

RESOLUTION No. 24-353

Date of Adoption SEP 05 2024

Approved as to Form and Legality

Factual content certified by

WESLEY BRIDGES, ESQ., CITY ATTORNEY

ARCH LUSTON, ACTING DIRECTOR OF HOUSING
AND ECONOMIC DEVELOPMENT

Councilman/woman

presents the following Resolution

SPONSORED BY:

**RESOLUTION AWARDED A CONTRACT THROUGH THE FAIR AND OPEN PROCESS
IN ACCORDANCE WITH N.J.S.A. 19:44A-20.5, AND N.J.S.A. 40A:11-4 ET SEQ., TO
ZIENOWICZ SIGN CO., FOR THE CITY OF TRENTON BY AND THROUGH THE
DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT, DIVISION OF
ECONOMIC DEVELOPMENT TO HIRE PROFESSIONAL SERVICES TO INSTALL
WAYFINDING DOWNTOWN AND IN CHAMBERSBURG IN ACCORDANCE WITH
NJDEP REGULATIONS FOR A PERIOD NOT TO EXCEED ONE (1) YEAR FROM DATE
OF AWARD IN AN AMOUNT NOT TO EXCEED \$95,220.00 PER RFP2024-22**

WHEREAS, the City of Trenton (the "City"), by and through the Department of Housing and Economic Development, Division of Economic Development has a need to hire professional services to install wayfinding downtown and in Chambersburg; and

WHEREAS, a Request for Proposal was advertised, and two (2) sealed proposals were received on July 12, 2024 at 11:00AM, by the Purchasing Agent and were evaluated by a committee based on criteria that included, experience, understanding of requirements and cost; and

WHEREAS, the proposal from Zienowicz Sign Co., having an address at 202 E. Canal Street, Trenton, New Jersey 08609 was deemed to have the necessary qualifications and expertise for the performance of the services at the rates budgeted; and

WHEREAS, funds in an amount not to exceed \$95,220.00 have been certified to be available in the following grant account number: G-SS-25-60-331B-299 for a period not to exceed one (1) year from date of award.

NOW, THEREFORE IT IS RESOLVED, by the City Council of the City of Trenton, as follows:

1. The above recitals are incorporated by reference as if set forth at length herewith.
2. The Mayor is hereby authorized to execute a contract between the City, by and through the Department of Housing and Economic Development, Division of Economic Development, and Division of Planning and Zienowicz Sign Co., to hire professional services to install wayfinding downtown and in Chambersburg, in an amount not to exceed \$95,220.00 for a period not to exceed one (1) year from date of award.

RESOLUTION

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3. This contract is awarded pursuant to the authority set forth in the Local Public Contracts Law, specifically N.J.S.A. 19:44A-20.5 et seq., and N.J.S.A. 40A:11-4 et seq.
4. A notice of this action shall be printed once in the official newspaper for the City of Trenton and the Resolution and contract shall remain on file in the Division of Procurement and the Office of the City Clerk.

MOTION: <i>Frisby</i>					SECOND: <i>Edwards</i>									
	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
EDWARDS	✓				GONZALEZ	✓				FELICIANO	✓			
FIGUEROA					HARRISON									
KETTENBURG	✓					✓								
FRISBY	✓				WILLIAMS	✓								

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on SEP 05 2024

President of Council

City Clerk

PROFESSIONAL SERVICES CONTRACT

**RFP2024-22
RESOLUTION 24-353**

AWARDED TO ZIENOWICZ SIGN CO., FOR THE CITY OF TRENTON BY AND THROUGH THE DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT, DIVISION OF ECONOMIC DEVELOPMENT TO HIRE PROFESSIONAL SERVICES TO INSTALL WAYFINDING DOWNTOWN AND IN CHAMBERSBURG IN ACCORDANCE WITH NJDEP REGULATIONS FOR A PERIOD OF ONE (1) YEAR FROM DATE OF AWARD

THIS CONTRACT made this 6TH day of **SEPTEMBER 2024** by and between the **CITY OF TRENTON, 319 EAST STATE STREET, TRENTON, NEW JERSEY 08608** a Municipal Corporation of the State of New Jersey, "City" and **ZIENOWICZ SIGN CO., 202 E. CANAL STREET, TRENTON, NEW JERSEY 08609** ("CONTRACTOR").

WHEREAS, the City has a need to **HIRE PROFESSIONAL SERVICES TO INSTALL WAYFINDING DOWNTOWN AND IN CHAMBERSBURG** for the City of Trenton, Department of Housing and Economic Development, Division of Economic Development.

