



# Downtown Johnstown Wayfinding Phase 1 Bidding Resources

05.25.2023



# Downtown Johnstown Wayfinding Phase 1 Bidding Resources

**Advertisement Date: 05.26.2023**

**Bid Opening Date: 06.16.2023**

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**NOTE: The Johnstown Signage & Wayfinding Signage Master Plan - Phase 1 is provided as a separate document**

## INVITATION TO BID

**PROJECT:** Johnstown Signage & Wayfinding Master Plan – Phase 1

**SCOPE:** Fabricate and install wayfinding signs within the Town of Johnstown. This project is for Phase 1 only of the Johnstown Signage & Wayfinding Master Plan (dated May, 2023), and includes four (4) signs, with the sign installations concentrated in the downtown area. The Phase 1 Project entails the fabrication and installation of four (4) sign types, including: Columnar Gateway (G1 = 1 Sign), Curved Corner Gateway (G2 = 1 Sign), Sculptural "J" Gateway (G2 = 1 Sign), and Pedestrian Kiosk Sign (P2 = 1 Sign).

### Phase 1 Tasks:

- **Task A: Signage Fabrication:** This project task involves developing the fabrication plans for manufacturing each of the four (4) Phase 1 signs, as specified per the Bid Documents, Contract provisions, and Town Code.
  - Task A.1:** Town and Consultant Coordination
  - Task A.2:** Prepare Sign Manufacturing Report Specifications (Electric and Non-Electric Signs)
  - Task A.3:** Prepare Sign Shop Drawings
  - Task A.4:** Prepare Final Record Documents – Per Quality Control Plan
  - Task A.5:** Prepare Sign Costs
  - Task A.6:** Prepare Warranty Plan for Town
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  - Task A.9:** Signage Fabrication, Complete, Curved Corner Gateway (G2 = 1 Sign)
  - Task A.10:** Signage Fabrication, Complete, Sculptural "J" Gateway (G2 = 1 Sign)
  - Task A.11:** Signage Fabrication, Complete, Pedestrian Kiosk Sign (P2 = 1 Sign)
- **Task B: Signage Installation:** This task involves installing each of the four (4) Phase 1 signs within the Town of Johnstown, as specified per the Bid Documents, Contract provisions, and Town Code.
  - Task B.1:** Town and Consultant Coordination
  - Task B.2:** Site Visit (Confirm Sign Locations, Utilities, Other Installation Site Factors)
  - Task B.3:** Prepare Construction Plan Documents
  - Task B.4:** Obtain Necessary Permits and Certifications (In Conjunction with Town Staff)



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**Task B.5:** Prepare a "Construction Safety and Phasing Plan" (CSPP) – Including Traffic Control

**Task B.6:** Coordinate with Utility, Agency and Service Providers

**Task B.7:** Removal/Demolition Existing Signs

**Task B.8:** Survey and Stake Sign Installation Locations

**Task B.9:** Coordinate/Contract with Local-Area Contract Suppliers (Materials and Services)

**Task B.10:** Signage Support Footings & Electrical Connections

**Task B.11:** Signage Installation, Complete, Columnar Gateway (G1 = 1 Sign)

**Task B.12:** Signage Installation, Complete, Curved Corner Gateway (G2 = 1 Sign)

**Task B.13:** Signage Installation, Complete, Sculptural "J" Gateway (G2 = 1 Sign)

**Task B.14:** Signage Installation, Complete, Pedestrian Kiosk Sign (P2 = 1 Sign)

**Task B.15:** Conduct Project Inspections, Punchlist Items, and Project Closeout

**Task B.16:** Prepare Sign Repair/Maintenance Plan for Town

The Town of Johnstown, Colorado will receive sealed Bids for "Johnstown Signage & Wayfinding Master Plan - Phase 1 " until 2:00 P. M. MST on the 16th day of June, 2023.

#### **Bids may be submitted via one of the following methods:**

**Email:** Email to the Project Manager Sarah Crosthwaite [scrosthwaite@johnstownco.gov](mailto:scrosthwaite@johnstownco.gov) and Project Consultant Kristin Cypher at [kristin.cypher@mbakerintl.com](mailto:kristin.cypher@mbakerintl.com)

#### **Late bids will not be accepted or considered**

The Bidding Documents are available on [www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com) and Town of Johnstown website under "Doing Business." Interested bidders are responsible for verifying receipt of all applicable documentation, including any associated addenda. The Town of Johnstown cannot guarantee accurate information obtained from sources other than BidNet.



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## SCHEDULE OF ACTIVITIES (subject to change)

Event	Date
Invitation to Bid	Friday, May 26, 2023
Virtual Pre-Bid Meeting	Tuesday, May 30, 2023 (10:30am Mountain Time)
Deadline for Questions	Monday, June 5, 2023 (5:00pm Mountain Time)
Final Addendum Issued	Wednesday, June 7, 2023
Virtual Bid Opening	Friday, June 16, 2023 (2:00pm Mountain Time)
Notice of Award (pending final Council approval)	Monday, June 19, 2023
Pre-Construction Meeting/Site Walk (tentative)	Friday, June 30, 2023
Contract Execution	Monday, July 3, 2023
Notice to Proceed	Tuesday, July 5, 2023
Substantial Completion of Gateway Feature	Monday, August 28, 2023
Construction Completed of Gateway Feature	Monday, September 4, 2023
Substantial Completion of Phase 1 Wayfinding	Monday, November 20, 2023
Construction Completed of Phase 1 Wayfinding	Monday, November 27, 2023

