



REQUEST FOR PROPOSAL

Lakeside Cemetery Entrance Sign



Table of Contents

**1.0 Introduction..... 3**

**2.0 Scope of Services and Requirements ..... 3**

**2.1 Design Requirements ..... 4**

**2.2 Fabrication Requirements..... 4**

**2.3 Installation Application ..... 4**

**2.4 Contractor Responsibilities ..... 5**

**2.5 City Responsibilities ..... 5**

**3.0 Response Requirements..... 6**

**4.0 Rejection of Proposal Elements ..... 6**

**6.0 Selection Process ..... 7**

**7.0 Submission ..... 8**

**7.1 Submission Provisions ..... 8**

**8.0 Key Dates..... 9**

- Appendix A** Proposed Site Locations
- Appendix B** Desired Elements - Examples
- Appendix C** Bid Information F

## 1.0 Introduction

The City of Morden (“the City”) is seeking proposals for the following components of a signage project:

- Part A - Design
- Part B - Fabrication
- Part C - Installation

Costs are to be associated with the design, fabrication, and installation of an entrance sign at Lakeside Cemetery within the city selected location (indicated in Appendix A).

### Background

The City of Morden purchased the property in 2020. Since then, geotechnical assessment, ground penetrating radar scan, conditional use agreement and highway access permit have given way to the development of Lakeside Cemetery. The road, parking areas, pathways, concrete runners and landscaping were constructed in 2023. Plots were made available to the public in February of 2024 and the City is committed to future phases of cemetery development. With the existing Hillside Cemetery at near capacity there was an immediate need for a new municipal cemetery. Lakeside Cemetery is estimated to serve the community for the next 30 years.

## 2.0 Scope of Services and Requirements

The City of Morden is soliciting qualifications and proposals from established firms to design the permanent standalone Lakeside Cemetery Entrance sign. The City of Morden seeks an experienced firm to design the sign, fabricate and install the sign.

The city will require a full range of services, including but not limited to: general consulting, design and drafting, preparing specifications and documentation for sign fabrication, procurement and/or manufacturing and installation.

Concept designs will be reviewed by staff and by the City Council for their input/feedback. Upon selection of preferred design, the selected firm will be expected to conduct meetings with staff to discuss the conceptual designs and visual preferences, to finalize the design. Subsequently, one (1) final design drawing is to be prepared, including color specifications, font(s), exact dimensions, letter height(s), materials, mounting details, engineering details and material performance standards with written statements explaining the rationale for design choices, to be submitted.

## 2.1 Design Requirements

It is anticipated that designs should emphasize natural wood, stone or brick and metal. Proposed designs should be proportionate to the site. The sign shall contain the wording “Lakeside Cemetery.” A successful bid will demonstrate compliance with the design intent of the City, structural soundness and integrity, ease of maintenance, quality of the proposed design and proposed materials. Estimates for a solar-powered LED lighting option are preferred, however inclusion of lighting is dependent on the costs. Landscaping, if proposed, should require minimum maintenance, however landscaping will be the responsibility of the city.

The successful firm is expected to provide the following:

- a. Provide conceptual design drawings for two (2) sign styles (in pdf, dwf and/or dwg format) with detailed estimate and lump sum cost for each design (Appendix C).

The City is seeking to award, at least in part, on the basis of innovation and creativity. Examples of existing signs (other communities), desired components and elements are noted in Appendix B.

Alternatively, respondents are asked to provide a standard design option, along with well-documented examples of recent, relevant works completed, which may be considered in lieu of a “custom” submission.

## 2.2 Fabrication Requirements

Applicants are requested to provide materials recommendations related to the designed product. Features such as:

- a. Develop an attractive, legible and easily understood design;
- b. Design types should be sensitive to issues of clutter, maintenance, budget and change over time;
- c. UV resistance, durability;
- d. Impact resistance;
- e. Anti-graffiti coatings;
- f. Visibility, aesthetic, etc;
- g. Provide a cost analysis to fabricate. (Appendix C)

## 2.3 Installation Application

Applicants are asked to provide cost, list equipment, time and personnel required to install the entrance sign at the location indicated. Any site preparation costs to be included, additional support or/and anchoring at the city selected location. The city, at its own discretion, and out of cost saving measures may utilize city staff and/or equipment to assist with the installation.

