WAYFINDING SIGNAGE PROJECT BID
CITY OF FENTON
Fenton, Michigan

Grissim Metz Andriesse Associates, Inc.
Landscape Architecture
300 East Cady Street
Northville, Michigan 48167
P: (248) 347-7010
F: (248) 347-7005
www.gma-la.com

GMA No. F13-093

February 8, 2011
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Drawings S101 – S107, dated February 8, 2011

**PROCUREMENT AND CONTRACTING REQUIREMENTS GROUP**

**DIVISION 00 – PROCUREMENT AND CONTRACTING REQUIREMENTS**
- Information Sheet
- Invitation to Bid

Part I  General Information for the Bidder
Part II  Bid Specifications
004200  Proposal Form

**DIVISION 01 – GENERAL REQUIREMENTS**
017400  Cleaning

**DIVISION 32 - EXTERIOR IMPROVEMENTS**
321729  Site Signage
INFORMATION SHEET

OWNER: The City of Fenton and City of Fenton DDA

SITE LOCATION: Within Fenton City Limits
Fenton, Michigan

SCOPE OF WORK: Fabrication and installation of custom signage including electrical service and lighting at various sites.

WORK BY OTHERS: Removal of existing signage.

SCHEDULE: Commence: April 25, 2011
Completed by: July 25, 2011

BID DUE DATE: 11 am, March 21, 2011

DELIVER BID TO: City Clerk’s Office
301 South Leroy Street
Fenton, Michigan 48430
P: (810) 629-2261
F: (810) 629-2004

QUESTIONS: Contact Mike Burns, Executive Director DDA
City of Fenton
301 S. Leroy St.
Fenton, MI 48430

COPY OF BID TO: Ms. Susan Grissim
Grissim Metz Andriese Associates, Inc.
300 East Cady Street
Northville, Michigan 48167
P: (248) 347-7010
F: (248) 347-7005
E: sueg@gma-la.com

ENVELOPE: Sealed and Clearly Labeled

“PROPOSAL FOR WAYFINDING SCOPE PROJECT BID – CITY OF FENTON"
INVITATION TO BID
WAYFINDING SIGNAGE PROJECT
CITY OF FENTON DOWNTOWN DEVELOPMENT AUTHORITY

The City of Fenton, Michigan will receive sealed bids at the City Clerk’s Office, 301 South Leroy Street, Fenton, Michigan 48430-2196 for our Wayfinding Signage Project for the City of Fenton and the City of Fenton Downtown Development Authority DDA until March 21, 2011 at 11:00 AM.

Bids will be publicly opened and read at that time in the conference room of the Fenton City Office, 301 South Leroy Street, Fenton, Michigan. Bids should be submitted in sealed envelopes plainly marked “WAYFINDING SIGNAGE PROJECT – CITY OF FENTON.”

Bids are being solicited only from responsible and established bidders known to be experienced and regularly engaged in the work of signage fabrication and installation. Satisfactory evidence that the bidder has the necessary capital, equipment and personnel to do the work may be required.

Proposal forms and specifications are on file for the inspection of bidders at the Fenton City Offices, 301 South Leroy Street and copies may be obtained by qualified bidders. Sealed proposals must be submitted on the bid forms furnished by the City.

The Downtown Development Authority reserves the right to reject any or all bids and to accept any bid, or portion thereof, which, in their opinion, is most advantageous to the City.

Michael T. Burns
Executive Director
Downtown Development Authority
PART I

GENERAL INFORMATION FOR THE BIDDER

I-1 QUALIFICATION REQUIREMENTS
Bids are solicited only from responsible bidders known to be experienced and regularly engaged work of similar character and scope to that covered in this Request for Bids (“RFB”). Satisfactory evidence that the bidder has the necessary capital, equipment and personnel to do the work may be required.

I-2 BID FORM
Sealed bids must be submitted on the bid forms furnished by the City. All bids must be filled out in ink or typewritten and shall be legally signed with the complete address of the bidder given thereon. Bidders not responding to all of information requested in this RFB may have their bids rejected. The Downtown Development Authority reserves the right to reject any and all bids and to accept any bid which, in its opinion, is most advantageous to the City. Bids submitted must remain valid for at least ninety (90) days past the response date provided in this RFB.

I-3 RESPONSE DATE
To be considered, sealed bids must be received at the City Clerk’s Office, 301 South Leroy Street, Fenton, MI 48430, on or before the time specified in the cover letter. The City Clerk’s Office is open Monday thru Friday, excluding holidays, between 9:00 a.m. and 5:00 p.m. Contractors mailing bids should allow adequate delivery time to assure timely receipt of their bids. Sealed envelopes containing bids must be clearly marked on the outside with the contractor’s name and “WAYFINDING SIGNAGE BID - CITY OF FENTON.”

All information submitted in the bid, including but not limited to bid prices, equipment, etc., must remain valid and available for acceptance by the City for at least ninety (90) days past the submission deadline.

I-4 OPENING OF BIDS
All bids received will be publicly opened and read at the time and place specified in the cover letter. All bidders are invited to be present.

