



**INVITATION TO BID**

**SIGNAGE FABRICATION & INSTALLATION**

**TOWN OF BOWDOINHAM, MAINE**

**RESPONSES DUE BY:**

**12:00PM (EST) ON JUNE 9, 2025**

**TOWN OF BOWDOINHAM, MAINE**  
**SIGNAGE MASTER PLAN IMPLEMENTATION**

Sealed Requests for Proposals, plainly marked "Signage Bid" on the outside of the mailing envelope, addressed to the Planning Department, 13 School Street, Bowdoinham, Maine 04008 will be accepted until 12pm (est) on Monday, June 9, 2025. Addenda to this proposal, if any, including written clarifications to this RFP, will be posted on the Town of Bowdoinham website under the project heading.

**PROJECT FUNDING**

This Project is funded by the Town and a grant (which has a deadline of August 29, 2025 for final payouts. (no extensions will be allowed to delay project completion)

**PROJECT OBJECTIVES**

The Town is interested in implementing its Master Signage Plan, by fabricating Interpretative and Wayfinding signs. And installing Interpretive signs. Wayfinding signs will be installed by Bowdoinham Public Works.

The services should address, at a minimum, the areas outlined in the following Scope of Services. Consultants should indicate how each of these tasks will be undertaken and the specific steps necessary to accomplish those tasks.

**SCOPE OF SERVICES**

Phase 1: Interpretive Signs

Fabrication and installation of Interpretive Signs, per Signage at Bowdoinham Waterfront Parks Final Recommendations and Specifications attached.

Phase 2: Directional Signs

Fabrication of Wayfinding Signs, per Signage at Bowdoinham Waterfront Parks Final Recommendations and Specifications attached.

**PROJECT SCHEDULE**

The selected contractor will be expected to begin work in June 2025, for fabrication and installation of Interpretive signs and fabrication of Wayfinding signs by August 29, 2025.

**TOWN ROLE**

Town Planning Department staff will be responsible for administering the project and overseeing the consultant's work on this project.

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**PROPOSAL REQUIREMENTS**

Proposals shall include the following:

*A. Firm Description* - Provide a brief description of the firm including firm size and area(s) of specialization, location of corporate headquarters, and potential satellite office proposed to handle this project.

*B. Relevant Experience* – Provide a list and brief description of past projects within the state of Maine that have included relevant components. Proposed project staff must have been involved with said projects.

*C. Schedule* - Provide a proposed schedule for completing the scope of services associated with the project.

*D. Fee Proposal* - Provide pricing based on the specifications as written and detailed in the included description, pricing matrix and drawings. If bidder wishes to suggest an alternative method or material, they are welcome to do so in the form of an addendum, but they also are required to bid based on the supplied specifications as requested in the pricing matrix.

*E. Sign Quality & Warranty* –Provide warranty expectations for final product(s); include details regarding both structure and sign face in regards to chips, punctures, delamination, or stains. For base product warranties, please provide information either in the “Notes” section of the Pricing Matrix or as an addendum. The bidder shall provide one sign sample for each type of sign material for which they provide a bid to illustrate quality (sign face and graphic printing or application method as example of how finished product will look); sample should be at least 12" x 12".

*F. References* – Provide three (3) references, including current contact name and phone number, for projects with relevant components.

*G. Subcontractors* - If any portion of the sign fabrication or installation will be contracted out, then please note which services will be subcontracted in the “Notes” section of the pricing matrix and provide a firm description, relevant experience and references for the subcontractor along with a detailed description of what work they would do.

**NUMBER OF COPIES**

Three (3) bound copies of the proposal must be submitted no later than the date and time identified above.

**EVALUATION CRITERIA**

Proposals will be evaluated according to the following:

1. Responsiveness to submission requirements. 10 points

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2. Qualifications. 20 points
3. References. 20 points
4. Proposal price. 20 points
5. Sign Quality, Warranty. 20 points
6. Project timeline. 10 points

The Town of Bowdoinham reserves the right to reject any or all proposals, to waive technical or legal deficiencies, to negotiate with any bidder and to accept any proposal that it may deem to be in the best interest of the Town.

**OTHER REQUIREMENTS**

The Town of Bowdoinham reserves the right to negotiate directly with the firm(s) selected for additional project work.

The Town of Bowdoinham reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the Consultant and to evaluate its submittal. All concepts, designs, information and ideas that may be generated during the selection process shall become the property of the Town of Bowdoinham.

Requests for additional information should be directed to Yvette Meunier, Director of Planning & Development, at (207) 666-5531 or [planning@bowdoinham.com](mailto:planning@bowdoinham.com).

