



CITY OF KENMORE REQUESTS FOR PROPOSALS (RFP)

RFP Number: 25-C3161

RFP Title: City of Kenmore Creative Wayfinding Directional Signage

Date Issued: July 24, 2025

Submittals Due: **August 8, 2025 by 5:00 PM, Pacific Local Time**

Submittals shall be delivered electronically no later than 5:00 PM on August 8, 2025. Proposals shall be marked and referenced as "RFP No. 25-C3161, Creative Wayfinding Directional Signage." Proposals submitted after the deadline date and time will not be accepted. Only proposals submitted electronically will be accepted. Proposers should request confirmation that the proposal has been received.

Publication Dates: Seattle Times, Daily Journal of Commerce
July 24, 2025 and July 31, 2025

Submittal Address:

Electronic Only: bids@kenmorewa.gov

SECTION 1 – GENERAL INFORMATION

NOTICE:

Notice is hereby given that the City of Kenmore, Washington (the City) seeks Proposals in response to this Request for Proposals (RFP) No. 25-C3161. A proposal submitted in response to this RFP must be filed with the City electronically by 5:00 PM on August 8, 2025. The City encourages submittals from agencies, organizations, groups, and non-profit organizations (hereafter referred to as “agency”) that demonstrate a commitment to equal employment opportunity.

PURPOSE:

The City of Kenmore is seeking proposals for the fabrication and installation of three wayfinding streetscape pole signs.

DURATION OF SERVICES:

The term of the Contract will be from approximately September 2025 to November 2025. The Contract resulting from this RFP shall remain in effect until completion and final payment of the services described in the Contract, unless amended or terminated in accordance with the City's contractual policies.

RFP SCHEDULE:

(These dates are estimates and subject to change by the City)

Event	Date
RFP Release	July 24, 2025
Deadline to Submit Questions	August 1, 2025 by 5:00 PM
City Staff Posts Responses to Website	August 5, 2025
Submittals Due	August 8, 2025 by 5:00 PM
Submittal Evaluation Complete	August 20, 2025
Finalist Interviews	August 25-27, 2025
Selection	August 28, 2025
Contract scope development	September 2-12, 2025
Execute contract	September 2025

BACKGROUND INFORMATION AND BUDGET:

This project is a grant funded Tourism Regeneration project awarded from Washington State Tourism. The title of the project is Creative Wayfinding to Connect Kenmore's Hidden Assets. We aim to use unique and strategic signage to amplify, expand, and connect assets in Kenmore. The total budget for this project is \$48,800, and the grant amount requested and funded is \$46,800. Part of this budget includes light post banners (production and installation) on the West Sammamish River bridge, and the design work for the streetscape pole signs.

SCOPE OF SERVICES:

The City will evaluate proposals and select an agency to perform fabrication and installation of three wayfinding streetscape pole signs. The agency will be selected based on its ability to efficiently (in terms of cost, time, and resources) and effectively perform the services requested as detailed below.

Provide bid including scope, description of materials, labor required, and installation specifications based on all the specifications from **Attachment 1: Signage Documentation Drawings by Sussman, Prejza & Co.**

Final project will be three (3) poles at selected locations within City of Kenmore. Each pole will contain six (4-6) directional panels, a unique icon at top (Bicycle, Bird and Airplane) and a map panel at pedestrian level. All artwork to be provided by designer as Illustrator or PDF vector files. Maximum height as shown. All shop drawings, samples, foundation work, engineering calcs and final installation to be provided by fabricator. The specific locations for each pole to be installed in Kenmore are included with the design materials. See **Attachment 2: Engineering Department Approved Locations.**

Project Timeline

September: Contract executed with awarded agency and work begins

September–October/early November: Fabrication and installation work period

TBD: Installation date will be scheduled with the awarded agency and City staff

November 14: All work must be completed

Invoicing and Payment Information

Invoicing and payment are completed after all services are rendered. **Grant requires contracted agency to be paid in full by November 30, 2025.** Invoice must be received by 12:00 PM on Wednesday, November 19; a check will be issued and mailed on Friday, November 21.