I-5 REJECTION OF BIDS
The City reserves the right to reject any or all bids, in part or in their entirety, or to waive any informality or defect in any bid, or to accept any bid which, in its opinion is deemed most advantageous to the City.

I-6 EXPLANATIONS AND ALTERNATE BIDS
Explanations desired by a prospective bidder shall be requested of the City in writing, and if explanations are necessary, a reply shall be made in the form of an addendum, a copy of which will be forwarded to each bidder. Every request for such explanation shall be in writing and addressed to: DDA Executive Director, City of Fenton, 301 S. Leroy St, Fenton, MI 48430.

No inquiry or request received within three (3) working days of the submission deadline for bidders will be given consideration.
Bidders may provide alternate means of providing the services called for in this RFB at their discretion. This in no way relieves the bidder from providing the responses called for in this RFB. The City is under no obligation to consider any such alternates that may be provided.

I-7  CONTRACT EXECUTION
The bidder to whom the Contract is awarded shall, within 10 calendar days after the notice of award, enter into a written contract with the City. Failure to execute a contract will be considered abandonment of the award and the City shall have no further obligation to that bidder.

I-8  INCURRING COSTS
The City is not liable for any costs incurred by contractors prior to the issuance of a contract.

I-9  MATERIAL SUBMITTED
All materials submitted as part of a bid will become the property of the City. The City reserves the right to use any or all ideas presented.
II-1 DEFINITIONS

“Bids” – shall be defined as an announcement of terms indicating what items are needed to complete a project.

“Bidders” – shall be defined as any person(s) or company that attempts to meet the terms of the bid.

“City” – shall mean the City of Fenton, and the Fenton Downtown Development Authority

“Contract” – shall mean the contract between the City and the Successful Bidder

“Successful Bidders” – shall be defined as the bidder who is chosen by the Downtown Development Authority to enter into a contract with the City.

These definitions are meant as guides for understanding and are not binding explanations.

II-2 PROJECT NARRATIVE

The project is the first phase of updating the signage for the City of Fenton. This phase covers replacement of the existing welcome, city limits and club/service welcome signs. Future phases will cover fabrication and installation of wayfinding, parking and information signage throughout the City.

II-3 SCOPE OF PROJECT:

The scope includes fabrication and installation of (5) welcome monument signs, (10) welcome post signs and (4) service club signs. The contract includes providing electrical service and internal lighting for (5) of the welcome monument signs. The signs consist of custom concrete bases and aluminum posts and panels with paint and vinyl graphics. Removal of the existing signs is by others and not part of the contract.

II-4 BIDDER RESPONSIBILITY:

The City of Fenton will not be liable for any cost incurred by the consultant in the development of a proposal responsive to this request. By submitting a bid to do the work, the Bidder represents that it is fully informed concerning the scope of the Project, the requirements of the Contract, the physical conditions likely to be encountered in the work, and the character, quality, and quantity of services required by the City. The Successful Bidder shall furnish all labor materials, supplies, devices, or tools needed to perform the required services. The Bidder will not be entitled to additional compensation if it later determines that conditions require methods or equipment other than those anticipated in making its bid. In addition, the Successful Bidder shall provide all vehicles and other equipment and material necessary for the provision of engineering services at locations in Fenton, Michigan. Bidders having questions regarding this RFB should request clarification before submitting a bid. Negligence or inattention of the Bidder in filing a bid, or in any phase of the performance of the work, shall be grounds for refusal of the City to agree to additional compensation. Bidders having questions regarding this RFB contact the City for clarification.
II-5 SAFETY
The Successful Bidder shall comply with the Safety Rules and Regulations of the Associated General Contractors of America, the Occupational Safety and Health Standards of the Construction Industry, State of Michigan, Department of Energy, Labor & Economic Growth, for the protection of workers on this project.

All equipment and work shall conform to the requirements of the Occupational Safety and Health Act and Michigan Department of Labor Occupational Safety Standards, as amended.

The Successful Bidder shall observe City ordinances relating to obstruction of streets, and shall obey all laws and city ordinances controlling or limiting those engaged in the work. The Successful Bidder shall handle the work in a manner that will cause the least inconvenience and annoyance to the general public and to the property owners.

II-6 ASSIGNMENTS OR SUBCONTRACTING:
The Successful Bidder shall not assign, subcontract or otherwise transfer its duties and/or obligations under this proposal, without prior written consent of the City. If the bidder anticipates that it will need to subcontract its duties in order to fulfill the Contract requirements, that information must be disclosed in the Bidder’s response.

II-7 FAIR EMPLOYMENT PRACTICES:
The Successful Bidder agrees to not discriminate against any employee or applicant for employment, to be hired in the performance of the contract with respect to hire, tenure, term, conditions or privileges of employment, or any other matter directly or indirectly related to employment, because of sex, race, color, religion, nation origin, ancestry, handicap or any other basis prohibited by State or Federal law or regulations.