**ADMINISTRATIVE INFORMATION AND CONDITIONS FOR SUBMITTAL**

- I. Insurance:** the successful bidder will be required to maintain insurance in such form as will protect the bidder from claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract. The bidder shall also be required to maintain professional liability insurance and workers compensation insurance. Amounts and coverages shall be subject to contract negotiations.
- II. Shop Drawings:** Prior to commencement of work bidder shall produce detailed shop drawings for approval by the Town prior to fabricating the signs. The shop drawings shall include dimensions, details of construction, materials used, mounting techniques and hardware, internal construction and any base and below-grade details.
- III. Samples & Proofs:** Prior to commencement of work, bidder shall submit for Town approval: 1) proofs of artwork; 2) samples and/or color draws for custom color matching; 3) for all sign types, submit complete set of messages/graphics for review prior to fabrication (messages will be reviewed for error as well as letter and line-spacing).

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- IV. Compliance:** All participating bidders shall agree to comply with all conditions, requirements and instructions of this RFP as stated or implied herein. Should the Town of Bowdoinham omit anything from this packet which is necessary to the clear understanding of the requirements, or should it appear that various instructions are in conflict, the bidders shall secure instructions from the Planning Department prior to the date and time of the submittal deadlines shown in this RFP.
- V. Altering Proposals:** Any alterations made prior to opening date and time must be initialed by the signer of the proposal, guaranteeing authenticity. Proposals cannot be altered or amended after submission deadline without express approval from the Town of Bowdoinham.
- VI. Withdrawal of Proposal:** A proposal must be firm and valid for award and may not be withdrawn or canceled by the bidder prior to the sixty-first (61<sup>st</sup>) day following the submittal deadline date and only prior to award.
- VII. Acceptance of Proposal Content:** The contents of the proposal of the successful bidder shall become contractual obligations if acquisition action ensues. Failure of the successful bidder to accept these obligations in a contract shall result in cancellation of the award.
- VIII. Exceptions and Substitutions:** All proposals meeting the intent of this RFP shall be considered for award. Bidders taking exception to the specifications shall do so at their own risk. The Town of Bowdoinham reserves the right to accept or reject any or all substitutions or alternatives. When offering substitutions and/or alternatives, bidder must state these exceptions separately. Exceptions/substitution, if accepted, must meet or exceed the stated intent and/or specifications. The absence of such a list shall indicate that the bidder has not taken exceptions, and if awarded a contract, shall hold the bidder responsible to perform in strict accordance with the specifications or scope of work contained herein.
- IX. Minimal Standards for Responsible Prospective Bidders:** A prospective bidder must affirmably demonstrate their responsibility. A prospective bidder must meet the following requirements:
- a. Have adequate financial resources, or the ability to obtain such resources as required
  - b. Be able to comply with the required or proposed completion schedule
  - c. Have a satisfactory record of performance
  - d. Have a satisfactory record of integrity and ethics
  - e. Be otherwise qualified and eligible to receive an award and enter into a contract with the Town of Bowdoinham

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- f. Be able to pass a background check as may be conducted by the Town of Bowdoinham
- X. Amendment:** No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract.
- XI. Assignment:** The Contractor shall not sell, assign, transfer or convey any contract resulting from this RFP, in whole or in part, without the prior written approval from the Town of Bowdoinham
- XII. Contract:** This Request for Proposal, submitted documents, and any negotiations, when properly accepted by the Town of Bowdoinham, shall constitute a contract equally binding between the Town of Bowdoinham and the Contractor. Any and all verbal communications and/or commitments made during negotiation process that are deemed agreeable to both the Town of Bowdoinham and selected bidder shall be submitted in written form and made part of any resulting contract. No different or additional terms shall become a part of the Contract with the exception of an Amendment.
- XIII. Contract Termination:** this contract shall remain in effect until any of the following occurs: (1) contract expires; (2) completion of services; (3) acceptance of services, or, (4) for convenience terminated by either party within a written *Notice of Cancellation* stating therein the reasons for such cancellation and the effective date of cancellation at least thirty days past notification.
- XIV. Indemnification:** Contractor shall defend, indemnify and save harmless the Town of Bowdoinham, and all its officers, employees, insurers and self-insurance pool, from and against all liability, suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the Contractor, or of any Contractor's agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. Contractor shall pay any judgment with cost which may be obtained against the Town of Bowdoinham growing out of such injury or damages.
- XV. Costs of Response:** All costs borne by the bidder in submitting a response to this RFP shall remain the sole responsibility of the bidder.

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Signage Pricing Matrix: Specifications provided in the addendum: Signage at Bowdoinham Waterfront Parks Final Recommendations and Specifications.

# Signage at the Bowdoinham Waterfront Parks

## Final Recommendations and Specifics

### Park Entrance Signs

3 total- Two in Maily and one in Bowdoinham Riverfront Park, at the entrances.



