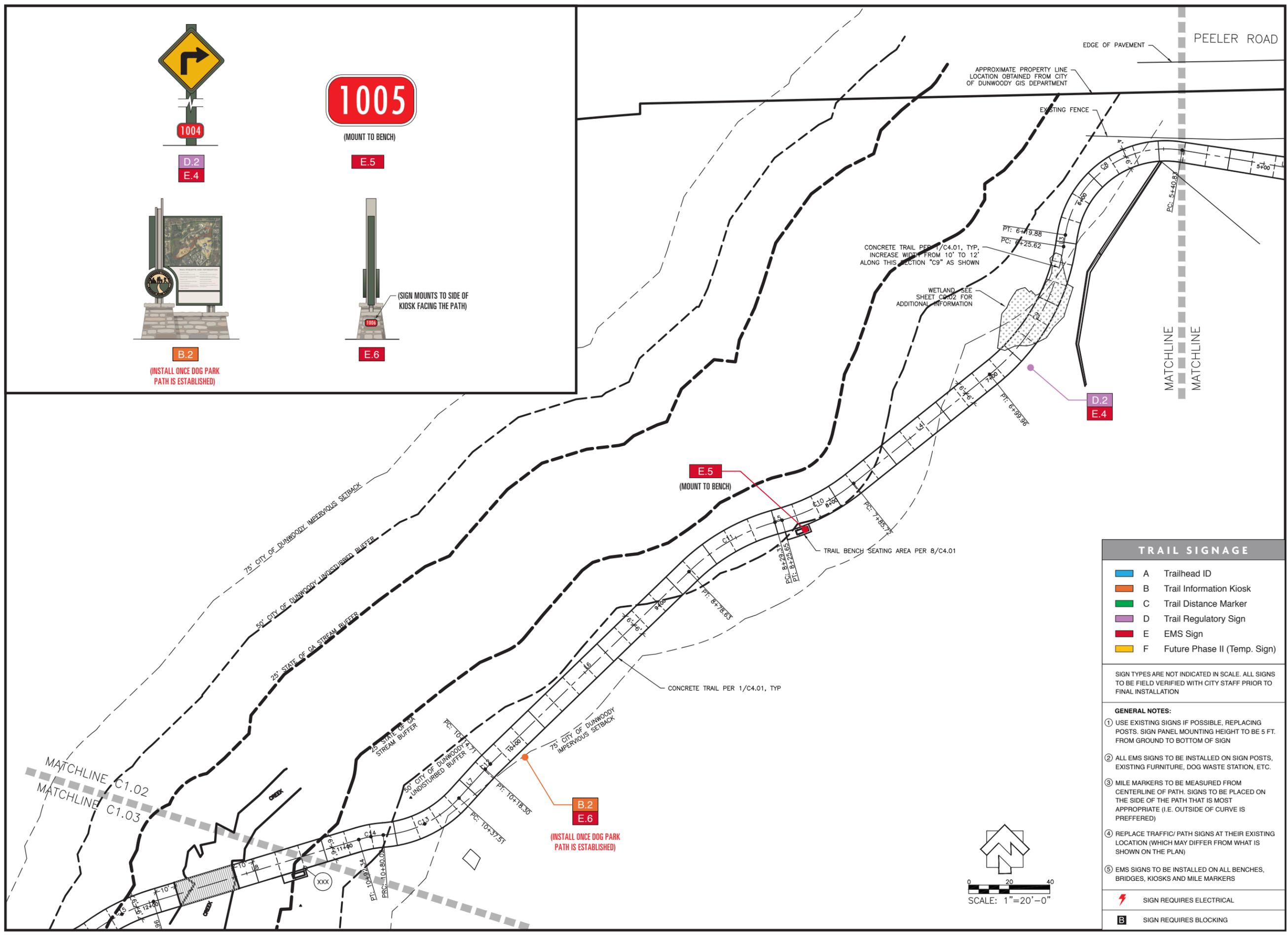
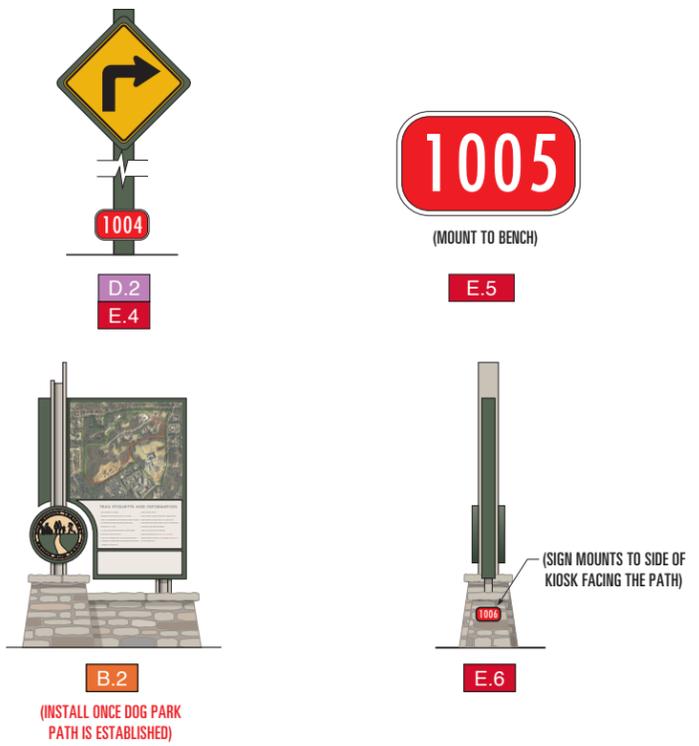
- EXPANSION JOINT PER DETAIL 7/C4.01
- - - SCORE JOINT PER DETAIL 7/C4.01
- DETAIL TAG:
 - DESCRIPTION / DETAIL# / SHEET#
- XXX COORDINATE POINT: SEE SHEET C1.20 FOR COORDINATE LIST.

SEE C2.80 SERIES SHEETS FOR LIMITS OF DISTURBANCE.

NOTE: USE COORDINATE POINT LOCATIONS, CENTERLINES, CENTER POINTS, ETC. TO BEGIN OFFSET DIMENSIONS AS SHOWN ON OTHER LAYOUT SHEETS.



PROJECT NO:	31044.00
TITLE:	DUNWOODY TRAIL SIGNAGE
SIGN TYPE:	SIGN LOCATION PLAN
ISSUE DATE:	10.18.13
REV. #:	0
DRAWN BY:	GW/WTV



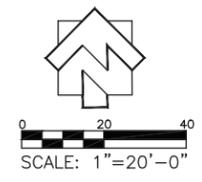
TRAIL SIGNAGE	
	A Trailhead ID
	B Trail Information Kiosk
	C Trail Distance Marker
	D Trail Regulatory Sign
	E EMS Sign
	F Future Phase II (Temp. Sign)

SIGN TYPES ARE NOT INDICATED IN SCALE. ALL SIGNS TO BE FIELD VERIFIED WITH CITY STAFF PRIOR TO FINAL INSTALLATION

GENERAL NOTES:

- USE EXISTING SIGNS IF POSSIBLE, REPLACING POSTS. SIGN PANEL MOUNTING HEIGHT TO BE 5 FT. FROM GROUND TO BOTTOM OF SIGN
- ALL EMS SIGNS TO BE INSTALLED ON SIGN POSTS, EXISTING FURNITURE, DOG WASTE STATION, ETC.
- MILE MARKERS TO BE MEASURED FROM CENTERLINE OF PATH. SIGNS TO BE PLACED ON THE SIDE OF THE PATH THAT IS MOST APPROPRIATE (I.E. OUTSIDE OF CURVE IS PREFERRED)
- REPLACE TRAFFIC/ PATH SIGNS AT THEIR EXISTING LOCATION (WHICH MAY DIFFER FROM WHAT IS SHOWN ON THE PLAN)
- EMS SIGNS TO BE INSTALLED ON ALL BENCHES, BRIDGES, KIOSKS AND MILE MARKERS

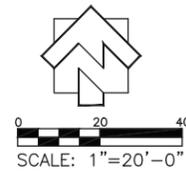
	SIGN REQUIRES ELECTRICAL
	SIGN REQUIRES BLOCKING



PROJECT NO:	31044.00
TITLE:	DUNWOODY TRAIL SIGNAGE
SIGN TYPE:	SIGN LOCATION PLAN
ISSUE DATE:	10.18.13
REV. #:	0
DRAWN BY:	GW/WTV

TRAIL SIGNAGE

- A Trailhead ID
- B Trail Information Kiosk
- C Trail Distance Marker
- D Trail Regulatory Sign
- E EMS Sign
- F Future Phase II (Temp. Sign)



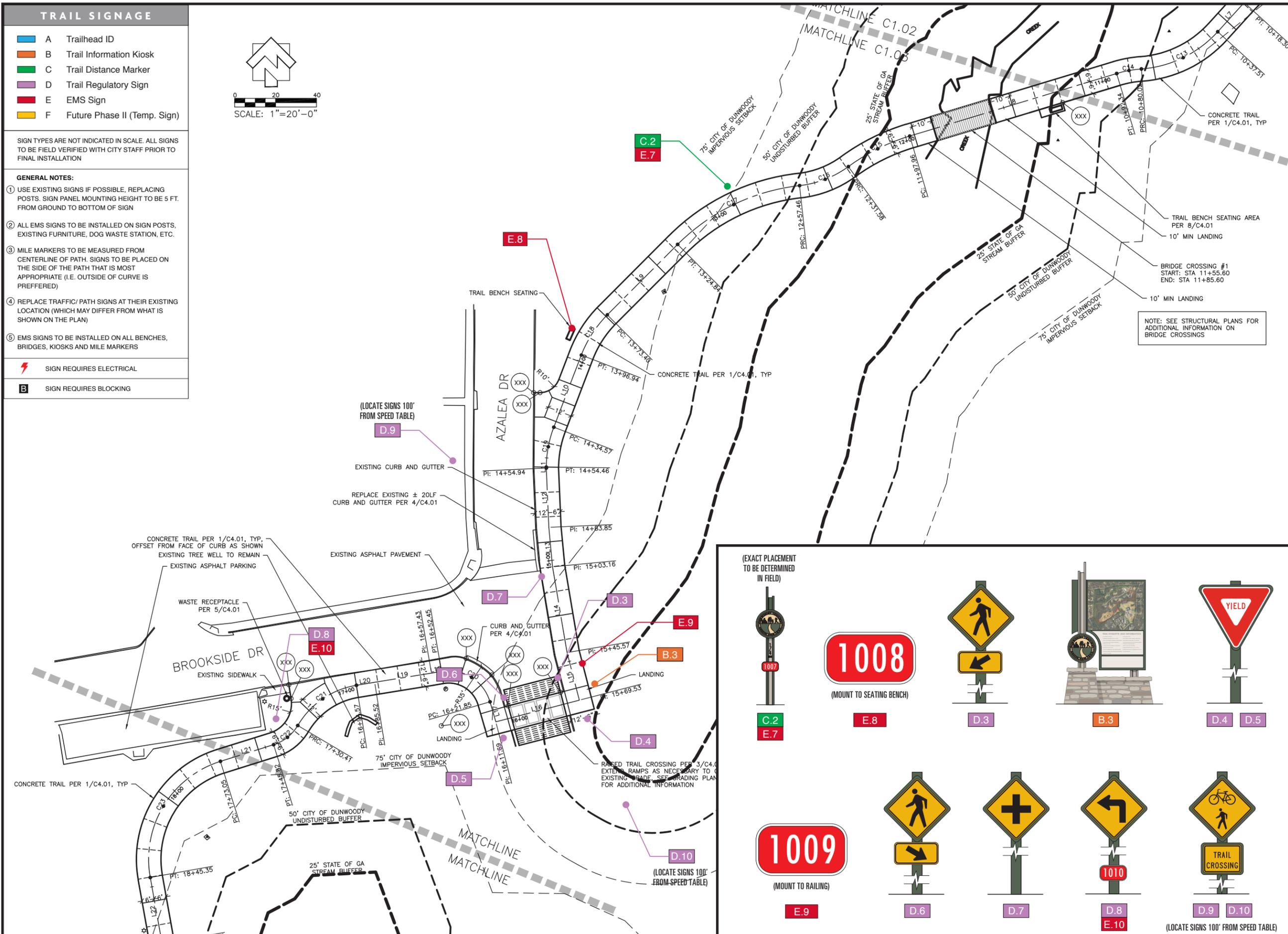
SIGN TYPES ARE NOT INDICATED IN SCALE. ALL SIGNS TO BE FIELD VERIFIED WITH CITY STAFF PRIOR TO FINAL INSTALLATION

GENERAL NOTES:

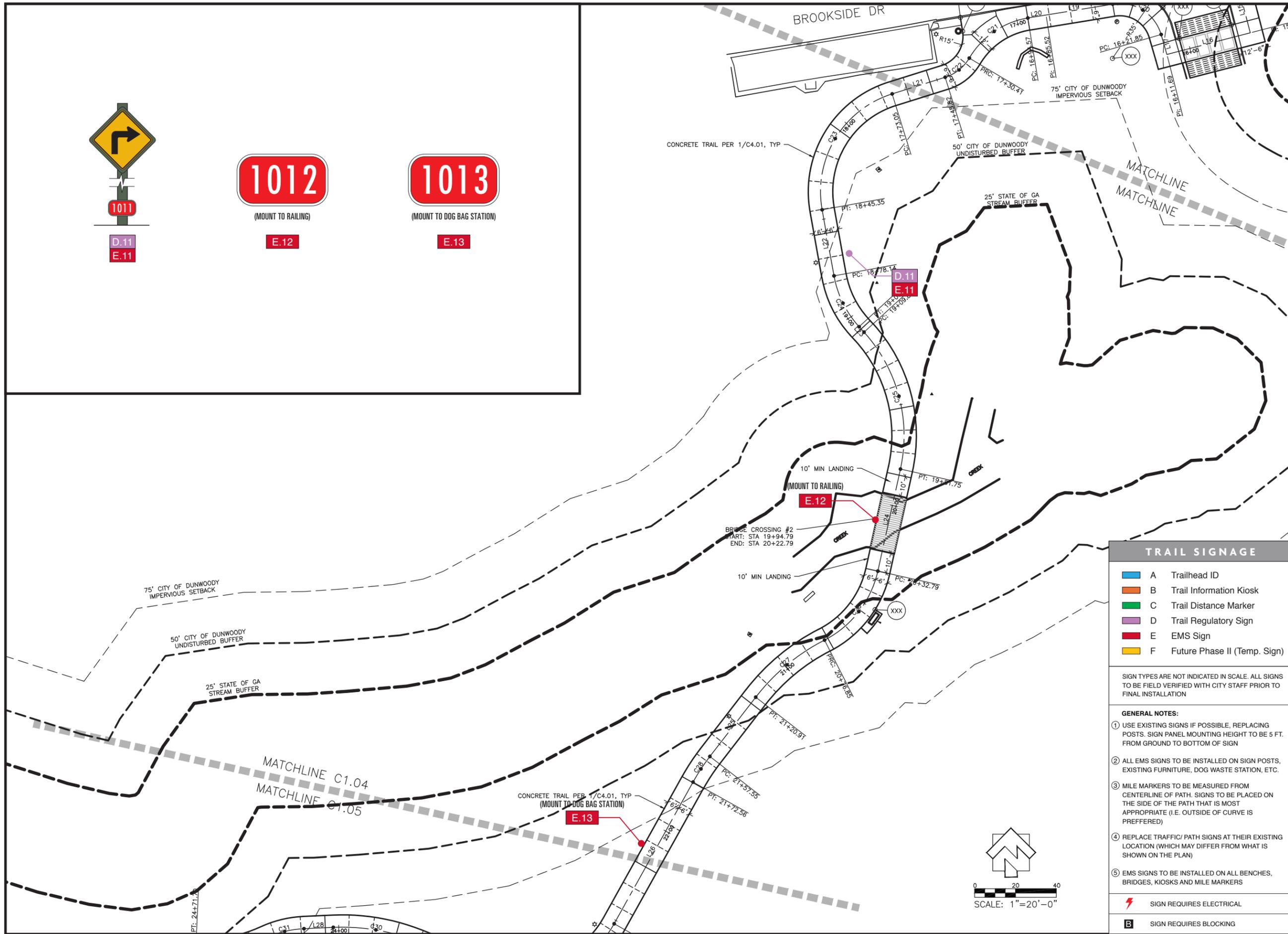
- ① USE EXISTING SIGNS IF POSSIBLE, REPLACING POSTS. SIGN PANEL MOUNTING HEIGHT TO BE 5 FT. FROM GROUND TO BOTTOM OF SIGN
- ② ALL EMS SIGNS TO BE INSTALLED ON SIGN POSTS, EXISTING FURNITURE, DOG WASTE STATION, ETC.
- ③ MILE MARKERS TO BE MEASURED FROM CENTERLINE OF PATH. SIGNS TO BE PLACED ON THE SIDE OF THE PATH THAT IS MOST APPROPRIATE (I.E. OUTSIDE OF CURVE IS PREFERRED)
- ④ REPLACE TRAFFIC/ PATH SIGNS AT THEIR EXISTING LOCATION (WHICH MAY DIFFER FROM WHAT IS SHOWN ON THE PLAN)
- ⑤ EMS SIGNS TO BE INSTALLED ON ALL BENCHES, BRIDGES, KIOSKS AND MILE MARKERS

⚡ SIGN REQUIRES ELECTRICAL

B SIGN REQUIRES BLOCKING



PROJECT NO:	31044.00
TITLE:	DUNWOODY TRAIL SIGNAGE
SIGN TYPE:	SIGN LOCATION PLAN
ISSUE DATE:	10.18.13
REV. #:	0
DRAWN BY:	GW/WTV



1011

D.11
E.11

1012

(MOUNT TO RAILING)

E.12

1013

(MOUNT TO DOG BAG STATION)

E.13

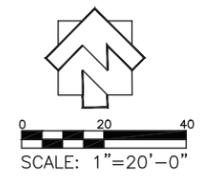
TRAIL SIGNAGE	
■ A	Trailhead ID
■ B	Trail Information Kiosk
■ C	Trail Distance Marker
■ D	Trail Regulatory Sign
■ E	EMS Sign
■ F	Future Phase II (Temp. Sign)

SIGN TYPES ARE NOT INDICATED IN SCALE. ALL SIGNS TO BE FIELD VERIFIED WITH CITY STAFF PRIOR TO FINAL INSTALLATION

GENERAL NOTES:

- USE EXISTING SIGNS IF POSSIBLE, REPLACING POSTS. SIGN PANEL MOUNTING HEIGHT TO BE 5 FT. FROM GROUND TO BOTTOM OF SIGN
- ALL EMS SIGNS TO BE INSTALLED ON SIGN POSTS, EXISTING FURNITURE, DOG WASTE STATION, ETC.
- MILE MARKERS TO BE MEASURED FROM CENTERLINE OF PATH. SIGNS TO BE PLACED ON THE SIDE OF THE PATH THAT IS MOST APPROPRIATE (I.E. OUTSIDE OF CURVE IS PREFERRED)
- REPLACE TRAFFIC/ PATH SIGNS AT THEIR EXISTING LOCATION (WHICH MAY DIFFER FROM WHAT IS SHOWN ON THE PLAN)
- EMS SIGNS TO BE INSTALLED ON ALL BENCHES, BRIDGES, KIOSKS AND MILE MARKERS

