



## REQUEST FOR PROPOSALS

# James Farm Ecological Preserve

### Sign Fabrication and Installation

|                        |                                                                                                            |
|------------------------|------------------------------------------------------------------------------------------------------------|
| Issued by              | Delaware Center for the Inland Bays                                                                        |
| RFP issued             | July 27, 2026                                                                                              |
| Proposals due          | August 31, 2026, 5:00PM                                                                                    |
| Questions / submission | Bryan Ochs, Deputy Director; <a href="mailto:bochs@inlandbays.org">bochs@inlandbays.org</a> ; 302.226.8105 |

**Project summary:** The Center is seeking a qualified contractor to fabricate, procure, deliver, and install a coordinated system of wayfinding, regulatory, identity, interpretive, and kiosk signage at the James Farm Ecological Preserve. Detailed designs and specifications will be provided as attachments to this RFP. The project includes approximately 55 signs and related components, plus or minus three.

### 1. Background

The James Farm Ecological Preserve is a publicly accessible nature preserve managed by the Delaware Center for the Inland Bays. The site includes trails, wooded areas, marsh and shoreline environments, parking areas, and visitor facilities. The new signage system is intended to improve navigation, visitor information, safety, and interpretation while fitting the character and environmental sensitivity of the Preserve.

### 2. Scope of Work

The selected contractor will provide all labor, materials, equipment, transportation, supervision, and services necessary to complete the work. The detailed drawings and specifications govern the work; the summary below is provided to clarify the intended overall scope.

- Fabricate all custom sign panels, posts, mounts, frames, supports, and other structural components.
- Procure all lumber, panels, standard signs, hardware, fasteners, finishes, foundations, and accessories required for a complete installation.
- Produce interpretive panels and custom regulatory, identity, and wayfinding signs in accordance with the supplied artwork and specifications. The Center will provide finished,

production-ready designs for all interpretive signs; graphic design and content development are not part of this scope.

- Procure standard commercial signs, such as accessible parking and stop signs, where specified.
- Remove existing signs or panels where replacement is required and dispose of removed materials unless otherwise directed by the Center.
- Deliver and install all signs throughout the Preserve, including field verification and minor location adjustments approved by the Center.
- Provide a final walkthrough and correct incomplete, damaged, or nonconforming work.

### 3. Estimated Sign Schedule

The quantities below are the Center's current best estimate for bidding purposes. Final quantities may increase or decrease slightly following final design review and field verification. Bidders shall provide unit pricing so authorized additions or deductions can be made using the accepted prices.

| Est. Qty. | Item                                                        | Drawing / Detail |
|-----------|-------------------------------------------------------------|------------------|
| 10        | Trail Directional Signs                                     | A.1              |
| 6         | Trailhead Signs                                             | A.2              |
| 4         | Large Vertical Interpretive Signs                           | B.2              |
| 5         | Horizontal Interpretive Signs                               | B.3              |
| 5         | Small Vertical Interpretive Signs                           | B.1              |
| 6         | Large Regulatory and Traffic / Parking Signs                | C.1              |
| 6         | Short Regulatory Signs                                      | C.2              |
| 1         | Main Entrance Double-Sided Identity Sign                    | D.1              |
| 1         | Secondary Double-Sided Identity Sign                        | D.2              |
| 1         | Small Interpretive Sign - Shelterbelt                       | TBD              |
| 1         | Small Interpretive Sign - Test Well                         | TBD              |
| 1         | Small Interpretive Sign - Foot Rinse                        | TBD              |
| 3         | 4' x 3' Replacement Kiosk Panels                            | 1A-1F            |
| 1         | 1' x 3' Replacement Kiosk Panel                             | 1A-1F            |
| 2         | 4' x 2' Replacement Kiosk Panels                            | 1A-1F            |
| 1         | 3' x 3' Locking Glass-Case Bulletin Board                   | 1A-1F            |
| <b>54</b> | <b>Total Current estimated items (approximately 55 ± 2)</b> |                  |

### 4. Materials and Fabrication

- Wood components shall be red cedar with a protective exterior stain, unless an approved substitution is authorized in writing.
- Trail wayfinding signs shall use routed and painted lettering, arrows, symbols, and markings as shown in the specifications.

- Exterior materials, finishes, graphics, and adhesives shall be suitable for long-term exposure in a coastal environment.
- Hardware and fasteners shall be corrosion-resistant and compatible with the materials and conditions in which they are installed.
- The Center will provide finished, production-ready artwork for all interpretive signs. The contractor is responsible for confirming file compatibility, identifying production concerns, providing proofs as appropriate, and producing the panels; interpretive graphic design and content development are not required.
- The contractor shall verify dimensions, mounting conditions, and constructability before fabrication.
- Minor design or construction modifications may be considered when a specified material or component is unavailable, impractical, or subject to excessive lead time. Proposed substitutions must be identified in the proposal or submitted promptly after award and may not be used without the Center's prior written approval.

