



**Economic
Action
Partnership**
Creston Valley &
Kootenay Lake

Request for Proposal (RFP)

Wayfinding Signage Fabrication

July, 2024

TERMS OF REFERENCE

Creston Valley-Kootenay Lake Economic Action Partnership – Wayfinding Project

A. INTRODUCTION

The Creston Valley-Kootenay Lake Economic Action Partnership (CV-KL EAP) is pleased to invite suitably qualified and experienced contractors to submit proposals for the fabrication of wayfinding signage.

Proponents shall base their proposals on furnishing everything, including all labour, materials, tools, equipment and all necessary supplies and incidentals required to fulfill the scope of work. The proponent, in their proposal, must state any deviation from these requirements.

Proposals will be accepted until 5:00 pm (PST) on August 12th, 2024.

B. BACKGROUND

The Wayfinding Project is an initiative of the CV-KL Economic Action Partnership, a collaboration of RDCK Areas A, B, C, the Town of Creston, Yaqan Nukiy, and Kootenay Employment Services (KES). The first phase of the CV-KL Wayfinding Project consisted of an assessment of existing wayfinding infrastructure and an identification of signage deficiencies. The Economic Action Partnership has recently completed Phase 2 of the project, which consisted of the conceptualization of a synergistic wayfinding brand that represents how our communities define themselves, and how they would like to represent themselves to the outside world.

In May 2023, the CV-KL EAP engaged Ion Brand Design to design a wayfinding brand and a hierarchy of signage that reflects what is distinctive about our communities. Following extensive public engagement and numerous rounds of consultation with key stakeholders, Ion Brand Design produced a comprehensive wayfinding strategy for Creston Valley-Kootenay Lake, including a detailed design manual and guidelines for fabrication. We are now seeking a contractor to fabricate several pieces of signage according to these design standards.

C. SPECIFIC PROJECT INFORMATION

Project Objectives

The objectives of the Project are to:

1. Develop “Issued for Construction” (IFC) for the selected signs;
2. Create and produce material and colour samples for approval; and
3. Fabricate the signs as follows:
 - 4 x highway gateway monuments
 - 3 x small gateway signs
 - 11 x vehicle directional signs
 - 5 x facility identification signs
 - 8 x interpretative panels for kiosk

Timeline / Schedule

Fabrication of signage is required to start as soon as possible upon award. Installation of signage is scheduled to start in Fall 2024 and be completed by the end of February 2025. Proponents need to submit a timeline of manufacture with this proposal.

Project Budget

The full cost for all aspects of this project including fees, sub-consultant expenses, and disbursements, is expected to be in the range of \$300,000. The scope will be expanded as required to result in the fabrication of the maximum number of signs within the available budget.

Proponents are encouraged to submit proposals showcasing different value engineering options. Proposals should include distinct quotes for various value engineered options in order that quotations may be compared accurately.

Finally, please note that the installation of signage will be sourced separately. Installation costs are, therefore, not to be included in proponents’ proposals.

Signage Material Samples

As part of the project, the successful proponent will be asked to produce 50cm by 50cm true colour samples of:

- **Large highway gateway monument sign**
Wood base rough-hewn cedar; illustration CNC etched into base material; Sign face ½” aluminum (TBD), Laminated digital print and anti-graffiti coating or powder coated w/cut reflective vinyl (TBD)
- **Small gateway sign**
Sign face 3/16” aluminum (TBD), Laminated digital print and anti-graffiti coating or powder coated w/cut reflective vinyl (TBD)
- **Vehicle directional sign**
Wood posts rough-hewn cedar; illustration CNC etched into base material; Sign face 3/16” aluminum (TBD), Laminated digital print and anti-graffiti coating or powder coated w/cut reflective vinyl (TBD)
- **Facility sign**
Wood posts rough-hewn cedar; illustration CNC etched into base material; Sign face 3/16” aluminum (TBD), Laminated digital print and anti-graffiti coating or powder coated w/cut reflective vinyl (TBD)
- **Interpretative panel**
Sign face 1/8” aluminum (TBD), Laminated digital print and anti-graffiti coating or powder coated w/cut reflective vinyl (TBD)

Signage Maintenance

It is expected that each sign type will be provided a maintenance guideline or direction to ensure that signs remain attractive and robust over time. This includes any necessary information for the removal of graffiti from signage, and any materials required for this purpose.

