

CITY OF HAWAIIAN GARDENS COMMUNITY DEVELOPMENT DEPARTMENT



REQUEST FOR PROPOSALS

**FOR A CONTRACTOR TO PERFORM SERVICES FOR THE COMMERCIAL SIGN
PROGRAM OF THE CITY OF HAWAIIAN GARDENS COMMUNITY DEVELOPMENT
DEPARTMENT**

SUBMITTAL DEADLINE: ON OR BEFORE FRIDAY, MAY 24, 2019 at 10:00 A.M.

**CITY OF HAWAIIAN GARDENS
REQUEST FOR PROPOSALS**

**SERVICES: SEEKING A SIGN CONTRACTOR FOR THE COMMERCIAL SIGN PROGRAM
FOR THE CITY OF HAWAIIAN GARDENS COMMUNITY DEVELOPMENT DEPARTMENT**

PROPOSAL DUE DATE IS FRIDAY, MAY 24, 2019 10:00 A.M. to the following name
and address:

City of Hawaiian Gardens
Community Development Department
Attn. Gloria R. Thomas
21815 Pioneer Boulevard Hawaiian Gardens, CA 90716.

Proposals should be labeled **“Request for Proposal – Sign Contract for the
Commercial Sign Program for the City of Hawaiian Gardens Community
Development Department.”** If you have any questions concerning the RFP, please
contact:

Gloria R. Thomas, Housing Rehabilitation Supervisor
City of Hawaiian Gardens
21815 Pioneer Boulevard
Hawaiian Gardens, CA 90716
(562) 420-2641 X237

Release Date: May 3, 2019

CITY OF HAWAIIAN GARDENS

REQUEST FOR PROPOSAL

SUMMARY

The City of Hawaiian Gardens ("City") is seeking proposals from qualified and experienced licensed contractors to provide sign services for the City's Commercial Sign Program. There will be one selected contractor who will be required to provide services for signs. The program is budgeted at \$25,000 for (FY) 2019-2020.

The intent of the Commercial Sign Program is to improve the visual quality of commercial buildings, present an appealing image to potential customers, tenant and investors, and remove blighted conditions within the community. The City recognizes the importance of commercial signs to attract and increase customer traffic, and business awareness in the community.

The City offers a rebate program to business owners, churches, nonprofit organizations, and civic groups to improve the overall appearance of signs by installing new signs, replacing or updating them. The Program targets businesses that have no sign or signs that are weathered or dilapidated. The contractor will meet with the business owner and prepare a work write up based on the business owner specifications. The work write up will be reviewed by staff and approved by the Community Development Director. Applicants who will benefit from the Sign Program are those who do not have a permanent sign or have a sign that is dilapidated or weathered. The Sign Program is not offered to franchises or large corporations.

The City will award only one contract to the most qualified Contractor to provide the required commercial sign services.

ABOUT THE CITY

The City of Hawaiian Gardens is a small City, located in the southeastern section of Los Angeles County, just east of the San Gabriel (I-605) Freeway. Adjacent cities include Lakewood to the north and northwest, Cypress to the east, and Long Beach to the south and west. The City covers slightly less than one square mile of land just west of the Los Angeles-Orange County boundary. The intersection of Carson Street and Norwalk Boulevard represents the approximate geographic center of the City, while also encompassing the major commercial corridors.

HOW TO SUBMIT PROPOSALS

In order for proposals to be examined and evaluated by the Community Development Department, the City is requesting two (2) copies of any and all supportive materials. **Proposals must be received no later than 10:00 A.M, May 24, 2019.** Late proposals will not be considered. Once received, the proposals and supplementary documents become property of the City. Please deliver proposals (hand deliver or ship) to:

City of Hawaiian Garden
Community Development Department
Attn. Gloria R. Thomas
21815 Pioneer Blvd.,
Hawaiian Gardens, CA 90716

I. GENERAL SPECIFICATIONS

The City will select and award bids to licensed California Contractors in good standing with the California State Contractor License Board. The General Contractor shall perform the work with the standard of skill, care, and due diligence, of which a competent and suitable qualified person performing such services would reasonably be expected to exercise, and in accordance with the work specifications. The work shall be performed in a "Workman like Manner."

To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the property Owner and the City and its agents and employees, from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the work or providing of materials to the extent caused in whole or in part by negligent or wrongful acts or omissions of, or a breach of the contract by, the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone whose acts they are legally responsible. The Contractor certifies its financial capacity to complete the project and pay all sub-contractors and vendors.

The Contractor will certify that the location of the proposed work has been examined to understand the nature of the work. The Contractor is also responsible for measurements. The work should be complete in the time limit(s) specified and in accordance with the plans and work specifications.

The Contractor must acquire necessary permits within fifteen (15) days of the issuance of the Notice to Proceed. Construction work must begin within ten (10) days from the date of the Notice to proceed is signed. Work will be completed within thirty (30) days from issuance of notice to proceed.

The contract time frame for this project may be for a period of one (1) year from the date of contract awarded, with the opportunity to extend the contract, based on performance.