## **5. Existing Kiosk**

The kiosk structure is existing and will remain in place. Existing panels and related components are ready for replacement. The contractor shall field-verify all relevant dimensions and conditions before fabrication and shall ensure that replacement panels and the locking bulletin board fit and function properly. Additional photographs or measurements may be provided upon request; field verification remains the contractor's responsibility.

## **6. Installation and Site Protection**

Most sign locations are accessible by vehicle; however, some materials and equipment may need to be carried by hand to more remote locations. The proposal must account for these varying access conditions.

Locations shown on the project map are approximate. Final placement may be adjusted in the field to avoid roots, vegetation, wet areas, marsh migration, drainage concerns, utilities, or visitor-safety conflicts. Adjustments shall be coordinated with and approved by the Center.

Because the work is within a nature preserve, the contractor shall use environmentally responsible materials and methods to the maximum extent practicable and minimize disturbance to soils, trails, vegetation, tree roots, wetlands, and marsh areas. Heavy equipment shall be limited to approved areas. Any disturbance caused by the work shall be promptly stabilized or restored to the Center's satisfaction.

## **7. Project Coordination and Completion**

- Participate in a pre-construction meeting and site walkthrough.
- Submit proposed materials, finishes, shop drawings, proofs, and substitutions for approval before fabrication.

- Coordinate access and installation dates with the Center and maintain safe public access around active work areas.
- Keep the site orderly and remove packaging, debris, and surplus materials.
- Complete a final walkthrough and address punch-list items before final acceptance.
- Provide available care, maintenance, and warranty information at project closeout.

## **8. Anticipated Schedule**

Bidders shall identify their proposed fabrication and installation schedule, including any anticipated material lead-time concerns. The Center may adjust the schedule in consultation with the selected contractor.

## **9. Site Visit and Questions**

A site visit is strongly encouraged before submitting a proposal. Visits and requests for additional photographs, measurements, or clarification may be coordinated through the contact listed on the first page. Any material clarification provided to one bidder may be shared with all known bidders.

## **10. Proposal Requirements**

Please keep proposals concise and include the following:

- Brief description of the firm and relevant sign fabrication and installation experience.
- Examples of comparable exterior, interpretive, park, trail, or coastal-environment projects.
- Proposed project approach and schedule.
- Completed price schedule, including total base price and unit prices.
- Identification of proposed materials, warranties, and any exceptions or substitutions.
- Names and contact information for at least two relevant client references.
- Confirmation that the firm can provide appropriate insurance and comply with applicable licensing and safety requirements.
- Identification of any proposed subcontractors or suppliers and any small, minority-owned, women-owned, veteran-owned, or labor-surplus-area business participation.
- Confirmation of the bidder's eligibility to receive federal funds and ability to comply with the federal requirements in this RFP.

## **11. Pricing**

Pricing shall be complete and include all labor, materials, procurement, fabrication, proofs, shop drawings, equipment, transportation, delivery, installation, removal, disposal, overhead, and other costs necessary to complete the work. Clearly identify any exclusions, allowances, optional work, or assumptions.

The Center may increase, decrease, add, remove, or defer individual items within the available project budget. Adjustments will be made using accepted unit prices or mutually agreed pricing for work not represented in the schedule.

## **12. Evaluation and Award**

Proposals will be evaluated using the following considerations:

- Overall value and completeness of pricing.
- Relevant experience and demonstrated quality of work.
- Understanding of the project and suitability of the proposed approach and materials.
- Ability to meet the desired schedule.
- References and responsiveness.
- Commitment to site protection and environmentally responsible practices.

The Center may request clarification, conduct interviews, negotiate scope or price, or award the work in whole or in part. The Center reserves the right to reject any or all proposals, waive minor irregularities, and select the proposal determined to be in the Center's best interest. The lowest-priced proposal will not necessarily be selected.

## **13. Federal Funding Requirements**

This project is supported in whole or in part with federal funding provided through the Infrastructure Investment and Jobs Act (IIJA). The selected contractor and its subcontractors shall comply with all federal requirements applicable to the award, including applicable provisions of 2 CFR Part 200 and any requirements passed through to the Center by the funding agency.

Build America, Buy America (BABA). To the extent applicable, iron, steel, manufactured products, and construction materials permanently incorporated into the project shall comply with BABA. The contractor shall retain manufacturer certifications or other supporting records. Noncompliant materials may not be used without an approved waiver or exception.

