

REQUEST FOR PROPOSAL

Town of North Hempstead Community Development Agency

SUPPLY & INSTALLATION OF EXTERIOR STOREFRONT FAÇADE SIGNS PRIVATE COMMERCIAL BUILDINGS

Issued Date: November 11, 2024

Due Date and Time: 2:30pm Friday, November. 22, 2024

1. INTRODUCTION:

The Town of North Hempstead Community Development Agency (“TNHCDA”) is conducting a storefront improvement program to assist private commercial buildings. This Request for Proposal (RFP) is specifically for quotes for work to be expedited in on Westbury Avenue, Carle Place, NY. The TNHCDA engaged Vision Accomplished (“VA”) to administer the program and now seeks your proposal for items as referenced below. This RFP does not seek quotes from a general contractor who will subcontract particular trades. Rather, we request proposals from trade professionals to form a contract directly with the TNHCDA. The contract will require your responsiveness to project schedules, needs of property owners and coordination with other assigned trade professionals and contractors.

Upon agreement with qualified building owners, TNHCDA will order and pay for approved professional crafting and installation of specific storefront improvements. The focal point is to harmoniously improve aesthetics with quality signs, lights and/or awnings in this business district.

We seek your proposal to craft new approved custom exterior storefront signs, as directed, then timely install work products on specific commercial storefronts. Municipal requirements, permits, insurance and public policies apply so please note your experience with the same. If awarded, you contract with TNHCDA to perform your services on one or more buildings, as assigned. This may lead to the potential continuation of orders to follow, contingent on satisfactory performance and available funding. This contract is not exclusive so based on planning, need for expediency and other considerations, the TNHCDA will likely award more than one professional contract for on call assignments, as needed. If mutually agreed upon, the TNHCDA may award work on other projects as well.

The TNHCDA intends to select the most favorable offers and needs to begin approved projects speedily to fully conclude the project by mid-February 2025. The TNHCDA expects that, upon notice of your award, you will acquire all known necessary materials and supplies for assemblage and crafting with knowledge that installation of approved façade improvements is expected to commence and continue, as weather permits, from as early as this December through February 2025.

2. INFORMATION FOR PROPOSERS:

Here is how this project and proposal works: You submit pricing on standard materials and sizes, as requested. You also provide incremental fees or credits for adjustments in sizes. Unless stated otherwise, materials are specific. So, while it may be possible, not probable, to later substitute (with written approval) your proposal should not now substitute. If you cannot supply what is specified, indicate the same and skip that portion of your quotation. If any line is blank, we will insert the highest price quoted by another for that line in your proposal, plus 5% contingency.

For purposes of this proposal and to enable work to begin shortly, we provide “Exhibit C” sample conceptual renderings of some anticipated storefront renewals. Once ready, the TNHCDA will acquire permission from building owners to commence work thereon. Be advised that while these building owners & tenants have expressed desire to participate, required agreements have not yet been formed. Moreover, the attached sample improvements have not been discussed with applicable building owners and are subject to change. Do not consider these as work orders.

3. PRE-PROPOSAL SUBMISSION:

- a. Pre-Register for proposal: Register by submitting your statement of interest and contact information to TNHCDA at cdadepartment@northhempsteadny.gov and copy VA at visionaccomplished@fastmail.com.
- b. Questions: Submit written questions to TNHCDA at cdadepartment@northhempsteadny.gov and copy to VA at visionaccomplished@fastmail.com. You may also phone Tom Savino of Vision Accomplished at (516) 417-3289.
- c. Addenda: for this RFP if any, will be available on the TNHCDA website at <https://www.northhempsteadny.gov/CDA-RFPs>. Those interested in this RFP are expected to check the website for updates or addenda and submit proposals accordingly.

4. PROPOSAL SUBMISSION:

To be considered for this program submit to TNHCDA and VA at minimum, the following information and documentation:

- a) Company Information: On letter head or equal in a few sentences, or by way of premade marketing material, website, or social media link let us know why your company is qualified to provide the services sought in this RFP. If you prefer, you can fill out our [TNCCDA Contractor Prequalification Application](#). You are welcome to submit pictures or samples of your work.
- b) Town Sign Erectors License: To install a sign you must have or apply for a Town Sign Erectors license. Click here for further information [Town of North Hempstead Sign Erector's License](#). Please advise of your status as a Town Sign Erector or intention / proof of application.
- c) Submit and complete Appendix A: This includes 1. Statement of Understanding, Disclosure Form, and Non-Collusive Proposal Certification.
- d) Pricing: Submit complete copy of this RFP along with "Contractor Pricing Sheet Exhibit B" of this RFP.
- e) Date and Time for Submitting your Proposal: We are accepting proposals on an ongoing basis. However, we intend to award initial contracts and will review submissions based on proposals submitted on or before November 22, 2024 at 2:30 pm.

