**Pre-Proposal Meeting\_ RFP 183819 GATEWAY SIGNAGE AND LANDSCAPING (LED\_LIGHTING)-20230824\_140016-Meeting Recording**

August 24, 2023, 6:00PM

28m 11s

 **Kelly Trammel** 0:03  
Like to welcome you to this pre proposal conference for the Gateway signage.

 **Kelly Trammel** started transcription

 **Kelly Trammel** 0:10  
This is an exciting time for the city of Detroit.  
We have representatives here from our General Services Department as well as our Department of Public Works.  
We also have our OCP manager as well as our deputy Chief Operating Officer that are here.  
I would ask that you please put your names and the companies you represent in your profile, and then we'll go ahead and get started.  
Lying to share our screen.  
OK, hopefully everyone can see my screen.

 **Bernadette Walker** 0:55  
Yes.

 **Kelly Trammel** 0:57  
So we'd like to welcome you to again to the city of Detroit.  
This is regarding our Detroit signage.  
We are looking for individuals that can provide design and build signage that will go through the community in the city of Detroit.  
Umm, we will review a bit of the background and have our subject matter experts kind of give you an overview as to what we're looking for and then we'll open the floor for questions and answers for those that have joined us late this call is being recorded.

 **Alicia Posh** joined the meeting

 **Kelly Trammel** 1:44  
Please include your name and the company or organization that you represent within your profile.  
All bidders are encouraged to ask questions.  
You can enter them in the chat at anytime or at the end when we have the question and answer session, you're welcome to unmute yourself and ask a question or raise your hand and ask a question.  
At that time, after uh, we would like all questions outside of this pre big conference to be submitted through the Oracle Supplier Portal and we will respond to all bidders through the supplier portal.  
Ohh again, all questions must come through our supplier portal and any communications must be through while this solicitation is open must be through the office of Contracting and procurement.  
We do have a few minimum qualifications that we will also address as we go through the background.

 **Alicia Posh** 2:45  
Yeah.

 **Kelly Trammel** 2:53  
This bid, advertised on August the 15th.  
Our question deadline is August the 29th.  
We wanted to ensure that everyone had an opportune time to submit questions and get the response before they submit their proposals.  
The proposal is due September 15th on by 3:00 PM Eastern Standard Time.  
All proposals must be submitted through Oracle.  
If you need to register or if you need assistance been registering, I will put our E procurement.  
Umm.  
Phone number and email address in the chat so that you could take that information down and get some assistance in ensuring that you are set up in Oracle and setup correctly.  
Please, if you are already registered and in Oracle, Please ensure that your timeline and your profile is set to Eastern Standard Time so that you do not submit any late proposals because unfortunately we're unable to accept a late proposal.  
Just a quick overview as far as the schedule is concerned.  
The contract will begin upon City Council's approval and the issuance of a purchase order to the awarded vendor, and we're looking to have a project completion somewhere in April of 2024.  
However, our subject matter experts can elaborate on that a little bit more.  
So at this time, I would like to turn it over to one of the team members so that they can briefly go over what the expectations are and a little bit of the scope of work.  
Thank you.

 **Jessica Parker** 4:49  
OK.  
Good afternoon.  
I'm Jessica Parker, the deputy Chief operations officer.  
I will kick it off and just give the overall view of what the expectation is for this proposal and what we are hoping to receive from you potential vendors.  
I do have on here, Gary Burton from the General Services Department.  
He is our expert as far as landscaping, vegetation and anything that will need to be surrounding these signs so that it is a beautiful patient project as well as the signs.  
Russell Burton Russell is from the PD department.  
He is also here to assist with the explaining the design portion of what we are expecting as far as height, width or any questions you may have.  
But please know that we expect you all to demonstrate that you can design based off of what we are proposing, but also maybe suggest as subject matter experts are better way to approach the project.  
This project is to basically Gateway signage.  
We are trying to gear up for the NFL draft that is slated to come April 25th through the 27th, and we want the gateway signage to basically welcome the visitors into the city and let them know that they are in the city of Detroit.  
We picked different locations throughout the city.  
The main farewell, if you will, is along 94, so folks coming in from the airport, we want them to be greeted properly, coming in from eastbound.  
I'm sorry. Westbound.  
Coming going eastbound to see the city of Detroit signage on the berm.  
We also have picked strategically arteries, if you will.  
The main arteries going into the city going downtown that represents the that you have entered into the city of Detroit.  
You will notice that there are separate packages.  
There's about four separate packages that we're hoping that you can provide pricing for.  
We know that one vendor may not be able to do it all, but please submit your pricing according to what you, your capabilities and then if there is one vendor that can do it all, we will also consider that as well.  
So like I said, the main purpose of this package is to make sure that we can secure a vendor that can demonstrate that they can design the signage and also plan it out and then fabricate.  
And then installation along the different locations that we have specified in the bid package and we do know that the time frame is short, we are literally on the clock and we are hoping to have these packages if possible completed before April 1st.  
But we understand that some of the fabrication and installation might might take a little bit longer.  
Please know that this we are expecting that the signage and the actual letters, the block letters that were proposing would need to be able to withstand all types of weather.  
We all know we are here in Michigan, that we, we we from day to day our weather can change.  
We can have snow in the morning, sunshine in the in the afternoon and then rain in the evening.  
So just know that we expect whatever you are designing, whatever you are proposing that it would need to be able to withstand our Michigan weather.  
So from there I don't know if we wanna keep going through the actual RFP and then if there is questions from there, I'm sorry.

