



City of Alachua

RFQt-2019-01

City of Alachua Community Redevelopment Agency

Development of a Wayfinding System Master Plan

Request for Quotes

Quote Issue Date: February 4, 2019

Quote Due Date/Time: February 28, 2019, 5:00 P.M.

Issued By: **Donna Smith, Purchasing Specialist**
15100 NW 142nd Terrace
Alachua, Florida 32615
dsmith@cityofalachua.

The City reserves the right to reject all Quotes.

It is the intent and purpose of the City of Alachua that this Request for Quote promote competition. It shall be the vendor's responsibility to advise Ms. Donna Smith if any language, requirements, etc. or any combination thereof, inadvertently restricts or limits the requirements stated in this Request for Quotes to a single source.

The attached request shall become part of any purchase order and/or contract resulting from this Request for Quote.

AWARD PROCESS

Award Process Schedule – The following tentative schedule is to be considered when submitting a quote:

<i>Tentative Project Schedule (subject to change)</i>	
Request for Quotes Issued	February 4, 2019
Quotes Return Deadline	February 28, 2019, 5:00 P.M.
Purchase Order	TBD

The City of Alachua reserves the right to alter scheduled dates.

INTRODUCTION

The City of Alachua Community Redevelopment Agency (CRA) is requesting proposals for professional services from qualified consultants to develop a Wayfinding System Master Plan for the Community Redevelopment Area (Redevelopment Area).

As part of the CRA economic redevelopment activities, a need for a wayfinding sign master plan targeted at increasing citizen and visitor access to commercial and recreational amenities was identified.

BACKGROUND

The City of Alachua, Florida has a population of 9,982 (American Community Survey, July, 2017), and is located about 15 miles north of the City of Gainesville, home to the University of Florida.

The Alachua CRA was established in 1982, is approximately 256 acres in size and includes the City historic Main Street corridor. Its boundaries were established to focus redevelopment efforts on the area encompassing the downtown commercial core and surrounding areas of residential, recreation, and municipal office uses. Alachua is served by several major transportation arteries including Interstate 75 and US 441, connecting it to Ocala, Lake City, Gainesville, and High Springs.

Over the last three decades, the Redevelopment Area has seen an expansion of businesses, municipal parks and facilities, and commercial services. Main Street has also undergone significant revitalization efforts through the years. Locating and travelling to destinations within the district is difficult to those unfamiliar with the area. Travelers passing through Alachua along US 441 are often unaware that they are driving by Main Street and the historic district due to a lack of noticeable signage.

Presently there are very few wayfinding signs that give direction to CRA destinations. There is a lack of uniformity in both design and place names for existing wayfinding signage. The new Main Street Alachua brand is also not reflected in existing signage. Uniform, consistent, and branded signage will provide a professional and well-kept aesthetic to the Redevelopment Area. The addition of signage will also inform visitors about amenities and commercial destinations within the district.

PROJECT AREA:

The project area covered by this plan includes the Alachua CRA Area, but also may include adjacent destinations. The plan should also define signage along I-75 and US 441 to provide information about Main Street and other CRA destinations and direct the travelling public not familiar with Alachua to these areas.

SCOPE OF WORK

The above recitals are true, correct, and incorporated herein by reference. CONSULTANT shall perform tasks as detailed in the Contract, Exhibit 1, Scope of Work.

QUOTE REQUIREMENTS

1. Only those quotes submitted by the due date/time specified below shall be considered for award.
2. All required forms must be submitted in order for the quote to be considered.
3. All quote submittals must be in writing and delivered at the reception desk, City Hall, 15100 NW 142nd Terrace, Alachua, FL 32615. It is the sole responsibility of the proposer to ensure that Quotes are received at City Hall by the due date and time. Quotes received after the due date and/or time specified will not be considered.
4. Award of this quote shall be made to the most responsive and responsible vendor who has quoted the products or services at the lowest cost. The COA reserves the right to consider any or all of the following:
 - a. Vendor quality of performance on previous projects.
 - b. The ability, capacity, equipment, and skill to fulfill the contract.
 - c. Whether or not the vendor can fulfill the contract within the time specified, without delay or interference.
 - d. The character, integrity, reputation, judgment, experience, and efficiency of the vendor.
 - e. Previous and existing compliance with laws and ordinances.
 - f. The sufficiency of financial resources to fulfill contract requirements.
 - g. The quality, availability, and adaptability of Vendor equipment and staff to meet Contract requirements.
 - h. The ability of the vendor to provide future service as required or needed.
 - i. Other criteria deemed appropriate.
5. The COA will award a CONTRACT, attached and incorporated herein, to the Proposer that submits the quote that is in the best interest of COA and meets COA requirements of this Request for Quote.
6. The COA is tax exempt and no sales tax shall be charged on any invoice.
 - a. Each Respondent shall include in the response to this Request for Quote:
 - (1) One hard copy and one electronic copy in pdf format on a USB or CD with all associated attachments.
 - (2) Executive summary (1 page max): Provide an overview of your organization and its ability to provide proposed services.
 - (3) Examples of Work (1 page max): Include a summary describing three (3) relevant past projects. These examples should include a brief summary of each project and a sample of images used in the final product and project schedule.
 - (4) Resume(s) of consultant(s) in your firm and any subCONSULTANTS to be assigned to the project.