Team Expertise

In order to successfully complete the tasks outlined above, it is recommended that a proponent’s project team include the following skills:

- Demonstrable expertise in large format, external signage fabrication;

- Access to associated engineering expertise, particularly structural and geotechnical;
- Demonstrate exceptional project management capabilities.

D. PROPOSAL SUBMISSION REQUIREMENTS

This is a request for proposals and not a tender, the lowest or any other response will not automatically be awarded an agreement.

The Creston Valley-Kootenay Lake Economic Action Partnership is not under any obligation whatsoever to select a proponent and may modify the terms of or cancel this RFP at any time for whatever reason(s) and without liability to the proponents or anyone else.

Proponents are solely responsible and without recourse to the Creston Valley-Kootenay Lake Economic Action Partnership for their own expenses in preparing and submitting a proposal and for otherwise participating in the RFP process.

The proposal shall contain, at minimum, the following elements, in the following prescribed order:

1. A brief introduction (no more than 2 pages) of the organization;
2. A list of three (3) past clients (including contact information) for similar or related projects involving the fabrication and installation of major signage or wayfinding programs in the past five years;
3. Photographs of the three (3) past projects and the signage installed;
4. A list of sub-consultants (e.g. civil, structural or geotechnical engineers) that would be working with the primary consultant.
5. A fixed price for the production of all “Issued for Construction” drawings;
6. A fixed unit price for each sign type for all fabrication costs;
7. A fixed price for the provision of all sample materials;
8. A fixed price for any maintenance guidelines or directions for the signs;
9. Details of any other costs not itemized above.
10. Details of any additional, related services that the proponent offers that are associated with wayfinding fabrication, and a unit rate for those services offered.

All fixed prices are to clearly indicate for how long the price will be held.

Materials & Substitutions

All materials are outlined clearly in the detailed concept drawings created by Ion Brand Design. If a proponent proposes an alternate or substitute material, then the proponent must provide clear details of the nature of the subject material, it's beneficial properties and why it is suggested, and the cost differences associated with the alternate material.

Interested Contractors

Those contractors that may be interested in submitting as part of this RFP process, are asked to make their interest known to the Project Manager as soon as possible.

Closing Date

The closing time and date for submission of proposals is 5:00 P.M. (P.S.T.) on August 16th, 2024. Late submissions will not be considered.

Proposals are to be submitted electronically via email to the project manager. Email submissions should contain the RFP title in the Subject Line and a .pdf (Adobe Acrobat file format) copy of the proposal as an attachment.

Attn: Leandri Kleinhans at leahk@kes.bc.ca

Manager, Creston Valley-Kootenay Lake Economic Action Partnership.

E. EVALUATION AND AWARD

This is an RFP and not a tender call, the lowest or any response will not automatically be awarded an agreement. Submissions will be reviewed by the project team, based on the quality, capability, service, and price of each proposal.

F. PROJECT MANAGER

The contact person for this project is Leandri Kleinhans, Manager of the Creston Valley-Kootenay Lake Economic Action Partnership. Consultants may contact the project manager by email at leahk@kes.bc.ca.

G. CONSULTANT SERVICES AGREEMENT

The successful proponent will enter into a consulting services agreement with Kootenay Employment Services, the contract-holder of the Creston Valley-Kootenay Lake Economic Action Partnership.