 **Kelly Trammel** 8:19  
And mom?  
Umm.  
Well, Jessica, if you like, I can bring up the attachments so that they can get an example.

 **Jessica Parker** 8:30  
OK.

 **Kelly Trammel** 8:40  
So these are the large letters.  
I believe that we are looking if you could kind of elaborate on some of the detail that you would like for those, if those require the lighting.

 **Jessica Parker** 8:44  
Yes.  
Yes.  
Umm, I'll kick this portion over to Russell if Russell doesn't mind giving some of that detail so that they can understand what we're looking for and just know we are not married to what we are proposing, we expect you as the designers and the installers if you have a better suggestion or know of a better way to fabricate these letters, we are open to that.  
But we expect it to meet at least the requirements that we have put forth in this RFP.  
So Russell, you can you can take it over from here.  
Thank you.

 **Russell Baltimore** 9:27  
Yeah, this is Russell Baltimore from planning development.  
In terms of design review, these were done obviously in order to to move forward, we we gotta get approval from the mayor.  
So we had to give him some ideas of what it could be.  
So these were just suggestions of, you know, the possibilities we came up with this based off of some precedent images and and and thought that maybe this might be the right way to go.  
But obviously the actual vendor for this uh, that it's the successful vendor will design, fabricate and install the signs.  
It's, you know, once we once it get approved from the staff here.  
So take these as umm this is what our thoughts as what could happen but the actual vendor will be designing, fabricating and installing these.  
So there's four types of signs.  
The large letter was the first one, the second one was.  
Small signs with vegetation.  
I think the vegetation where we've separated that out, so first for this one, we just wanna focus on just the sign.  
The third one is the mural on the retaining walls of a couple of locations.  
On the Lodge Freeway and then on the exit ramp from the from the tunnel.  
And then the last one is, umm, are the tall columns gateway columns that mark the entrance to a number of different spots on highways that are not not freeways but highways and major arteries throughout the city?

 **Kelly Trammel** 11:27  
OK.  
Barry, did you want to add any tank in anything to this?  
OK.  
OK.  
Well, we'll give Barry a moment, but just to reiterate, we are.

 **Barry Burton** 11:43  
Sorry, I didn't realize I was on money.

 **Jessica Parker** 11:45  
Yeah, he was on the.

 **Kelly Trammel** 11:46  
Ohh thank you Barry.

 **Barry Burton** 11:47  
Yeah, there I was just talking to a toaster of of.  
So the the landscape is is separate from this contract, but I'm expecting to be able to work with the vendor that does get this contract award to coordinate with a a landscape firm that we'll have already on board through a separate contract of, and that contractor will be also applying for the m.permits for the landscape.  
And I should mention that I didn't didn't know for Russell mentioned that we would, we would be expecting the vendor building the sinus also secure the same permits from m.orwhateveragency.  
It would be for for these signs.  
So that's pretty much what I have to say.

 **Kelly Trammel** 12:30  
OK.  
Thank you, Barry.  
So just to just to reiterate, before we go to a questions, we are actually looking for proposals, not just pricing.