- (5) The name and contact information (including telephone number and email address) of the Primary Contact who will be responsible for providing services to the City and be on site during each Task.
- (6) References (Reference Listing Form must be provided with quote).
- (7) Provide a written description of the project approach that demonstrates an understanding of issues, tasks, and project schedule completion (90 Days from issuance of Purchase Order).
- (8) Lump Sum cost, by Task, for services to include all costs and expenses.
- (9) Other information deemed relevant by the Respondent.

QUALIFICATIONS

The successful CONSULTANT will possess the minimum qualifications listed below. They should also be outlined within the submitted proposal.

1. Extensive experience in the development of civic wayfinding strategies and design;
2. A strong project manager skilled at managing complex projects subject to review and approval by elected and appointed municipal officials, and experience with public and other stakeholder involvement. The project manager must be skilled at managing design projects to ensure that they are delivered within scope, according to schedule, and within budget;
3. Strong and demonstrated graphic design and branding skills;
4. Familiarity with relevant sign materials, fabrication, and maintenance needs; and
5. Demonstrated experience designing to local, state, county and Federal regulations, including but not limited to FDOT and FHWA regulations.

QUOTE DUE DATES

Responses to this Request for Quotes are due prior to 5:00 P.M. on February 24, 2019. All quote submittals must be in writing, clearly marked on the outside of package with the **RFQt Number and Title**, addressed to **Donna Smith, Purchasing Specialist**, and delivered at the reception desk, City Hall, 15100 NW 142nd Terrace, Alachua, FL 32615. It is the sole responsibility of the proposer to ensure that Quotes are received at City Hall by the due date and time. Quotes received after the due date and or time specified will not be considered.

QUOTE SUBMITTAL

CONSULTANT agrees to supply the products and services at the prices below in accordance with the terms, conditions, and specifications contained in the Request for Quote and Contract.

A. Price Quote:

<u>Task</u>	<u>Description</u>	<u>Quoted Price</u>
1.	Inventory & Analysis	\$
2.	Sign Types and Placement	
3.	Design	
4.	Community Redevelopment Area Wayfinding Master Plan	
Total Lump Sum for Development of Wayfinding System Master Plan:		\$

Submitted By:

Company Name

Authorized Signature

Printed Name and Title

Date Submitted

REFERENCES LISTING FORM

List a minimum of four (4) local government or private references for similar contracts, which you have completed within the past 5 years. *(Please print/type)*

Customer Name: _____

Address: _____

Telephone () _____ Fax: () _____

Contact Name: _____

Type of Contract: _____

Complete Date: _____

Email Address: _____

Customer Name: _____

Address: _____

Telephone () _____ Fax: () _____

Contact Name: _____

Type of Contract: _____

Complete Date: _____

Email Address: _____

Customer Name: _____

Address: _____

Telephone () _____ Fax: () _____

Contact Name: _____

Type of Contract: _____

Complete Date: _____

Email Address: _____

Customer Name: _____

Address: _____

Telephone () _____ Fax: () _____

Contact Name: _____

Type of Contract: _____

Complete Date: _____

Email Address: _____

My company has been in this type of business for _____ years. There are _____ employees in my company. _____ employees will be dedicated to this project.

Contract

THIS Contract, made effective the _____ day of __, 2019, by and between the City of Alachua, (COA) and _____, (CONSULTANT). COA and CONSULTANT are collectively referred to as the "Parties".