## 2.4 Applicant Responsibilities

- The Contractor will supply all materials, equipment and labour associated with the scope of work.
- The Contractor shall be responsible for the integrity of materials.
- The Contractor shall be responsible for the storage of materials and equipment which shall not restrict public access to the site.
- The Contractor will provide and maintain the necessary detour signs, construction signage, barricades, lights and provisions for public convenience and safety.
- The Contractor will provide notice to the City prior to performing installation. The Contractor is to coordinate work details with the Project Manager and provide updates to the Project Manager as needed.
- The Project Manager will conduct site visits, as required, to evaluate the contractor's work and to gauge the quality, safety and delivery of service.
- The Contractor will participate in scheduled meetings with the City of Morden, as required.
- All work performed on the project shall comply with all applicable codes and regulations.

## 2.5 City Responsibilities

- The City will be responsible for securing any permitting from the appropriate jurisdiction, to install the signage.
- The City will review traffic accommodation plan, for approval.
- The City will be responsible for utility locates and clearances.
- The City will provide available record drawings for City owned facilities. The City is not responsible for the accuracy of supplied drawings.
- The City is responsible for landscaping upon installation completion.

### 3.0 Application Requirements

Applicants are requested to submit one (1) original and/or an electronic copy of their proposal. Label the proposal envelope with the RFP Title (Lakeside Cemetery Entrance Sign), the applicants name and address, and the RFP# (PUF-2024-1). The following instructions are to be considered as an integral part of this proposal. Unless otherwise requested, only one copy of the proposal needs to be submitted. The person signing the bid form must initial any changes or corrections made to this proposal. The proposal response format should include:

- a. **Cover Letter:** The cover letter should exhibit the Respondent’s understanding and approach to the project. It should contain a summary of Respondent’s ability to perform the services described and confirm that the Respondent is willing to perform those services and enter into a contract with the City.
- b. **Project Understanding:** Provide a statement summarizing how the consultant and/or project team is particularly qualified for this project.
- c. **Qualifications and Capabilities:** General Firm Information, experience of project team, documented previous projects.
- d. **Technical Approach:** Illustrate and describe proposed technical solution and compliance with the RFP, implementation of the signage project.
- e. **Project Schedule:** Detailed description of project milestones with specific dates of completion.
- f. **Outline of Deliverables:** Description of meetings, sketches, refined drawings included in the cost.
- g. **Proposal Cost:** Lump sum cost to complete project as specified. The person, firm or corporation making the proposal shall submit their bid for RFP for Lakeside Cemetery Entrance Signage complete with the firm’s company name, bid title, and bid date.
- h. **References:** Two (2) references which may include images and locations of projects completed by the firm.

### 4.0 Rejection of Proposal Elements

All responses to the RFP become the property of the City. The RFP does not commit the City to award a contract or to pay any cost incurred in the preparation of the proposal. This project is subject to budget constraints. The City reserves the unqualified right to modify, suspend, or terminate, at its sole discretion, any and all aspects of the RFP and/or RFP process, to reject any or all proposals, whether or not minimum qualifications are met, and to modify, postpone, or cancel the RFP without liability, obligation, or commitment to any party, firm, or organization. In addition, the City reserves the right to waive any defects as to form or content of the RFP or any responses by any Firm to request and obtain additional information from any candidate submitting a proposal. Further, a proposal risks being rejected for any of the following reasons:

- a. Proposal received after designated time and date.
- b. Proposal received at other than the designated location.
- c. Proposal not containing the required elements, exhibits, nor organized in the required format.
- d. Proposal contains excess or extraneous material not called for in the RFP.
- e. Proposal considered not fully responsive to this RFP.

## 5.0 Evaluation Process

Selection of a successful proposal will be based upon the following selection criteria:

1. Understanding of project as demonstrated in the proposal including conciseness and thoroughness and identification of issues and approaches/solutions.
2. Ability to provide design services with a final lump-sum total price.
3. Team qualifications/experience.
4. Extent of experience on similar projects and completion of comparable projects.
5. Design/implementation schedule and availability to immediately begin project.
6. References.