WHEREAS, Contractor agrees to **HIRE PROFESSIONAL SERVICES TO INSTALL WAYFINDING DOWNTOWN AND IN CHAMBERSBURG** for the City of Trenton, Department of Housing and Economic Development, Division of Economic Development in accordance with the terms and conditions as set forth hereinafter, and the City being agreeable thereto;

NOW THEREFORE, the parties mutually agree as follows:

TO HIRE PROFESSIONAL SERVICES TO INSTALL WAYFINDING DOWNTOWN AND IN CHAMBERSBURG for the City agrees to retain **ZIENOWICZ SIGN CO., 202 E. CANAL STREET, TRENTON, NEW JERSEY 08609** "the request of and under the general supervision of the City of Trenton, Department of Housing and Economic Development, Division of Economic Development.

1. SCOPE OF SERVICES

SEE ATTACHED SCOPE OF SERVICES

DURATION OF THE CONTRACT:

This contract shall remain in full force and effect for a period of one (1) year from **SEPTEMBER 6 2024, TO SEPTEMBER 5, 2025**, in an amount not to exceed **\$95,220.00**.

- 2. STATUS OF CONTRACTOR:** It is expressly understood by and between the parties hereto that the status of the Contractor retained to carry out the services set forth in this agreement is that of an Independent Contractor. It is further understood by and between the parties that is not intended, nor shall it be construed, that the contractor is an agent, employee, or officer of the City of Trenton.
- 3. NOTICES:** Any notices required to be delivered to either party pursuant to this Contract shall be in writing to their respective addresses. The parties shall be responsible for notifying each other of any change of address.
- 4. INTEGRATION: Resolution #24-353** and this contract constitutes the entire agreement between the parties and any representation that may have been made prior to the execution of this Contract are nonbonding, void, and of no effect and neither party has relied on any such prior representations in entering this Contract with the City of Trenton, Department of Administration, Division of Information Technology.
- 5. ENFORCEABILITY:** If any term or condition of this Contract or its application to any party or circumstances shall be deemed invalid or unenforceable, the remainder of the Contract and its application to other parties and circumstances shall not be affected.

6. **GOVERNING LAW:** This Contract shall be governed by the laws of the State of New Jersey.

MISCELLANEOUS PROVISIONS:

- a. Contractor will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional or sexual orientation, disability or nationality. Contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional, gender identity or expression, sexual orientation. Such action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;
- b. Contractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional or sexual orientation.
- c. Contractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the American with Disabilities Act.
- d. Contractor, where applicable, agrees to attempt to schedule minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2, amended and supplemented from time to time.
- e. Contractor, where applicable, agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional, sexual orientation, disability or nationality and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
- f. Contractor, where applicable, agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional, sexual orientation, disability or nationality. Contractor will conform these employment goals consistent with statutes and court decisions of the State of New Jersey, and applicable Federal law and Federal court decisions.
- g. Contractor, where applicable, shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations. Contractor shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code [N.J.A.C. 17:27].

h. Contractor, shall submit along with the signed contract one of the following as evidence of compliance with N.J.A.C. 17-27:

1. Appropriate evidence that the independent contractor is operating under an existing Federally approved or sanctioned affirmative action program.
2. A certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4.
3. An initial employee information report (Form AA#302) provided by the Affirmative Action Office and completed by the contractor in accordance with N.J.A.C. 17:27-4


ZIENOWICZ SIGN CO
202 E. CANAL STREET
TRENTON, NEW JERSEY 08609

10/15/24
DATE

Seal: _____

Attest: _____

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year above written.

ATTEST:


BRANDON L. GARCIA
MUNICIPAL CLERK

CITY OF TRENTON


W. REED GUSCIORA, ESQ.
MAYOR

10/30/24
DATE

10.22.24
DATE

**REQUEST FOR PROPOSAL
FOR
DESIGN AND INSTALLATION OF A WAYFINDING SIGNAGE PROGRAM
FOR
DOWNTOWN AND CHAMBERSBURG
FOR THE
DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT
AND
DEPARTMENT OF PUBLIC WORKS**

The City of Trenton, Department of Housing and Economic Development and Public Works are seeking sealed proposals as A Fair and Open process in accordance with N.J.S.A. 19:44A-20.4 et seq. to seek qualified proposers to design and installation of a Wayfinding Signage Program for Downtown and Chambersburg necessary to improve wayfinding downtown (directing drivers to parking, the train station and other amenities) and in Chambersburg (completing a signage project started in 2021).

INTRODUCTION

WHEREAS, in Chambersburg there was a system of signs directing drivers to restaurants that were no longer in Trenton; and in 2021 the Department of Housing and Economic Development and Department of Public Works completed phase one of updating these signs, leaving phase two yet undone; and.

In downtown Trenton, businesses have requested an updated wayfinding system including signage to show drivers where the parking garages are located to improve the experience for their customers.

In Chambersburg there was a system of signs directing drivers to restaurants that were no longer in Trenton; and in 2021 the Division of Economic Development and Department of Public Works in coordination with Trent's Ferry LLC completed phase one of updating these signs, leaving phase two yet undone.