⚡	SIGN REQUIRES ELECTRICAL
■	SIGN REQUIRES BLOCKING



PROJECT NO:	31044.00
TITLE:	DUNWOODY TRAIL SIGNAGE
SIGN TYPE:	SIGN LOCATION PLAN
ISSUE DATE:	10.18.13
REV. #:	0
DRAWN BY:	GW/WTV

TRAIL SIGNAGE

- A Trailhead ID
- B Trail Information Kiosk
- C Trail Distance Marker
- D Trail Regulatory Sign
- E EMS Sign
- F Future Phase II (Temp. Sign)

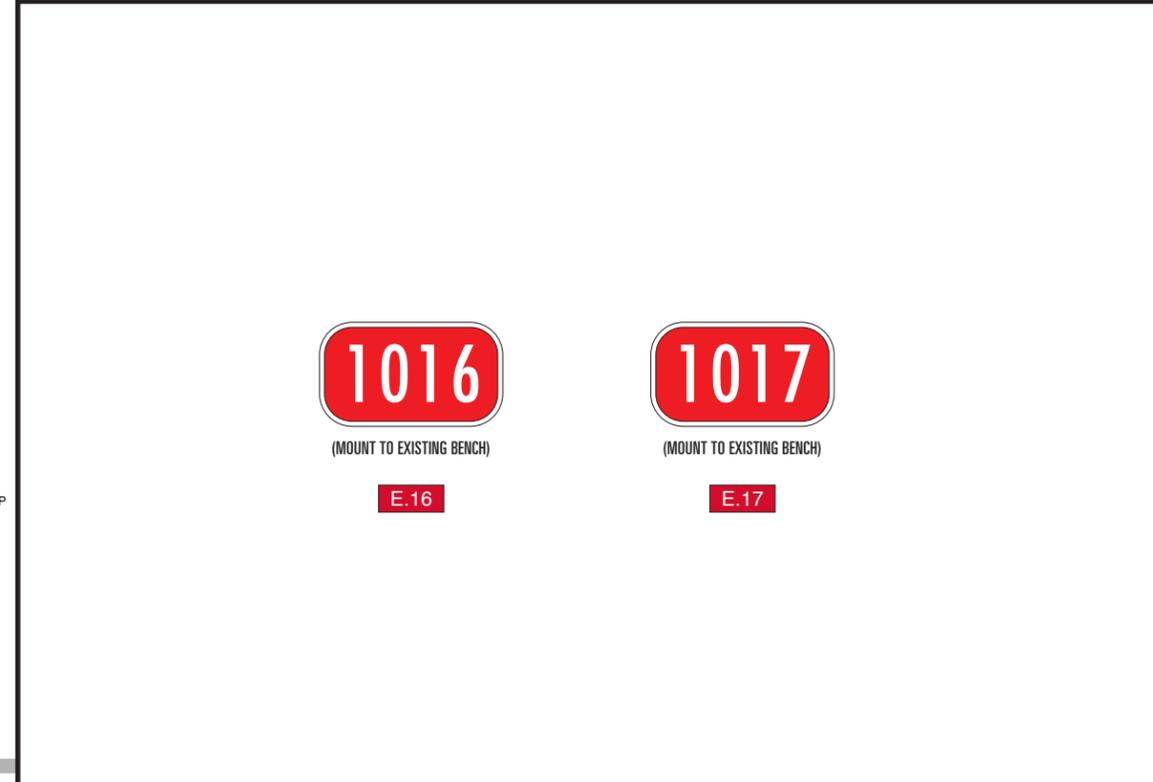
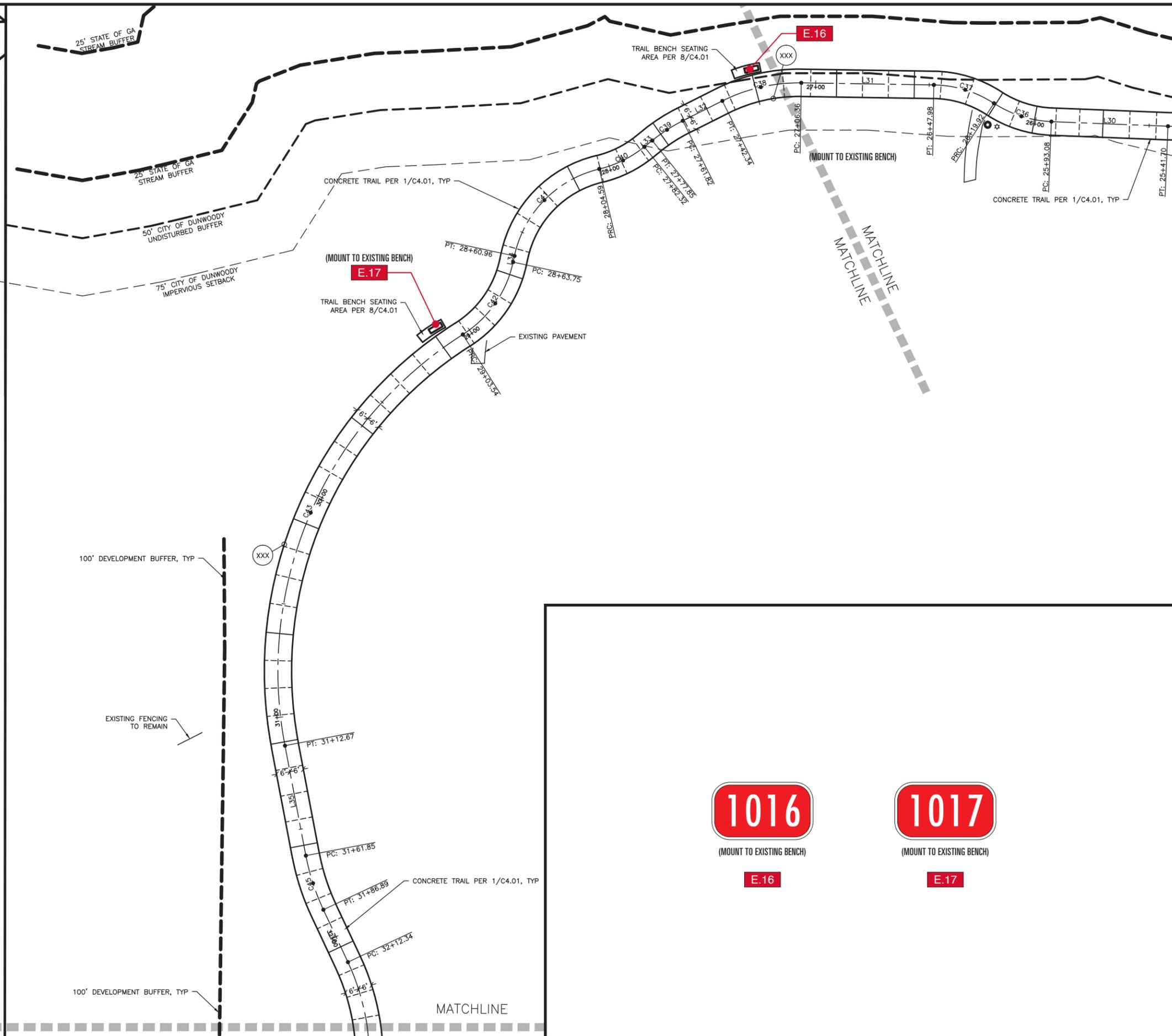
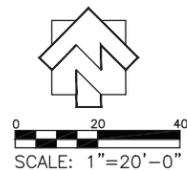
SIGN TYPES ARE NOT INDICATED IN SCALE. ALL SIGNS TO BE FIELD VERIFIED WITH CITY STAFF PRIOR TO FINAL INSTALLATION

GENERAL NOTES:

- ① USE EXISTING SIGNS IF POSSIBLE, REPLACING POSTS. SIGN PANEL MOUNTING HEIGHT TO BE 5 FT. FROM GROUND TO BOTTOM OF SIGN
- ② ALL EMS SIGNS TO BE INSTALLED ON SIGN POSTS, EXISTING FURNITURE, DOG WASTE STATION, ETC.
- ③ MILE MARKERS TO BE MEASURED FROM CENTERLINE OF PATH. SIGNS TO BE PLACED ON THE SIDE OF THE PATH THAT IS MOST APPROPRIATE (I.E. OUTSIDE OF CURVE IS PREFERRED)
- ④ REPLACE TRAFFIC/ PATH SIGNS AT THEIR EXISTING LOCATION (WHICH MAY DIFFER FROM WHAT IS SHOWN ON THE PLAN)
- ⑤ EMS SIGNS TO BE INSTALLED ON ALL BENCHES, BRIDGES, KIOSKS AND MILE MARKERS

SIGN REQUIRES ELECTRICAL

SIGN REQUIRES BLOCKING



PROJECT NO:	31044.00
TITLE:	DUNWOODY TRAIL SIGNAGE
SIGN TYPE:	SIGN LOCATION PLAN
ISSUE DATE:	10.18.13
REV. #:	0
DRAWN BY:	GW/WTV

TRAIL SIGNAGE	
	A Trailhead ID
	B Trail Information Kiosk
	C Trail Distance Marker
	D Trail Regulatory Sign
	E EMS Sign
	F Future Phase II (Temp. Sign)

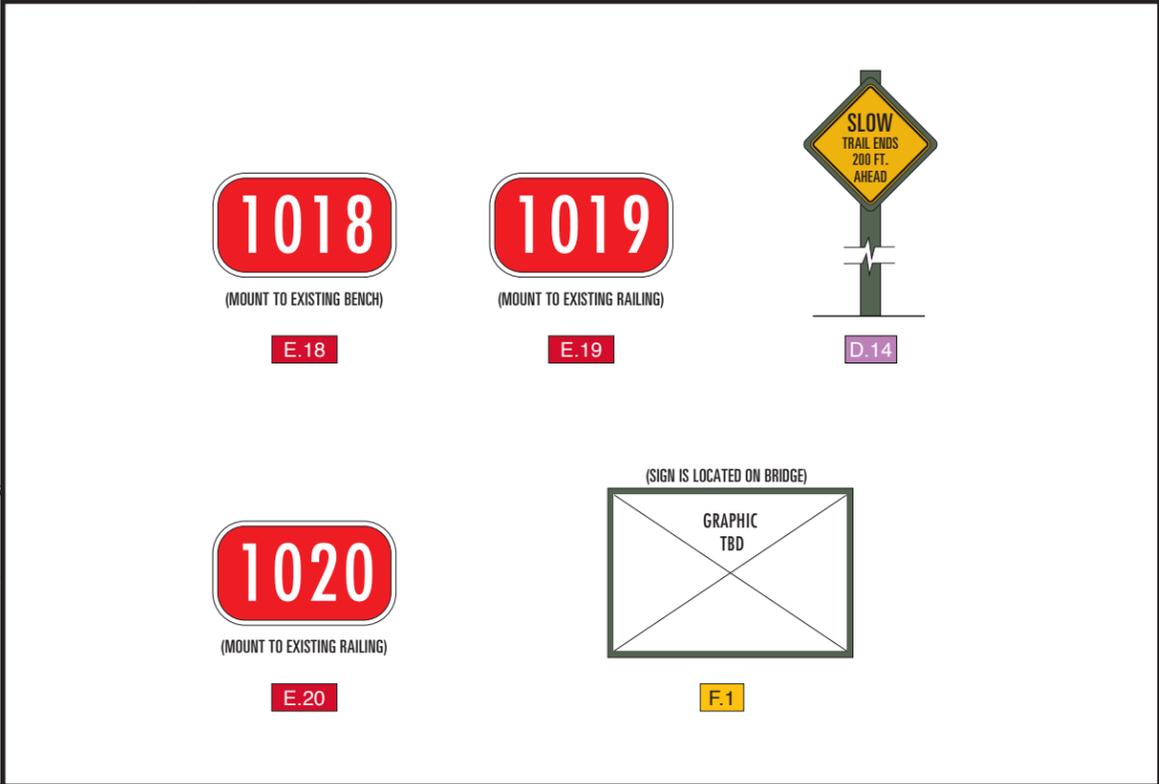
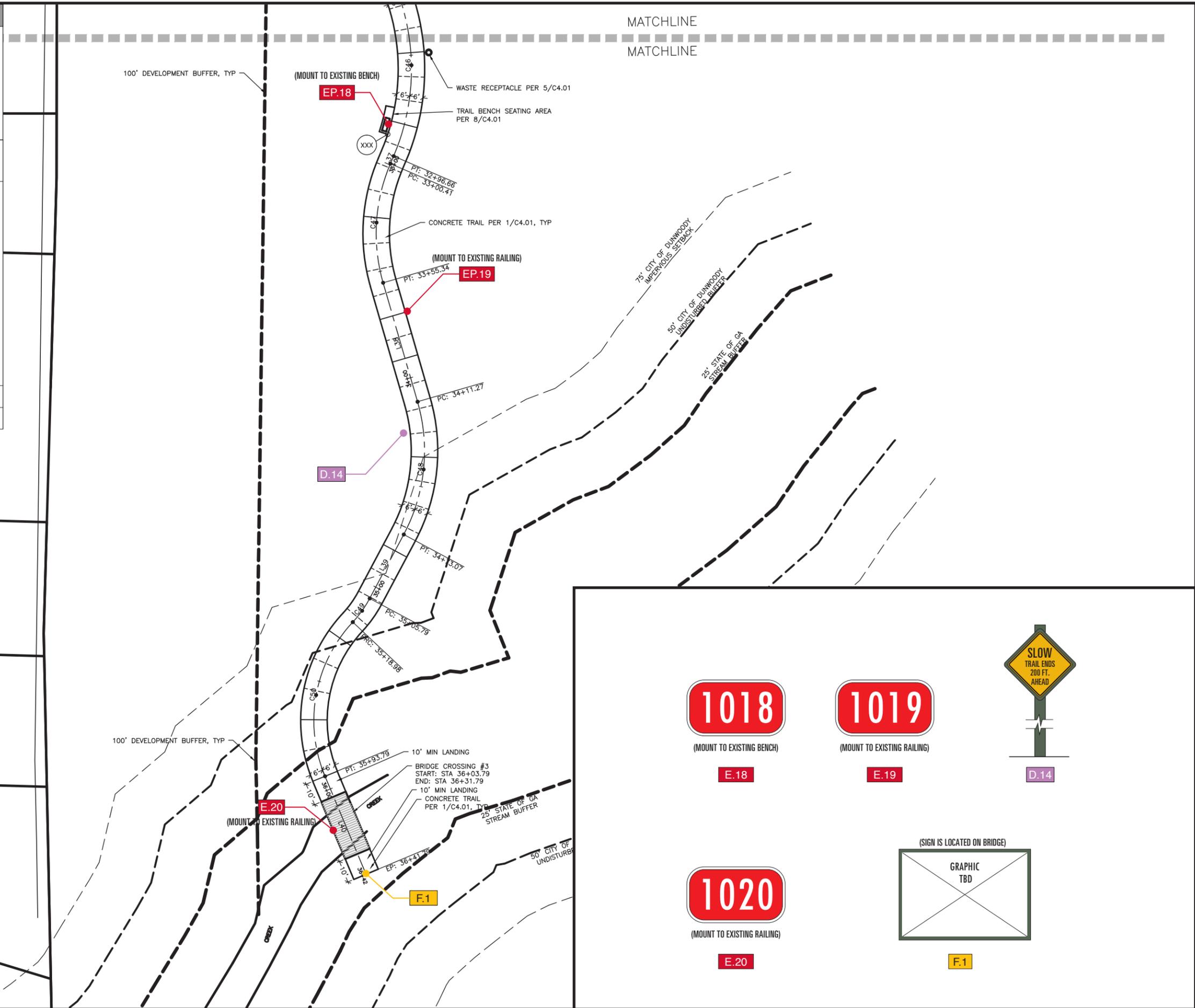
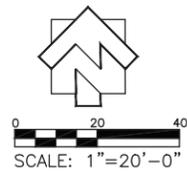
SIGN TYPES ARE NOT INDICATED IN SCALE. ALL SIGNS TO BE FIELD VERIFIED WITH CITY STAFF PRIOR TO FINAL INSTALLATION

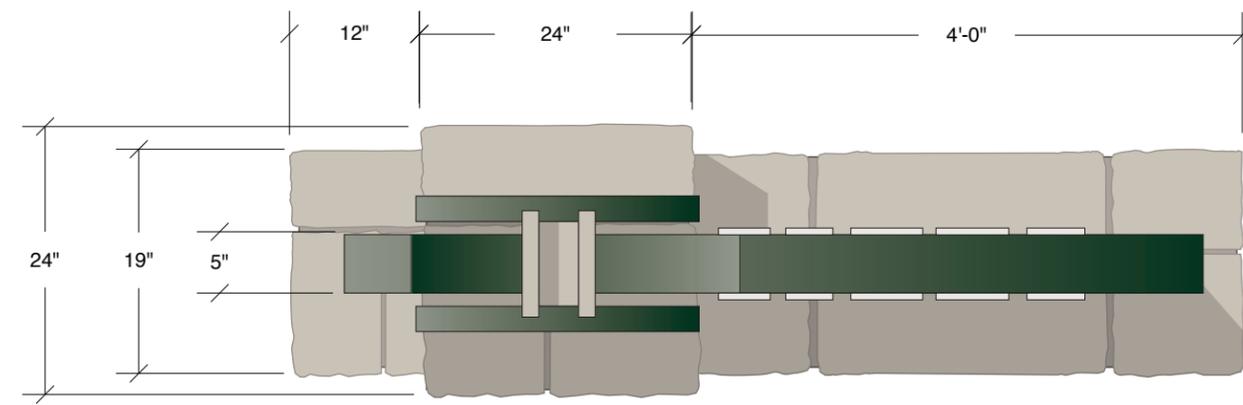
GENERAL NOTES:

- USE EXISTING SIGNS IF POSSIBLE, REPLACING POSTS. SIGN PANEL MOUNTING HEIGHT TO BE 5 FT. FROM GROUND TO BOTTOM OF SIGN
- ALL EMS SIGNS TO BE INSTALLED ON SIGN POSTS, EXISTING FURNITURE, DOG WASTE STATION, ETC.
- MILE MARKERS TO BE MEASURED FROM CENTERLINE OF PATH. SIGNS TO BE PLACED ON THE SIDE OF THE PATH THAT IS MOST APPROPRIATE (I.E. OUTSIDE OF CURVE IS PREFERRED)
- REPLACE TRAFFIC/ PATH SIGNS AT THEIR EXISTING LOCATION (WHICH MAY DIFFER FROM WHAT IS SHOWN ON THE PLAN)
- EMS SIGNS TO BE INSTALLED ON ALL BENCHES, BRIDGES, KIOSKS AND MILE MARKERS

