



REQUEST FOR QUALIFICATIONS & PROPOSALS  
FOR  
HISTORIC SIGNAGE DESIGN SERVICES

ISSUED: August 18, 2020

DUE: September 14, 2020

MT. LEBANON MUNICIPALITY  
710 WASHINGTON ROAD  
PITTSBURGH, PA 15228

# HISTORIC SIGNAGE DESIGN SERVICES

## **PURPOSE**

The Municipality of Mt. Lebanon desires to engage a design professional to assist the Municipality in highlighting our historic districts through a comprehensive signage program. The end product should be a set of drawings and specifications to ensure receipt of accurate bids for the manufacture of signs.

## **PROJECT OVERVIEW**

Mt. Lebanon, PA (population 33,137) is a suburban municipality located south of Pittsburgh in what is known as the “South Hills.” The municipality has an area of approximately six square miles and is located roughly 4.5 from Downtown Pittsburgh. Founded in 1912, Mt. Lebanon shares borders with the City of Pittsburgh, Dormont, Castle Shannon and Bethel Park as well as the townships of Scott, Upper St. Clair and Baldwin.

Mt. Lebanon’s primary significance is as an early automobile suburb. In 1927, with the completion of the Liberty Tubes vehicle tunnels, Mt. Lebanon’s population rapidly expanded and for the next decade and a half, Mt. Lebanon developed as an extraordinary example of an early automobile residential suburb.

However, there are also significant commercial and residential properties in Mt. Lebanon dating not only from the 1927 to 1945 early automobile suburban development, but also from the Municipality’s streetcar era (1901-1927) and the post-war development era (1946-1955.)

To honor and recognize Mt. Lebanon’s rich historic heritage, in 2014 a portion of Mt. Lebanon was approved as an Historic District through the National Park Service and that part of the Municipality was named to the National Register of Historic Places. The district includes approximately 4,400 residential and commercial structures built prior to 1945 that have retained their architectural integrity. (See attached map.) The district consists of 38 residential subdivisions, two commercial districts, seven historic churches, six public schools, two large parks and a cemetery. With curvilinear streets, large lots with ample setbacks, planned vistas, and commercial, cultural and institutional amenities, the Historic District clearly showcases the planning tenets of the era’s suburbs.

For the last few years, Mt. Lebanon’s Historic Preservation Board has been discussing improvement education efforts related to the Historic District. The board prioritized signs as one way to draw attention to the District, and discussed the matter with the Municipal Commission, which gave initial funding to the design phase of project in 2020.

## PROJECT GOALS

The Historic Preservation Board defined several project goals:

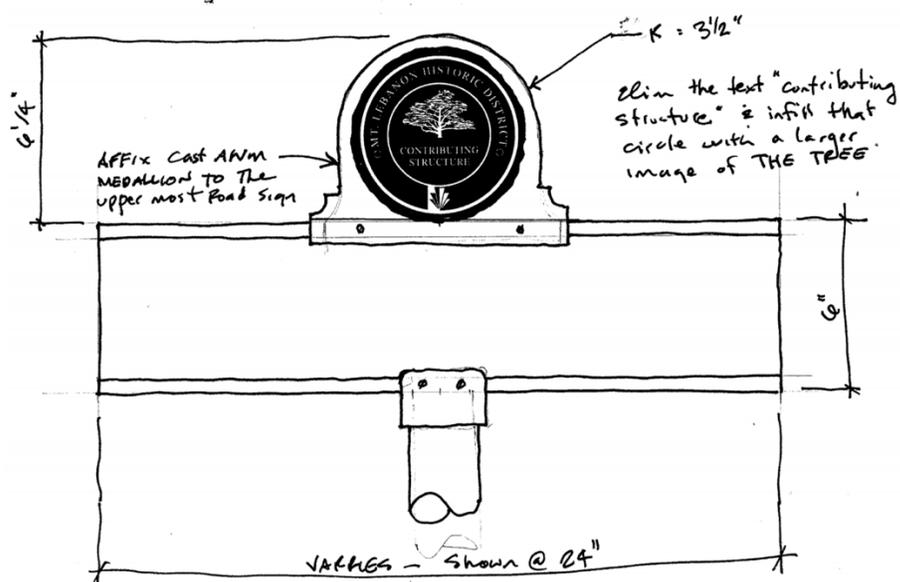
- Improve awareness of the Mt. Lebanon Historic District to residents, business owners and visitors
- Increase visibility of areas of the Municipality where historic contributing structures are clustered
- Drive desirability and value for homes and neighborhoods within and near the Historic District designation