The City may ask questions of a clarifying nature from bidders, as required. The City reserves the right to award the tender in whole or in part, or to cancel the tender at any point. The lowest or any tender will not necessarily be accepted.

The City to retain sole rights and ownership of works produced, pursuant to project completion.

The City retains the option to extend an agreement, subject to the same terms and conditions, for an additional term to facilitate additional work (to be determined following the completion of the deliverables).

## 6.0 Selection Process

The qualifications and costs provided under this RFP will be thoroughly reviewed with the top candidate(s) selected by a Review committee. The price is of importance to the City but may not be considered the priority in the final award of the Lakeside Cemetery Entrance Sign contract based upon other criteria. The cost provided is to be a “not to exceed” lump sum cost.

Should the City and the selected Applicant not be able to reach an agreement as to the contract terms within a reasonable timeframe, the City may terminate the negotiations and begin negotiations with the Applicant(s) that is/are ranked next.

Upon successful completion of the negotiations, City Administration will award the contract to the designated Contractor. Upon award, the City will issue a Notice to Proceed (NTP). The selected Applicant will be required to enter into a contract agreement.

## 7.0 Submission

To receive consideration, response to the RFP must be submitted no later than **2:00 pm, CST, Friday May 10<sup>th</sup>**, 2024 to

100-195 Stephen Street  
Morden, MB  
R6M 1V3

Any Proposal received at the designated location after the required time and date specified for receipt shall not be considered.

Tenders will be opened at 3:00 pm, CST, on Friday, 2024 at Morden City Hall. Questions regarding the RFP should be directed, in writing, to the Project Manager:

Shawn Dias, Director of Parks and Urban Forestry  
([sdias@mymorden.ca](mailto:sdias@mymorden.ca)) 204-362-3999.

## 7.1 Submission Provisions

Proposals submitted after the above time will be returned to the applicant unopened.

The City may accept Email copies of the documents at its discretion. Should the City choose to accept Proposal Submissions in that format, the successful applicant must provide the City with the originals within one calendar week of the Proposal closing date. Any Applicant wishing to submit in this format must contact the City to make such arrangements.

The City will not consider oral submissions, or any other form of submission not identified herein, for acceptance.

The City will accept amendments to a Proposal submission providing that such amendment is submitted in writing, signed by the person(s) who signed the original submission, and that it arrives prior to Bid Closing in a sealed envelope labeled with the details described above. Such amendments must be in accordance with the Bid Documents.

Bids will be analyzed by the City after which any part or all parts of the Contract may or may not be awarded, to one or more Bidders subject to the discretion of the City.

The City reserves the right to accept or reject any or all offers.

Bidder may withdraw an unopened bid submissions until Bid Closing either in person or by phone. After Bid Closing, Bids may not be withdrawn.

Bid submissions will remain unopened until such time as the City chooses to open. If there is to be a public opening of Bid submissions, the City will advertise the time and location on the City's website.