 **Barry Burton** 12:32  
Welcome.

 **Kelly Trammel** 12:39  
So we would like for you to provide us with a kind of a detailed plan as to how you would approach what we're looking for as umm, our Chief Operating Officer mentioned, we're not married to the examples that we have in the attachments, but we are looking for some ideas as to how we can.  
Put up the signage that we need where where it's applicable.  
We would like lighting.  
Please keep in mind that we are looking for umm signage that can withstand whether, if possible, graffiti or anything else that may take away from what we're trying to do as far as becoming having welcoming signs within the city at this time, I'd like to open it up for questions from some of our vendors.

 **Jessica Parker** 13:40  
But if I can just no, no, you're fine.

 **Kelly Trammel** 13:41  
Ohh, I'm sorry Jessica.  
Go ahead.

 **Jessica Parker** 13:43  
If I could just add to that, it is very important that while you are looking at this bed package and thinking about how the letters and the designs are that we stick to the green and white and the city of Detroit logos, that part is nonnegotiable.

 **Thomas Jacob** left the meeting

 **Jessica Parker** 14:01  
We are trying to keep with our City Detroit brand, so we don't want to see proposals with multiple colors and I'm not seeing the spirit of Detroit.  
What we have included in there, which Russell included in there, is the actual city of Detroit logo, which is the spirit of Detroit.  
And then the colors the the green and white colors and it can be a play on the greens and the white, but it cannot be, you know, multiple colors.  
That is our signature.  
Logo and colors for the city of Detroit.  
So just keeping that in mind as far as any, you know, schematic plans or yes, the large letters are to be lit, we do expect I think that was Connie or Connie or they just put that question in there.

 **Christopher E. Ford** joined the meeting

 **Christopher E. Ford** left the meeting

 **Jessica Parker** 14:50  
The large letters are expected to be lit because we would like it to be visible.  
Of course, I know later evening hours.

 **Kelly Trammel** 15:00  
That I'm also Jessica for the mural.  
Does the cities color still stand?  
Do we see?

 **Jessica Parker** 15:09  
Yes, yes.

 **Kelly Trammel** 15:09  
Are are we still looking for that?

 **Jessica Parker** 15:11  
Wait.

 **Kelly Trammel** 15:11  
So with the mural.

 **Jessica Parker** 15:11  
Yes, we would like to stay with the city colors.  
I know we have an example there that shows the blue and white, but we would like to stick with the city colors.  
We are a little more flexible with the mural, but again, once whoever is awarded the package, we have a mural artist.  
We have a whole mural team and we you will work with them to make sure that you know, whatever we whatever is suggested it works with what?  
The city of Detroit wants, and we'll go from there.

 **Kelly Trammel** 15:42  
Got a couple of questions in the comments.  
I'm white.  
LED.  
Or do you want RBG ability on the lighting?

 **Jessica Parker** 15:52  
I'm assuming we are gonna go with the LED lighting.  
We would like to to propose have that in the proposal.

 **Kelly Trammel** 16:00  
Huh. That.

 **Jessica Parker** 16:00  
Now if you suggest that there's a better cause, again, you guys are the subject matter experts.  
If there is a better lighting system that you suggest, please put that in your proposal.

 **Kelly Trammel** 16:15  
There's a question about is there a specific material for the murals?

 **Jessica Parker** 16:23  
I don't think we had a specific material, did we, Russell or Barry, do you guys?  
I think it's what's shown there.  
It looks like tile.

 **Kelly Trammel** 16:32  
Like tile or something.

 **Jessica Parker** 16:34  
Yeah.  
Something like tile.

 **Kelly Trammel** 16:35  
OK, let me.

 **Russell Baltimore** 16:35  
We didn't have a specific uh material in mind.  
Obviously there's something's durable that's gonna last, that that will withstand the weather and not peel off.

 **Barry Burton** 16:39  
Something that's.  
That's it.

 **Jessica Parker** 16:43  
Right.

 **Russell Baltimore** 16:48  
So uh, we're open to suggestions on that.

 **Kelly Trammel** 16:49  
Couldn't.  
Umm, but there's a question about no color changing ability.

 **Russell Baltimore** 16:58  
If there if one of the signs, if you if you have suggestions on how to make design more exciting if it has to have color you can make the suggestion.

 **Jessica Parker** 16:58  
Yes.

 **Russell Baltimore** 17:08  
But again, as Jessica said, we're looking to stay on brand.  
Maybe there's color changing that, maybe it color the colors go through the greens and the whites, but we're leaving it open to, ah, the signage vendors. Suggestions.