II-8 CONTRACTOR’S PAYMENT OF TAXES, ETC.
The Successful Bidder shall be solely responsible for:

a. Payment of wages to its work force in compliance with all Federal and State laws, including the Federal and State Wage and Hour laws.

b. Payment of any and all FICA, unemployment contributions and other payroll-related taxes or contributions required to be paid by the Successful Bidder under State and Federal law.

c. Payment of all applicable Federal, State, or Municipal taxes, charges or permit fees, whether now in force or subsequently enacted.

d. Payment of any and all suppliers, merchants, or vendors from whom the Successful Bidder obtains items and materials related to the contract.

The Successful Bidder shall indemnify and hold the City harmless from all claims arising from the foregoing payment obligations of the Successful Bidder.
II-9 DAMAGE TO PROPERTY
The Successful Bidder also accepts sole responsibility for any damage to any public or private property resulting from their performance of the work.

The Successful Bidder will protect, defend, and hold harmless the City from any and all damage, claim, liability, or expenses whatsoever, or any amounts paid in compromise there of arising out of or connected with the performance of this contract.

II-10 INSURANCE:
   A. Liability Coverages
      The Successful Bidder shall furnish at his own expense and keep in full force during the terms of this contract the following coverages which shall list the City as an additional insured:
      • Insurance covering bodily injury and property damage in the minimum sum of $500,000
      • Automobile liability insurance in the minimum of $500,000 combined single limit for bodily injury and property damage.

      Worker’s Compensation Compliance
      Successful Bidder shall also comply with all requirements of the Michigan Workers’ Compensation Law and shall at his own expense, maintain such insurance, including employer’s liability, as will protect him from claims under said law and from any other claims for personal injuries, including death which may arise from the operations under the contract, whether operations be by himself or anyone directly or indirectly employed by him. The Successful Bidder shall provide the City with a copy of its workers’ compensation insurance certificate.

   B. Certificates of Insurance
      Included in bid package, Bidders shall provide to the City complete certificates of insurance to meet the above requirements. Policies shall be endorsed to provide the City at least 30 days written notice of cancellation or intent not to renew coverages as called for above.

II-11 QUALITY OF SERVICE
The City expects the Successful Bidder to maintain all equipment in a clean and well-operating fashion, with special consideration for proper maintenance and care of all elements, items and equipment mentioned in this document. The Successful Bidder will operate in a professional manner and keep all noise and other nuisances to a minimum at all times while under contract with the City. The City is looking to keep from inconveniencing the public as much as possible. The Successful Bidder shall file all documents outlined in this RFB in a timely and well-organized manner.

II-12 OPERATION OF VEHICLES
The Successful Bidder shall operate all company vehicles in a manner so as to not impede traffic flow on City streets. Company vehicles are not to be left unattended for any reason except for emergencies or in the actual performance of the job. When a vehicle is left unattended for the actual performance of the job, it shall be according to all City Codes and ordinance in place at that time.

II-13 SUPPORT FACILITIES
Successful Bidder shall have an available office with sufficient staff and communications facilities to assure ready accessibility and prompt response to the needs of the City.
II-14 BREACH OF CONTRACT AND CITY’S RIGHT TO TERMINATE CONTRACT
In the event that any of the provisions of this bid and/or resulting contract are breached by the Successful Bidder, the City shall give written notice to the Successful Bidder of the breach or pattern of behavior that constitutes the breach and allow the Successful Bidder to resolve the breach or pattern of behavior that constitutes the breach within ten (10) calendar days of Successful Bidder’s receipt of notice. If the breach or pattern of behavior is not resolved, then the Executive Director of the Downtown Development Authority and/or designee of the City of Fenton shall have the right to cancel any contract by sending written notice to the Successful Bidder of the cancellation.

If the Successful Bidder should be judged bankrupt, if it should make a general assignment for the benefit of its creditors, if a receiver should be appointed on account of its insolvency, if it should persistently or repeatedly refuse to supply enough labor, materials and/or equipment to meet the scope of work of the contract, if it should persistently disregard laws of the State of Michigan and/or ordinances of the City, or if it fails to comply and fulfill its obligations under any provision of the contract resulting from its bid, the City may, without prejudice to any other right or remedy, terminate the contract immediately.

II-15 CITY’S RIGHT TO MODIFY CONTRACT
The City reserves the right to negotiate with the Successful Bidder for a change in terms of the contract during the term of the contract and to make adjustments relative to the implementation of a change that reduces or modifies the need for the engineering services. If the City and the Successful Bidder are unable to agree on a revised contract, the City may seek new proposals and, upon a minimum of ten (10) calendar days written notice from the City, may terminate the unexpired portion of the contract. The City shall not be liable for any cost under this section beyond the contract price for the period where service is actually provided.

II-16 REFERENCES
All Bidders shall include a list of current and prior projects similar to that proposed in this RFB as references for qualifying experience. The name, address, and telephone numbers of the responsible individual(s) at the reference project site who may be contacted shall be included. Particular attention will be paid to references from other municipalities and/or public sector entities within Genesee, Oakland and Livingston Counties.

