

Request for Proposals to Construct Gateway Signage within the Poplar Creek @ 59-90 Entertainment District

Village of
1900 Hassell Road
Hoffman Estates,

Bryan Ackerlund
Director of
Enforcement
847.781.2655



Hoffman Estates

IL 60169

Building and Code

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Project Overview

The Village of Hoffman Estates is soliciting proposals from qualified firms for the construction and implementation of a gateway signage system for the Poplar Creek at 59-90 Entertainment District (59-90). This signage should be designed to project a consistent image for the district; “mark” the major entrances to the district; and be sustainable as well as flexible.

The goals of this program are:

- To create a consistent gateway system.
- To create gateway signage that welcomes visitors to landmarks, facilities, activity centers, and services, including, but not limited to, the NOW Arena, Cabela’s Foremost Outfitters, Marriott Chicago Northwest, Holiday Inn Express, the Village Green, Poplar Creek Crossing, Prairie Stone Crossing, Main Event, Duluth Trading Company, and any other major destinations which may develop in subsequent years.

- To reinforce the 59-90 identity as a premier business, entertainment, retail, dining, and recreational destination.
- To establish an ongoing administration and maintenance plan for the system.
- To finalize the design, fabricate, and install the new gateway signage within 12 months.

Bryan Ackerlund, the Director of Building and Code Enforcement, 847.781.2655, bryan.ackerlund@vohe.org, will be the primary contact for the project.

Project Description

The Village of Hoffman Estates is soliciting proposals from qualified firms for the construction and implementation of a gateway signage system for the Poplar Creek at 59-90 Entertainment District. New signs should welcome visitors to the district. Since only about two-thirds of the projected development in the district has been built to date, the signage plan will need to be flexible so as to incorporate new sites as the area continues to develop.

Project Management

The Village will lead the project and will be the client. Bryan Ackerlund, the Director of Building and Code Enforcement, 847.781.2655, bryan.ackerlund@vohe.org, will be the primary contact for the project. Both gateway sign locations are on Village owned property or Village right-of-way.

Scope of Services

The following is an outline of the specific items that are required as part of this project. Each proposer is asked to provide a detailed work description of the Scope of Services to demonstrate their level of understanding of the project and methodology for project completion. The proposals must include all items that the proposer feels are necessary to complete the project regardless as to whether it is listed in the RFP, including but not limited to the items found in the Proposal Requirements section of this document.

Phase I: Gateway Signs

There are three main entry points into 59-90 so the Village is looking to construct signs at two main entry points with both a digital component. A third sign may be constructed at a later date under a separate contract. The intent of the signs is to welcome visitors and let them know they have arrived at the district and to advertise for the businesses within 59-90. See Exhibit A for the designs, slightly different for each location. The selected contractor will be expected to complete construction level drawings based on the concept designs in Exhibit A.

Technical Specifications Signs

The Proposer must construct and install the signs in accordance with the following standards and requirements:

- Provide electronic message signs at sizes appropriate for the vehicular-scale use and legibility at speeds up to 50 mph. The proposer should submit information on the different sizes of digital message displays available and the different high-definition resolution options. There will be one primary V-shaped sign which is larger and a secondary sign which may be smaller in proportion.
- The signs must be illuminated using LED panels
- The signs must be able to withstand temperatures ranging from -40°F to 120°F and rain, snow, high winds and other hazardous weather conditions.
- The Village will bring power within 6' of the signs for hook up by the selected contractor. The available power will be 240 volts at 15 amperes for each sign.

Software (OS)/ Sign Management

The software used to display and manage content on the new signs, and support services relating to the software, must satisfy the following requirements:

- The digital sign shall be a Watchfire product and operate with the Watchfire OS.

Warranties

Please address the type of warranty and maintenance services you can offer.

- Notwithstanding any manufactures' warranties, the proposer must provide at least a five-year warranty on the signs and all work and services necessary to construct and install the gateway signs, which warranty shall begin on the date the installation of the first sign and software are completed and accepted by the Village.
- The proposer must warrant the LED panels and software for at least five years, which warranty shall begin on the completion of installation date for each sign accepted by the Village.
- Proposers should provide pricing and detail for any additional warranties that may be available.