The Parties, based on the mutual consideration expressed and cited in this Contract, mutually state, agree and covenant as follows:

WITNESSETH:

THAT WHEREAS, COA has prepared this Contract in accordance with the law, specifications, map, terms and conditions and other Contract Documents for the work as herein specified; and

WHEREAS, the CONSULTANT has executed and delivered to COA documents to qualify as a City of Alachua Vendor, further made representations in providing its response to the COA Request for Quotes and offers to accept the obligations set forth in this Contract knowing that COA has acted in reliance on the cited representations and commitments, and

WHEREAS, in accordance with the terms of this Contract and the Scope of Work (Exhibit 1) the CONSULTANT has submitted to COA, a quote (Exhibit 2), which are attached hereto and incorporated herein; and

WHEREAS, COA has determined and declared CONSULTANT to be the lowest responsible quote to perform the work specified herein at the site described and presented in the Main Street CRA Map (Exhibit 3) and has duly awarded to CONSULTANT this contract for the sum or sums named in the CONSULTANT quote, Exhibit 2;

NOW, THEREFORE, in consideration of the compensation to be paid to the CONSULTANT and of the mutual agreements contained herein and in the Contract Documents, the parties to these presents have agreed and hereby agree as follows:

ARTICLE I – SCOPE OF WORK AND SPECIFICATIONS.

The CONSULTANT shall perform the Scope of Work as set forth in Exhibit 1.

ARTICLE II – CONTRACT TERM

- A. No work is authorized and shall not begin until issuance and delivery, as set forth in Article VI of this Contract, of a COA Purchase Order, Exhibit 4, in the full amount of the Contract Price.
- B. The term of this Contract shall, as is the Scope of Work, be operative and established in four (4) tasks as summarized, scheduled and set forth in the Scope of Work, Exhibit 1. The completion date and time shall be the first

Monday at 5 p.m. 90 days after delivery to CONSULTANT of City Purchase Order.

ARTICLE III – COMPENSATION

- A. COA agrees to compensate CONSULTANT for the professional services called for under this Contract on a Lump Sum Basis that shall include any and all costs and expenses.
- B. The fee is structured and established by individual Tasks. Tasks are added to establish the total Lump Sum Contract Compensation as set forth in Exhibit 2.

ARTICLE IV – BILLING PROCEDURE

- A. As a condition precedent for any payment, CONSULTANT shall submit monthly an invoice to COA detailing and requesting payment for services properly rendered. Invoices shall describe with reasonable particularity each service rendered, the percent of each task completed and the person(s) rendering such service. Invoices shall be accompanied by such documentation or data to support is the payment sought as COA may require. Each invoice shall bear the signature of CONSULTANT, which signature shall constitute representation to COA that the services indicated in the invoice have reached the level stated, have been properly and timely performed as required herein, that all services provided are for a public purpose, that all obligations of CONSULTANT covered by prior invoices have been paid in full, that the amount requested is currently due and owing and there being no reason known to CONSULTANT that payment of any portion thereof should be withheld. Submission by CONSULTANT of the invoice for **final payment** will be clearly marked **Final Invoice** and shall further constitute representation to COA that, upon receipt by CONSULTANT of the amount invoiced, all obligations of CONSULTANT to others, including its SubCONSULTANTS, incurred in connection with the services provided will be paid in full.
- B. All Work to be performed pursuant to a Change Order should be clearly defined in advance of the work effort, the Change Order shall, be issued on a Lump Sum Basis. Upon CONSULTANT acceptance of the Change Order, CONSULTANT shall perform all work required by the Change Order, but in no event, shall CONSULTANT be paid more than the negotiated Lump Sum Fee amount stated therein. All costs and expenses are included in a lump sum amounts and will not be billed or paid separately.
- C. For Change Orders issued on a Lump Sum Basis, CONSULTANT may invoice the amount due based on the percentage of total Change Order services actually performed and completed but in no event shall the invoice amount exceed a percentage of the Lump Sum Fee amount, equal to the percentage of the total services actually completed.
- D. COA shall make payments to CONSULTANT when requested as work progresses for services furnished but not more than once monthly. CONSULTANT shall render to COA, at the close of each calendar month, an itemized invoice properly dated, describing any services rendered, the cost of the services, the name and address of CONSULTANT, Purchase Order Number and all other information required by COA.

- E. Invoices shall be reviewed and approved by the Project Manager prior to processing for payment. The original invoice shall be sent by email to :Project Manager: Chelsea Bakaitis COA

Email: cbakaitis@cityofalachua.com

ARTICLE V – CHANGE ORDERS.

All changes in Scope of Work, Contract Times or Scheduling, Price or Terms shall be as mutually agreed to by COA and CONSULTANT and valid only by Change Order on the then existing COA Change Order form.