 **Kelly Trammel** 17:36  
And feel free also if you don't want to type it, you can.  
You're more than welcome to become off mute and just ask the questions that you would like.  
Introduce yourselves.  
Let's see.

 **Jared Owens** 17:51  
Sure.  
This is Jared Owens with united signs.  
I have additional question in regards to the to the pipelines considering that they will be illuminated.  
Is their existing power at all those sites or with the contracted vendor may require to bring in their license, electrician to run conduits at each of those pylon locations?

 **Russell Baltimore** 18:15  
Umm, we are not certain that there is a power at those locations.  
So you you probably gonna have to coordinate with umm city lighting or DPW to see if there are locations close by that have power.

 **Jared Owens** 18:33  
OK.

 **Kelly Trammel** 18:33  
And we would also suggest that if you could offer suggestions online, what would be the best fit for making that happen from, you know, past experience that please feel free to include that also in your proposal.  
Any more questions?

 **Alicia Posh** 19:07  
We're muted.

 **Kelly Trammel** 19:07  
I picked yes.

 **Alicia Posh** 19:08  
Go.  
You got it.  
I have a question on B2 the the road signs we are talking about solar lighting those or will there be power run to them like the towers?

 **Kelly Trammel** 19:24  
Are we looking at the tall ones?  
Are we looking at the ones that are on the screen now?

 **Alicia Posh** 19:29  
One on the screen right now.  
That tall ones will definitely be powered, but these on the side of the road, there's supposed to be like.

 **Jessica Parker** 19:37  
No, the the ones on the side of the road, those are, I don't wanna say billboards, but those are more of these signs that you see out there now.  
The welcome to Detroit signage.  
They're they're not.  
It's not a different type of material.  
It's basically like a a board if you will, but it's it's not a board, but if those will not need to be.  
Light it.

 **Alicia Posh** 20:04  
OK.  
That's right.  
That's right.

 **Jessica Parker** 20:11  
No.

 **Barry Burton** 20:11  
Yeah.

 **Alicia Posh** 20:11  
That's possibly solar illuminance solar lights.

 **Barry Burton** 20:13  
If you yeah, it would be great if they were reflective so that they do get lit up by car lights at night or if you wanna suggest solar that's I think that's an option.

 **Alicia Posh** 20:22  
OK.  
All right.

 **Barry Burton** 20:26  
We we could look at.

 **Jessica Parker** 20:28  
Absolutely.

 **Alicia Posh** 20:29  
Oh, by the way, we're signs by crany.  
It doesn't show on the screen.  
Ohh cause.

 **Kelly Trammel** 20:34  
Ohh. Hello hello.

 **Alicia Posh** 20:37  
I so.

 **Kelly Trammel** 20:37  
Thank you.  
Thank you for your attendance.

 **Alicia Posh** 20:40  
Yeah.  
You're welcome.  
Thank you for inviting us.

 **Russell Baltimore** 20:45  
Yeah, there we are.

 **Alicia Posh** 20:45  
Uh.

 **Russell Baltimore** 20:46  
Open to suggestions about.  
I mean, we are open to suggestion about lighting and obviously these are are, as Jessica says, just billboards.  
So that if there's a solar light that shines onto them to light them up at night at that is definitely possible.

 **Alicia Posh** 21:05  
OK, right.

 **Jessica Parker** 21:07  
And we want something that's durable, right that can not only withstand the weather, but Kelly mentioned graffiti.  
Umm, you know, we want to make sure that we can maintain it.  
We we don't, we don't, we're not limited to this.  
We're just trying to.  
We came up with images to show you what we're looking for, what the expectation is and that and that's why we're saying that it's a design build package.

 **Kelly Trammel** 21:34  
And then also please keep in mind that even though the driving force behind this is the fact that the draft is coming to the city of Detroit.

 **Alicia Posh** 21:34  
The umm.

 **Kelly Trammel** 21:43  
Yay.  
But we want to keep these up on going so beyond the draft.

 **Jessica Parker** 21:48  
Fastran yeah.

 **Kelly Trammel** 21:49  
So we this this is going to be a part of the cities legacy of beautifying the city, so whomever the awarded bidder vendor would be, this is a part of the history of moving forward.