These single-sided signs will be 2 color HOPE, (green/tan) routed main copy, with colored panel printed insert for graphic.

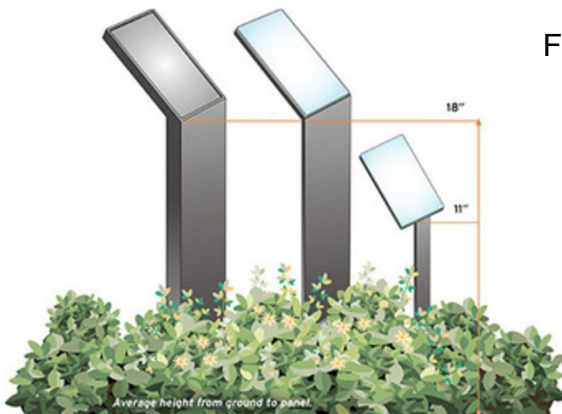
Secondary sign also 2 color HOPE, routed Mounted on 6"x6" x 8' cedar posts fixed to posts with angle brackets on back.

The post height should be at least 90" for a direct bury installation, with at least 40" of the post in the ground Holes should be backfilled with 12" of crushed stone and then soil.



### Plant Identifiers

10 total, all on trail, 8 for plant identification and 2 for end of trail



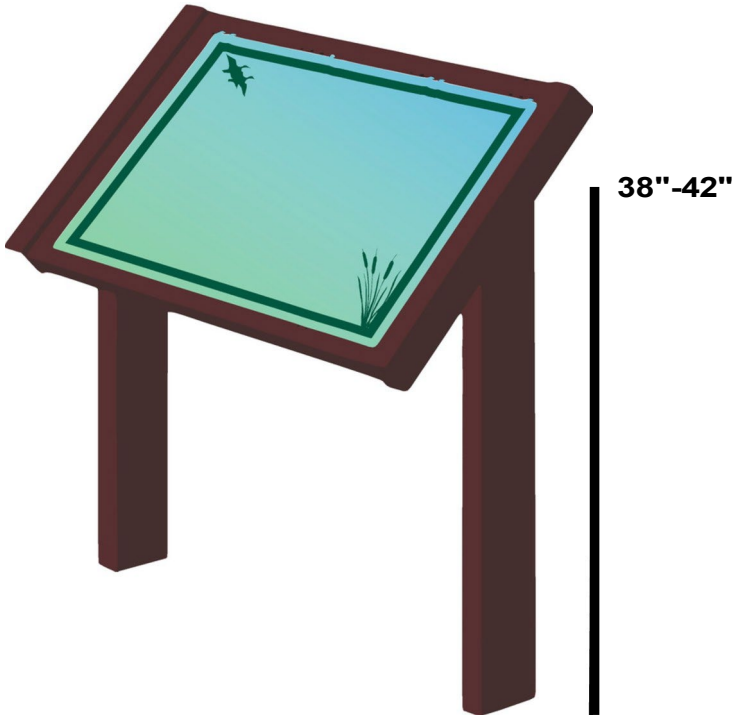
Panel size: 5 9/16"w x 11 7/16"h

Frame and post should be a textured powder coat finish in "National Park Service Dark Brown".

The stake height should be at least 36" for a direct bury installation, with at least 18" of the stake in the ground

# Interpretive Signs- 2 posts, pedestal style

15 total units, 1-24"x48", 10-24"x36" 4-18"x24"



1/8" Thick High-Pressure Laminate (Embedded Phenolic Resin) panel  
 Frames with removable top rail for insertion of panel.  
 The posts should consist of a 3"x3" aluminum tube with a welded 6"x6" plate at 45 degrees.  
 The frame will attach to the posts with stainless fasteners that pass through the front side of the frame back plate into corresponding holes in the 6"x6" mount plates.  
 Frame and post should be a textured powder coat finish in "National Park Service Dark Brown".  
 The post height should be at least 82" for a direct bury installation, with at least 42" of the post in the ground  
 Holes should be backfilled with 12" of crushed stone and then soil.

# Triangular Kiosks

2 units, one at each park entrance



2 panels 1/8" thick High-Pressure Laminate (Embedded Phenolic Resin)  
 One side will be a locking bulletin board with magnetic backing  
 The posts should consist of a 3"x3" aluminum tube  
 Frame and post should be a textured powder coat finish in "National Park Service Dark Brown".  
 These signs should be surface mounted on a concrete pad.  
 See figure 1 below.