Please submit your RFP package via email with the title **Supply and Install Exterior Storefront Façade Signs** to CDADepartment@northhempsteadny.gov with a copy to visionaccomplished@fastmail.com.

Or

You may submit 2 copies of your proposal to: Town of North Hempstead Community Development Agency, 51 Orchard Street Roslyn Heights, NY 11577-1326.

- f) Submitting a TNHCDA Prequalification Application: The TNHCDA is receiving applications on an ongoing basis, so a specific date and time for submitting a Prequalification Application is not required. But don't wait. Several new projects will be coming online soon, and we look forward to forging new partnerships.

5. EVALUATION OF PROPOSALS:

TNHCDA and VA will evaluate each proposal with emphasis on the following factors:

- a) Demonstrated successful, relevant experience on other projects of comparable value and scope.
- b) Accessibility to project areas and availability to expedite services.

6. RIGHT OF REJECTION BY TNHCDA:

TNHCDA and VA reserves the right to select respondents to this RFP who best meet the requirements of the RFP. TNHCDA and VA reserve the right, for any or no reason and in its sole and absolute discretion, to (1) amend, in whole or part, this RFP, (2) withdraw or cancel this RFP, (3) accept any or all bids in whole or in part, (4) award agreements to one or more than one respondent, and (5) accept or reject any or all bids prior to or after opening proposals for any or no reason and with no penalty to the TNHCDA.

7. NOTICE OF AWARD:

A selected contractor will be notified they have been selected by digital notice or in writing. Neither the Contractor's approval nor the issuance of notice shall constitute a binding commitment to enter a contract with a Contractor, as any binding arrangement must be through a negotiated and fully executed contract ("Contract") with the TNHCDA. After a Contract is fully executed, the TNHCDA or VA will assign work through Work Orders approved by TNHCDA as funder.

EXHIBIT A
ORGANIZATION QUALIFICATION STATEMENT

The Organization's Qualifications Statement consists of the following documents:

1. Statement of Understanding
2. Disclosure Form
3. Non-collusive Proposal Certification

Please complete ALL THREE forms and submit them with the Proposal.

THE AGENCY RETAINS THE ABSOLUTE RIGHT TO REJECT ANY PROPOSAL THAT FAILS TO INCLUDE COMPLETE AND ACCURATE ORIGINALS OF ALL FORMS

STATEMENT OF UNDERSTANDING

By signing in the space provided below, the undersigned certifies, under penalty of perjury, as follows:

1. I am duly authorized to submit this Proposal on behalf of the below-listed sole proprietorship/company/partnership /corporation.
2. That he/she has read and understands all terms and conditions under this RFP.
3. That he/she can and will abide by all terms and conditions under this RFP.
4. That he/she agrees to accept payment per the requirements of the RFP and
5. That he/she agrees that the Proposal submitted to the Agency shall be irrevocable and that he/she will if his/her Proposal is accepted, enter into an agreement with the Agency under the terms and conditions set forth in the RFP.
6. That he/she certifies that his/her Organization will carry all types of insurance specified in the agreement.

The undersigned further stipulates that this Proposal's information is true and accurate to the best of his/her knowledge.

Signature

Name of Organization

Title of Person Signing

DISCLOSURE FORM

The signing of this questionnaire certifies under oath the truth and correctness of all Statements and all answers to interrogatories hereinafter made.

Provide answers to each of the following questions and supporting documentation, where necessary:

1. **Adverse Equal Opportunity Determinations:** Identify all adverse determinations against your Company/Corporation/Partnership, or its employees or persons acting on its behalf (hereinafter "Organization"), concerning actions, proceedings, claims, or complaints concerning violations of state, federal, or municipal equal opportunity laws or regulations.

2. **Convictions and Unscrupulous Practice:** Has your Organization, or any of its employees present or past, or anyone acting on its behalf, ever been cited for unscrupulous practice or been convicted of any crime or offense arising directly or indirectly from the conduct of your Company/Corporation/Partnership's business, or has any of your Organization's officers, director or persons exercising substantial policy discretion ever been convicted of any crime or offense involving business/financial misconduct or fraud? If so, describe the convictions and surrounding circumstances in detail.