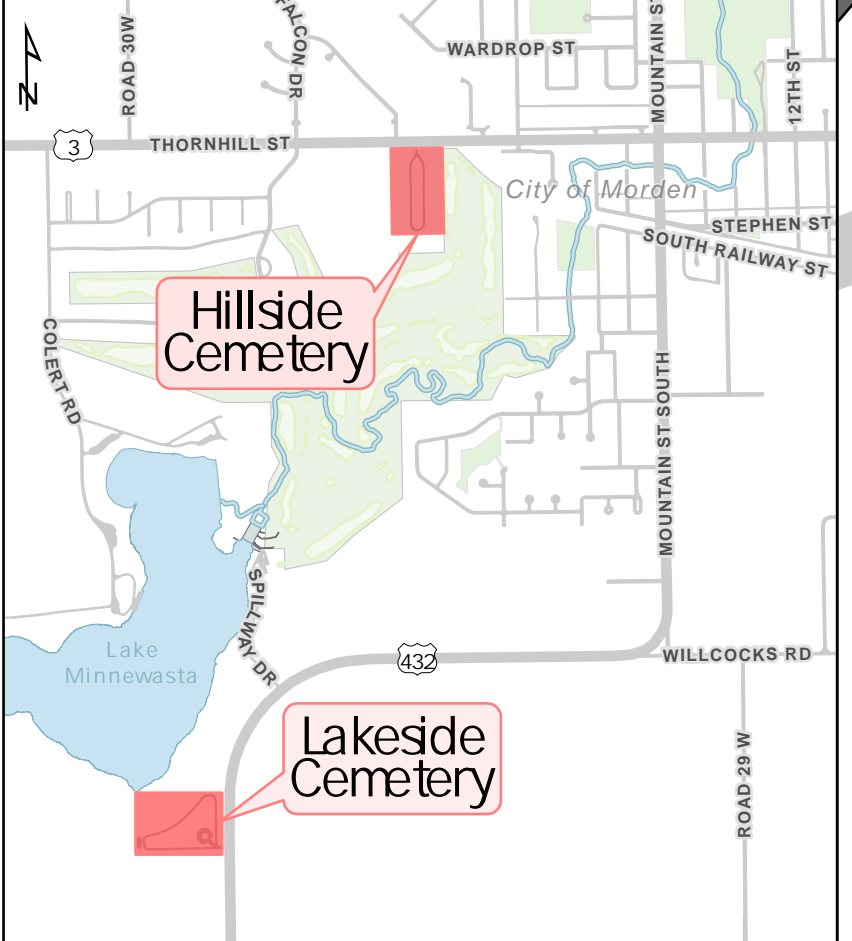
## 8.0 Key Dates

Activity	Date
Questions Submission Deadline	3:00 p.m. on May 8, 2024
Proposal Submission Deadline	2:00 p.m. on May 10, 2024
Tender Opening	3:00 p.m. on May 10, 2024
Estimated Contract Award Date (Notice to Proceed and Signed Contract Agreement)	May 28, 2024
Project Schedule – Design Completion	July 31, 2024
Project Schedule – Installation Completion	October 30, 2024