 SIGN REQUIRES ELECTRICAL

 SIGN REQUIRES BLOCKING





3 TRAILHEAD MARKER - PLAN VIEW
SCALE: 3/4" = 1'-0"

MATERIALS & SPECIFICATIONS

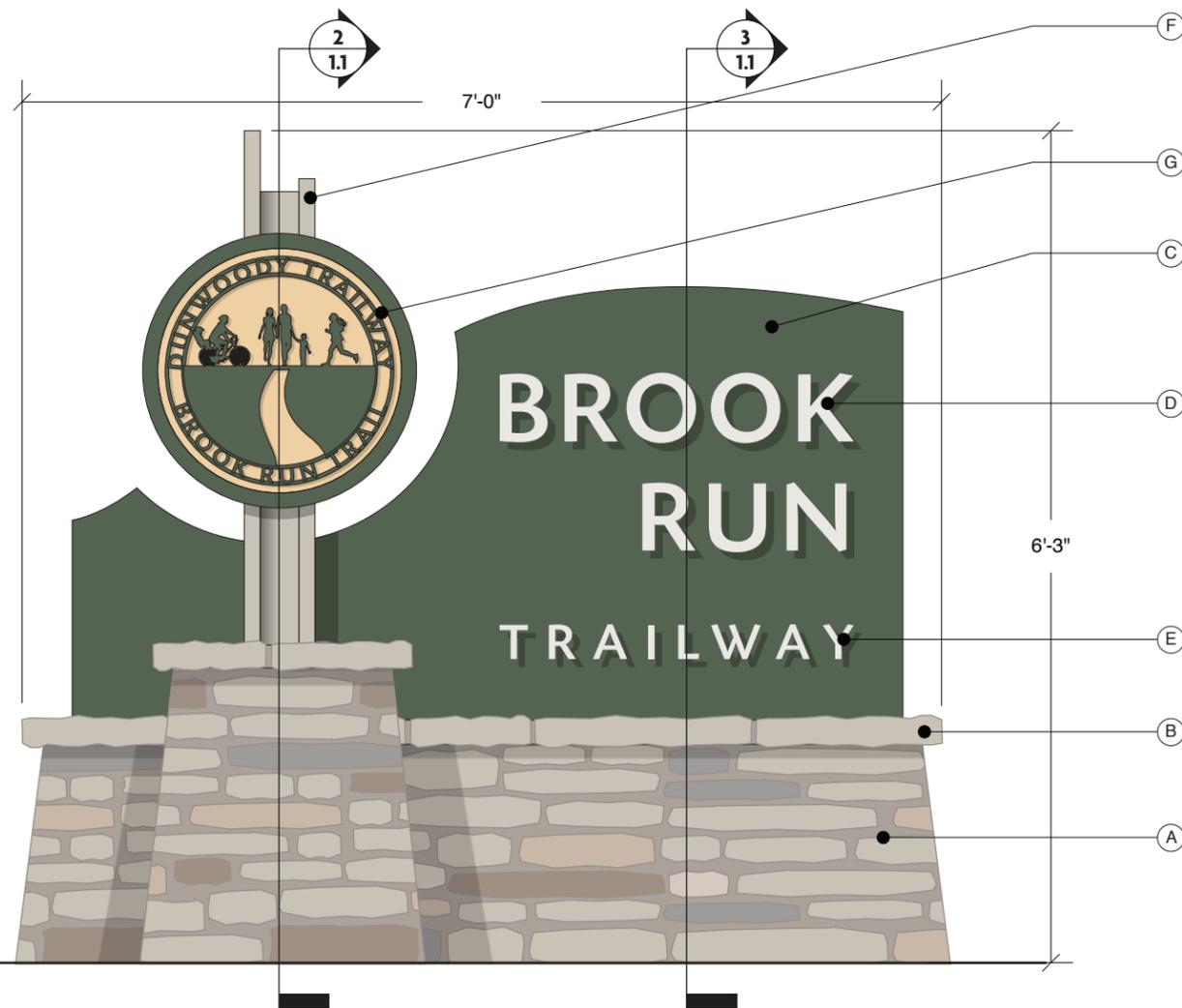
- A - CAST CONCRETE OR CMU BASE CLAD WITH STONE VENEER, **S1**
- B - TAPERED STONE VENEER CAP, **S1**
- C - FABRICATED .125" ALUMINUM CABINET, PAINTED **P1**
- D - WATERJET CUT .375" THICK ALUMINUM LETTERS PAINTED **P2**, SECURED TO CABINET
- E - WATERJET CUT .75" THICK ALUMINUM LETTERS PAINTED **P2**, SECURED TO CABINET
- F - FABRICATED ALUMINUM POST, PAINTED **P2**
- G - FABRICATED ALUMINUM 2.5" DEEP MEDALLION, PAINTED **P1 & P2** WITH WATERJET CUT .25" THICK ALUMINUM GRAPHIC ELEMENT, PAINTED **P1**

INSTALL:

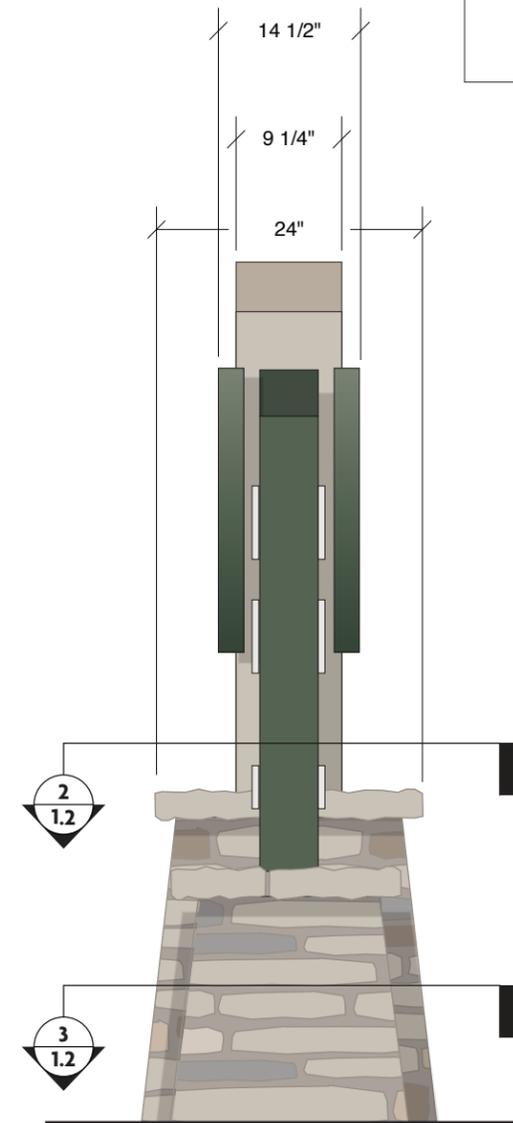
- FINAL LOCATION IS TBD
- BACKFILL AS REQUIRED
- ALL STRUCTURAL COMPONENTS TO BE VERIFIED BY ENGINEER

NOTES:

- ALL LOCATIONS WILL REQUIRE ADDITIONAL REVIEW TO DETERMINE EXACT ORIENTATION AND PLACEMENT.



1 TRAILHEAD ID - FRONT ELEVATION
SCALE: 3/4" = 1'-0"



2 TRAILHEAD ID - SIDE ELEVATION
SCALE: 3/4" = 1'-0"

MATERIALS & SPECIFICATIONS

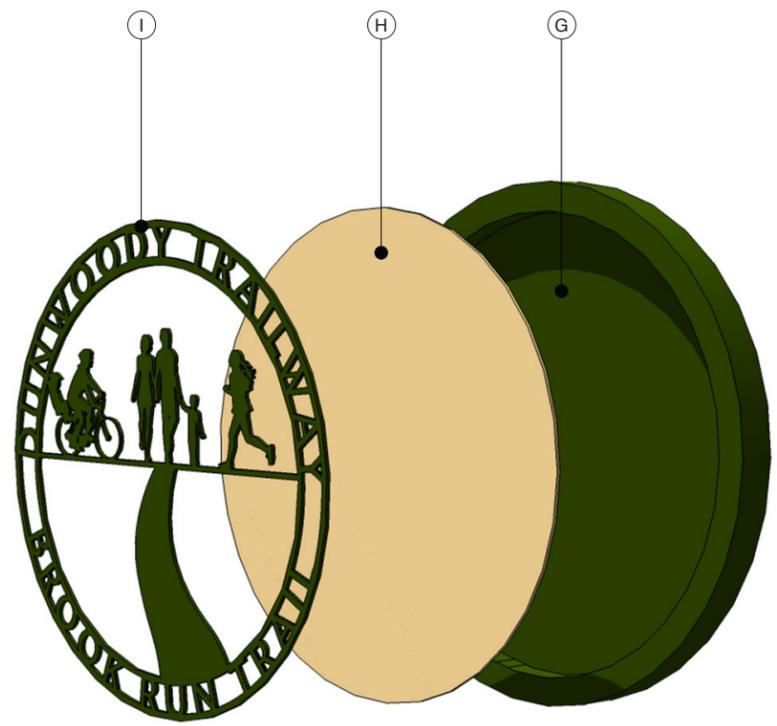
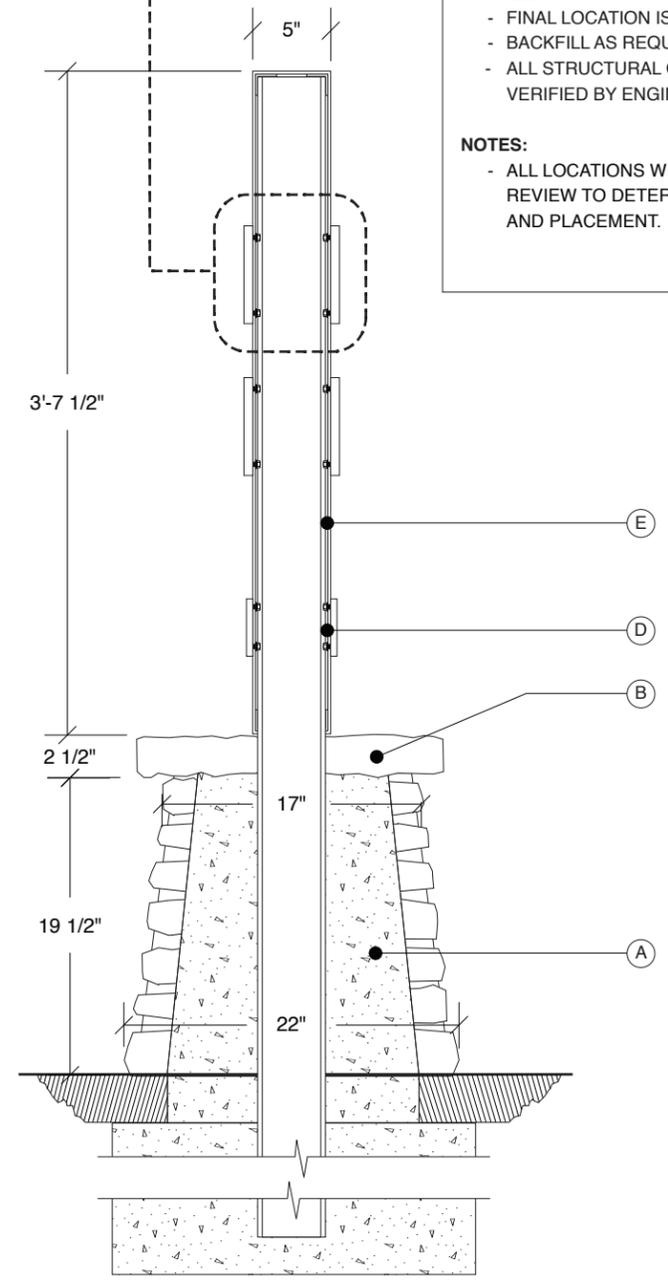
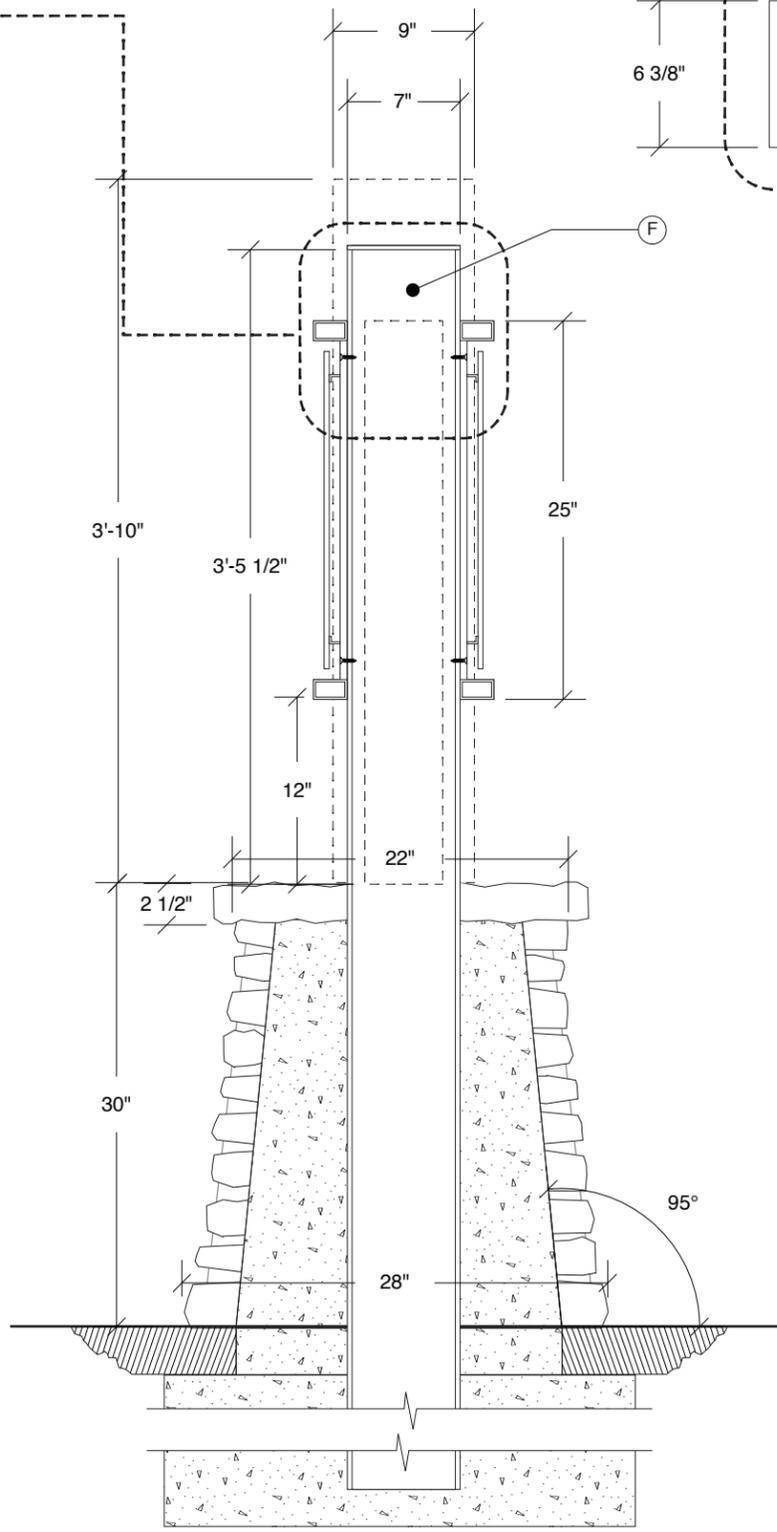
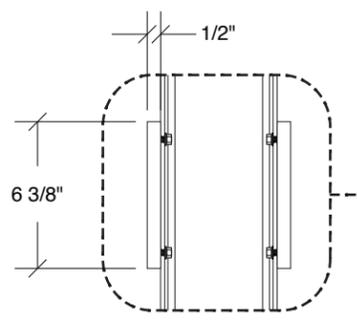
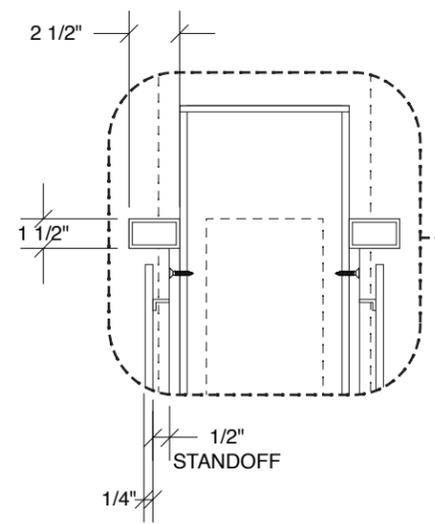
- A - CAST CONCRETE OR CMU BASE CLAD WITH STONE VENEER, **S1**
- B - TAPERED STONE VENEER CAP, **S1**
- C - FABRICATED .125" ALUMINUM CABINET, PAINTED **P1**
- D - WATERJET CUT .375" THICK ALUMINUM LETTERS PAINTED **P2**, SECURED TO CABINET
- E - WATERJET CUT .75" THICK ALUMINUM LETTERS PAINTED **P2**, SECURED TO CABINET
- F - FABRICATED ALUMINUM POST, PAINTED **P2**
- G - FABRICATED ALUMINUM 2.5" DEEP MEDALLION, PAINTED **P1 & P2**
- H - INSET ALUMINUM PANEL, PAINTED **P3**
- I - WATERJET CUT .25" THICK ALUMINUM GRAPHIC ELEMENT, PAINTED **P1**

INSTALL:

- FINAL LOCATION IS TBD
- BACKFILL AS REQUIRED
- ALL STRUCTURAL COMPONENTS TO BE VERIFIED BY ENGINEER

NOTES:

- ALL LOCATIONS WILL REQUIRE ADDITIONAL REVIEW TO DETERMINE EXACT ORIENTATION AND PLACEMENT.