**A PRE-BID MEETING** will be held **VIRTUALLY** at **10:30 A. M. MST on the 30th day of May, 2023**. The meeting will be held via Zoom:

### Microsoft Teams Meeting Link:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_YjdkZTkzYjUtMmEwMS00ZGMxLTk5ZTEtOWU4MGRiMGM2ZjRl%40thread.v2/0?content=%7b%22id%22%3a%224e1ee3db-4df6-4142-b7b9-bec15f171ca4%22%2c%22oid%22%3a%22b0bad6bf-a442-4cf0-bda5-6b778f72e8ef%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YjdkZTkzYjUtMmEwMS00ZGMxLTk5ZTEtOWU4MGRiMGM2ZjRl%40thread.v2/0?content=%7b%22id%22%3a%224e1ee3db-4df6-4142-b7b9-bec15f171ca4%22%2c%22oid%22%3a%22b0bad6bf-a442-4cf0-bda5-6b778f72e8ef%22%7d)

### Scan for Microsoft Teams Meeting Link:



**Meeting ID: 240 369 205 021**

**Passcode: fKtXbA**

### Join with a video conferencing device:

mbakerintl@m.webex.com

Video Conference ID: 116 787 885 4

Alternate VTC instructions

### Or call in (audio only):

+1 412-634-6334,,112528191#

United States, Pittsburgh

Phone Conference ID: 112 528 191#



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Contact the Project Manager if you anticipate issues with the Microsoft Teams meeting options.

Prospective offerors may submit written inquiries concerning the requirements of this solicitation to Sarah Crosthwaite, via BidNet or e-mail (scrosthwaite@johnstownco.gov), before the Deadline for Questions listed above. **Bids will be opened and publicly read aloud during a VIRTUAL Bid Opening meeting at 2:00 P.M. on the 16th day of June, 2023.** The Town will use the Microsoft Teams conferencing platform. Bidders can join the meeting via video call or phone call:

**Microsoft Teams Meeting Link:**

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZDU1NjdINWEtYzAxZi00MzVmLWE2N2U+NGUyNGQ0MmJmMzQ1%40thread.v2/0?context=%7b%22tid%22%3a%224e1ee3db-4df6-4142-b7b9-bec15f171ca4%22%2c%22oid%22%3a%22b0bad6bf-a442-4cf0-bda5-6b778f72e8ef%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDU1NjdINWEtYzAxZi00MzVmLWE2N2U+NGUyNGQ0MmJmMzQ1%40thread.v2/0?context=%7b%22tid%22%3a%224e1ee3db-4df6-4142-b7b9-bec15f171ca4%22%2c%22oid%22%3a%22b0bad6bf-a442-4cf0-bda5-6b778f72e8ef%22%7d)

**Scan for Microsoft Teams Meeting Link:**



**Meeting ID: 244 074 109 759**

**Passcode: DbKZsm**

**Join with a video conferencing device:**

mbakerintl@m.webex.com  
Video Conference ID: 112 789 975 2  
Alternate VTC instructions

**Or call in (audio only):**

+1 412-634-6334,,351834731#  
United States, Pittsburgh  
Phone Conference ID: 351 834 731#

Contact the Project Manager if you anticipate issues with the Microsoft Teams options.

The successful Bidder shall provide the Town with a Certificate of Insurance naming the Town of Johnstown as an additional insured for all policies required in the General and Special Conditions, and with proof of Workers' Compensation coverage.

If awarded the Bid, a Performance Bond and a Labor and Material Payment Bond are required, each for the total amount of the Contract Price.

No Bidder may withdraw a Bid for a period of thirty days after the date fixed for opening the Bids.

The Town of Johnstown reserves the right to cancel this Invitation to Bid; reject any Bid, in whole or in part; to adjust the quantity of Work to be done as mandated by budgetary requirements; and to waive informalities or irregularities in the Bids received, when it is in the Town's best interest to do so.

TOWN OF Johnstown

Sarah Crosthwaite, Project Manager



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## **INSTRUCTIONS FOR BIDDERS**

### **SUBMISSION OF BIDS**

Sealed Bids will be received by the means listed in the Invitation to Bid. Timely delivery of Bids is the Bidder's responsibility and Bids received after the time and date indicated in the Invitation to Bid will not be accepted.

Oral, hand delivered, telephone or fax Bids are invalid and will not receive consideration. On occasion, an exception to this procedure may be made. The Project Manager may make an exception under extreme circumstances, in the Manager's sole discretion.

No Bid alterations or interlineations will be permitted, unless made before submission and initialed and dated. If initialed, the Town may require the Bidder to identify the alteration so initialed.

### **BIDDING DOCUMENTS**

The following documents constitute the Bidding Documents for this project:

1. Invitation to Bid
2. Instructions for Bidders
3. Bid Guarantee
4. Bidder's Qualifications and Data
5. Subcontractors and Related Data
6. Bid Proposal
7. Bid Schedule
8. Drawings/Plans/Designs (the Wayfinding Plan - Phase 1, a separate document)
9. Google Earth Project File (cloud-based, included in the Wayfinding Plan - Phase 1)
10. Addenda (if any; upon issuance)

The Bidder will download the Bidding Documents as directed in the Invitation to Bid. All forms associated with, bound with, or attached to the Bidding Documents are a necessary part thereof and must not be detached.

The Bidding Documents will state the location and description of the proposed Work and will show the estimate of the various quantities of work to be performed and materials to be furnished, the time in which the work must be completed, the amount of the Bid Guarantee (which must accompany the Bid) and the date and time of the opening of the Bids. It will also state any special provisions or requirements, which vary from or are not contained in the General Conditions.