## CURRENT CONDITIONS AND SCOPE OF WORK

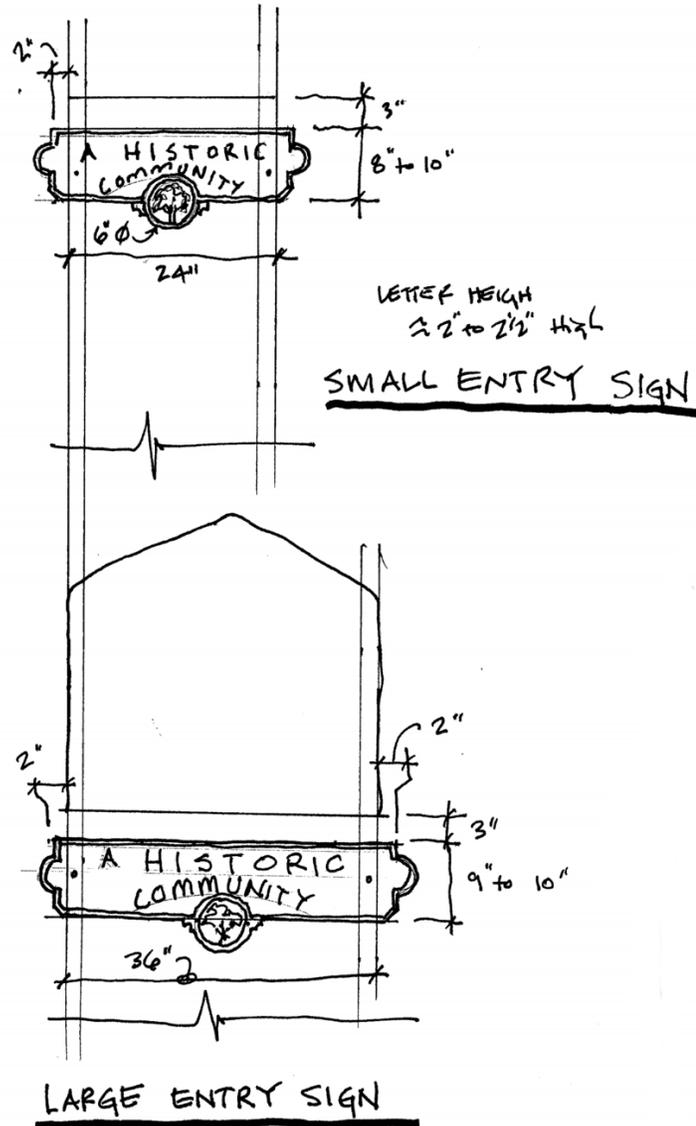
While envisioning how a signage program for the historic districts might work, the Historic Preservation Board considered the following sign types, which were drawn by a volunteer committee member. The initial attempt was to help the Board consider the cost implications of a comprehensive program. It is included in this document for informational purposes. The chosen design professional should use their expertise to advise the Municipality on the most effective design solution to meet our visibility goals.

The Municipality is looking for design specifications and drawings for several sign types:

- Toppers: Medallion toppers for corner street signs.
  - These would be added to the top of select existing street signs at key intersections
  - Approximately 8 inches high by 8 inches wide (circle)



- Entry sign bar: Existing small and large entry signs in strategic spots would receive “information” bars between two existing sign posts.
  - Smaller sign bar would be approximately 10 inches high by 32 inches wide.
  - Larger sign bar would be approximately 10 inches high by 44 inches wide



The work of the consultant shall include, but not be limited to, preparing bid-ready illustrations and specifications, along with estimated costs for production the listed sign types

## PROPOSAL TO BE SUBMITTED

The proposal shall be organized and submitted with the following elements:

- Executive Summary

Provide a brief summary describing the proposer's ability to perform the work requested, a history of the proposer's background and experience providing services, the qualifications of the proposer's personnel to be assigned to this project, and any other information called for by this scope of services which the proposer deems relevant, including restating any exceptions to this request for proposal. This summary should be brief and concise to apprise the reader of the basic services offered, experience and qualifications of the proposer, staff, subcontractors, and/or suppliers.

- Response to Project Scope and Duties

Proposer shall provide an analysis of how they intend to complete each of the items listed in the Project Scope. Additionally, provide a general timeline for each step in the process and an estimated project completion date.

- Cost Estimate

Proposer shall provide an itemized breakdown of costs associated with the general contract for services and any potential additions during the process.