 **Connaire Foran** left the meeting

 **Kelly Trammel** 22:05  
I'm also please keep in mind in your proposal if there are ways that we can continue the maintenance on these, how we would keep them looking fresh and and nice from now on through as we go through the different seasons by all means, please include that information in there, whether it's stuff we can do or whether it's stuff that you would propose to do.  
Either way, we're we're looking for your ideas.

 **Alicia Posh** 22:41  
Thank you, visa.

 **Kelly Trammel** 22:47  
We have some more questions.

 **Alicia Posh** 22:51  
Are you?  
But because you said that, you know, we can take a little artistic license here.  
That really answers a lot of our questions because we have a lot of suggestions that you weren't locked into those designs.

 **Jessica Parker** 23:02  
Awesome.

 **Alicia Posh** 23:04  
So that's good.  
We're glad.

 **Kelly Trammel** 23:07  
Yes.

 **Alicia Posh** 23:08  
Good thing.

 **Kelly Trammel** 23:09  
And also if you don't have questions at this time, please by all means, umm, submit those questions into Oracle if you have any problems and you need to register in Oracle or have difficulty of I put Cedric's number in the chat, but you can also reach out directly to me and I will make sure that I connect you with the with the people that can assist you.  
Please don't wait until 5 minutes before the big closes, because then we'll have a problem.  
But we're available all the way up until then to answer any questions.  
Or assistant.  
Anyway, we want this to be as successful as possible, and we're looking to we can either award to one company or we we may award to multiple companies depending on what we get.  
So that option is out there too.

 **Alicia Posh** 24:14  
Everything.

 **Jessica Parker** 24:30  
So I have a quick question to the vendors.  
I'm not sure if everyone had a chance to go through the whole RFP and read everything as far as what we are putting out there for you all to respond to, but I'm hoping that everything was clear and that if you do have any follow up questions that you, you turn them into Kelly, but just making sure that the bid package, if it if it, if you have any questions, please make sure you get them to them because we wanna answer them so that we don't have to extended the bed or wait or try try this process over again because we are literally on the clock and we need to make sure we have enough time to start fabricating these signs, the letters, the, the big letters that will be off of 94, the installation and all of that because we're hoping we can start that process this fall going into the new year.  
So that we're on time and again, of course, we want this to Last Post draft, but the motivation is was for us to kind of kick up our hey, welcome to the City of Detroit and enjoy yourself while you're here.  
So there's signage is part of that.

 **Kelly Trammel** 25:42  
OK.  
Might give you a couple of more minutes if you had any additional questions.  
I I see some think tanks going on.

 **Alicia Posh** 26:02  
Hey there.  
Sorry, Dave here was signed by training the the Tall column signs.

 **Kelly Trammel** 26:05  
Yep.

 **Alicia Posh** 26:09  
There are 15 quantity.  
Just verifying.

 **Jessica Parker** 26:14  
I believe so.  
Russell does that sound right?  
Was it 15?

 **Russell Baltimore** 26:16  
That sounds about right, yes.

 **Jessica Parker** 26:18  
Yeah, I think that was right.  
Each location is on there.  
I think it is 15.  
If not, might be 16.

 **Alicia Posh** 26:27  
Keep going.  
Quarterly in these, yeah, good.  
It's nice.

 **Kelly Trammel** 26:48  
OK.  
So if we don't have any additional another question, Dave?  
And meant new kind of blurred there.

 **Jessica Parker** 27:02  
Umm.  
Hey Kelly, if it's alright with you.  
If the city of Detroit folks can stay on for a minute, I've seen before, you know, we all jump off.

 **Kelly Trammel** 27:09  
Sure, not no problem.

 **Jessica Parker** 27:13  
Thank you.

 **Kelly Trammel** 27:16  
OK, so if there's no more questions I I would like to again thank you all for your participation.  
We look forward to reviewing your proposals again if you have any questions or need any assistance, you can either go through the Oracle supplier Portal or if you're having trouble there, you can contact me direct.  
It looks like Jared had a question or he was in the process of typing it.  
Nope, he added his information.  
Thank you, Jared.  
With united signs so that we conclude this pre bid conference, I wanna thank you all and you guys have a wonderful afternoon.  
Have a great weekend.

 **Jared Owens** left the meeting

 **Kevin Floyd (Guest)** left the meeting

 **Alicia Posh** left the meeting

 **Kelly Trammel** stopped transcription