Upon authorization by the City staff, the City Manager will execute a contract with the agency which will include the terms for providing these services to City staff.

SUBMITTAL REQUIREMENTS:

Responses to this RFP must include the following:

Letter of interest

- Introduction: Introduce the agency and demonstrate your understanding of the nature of the proposal and the reason for your interest in partnering with the City of Kenmore in this work.
- Experience: Briefly share 2-3 relevant projects.
- Approach to Project: Discuss how the agency would approach Kenmore's project, given your experience and the scope as presented. Identify key tasks, who will be

responsible for completing them, and what is needed from the client or other sources to ensure a successful and timely project.

- **Estimated Schedule:** Provide a proposed schedule/timeline that identifies specific tasks to be performed. Address potential schedule conflicts including any related to the agency's current workload.

Estimated Budget:

1. A breakdown of the total cost per task; and
2. Other costs needed to support the project.

Please note that due to the constraints grant requirements, payment will be rendered upon completion of the project.

Required Number of Submittals: 1 electronic copy (pdf)

All submittals will become the property of the City and will become public documents subject to public disclosure with limited exceptions. The Washington State Public Records Act (Chap. 42.56 RCW) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the act or are otherwise privileged. Qualifications submitted under the RFP process shall be considered public records and with limited exceptions will be subject to disclosure under state law.

Page Limit: The RFP submittal of Letter of Interest and Estimated Budget shall not exceed 5 pages (8.5" x 11").

EVALUATION PROCEDURES:

Submittals will be evaluated by a Selection Committee. The Selection Committee will consider the completeness of an agency's submittal and how well the qualifications of the team meet the needs of the City as outlined in this RFP.

Evaluation Criteria: Submittals will be evaluated based upon the responsiveness of the submittal to this RFP. Evaluations will be based on criteria outlined herein, which may be weighted by the City in any manner it deems appropriate. Interviews with selected teams may be in person or through the online Zoom/Teams platform. All submittals will be evaluated using the same criteria and weighting.

Evaluations of the proposal will be based on the criteria listed below:

- Submittal received following all specification in attached design and location
- Agency's past experience performing similar work
- Estimated budget

QUESTIONS:

Questions regarding this project may be directed to the City Clerk's Office via e-mail at bids@kenmorewa.gov Please place "RFP No. 25-C3161 Creative Wayfinding Directional

Signage” in the subject line. The deadline for questions is 5:00 PM, August 1, 2025. Responses will be posted on a rolling basis to the City’s website. Final questions will be answered by August 5, 2025. Unauthorized contact regarding this RFP with other City employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City.

All questions and answers will be posted on the City’s website at www.kenmorewa.gov/requestsforproposals.

It is the responsibility of individual agencies to check the website for any amendments or Q&As related to this RFP.

SECTION 2 – CODE OF CONDUCT POLICY: COMPETITIVE SOLICITATIONS

DEFINITIONS:

Solicitations: method of acquiring goods, services, and construction for public use in which offers are made to the City between two or more sources. Typical documents used by the City are titled: Invitation to Bid, Invitation to Quote, Request for Proposals, Request for Qualifications, Request for Information, or any other method of obtaining competitive offers.

Blackout Period: The period between the time a solicitation is issued by the City and the time the City awards the contract.

Lobbying: The attempt to persuade or influence any City employees, officials, or representatives responsible for reviewing, evaluating, ranking, or awarding the work or contract for goods or services for or against any solicitation; provided, however, that lobbying shall not include the submission of required materials in direct response to the solicitation according to the instructions to respondents in such solicitation.

CONDUCT OF PARTICIPANTS: After the issuance of any solicitation, all bidders, proposers, contractors, agencies, or individuals acting on their behalf are hereby prohibited from lobbying any City employee, official, or representative at any time during the blackout period.

SANCTIONS: The City may reject the submittal of any bidder, proposer, contractor, and/or team who violates the policy set forth herein.

REJECTION OF SUBMITTALS: The City reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by agencies in the preparation and submission of their proposals. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services.