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## ADDITIONAL BID DETAILS

**Persons Submitting Bids:** Each Bid must contain the full name(s) and U.S. Postal Service mailing address of the Bidder(s), and any person signing any Bid as agent of another, or of a firm, must furnish legal evidence of authority to do so.

A person who submits a Bid and affixes "President," "Secretary," "Agent," or other designation to his or her signature, without disclosing the principal, may be personally held to the Bid.

The Town will not consider more than one Bid from an individual, firm, partnership, or corporation under the same or different names. Evidence that any Bidder is interested in more than one Bid for the same work will be cause for rejection of all such Bids. Collusion between the Bidders will be considered sufficient cause for the rejection of all affected Bids. A party quoting prices to a Bidder is not thereby disqualified from quoting prices to other Bidders or from submitting a direct Bid on the Bidder's own behalf.

**Bid Pricing:** All prices shall be stated in words and numbers except where the forms provide for numbers only. Use of the provided bid schedule in MS Excel spreadsheet format is acceptable.

**Unit Price Bid Schedule:** When the Town requests Unit Prices, the Bidder shall fully complete the schedule of unit prices included in the bid schedule.

When the Town includes an additional amount on the bid schedule for minor contract revisions and the Town has estimated bid quantities on the schedule, bidders shall include that additional amount in the total Bid price.

The total of all the unit prices bid multiplied by the estimated quantity of each item shall be the total Bid price. The Town will pay for the final measured, used, or delivered quantities at unit prices in the Bid.

**Discrepancies:** In the event of a difference between extended price and unit price of the bid schedule, **the unit price governs.**

**Modifications:** Modifications to Bids already submitted will be allowed if received prior to the time specified in the Invitation to Bid. Modifications shall be submitted as such, and shall not reveal the total amount of either the original or revised Bids. The modifications shall be submitted via BidNet or in writing and shall be signed in the same manner and by the same person(s) who signed the Proposal.

**Withdrawal of Proposal:** A Bidder may withdraw a Bid at any time prior to the time Bids are to be opened, via BidNet or by written request of the Bidder. Any such request shall be signed in the same manner as, and by the same person(s) who signed the Bid Proposal.

**Alternate Bids:** Whenever Alternate Bids are called for specifying the use of several different classes of materials or types of improvements for the same work, all Bidders are requested to submit prices for use of each of the several classes of materials or



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types of improvements as specified. The material to be used or the type of improvement to be adopted will be selected by the Town after the Bids have been opened and read. Unless otherwise specifically provided in the specifications for the improvement, Bids shall be made upon each and every item shown on the blank Bid Schedule.

**Variation in Estimated Quantities:** The Contractor must reasonably expect a variation in the estimated quantities from the actual quantities and no claims will be allowed for anticipated profits, for loss of profits or for damage of any sort because of a difference between the estimate of any item and the amount of the item actually required. The Town reserves the right to eliminate items from the Bid Schedule when the Town deems it in its best interest.

**Cost of Bid Preparation:** The total cost of bid preparation and submission shall be assumed by the Contractor.

**Taxes:** The Town of Johnstown is exempt from paying sales or use taxes. Materials and equipment purchased solely for Town projects, that will become a permanent part of the final project, are tax exempt. The Town will furnish its tax-exempt number, in lieu of requiring the Contractor and subcontractors to obtain their own certificates of exemption from the Colorado State Department of Revenue. Contractors and all subcontractors purchasing materials tax exempt must disclose the nature of the Town's project, the Town's purchase order, and then provide the Town's tax-exempt number to the supplier.

## **FAMILIARIZATION WITH THE WORK AND SITE CONDITIONS**

Before submitting Bids, prospective Bidders shall familiarize themselves with the work, the site where the work is to be performed, local labor conditions and all laws, regulations and other factors affecting performance of the work. Bidders shall carefully correlate their observations with requirements of the Contract and otherwise satisfy themselves as to the expense and difficulties attending performance of the work. The submission of a Bid constitutes a representation of compliance by the Bidder. There will be no subsequent financial adjustment for lack of such familiarization.

**Site Conditions:** Bidders shall visit the site of the work and completely inform themselves relative to construction hazards and procedures, the availability of lands, the character and quantity of surface and sub-surface materials, and utilities to be encountered, the arrangement and condition of existing structures and facilities, the procedures necessary for maintenance of uninterrupted operation of existing sewers and other utilities, the character of construction equipment and facilities needed for performance of the work, and facilities for transportation, handling, and storage of materials and equipment. All such factors shall be properly investigated and considered in the preparation of Bids.

## **REQUESTS FOR EXPLANATION**

Bidders should immediately notify the Town of any discrepancies in or omissions from the Drawings or Specifications, so that the Project Manager can publish an Addendum in response. Any Bidder may submit a written request for explanation or correction of any part of the Bidding or Contract Documents, as directed in the Invitation to Bid. Questions and points of clarification are requested to be submitted via BidNet or email when possible. The deadline for submitting such requests is detailed in the Invitation to Bid and/or Special Conditions. The Project Manager will also field phone calls, but written communication is preferred. Oral explanations and interpretations made prior to the Bid Opening will not be binding.





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## **ADDENDA**

Any explanations or corrections to the Bidding Documents shall be furnished to all Bidders as Addenda via BidNet and the Town's website. Final Addenda issuance shall be as directed in the Invitation to Bid and/or the Special Conditions. All Bidders shall acknowledge receipt of Addenda in the Bid Proposal form.

