

**VILLAGE OF SUSSEX
PUBLIC SAFETY BUILDING SIGNAGE
RFP 2009-02**

1. Introduction

The Village of Sussex is interested in obtaining the services of a sign company to provide the sign design, construction and installation of a double sided monument sign with a changeable copy cabinet for the Village's Public Safety Building Project. In addition the Village needs a bronze plaque for dedication of the building. The Assistant Village Administrator, Jeremy Smith, is the contact on this project.

2. Scope of Services

- A. Meet with the Village to go over the design specifications for the signs
- B. Develop at least two alternative designs to be considered for approval by the Village
- C. Prepare a final color design for the Village to receive Planning Commission approval
- D. Modify the design if any changes required by the Plan Commission
- E. Construct and install with all parts/labor the double sided sign and changeable copy cabinet on site by May 31, 2009
- F. Provide the Bronze Plaque with appropriate attachment materials by May 31, 2009
- G. Provide the Village with a double set of letters for the changeable copy cabinet

3. Special Provisions

- A. The Village's General Contractor for the Public Safety Building Project is providing the masonry pillars, foundation, and running electricity for the sign. The selected sign company will have to provide parts to attach the sign to these masonry pillars.
- B. The Village has a standard sign concept that has been used at the other Village owned buildings, which should be used as the basis for this sign design.
- C. The sign needs to fit the width of the masonry pillars and height limitations (exhibit A, attached).
- D. The sign should be sand blasted preferably of sign foam or other long lasting, low maintenance product.
- E. The sign needs to include the standard Village logo used on all of our signs, the words "Waukesha Sheriffs Dept.", and "Public Safety Building". The sign also needs to include both the logo of the Sheriff Department and the Fire Department, although those logos could be designed to attach to the face of monument sign pillars. The lettering and logos need to be of sufficient size to very visible for the passing traffic. (The logo's are also attached in exhibit A).
- F. The double sided changeable copy cabinet should be internally illuminated.
- G. The changeable copy cabinet should be separate from the sign face so that the Village could change it out with an electronic message sign in the future.
- H. The Changeable copy cabinet should have room for three lines of 6" letter text.
- I. The bronze plaque will be approximately 18" wide by 16" tall and have engraved language on it.

4. Equal Employment Opportunity

The consultant shall abide by all existing federal, state, and local equal opportunity laws.

5. Project Schedule

The Village would like all installation to be complete by May 31, 2009.

6. NOTICE

The Village reserves the right, at its sole discretion, to reject any or all responses, issue addenda, request clarification, waive technicalities, alter the nature and/or scope of the proposed project, request resubmittals, and/or discontinue this process.

The Village shall not be responsible for oral interpretations given by any Village employee, representatives, or others. All proposals should use this written document and its attachments as the sole basis for proposal.

The issuance of a written amendment is the only official method whereby interpretation, clarification, or additional information can be given. Amendments will be posted to the Village website (www.village.sussex.wi.us). Respondents are responsible for checking this website for any future amendments, etc. prior to the opening date. Respondents who do not acknowledge the amendments in their response may have their proposals rejected.

You can reach Jeremy Smith at 262-246-5200 or via e-mail at jeremysmith@wi.rr.com for questions about this proposal.

Note: This is a request for proposal, not a bid; therefore the Village is not bound to accept the lowest cost for professional services.

7. Submission of Proposal

One (1) copy of the proposal must be submitted in a sealed envelope, a box or other sealed container is acceptable, by 1:00 P.M. on February 12, 2009 to the:

The Village of Sussex
Attn: Jeremy Smith
N64 W23760 Main Street
Sussex, WI 53089

Envelopes must be identified with the following information:

Proposal No. 2009-02
Project: SUSSEX PUBLIC SAFETY BUILDING SIGN PROJECT
Consultant Name
Consultant Address
Due: 1:00 P.M., February 12, 2009

Envelopes received after the above date and time will be rejected.

8. Proposal Contents

Each proposal shall contain a discussion or information in the following areas:

- (a) Letter of Transmittal. Limited to one page. Briefly state the proposers understanding of the service to be provided and a positive commitment to complete the project.
- (b) Work Examples Limited to one page. Briefly state other similar projects you have completed and references for those projects.
- (c) Cost. A cost breakdown of the sign face, the two logo's if separate from the sign face itself, the changeable copy cabinet, the letters for the changeable copy cabinet, estimated cost of the plaque and price per letter on the plaque, and the labor charge for design, construction, installation and completion of the project. The Village has sales tax exemption and sales tax should not be included in your total.

Cost Worksheet

ITEM	PRICE TOTAL
1. Double Sided Sandblasted sign	_____
1.A. 2 Logo Signs (if necessary)	_____
2. Internally illuminated Changeable Copy Cabinet	_____
3. 2 Sets of Letters for Changeable Copy Cabinet	_____
4. Bronze Cast Plaque	_____
4.A. Price per letter for Plaque	_____
5. Labor to complete project (Design, installation, etc)	_____
TOTAL	_____

Exhibit A

