

CHARLOTTE COUNTY AIRPORT AUTHORITY
Design, Build and Install Wayfinding and Entrance Signage at the
Punta Gorda Airport, Charlotte County Airport Authority, Punta Gorda, FL
RFP 2013-01

1. Introduction

The Charlotte County Airport Authority (CCAA) is inviting proposals from companies who are interested to provide design, build and install wayfinding and entrance signage for the Punta Gorda Airport.

The completion of the improvements to Piper Road has created a new entrance to the Punta Gorda Airport on Viking Avenue. The Airport Authority is also in the process of reconfiguring the entrance roadway into the terminal area and short term parking area. The Airport Authority is seeking an entrance sign, short term and long term parking areas, wayfinding signs to and from the terminal area on Viking Blvd., Golf Course Blvd. and Airport Road.

2. Scope of Services

- Meet with the Airport Authority at a pre-bid meeting to go over the proposed areas.
- Develop at least two alternative designs to be considered for approval.
- Modify the design if any changes required by the Airport Authority.
- Prepare a final sign schedule and a site map of all the signs for final approval.
- Signage must comply with requirements from the Americans with Disabilities Act.
- Construction plans and specifications must comply with the signage regulations for Charlotte County codes and the ECAP overlay district.
- The successful bidder will need to obtain approval and all required permits from Charlotte County.
- Construct and install with all parts and labor by July 31st, 2013.
- Provide a five-year warranty from defective materials and workmanship.

3. Special Provisions

- Signs should be of low maintenance.
- Signs will be of high quality materials, equipment, processes and performance.
- Signs need to incorporate the Charlotte County Airport Authority's logo.
- Wayfinding signs need to be of reflective material and easily read
- Entrance sign shall be lighted
- Proposal shall state the point of contact person for the firm.

4. Notice

- The Charlotte County Airport Authority reserves the right, at its sole discretion, to reject any or all responses, issue addenda, request clarification, waive technicalities, alter the nature and/or scope of the proposed project, request resubmittals, and/or discontinue this process.

- The Charlotte County Airport Authority shall not be responsible for oral interpretations given by any CCAA employee, representatives or others. All proposals should use this written document and its attachments as the sole basis for proposal.
- The issuance of a written amendment is the only official method whereby interpretation, clarification, or additional information can be given. Amendments will be posted on the CCAA website (www.flypgd.com). Respondents are responsible for checking this website for any future amendments, etc. prior to opening date. Respondents who do not acknowledge the amendments in the response may have their proposals rejected.
- You can reach James W. Parish, P.E., Assistant Director and Director of Engineering and Development jparish@flypgd.com for questions about this proposal.
- Award will be based on qualifications of the firms not by price alone.

5. Submission Requirements

- Two copies of the proposal limited to fifteen single sided 8½” x11” pages.
- A letter of Transmittal. Limited to one page, briefly state the proposers understanding of the services to be provided.
- Work Examples. Briefly state other similar projects you have completed and references for those projects.
- Estimated Cost. A cost breakdown for labor charge for the design, construction, installation and completion of the project and the cost of each sign/sign category.
- The Charlotte County Airport Authority has tax exemption and sales tax should not be included in your total.
- Proposals must be submitted in a sealed envelope, box or other sealed container by 2:00 p.m. February 1st, 2013 to the:

Charlotte County Airport Authority
 Administration Building
 Corner of Viking Avenue and Piper Road
 Punta Gorda, FL 33982

or mail to:

Charlotte County Airport Authority
 28000 A-1 Airport Road
 Punta Gorda, FL 33982

- Proposals must be identified with the following information:

RFP 2013-01
CCAA Wayfinding and Entrance Sign Project
Consultant Name and Address

Faxed or e-mailed proposals will NOT be accepted.

Proposals received after the above date and time will be rejected.