Appendix A

Creston Valley-Kootenay Lake Wayfinding Strategy, Signage Manual + Guidelines



Gateway Monument

CVKL Wayfinding
Design Intent Specs

SCALE 1" = 1'
DATE 14 / 06 / 24
PROJECT NO. 657-3607

ION BRAND DESIGN
220-1333 JOHNSTON STREET
VANCOUVER, CANADA V6H 3R9

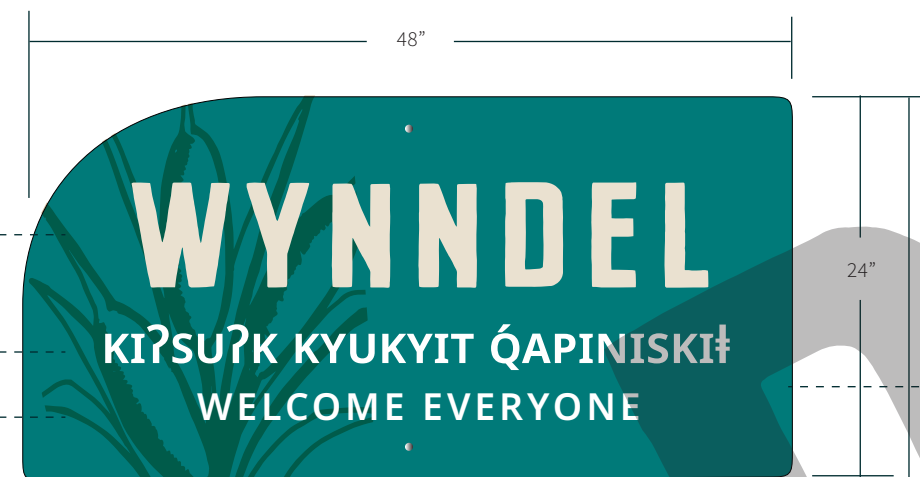
OFFICE 604 682 6787
TOLL FREE 888 336 2466
INFO@IONDESIGN.CA



Primary Type
840 pt Buckwheat TC
Regular
or to maximize width

Secondary Type
216 pt Noto Sans
Semibold

Tertiary Type
168 pt Noto Sans
Semibold



Existing post infrastructure.

Small Gateway

Primary Type
816 pt Buckwheat TC
Regular
or to maximize width

Secondary Type
432 pt Freight Sans Pro
Medium

Tertiary Type
276 pt Noto Sans
Semibold

Fourth Level Type
168 pt Noto Sans
Semibold



Wood posts
rough hewn Cedar
(actual dimension).