If there is to be a postponed Bid Opening, this will be communicated on BidNet as an Addendum (and an automatically generated notification will be sent to all who downloaded the original Bidding Documents).

## **BID GUARANTEE**

Each Bid shall be accompanied by a Bid Guarantee (typically a Bid Bond) as directed in the Invitation to Bid. No Bid will be considered unless accompanied by the Bid Guarantee. No personal or business checks will be accepted as Bid Guarantees.

When Alternate Bids are called for, providing for the use of several different classes of materials or types of improvements for the same work, one Bid Guarantee in the amount of five percent of the total amount of the highest Bid will be sufficient for all Bids.

The Bid Guarantee of the Bidder(s) to whom a contract award is made may be returned when the successful Bidder executes a contract and files a Labor and Material Payment Bond, a Performance Bond, and any other documents required by the Notice of Award. The Bid Guarantee of the next three ranked responsible Bidders may be retained for a period not to exceed 45 days and may be returned after the execution of the Construction Contract and bonds by the successful Bidder. The Bid Guarantee of all other Bidders may be returned after the contract is awarded. However, Bid Bond surety forms provided with the Bid will not be returned unless specifically requested by the Bidder. Certified Checks (or other forms of bid securities used as Bid Guarantees) may be returned immediately following the Bid Opening, at the discretion of the Project Manager, to those who are not apparent low Bidders.

If the successful Bidder fails to enter into a contract according to the Bidder's accepted Bid or fails to furnish the required bonds within ten calendar days from Notice of Award, or by such time as modified by Special Conditions, the Bid Guarantee shall be forfeited to the Town of Johnstown as liquidated damages.

The next responsible Bid shall then be considered the successful Bid and, at the discretion of the Town, the contract may be awarded to the Bidder submitting that Bid.

## **BONDS**

Bonds shall be executed on a form acceptable to the Town, as specified in the General Conditions, by a corporate bonding company licensed to do business in the State of Colorado and acceptable as Surety to the Town. The forms must be countersigned by the Colorado agent.

A "Power of Attorney" authorizing the attorney-in-fact to bind the Surety company and certified to include the date of the bond shall accompany the bond.



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The Performance Bond and Labor and Material Payment Bond must remain in full force and effect during the entire period of the guarantee.

The successful Bidder shall give a Performance Bond equal to the amount of the Contract Price. The Performance Bond shall guarantee: (a) the faithful performance and completion of the work in strict accordance with the terms of the Contract, and each and every covenant, condition and part thereof, according to the true intent and meaning of the Contract Documents, as defined in the Contract and (b) the repair or replacement where required, or the cost thereof, for a period of two years after the issuance of the Notice of Construction Acceptance or until all warranty work is completed, whichever occurs last, of all work performed under the Contract.

A separate Labor and Material Payment Bond equal to the amount of the Contract Price is required to ensure the payments of laborers, materialmen, suppliers, and subcontractors in connection with the work performed under the Contract and to satisfy the requirements of §38- 26-105 and 38-26-106, C.R.S., as amended.

The Town of Johnstown reserves the right to waive bond requirements if permitted by statute. In the event the Performance or Labor and Material Payment Bonds are waived, cost of the bonds shall be reflected as a deduction from the total Bid Price, when so indicated on the Bid Form. There will be a Unit Price deduction for the waiver indicated on the Bid Schedule, when necessary.

## **OPENING OF BIDS**

Bids will be opened publicly and read aloud virtually at the time, date, and place set in the Invitation to Bid. Bids received after the time specified in the Invitation to Bid shall be returned unopened. Bid openings will be public and all Bidders are welcome to attend the virtual opening. Bidders or their authorized agents are invited to examine any Bid after opening.

## **EXAMINATION OF BIDS**

All Bids submitted shall be made available for examination by interested parties within a reasonable time following the Bid Opening. **All information in the submitted Bid will be available for public scrutiny, unless the Bidder specifically requests confidential treatment of some or all of its commercial data.** Requests for confidentiality shall be in writing, and the portions of the commercial data for which confidentiality is requested shall be clearly identified.

Procurement information shall be a public record to the extent provided by Article 24.72, C.R.S., as amended, and shall be available to the public as provided in the statute.

The Final Bid Price and the means by which that price was determined are not commercial data and may not be included in any request for confidentiality.



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## EVALUATION OF BIDS

**Town Discretion:** The Town reserves the right to cancel the Invitation to Bid; reject any Bid, in whole or in part; to adjust the quantity of Work to be done as mandated by budgetary requirements; and to waive informalities or irregularities in the Bids received; when it is in the Town's best interest to do so.

The Town of Johnstown reserves the right to accept the Bid which in the opinion of the Town will best suit the Town's purpose. This may not be the lowest bid received.

Contracts will be awarded only to responsible Bidders capable of performing the class of work contemplated. The Bidder shall furnish a complete statement of the Bidder's experience and of the amount of capital and equipment available for the proposed work on the Bidder's Qualification and Data form.

**Irregular Bids:** Bids may be rejected if they show any omission, alteration of form, additions not called for, conditional Alternate Bids, or irregularities of any kind which, in the opinion of the Town, tend to make the Bid indefinite or ambiguous. The Town will reject bid schedules with prices which are obviously unbalanced, in the Town's determination.

**Collusion:** Bids will be rejected if there is reason for believing that collusion exists among the Bidders. Participants in such collusion are subject to suspension and debarment.

**Pre-Qualification of Bidders:** For certain projects, the Town may require potential bidders to submit information regarding the bidders' qualifications in addition to the Bidder's Qualification and Data. The requirement for such information will be identified in the Invitation to Bid or elsewhere in the Bid Documents. Any information requested by or on file with the Town may be used to qualify or disqualify potential bidders.