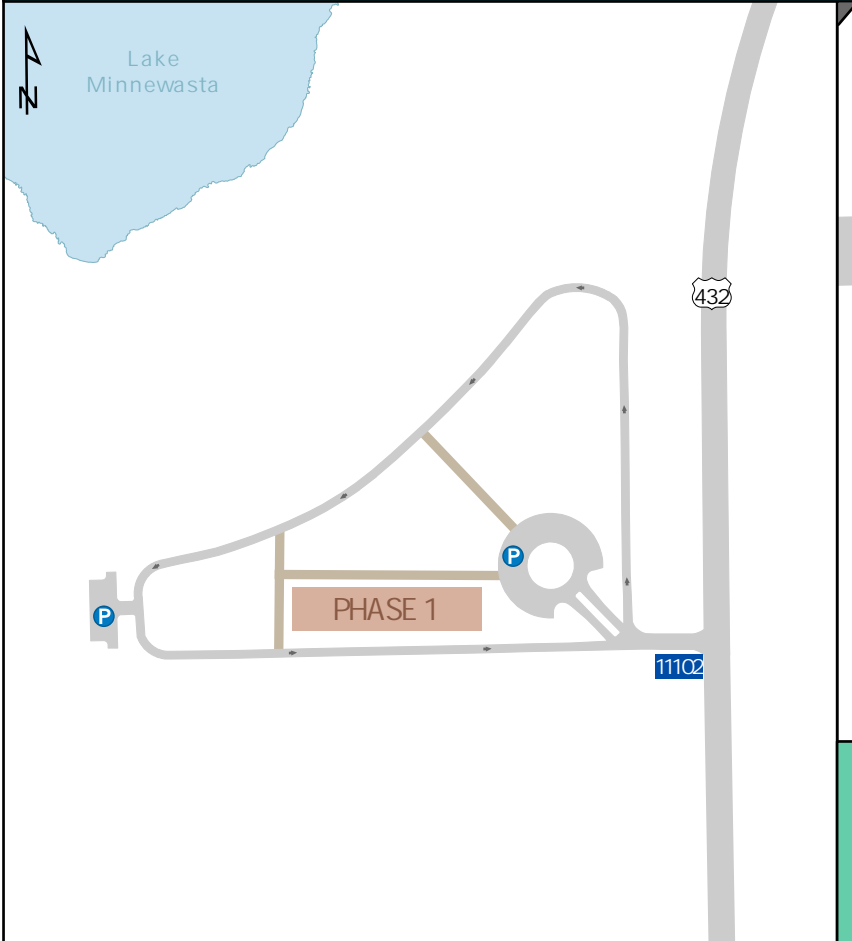
# Appendix A

## Desired Location

# City of Morden Cemeteries

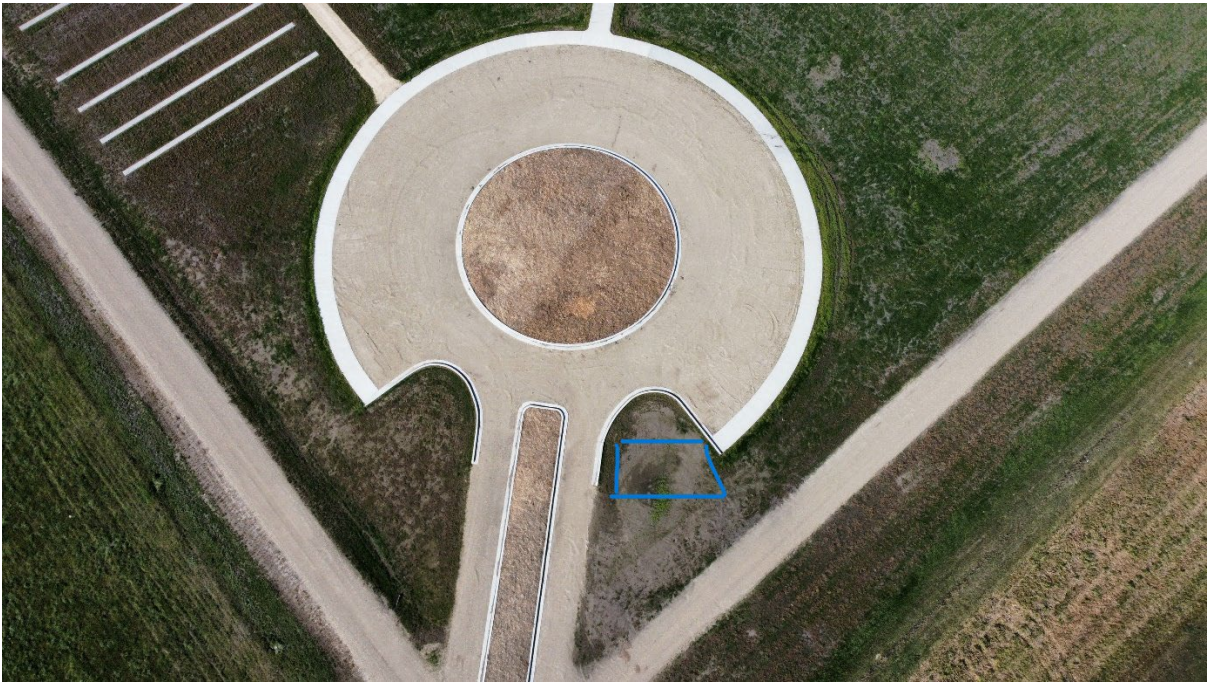


# Lakeside Cemetery





Desired location in blue rectangle.