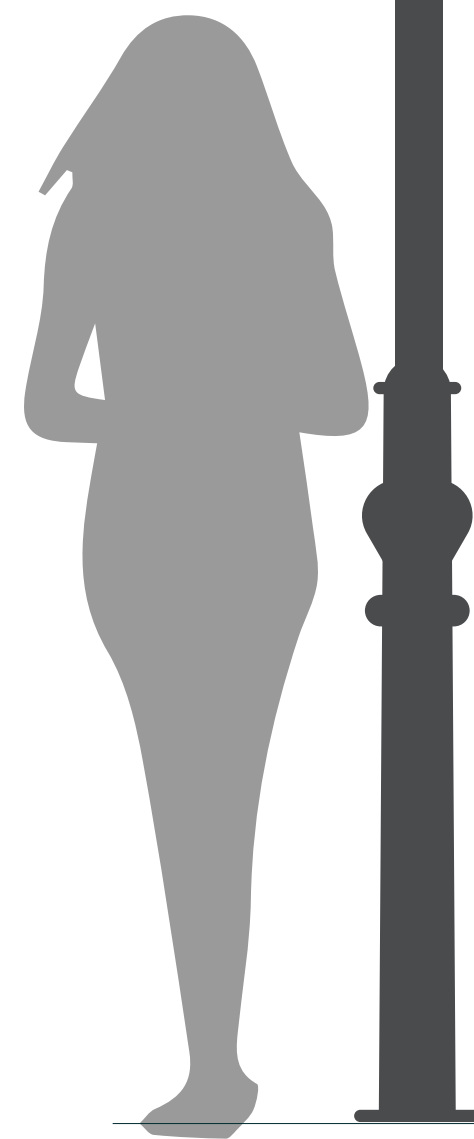
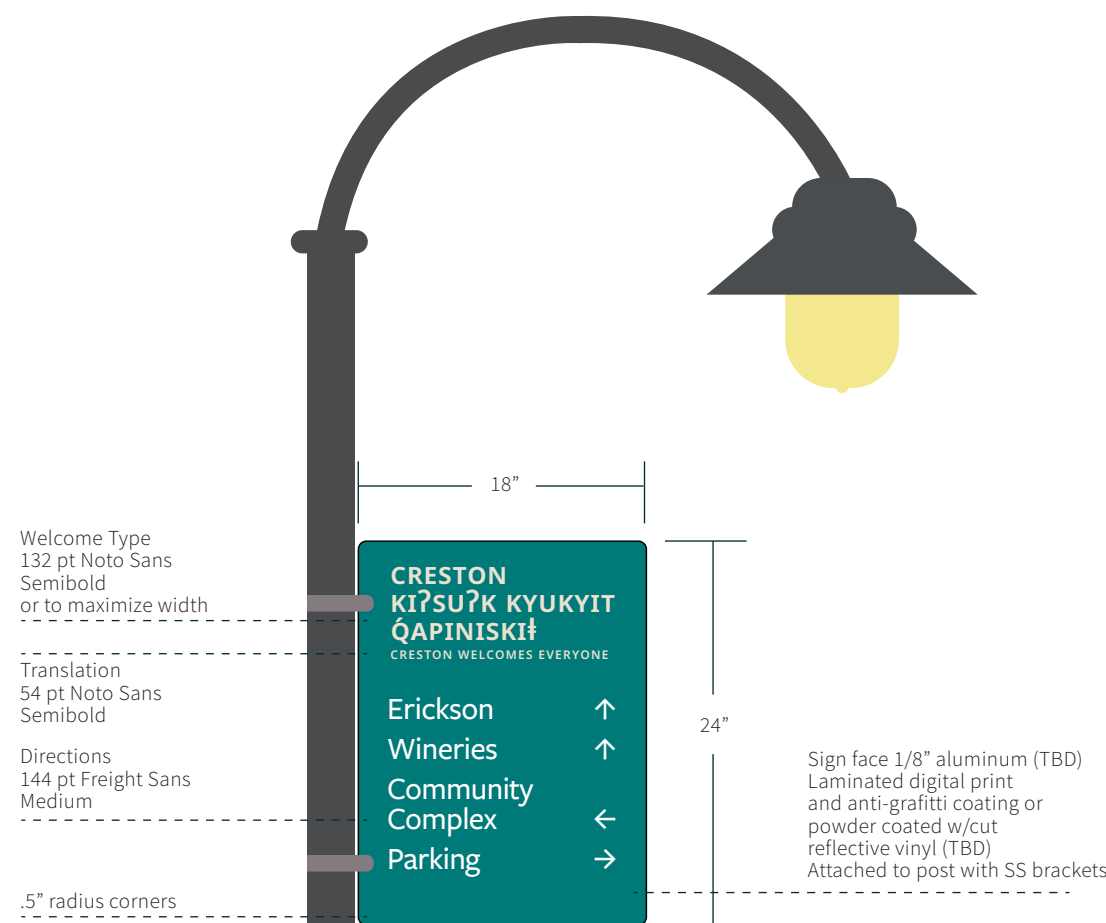
Sign face 3/16" aluminum (TBD)
Laminated digital print
and anti-graffiti coating or
powder coated w/cut
reflective vinyl (TBD)
Attached to post with
SS bracket on rear.

Sign is direct buried w/concrete fill.
Engineering to be
determined by manufacturer.