Figure 1

# Trail Marker Posts

4 total. 2-2 sided, 1-3 sided, 1-4 sided



4"x4" (true) x7'

structural grade recycled plastic lumber post

Panel insert is mechanically

fastened in a routed pocket

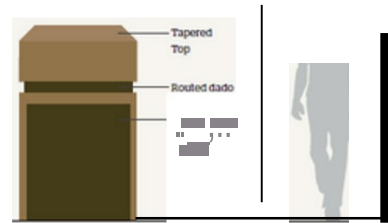
Panels 1/8" thick High-Pressure Laminate

Signs should be installed to at least 36" and backfilled with

6" of crushed stone, then soil

DETARS

SCALE



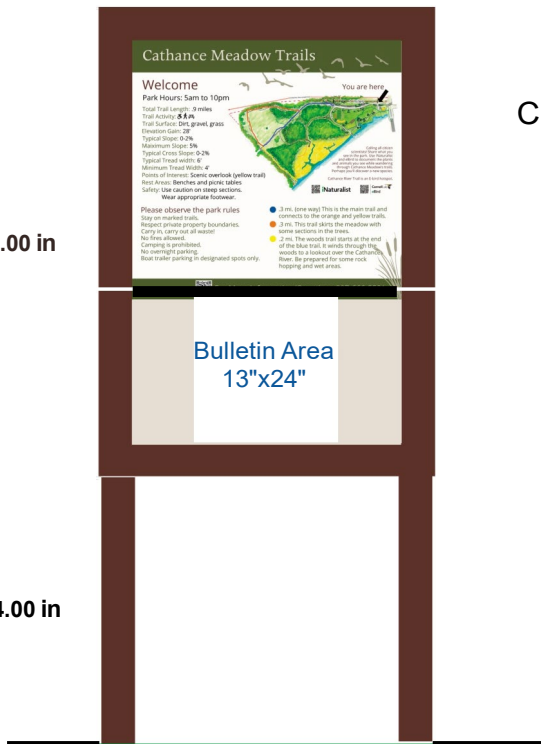
# Trailhead Bulletin Kiosk

one at Cathance Meadows Trailhead

42.00 in

66.00 in

24.00 in



1/8" Thick High-Pressure Laminate

(Embedded Phenolic Resin) panel in a case.

Clear acrylic face, keyed-alike locks, a continuous piano hinge, and a galvanized steel back for use with magnets.

The posts should consist of a 3"x3" aluminum tube

Frame and post should be a textured powder coat finish in

"National Park Service Dark Brown".

The post height should be at least 108"

for a direct bury installation,

with at least 42" of the post in the ground

Holes should be backfilled with

12" of crushed stone and then soil.

# Brochure Holder

3, one for each bulletin kiosk



5" w x 16" h x 2" d, waterproof, matching NPD brown color, to be installed on each bulletin kiosk

Example

Signs	Description	#	Unit Price	Install Unit	Total
Park Entrance	2'x4' routed HDPE and 6"x 4' HDPE, single sided, 6"x6" cedar posts	3			
Triangular Kiosks	3 sided with roof. Each panel is 24"x36", includes 1 bulletin case	2			
24"x36" Pedestal Interpretive Signs (S History, 1 Smelt, 1 Hand Carry, 1 Shoreline Stabilization, 1 FOMMB, 1 Cannon Park)	1/8" Thick High-Pressure Laminate (Embedded Phenolic Resin). Frames feature removable top rail for insertion of panel. The posts consist of a <b>3"x3"</b> aluminum tube with a welded 6"x6" plate at 45 degrees. The frame attaches to the posts with stainless fasteners that pass through the front side of the frame back plate into corresponding holes in the 6"x6" mount plates. 82" post height suggested. Textured Powder coat in NPS Dark Brown	10			
24"x48" Pedestal Interpretive Signs (Map of Cathanee)	Same as above	1			
18"x24" Pedestal Interpretive Signs (Nature)	Same as above	4			
Bulletin Kiosk	Upright exhibits to provide for the prominent display of entrance/trail head identification, map, directional and way-finding information. Includes frames. High strength aluminum extrusions and powder coated to ensure a durable finish. Clear acrylic face, keyed-alike locks, a continuous piano hinge, and a galvanized steel back for use with magnets. 3"x3"x96" posts included	1			
Trail Marker Posts 2-2 sided, 1-3 sided, 1-4 sided	42" high, 4"x4"x7" posts. Structural grade recycled plastic reinforced with fiberglass, to mark trail mileage and intersections	2 1 1		N/A Town to install	
Plant Identifier Stakes	18" high, 6"x12" panel	8		N/A Town to install	
Aluminum Brochure Box	One for each bulletin sign (1 trail head and 2 triangular kiosks)	3			
End of trail signs	18" high, 6"x12" panel	2		N/A Town to install	
SUB-TOTAL					
Freight					
TOTAL					