II-17 PAYMENT
The Successful Bidder shall submit invoices on a monthly basis for all work completed. The City shall pay invoices for acceptable work within thirty (30) days of receipt.

II-18 NO CONTACT POLICY
Bidders may direct questions related to this request for proposals to the point of contact prior to submission of a bid. Bidders shall not lobby or contact any other city official, including but not limited to the Mayor, City Council, Downtown Development Authority, City Manager, Assistant City Manager, a Department Head or other staff with respect to its bid or the award of any contract related to this request for proposals from the time this request is issued to the award of a contract. Violation of this requirement may lead to disqualification of a bid.
II-19  NO CONFLICT OF INTEREST WITH THE CITY OF FENTON

Section 5.13 of the Fenton City Charter provides that “no contract or purchase involving an amount in excess of one hundred dollars shall be made by the city in which any elective or appointive officer or any member of his [or her] family has any pecuniary interest, direct or indirect” unless the City Council determines, by unanimous vote, that it is in “the best interests of the City” to enter into such contract. Section 5.13 further provides that “an officer shall be deemed to have a pecuniary interest in a contract if he [or she] or any member of his [or her] family is an employee, partner, officer, director or sales representative of the person, firm or corporation with which such contract is made, or of a sales representative of such person, firm or corporation.”

In accordance with Section 5.13, the bidder shall disclose and describe any business, financial, pecuniary or familial relationship existing between the Bidder (or any officer, agent, or employee of the Bidder) and any officer, employee, or agent of the City. For purposes of this provision, “familial relationship” and “relative” are defined as: father, mother, husband, wife, son, daughter, sister, brother, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, or brother-in-law.

In the space provided below, list and describe all existing conflicts of interest or check the box, indicating that there are no known conflicts of interest.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

☐ To the best of my knowledge, no conflict of interest exists.
BID SUBMITTED PURSUANT TO THE CITY OF FENTON DOWNTOWN DEVELOPMENT AUTHORITY

WAYFINDING SIGNAGE PROJECT

City of Fenton
301 South Leroy Street
Fenton, Michigan  48430

The undersigned hereby declares that this bid is made in good faith without fraud or collusion with any person or persons bidding on the same Contract; that he/she has carefully read and examined the Contract Documents, including the Request for Bid (RFB), General Requirements, and Program Guidelines for the designated work and understands all of the same; that he/she, or his/her representative, has made such personal investigation at the sites as is necessary to determine the character and difficulties attending the execution of the proposed work. Bidder proposes and agrees that if this Proposal is accepted, bidder will contract with the City, provide necessary machinery, tools, apparatus and transportation services necessary to do all the work specified or referred to in the RFB and Contract Documents in the manner and time therein prescribed, and according to the requirements of the City as therein set forth, to furnish the insurance required of the Contractor by the RFB and Contract Documents, and that he/she will take in full payment, the unit prices set forth in the following proposal.

All bidders understand that the City reserves the right to accept or reject any and/or all bids, to waive any irregularities and/or errors in the bids, negotiate with any bidder, or to select the bid(s), or portions thereof, most advantageous to the City.

The Successful Bidder agrees that this bid shall be good, may not be withdrawn and may be accepted by the City for a period of ninety (90) calendar days after the scheduled closing time for receiving bids.

Upon receipt of a written Notice of Award of the Bid, the Successful Bidder shall execute a formal Contract Agreement within ten (10) calendar days. In the event that the Contract is not executed within the time set forth above, the Bid Proposal shall become the property of the City as liquidated damage for the delay and additional expense to the City caused thereby.

Pursuant to your wayfinding signage services request for bids dated ________________, I submit the following as my Company’s bid, with the understanding that if my bid, or portion thereof, is accepted, I will execute a written contract with the City of Fenton which will embody the terms as outlined in the request for bids.

I will meet all of the requirements and provide all of the services for the amounts listed as outlined in this bid proposal.

Company _______________________________
Name of Bidding Contractor

hereinafter referred to as Contractor, declares familiarity with location of proposed work and conditions under which it must be performed, that Drawing(s) and Documents under "Bid Package Table of Contents" have been carefully examined, are understood and accepted as adequate for the purpose, and agrees to Contract with, ____________________________________, hereinafter referred to as Owner, to perform everything required to be performed and to furnish all labor, materials, tools, equipment, utility, transportation services and supervision necessary to perform and complete, in a satisfactory manner, all work required in conjunction with above named project, and to accept as full payment thereof, subject to additions and/or deletions required by Contract, the sum of Dollars.

TOTAL BASE BID $_________________________.

ANALYSIS OF BID:

Unit Costs submitted for Contract additions/deletions, inclusive of any maintenance and guarantee period not separately listed. Total must equal Base Bid above. Contractor responsible to verify estimated quantity material. All work to be installed complete, as detailed on Drawing(s), within quote Base Bid.