RFP ADDENDUMS: The City reserves the right to change the RFP schedule or issue addendums to the RFP at any time. The City also reserves the right to cancel or reissue the RFP. All such addenda will become part of the RFP. In the event that it becomes necessary to revise any part of this RFP, the City will issue the addenda on the City's website, link above.

It is the agencies' responsibility to confirm whether any addenda have been issued.

QUALIFICATION MODIFICATION & CLARIFICATIONS: The City reserves the right to request that any team clarify its submittal or to supply any additional material deemed necessary to assist in the evaluation of the submittal.

Modification of a submittal already received will be considered only if the request is received prior to the submittal deadline. All modifications must be made in writing, executed, and submitted in the same form and manner as the original submittal.

EXCEPTIONS: If a team takes exception to any term or condition set forth in this RFP and/or any of its Exhibits and Attachments (including Insurance Requirements), said exceptions must be clearly identified in the response to this RFP. Exceptions or deviations to any of the terms and conditions must not be added to the proposal pages but must be submitted in a separate document accompanying team's proposal and identified as "Exceptions." Such exceptions shall be considered in the evaluation and the award processes. The City shall be the sole determiner of the acceptability of any exception.

QUALIFICATION SIGNATURES: An authorized representative must sign submittals, with the team's address, telephone, and email information provided. Unsigned submittals may not be considered.

CONTRACT AWARD: The City reserves the right to make an award without further discussion of the submittals. The team selected as the apparently successful team will be expected to enter into a contract with the City. The City shall not be bound, or in any way obligated, until both parties have executed a contract. No party may incur any chargeable costs prior to the execution of the final contract.

The City reserves the right to award multiple contracts to multiple agencies for this scope of service if it is in the best interest of the City or use a contract different from the sample City contract.

SECTION 3 – TERMS AND CONDITIONS

TITLE VI: In accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252,42 U.S.C. 2000d to 2000d-4) and the Regulations, the City of Kenmore hereby notifies all bidders that the City will affirmatively ensure that disadvantaged business

enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex, age, disability, sexual orientation, religion, or national origin in consideration for an award.

EQUAL OPPORTUNITY EMPLOYMENT: The successful team(s) must comply with the City of Kenmore equal opportunity requirements. The City of Kenmore is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation and encourages disadvantaged, minority, and women-owned firms to respond. The City encourages submittals from firms that demonstrate the same values and commitment.

INSURANCE REQUIREMENTS: The selected team(s) shall maintain insurance that is sufficient to protect the team's business against all applicable risks, as set forth in the City's Standard contract (available upon request).

INDEMNIFICATION: The selected team will be required to indemnify the City in the manner identified in the City's Standard contract (available upon request).

BUSINESS REGISTRATION AND TAXATION: If applicable, the team(s) awarded the contract will be subject to City of Kenmore Business Registration and Business Taxation as presented in the Kenmore City Code.

NON-ENDORSEMENT: As a result of the selection of a team to supply products and/or services to the City, team agrees to make no reference to the City in any literature, promotional material, brochures, sales presentation, or the like without the express written consent of the City.

NON-COLLUSION: Submittal and signature of a proposal swears that the document is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the team has not induced or solicited others to submit a sham offer, or to refrain from proposing.

COMPLIANCE WITH LAWS AND REGULATIONS: In addition to nondiscrimination and affirmative action compliance requirements previously listed, the team(s) ultimately awarded a contract shall comply with federal, state, and local laws, statutes, and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

OWNERSHIP OF DOCUMENTS: Any reports, studies, conclusions, and summaries prepared by the team and submitted to the City shall become the property of the City.

CONFIDENTIALITY OF INFORMATION: All information and data furnished to the team by

the City, and all other documents to which the team's employees have access during the term of the Contract, shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

FEDERAL DEBARMENT: The Bidder shall not currently be debarred or suspended by the Federal government. The Bidder shall not be listed as having an "active exclusion" on the U.S. government's "System for Award Management" database (www.sam.gov). Any team currently debarred or suspended by the Federal government or having an "active exclusion" will be automatically disqualified.