ARTICLE VI – NOTICE

Any notice under this Contract must be in writing, sent by Email, addressed to the party for whom it is intended at the address last specified herein. The address for giving of notice shall remain until it has been changed by written notice in compliance with the provisions of this Paragraph. For the present, the parties designate the following as the respective addresses for giving of notice:

FOR COA: Adam Boukari, City Manager, aboukari@cityofalachua.org

CC: Chelsea Bakaitis, cbakaitis@cityofalachua.com

FOR CONSULTANT:

Name and email address

ARTICLE VII - INSURANCE

CONSULTANT will, for the life of this agreement, maintain insurance in the types and amounts detailed in Exhibit 6. CONSULTANT will provide COA with Certificates of Insurance that demonstrate coverage in at least the types and amount required herein, COA shall be named as an additional insured, except for professional liability coverage, and COA shall be notified in writing at least thirty (30) days before any such insurance is cancelled. CONSULTANT hereby certifies that all subCONSULTANTS will comply with the same insurance requirements.

- a) Obligations - Compliance with the foregoing insurance requirements shall not relieve CONSULTANT, its employees, agents or others of liability from any obligation under this Paragraph or any other part of this Contract.

ARTICLE VIII – INDEMNIFICATION

CONSULTANT agrees to indemnify and hold harmless the COA, and its officers and employees, from claims, liabilities, damages, losses and costs, including, but not limited to, reasonable attorney fees, to the extent caused by the failure of CONSULTANT, its subCONSULTANTS, employees, agents or other business associates or other persons employed or utilized by CONSULTANT in the performance of the contract.

ARTICLE IX - SAFETY

CONSULTANT shall have in place, implemented and enforced a Safety Plan consistent with the standard in the industry and to include all safety and vehicular regulations including safety lighting as defined by Florida Department of Transportation (FDOT) and Florida Division of Motor Vehicles.

ARTICLE X – CONSULTANT TO EXERCISE CARE AND REPORT HAZZARDS.

- A. CONSULTANT shall perform all work with the care expected and required on public grounds and places.
- B. CONSULTANT shall, within a reasonable time as the situation or event demands and requires, report to by written notice as set forth in Article V, any hazard observed on the Roadways, public grounds, or facilities included in Exhibit 3, CRA Map. Any condition presenting an immediate hazard or threat of bodily injury or damage to property is to also be reported expeditiously to the Alachua Police Department.

ARTICLE XI – DEFAULT, TERMINATION AND CANCELLATION

- A. The failure of CONSULTANT to comply with any provision of this agreement shall place CONSULTANT in default. Prior to terminating this agreement, COA may, at its sole discretion, serve the CONSULTANT in writing by email to the address set forth in Article V, a notice of default describing and making specific reference to the Contract provision giving rise to the default, and
- B. The CONSULTANT shall cure the default within seven (7) calendar days from the Notice of Default. The cure period may be extended by COA at its sole discretion and failure of the defaulting party to cure the default before the expiration of the cure period is, at the sole discretion of COA, grounds for termination of the contract. Termination of the Contract shall be as set forth in a Notice of Termination delivered in writing by email to CONSULTANT to the address set forth in Article V. A Notice of Termination based on the CONSULTANT's failure to cure in the allotted time shall be sent to CONSULTANT within two (2) working (Monday through Thursday except any COA holidays) days after the expiration of the cure period. COA may consider a prior act of default, even though cured within the designated cure period, in exercising its sole discretion to terminate the Contract based solely on a subsequent default.
- C. In the event funds to finance this contract become unavailable, due to a decision of the COA Manager or the COA Commission to reallocate resources or for any other reason, the COA may cancel the contract with no less than twenty (20) calendar days notice to CONSULTANT in writing by email as set forth in Article V. The COA shall be the final authority as to the availability of funds.

ARTICLE XII – GOVERNING LAW AND VENUE

The Governing Law of this Contract shall be that of the State of Florida and Venue shall be in the courts of Alachua County. **ARTICLE XIII – NO ASSIGNMENT ABSENT COA CONSENT**

This Contract was the subject of a request for quotes process by the COA and the CONSULTANT may not assign this agreement or the contract may not pass to a successor entity or person absent the consent of COA.

ARTICLE XIV – REQUIRED EQUIPMENT AND PERSONNEL

CONSULTANT must provide, throughout the term of this contract, adequate personnel and equipment to meet its responsibilities in the performance of this Contract.

ARTICLE XV - INDEPENDENT CONSULTANT- NOT AN EMPLOYEE OR AGENT OF COA

It is understood and agreed that CONSULTANT is an independent CONSULTANT and not an employee or agent of COA. COA will not withhold income taxes, social security or any other sums from the payments made to the CONSULTANT. CONSULTANT shall in no way hold CONSULTANT out to any third person as an agent or employee of the COA. CONSULTANT will be solely responsible for wages of its employees or agents. CONSULTANT will be solely responsible for full payment to any outside employment agencies and subCONSULTANTS.