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<th>QTY</th>
<th>Item Description</th>
<th>Unit Cost</th>
<th>Total Cost</th>
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<tr>
<td>5</td>
<td>Welcome monument signs, fabrication complete</td>
<td>$________</td>
<td>$________</td>
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<tr>
<td></td>
<td>Welcome monument signs, installation complete with new electrical</td>
<td>$________</td>
<td>$________</td>
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<td></td>
<td>service and lighting</td>
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<td></td>
<td>Welcome monument sign installation complete using and extending</td>
<td>$________</td>
<td>$________</td>
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<td></td>
<td>existing electrical service for new lighting</td>
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<td>Total cost welcome monument signs</td>
<td>$________</td>
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<td>10</td>
<td>Welcome post signs, fabrication complete</td>
<td>$________</td>
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<td>10</td>
<td>Welcome post signs, installation complete</td>
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<td>Total cost welcome post signs</td>
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<td>4</td>
<td>Service club signs, fabrication complete</td>
<td>$________</td>
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<td>4</td>
<td>Service club signs, installation complete</td>
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<td>Total cost service club signs</td>
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<td>TOTAL BASE BID</td>
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Add Alternate: In lieu of base bid post signs – contractor to provide post signs with precast concrete bases per detail 1 sheet S-104.

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<th>Unit Cost</th>
<th>Total Cost</th>
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<tr>
<td>10</td>
<td>Welcome post signs with precast concrete base, fabrication complete</td>
<td>$________</td>
<td>$________</td>
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<tr>
<td>10</td>
<td>Precast concrete base installation</td>
<td>$________</td>
<td>$________</td>
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<td>TOTAL ADD</td>
<td>$________</td>
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Additional Unit Pricing

Provide electrical and lighting for welcome monument sign
1 ea (includes all fabrication and installation) $ ________ $ ________

Contractor acknowledges following addenda covering revisions to Drawing(s) or Specifications;
Cost of such revisions has been included in quoted base bid.

Addendum No. ____ Dated ____________________
Addendum No. ____ Dated ____________________
Addendum No. ____ Dated ____________________

Our Subcontractors will be:

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<th>Address</th>
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Bidding Contractor: ________________________________________________

Complete Address: __________________________________________________

County: __________________ Telephone: ____________________________

By: __________________________ Title: _____________________________

Dated this ______ day of __________________ 2009

Circle One: Corporation / Partnership / Individual
SECTION 017400 – CLEANING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS:
   A. Attention is directed to Bidding and Contract Requirements, and to General and Supplemental Conditions, hereby made a part of this Section.

1.2 DESCRIPTION:
   A. The Contractor, at all times, shall keep the premises free from accumulation of waste materials or rubbish caused by his operations. At the completion of the work, he shall remove all his waste materials and rubbish from and about the project as well as all his tools, construction equipment, machinery and surplus materials.

   B. If the Contractor fails to clean up at the completion of the work, the Owner may do so as provided in Paragraph 3.4 of the General Conditions and the cost thereof shall be charged to the Contractor.

   C. Coordinate and direct the cleaning of all Subcontractors.

1.3 DISPOSAL REQUIREMENTS:
   A. Conduct cleaning and disposal operations to comply with codes, ordinances, regulations and anti-pollution laws.

PART 2 - PRODUCTS

2.1 MATERIALS:
   A. Use only those cleaning materials which will not create hazards to health or property and which will not damage surfaces.

   B. Use only those cleaning materials and methods recommended by manufacturer of the surface material to be cleaned.

   C. Use cleaning materials only on surfaces recommended by cleaning material manufacturer.

PART 3 - EXECUTION

3.1 COLLECTION AND DISPOSAL:
   A. Establish and enforce a daily system for collecting and disposing of waste materials from construction areas and elsewhere at project on site. Do not hold collected materials at site for periods of more than 7 days nor for periods of more than 3 days during hot weather (when daily temperatures can be expected to rise above 80 degrees F). Handle hazardous, dangerous, unsanitary, contaminating, polluting and similar harmful wastes separately from inert materials by containerizing in an appropriate manner. Do not bury or burn waste materials on Owner's property.
3.2 FINAL CLEANING:

A. Employ skilled workmen for final cleaning.

B. Broom clean exterior paved surfaces; rake clean other surfaces of the grounds.

C. Prior to final completion, or Owner occupancy, Contractor shall conduct an inspection of exposed interior and exterior surfaces and all work areas, to verify that the entire work is clean.

END OF SECTION 017400
SECTION 321729 - SITE SIGNAGE

PART 1 - GENERAL

1.1 RELATED DOCUMENTS:

A. Attention is directed to Bidding and Contract Requirements, General and Supplementary Requirements, which are hereby made a part of this Section.

1.2 DESCRIPTION OF WORK:

A. Extent of site signage is shown on drawings.

1.3 SUBMITTALS:

A. Shop Drawings: Submit complete shop drawings for each sign type. Shop drawings shall consist of plans, elevations and sections showing all sides of signage. Drawings to cover fabrication, mounting, footings, engineering data and erection of site signage including internal construction, all materials, electrical, lighting and all fasteners. Additionally provide to scale proofs for layout of all text lettering and symbols indicating styles, dimensions and colors.

Final shop drawings to be signed and sealed by a Michigan licensed engineer.