Submittal Guidelines

Timeline*

Distribute RFP:	October 30, 2023
RFP Response Deadline:	November 27, 2023
Complete Review of Proposals:	December 6, 2023
Committee Approval:	December 11, 2023
Board Approval of Proposal:	December 18, 2023
Project Start:	December 19, 2023

*All dates are subject to change depending upon meeting schedules.

Proposal Requirements

Please include the following in your response.

- **Cover letter:** An introductory letter indicating the name of the firm and team composition, contact person and information, and a short statement summarizing the strengths of the team as it relates to this project.
- **Relevant Experience:** A description of the firm's relevant experience and capabilities, with description and images of comparable projects.
- **Description of Scope:** A clear description of how the proposer will complete the scope of services, including project milestones, meetings and deliverables. Provide an estimated timeline for design, survey, fabrication and installation, based on the scope of services.
- **References:** Please provide names and contact information (phone and email) for three individuals who can speak to the firm's past performance on similar projects, preferably governmental entities.
- **Fees:** Fee details should be broken down by each sign and include hourly rates, estimated hours by person and travel expenses.

Submittal Procedures

All questions regarding this RFP should be directed to:

Bryan Ackerlund
Director of Building and Code Enforcement
Village of Hoffman Estates
1900 Hassell Road
Hoffman Estates, IL 60169
847.781.2655 – bryan.ackerlund@vohe.org

Submission of Proposals

Proposers must deliver **1 hard copies** of their completed proposals and **email a digital copy** to the contact set forth above. The sealed proposal package and the outside cover of each proposal must state the RFP title and the proposer's name.

Proposals must be received no later than 5:00 p.m. on Monday, November 27, 2023 ("Deadline"). Proposals will not be opened publicly. Proposals submitted after the Deadline may not be opened. No oral, telephone or facsimile proposals will be considered.

The Village reserves the right to reissue this RFP with modifications if a suitable vendor is not found. All proposal responses will be compiled, and a short list of vendors will be selected for an interview.