All persons furnished by CONSULTANT shall be considered solely its employees or agents and CONSULTANT shall be responsible for payment of all unemployment, social security and other payroll taxes, including making contributions when required by law.

ARTICLE XVI – PUBLIC RECORDS

CONSULTANT shall allow public access to all documents, papers, letters or other material subject to the provisions of 119, Florida Statute (F.S.) made or received by CONSULTANT in conjunction with this Contract. Specifically, CONSULTANT must:

1. Keep and maintain public records that ordinarily and necessarily would be required by COA in order for COA to perform the services being performed by CONSULTANT.
2. Provide the public with access to public records on the same terms and conditions that COA would provide the records and at a cost that does not exceed the cost provided in 119, F.S., or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential from public records disclosure requirements are not disclosed except as authorized by law.
4. Meet all requirements for retaining public records or transfer, at no cost to COA, all public records in possession of CONSULTANT upon termination of the contract. All records stored electronically must be provided to COA in a format

that is compatible with the information technology systems of COA.

CONSULTANT must promptly provide COA with a copy of any request to inspect or copy public records in possession of CONSULTANT and shall promptly provide COA a copy of CONSULTANT response to each such request. Failure to grant such public access will be grounds for immediate termination of this Contract by COA.

This provision will apply to all services provided unless CONSULTANT can demonstrate by clear and convincing evidence that it is not or was not acting on behalf of COA under Florida law. The CONSULTANT will be held liable for plaintiff attorney fees and costs if a suit is properly filed and the court finds that the CONSULTANT unlawfully refused to comply with a public records request within a reasonable time.

The CONSULTANT shall contact Deputy COA Clerk Alan Henderson, Custodian of COA Public Records, at (386) 418-6104 or ahenderson@cityofalachua.com, concerning any questions the CONSULTANT may have regarding the duty of CONSULTANT to provide Public Records.

ARTICLE XVII – RIGHT TO AUDIT

CONSULTANT agrees to furnish such supporting detail as may be required by COA to support charges or invoices, to make available for audit purposes all records covering charges pertinent to the purchase and to make appropriate adjustments in the event discrepancies are found. COA will pay the cost of any audit. COA shall have the right to audit the CONSULTANT's records pertaining to the work/product for a period of three (3) years after final payment.

ARTICLE XVIII - ADHERENCE TO PURCHASING AND SALES POLICY AND REGULATIONS

All CONSULTANT proposals and performance of the work must strictly comply with the PURCHASING AND SALES POLICY AND REGULATIONS, including maintaining current Vendor status, which can be found at the City website at www.cityofalachua.org.

ARTICLE XIX - EXHIBIT LIST

The following Exhibits are attached hereto and incorporated as specifically referenced and identified in this Contract:

- a) Exhibit 1 – Scope of Work
- b) Exhibit 2 – Quote Form
- c) Exhibit 3 – Main Street CRA Map
- d) Exhibit 4 – Purchase Order Form
- e) Exhibit 5 – Change Order
- f) Exhibit 6 – Insurance

ARTICLE XX - ENTIRE Contract

This Contract constitutes the entire Contract and supersedes all prior written or oral agreements, understandings or representations.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the day and year of the last signature affixed.

CONSULTANT: _____

By: _____

Title: _____

Date: _____

Signed by the CONSULTANT in the presence of:

City of Alachua

By: _____

Title: City Manager

Date: _____

EXHIBIT 1 SCOPE OF WORK

The CRA goal in developing a Wayfinding System Master Plan is to provide consistent and attractive signage with clear information in order to assist the public to navigate efficiently to key destinations within the Redevelopment Area. This should be accomplished by using current CRA and Main Street Alachua Brand elements (logos, colors, fonts, etc.) in the sign design as provided by the City of Alachua CRA Branding Manual & Style Guide. The successful Consultant will design a wayfinding system that addresses the needs of visitors and residents. Gateway, vehicular, pedestrian, and parking signage will need to be planned for and have non-structural design concepts developed within this scope of work. The focus of this Scope of Work is assessment of existing conditions, stakeholder engagement at public meetings, design development, cost estimation, and plan creation. The plan shall be completed within three months from the initial staff meeting.

A. General Requirements

1. All work shall be done in a professional workmanlike manner.
2. Awarded CONSULTANT will be contracted as set forth in part B and for the term as detailed in the Contract, Article II, and shall be responsible for developing a Wayfinding System Master Plan in support of the COA CRA initiative to build the downtown brand.
3. CONSULTANT must have at least two (2) years of demonstrated prior experience in taking pictures for promotional publications (brochures, advertisements, web imagery, posters, etc.).
4. CONSULTANT shall and does hereby waive all rights to ownership and copyright of Wayfinding System Master Plan produced as part of the scope of work. CONSULTANT, by submitting a quote, acknowledges that the COA CRA will be the owner of all material for its use as it, in its discretion, deems appropriate.