**Prior to the Award of Contract, the Town will notify the Bidder in writing if the Town, after due investigation, has reasonable objection to any person or organization on such list.** If the Town, in its sole discretion, has a reasonable objection to any person or organization on such list, and refuses in writing to accept such person or organization, the Bidder shall submit an acceptable substitute Subcontractor, at no additional cost to the Town.

## AWARD OF CONTRACT

Any or all Bids may be rejected or informalities in bids may be waived at the option of the Town.

The award of the Contract is contingent upon securing an acceptable Bid which will fall within the amount of funds available for construction of the project, or the acquisition of contracted services. The final award is also contingent upon Town Council approval of the recommended bidder.

A Bid may be rejected if, in the judgment of the Town, the Bidder does not comply with or meet the criteria defined in one or more of the following factors:



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1. The ability, capacity and skill of the Bidder to perform the Contract or provide the services required.
2. The ability of the Bidder to perform the Contract or provide the service promptly or within the time specified, without delay or interference.
3. The character, integrity, reputation, judgment, experience and efficiency of the Bidder, to be determined at the sole and absolute discretion of the Town.
4. The quality of performance on previous Town contracts or services. Failure on the part of any Bidder to carry out a previous contract satisfactorily shall be deemed sufficient cause for disqualification. Provided references will be contacted.
5. The experience of the Bidder and the availability of equipment necessary to complete the current project. Sufficient cause for disqualification of the Bidder will exist if, in the Town's opinion, the Bidder does not have adequate experience or equipment to properly perform the Work under the Contract.
6. The sufficiency of the financial resources and ability of the Bidder to perform the Contract or provide the service.
7. The quality, availability, and adaptability of the supplies or contractual services to the particular use required.
8. The ability of the Bidder to provide future maintenance and service for the use of the subject of the contract.
9. Debarment or suspension pursuant to a prior Town determination.

NOTE: There will be a local preference given to firms located within the Town of Johnstown.

## **ACCEPTANCY OF BIDS AND ITS EFFECT**

The Town will act upon the Bids with reasonable promptness after the opening of the Bids. The acceptance of a Bid will be a written Notice of Award signed by the duly authorized representative of the Town. No other act of the Town shall be necessary to constitute acceptance of a Bid. The acceptance of a Bid binds the successful Bidder to execute the required Construction Contract and take all action necessary to fulfill the Contract.

## **REQUIREMENTS FOLLOWING NOTICE OF AWARD**

The successful Bidder shall, within ten calendar days of receiving the Notice of Award, or by such time as modified by the Special Conditions, execute the Construction Contract and furnish the Performance Bond and the Material and Labor Payment Bond. Acceptance of the Contract shall be subject to approval by the Town.

Unless previously requested or waived by the Project Manager, the successful Bidder shall also submit the following information to the Town's Project Manager within ten calendar days of receiving the Notice of Award:

1. A designation of the work to be performed by the Bidder with the Bidder's own forces.
2. The proprietary names and the suppliers of principal items or systems of material and equipment proposed for the work.
3. A proposed schedule of construction and estimated monthly payments.
4. The Bidder will be required to establish to the satisfaction of the Town, the reliability and responsibility of the proposed Subcontractors to furnish and perform the Work described in the Sections of the Specifications pertaining to such proposed Subcontractor's respective trade.
5. Certificate(s) of Insurance naming the Town of Johnstown as an additional insured for all policies required in the General and Special Conditions, and with proof of Workers' Compensation coverage.



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## **DAMAGES FOR FAILURE TO EXECUTE**

Any Bidder whose Bid is accepted will be required to execute the Contract and furnish the Performance Bond and Material and Labor Payment Bond within ten days after written notice that the Contract has been awarded to the Bidder, or by such time as modified by Special Conditions. Failure to do so shall constitute a breach of the Contract effected by the acceptance of the Bid.

The damages to the Town for such breach will include loss from interference with the construction program and other items, the monetary values of which will be difficult or impossible to quantify. Where required, the amount of the Bid Guarantee accompanying the Bid shall be retained by the Town as reasonable liquidated damages and not as a penalty for such breach.

The Town is authorized, the same as if the Bid Guarantee or Bid contained an expressed stipulation to that effect, to cause such work to be done, or complete the work in-house, or contract with some other Contractor to do so, and/or compute the difference between actual cost to the Town of such improvements and the sum which it would cost if the defaulting Bidder complied with the Bid.

## **RIGHT TO INSPECT**

The Town may, at reasonable times, inspect the part of the plant, place of business or worksite of the Bidder or the Bidder's subcontractors at any tier which is pertinent to the performance of the award of the Contract.

## **BID PROCESS SUBJECT TO PURCHASING CODE**

Bidding shall be conducted subject to state statutes and the Town of Johnstown Municipal Code and ordinances.

## **LAWS TO BE OBEYED**

Bidders shall familiarize themselves with the provisions of the laws of the State of Colorado and the Federal Government, and with all local laws and all regulations made which are pertinent to the proposed work and shall comply with the same.

## **EQUAL OPPORTUNITY**

The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, gender identity, sexual orientation, or national origin, or other reason prohibited by applicable federal, state or local law, ordinance or regulation. The Contractor shall abide by all federal laws in effect during the Contract period which govern Equal Opportunity Employment.

## **LOCAL LABOR AND MATERIALS**

Preference shall be given to employment of Colorado labor pursuant to §8-17-101 and 102, C.R.S., as amended.