3. **Pending or Threatened Actions/Suits:** Describe any past or present action, suit, proceeding, or investigation pending or threatened against your Organization, including, without limitation, any proceeding known to be contemplated by government authorities, private parties, or current or former clients.

4. **Criminal Misconduct:** Has your Organization, or any of its employees, or anyone acting on its behalf, been indicted or otherwise charged in connection with any criminal matter arising directly or indirectly from the conduct of your Organization's business which is still pending, or has any of the Organization's officers, directors or persons exercising substantial policy discretion been indicted or otherwise charged in connection with any criminal matter involving business or financial misconduct or fraud which is still pending? If so, describe the indictments or charges and surrounding circumstances in detail.

5. **Conflicts of Interest:** Disclose any of the following, and describe any procedures your Organization has or would adopt to assure the Agency that a conflict of interest would not exist in the future.
 - a. Any material financial relationships that your Organization or any Organization employee has that may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the Agency.

 - b. Any family relationship that any employee of your Organization has with a member, employee, or official of the Agency that may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the Agency.

- c. Any other matter that your Organization believes may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the Agency.

THE AGENCY RETAINS THE ABSOLUTE RIGHT TO REJECT ANY PROPOSAL THAT FAILS TO INCLUDE A COMPLETE DISCLOSURE STATEMENT FORM.

Dated this _____, day of _____, 20_____

(Signature of Individual)

(Print First and Last Name)

(Print Title)

By: _____ (Signature)
(Legal Business Name of Company/Partnership /Corporation)

NONCOLLUSIVE PROPOSAL CERTIFICATION

By submission of this Proposal, each Organization and each Person signing on behalf of any Organization certifies, and in the case of a joint proposal, each Party certifies as to its own Organization, under penalty of perjury, that to the best of knowledge and belief:

- (1) The prices in this Proposal were arrived at independently without collusion, consultation, communication, or agreement to restrict competition as to any matter relating to prices with any other Organization or a competitor;
- (2) Unless otherwise required by law, the prices quoted in this proposal have not been knowingly disclosed by the Organization and will not knowingly be disclosed by the Organization before opening, directly or indirectly, to any other Organization or competitor; and
- (3) No attempt has or will be made by the Organization to induce any other person, partnership, or corporation to submit or not to submit a proposal to restrict competition.

I hereby certify under the penalties of perjury that the foregoing Statement is true.

By: _____

| | |
|--|---|
| Signature | Date |
| _____ | _____ |
| Print Name | Title |
| _____ | _____ |
| Legal Name of Individual or Business Name of Company/Partnership/Corporation | Organization's State Tax Identification # |
| _____ | _____ |
| Address | Email Address |
| _____ | _____ |

Date _____

Exhibit B - Pricing Sheet
Supply and Installation of Custom Wall Signs

If not otherwise stated, exterior main wall sign boards shall be High-Density Urethane (HDU), not constructed from Komacel; Each will be primed then painted with two coats exterior commercial Benjamin Moore, Sherwin Williams, Matthews (or equivalent, as approved in advance). For this proposal, sign cost is priced to include either custom carved letters (30 standard), 16" in height that are 23k genuine gold leafed with one average symbol/logo. When TNHCDCA choses molded letters in lieu of carved, assume attaching 3-dimensional Gemini standard or equivalent. Exterior sign lighting provided by others. With that foundation, please quote pricing the following:

- ✓ 8' x 2' wall mounted commercial building sign with *carved* letters, installed: \$ _____;
- ✓ 8' x 2' wall mounted commercial building sign with *molded* letters, installed: \$ _____;
- ✓ Incremental charge per square foot for larger size sign board: \$ _____;
- ✓ Please indicate charge for an additional average painted symbol/logo: \$ _____;
- ✓ Incremental charge for each additional line of lettering: \$ _____;
- ✓ Please confirm that specific materials above will be used or note any item not proposed precisely in the form or manner requested: _____("Yes" if confirmed) or note changes:
_____;
- ✓ Also indicate if lettering is hand carved (preferred) or carved with a router, and if either is an option, note cost differential if any: _____;
- ✓ Cost per SF for additional sign panels with and without lettering/symbols: \$ _____; \$ _____;
- ✓ Price per SF for perpendicular blade sign hanging from a decorative scroll bracket, double sided with a) painted gold lettering or b) 23k gold-leafed lettering. Sign posts shall be welded to bracket and secured to withstand high wind gusts, but appear as if hanging freely:
a) \$ _____ b) \$ _____

Provide period of guarantee/warranty with minimum three years for workmanship and eight years for materials.