B. Tasks

1. CONSULTANT shall furnish professional services and perform the following tasks :

Task 1 - Inventory & Analysis

- a. Create and assess inventory of existing wayfinding signage.
- b. Review and assess existing City list of wayfinding destinations.
- c. Identify user groups, their specific needs, and potential wayfinding difficulties affecting new visitors to the area related to signage.

Task 2 - Sign Types and Placement

- a. Create inventory of recommended sign typology to be used in the wayfinding system.
- b. Develop a corresponding map that identifies recommended locations for wayfinding signs to be added or replaced.

Task 3 - Design

- a. Establish design principles for the program to include the intent of the project, the objectives, and a set of criteria.

- b. Develop three (3) conceptual design styles for each recommended sign type and present for review by Staff. Consultant shall ensure that designs will meet all local, state, county, and Federal regulations including, but not limited to, the City of Alachua LDRs, FDOT, and FHWA regulations.

Task 4 - Community Redevelopment Area Wayfinding Master Plan

- a. Develop a consistent and standardized wayfinding plan that will enable the City to install easily understandable and comprehensive directional signage to assist visitors and residents.
 - (1) The Plan must incorporate the criteria identified in Task 1, Task 2 and Task 3.
 - (2) The Plan must include action steps for implementation of the wayfinding program.
 - (3) The Plan must provide cost estimate for the fabrication and installation of the system according to each conceptual sketch.

C. Required Onsite Meetings

1. Initial meeting with City staff members to discuss existing conditions, current and future projects, design details (including desired character traits to portray in signage), and general placement.
2. Second meeting with City staff members to review the first draft of the proposed plan. The exact timing will be determined by City based on the results of C. 1.
3. Meeting to present the Plan to the CRA Advisory Board. The exact timing will be determined by City based on the results of C. 2.
4. Meeting to present the Plan to the CRA. The exact timing will be determined by City after City acceptance of plan submitted by CONSULTANT.

D. Deliverables

1. A digital copy of the most current Wayfinding Sign System Master Plan draft shall be submitted to staff at least one week prior to Meetings C. 2., 3., and 4.
2. The final deliverable shall be a Wayfinding Sign System Master Plan that contains:
 - a. Inventory and analysis;
 - b. Recommended sign type(s) and placement;
 - c. Design principles and conceptual styles;
 - d. Implementation action plan; and
 - e. Cost estimates for each recommended sign type.
3. Three (3) paper copies plus a digital version of the Final Wayfinding System Master Plan shall be provided to staff once all necessary revisions are made.

EXHIBIT 2

(COMPLETED FORM TO BE ATTACHED TO CONTRACT AT SIGNING)

QUOTE SUBMITTAL

CONSULTANT agrees to supply the products and services at the prices below in accordance with the terms, conditions, and specifications contained in the Request for Quote and Contract.

A. Price Quote:

<u>Task</u>	<u>Description</u>	<u>Quoted Price</u>
1.	Inventory & Analysis	\$
2.	Sign Types and Placement	
3.	Design	
4.	Community Redevelopment Area Wayfinding Master Plan	
Total Lump Sum for Development of Wayfinding System Master Plan:		\$

Submitted By:

Company Name

Authorized Signature

Printed Name and Title

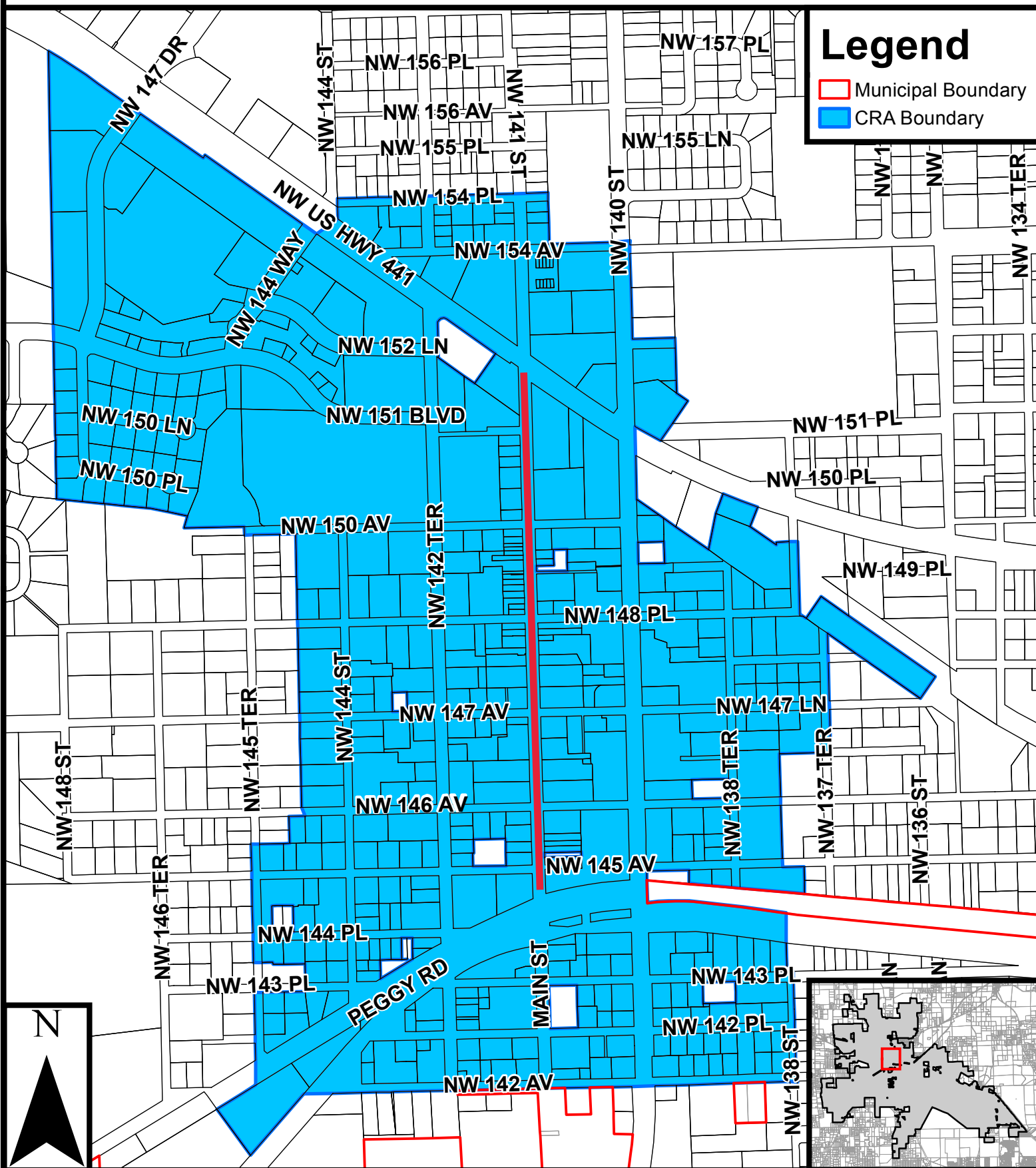
Date Submitted

EXHIBIT 2

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City of Alachua Community Redevelopment Area



Legend

- Municipal Boundary (Red outline)
- CRA Boundary (Blue fill)

EXHIBIT 4
PURCHASE ORDER FORM



CITY OF ALACHUA
15100 NW 142nd TERRACE
ALACHUA, FL 32615
386/418-6105 Fax 386/418-6107

PURCHASE ORDER:

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***** VENDOR *****

***** DELIVER TO *****

Ordered	Due By	Ship Via	FOB	Terms	Customer#
---------	--------	----------	-----	-------	-----------

Requisition No.	Vendor No.	Vendor Phone	Vendor Fax
-----------------	------------	--------------	------------

No	Quantity	U/M	Description	Unit Price	Extended	G/L Account
	1					
	1					
	1					

- VENDOR INSTRUCTIONS:**
1. Mail Invoices to: CITY OF ALACHUA
PO Box 9
ALACHUA FL 32616-0009
ATTN: ACCOUNTS PAYABLES
 2. Invoices & Packages must bear the P.O. No. above.
 3. Purchases may not exceed the total amount of this order without prior approval by the Purchasing Div.
 4. Acceptance of this order includes acceptance of all terms, prices, delivery instructions, specifications and conditions.
 5. State Tax Exempt#: 85-8012595867C-6 PIN: 59-6000262
 6. If you have questions, please call 386-418-6105
- SPECIAL INSTRUCTIONS:**

EXHIBIT 5
CHANGE ORDER # _____

PURCHASE ORDER NO.: _____

PROJECT NAME: _____

CITY: _____ **CITY**, a municipality in Alachua County Florida _____.