II. CONTRACTOR REQUIREMENTS

- A. The selected Contractor will be required to maintain in force at all times during the performance of their work the following policy or policies of insurance covering its operations:
 1. Comprehensive General Liability, including contractual liability, products and completed operations and business automobile liability, all of which will include coverage for both bodily injury and property damage with a combined single limit of \$2,000,000. The City shall be named as "additional insured" on all policies required to be furnished. Such insurance shall be primary and noncontributory with any other insurance maintained by the City of Hawaiian Gardens.

2. Professional liability coverage with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
3. Contractor shall guarantee all work, labor and materials for a period of at least one year from the date of final inspection for all manufacturers and suppliers written guarantees, warranties, and operating instructions covering materials, appliances and fixtures supplied or installed under this contract
4. Worker's Compensation coverage at statutory limits.
5. The contractor must meet the following requirements:
 - a. A valid state Contractors License in the proper category and in good standing.
 - b. Contractor must have public liability and property damage insurance.
 - c. Contractor must have City of Hawaiian Gardens Business License.
6. Staff will verify that contractor is clear with state License Board and County Contractor Compliance Office as required.

III. SCOPE OF WORK

- A. For type of signs and scope of work, please see Attachment A.
- B. For guidance on City regulations pertaining to signs refer to the City of Hawaiian Gardens Municipal Code 18.90.050.A and or applicable sign programs related to certain commercial centers.
- C. All construction work will be performed in accordance with the current California Building Standards Code as amended by the County of Los Angeles and adopted by the City of Hawaiian Gardens.
- D. The contractor will be required to submit costs for scope of work for each commercial sign program project that will be agreed between the City and the Contractor.
- E. The Contractors must verify with Planning and/or Building what work related to commercial signs requires permits and/or inspections. Proper permits will be required prior to commencement of work. Contractors who do not obtain all required permits before starting a job will be barred from bidding future projects.
- F. Prior to permit issuance, the Contractor is also responsible for the preparation and submittal of all plans and materials required by the Planning Division and Building and Safety Division demonstrating compliance with all applicable laws and regulations.

G. Below is a general outline of work specifications:

1. Permits/Licenses:

- a. Obtain all necessary City permits as needed to complete all necessary scope of work, change orders and the California Building Codes, and municipal codes.
- b. Contractor must first check with Planning and Building Divisions on all proposed work to determine what permits are required.
- c. Obtain a City of Hawaiian Gardens Business License. Please contact the City's Business License Department at (562) 420-2641 ext. 245 for fees.
- d. If a trash bin will be used, Contractor is responsible for obtaining a trash bin through Commercial Waste Services 1(800) 947-4898. Submit receipt to Building and Safety Division. An encroachment permit is needed from Engineering if a bin will be parked on City Street.

H. Jobsite should be completely clean at the end of each workday. Remove empty cans, rags, rubbish, and other waste material from the site. After painting and patching should clean glass on windows and other paint spattered surfaces.

IV. CONSULTANT SELECTION

A. The City will evaluate the proposals submitted, and select the most qualified contractor for the project. The proposals will be evaluated based upon several factors. These factors include the format, organization, and presentation of the proposal, the qualifications and experience.

B. The company should have considerable knowledge of commercial rehabilitation standards related to signs.

C. In evaluating the proposals, the City will consider the following factors:

1. Costs based on proposed scope of work – see Attachment A. Provide detail of the specification of the sign; for example, include type of material used, gauge of metal, and type of letters used.
2. Completeness of the proposals and compliance with the required format.
3. Experience working with commercial signs: installation or repair of signs that is dilapidated or weathered.

D. Upon receipt of Proposals, the City may select the most qualified contractor or may conduct additional interviews with the top three (3) ranked contractors. The City will negotiate final scope and fee with the most qualified of contractor.

V. REQUIRED FORMAT FOR PROPOSAL SUBMITTAL

A. Proposals shall include the following information:

1. Scope of work: The contractor shall include in its proposal a detailed scope of work and understanding of the process to undertake such projects and complete work that will be in compliance with all applicable rules, regulations, standards, and requirements.
2. Timeline: The preparation of the specifications will be required to be completed with the bid package due to be approved by the City Council on **Tuesday, June 25, 2019**.
Company qualifications: Provide a summary of your contractor's general qualifications and service capabilities.
3. References: submit at least 3 references, including company name, contact person's name, and address, size of the company; number of employees, relevant project experience, and current phone numbers.
4. Include information of subcontractors, if applicable.

VI. PRE-CONTRACTUAL EXPENSES IN RESPONDING TO THE RFP

The City shall not be liable for any pre-contractual expenses incurred by any proposer or by any selected Company. Each proposer shall protect, defend, indemnify, and hold harmless the City from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, the entity participating in the preparation of its response to this RFP.

The City reserves the right to amend, withdraw and cancel this RFP. The City reserves the right to reject all responses to this request at any time prior to contract execution. The City reserves the right to request or obtain additional information about any and all proposals.