Pursuant to statutory authority, preference shall be given to materials, supplies, and provisions produced, manufactured, or grown in Colorado, quality being equal to articles offered by competitor outside the state (§8-18-101 through 103, C.R.S., as amended).



## Downtown Johnstown Wayfinding Phase 1 Bidding Resources

**Advertisement Date: 05.26.2023**

**Bid Opening Date: 06.16.2023**

### **TIME OF COMPLETION**

TIME IS OF THE ESSENCE and the Bidder agrees to complete the project within the stated time, as defined in the Construction Contract. The Bidder also agrees to comply with all completion dates specified in the Bidding and Contract Documents.



# Downtown Johnstown Wayfinding Phase 1 Bidding Resources

**Advertisement Date: 05.26.2023**

**Bid Opening Date: 06.16.2023**

## BIDDER'S QUALIFICATIONS AND DATA

The signatory of this Statement guarantees the truth and accuracy of all statements and of answers to all questions herein. All questions must be answered clearly and comprehensively. If necessary, separate sheets may be attached. The Bidder may submit additional information. Failure to complete and return this Statement may render a bid non-responsive.

Name of Bidding Firm: \_\_\_\_\_  
Main Office Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax #: \_\_\_\_\_

The Bidder is organized as a (corporation/partnership/other): \_\_\_\_\_  
In the state of: \_\_\_\_\_  
Bidder's federal tax identification number (TIN): \_\_\_\_\_

General character of work performed by your organization and brief history of operations:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your firm have an officer, director, or agent or is also an officer or employee of the Town of Johnstown?  
YES  NO

Are there any Town of Johnstown agents or employees who own, directly or indirectly an interest in the bidder's firm or any of its branches?  
YES  NO

Bonding Limit: \$ \_\_\_\_\_  
Bonding Company: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_

The Town has a right to request financial statement(s) and other relevant information. Are you willing to submit such information at the Town's request?  
YES  NO

Submitted By: \_\_\_\_\_  
Date: \_\_\_\_\_



# Downtown Johnstown Wayfinding Phase 1 Bidding Resources

**Advertisement Date: 05.26.2023**

**Bid Opening Date: 06.16.2023**

**(Person Submitting Bid)**

## QUALIFICATIONS

How many years have you been in business under your present firm or trade name? \_\_\_\_\_

Under other names? \_\_\_\_\_

Have you or your organization, or any office or partner thereof, failed to complete a contract?

YES  NO

Within the last five years, has your organization been assessed liquidated damages for failing to complete a contract within the time specified?

YES  NO

Has your organization been assessed any penalties for non-compliance violations of the Federal or State Labor laws and/or regulations within the last five years?

YES  NO

Does your organization have any outstanding judgments, demands, or liens resulting from violating State Labor laws, Colorado Revised Statutes, Civil or Criminal decisions?

YES  NO

Have there been any suits, liens, or surety claims against you or your organization over the past five years for non-payment of sums due subcontractors or suppliers for work completed?

YES  NO

Has your organization been cited for violations of OSHA standards and requirements within the past five years?

YES  NO

Is either the Bidder or its principals presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any department or agency?

YES  NO

Have you ever been debarred or suspended by a government from consideration for the award of contracts?

YES  NO

**Please explain all questions answered "yes" in the section above on a separate sheet of paper. Include where and why, if applicable.** Note that your answers do not necessarily disqualify your bid. For example, it is not uncommon for contractors of large projects to be charged liquidated damages in certain cases.





# Downtown Johnstown Wayfinding Phase 1 Bidding Resources

**Advertisement Date: 05.26.2023**  
**Bid Opening Date: 06.16.2023**

## FIRM BACKGROUND AND EXPERIENCE

Total number of employees: \_\_\_\_\_

Total number of licensed professionals: \_\_\_\_\_

**Proposed Superintendent:** \_\_\_\_\_

Title: \_\_\_\_\_

Relevant degrees and/or certifications: \_\_\_\_\_

## Principals

List directors, officers, owners, managerial employees, or partners, and identify the ownership interest of each:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Experience

List the experience of the principal members of your organization. If preferred, resumes may be submitted in lieu of form entry

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Background/Years of Experience: \_\_\_\_\_

Relevant degrees and/or certifications: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Background/Years of Experience: \_\_\_\_\_

\_\_\_\_\_

Relevant degrees and/or certifications: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Background/Years of Experience: \_\_\_\_\_

\_\_\_\_\_

Relevant degrees and/or certifications: \_\_\_\_\_

\_\_\_\_\_



# Downtown Johnstown Wayfinding Phase 1 Bidding Resources

**Advertisement Date: 05.26.2023**

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## Similar Projects

List three projects of similar scope and budget to this project that your organization has performed work on:

Project Name: \_\_\_\_\_

Cost: \_\_\_\_\_

Location: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Project Name: \_\_\_\_\_

Cost: \_\_\_\_\_

Location: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Project Name: \_\_\_\_\_

Cost: \_\_\_\_\_

Location: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Phone: \_\_\_\_\_

## Contract(s) on Hand

List projects your organization is undertaking that will be concurrent with the Town's bid schedule. Include the anticipated completion date.

Project Name: \_\_\_\_\_

Schedule: \_\_\_\_\_

Cost: \_\_\_\_\_

Location: \_\_\_\_\_

Subcontractor or Prime: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Schedule: \_\_\_\_\_

Cost: \_\_\_\_\_

Location: \_\_\_\_\_

Subcontractor or Prime: \_\_\_\_\_

Completion Date: \_\_\_\_\_



# Downtown Johnstown Wayfinding Phase 1 Bidding Resources

**Advertisement Date: 05.26.2023**  
**Bid Opening Date: 06.16.2023**

## SUBCONTRACTORS AND RELATED DATA

For each Subcontractor to be utilized, please provide the following information (use additional sheets as necessary). Please indicate what percentage of the Work to be assigned.