Note that along with an approved work order for specifics, you will be guided by either an artistic rendering that specifically depicts the particular recommended façade improvement, without elevations, or a similarly sized/situated storefront that will guide you to replicate improvements with a different unique store name. You must measure and set proper elevation for the location's sign band while considering coordination with others for the installation of sign lights and an awning(s) to follow. Coordination of schedules will be facilitated by VA.

In most cases, you will need to provide back a simple final rendering of sign(s) to be crafted and installed to confirm understanding of the order. You may need to revise that rendering until an approval is reached and not start crafting until such approval is granted.

Back-lit Halo Lighting for Letters
(NIC)

Repoint and Repaint Existing Brick
Facade (Paint to Match Existing)
(NIC)

New Awning
(Sunbrella "Black (8408)")
(NIC)

Mid-size to small awning
face profile - 12" or less

Install front entrance LED
downlight above doorway (NIC)

Paint Existing Door
- Match Building Trim
(NIC)



Decorative salon image applique
attached to sign:



New Sign - Paint to Match
Balboa Mist OC-27

Pin-Mounted Molded Letters
Back-lit Halo Sign Letter Lighting

Hanging blade sign with custom
business logo/message

Traditional front wall sconce
(NIC)

Install Gooseneck Sign Lights (NIC)
LED fixtures

Add Fypon/equiv cornice molding cap
- paint to match lower building (NIC)

Repoint and Repaint Existing Brick
Facade (Paint to Match Existing)
Midnight Blue (1638) (NIC)

New Sign - Paint to Match
Benjamin Moore
Balboa Mist OC-27
HDU sign board with painted letters
Midnight Blue (1638)

COPERPLATE GOTHIC
BOLD FONT

New Awning (Sunbrella
Gravel (4833)"; Midnight Blue
(1638) Letters;

Mid-size to small awning face
profile - 12" or less. (NIC)

Hanging blade sign with custom
business logo/message

Catering • Cold Cuts • Lottery • BREAKFAST - LUNCH 516-333-3250

Install front entrance LED (NIC)
downlight above doorway

Traditional front wall sconce
(NIC)

Refurbish/Repaint Existing Door (NIC)
Add upper door panel window w/
frame following existing door

Add internal stiles and
rails into Window System
for panel effect (NIC)