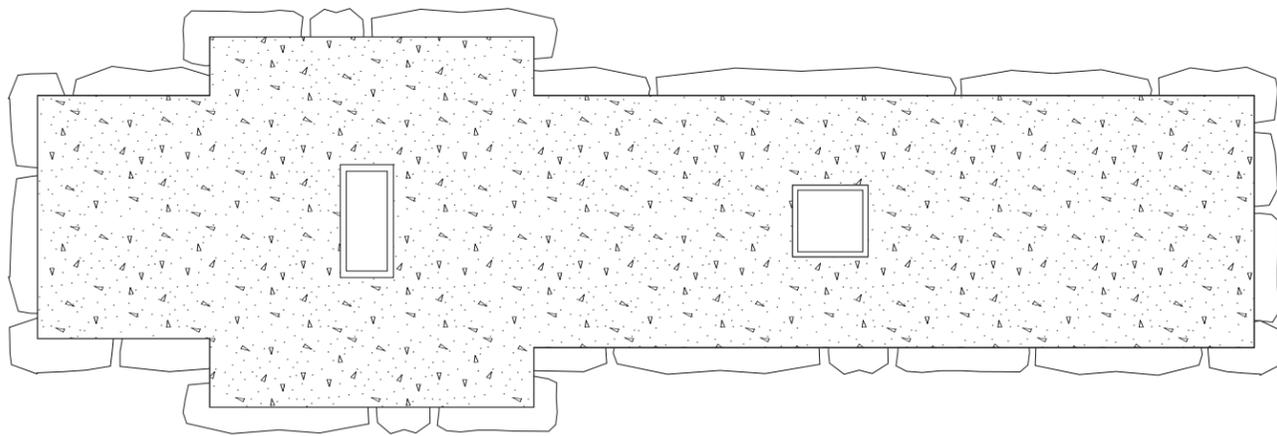


1 MEDALLION EXPLODED VIEW
SCALE: NTS

2 TRAILHEAD ID - SECTION VIEW
SCALE: 1" = 1'-0"

3 TRAILHEAD ID - SECTION VIEW
SCALE: 1" = 1'-0"

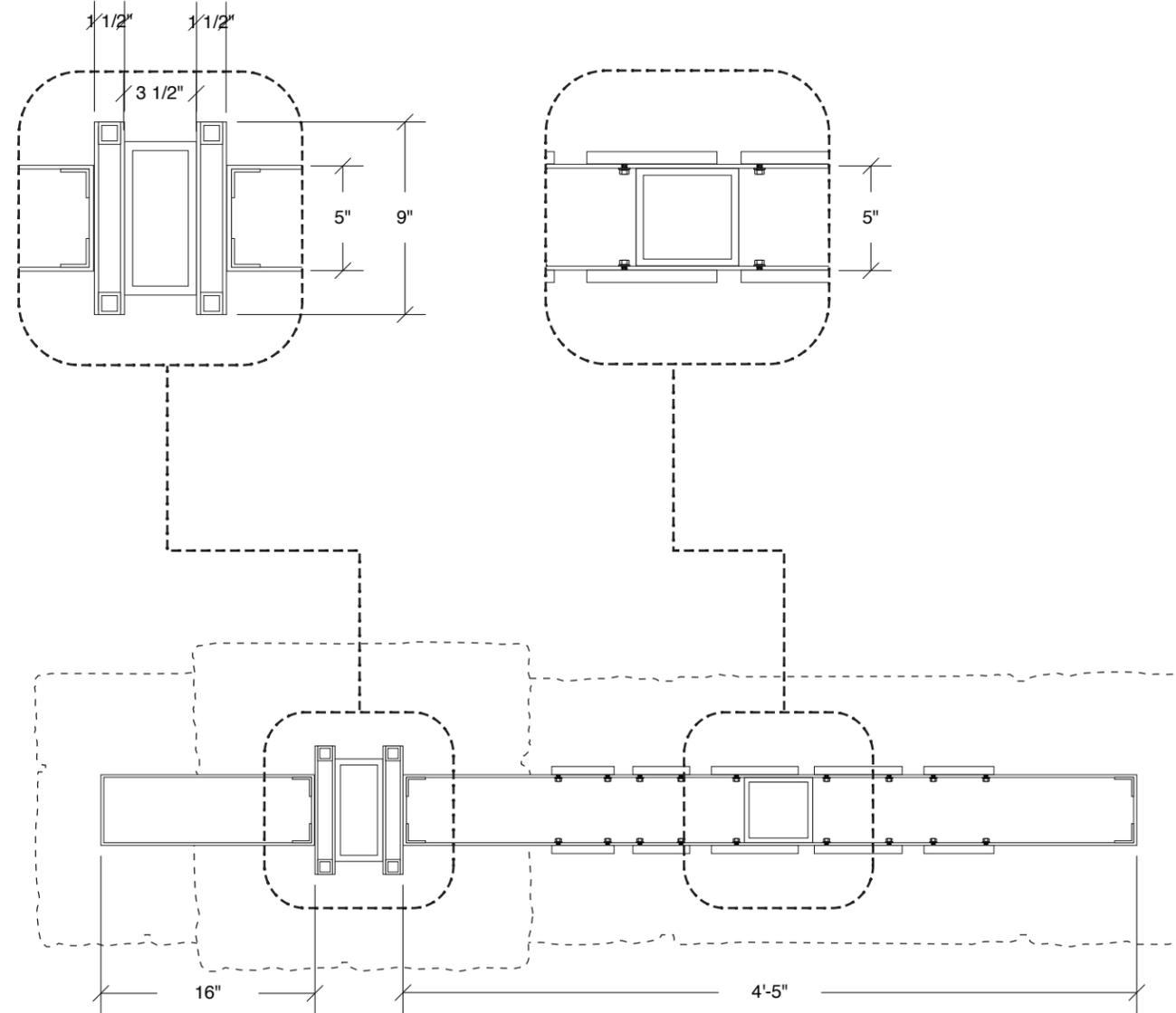
PROJECT NO:	31044.00
TITLE:	DUNWOODY TRAIL SIGNAGE
SIGN TYPE:	ST-A: TRAILHEAD ID
ISSUE DATE:	10.18.13
REV. #:	0
DRAWN BY:	GW/WTV



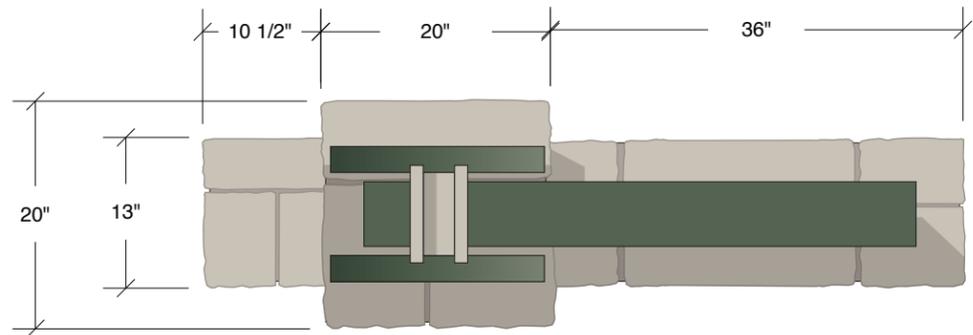
3 TRAILHEAD ID - SECTION VIEW
SCALE: 1" = 1'-0"



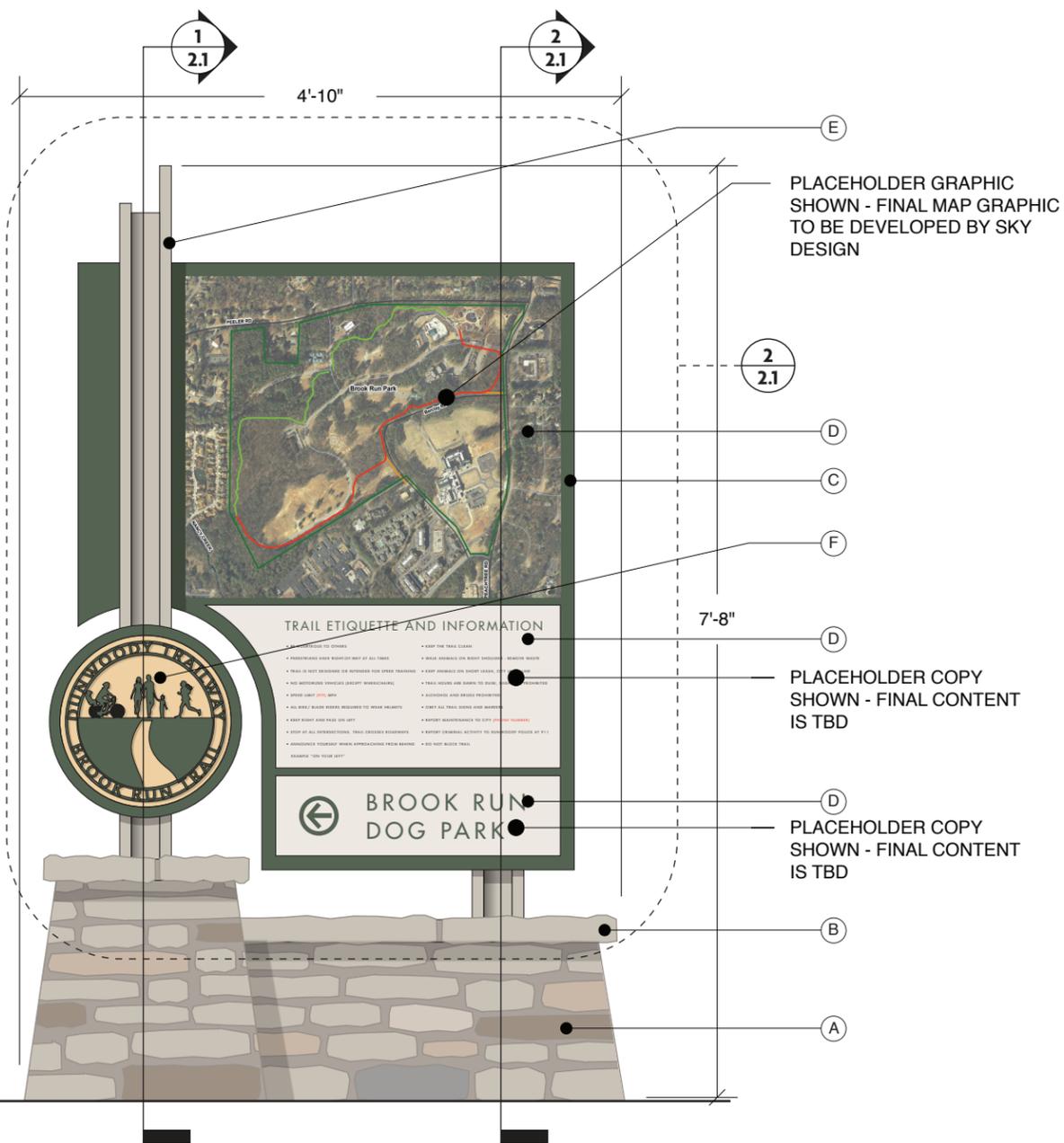
1 TRAILHEAD ID - BACK ELEVATION
SCALE: 3/4" = 1'-0"



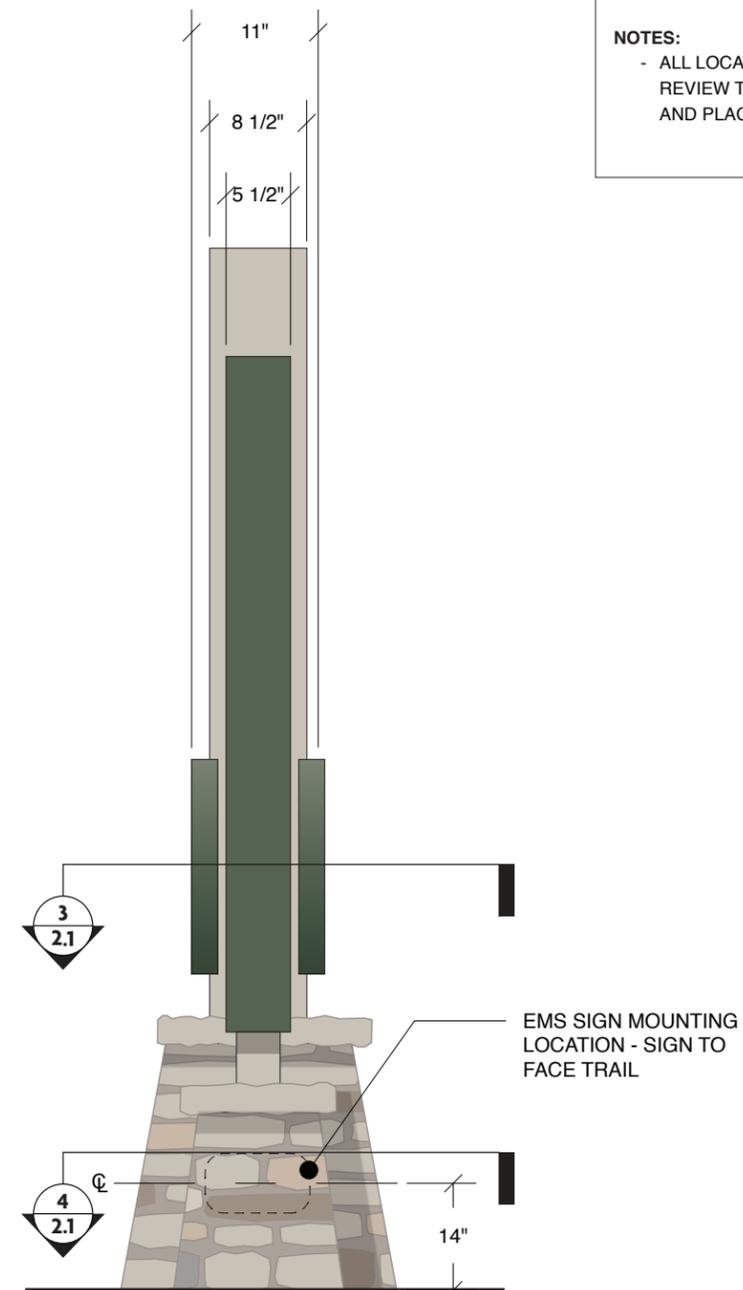
2 TRAILHEAD ID - SECTION VIEW
SCALE: 1" = 1'-0"



3 TRAIL MAP KIOSK - PLAN VIEW
SCALE: 3/4" = 1'-0"



1 TRAIL MAP KIOSK - FRONT ELEVATION
SCALE: 3/4" = 1'-0"



2 TRAIL MAP KIOSK - SIDE ELEVATION
SCALE: 3/4" = 1'-0"

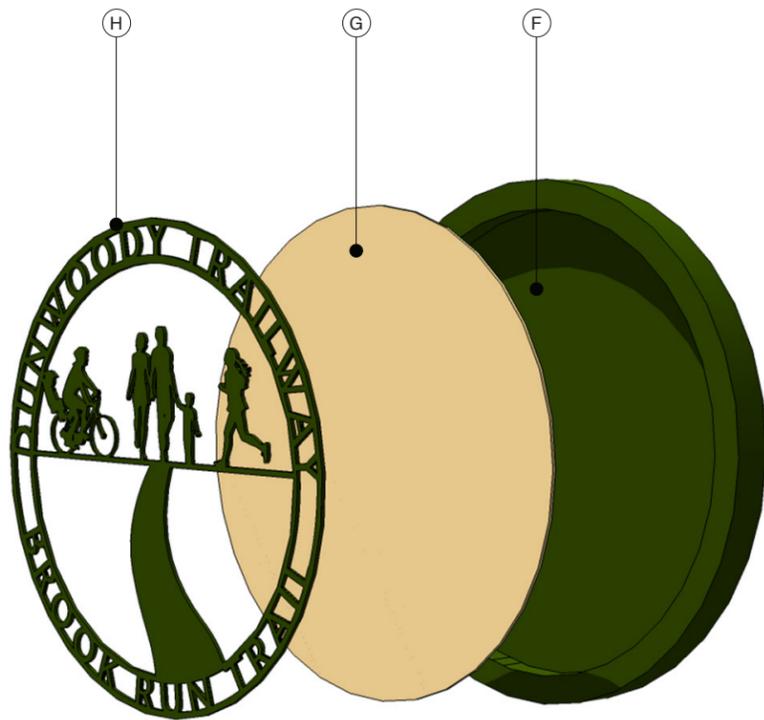
MATERIALS & SPECIFICATIONS

- A - CAST CONCRETE OR CMU BASE CLAD WITH STONE VENEER, **S1**
- B - TAPERED STONE VENEER CAP, **S1**
- C - FABRICATED .125" ALUMINUM CABINET, PAINTED **P1**
- D - SUBSTRATE WITH APPLIED 3M DIGITAL INKJET PRINT WITH UV LAMINATE SECURED TO CABINET
- E - FABRICATED ALUMINUM POST, PAINTED **P2**
- F - FABRICATED ALUMINUM 2.5" DEEP MEDALLION, PAINTED **P1 & P2** WITH WATERJET CUT .25" THICK ALUMINUM GRAPHIC ELEMENT, PAINTED **P1**

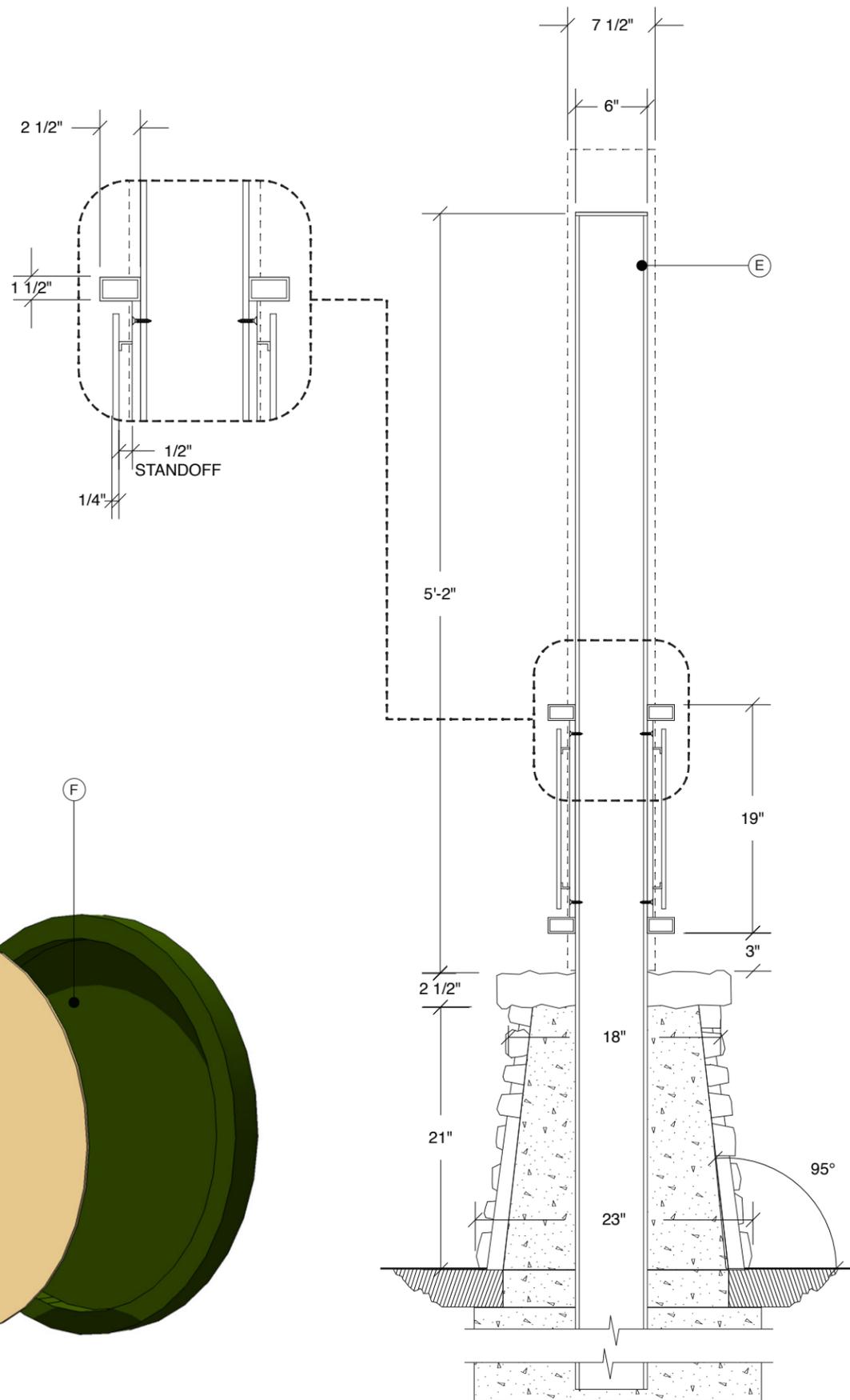
- INSTALL:**
- BACKFILL AS REQUIRED
 - ALL STRUCTURAL COMPONENTS TO BE VERIFIED BY ENGINEER

- NOTES:**
- ALL LOCATIONS WILL REQUIRE ADDITIONAL REVIEW TO DETERMINE EXACT ORIENTATION AND PLACEMENT.