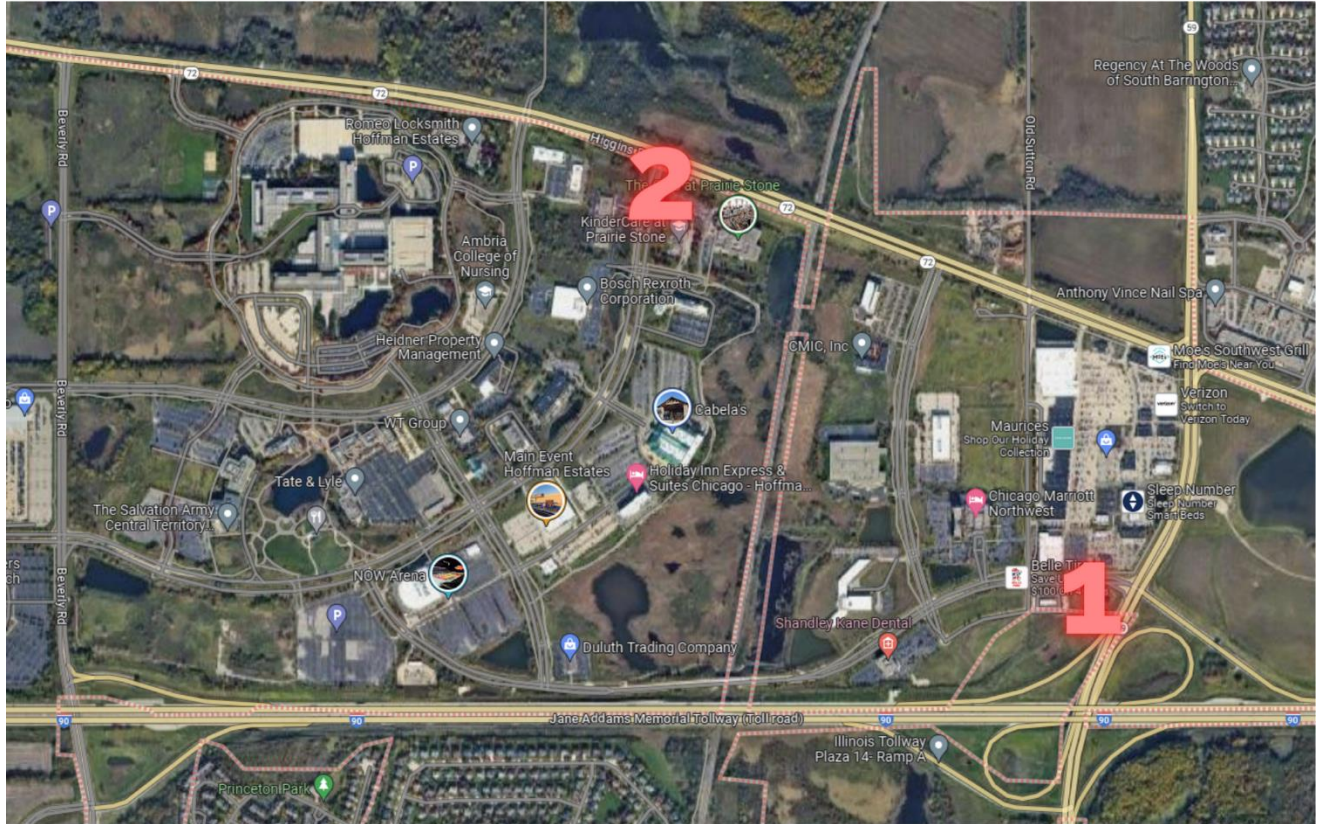
Terms & Conditions

Proposals submitted are offers only, and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the firms submitting proposals. Issuance of this RFP does not obligate the Village to pay any costs incurred by a proposer in its submission of a proposal or conducting any necessary studies or creating any necessary designs for the preparation of that proposal or for procuring or contracting for the services to be furnished under this RFP.

A proposer may withdraw its proposal, either personally or by written request, at any time prior to the Deadline for submittals. No proposal shall be withdrawn for 60 days after the date set for opening proposals. Proposals shall be subject to acceptance during this period.

The Village reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of the City and to the public; to reject the proposal with the lowest cost to the City; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the RFP process; provided, however, that the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Firms should not rely upon, or anticipate, such waivers in submitting their proposal.