**SAMPLE DRAFT FOR
DISCUSSION ONLY**

VISION
ACCOMPLISHED

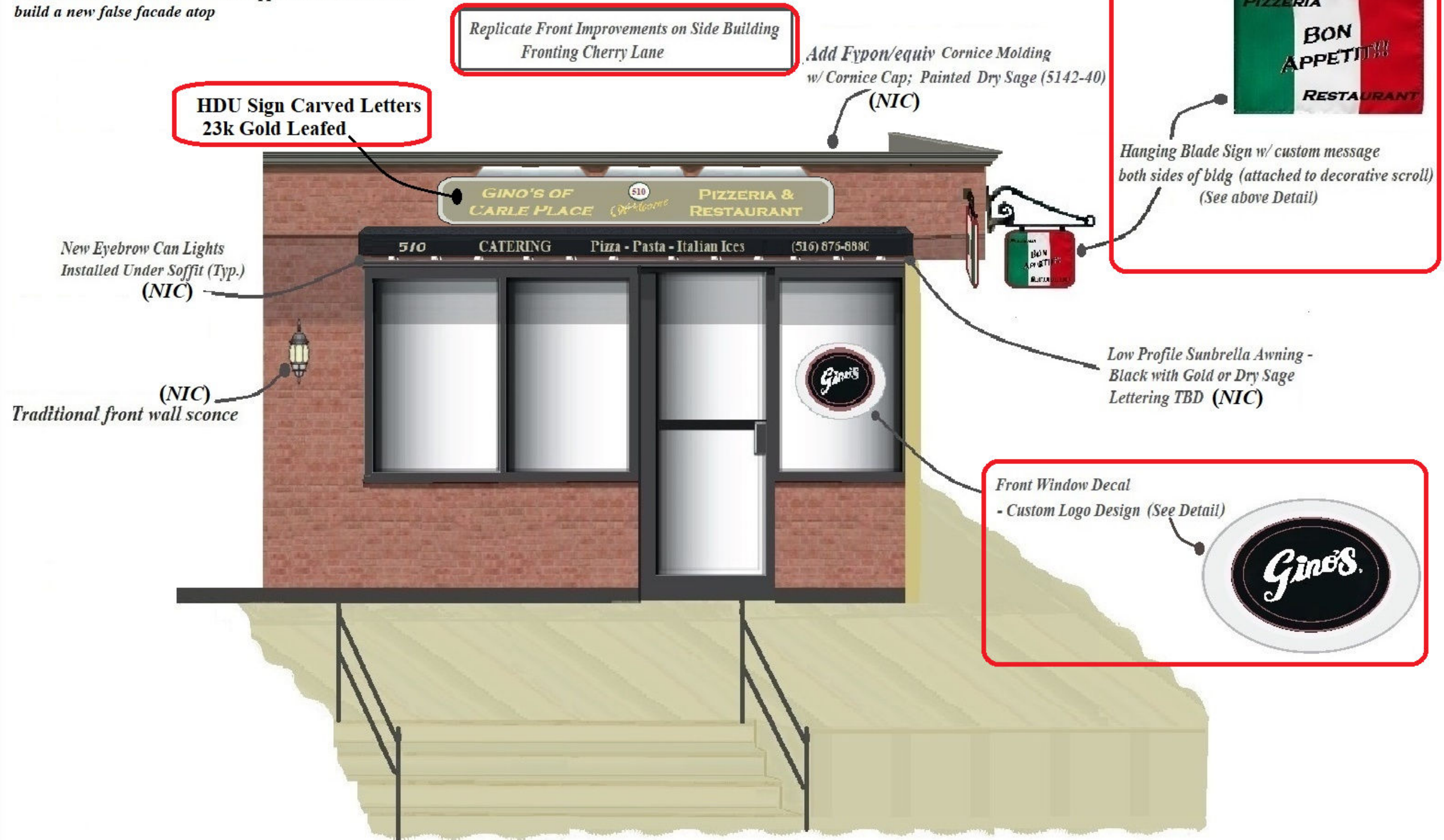
BFJ Planning

(NIC) = Not in Contract being proposed, just shown as reference

548 Westbury Avenue
Raceway Delicatessen

VISION ACCOMPLISHED - TOWN OF NORTH HEMPSTEAD
FACADE IMPROVEMENT PROGRAM

NOTE: Must first review existing roof line to determine if structure can be boxed out w/ this approach that does not build a new false facade atop



Replicate Front Improvements on Side Building Fronting Cherry Lane

Add Fypon/equiv Cornice Molding w/ Cornice Cap; Painted Dry Sage (5142-40) (NIC)

HDU Sign Carved Letters 23k Gold Leafed

Hanging Blade Sign w/ custom message both sides of bldg (attached to decorative scroll) (See above Detail)

New Eyebrow Can Lights Installed Under Soffit (Typ.) (NIC)

Low Profile Sunbrella Awning - Black with Gold or Dry Sage Lettering TBD (NIC)

(NIC) Traditional front wall sconce

Front Window Decal - Custom Logo Design (See Detail)

Sample Sign Color Combinations:

548

RACEWAY DELICATESSEN

FONT:

**COPERPLATE
GOTHIC BOLD**

36 & 12

548

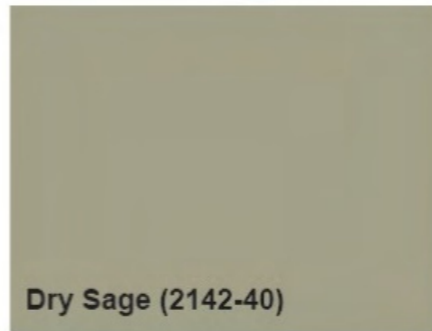
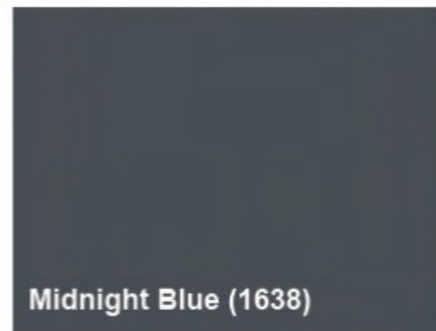
RACEWAY DELICATESSEN

548

RACEWAY DELICATESSEN

Carle Place - Westbury Ave. Color Palette

Sign/Wall Colors



Awning Colors