PROJECT OVERVIEW

DOWNTOWN

PARKING SIGNS SHOULD BE 30" X 30", DIAMOND GRADE REFLECTIVE, .080 MIL ALUMINUM.

Sign installation. It will be the bidder's responsibility to install the new signs in a manner that conforms to prevailing sign installation standards. In some of the locations, signs might be anchored to existing undamaged sidewalks. In other locations, signs installation might require the pouring of a footing in which to secure anchors for the signs. It is the responsibility of the bidder to assess the appropriate method of installation at each of the proposed locations.

Each sign is numbered and says what intersection it goes in, which direction it faces and which direction it points to.

FOUR SIGNS POINTING FROM STATE/WARREN to FRONT STREET GARAGE



1. immediately west of Front Street garage facing west pointing to garage entrance
2. Front and South Warren facing north pointing east
3. State and South Warren facing west pointing south
4. State and South Warren facing east pointing south
- 5.

THREE SIGNS POINTING FROM BROAD to FRONT STREET GARAGE



1. immediately east of Front Street garage facing east pointing to garage entrance
2. South Broad and Front Street facing east pointing west
3. South Broad and Front Street facing south pointing west

FOUR SIGNS POINTING FROM FITCH TO WARREN STREET GARAGE



1. immediately south of Warren Street garage facing south pointing to garage entrance
2. John Fitch Way and Warren facing west pointing north
3. John Fitch Way and Warren facing south pointing north
4. John Fitch Way and Market facing down Memorial Drive pointing down John Fitch Way

TWO SIGNS POINTING FROM EAST LAFAYETTE TO WARREN STREET GARAGE



1. E Lafayette and Warren facing East pointing south
2. immediately north of Warren Street garage pointing to the garage entrance

THREE SIGNS POINTING FROM BARRACK/ WEST LAFAYETTE TO WARREN STREET GARAGE



1. W Lafayette and Warren facing west pointing south
2. Barrack and W Lafayette facing north pointing east
3. Barrack and W Lafayette facing south pointing east

TWO SIGNS SAYING RESTAURANTS THIS WAY



1. 206 and 31 facing north along 206 pointing south down Warren
2. 206 and 31 facing north along 31 pointing south down Warren

CHAMBERSBURG

The first part of the Chambersburg job is to replace signs that were damaged and removed over the course of the past 10 years. The second part is installation of four additional signs promoting the restaurant district itself. Trent's Ferry has devised the following plan. The winning respondent will work with Trent's Ferry in a non-compensated advisory role in which I would confirm which sign plate goes on which set of posts and in which order (There is an attempt to display the closest restaurant and the top and the furthest away at the bottom). Trenton's Ferry will also do reconnoitering to confirm that all the listed restaurants still exist.

PART 1: SIGN REPLACEMENT

Part 1 seeks the manufacture and installation of seven (7) signs comprised of four posts each, a varying number (see chart below) of "restaurant name" placards and die-cut logos affixed to the top of each sign.

Posts extend 84" above grade, with the cut about logo affixed to the top (see image as an example).

Restaurant Name placards are securely affixed between the posts.

Placards are 15" wide and 6" high and made from high quality AZM of sufficient thickness to remain usable for 10 or more years in exposed, exterior conditions.

Restaurant names will be affixed to them using die cut decals (decals are not part of this bid). Space for decals must be at least 13 inches wide.

Sign construction:

Attached images of existing signs reveal that they were constructed using four right-angled posts of heavy-duty aluminum arranged so the acute angles face outwards and to hold the die cut logo and placards between them.

To maintain consistency, it is desirable to re-create (or closely approximate) this design in the proposed replacement signs. Posts, placards and logos should be painted with paint that is appropriate for metal and exterior exposure. Paint that matches the already refurbished signs will be provided by Trent's Ferry, LLC.

A stencil image of the logo is available. A metal version of the logo will be provided to the successful bidder to aid in cutting additional copies. A total of 8 logo pieces are needed (7 for new signs and 1 as a replacement for an existing sign).

Sign installation. It will be the bidder's responsibility to install the new signs in a manner that conforms to prevailing sign installation standards. In some of the locations, signs might be anchored to existing undamaged sidewalks. In other locations, signs installation might require the pouring of a footing in which to secure anchors for the signs. It is the responsibility of the bidder to assess the appropriate method of installation at each of the proposed locations.