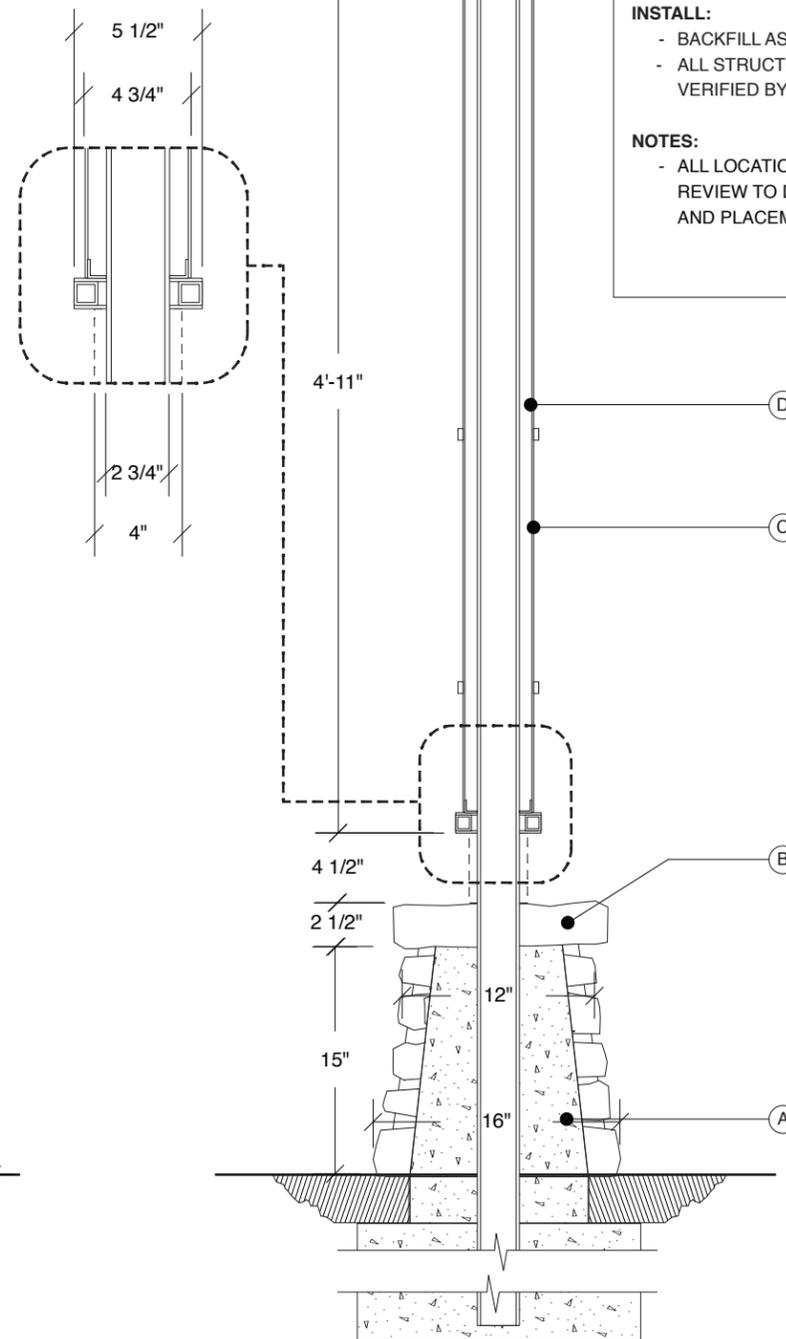
PROJECT NO:	31044.00
TITLE:	DUNWOODY TRAIL SIGNAGE
SIGN TYPE:	ST-B: TRAILHEAD INFO. KIOSK
ISSUE DATE:	10.18.13
REV. #:	0
DRAWN BY:	GW/WTV



1 MEDALLION EXPLODED VIEW
SCALE: NTS



2 TRAIL MAP KIOSK - SECTION VIEW
SCALE: 1" = 1'-0"



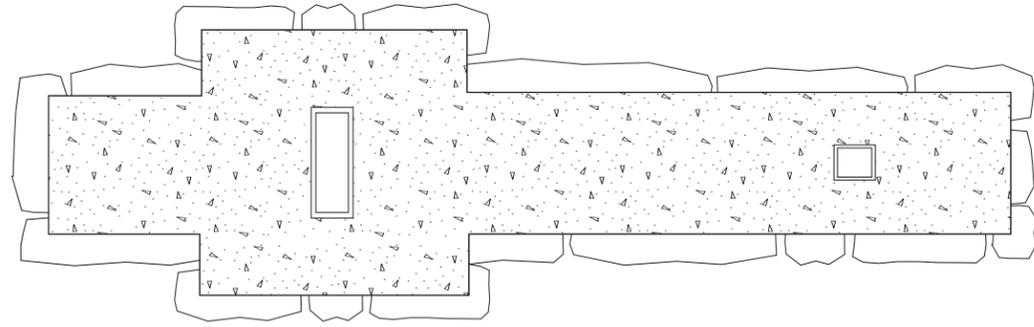
3 TRAIL MAP KIOSK- SECTION VIEW
SCALE: 1" = 1'-0"

MATERIALS & SPECIFICATIONS

- A - CAST CONCRETE OR CMU BASE CLAD WITH STONE VENEER, S1
- B - TAPERED STONE VENEER CAP, S1
- C - FABRICATED .125" ALUMINUM CABINET, PAINTED P1
- D - SUBSTRATE WITH APPLIED 3M DIGITAL INKJET PRINT WITH UV LAMINTE SECURED TO CABINET
- E - FABRICATED ALUMINUM POST, PAINTED P2
- F - FABRICATED ALUMINUM 2.5" DEEP MEDALLION, PAINTED P1 & P2
- G - INSET ALUMINUM PANEL, PAINTED P3
- H - WATERJET CUT .25" THICK ALUMINUM GRAPHIC ELEMENT, PAINTED P1

- INSTALL:**
- BACKFILL AS REQUIRED
 - ALL STRUCTURAL COMPONENTS TO BE VERIFIED BY ENGINEER

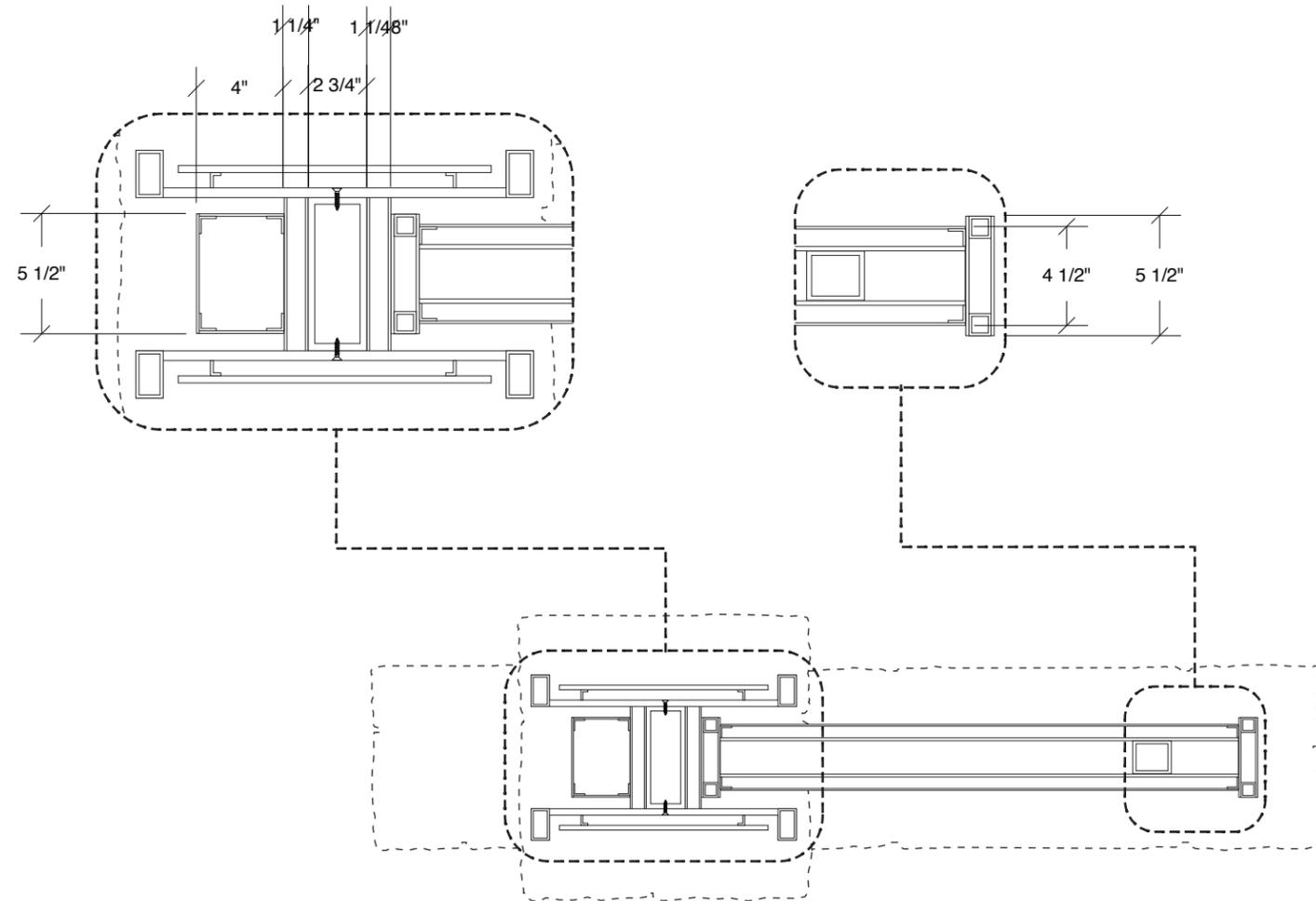
- NOTES:**
- ALL LOCATIONS WILL REQUIRE ADDITIONAL REVIEW TO DETERMINE EXACT ORIENTATION AND PLACEMENT.



3 TRAIL MAP KIOSK - SECTION VIEW
SCALE: 1" = 1'-0"

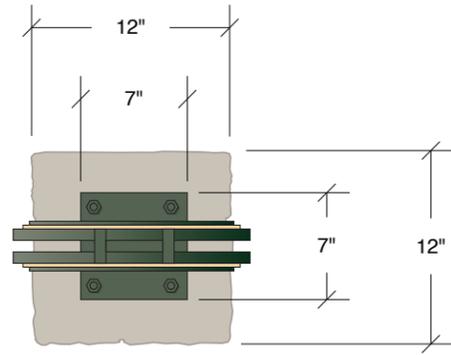


1 TRAIL MAP KIOSK - BACK ELEVATION
SCALE: 3/4" = 1'-0"



2 TRAIL MAP KIOSK - SECTION VIEW
SCALE: 1" = 1'-0"

PROJECT NO:	31044.00
TITLE:	DUNWOODY TRAIL SIGNAGE
SIGN TYPE:	ST-B: TRAILHEAD INFO. KIOSK
ISSUE DATE:	10.18.13
REV. #:	0
DRAWN BY:	GW/WTV



4 DISTANCE MARKER - PLAN VIEW
SCALE: 1" = 1'-0"

MATERIALS & SPECIFICATIONS

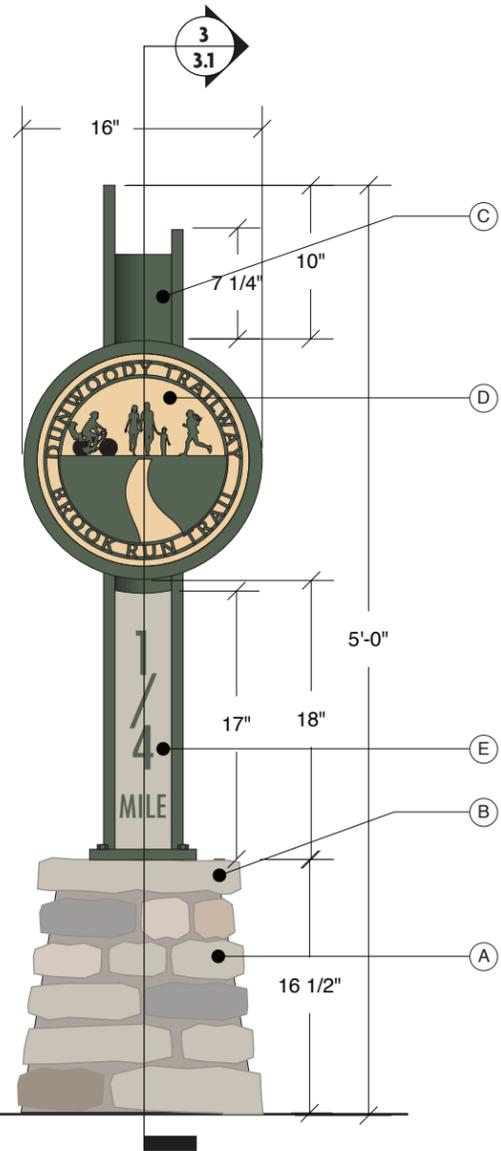
- A - CAST CONCRETE OR CMU BASE CLAD WITH STONE VENEER, **S1**
- B - TAPERED STONE VENEER CAP, **S1**
- C - FABRICATED ALUMINUM POST, PAINTED **P2**
- D - FABRICATED ALUMINUM DEEP MEDALLION, PAINTED **P1 & P2**
- E - .25" THICK ALUMINUM PANEL WITH THRU ROUTED COPY, PAINTED **P2**

INSTALL:

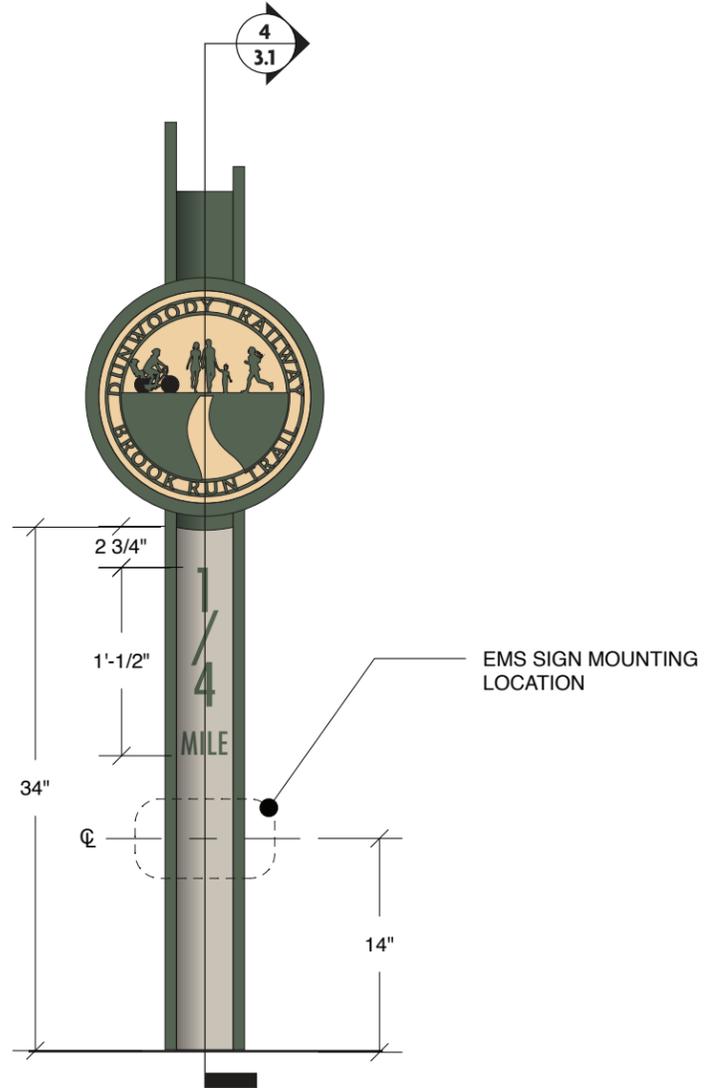
- FINAL LOCATION IS TBD
- BACKFILL AS REQUIRED
- ALL STRUCTURAL COMPONENTS TO BE VERIFIED BY ENGINEER

NOTES:

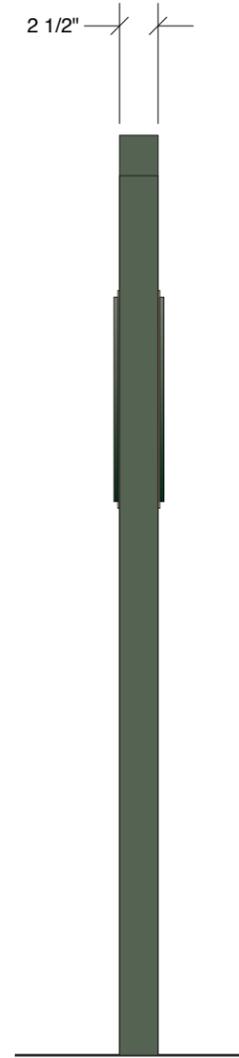
- ALL LOCATIONS WILL REQUIRE ADDITIONAL REVIEW TO DETERMINE EXACT ORIENTATION AND PLACEMENT.