# Appendix B

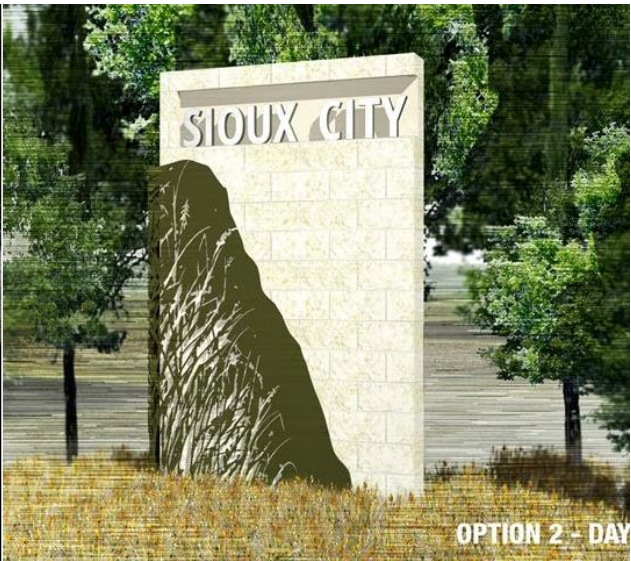
## Desired Elements

# Examples:

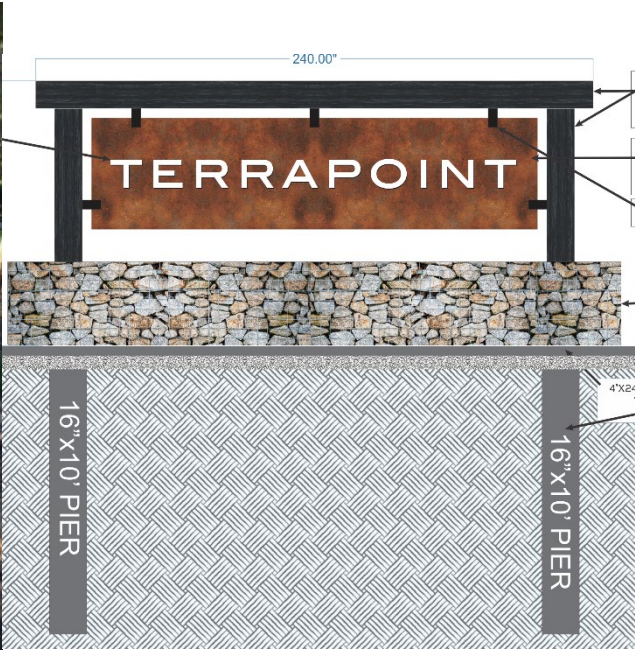




OPTION 3 - NIGHT



OPTION 2 - DAY



# Appendix C

## Bid Information



# City of Morden

## Bid Form

**Description of Work:**

- Costs to include design, fabrication and installation services, to provide a new entrance sign to Lakeside Cemetery, along with estimates for any added features to be considered such as solar lights.

**Bid Closing Location, Date and Time:**

Bids must be submitted to City of Morden, Civic Centre located at 195 Stephen Street, Morden MB, R6M 1V3 at **2:00 pm CST on May 10th, 2024**

The undersigned Bidder has reviewed the Request for Proposal and understanding the nature and extent of the Work, hereby irrevocably offers and agrees that if this Bid is accepted by the City of Morden, the Bidder shall execute, construct and complete the Work in accordance with the terms of this Bid and in accordance with the Request for Proposal, for the following prices:

Description	Quantity	Unit Bid Prices	Total
<b>Design Costs</b>			

Description	Quantity	Unit Bid Prices	Total
<b>Fabrication Costs</b>			
<b>Costs to Install</b>			
<b>Subtotal (Excluding Tax)</b>			
<b>Provincial Sales Tax = (6%) x (Subtotal)</b>			
<b>Goods and Services Tax = (5%) x (Subtotal)</b>			
<b>Total Amount of Bid (Including Taxes)</b>			

The Total Amount Bid shall include all taxes including the Provincial Sales Tax. No additional payment will be made above the contract unit prices to cover taxes paid by the Contractor.

All material quantities stated in the Bid Form are estimated. The Contractor shall invoice for quantities utilized during construction.

Projects detailed are subject to budget constraints, the City reserves the right to add to or delete from the quantities and items in the RFP.

The undersigned Bidder acknowledges it is the Bidder's sole responsibility to ensure it has received all addenda prior to submitting its Bid and that all addenda are incorporated into this Bid.

Should the Bid be accepted by the City, the undersigned bidder agrees to furnish proof of insurance.

Upon acceptance of the Bid by the City, the Bid Form and the documents referenced herein constitute a legally enforceable agreement and supersede all previous documents, representation, negotiations or discussion. No implied terms or obligations of any kind shall arise from anything in the agreement or otherwise the express provisions of this agreement are the only provision and agreements upon which any rights may be founded or asserted.

**Bidder’s Signing Block**

Company Name	Company Address
Print Name of Contact	Contact Telephone Number
Business Fax Number	Business E-mail Address
Signature of Authorized Representative	

**City Signature Block**

Dated at _____ this _____ day of _____, 2024
Name, Title
Signature