VII. PROPOSAL CONTENT

A. In order to be considered for selection, the respondent individuals or company shall submit a proposal using the following criteria:

1. Copy of an active contractor's license for signs, C-45.
2. Proposed cost of scope of work – Attachment A
3. Number of years the company has been in business and hourly rate.

VIII. ACCEPTANCE OF PROPOSAL CONTENT

- A. City Staff will schedule interviews as quickly as possible and make a recommendation to the City Council for possible award of contract.
- B. It is likely that the content of the proposal of the successful bidder will be used in a legal contract of part of the agreement. Bidders should be aware that methods and procedures proposed could become contractual obligations.

IX. INQUIRIES

- A. If the contract company has any questions in regards to this RFP, contact: Gloria R. Thomas, Housing Rehabilitation Supervisor at (562) 420-2641, extension 237.

X. LEGAL RESPONSIBILITIES

- A. The contractor shall keep itself informed of all local, State, and Federal laws and regulations, including but not limited to, those pertaining to conflict of interest, which in any manner affect those employed by it or in any way affect the performance of its duties under the scope of work. The contractor shall at all times observe and comply with all such laws and regulations.

XI. COSTS FOR PROPOSAL PREPARATION

- A. The City of Hawaiian Gardens shall not be responsible for any costs incurred by any company for the preparation of any proposals including interviews.

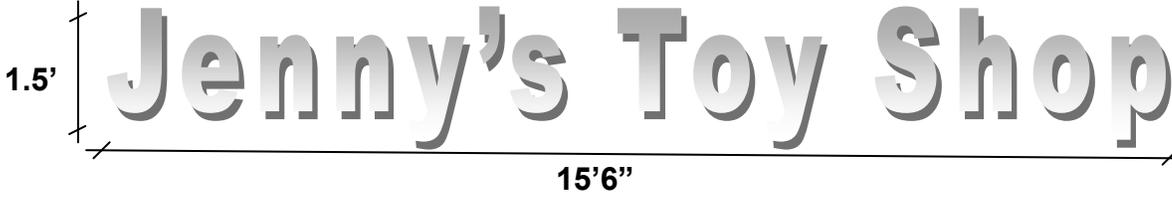
XII. RESERVATION OF RIGHTS TO REJECT, WAIVE, AND REISSUE

- A. The City of Hawaiian Gardens reserves the right severally or together to reject any and all submittals, waive any irregularities, reissue all or part of this Request for Proposal, and not award any contract, all at their discretion and without penalty.

XIII. LIABILITY INSURANCE REQUIREMENTS FOR CONTRACTOR

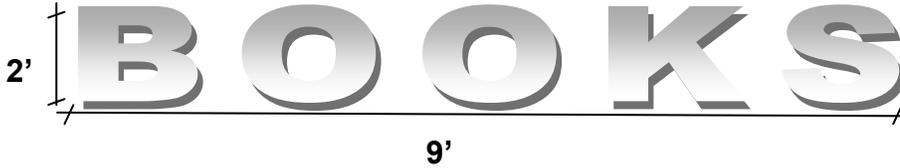
- A. As a condition of awarding a contract, the company will be required to have professional liability insurance including liability at a minimum of one million per occurrence, worker's compensation at state-mandated minimums, and vehicle coverage including comprehensive and collision insurance naming the City of Hawaiian Gardens as additional insured. The proposal shall state whether such insurances are currently in force or will be at time of contract execution.

Sign Sample Number 1
Channel Letter Sign



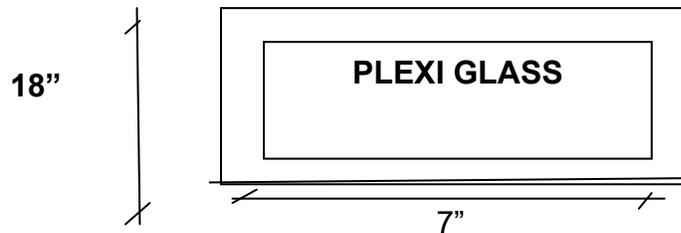
Estimate Illuminated _____
Estimate Non-Illuminated _____

Sign Sample Number 2
Channel Letter Sign



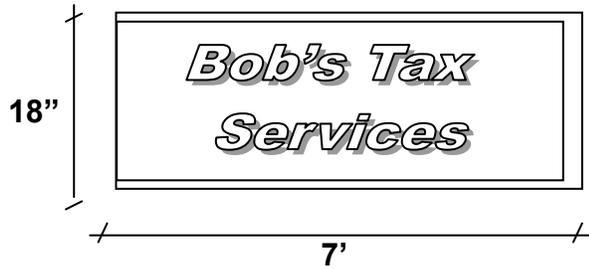
Estimate Illuminated _____
Estimate Non-Illuminated _____

Sign Sample Number 3
Plexi Glass only



Estimate _____

Sign Sample Number 4
Cabinte Sign



Estimate Illuminated _____
Estimate Non-Illuminated _____