1 DISTANCE MARKER - FRONT ELEVATION
SCALE: 1" = 1'-0"



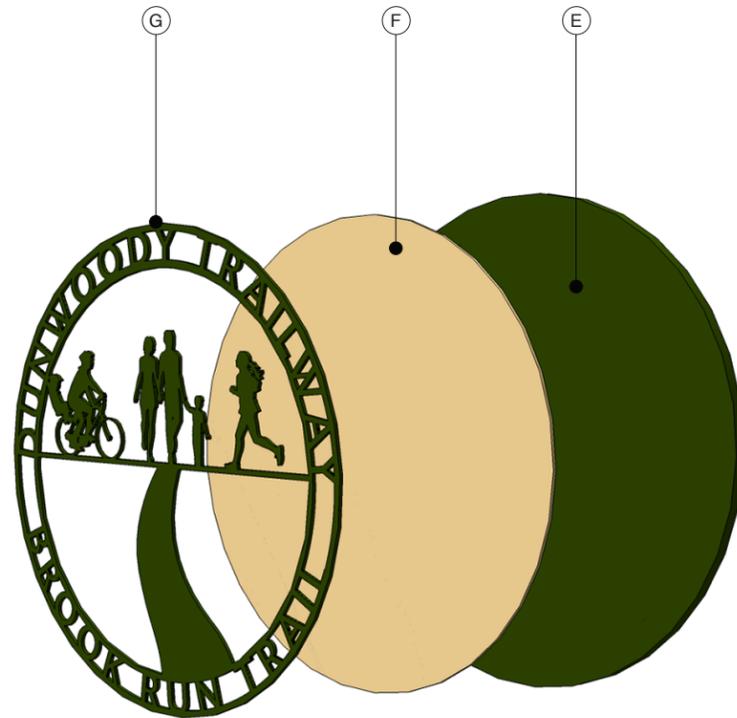
2 ALTERNATE - WITHOUT STONE BASE
SCALE: 1" = 1'-0"



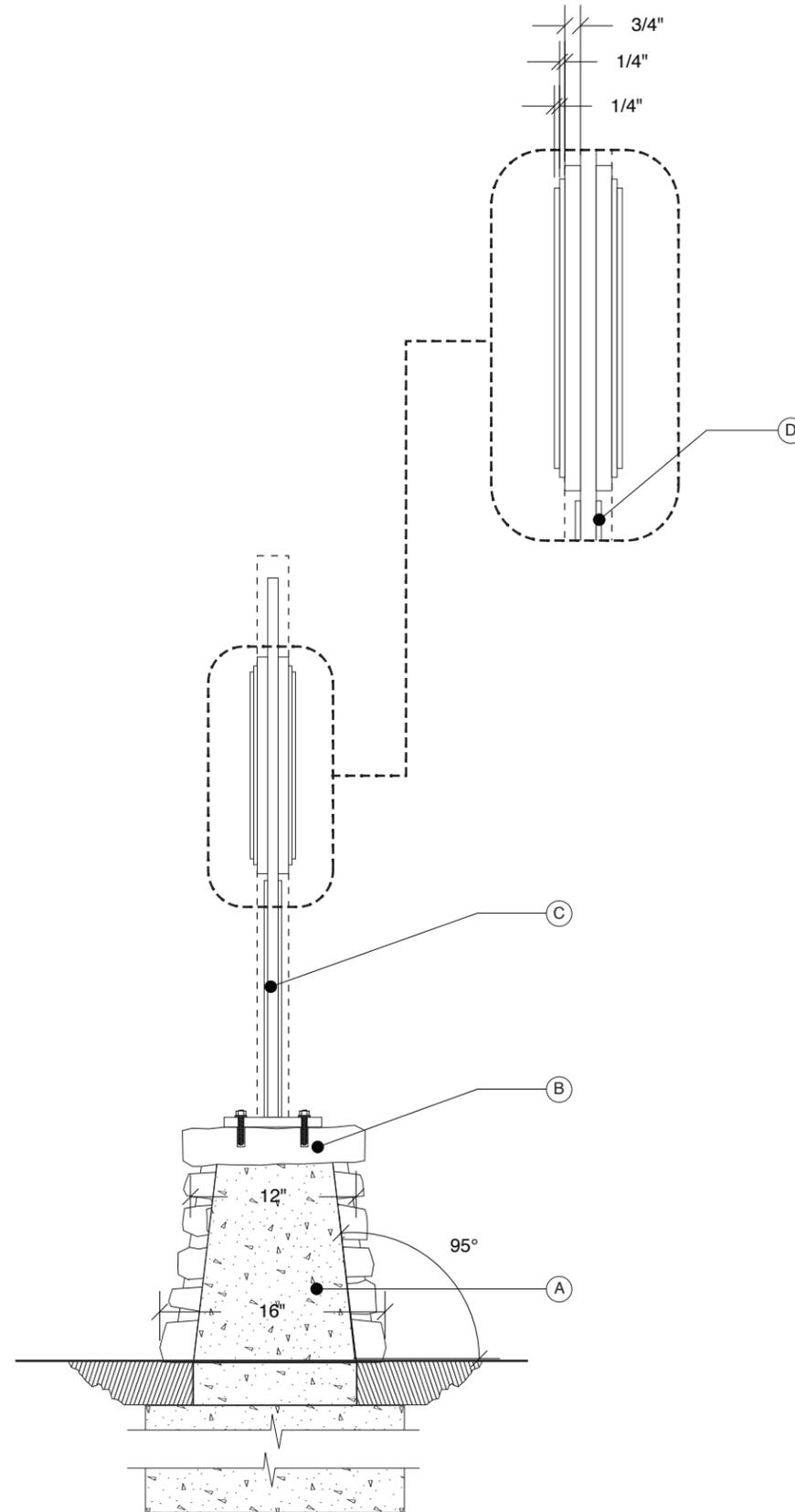
3 DISTANCE MARKER - SIDE ELEVATION
SCALE: 1" = 1'-0"



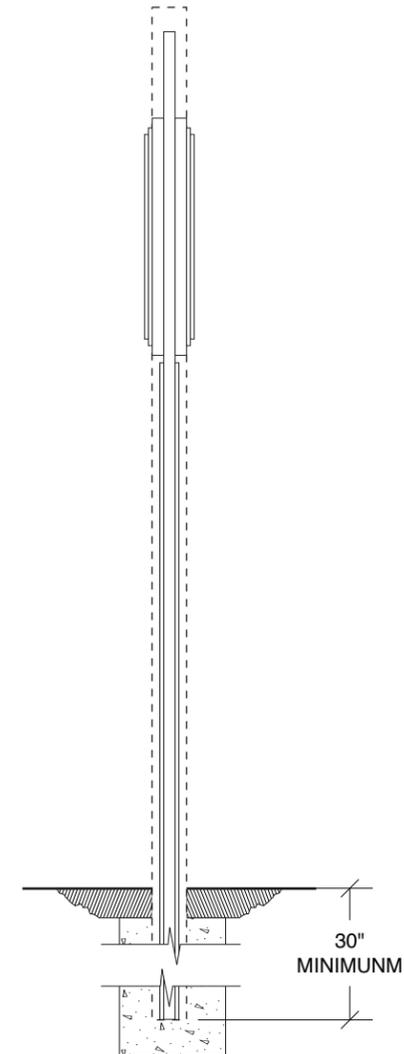
2 ALTERNATE LAYOUTS
SCALE: 3/4" = 1'-0"



1 MEDALLION EXPLODED VIEW
SCALE: NTS



3 DISTANCE MARKER - SECTION VIEW
SCALE: 1" = 1'-0"



4 DISTANCE MARKER - SECTION VIEW
SCALE: 1" = 1'-0"

MATERIALS & SPECIFICATIONS

- A - CAST CONCRETE OR CMU BASE CLAD WITH STONE VENEER, S1
- B - TAPERED STONE VENEER CAP, S1
- C - FABRICATED ALUMINUM POST, PAINTED P2
- D - .25" THICK ALUMINUM PANEL WITH THRU ROUTED COPY, PAINTED P2
- E - FABRICATED ALUMINUM .75" THICK MEDALLION, BACKPLATE P1
- F - .25" THICK ALUMINUM PANEL, PAINTED P3
- G - WATERJET CUT .25" THICK ALUMINUM GRAPHIC ELEMENT, PAINTED P1

- INSTALL:**
- FINAL LOCATION IS TBD
 - BACKFILL AS REQUIRED
 - ALL STRUCTURAL COMPONENTS TO BE VERIFIED BY ENGINEER

- NOTES:**
- ALL LOCATIONS WILL REQUIRE ADDITIONAL REVIEW TO DETERMINE EXACT ORIENTATION AND PLACEMENT.

55 IVAN ALLEN JR. BLVD., SUITE 100 ATLANTA, GA 30308 P: 404-688-4702 F: 404-688-2255 W: SKYDESIGNGRAPHICS.COM

sky design

PROJECT NO:	31044.00
TITLE:	DUNWOODY TRAIL SIGNAGE
SIGN TYPE:	ST-C: TRAIL DISTANCE MARKER
ISSUE DATE:	10.18.13
REV. #:	0

DRAWN BY: GW/WTV

MATERIALS & SPECIFICATIONS

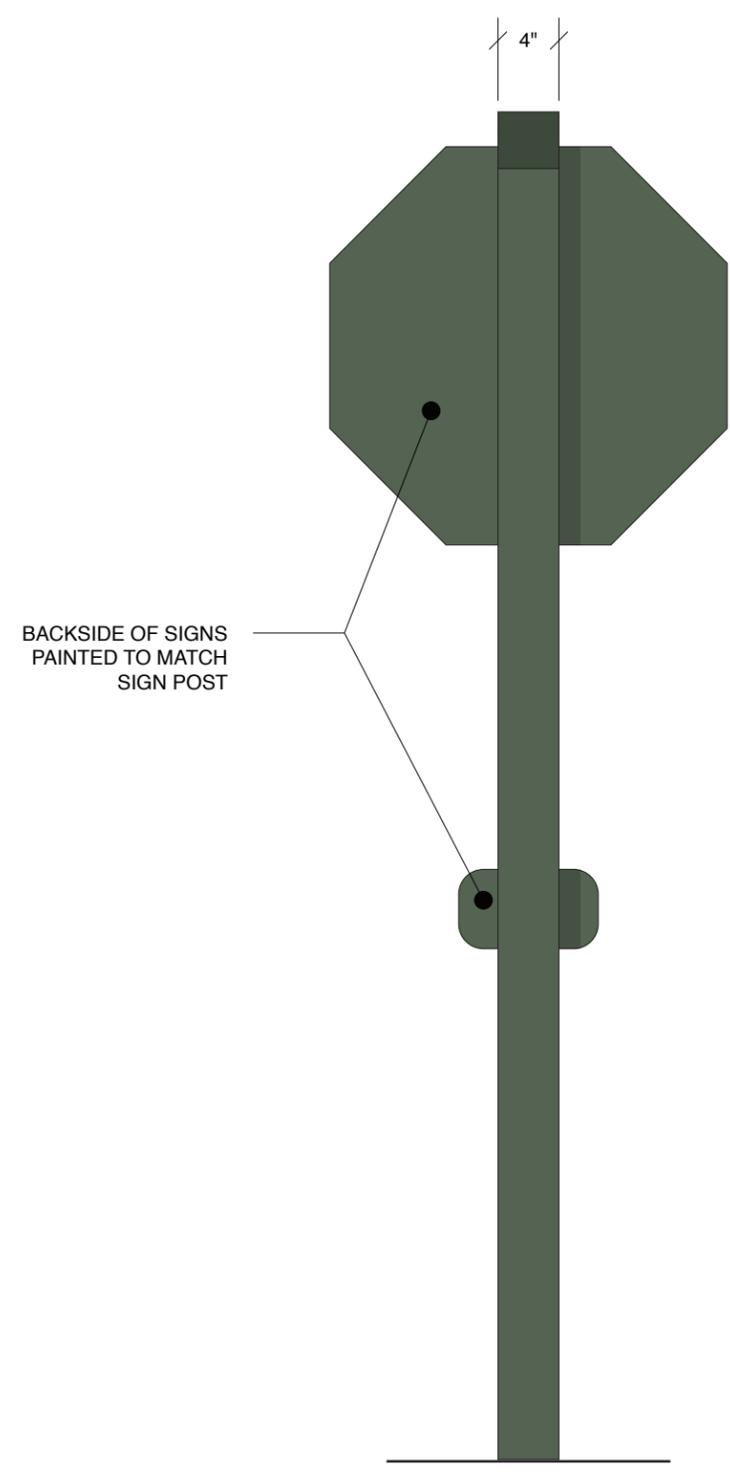
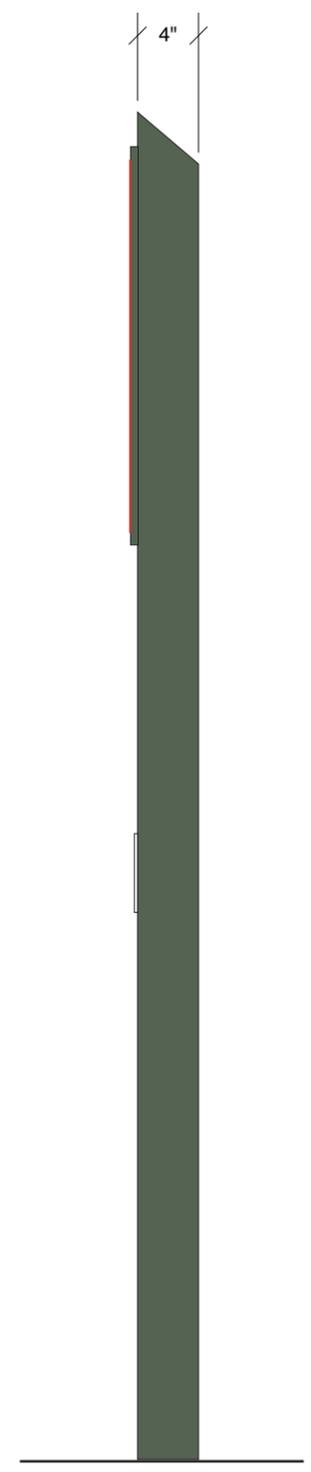
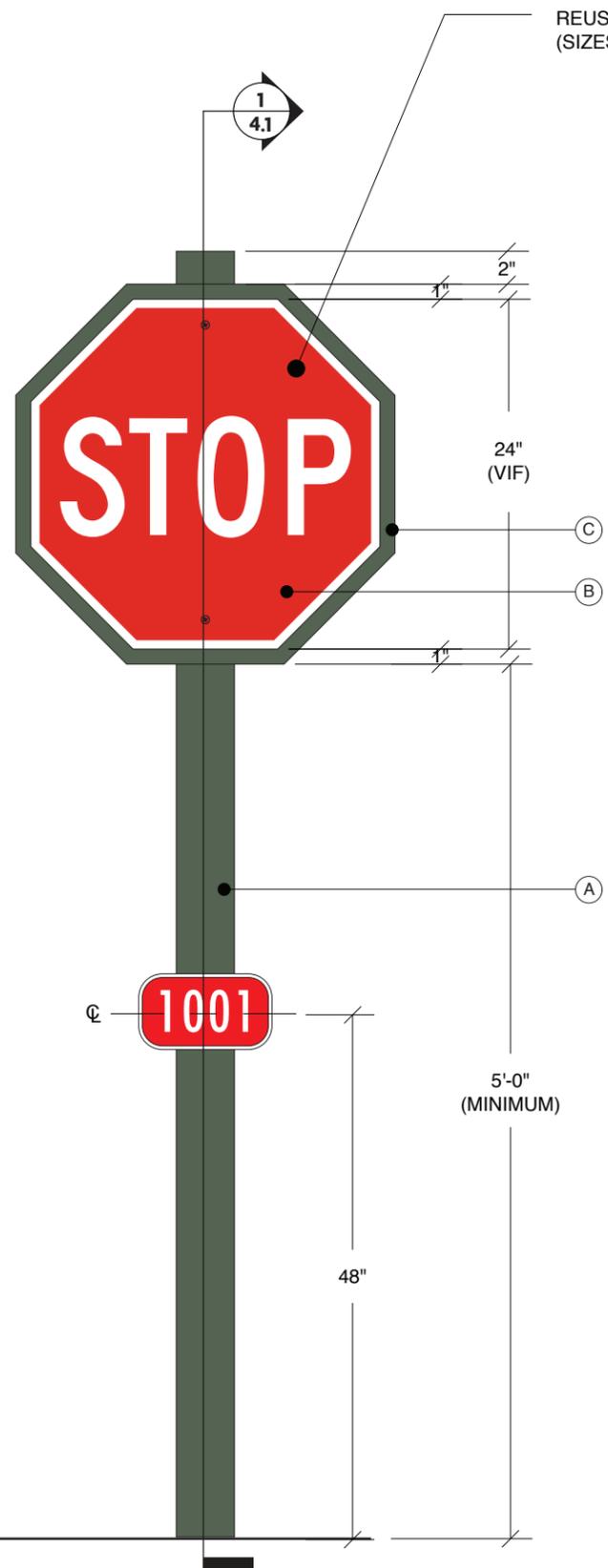
- A - FABRICATED ALUMINUM POST WITH TAPERED TOP, PAINTED P1
- B - .125" THICK STANDARD TRAIL DOT SIGN (REUSE EXISTING SIGNS WHERE POSSIBLE)
- C - .5" THICK ALUMINUM BACKPLATE P1

INSTALL:

- BACKFILL AS REQUIRED
- ALL STRUCTURAL COMPONENTS TO BE VERIFIED BY ENGINEER

NOTES:

- ALL LOCATIONS WILL REQUIRE ADDITIONAL REVIEW TO DETERMINE EXACT ORIENTATION AND PLACEMENT.