B. Samples: Submit (3) 2” x 2” minimum size samples of each paint and vinyl color and finish.

C. Submit fabrication and installation schedule that includes lead times identifying artwork and other Owner directed materials or decisions are needed to meet the project schedule.

D. Maintenance instructions and product specifications for all sign components including finishes, electrical and lighting, etc. shall be provided to Owner upon completion of accepted work.

1.4 QUALITY ASSURANCE:

A. Design Criteria:

1. Details on drawings indicate a construction approach for the proposed signs, but do not include all detailing or information required for the complete structural integrity of the signs. Written dimensions shall be followed over scaled dimensions. It shall be the responsibility of the fabricator to perform the complete structural design of the signs and to incorporate all the safety features necessary to adequately support the sign for its intended use. Designs that meet or exceed industry and local code engineering requirements will be required. The sign fabricator shall submit engineer stamped calculations for foundations, other sign components that effect the structural design.

2. Unless otherwise directed by Owner, design to withstand severe abuse and souvenir theft vandalism, but not less than equivalent of resisting simple hand implements and tools (screwdrivers, knives, coins, keys and similar items), and adult physical force. All hardware and fasteners shall be vandal resistant.

3. It shall be the responsibility of the sign fabricator to provide the electrical service and lighting for the illuminated signs. All lighting and electrical service to be UL approved and meet all required codes.

a. Contractor is responsible to position illuminating elements within internally lighted signs at such spacing as will assure uniform light distribution across the portion of
the sign faces intended to be illuminated. Sign faces which exhibit "hot-spots" will be unacceptable.

b. Provide disconnect switches for all illuminated signs in accordance with electrical code requirements. Locate disconnect and on/off switches in an accessible location, out of sight.

c. Provide photocell for all illuminated signs.

d. Verify location of power service provided by CMS Energy prior to sign fabrication.

1.5 WARRANTY:

A. Signage Warranty: Contractor shall provide a five (5) year full replacement warranty to the Owner to warrant all work against failure because of faulty materials or workmanship from the date of acceptance from the Owner. Warranty shall include, but not be limited to:

1. Fading, bubbling, cracking, warping, peeling, delaminating, chalking, rusting or other disintegration of the sign panel, bases, graphics or of the edges.
2. Corrosion of sign panels or cabinets, brackets and mounting hardware, fasteners, posts or other support pieces.
3. Sign foundation or support failure causing signage to become crooked or not plumb and true as originally accepted.

Contractor shall provide written warranty covering the above dated with the approved acceptance date.

PART 2 - PRODUCTS

2.1 MATERIALS:

A. Metal Surfaces, General: Use only materials that are smooth and free of surface blemishes including pitting, seam marks, roller marks, rolled trade names and roughness. Prepare surface in compliance with Matthews Paint or Akzo Nobel Paint Company requirements.

B. Aluminum Plate: ASTM B-209, Alloy 5005-H15

Aluminum plate to meet minimal thicknesses as shown on drawings. Clean, prepare and paint surfaces per Matthews Paint or Akzol Nobel requirements. All unexposed or concealed surfaces to be mill finish.

C. Fasteners: Stainless steel, if exposed surface is sealed, galvanized may be used.

D. Paint: Premium acrylic polyurethane with matte or low luster finish with UV and graffiti inhibitors. Use either Matthews Paint or Akzo Nobel Paint systems or approved equal. Approximate PMS colors are as follows:

Teal        PMS 3165
Copper      PMS 876C
Ivory       PMS 1205

Exact colors to be determined during mock up and submittals.

E. Reflective vinyl lettering and trim to be super engineer grade reflective vinyl 3M Gerber 280 or approved equal. Color to be determined during mock ups and submittals.
F. Concrete: Provide concrete consisting of Portland Cement, ASTM C-150, aggregates ASTM C-33, and clean water. Mix materials, to obtain concrete with a minimum 28-day compressive strength of 2500 psi using at least 4 sacks of cement per cu. yd., 1" maximum size aggregate, maximum 3" slump, and 2% to 4% entrained air or as determined by sign fabricator engineer.

G. Precast Concrete Bases:
1. It is the contractor’s option of what company to use for the fabrication and/or installation of the concrete bases. Throughout the design process Rice’s Garden Ornaments, located in Holly, Michigan worked with the designer to develop the base design. Rice’s Garden Ornaments would like to be considered for this work. They can be contacted at 10510 N. Holly Road, Holly, Michigan 48442, (810) 694-2915 attention Pam Rice.
2. Finish to be uniform in color, of even texture, free from defects and be sealed with Krylon Acrylic or equal sealer.
3. Concrete to be accurately cast to dimensions from mock up with perfectly true and level flutes. Concrete mix to include nylon fiber and/or steel reinforcement and salt resistance additives.

2.2 FABRICATION:
A. Use materials of size and thickness shown, or if not shown, of required size, grade and thickness to produce strength and durability in finished product. Shop-paint all items.