Proposer shall provide a list of three references of providing services similar to those requested as part of this proposal. Special consideration may be given to those who have performed this work for public-sector or local government entities.

Proposer shall provide the names, resumes, and description of project roles of all of the firm's employees expected to work on this project.

Please submit one original and nine (9) copies of the requested information **no later than 10 a.m. Monday, September 14**. Proposals shall be submitted in sealed envelopes and delivered to: Laura Pace Lilley, Public Information Officer, Mt Lebanon Municipality, 710 Washington Road, Pittsburgh, PA 15228.

A. Other Submittals:

Additionally, documents attached as appendices to this RFP shall be fully executed and returned with the proposal as follows:

- Nondiscrimination certification (for proposing consultant /firm);
- Agreement for Professional Services\*

*\*A proposed agreement is included for your review. If you believe that this agreement is adequate, it should be completed in all material respects, including execution, and returned with the proposal. If you feel that an alternative agreement is necessary, you may submit such as part of your proposal. However the municipality reserves the right to enter into the enclosed agreement with the successful firm or to negotiate the exact terms of a professional (consulting) services contract.*

### **Signature/Certification**

The proposal shall be signed by an official authorized to bind the offer and shall contain a statement to the effect that the proposal will remain effective for review and approval for ninety (90) days from the deadline for submitting proposals.

### **Right to Reject Proposals and Waive Informalities**

The municipality reserves the right to reject any and all proposals, to waive any irregularities or information in any RFP response, and to accept/reject any item or combination of items. The contract is subject to approval by the Mt. Lebanon Commission and is effective only upon its approval.

## **EVALUATION OF PROPOSALS**

The Mt. Lebanon Historic Preservation Board will review submitted proposals and recommend three finalists for consideration by staff, and final approval of the Mt. Lebanon Commission.

Proposals must remain open as an irrevocable offer to provide service as described in the RFQ for a period of 90 days after September 14, 2020.

The final decision regarding this proposal rests with the Mt. Lebanon Commission.

The award decision is expected to be made on or before November 24, 2020.

The Municipality may add to, modify or change the process or any requirements set forth herein at any time in its discretion. The Municipality reserves the right to reject any and all proposals and the right at its discretion to accept the proposal most favorable to its interests. The Municipality reserves the right to request additional information about any respondent as it may require.

Nothing contained in this RFQ will be deemed to (i) create any right (whether property or other) in any party to have a contract awarded or (ii) create or require any standard for award other than what the Municipality deems to be in its best interest. The award of a contract will be made in the

discretion of the Municipality, and may be made on factors other than cost and on factors that may not appear in this RFQ.

Notwithstanding anything to the contrary contained herein, no bidder, whether successful or not, will acquire any legally binding rights against any party including the Municipality unless and until the bidder and the Municipality formally execute an agreement that is satisfactory to the Municipality, in its discretion. The submission of a bid, including the execution of the agreement that is part of this package, will not guarantee a contract award, nor will it guarantee that the Municipality will not request modifications or deletion of terms before entering into the contract. The Municipality reserves the right to reject any or all proposals, and the right at its discretion to accept the proposal the Municipality deems to be most favorable to its interests.

## **APPENDIX A**

Request for Proposals

Municipality of Mt. Lebanon Historic Signage Design Services

### **NONDISCRIMINATION**

**Nondiscrimination and equal opportunity are the policy of the Commonwealth and Municipality of Mt. Lebanon in all its decisions, programs, and activities. The purpose is to achieve the alms of the United States and Pennsylvania Constitutions. Executive Order 1972-1, the Pennsylvania Human Relations Act, Act of October 27, 1955, (P.L. 744), as amended (43 P.S. 951, et. seq.) and (43 P.S. & 153), and the Mt. Lebanon Anti-Discrimination Ordinance assure that all persons are accorded equal employment opportunity without regard to race, color, religious creed, handicap, ancestry, national origin, age, or sex.**

During the term of this contract, the contractor agrees as follows:

- (a) Contractor shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex gender identity, or expression, sexual orientation or disability. Contractor shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex, gender identity or expression, sexual orientation or disability. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Contractor shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this nondiscrimination certification.
- (b) Contractor shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will receive consideration for employment without regard to race, color, religious creed, handicap, ancestry, national origin, age, gender identity or expression, sexual orientation or sex.
- (c) Contractor shall send each labor union or workers' representative with whom it has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or workers' representative of its commitment to this nondiscrimination certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.
- (d) It shall be no defense to a finding of noncompliance with this nondiscrimination certification that contractor has delegated some of its employment practices to any union, training program or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the contractor was not on

notice of the third-party discrimination or made a good faith effort to correct it, such factor shall be considered in mitigation in determining appropriate sanctions.