PROJECT MANAGER: _____

CONTRACTOR: _____

CONTRACTOR'S ADDRESS: _____
Street Address

City/State/Zip

Execution of this Change Order by CITY shall serve as authorization for the CONTRACTOR to modify the work and/or to change performance date(s) for the above project, as set out in the changed Scope of Work attached as Exhibit "A" hereto. This Change Order shall be an addendum to the CONTRACT DATED _____, 2018, between CITY and CONTRACTOR and is further delineated in the specifications, conditions or requirements stated in the following listed documents which are attached hereto and made a part hereof.

ATTACHMENTS (Check all that apply):

DETAILED CHANGED SCOPE OF WORK FOR PROJECT

CONTRACTOR shall provide said work pursuant to this Change Order and its attachments, which are incorporated herein. All other provisions of the CONTRACT shall continue in full force and effect.

CHANG IN CONTRACT TIME: The work authorized by this Change Order shall be commenced upon receipt of an amended Purchase Order by CONTRACTOR and contract completion on date shall be increased/reduce by _____ days.

METHOD OF COMPENSATION:

(a) This Change Order is issued on a:

- Lump Sum Basis
- Hourly Rate Basis with a Not-to-Exceed amount
- Hourly Rate Basis with a Limitation of Funds amount
- Limited to change of contract performance date(s)

(b) If the compensation is based on a "Lump Sum Basis," then CONTRACTOR shall perform all work required by this Change Order for the sum of DOLLARS (\$___). In no event shall CONTRACTOR be paid more than the "Lump Sum Fee" Amount.

CITY shall make payment to CONTRACTOR in strict accordance with the payment terms of the above-referenced CONTRACT and this Change Order.

It is expressly understood by CONTRACTOR that this Change Order, until executed by CITY and the issuance of an amended Purchase Order, does not authorize the performance of any work by CONTRACTOR and that CITY, prior to its execution of the Change Order, reserves the right to authorize a party other than CONTRACTOR to perform the work called for under this Change Order if it is determined that to do so is in the best interest of CITY.

IN WITNESS WHEREOF, the parties hereto have made and executed this Change Order on this ____ day of _____, 2018, for the purposes stated herein.

(CONTRACTOR)

Witness

By: _____

Title: _____

CITY OF ALACHUA, FLORIDA

Witness

By: _____
Adam Boukari City Manager

EXHIBIT 6
INSURANCE

A. General

Before starting and until acceptance of the work by CITY, Contractor shall procure and maintain insurance of the types and to the limits specified in paragraphs (1) to (4) inclusive below. All insurance policies herein required of Contractor shall be written by a company duly authorized and licensed to do business in the State of Florida and be executed by agents thereof duly licensed as agents in said State.

The Contractor shall require each of his subContractors to procure and maintain, until completion of that subContractor's work, insurance of the types and to the limits specified in paragraphs (1) to (4) inclusive below. It shall be the responsibility of Contractor to ensure that all his subContractors meet these requirements.

B. Coverage

Except as otherwise stated, the amounts and types of insurance shall conform to the following minimum requirements:

1. Workers Compensation - Coverage for all employees at the statutory limits in accordance with Florida law.
2. Commercial General Liability – Insurance coverage must be afforded that includes bodily injury, including death and property damage, in an amount not less than \$1,000,000 combined single limit per occurrence. This policy must also cover premises and/or operations, independent Contractors, products and/or completed operations.
3. Business Automobile Policy – Occurrence Coverage must be afforded including coverage for all Owned vehicles, and Hired/Non-Owned vehicles that includes bodily injury and property damage in an amount *not less than* \$1,000,000 per accident and in the aggregate.
4. Professional Liability - Coverage must be afforded, under an occurrence form policy or claims made form in an amount *not less than* \$2,000,000/Architects and Engineers E&O. It is required that Professional Liability Insurance coverage be provided for all acts and omissions that occur during the term of the contract. If this coverage is written as a "claims made" form, proof adequate of extended reporting period coverage is required.

C. Certificates of Insurance

Contractor shall provide all Certificates of Insurance to the City with a thirty (30) day notice of cancellation, non-renewal or reduction in coverage provision. Certificates of all insurance required from Contractor shall be filed with the CITY before operations are commenced and must name CITY as additional insured. The insurance indicated on the Certificate shall be subject to CITY approval for adequacy and protection and coverage limits may be increased at discretion of CITY as a requirement of a specific Work Order. The certificate will state the types of coverage provided, limits of liability and expiration dates. The required certificates of insurance may refer specifically to this contract and may state that such insurance is as required by cited paragraphs of this CONTRACT. The certificate must also indicate if coverage is provided under a claims made or per occurrence form. Renewal certificates shall be furnished thirty (30) days prior to the date of expiration.