



The District of Sparwood (**Sparwood**) is seeking quotes from interested parties that have experience and expertise in the design of trail signage. Proponents will be responsible for providing a selection of trail sign templates in which Sparwood will select a single design to be used for all future trail signage.

1. Scope of Work

Proponents will be responsible for the design of signage templates and supporting design guidelines. The following includes general information regarding the types, number and general description of the sign templates Sparwood requires. Proposed signage must follow the District of Sparwood's primary and secondary branding requirements although should be unique for trails and parks.

1.1. Trail Head Information Markers

Trail head information markers should include information pertaining to permitted activities, trail name, map, distances, restrictions, Sparwood Logo and web site, significant features etc. Sparwood currently has 10 trails that will require these styles of markers.

1.1.1. Supplemental Trail Signage

Additional trail signage such as distance markers, directional arrows, prohibited activities and caution/hazard signage will be required. These signs will be mounted on trail posts as needed along trails, at key intersections or areas where additional information is required.

1.2. Kiosk Trail Maps

Kiosks are intended to provide the public with general and specific information about trails in the area, detailed information regarding a specific trail or an overview of the entire trail network. Individuals reading the signs should be able to easily determine the location of trail heads, special features of the area, activities, trail distances, type of trail, and trail names.

Sparwood will require up to three different maps including a city overview covering all trails within Sparwood. Two area maps, one covering central and lower Sparwood and the second covering trails located in the Sparwood Heights areas.

1.3. Disc Golf Map

Sparwood will require a stylized disc golf course map that provides users with an overview of Sparwood's 18 basket disc golf course. The map must include fairway distances, par and other relevant course information.

1.3.1. Individual Fairway Maps

These maps, similar to those of a golf course, should show the individual fairway, distance, basket location, par and route to and from the preceding and next basket.

2. Quote Details

Quotes must include details as to the Proponent's qualifications, including references. A detailed estimate as to the time and cost required to develop the material, hourly rates and availability to complete the project. The total project cost must be included.

3. Evaluation and Selection

Quotes will be evaluated by an evaluation team made up of one or more representative(s) from Sparwood. The evaluation team will give a recommendation for the selection of a preferred Proponent to Sparwood.

The evaluation team may, at its discretion, request clarifications or additional information from a Proponent with respect to any quotation. The evaluation team will be entitled to consider in its evaluation or quotations any clarifications or additional information received in a Proponent's response.

4. General Terms

The following general terms apply to this ITQ:

- 4.1. This ITQ is not a tender nor commits Sparwood in any way to select a preferred Proponent or to award a contract for the Goods, and Sparwood reserves the right to accept any quote, enter into contract negotiations with any Proponent or multiple Proponents, or reject any or all quotes and terminate this ITQ process and proceed with obtaining the Goods in some other manner, including by commencing a new procurement process.
- 4.2. Proponents are solely responsible for ensuring their quotations are received, including the risk that any email and any email attachments will be properly received by the addressee's email system.
- 4.3. Proponents are solely responsible for their own expenses in preparing and submitting quotations, and for any meetings or discussions with Sparwood or its representatives relating to this ITQ. Sparwood and its representatives will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by a Proponent in preparing and submitting a quotation, or participating in negotiations for a contract, or other activity related to or arising out of this ITQ.
- 4.4. All quotations become the property of Sparwood and will not be returned to the Proponents. All quotations will be held in confidence by Sparwood unless otherwise required by law.

5. Submissions and Contact Information

Quotes must be submitted via email to dlawrence@sparwood.ca no later than 4:00 pm MST, May 29th, 2015. Proponents may submit print copies by mail or in person to Box 669, 367 Pine Ave. Sparwood, BC, V0B 2G0. All inquiries and submissions should be directed to:

Duane Lawrence
Director of Community & Facility Services
District of Sparwood
dlawrence@sparwood.ca
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