Vehicle Directional Front



Side



Pedestrian Directional



Facility



Sidewalk Side



Street Side

Pedestrian Directional • Facility • Info Totem

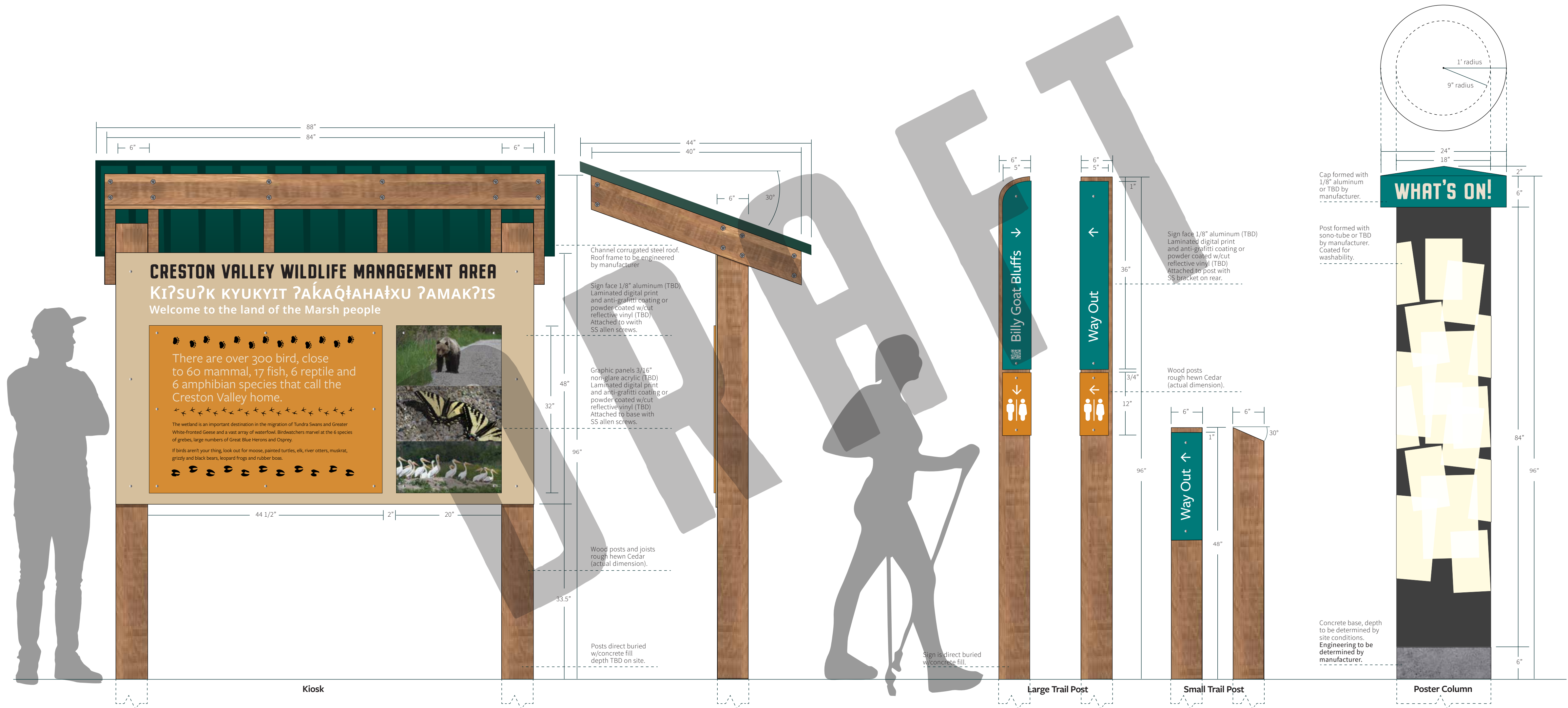
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Kiosk • Trail Posts • Poster Column

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