B. Weld corners and seams continuously; grind exposed welds smooth and flush.

C. Form exposed connections with hairline, flush joints; use concealed fasteners where possible.

D. Separate dissimilar metals with permanent resilient plastic isolator.

E. Copy Application: Sign copy shall be crisp, sharp, clean, and free from "ticks," discontinuous curves, line waver, and similar type imperfections.

1. Letterforms shall conform to prescribed proportions.
2. Messages shall be set computer generation with photo typositor or equivalent quality.

F. Routed Copy: Cutting and routing shall be done in such manner that edges and corners of finished letterforms and symbols shall be sharp and true. Forms with nicked, cut, ragged, rounded (positive or negative) corners, and similar disfigurements will not be acceptable. Forms shall be aligned so as to maintain a base line parallel to the sign format, with margins and layout as indicated on design drawings and approved shop drawings. Vertical strokes shall be plumb.

G. Cut-Out Copy: All letter cut-outs shall be made from material and gauge as indicated on drawings. Cutting shall be done in such manner that edges and corners of finished letterforms will be sharp and true. Letterforms with nicked, cut, ragged, rounded (positive or negative) corners, and similar disfigurements will not be acceptable.

H. Vinyl Letters: Vinyl letters and numbers shall be die-cut unless an alternate process is approved by Owner prior to fabrication. Copy shall be prespaced with 3-M series 2-application tape, prior to installation on sign. No exceptions.

I. Digital Print Process, Including Dye-Sublimation: As approved by Owner (interior and exterior).

1. General: Provide professional quality materials intended for high-quality, digital reproduction, by Eastman Kodak Company, Sign Tech USA Ltd. or equal.
2. Transparency: Transparent base, Kodak Duratrans or equal.
PART 3 - EXECUTION

3.1 EXAMINATION:

A. Installer must examine the conditions under which site signage is to be installed and notify the Owner of conditions detrimental to the proper and timely completion of the work. Do not proceed with the work until unsatisfactory conditions have been corrected in a manner acceptable to the installer.

3.2 APPLICATION OF PAINT FINISH:

A. Properly prepare aluminum surfaces by pretreatment of etching/wash type as recommended by paint manufacturer. Prime with epoxy primer per paint manufacturer.

B. Apply materials in an environment most favorable for producing best quality work.

Apply materials by spray so that:

1. Finish surfaces shall be free of streaks, laps, runs, or pile-up of paints, with all surfaces uniformly covered.
2. Surfaces with overspray are not acceptable.

C. Unless specified or directed otherwise, provide matte or low luster finish for all surfaces.

D. Unless specified or directed otherwise, provide “clear coat’ finish over all exposed, finish painted surfaces consisting of a two-component catalytic, clear, acrylic polyurethane enamel with ultraviolet inhibitors.

3.3 INSTALLATION – GENERAL:

A. Verify and stake the exact sign locations at on site walk-thru with GMA and Owner for all sign locations. Notify Owner of any conditions that may adversely affect satisfactory installation of signage.

B. Except as indicated otherwise on the drawings, install signage plumb, level, square and true to line.

C. Securely anchor signage in proper location using foundations, anchors, anchorages, fasteners, or other methods approved on shop drawings. All anchors and fasteners shall be appropriate to the anchorage condition and per sign fabricator’s engineer.

D. After final electrical connections have been made, test all electrical systems to assure that all are in proper working order.

E. Coordinate work, access to site, staging and traffic control with the Owner.

END OF SECTION 321729
Note Key:
1. CONDUIT BURIED BY UTILITY CO.
2. EXISTING FINISH GRADE
3. EXISTING UTILITY CO. SERVICE POLE
4. RIGID CONDUIT RISER WITH PULLLINE BY UTILITY CO.
5. PVC. BY UTILITY CO.
6. STEEL TO PLASTIC ADAPTER, TYP. BY UTILITY CO.
7. UTILITY CO. METER
8. GALVANIZED STEEL EQUIPMENT RACK
9. GT. EXP. FITTINGS
10. 1-1/2" PVC CONDUIT WITH PULLLINE BY UTILITY CO.
11. 3-WIRE, 1/2" CONDUIT
12. 2-WIRE, 20-AMPS RATED AT 36V
13. 3-WIRE-GROD, 10" CONDUIT TO WELCOME SIGN
14. PHOTOCELL POINTED NORTH

GENERAL NOTES:
1. ALL WORK SHALL BE IN PERR THE NATIONAL ELECTRICAL CODE, LOCAL CODES AND UTILITY COMPANY STANDARDS.
2. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL ELECTRICAL PERMITS.
3. COORDINATE ALL WORK WITH THE LOCAL UTILITY COMPANY (CP&L ENERGY - ALL GLOVER (860) 365-3918).
4. GROUNDING SHALL BE IN PERR UTILITY CO REQUIREMENTS.
5. ELECTRICAL CONTRACTOR SHALL COORDINATE FINAL CONNECTION TO THE SIGN WITH THE SIGN FABRICATOR.
**GENERAL NOTES:**
1. PREP & CLEAN ALL ALUMINUM PIECES PER SPECS.
   ALL PAINT TO BE PREMIUM ACRYLIC ACRYLIC.
2. SUBMIT SHOP DRAWINGS WITH STRUCTURAL ENGINEERING DATA AND COLOR SAMPLES OF ALL SIGN ELEMENTS FOR FINAL APPROVAL.
3. CITY TO PROVIDE DIGITAL FILES OF CITY LOGO TO FABRICATOR.
4. SIGN PANEL FRONT AND BACK TO BE GOLD TIE MIN. WITH 1" X 1" X 12" MIN. THICKNESS. INTERNAL SUPPORTS TO BE PROVIDED PER SIGN FABRICATOR ENGINEER.