Firm Name: \_\_\_\_\_

Town Business License #: \_\_\_\_\_

Address: \_\_\_\_\_

Proposed work and percentage of total work to be assigned: \_\_\_\_\_

Percentage (%): \_\_\_\_\_

Firm Name: \_\_\_\_\_

Town Business License #: \_\_\_\_\_

Address: \_\_\_\_\_

Proposed work and percentage of total work to be assigned: \_\_\_\_\_

Percentage (%): \_\_\_\_\_

Firm Name: \_\_\_\_\_

Town Business License #: \_\_\_\_\_

Address: \_\_\_\_\_

Proposed work and percentage of total work to be assigned: \_\_\_\_\_

Percentage (%): \_\_\_\_\_

Firm Name: \_\_\_\_\_

Town Business License #: \_\_\_\_\_

Address: \_\_\_\_\_

Proposed work and percentage of total work to be assigned: \_\_\_\_\_

Percentage (%): \_\_\_\_\_

Firm Name: \_\_\_\_\_

Town Business License #: \_\_\_\_\_

Address: \_\_\_\_\_

Proposed work and percentage of total work to be assigned: \_\_\_\_\_

Percentage (%): \_\_\_\_\_



# Downtown Johnstown Wayfinding Phase 1 Bidding Resources

**Advertisement Date: 05.26.2023**

**Bid Opening Date: 06.16.2023**

## BID PROPOSAL

**PROJECT: Johnstown Signage & Wayfinding Master Plan - Phase 1**

In compliance with the Invitation to Bid, and subject to all conditions thereof, the undersigned: [Select one]

**[Enter name if corporation]** \_\_\_\_\_

a corporation incorporated in the State of \_\_\_\_\_

**OR**

a partnership or limited partnership, registered in the State of \_\_\_\_\_

whose general partner(s) is/are: \_\_\_\_\_

**[Enter name(s) of partner(s) if partnership]** \_\_\_\_\_

**OR**

a sole proprietor, whose trade name is \_\_\_\_\_

**[Enter if sole proprietor]** \_\_\_\_\_

based in the Town/City of \_\_\_\_\_

State of \_\_\_\_\_

offers this Bid Proposal for the construction of all items listed at the prices shown on the following bid schedule.

(The attached bid schedule lists the various divisions of construction contemplated in the Plans and Specifications, together with an estimate of the units of each. With these units as the basis, extend each item, using the cost inserted in the unit column. Any total cost found inconsistent with the unit cost when the Bids are examined will be deemed in error and corrected to agree with the unit cost. Alternate Bids are optional).

The undersigned Bidder declares and stipulates that this Bid is made in good faith, without collusion or connection with any other person or persons bidding for the same Work, and that it is made subject to all the terms and conditions of the Invitation to Bid, Instructions for Bidders, Construction Contract, General Conditions, Special Conditions, the Technical Specifications, and the Plans pertaining to the Work to be done, all of which have examined by the undersigned.

Accompanying this Bid is a Bid Guarantee for 5% of the total Bid amount according to the Invitation to Bid and Instructions for Bidders.



# Downtown Johnstown Wayfinding Phase 1 Bidding Resources

**Advertisement Date: 05.26.2023**

**Bid Opening Date: 06.16.2023**

The undersigned Bidder agrees to execute the Construction Contract, a Performance Bond and a Labor and Material Payment Bond within ten calendar days from the date when the written Notice of Award is delivered at the address given on this Bid Proposal. The Performance Bond and Labor and Material Payment Bond shall each be for the amount of the total of this Bid. The name and address of the corporate surety through which the Bidder proposes to furnish the specified Bonds is as follows:  
**[Enter name and address of surety]** \_\_\_\_\_

---

The submission of the Bid constitutes an agreement, and it shall not be withdrawn after the Bid Opening for a period of thirty days.

All the various phases of work enumerated in the Contract with individual jobs and overhead, whether specifically mentioned or not, are included by implication or appurtenance in the Contract. The Contractor shall perform all the various phases of work under one of the items listed in the bid schedule, irrespective of whether it is named in the schedule.

Payment for the Work performed will be according to the bid schedule, subject to changes as provided in the Contract.

The undersigned Bidder hereby acknowledges receipt of addenda numbers \_\_\_\_ through \_\_\_\_ **[Enter addenda numbers]**  
**Initials** \_\_\_\_\_

The undersigned, being familiar with the existing conditions on the project area affecting the cost of the Work, the Bidding Documents and the Contract Documents, and having verified the quantities and the availability of materials and labor, hereby proposes to furnish all supervision, labor, materials, machinery, tools, appurtenances, equipment, supplies, and services, including utility and transportation service required to construct and complete the Project listed above, according to the Contract, within the time specified, and at the prices stated below. These prices are to cover all expenses incurred in performing the Work required under the Contract of which this Bid is a part.

**(The approximate quantities of Work to be completed in-place under the Contract are identified in the bid schedule and are for the purpose of comparing Bids. These quantities have been Town of Johnstown Signage & Wayfinding Master Plan - Phase 1 estimated and the quantities used are for the general information of the Bidder, representing the major items of the Work to be done. Minor details are not listed but shall be part of the complete Contract).**

The undersigned agrees to hold firm the Bid for thirty days for the purpose of the Town reviewing the Bids and investigating the qualifications of the Bidders prior to award of Contract. Extensions of time may be made if mutually agreed upon.