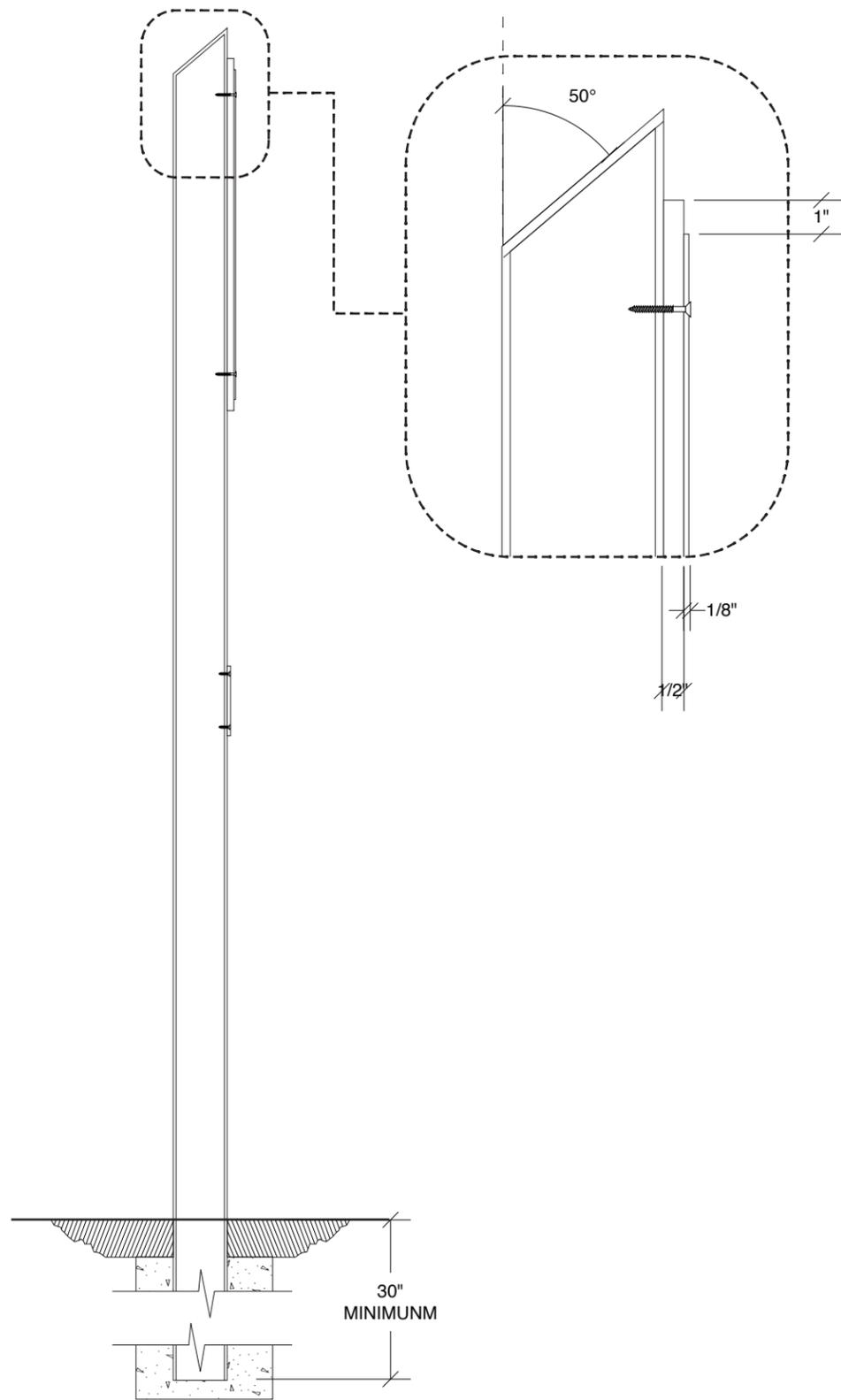


1 REGULATORY - FRONT ELEVATION
SCALE: 1" = 1'-0"

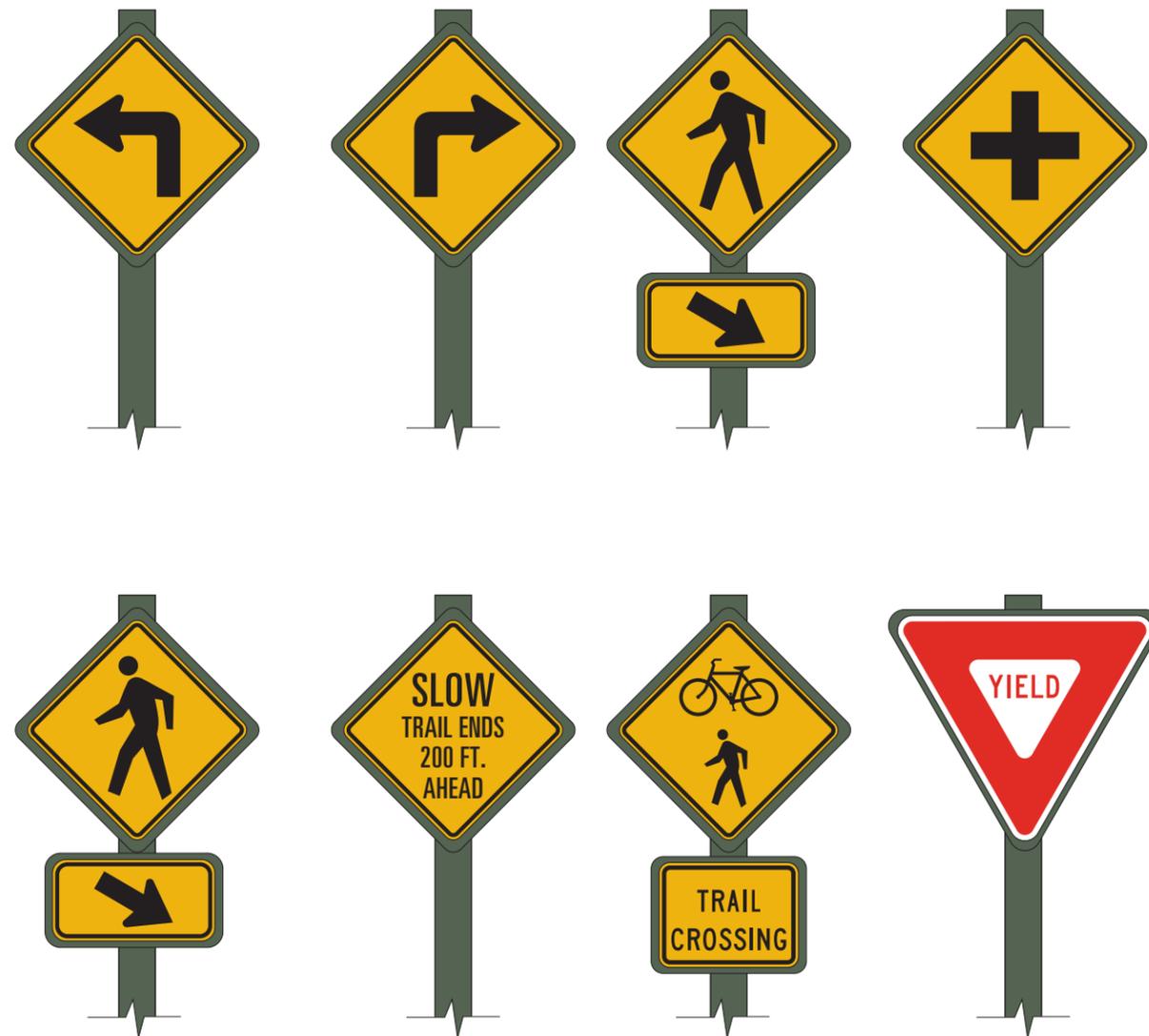
2 REGULATORY- SIDE ELEVATION
SCALE: 1" = 1'-0"

3 REGULATORY- BACK ELEVATION
SCALE: 1" = 1'-0"

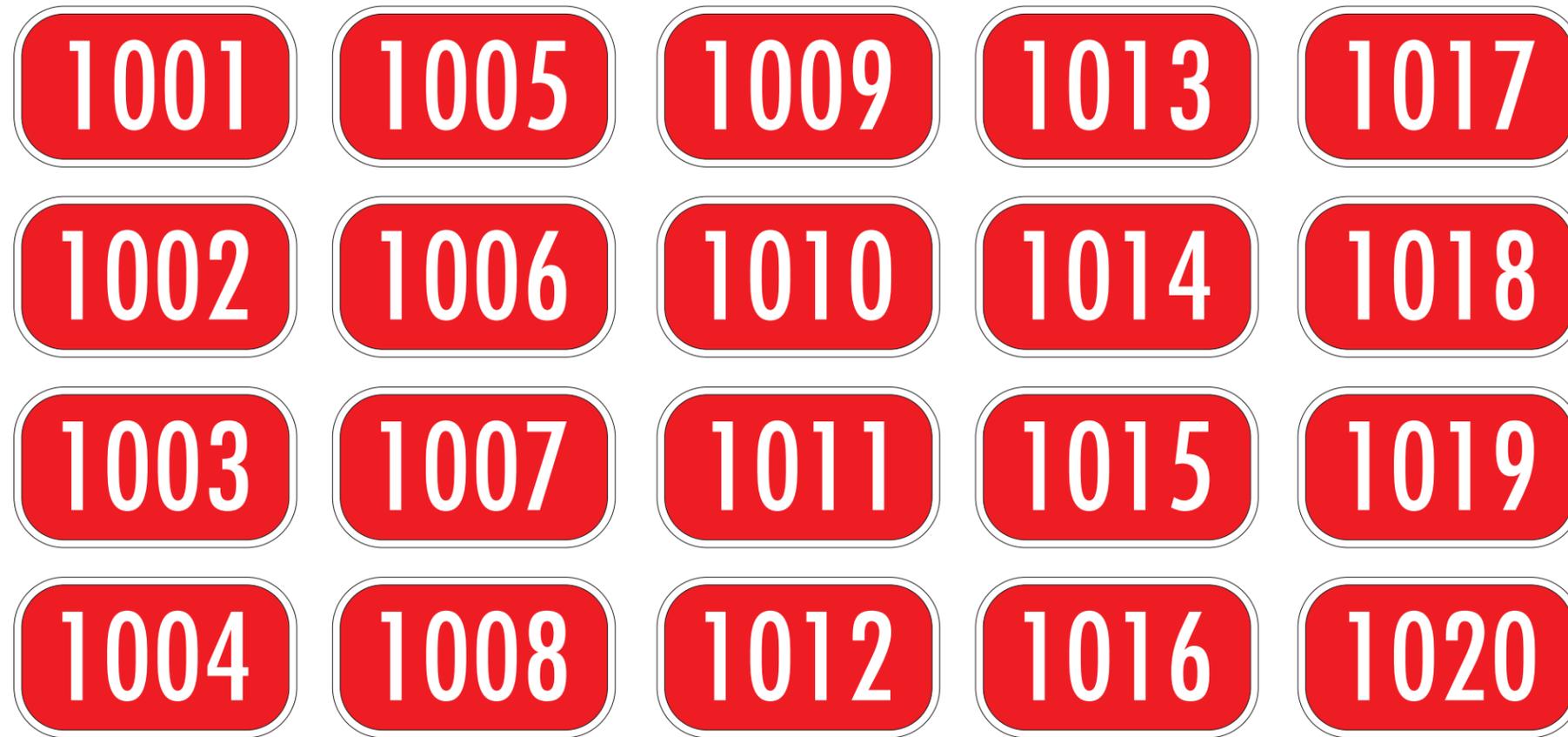
PROJECT NO:	31044.00
TITLE:	DUNWOODY TRAIL SIGNAGE
SIGN TYPE:	ST-D: TRAIL REGULATORY SIGN
ISSUE DATE:	10.18.13
REV. #:	0
DRAWN BY:	GW/WTV



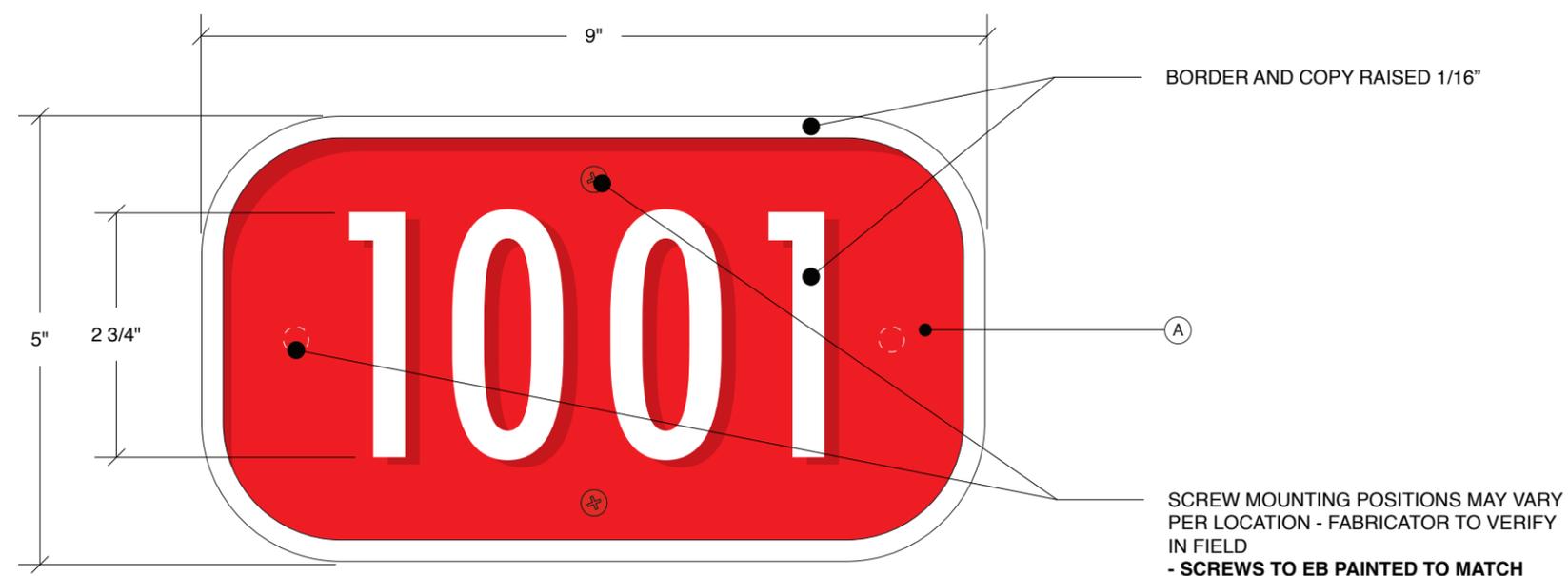
1 REGULATORY- SECTION VIEW
SCALE: 1" = 1'-0"



2 ALT. REGULATORY LAYOUTS
SCALE: NTS



1 EMS SIGN - FRONT ELEVATION
SCALE: 1:2



1 EMS SIGN - FRONT ELEVATION
SCALE: 1:2

MATERIALS & SPECIFICATIONS

A - .25" THICK ETCHED ZINC EMS SIGN, PAINTED P4 & P5 (RAISED PORTIONS PAINTED P5)

INSTALL:

- EMS SIGNS TO BE INSTALLED ON EXISTING TRAIL FURNITURE AND NEW SIGNAGE AS SHOWN IN THE SIGN LOCATION PLAN

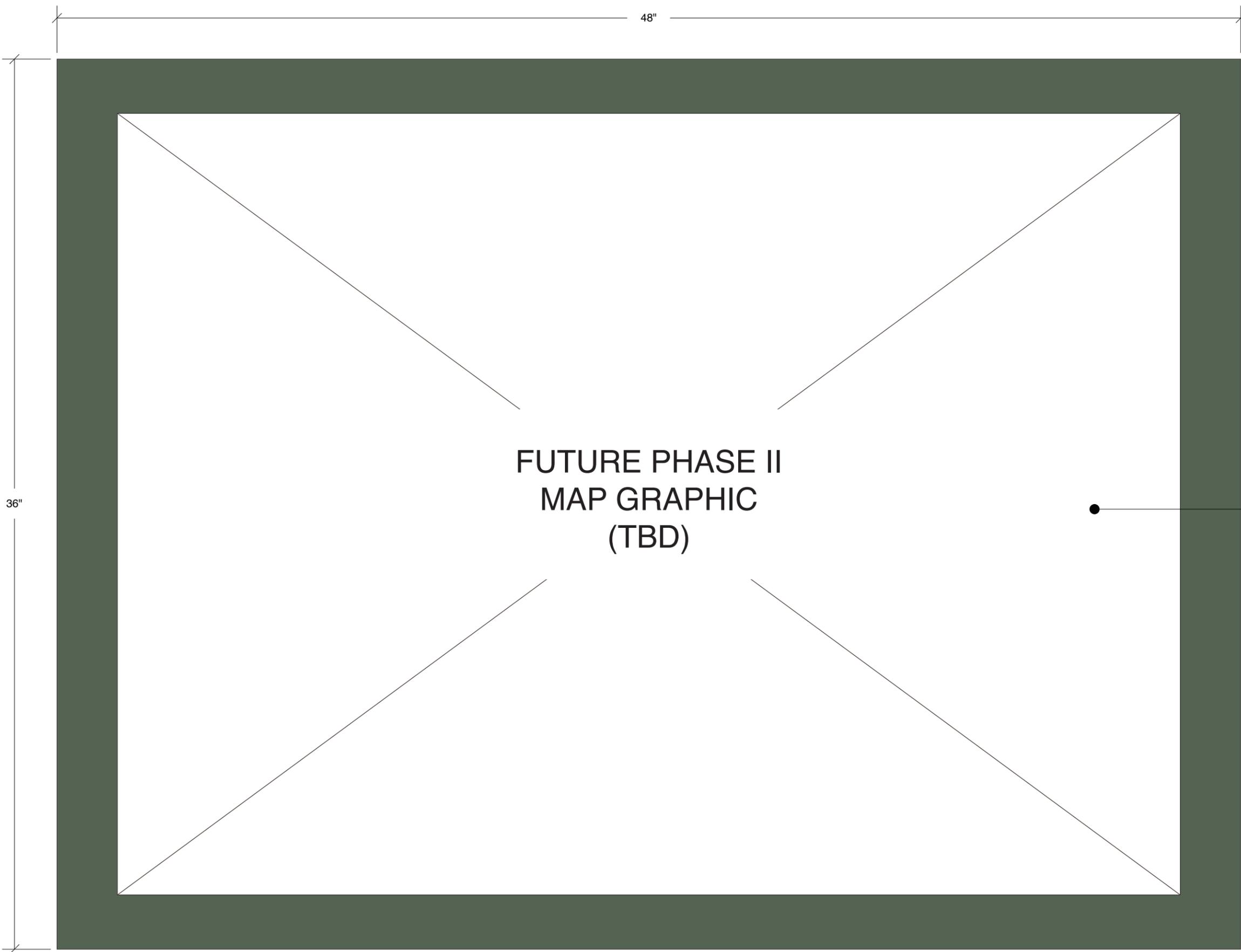
NOTES:

- ALL LOCATIONS WILL REQUIRE ADDITIONAL REVIEW TO DETERMINE EXACT ORIENTATION AND PLACEMENT.

55 IVAN ALLEN JR. BLVD., SUITE 100 ATLANTA, GA 30308 P: 404.688.4702 F: 404.688.2255 W: SKYDESIGNGRAPHICS.COM

sky design

PROJECT NO:	31044.00
TITLE:	DUNWOODY TRAIL SIGNAGE
SIGN TYPE:	ST-E: EMS SIGN
ISSUE DATE:	10.18.13
REV. #:	0
DRAWN BY:	GW/WTV



36"

48"

**FUTURE PHASE II
MAP GRAPHIC
(TBD)**

1/4" SENTRA PANEL WITH
DIGITAL PRINT GRAPHIC

1 FUTURE PHASE 2 MAP GRAPHIC (TEMP. SIGN)
SCALE: 3" = 1'-0"

55 IVAN ALLEN JR. BLVD, SUITE 100 ATLANTA, GA 30308 P: 404.688.4702 F: 404.688.2255 W: SKYDESIGNGRAPHICS.COM

PROJECT NO:	31044.00
TITLE:	DUNWOODY TRAIL SIGNAGE
SIGN TYPE:	ST-F: FUTURE PHASE (TEMP SIGN)
ISSUE DATE:	10.18.13
REV. #:	0
DRAWN BY:	GW/WTV

6.0

sky design

Bid Summary Form
 Dunwoody Trail Signage
 31044.00

Phase I

prepared by: *sky design*

SIGN TYPE	DESCRIPTION	REF SHEET	QTY	UNIT PRICE	EXTENSION
B	Trail information Kiosk	2.0-2.3	4	\$ -	\$ -
C	Trail Distance Marker	3.0-3.1	3	\$ -	\$ -
D	Trail Regulatory Sign	4.0-4.1	14	\$ -	\$ -
E	EMS Sign	5.0	20	\$ -	\$ -
				INSTALLATION	_____
				ADDITIONAL COSTS (IF ANY)	_____
				APPLICABLE PERMITS	_____
				APPLICABLE TAXES & SHIPPING	_____
				TOTAL	_____

PRICING SUBMITTED BY:

FIRM _____
 ADDRESS _____
 CITY/ST/ZIP _____ PHONE _____

SIGNATURE _____

NOTE TO BIDDER:

Submission of bid signifies careful examination of all documents and complete understanding of the extent and locations of all work to be performed and terms of the RFP.

Bid Summary Form

Dunwoody Trail Signage

31044.00

Phase II

prepared by: *skydesign*

SIGN TYPE	DESCRIPTION	REF SHEET	QTY	UNIT PRICE	EXTENSION
B	Trail information Kiosk	2.0-2.3	4	\$ -	\$ -
C	Trail Distance Marker	3.0-3.1	4	\$ -	\$ -
D	Trail Regulatory Sign	4.0-4.1	19	\$ -	\$ -
E	EMS Sign	5.0	38	\$ -	\$ -
				INSTALLATION	
				ADDITIONAL COSTS (IF ANY)	
				APPLICABLE PERMITS	
				APPLICABLE TAXES & SHIPPING	
				TOTAL	<input type="text"/>

PRICING SUBMITTED BY:

FIRM _____

ADDRESS _____

CITY/ST/ZIP _____ PHONE _____

SIGNATURE _____

NOTE TO BIDDER:

Submission of bid signifies careful examination of all documents and complete understanding of the extent and locations of all work to be

Contractor Affidavit under 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 Dunwoody 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

CITY OF DUNWOODY

Name of Public Employer

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

Executed on _____, ____, 201__ 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 _____, 201__.

NOTARY PUBLIC

My Commission Expires:_____

CITY OF DUNWOODY

DEPARTMENT OF FINANCE AND ADMINISTRATION – PURCHASING DIVISION

GENERAL INSTRUCTIONS FOR PROPOSERS

These Instructions will apply unless a particular item is specifically addressed in the solicitation document.