**Sign Lettering**

**Note Key:**
1. 1/2" ALUMINUM TRIM ROUTED DECORATIVE TOP WITH CITY OF FENTON LOGO INSET. TOP PAINTED COPPER.
2. 1/2" X 3 1/2" X 3/8" THICK ALUMINUM TRIM TO BE WELDED TO TOP AND SIGN PANELS. TRIM PAINTED MEDIUM GRAY.
3. 1/4" THICK ALUMINUM SIGN PANEL WITH REFLECTIVE VINYL LETTERING. PANEL PAINTED TEAL. "WELCOME TO FENTON" LETTERS TO BE TRIMMED WITH TYPE COLORED IVORY. "FENTON" LETTERS TO BE CARTOONIZED LETTERING WITH TYPE COLORED IVORY.
4. 4" GLO ALUMINUM POST WITH TOP CAP BOLTED TO CONCRETE FOOTING PER SIGN FABRICATOR ENGINEER. TOP CAP TO BE SET FLUSH TO TOP OF SIGN PANEL. COLOR TO BE COPPER.
5. 1/2" ALUMINUM ANGLE WITH INVERTED HOUSING AND FASTENERS. ANGLES TO RUN FULL LENGTH OF SIGN. ANGLES AND FASTENERS PAINTED COPPER.
6. 1/4" REFLECTIVE VINYL TRIM. COLOR TO BE IVORY.
7. ADD ALTERNATE - PRECAST CONCRETE BASE.
8. FINISH GRADE.
9. COVER-UP PLACE CONCRETE FOOTING TO BE ENGINEERED BY SIGN FABRICATOR.
10. 1" X 3/4" DEPTH SMALL FLUTED.
11. 1/2" NON-SHRINK EXAPNSION JOINT WITH BACKER ROD AND SEALANT.
12. 1" THICK GRAY SETTING BED.

**GRIGGSMETZ ASSOCIATES ANDRIESE**

**Project:** City of Fenton Phase I

**Welcome Signage**

**Street:** Welcome Sign Details

**Scale:** 1" = 1'-0"
Rear

Section

Front

**Note Key:**

1. **2" TH. ALUMINUM ONG ROUTED DECORATIVE TOP WITH 1" TH. CITY OF FENTON LOGO INSET. TOP PAINTED COPPER**

2. **1/2" X 2" X 1/2" TH. ALUMINUM TABS TO BE WELDED TO TOP AND SIGN PANELS. TOPS PAINTED MEDIUM GRAY**

3. **4" TH. ALUMINUM SIGN PANEL WITH (D) 3/8" DIA. DIGITALLY PRINTED REFLECTIVE DECALS WITH UV LAMINATE. SIGN PANEL PAINTED TEAL**

4. **1/2" SIDE REFLECTIVE VINYL TIP**

5. **1" X 6" ALUMINUM POST WITH TOP CAP EMBEDDED INTO CONCRETE FOOTING PER SIGN FABRICATOR'S ENGINEER. GROLLED Top CAP TO BE SET FLUSH WITH TOP OF SIGN PANEL. POST PAINTED TEAL**

6. **1/2" ALUMINUM ANGLE WITH INVERTED MOUNTING AND FASTENERS. ANGLES TO RUN FULL LENGTH OF SIGN. ANGLE AND FASTENERS PAINTED COPPER**

7. **FINISH GRADE**

8. **CAST-IN-PLACE CONCRETE FOOTING TO BE ENGINEERED BY SIGN FABRICATOR**

**MINERAL NOTES:**

1. PREP AND CLEAN ALL ALUMINUM PIECES PER SPECS. ALL PAINT TO BE PREMIUM ACRYLIC POLYURETHANE.

2. SIGN TOP AN PANEL FACES AND BACKS TO BE 30" TH. MIN. FRAME TO BE 35" U CHANNEL. ALL COMPONENTS TO BE ALUMINUM. INTERNAL SUPPORTS TO BE PROVIDED PER SIGN FABRICATOR/ENGINEER.

3. SUBMIT SHOP DRAWINGS WITH STRUCTURAL ENGINEERING DATA AND COLOR SAMPLES OF ALL SIGN ELEMENTS FOR FINAL APPROVAL.

4. CITY TO PROVIDE DIGITAL FILES OF SERVICE CLUB LOGO ARTWORK (IN JPEG OR VECTORIZED FORM) AND CITY LOGO TO FABRICATOR.