- (e) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so that contractor will be unable to meet its obligation under this nondiscrimination certification, contractor shall then employ and fill vacancies through other nondiscriminatory employment procedures.
- (f) Contractor shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of contractor's noncompliance with the nondiscrimination certification or with any such laws, this contract may be terminated or suspended, in whole or part, and contractor may be declared temporarily ineligible for further Municipality of Mt. Lebanon contracts, and other sanctions may be imposed and remedies invoked.
- (g) Contractor shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by, the Municipality of Mt. Lebanon Manager for purposes of investigation to ascertain compliance with the provisions of this certification. If contractor does not possess documents or records reflecting the necessary information requested, it shall furnish such information forms supplied by the Municipality of Mt. Lebanon Manager.
- (h) Contractor shall actively recruit minority and women subcontractors or subcontractors with substantial minority representation among their employees.
- (i) Contractor shall include the provisions of this nondiscrimination certification in every subcontract, so that such provisions will be binding upon each subcontractor.
- (j) Contractor's obligations under this clause are limited to the contractor's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

\_\_\_\_\_  
NAME OF CONTRACTOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

APPENDIX B  
Request for Proposals  
Municipality of Mt. Lebanon Historic Signage Design Services

AGREEMENT FOR PROFESSIONAL SERVICES

This agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by and between Mt. Lebanon, Pennsylvania, a municipal corporation, hereinafter referred to as "Municipality of Mt. Lebanon" or "the Municipality," and \_\_\_\_\_, hereinafter referred to as the "Consulting Firm" or "Consultant."

WHEREAS, the Municipality desires to have certain one time professional consulting services for the Municipality involving the design of historic signs;

WHEREAS, the Municipality desires to enter into a contract for this work as indicated in the Request for Proposals, hereinafter referred to as "RFP," and made a part of this agreement, included herein by specific reference, and attached as Appendix A to this agreement; and,

WHEREAS, the Consulting Firm desires to provide services requested in the RFP to the Municipality of Mt. Lebanon based on the formal proposal submitted in response to the Municipality's RFP, said proposal made a part of this agreement, included herein by specific reference and attached as Appendix B to this agreement; and,

WHEREAS, the parties to this agreement have further negotiated changes or additions to Appendix A and/or Appendix B and have set forth these changes or additions as Appendix C to this agreement, said Appendix C made a part of this agreement and included herein by specific reference

AND WHEREAS, the Consulting Firm is equipped and staffed to provide the services set forth in the RFP;

NOW THEREFORE, the parties mutually agree as follows:

TERMS AND CONDITIONS

THE CONSULTING FIRM WILL:

Provide professional consulting services as specified in the RFP and accepted by the Consulting Firm's proposal and amended by any addendum listed herein and attached hereto.

Assign the following individuals to do the Municipality's required work at the minimum number of hours as indicated:

<u>NAME</u>	<u>POSITION</u>	<u>MINIMUM HOURS</u>
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[Insert information as a separate sheet]

Any changes to the staffing proposed above shall be subject to the approval of the Municipality, however, staff changes by the Consulting Firm will not be denied where the staff replacement is of equal ability or experience to the predecessor.

THE MUNICIPALITY WILL:

Compensate the Consulting Firm based on the actual hours worked and actual reimbursable expenses for a total amount not to exceed \$\_\_\_\_\_.

Provide reasonable access to all Municipality personnel, facilities and information necessary to properly conduct and complete the work required under this Agreement.

Make payments to the Consulting Firm within thirty (30) days after receipt of a properly prepared invoice for work satisfactorily completed.

Make final payment to the Consulting Firm within thirty (30) days after final invoice is received by the Municipality.

FURTHER, IT IS AGREED BY BOTH PARTIES THAT:

The final product produced by the work of the Consulting Firm pursuant to this agreement, including any report, maps, drawings and other documents prepared by the Consulting Firm and intended to be appended to the final product or to be included by reference, shall be owned by the Municipality.

In witness thereof, the parties hereto have executed this Agreement on the day and date set forth above.

WITNESS:

THE MUNICIPALITY OF  
MT. LEBANON

\_\_\_\_\_

\_\_\_\_\_

TITLE: \_\_\_\_\_

WITNESS:

[THE CONSULTING FIRM]

\_\_\_\_\_

\_\_\_\_\_

TITLE: \_\_\_\_\_