The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the Town of Johnstown in verification of the recitals in this statement.



# Downtown Johnstown Wayfinding Phase 1 Bidding Resources

**Advertisement Date: 05.26.2023**  
**Bid Opening Date: 06.16.2023**

This proposal is submitted by:

[Enter Bidder name] \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
 ) ss:  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by \_\_\_\_\_, as \_\_\_\_\_ of \_\_\_\_\_. (If by natural person or persons, insert name or names; if by person acting in representative or official capacity or as attorney-in-fact, insert name of person as an executor, attorney-in-fact, or other capacity or description; if by officer of corporation, insert name of such officer or officers as the President or other officers of such corporation, naming it.)

Witness my hand and official seal.

My Commission \_\_\_\_\_

\_\_\_\_\_  
Notary Public



# Downtown Johnstown Wayfinding Phase 1 Bidding Resources

**Advertisement Date: 05.26.2023**

**Bid Opening Date: 06.16.2023**

## BID SCHEDULE

<b>PROJECT NUMBER</b>	TBD	<b>PROJECT NAME</b>	Johnstown Wayfinding Signage Master Plan - Phase 1 Installation Project
<b>Bid Advertisement Date</b>	May 26, 2023	<b>Bid Opening Date</b>	Friday, June 16, 2023

Task #	Pay Item #	Description	Quantity	Unit	Unit Value in \$	Total Value in \$
<b>Task A: Signage Fabrication</b>						
A.1	01	Town and Consultant Coordination	1	LS	\$	\$
A.2	02	Prepare Sign Manufacturing Report Specifications (Electric and Non-Electric Signs)	1	LS	\$	\$
A.3	03	Prepare Sign Shop Drawings	1	LS	\$	\$
A.4	04	Prepare Final Record Documents – Per Quality Control Plan	1	LS	\$	\$
A.5	05	Prepare Sign Costs	1	LS	\$	\$
A.6	06	Prepare Warranty Plan for Town	1	LS	\$	\$
A.7	08	Signage Fabrication, Complete, Columnar Gateway (G1)	1	EA	\$	\$
A.8	09	Signage Fabrication, Complete, Curved Corner Gateway (G2)	1	EA	\$	\$
A.9	10	Signage Fabrication, Complete, Sculptural "J" Gateway (G2)	1	EA	\$	\$
A.10	11	Signage Fabrication, Complete, Pedestrian Kiosk (P2)	1	EA	\$	\$



# Downtown Johnstown Wayfinding Phase 1 Bidding Resources

**Advertisement Date: 05.26.2023**

**Bid Opening Date: 06.16.2023**

**BID SCHEDULE (continued)**

<b>PROJECT NUMBER</b>	TBD	<b>PROJECT NAME</b>	Johnstown Wayfinding Signage Master Plan - Phase 1 Installation Project
<b>Bid Advertisement Date</b>	May 26, 2023	<b>Bid Opening Date</b>	Friday, June 16, 2023

Task #	Pay Item #	Description	Quantity	Unit	Unit Value in \$	Total Value in \$
<b>Task B: Signage Installation</b>						
B.1	12	Town and Consultant Coordination	1	LS	\$	\$
B.2	13	Site Visit (Confirm Sign Locations, Utilities, Other Installation Site Factors)	1	LS	\$	\$
B.3	14	Prepare Construction Plan Documents	1	LS	\$	\$
B.4	15	Obtain Necessary Permits and Certifications (In Conjunction with Town Staff)	1	LS	\$	\$
B.5	16	Prepare a "Construction Safety and Phasing Plan" (CSPP) – Including Traffic Control	1	LS	\$	\$
B.6	17	Coordinate with Utility, Agency and Service Providers	1	LS	\$	\$
B.7	18	Removal/Demolition Existing Signs	1	LS	\$	\$
B.8	19	Survey and Stake Sign Installation Locations	1	LS	\$	\$
B.9	20	Coordinate/Contract with Local-Area Contract Suppliers (Materials and Services)	1	LS	\$	\$
B.10	21	Signage Support Footings & Electrical Connections	1	LS	\$	\$
B.11	22	Signage Installation, Complete, Columar Gateway (G1)	1	EA	\$	\$





# Downtown Johnstown Wayfinding Phase 1 Bidding Resources

**Advertisement Date: 05.26.2023**

**Bid Opening Date: 06.16.2023**

**BID SCHEDULE (continued)**

<b>PROJECT NUMBER</b>	TBD	<b>PROJECT NAME</b>	Johnstown Wayfinding Signage Master Plan - Phase 1 Installation Project
<b>Bid Advertisement Date</b>	May 26, 2023	<b>Bid Opening Date</b>	Friday, June 16, 2023

Task #	Pay Item #	Description	Quantity	Unit	Unit Value in \$	Total Value in \$
<b>Task B: Signage Installation (continued)</b>						
B.12	23	Signage Installation, Complete, Curved Corner Gateway (G2)	1	EA	\$	\$
B.13	24	Signage Fabrication, Complete, Sculptural "J" Gateway (G2)	1	EA	\$	\$
B.14	25	Signage Fabrication, Complete, Pedestrian Kiosk (P2)	1	EA	\$	\$
B.15	26	Conduct Project Inspections, Punchlist Items, and Project Closeout	1	LS	\$	\$
B.16	27	Prepare Sign Repair/Maintenance Plan for Town	1	LS	\$	\$

**TOTAL BID: \$**