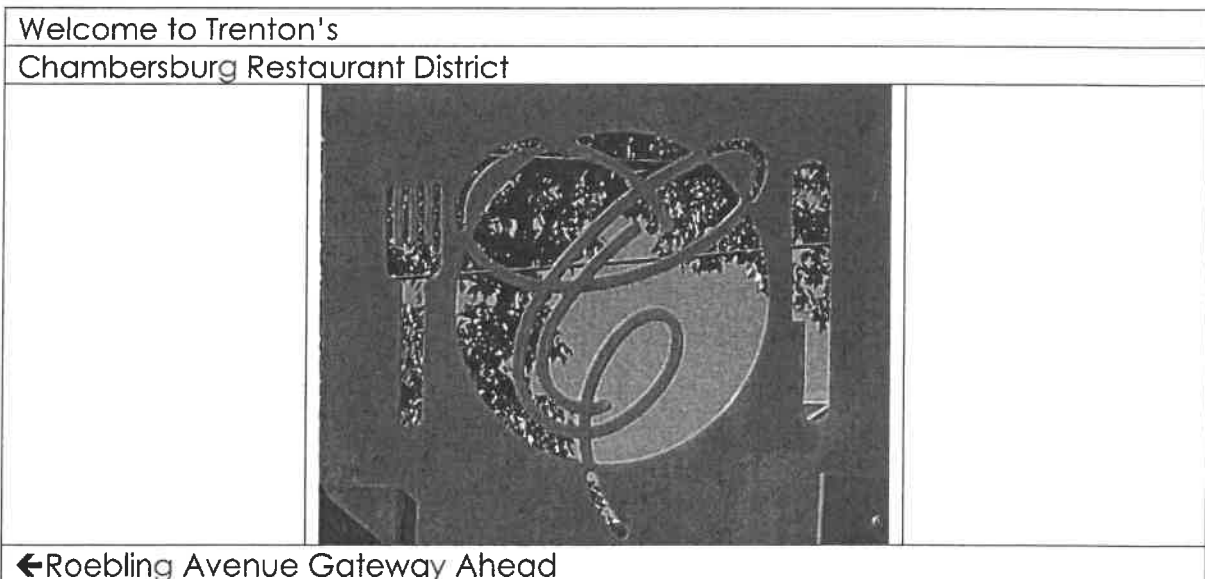
**RFP2024-22 DESIGN AND INSTALLATION OF A WAYFINDING SIGNAGE PROGRAM FOR
DOWNTOWN AND CHAMBERSBURG - PROPOSAL OPENING DATE JULY 12, 2024, AT 11:00AM**

PART 2: WELCOME SIGNS

Part 2 seeks the manufacture and installation of four nearly identical signs alerting motorists and pedestrians to their approach of Trenton's Chambersburg Restaurant District. Bidders may propose to mount these signs on one or two posts as they believe appropriate. Signs should be made from high quality AZM of sufficient thickness to remain usable for 10 or more years in exposed, exterior conditions. A rough draft image of the sign is shown below.

BID REQUEST 2 CHART

Post	Location	Signs Needed (size: ~24" x 30")	Double Sided Display
4 TOTAL SIGNS	Two along S Broad and two along Chambers St approximately ½ block from Roebling Avenue approaching from north or south	1 Sign for each location "Entering Chambersburg Restaurant District (with Logo) see rough work up below)"	No



PROPOSAL REQUIREMENTS

Proposals should include the following information:

1. **Approach**—describing how the respondent will accomplish the scope of work and requirements listed herein.
2. **Qualifications**—showing how the respondent's firm and assigned team members are qualified to provide the scope of work and requirements listed herein.
3. **Project schedule**—showing key task target dates (including deliverables, surveys, community meetings, and team meetings) and estimated task duration.
4. **Fees**—for the entire scope of services with a total "not to exceed" amount listed. Provide an itemized breakdown of proposed cost for each service and hourly rates for all team members to the project. The City reserves the right to negotiate the services and costs based on support from internal staff.

EVALUATION OF PROPOSALS

Proposals will be evaluated by a committee composed of Trenton UEZ staff and Trenton Public Works staff.

The following criteria will be used to evaluate the proposals.

1. The candidate's understanding, approach and plans to meet the requirements set forth in this Request for Proposal. 25%
2. The candidate's qualified previous experience as it pertains to the Scope of Work, particularly similarly funded projects. 25%
3. The cost to perform the services required in this Request for Proposal. 25%
4. The experience and qualifications of project designated personnel, particularly as it pertains to similar projects, as illustrated on staff resumes. 25%

QUESTIONS MUST BE SUBMITTED TO:

Questions **must** be submitted in writing to igarcia@trentonnj.org

CONTRACT AWARD

Upon opening proposals, pricing shall remain firm for a period of sixty (60) calendar days. In the event that the award is not made within sixty (60) calendar days, bidders may hold their bid consideration beyond sixty days or until the contract is awarded.

☒ Check here if willing to hold the pricing consideration beyond sixty days or until the contract is awarded.

☐ Check here if not willing to hold the pricing consideration beyond sixty days or until the contract is awarded.

AUTHORIZED SIGNATURE

George Zienowicz