Exhibit A: Gateway Sign Designs and Locations



Primary Sign (1) Design



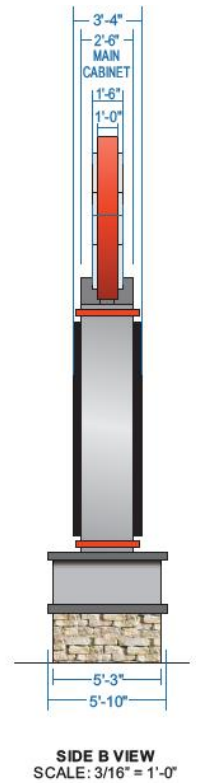
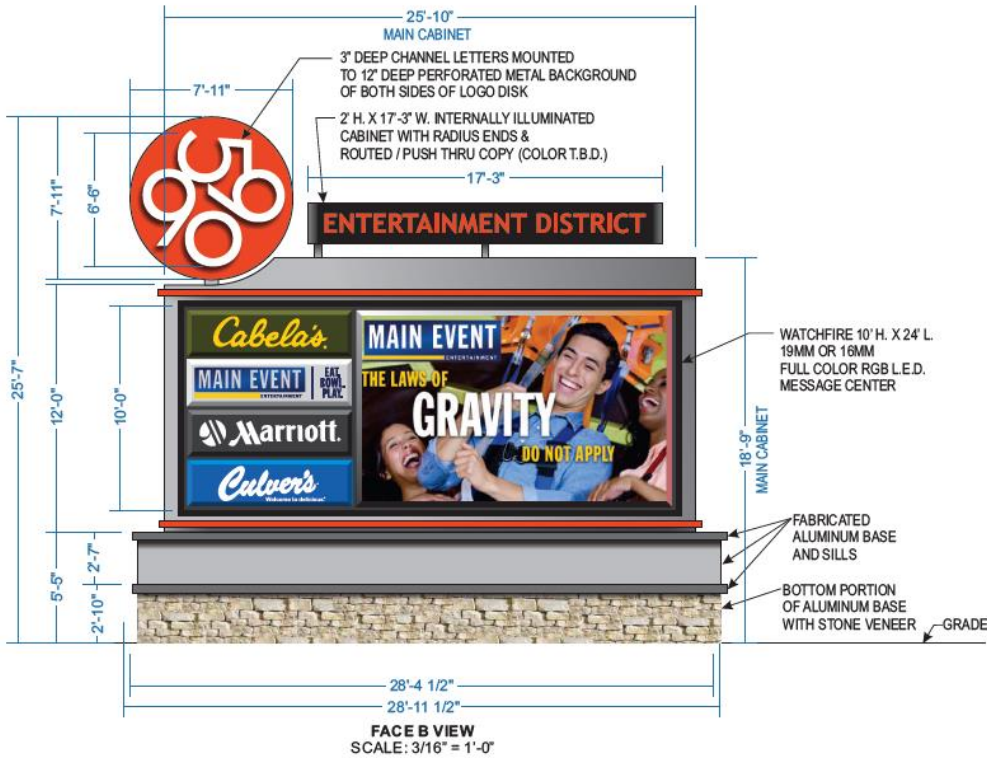
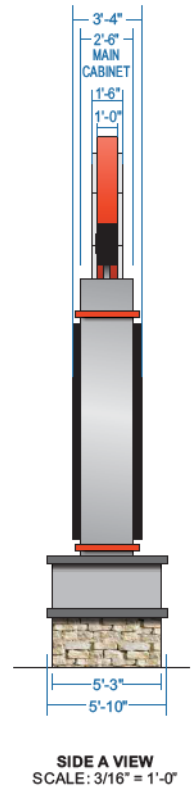
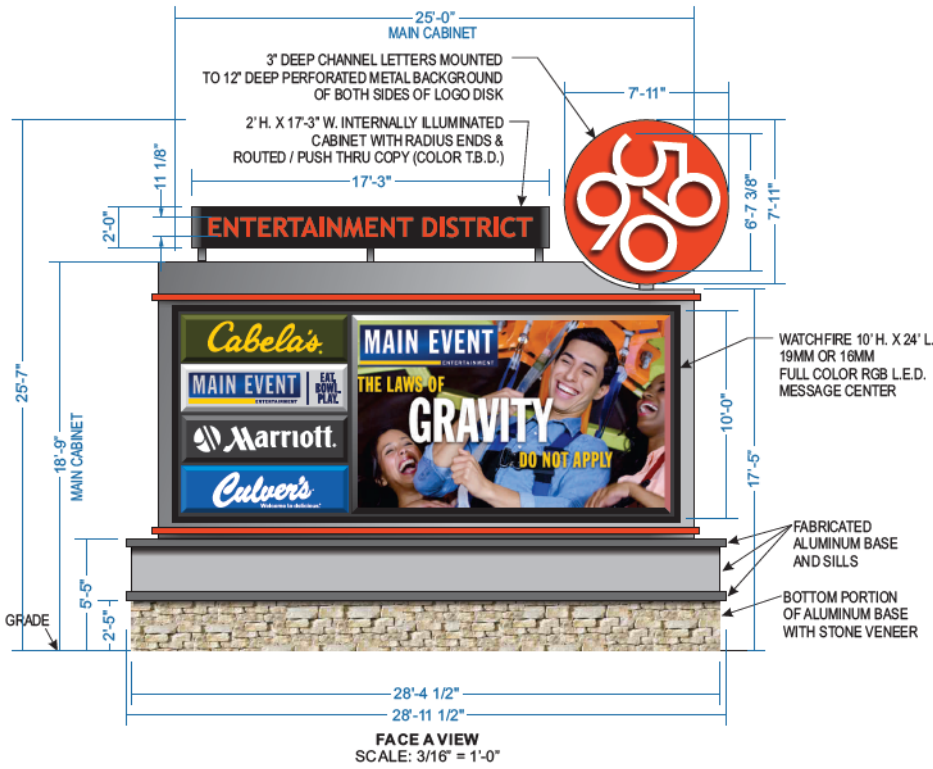
Secondary Sign (2) Design



NORTHWEST ELEVATION - WITH NEW SECONDARY MONUMENT SIGN
SCALE: 1/16" = 1'-0"



SOUTHEAST ELEVATION - WITH NEW SECONDARY MONUMENT SIGN
SCALE: 1/16" = 1'-0"



**QTY. ONE (1) DOUBLE-FACED INTERNALLY ILLUMINATED MONUMENT SIGN
SECONDARY SIGN**