Disadvantaged-business outreach. Consistent with 2 CFR § 200.321, the selected contractor shall take applicable affirmative steps to provide subcontracting and supplier opportunities to small, minority-owned, women-owned, veteran-owned, and labor-surplus-area businesses and document those efforts upon request. This is not a quota or automatic bid preference.

Domestic preference. Consistent with 2 CFR § 200.322, the contractor shall, to the greatest extent practicable and lawful, prefer goods, products, and materials produced in the United States.

Eligibility, records, and access. The contractor and covered subcontractors must not be suspended, debarred, or otherwise excluded from federally funded transactions. The contractor shall retain project and compliance records and provide required access to the Center and authorized government representatives.

Other federal terms. The contractor shall comply with applicable nondiscrimination, equal employment opportunity, environmental, safety, and contract provisions, including required provisions of 2 CFR Part 200, Appendix II. If triggered by the award, the contract will also include

applicable prevailing-wage or Davis-Bacon, lobbying, certification, reporting, and other flow-down requirements.

Federal requirements apply only to the extent triggered by the award, contract value, type of work, and governing law. Bidders shall identify any known compliance concern, proposed exception, or material-sourcing issue in the proposal. The Center will provide any additional mandatory award terms before contract execution.

#### **14. General Conditions**

- The selected contractor will enter into a written agreement with the Center before beginning work.
- No work beyond the authorized scope may be performed without prior written approval.
- The contractor is responsible for its employees, subcontractors, work methods, safety, permits, and compliance with applicable laws.
- The contractor shall protect the public, Preserve resources, existing facilities, and adjacent property from damage caused by the work.
- Final payment will be subject to completion, final acceptance, and receipt of required closeout information.
- Proposal preparation costs are the responsibility of the bidder.

#### **15. Attachments**

- Sign design drawings and specifications
  - Includes project sign-location map
- Finished, production-ready interpretive artwork and other final artwork files
- Price schedule / bid form
- James Farm Ecological Preserve Signage RFP | Draft for Review

# DELAWARE CENTER FOR THE INLAND BAYS

## PRICE SCHEDULE / BID FORM

### James Farm Ecological Preserve Sign Fabrication and Installation

Bidder: \_\_\_\_\_

Contact: \_\_\_\_\_

Email / phone: \_\_\_\_\_

Proposal date: \_\_\_\_\_

Enter a unit price and extended price for each item. Unit prices shall include the complete work associated with that item unless an exclusion is clearly stated. Current quantities total 54 items and may be adjusted within the anticipated project quantity of approximately 55, plus or minus three.

| Qty. | Item                                         | Ref. | Unit Price | Extended Price |
|------|----------------------------------------------|------|------------|----------------|
| 10   | Trail Directional Signs                      | A.1  | \$         | \$             |
| 6    | Trailhead Signs                              | A.2  | \$         | \$             |
| 4    | Large Vertical Interpretive Signs            | B.2  | \$         | \$             |
| 5    | Horizontal Interpretive Signs                | B.3  | \$         | \$             |
| 5    | Small Vertical Interpretive Signs            | B.1  | \$         | \$             |
| 6    | Large Regulatory and Traffic / Parking Signs | C.1  | \$         | \$             |
| 6    | Short Regulatory Signs                       | C.2  | \$         | \$             |
| 1    | Main Entrance Double-Sided Identity Sign     | D.1  | \$         | \$             |
| 1    | Secondary Double-Sided Identity Sign         | D.2  | \$         | \$             |

|   |                                           |       |    |    |
|---|-------------------------------------------|-------|----|----|
| 1 | Small Interpretive Sign - Shelterbelt     | TBD   | \$ | \$ |
| 1 | Small Interpretive Sign - Test Well       | TBD   | \$ | \$ |
| 1 | Small Interpretive Sign - Foot Rinse      | TBD   | \$ | \$ |
| 3 | 4' × 3' Replacement Kiosk Panels          | 1A-1F | \$ | \$ |
| 1 | 1' × 3' Replacement Kiosk Panel           | 1A-1F | \$ | \$ |
| 2 | 4' × 2' Replacement Kiosk Panels          | 1A-1F | \$ | \$ |
| 1 | 3' × 3' Locking Glass-Case Bulletin Board | 1A-1F | \$ | \$ |

**Additional Pricing**

|                                            |           |
|--------------------------------------------|-----------|
| Base bid total                             | \$        |
| Optional / alternate work (describe below) | \$        |
| Allowance(s), if any                       | \$        |
| Other identified costs                     | \$        |
| <b>TOTAL PROPOSED PRICE</b>                | <b>\$</b> |

**Proposed substitutions / exceptions:**


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**Pricing assumptions or exclusions:**


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**Proposed schedule and lead time:**

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**Warranty information:**

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**Authorized signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_