1. INTENT

It is the intent of these Instructions to establish guidelines for the proper completion of the Proposal Forms. These Instructions to Proposers provide guidance and explanation for subsequent Proposal Forms and Contract Documents. Please read all Instruction paragraphs.

2. GENERAL

- 2.1 The City's goal is that all the terms and conditions stated in the Proposal Documents will constitute the terms of the final Contract between the City and the successful Proposer, without significant or material change to such terms or conditions. Exceptions to any of the terms of the agreement to which a Proposer will not or does not agree must be presented by the proposer in writing as provided in this section and directed to purchasing@dunwoodyga.gov prior to the deadline for questions regarding proposals indicated in the RFP. Such exceptions must be specific, and the Proposer must state a reason for each exception and propose alternative language, if appropriate. The purpose of the exception process is to permit the City to correct, prior to the opening of the proposals, any technical or contractual requirement, provision, ambiguity or conflict in the solicitation and related documents, which may be unlawful, improvident, unduly restrictive of competition or otherwise inappropriate. Any corrections will be made via an addendum issued prior to the submission deadline. Unless timely submitted as an exception and amended with an addendum, any such ambiguity, conflict or problem shall be resolved in favor of the City of Dunwoody. Proposers shall not substitute entire agreements or sets of terms and conditions but discuss separately each term or condition that they take exception to or desire to change.
- 2.2 A Proposer's Proposal prices shall remain firm for 60 days from the submission deadline. Any anticipated increases in Proposer's costs during the initial term of the Contract must be reflected in its prices set forth in its Proposal. The City shall not be obligated to renegotiate or increase any price for any work during the initial term of the Contract based on a Proposer's mistake or miscalculation of prices, underestimation of costs, or for any other reason. All of the Proposer's overhead costs, including, but not limited to, costs of travel and the required bonds and insurance coverage, shall be included in such Proposer's prices listed in its Proposal.
- 2.3 The Contract, if awarded, shall not be construed to create unto the Contractor any exclusive rights with respect to any of the City's requirements. The City may in its sole discretion award any additional or similar services to any third party, or if the Contract is for the provision of services, the City may elect to perform all or a portion of the services by its own employees.
- 2.4 There shall be no reimbursables or travel expenses associated with this project regarding any category or term. Without limiting the generality of the foregoing, all of the Proposer's overhead costs related to travel shall be included in such Proposer's prices in its Proposal.

3. ENVIRONMENTAL SUSTAINABILITY

The City of Dunwoody is committed to environmental sustainability. The City believes we have a unique opportunity to further expand our leadership in the area of environmentally preferable purchasing, and through our actions, elicit changes in the marketplace. By further incorporating environmental considerations into public purchasing, the City of Dunwoody will positively impact human health and the environment, remove unnecessary hazards from its operations, reduce costs and liabilities, and improve the environmental quality of the region. As such the City encourages the incorporation of environmental sustainability into proposals.

4. EXAMINATION OF PROPOSAL/CONTRACT DOCUMENTS

All prospective Proposers shall thoroughly examine and become familiar with the Proposal package and carefully note the items which must be submitted with the Proposal. (These Instructions to Proposers, the Request for Proposal, the Proposal Forms, the Contract, the General Conditions, and the Specifications are referred to herein as the "Proposal Documents" or the "Contract Documents.") Submission of a Proposal shall constitute an acknowledgment that the Proposer has read and understands the Proposal Documents. The failure or neglect of a Proposer to receive or examine any Proposal Document shall in no way relieve it from any obligations under its Proposal or the Contract. No claim for additional compensation will be allowed which is based upon a lack of knowledge or understanding of any of the Contract Documents or the scope of work. *Examples of the City's Standard Contracts and General Conditions are available on the City website.*

5. ADDENDUM(S)-CHANGES WHILE PROPOSING

Other than during the Pre-Proposal Conference, the City shall not be required to provide to any Proposer verbal interpretations as to the meaning of any portion of the Proposal Documents. Requests for interpretation, clarification or correction of Proposal Documents, forms or other material in this Proposal Package should be made in writing and delivered to the City, Purchasing Office, 41 Perimeter Center East, Suite 250, Dunwoody, Georgia 30346, or by e-mail to purchasing@dunwoodyga.gov or facsimile to (678) 533-0712 by the date and time listed in the proposal documents (if applicable). Any response by City to a request by a Proposer for clarification or correction will be made in the form of a written Addendum. All parties to whom the Proposal packages have been issued will be sent a notification of the issuance of an Addendum either by e-mail and/or by facsimile. The Addendum may be electronically downloaded by visiting the City web site at <http://www.dunwoodyga.gov>. However, prior to submitting its response, it shall be the responsibility of each Proposer to visit the City website to determine if addendum(s) were issued and, if so, to obtain such addendum(s).

6. PREPARATION OF PROPOSALS

- 6.1 Proposals shall be submitted on reproduced copies of the attached Proposal Forms including any revised or additional Proposal Forms supplied by Addendum(s). If an award is made, the completed Proposal Forms shall constitute a part of the Contract Documents and will be incorporated in the final Contract between the City and the successful Proposer. All blank spaces in the Proposal Forms should be filled in legibly and correctly in ink or type.
- 6.2 All Proposals shall contain the name and business address of the individual, firm, corporation, or other business entity submitting the Proposal and shall be subscribed by either the individual, a general partner, a member of a member-managed LLC, a manager of a manager-managed LLC, or an authorized officer or agent of a Corporation or business entity. If any officer or agent other than the signatories described in the preceding sentence shall sign any Contract Document on behalf of the Proposer, the City should be furnished with satisfactory evidence of such officer's or agent's authority to bind the Proposer with respect to the contents of the subject Proposal Documents so signed by him or her.
- 6.3 If the Proposer is a partnership, joint venture, or sole proprietorship, the City, reserves the right to require the Proposer to submit to the City at any time the name and business address of each owner, principal, partner, or member of the Proposer having an ownership or management position with the Proposer.
- 6.4 If the Proposer is a corporation or other state-chartered business entity, the City reserves the right to require the Proposer to submit to the City at any time, the name and business address of each officer, director and holder of 10% or more of the stock or other ownership interests of such corporation or other business entity. If the Proposer is a foreign corporation or other state-chartered business entity and is the successful Proposer, the Proposer will be required to submit evidence prior to the execution of the Contract, if awarded, that the corporation or other state-chartered business entity is authorized to do business in the State of Georgia and the City. If the Proposer elects to use a fictitious name in its Proposal, a copy of the Proposer's fictitious name registration should be provided to City.

7. PROPOSAL GUARANTY

A Proposal Guaranty shall not be required for this Contract.

8. DELIVERY OF PROPOSALS

- 8.1 All Proposals shall be submitted in sealed envelopes bearing on the outside the name of the Proposer, address, and the RFP #. Each Proposal shall consist of (i) an executed copy of the Proposal Form, along with all other documents or information required to be submitted pursuant to the terms of the Proposal Documents (together, the "Proposal"). The documents comprising the Proposal must be completed and signed on the forms provided herein, or on exact reproductions thereof.
- 8.2 All Proposals shall be submitted pursuant to the terms outlined in these Instructions to Proposers. Any Proposals received after the time and date specified in the solicitation document for the opening of the Proposals will not be considered, but will be returned unopened.
- 8.3 Each Proposer's response shall be at the sole cost and expense of the Proposer and such Proposer shall have no right or claim against the City for costs, damages, loss of profits, or to recover such costs, damages, or expenses in the event the City exercises its right to reject any or all Proposals or to cancel an award pursuant to a provision hereof for any reason.
- 8.4 Submission of a Proposal shall constitute authorization for the City and its representatives and agents to make such copies of the Proposal or portions thereof and to distribute such copies as may be necessary or desirable to carry out the City's objectives or requirements.

9. COMMUNICATIONS REGARDING EVALUATION OF PROPOSALS

To ensure the proper and fair evaluation of Proposals, the City highly discourages any oral communication initiated by a Proposer or its agent to an employee of the City evaluating or considering the Proposal during the period of time following the issuance of the solicitation document, the opening of Proposals and prior to the time a decision has been made with respect to the Contract award. An appropriate Purchasing employee of the City may initiate communication with a Proposer in order to obtain information or clarification needed to develop a proper and accurate evaluation of the Proposal. Any communication initiated by Proposer during evaluation should be submitted in writing and delivered to the City of Dunwoody, Purchasing Office, 41 Perimeter Center East, Suite 250, Dunwoody, Georgia 30346, or by e-mail to purchasing@dunwoodyga.gov or facsimile to (678)533-0712. Unauthorized communication by the Proposer may disqualify the Proposer from consideration.

10. WITHDRAWAL OF PROPOSALS

No Proposal may be withdrawn after it is submitted unless the Proposer makes a request in writing and such request is confirmed as received prior to the time set for opening of Proposals. No Proposal may be withdrawn after the scheduled Proposal opening time for a period of sixty (60) days. Any Proposer withdrawing or attempting to withdraw its Proposal prior to the expiration of the sixty (60) day period shall be obligated to reimburse the City for all its costs incurred in connection with such withdrawal or attempted withdrawal including, without limitation, any increased costs for procuring the goods or services from another Proposer or all costs of advertising and re-procuring the goods or services, and all attorneys' fees, in addition to payment of City's other damages. A Proposer's submission of a Proposal shall be deemed the Proposer's acknowledgment of and agreement to the provisions of this Section.

11. DISQUALIFICATION OF PROPOSERS

- 11.1 Any of the following causes may be considered as sufficient for the disqualification of a Proposer and the rejection of its Proposal:
 - 11.1.1 Submission of more than one Proposal for the same work, or participation in more than one Proposal for the same work as a partner or principal of the Proposer, by an individual, firm, partnership or corporation, under the same or different names, or by Proposers which are affiliates, either at the time of submittal, or at the time of award. For purposes of this section, the term "affiliates" means firms, partnerships, corporations or other entities under common control;
 - 11.1.2 Evidence of collusion between or among Proposers;

- 11.1.3 Evidence, in the opinion of the City, of Proposer(s) attempting to manipulate the Proposal pricing for its own benefit (e.g. pricing resulting in a failure of the City's ability to enforce the Contract or impose the remedies intended following breach by Contractor);
- 11.1.4 Being in arrears on any of its existing contracts with the City or in litigation with the City or having defaulted on a previous contract with the City;
- 11.1.5 Poor, defective or otherwise unsatisfactory performance of work for the City or any other party on prior projects which, in the City's judgment and sole discretion, raises doubts as to Proposer's ability to properly perform the work; or
- 11.1.6 Any other cause which, in the City's judgment and sole discretion, is sufficient to justify disqualification of Proposer or the rejection of its Proposal.

11.2 The City has adopted a policy which addresses, among other things, the obligations of the City's employees with respect to interest in business entities, unauthorized compensation and acceptance of gifts. Please be aware that any act by a Proposer that could cause a City employee to violate the policy is sufficient cause for the denial of the right of the Proposer to propose on any contract or sell any materials, supplies, equipment, or services to the City for a period of time that is determined by the City Manager.

12. REJECTION OF IRREGULAR PROPOSALS

A Proposal may be considered irregular and may be rejected if it is improperly executed, shows omissions, alterations of form, additions not called for, unauthorized conditions, or limitations, or unauthorized alternate Proposals, fails to include the proper Proposal Guaranty, Contract references, other certificates, affidavits, statements, or information required to be included with Proposals, including, but not limited to, the Proposer's prices, or contains other irregularities of any kind.

13. NOTICE OF INTENT TO AWARD CONTRACT

Unless all Proposals are rejected, a Notice of Intent to Award is anticipated to be provided within ninety (90) days from the opening of Proposals to the responsible and responsive Proposer submitting the Proposal deemed to be most advantageous to the City, price and other factors being considered. For all procurements, the City reserves the right to reject any or all Proposals and to cancel the procurement or to solicit new Proposals.

14. RESPONSIBILITY OF PROPOSERS

- 14.1 City reserves the right, to aid it in determining a Proposer's responsibility, to require a Proposer to submit such evidence of Proposer's qualifications as the City may deem necessary, and may consider any evidence available to the City of the financial, technical, and other qualifications and abilities of a Proposer, including past performance (experience) with the City and others. The City shall be the final authority in the award of any and all Proposals.
- 14.2 All Proposers shall furnish the City with the company name, address, contact person, and telephone number of at least three (3) entities (preferably a firm other than the City) for which they have supplied similar services as requested in this Proposal during the past three (3) years, unless otherwise noted in the Proposal Document. The information should be submitted with the knowledge that the City will use the data for reference purposes. The City does check all references and requires the Proposer to notify the reference, verify contract information, and obtain permission from the reference before completing the form.
- 14.3 For a Proposer to meet the minimum responsibility criteria for this Contract, the Proposer must provide verifiable evidence, through references or otherwise, that the Proposer is an individual, a firm, a corporation, or other entity that is currently employed or otherwise engaged in providing similar services and, taking into account the activities of a related predecessor, affiliate, or principal of Proposer, has been actively engaged in such activity for at least three (3) years immediately preceding the date of the Proposer's response to this request.

15. AFFIDAVIT AND AGREEMENT FOR PHYSICAL PERFORMANCE OF SERVICES AS DEFINED BY O.C.G.A. 13-10-90

- 15.1 When applicable, awarded vendor will be required to submit a City supplied Affidavit and Agreement (sample on City website) in accordance with O.C.G.A. 13-10-90 as part of the contract execution process.

16. AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION

16.1 Awarded vendor will be required to submit an Affidavit Verifying Status for City Public Benefit Application (sample on City website) in accordance with O.C.G.A. 50-36-1 as part of the contract execution process.

17. EXECUTION OF CONTRACT

17.1 The Proposer to whom the Notice of Intent to Award is given shall, within ten (10) business days of the date of the Notice of Intent to Award, execute and/or deliver the following to the City: the Contract, a copy of the Proposer's valid business or occupational license, and all other documents and information required by the Contract Documents. All of the above documents and information must be furnished and the Contract Documents executed by Proposer, and delivered to the City, before the Contract will be executed by the City.

17.2 A Proposer's failure to timely fulfill its obligations under this section shall be just cause for withdrawal of such Notice of Intent to Award. In such case, a Notice of Intent to Award may then be issued to the next ranked Proposer or all Proposals may be rejected and the Contract re-advertised. In such event, the City shall be entitled to receive its damages and costs, including, but not limited to, its attorneys' fees caused by or in connection with a Proposer's failure to fulfill its obligations under this paragraph. A Proposer's liability for failing to timely fulfill the obligations stated in this paragraph shall be the same as for withdrawing its Proposal (see Section 10).

17.3 The Contract shall not be binding upon the City until it has been executed by the City and a copy of such fully executed Contract is delivered to the Contractor. The City reserves the right to cancel the award without liability to any Proposer at any time before the Contract has been fully executed by the City and delivered to the Contractor. Accordingly, the Contractor is hereby warned that it should not commence performance or incur costs or expenses in connection with the Contract obligations until it has been delivered a final, fully executed copy of the Contract.

18. GEORGIA SALES TAX

The City is a governmental agency and a political subdivision under Georgia law. Purchases by the City under this Contract are exempt from sales tax: A City tax exempt number is not required for a municipality. No purchase made by any entity is qualified to be exempt other than those made directly by the City. The City's sales tax exemption does not apply to goods or services purchased or consumed by a Contractor for which the Contractor is deemed to be the ultimate consumer in connection with the fulfillment of its Contract obligations, and the City shall have no liability for such taxes.

19. SUBCONTRACTS

19.1 The Contractor's right to subcontract shall be governed by the provisions of Section 17 of the General Conditions.

19.2 Nothing contained in these Contract Documents shall be construed as creating any contractual relationship between any subcontractor and the City.

19.3 The Contractor shall be fully responsible to the City for the acts and omissions of a subcontractor and of persons employed by said subcontractor to the same extent that the Contractor is liable to the City for acts and omissions of persons directly employed by it.

20. FAMILIARITY WITH LAWS

All Proposers and the Contractor are presumed to be familiar with and shall observe all Federal, State and local laws, ordinances, codes, rules and regulations, including, without limitation, the City's rules and regulations, that may in any way affect work herein specified. Ignorance on the part of the Contractor shall in no way relieve Contractor from any such responsibility or liability. Contractor's compliance with requirements of O.C.G.A. 13-10-91 and Rule 300-10-1-.02, if applicable, will be attested.

- 21. SECURITY**
The successful Proposer will be required to comply with all applicable standards of the City relating to security which may be in effect or changed from time to time.
- 22. MINORITY AND WOMEN BUSINESS ENTERPRISE ("MWBE") PARTICIPATION**
An MWBE participation goal has not been established for this Contract. Such participation is encouraged, but will not be considered during the evaluation process for award of this Contract.
- 23. LOCAL DEVELOPING BUSINESS ("LDB") PARTICIPATION**
An LDB participation goal has not been established for this Contract. Such participation is encouraged, but will not be considered during the evaluation process for award of this Contract.
- 24. INSURANCE**
The Proposer to whom the Notice of Intent to Award is given shall provide a signed Certificate of Insurance. The Certificate of Insurance shall evidence the insurance coverage required by the City pursuant to Section 14.7 of the General Conditions and shall be filed with the City within ten (10) business days of the date of the Notice of Intent to Award. The Certificate of Insurance must contain a provision that the coverage provided under the policies will not be cancelled or modified or the limits thereunder decreased unless at least thirty (30) days prior written notice has been given to the City.
- 25. PROPOSAL ERRORS**
In the case of a Proposer's error in the extension or addition of Proposal prices, the unit prices will govern. Proposals having erasures or corrections should be initialed in ink.
- 26. COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH ACT**
The Proposer certifies that all materials, equipment, chemicals, etc. contained in its Proposal or otherwise to be provided or used by the Proposer in its performance of the Contract work, and including any replacements or substitutions therefore, shall meet all EPA and OSHA requirements.
- 27. PERFORMANCE STANDARD**
The standards by which the Contractor's performance will be evaluated are set forth in the General Conditions and Specifications. The successful Proposer's failure to meet these standards, after receipt of written notice to correct such deficiencies, may in addition to the City's other remedies, in the City's sole discretion, result in a termination of the Contract for cause pursuant to the termination provisions of the General Conditions.
- 28. NO PROPOSALS**
In the event a potential Proposer elects not to submit a Proposal, such potential Proposer is nonetheless requested to respond by advising the City of the reason for not submitting a Proposal.
- 29. PUBLIC RECORDS/PUBLIC MEETINGS**
Bidders hereby acknowledge that meetings of the City's Council are duly noticed public meetings and all documents submitted to the City as a part of or in connection with a Proposal shall constitute public records under Georgia law regardless of any person's claim that proprietary or trade secret information is contained therein. By submission to the City, Bidders waive any declaration that any portion of its response to be proprietary information. Proposals and all related correspondence are governed by the Georgia Open Records Act and will be provided to anyone properly requesting same, after contract award. The City cannot protect proprietary data submitted in vendor proposals unless provided for under the open records law and clearly marked as proprietary by the bidder. In the event, the Bidder deems certain information to be exempt from the disclosure requirements, the proposal must specify what content is considered exempt and cite the applicable provision of the law to support that assessment. In the event such information is requested under the open records law, the Bidder's assessment will be examined by the City Attorney who will make a determination. The decision to withhold or release the information will be at the City's sole discretion.

***** END OF INSTRUCTIONS TO PROPOSERS *****