



## Request for Quote: Drawings for Ontario Sign Association

The Ontario Sign Association is seeking an engineering firm to produce drawings of standard sign types. These drawings would be used by Sign Association members to accompany permit applications to the City of Toronto.

This is the first step in a process whereby the City will fast track the permit process for applications accompanied by these drawings. Each drawing would be used multiple times by Sign Association members over a period of multiple years. Going forward it is likely that the number of drawings will increase.

Ideally, these drawings would form the platform for future versions of the drawings that would be used elsewhere in Ontario and Canada by the Sign Association of Canada. Therefore, it would be helpful if the engineering firm selected has the ability to provide engineer seals outside of Ontario. However, this is not a requirement.

### RFQ Dates, Contact Information

- Posting Date: Tuesday, March 19, 2019.
- Intent to Quote: Those firms that wish to quote on this RFQ are requested to provide an indication of their intent to quote by 5 pm ET, March 26, 2019, to the Contact below.
- Question Period: Questions will be accepted up to 5 pm ET on March 29, 2019. All questions and answers will be shared with those firms that have indicated an intent to quote by 5 pm ET April 2, 2019. All questions will be submitted and responded to via email only.
- Closing Date: The RFQ period closes at 5 pm ET April 9, 2019. All quotes must be submitted to the Contact below before the Closing Date. Quotes submitted after this time will not be considered.
- Contact: Karin Eaton; [karin@ontariosignassociation.com](mailto:karin@ontariosignassociation.com); please copy [info@sac-ace.ca](mailto:info@sac-ace.ca)

### Contract Deliverables

The selected firm (Supplier) will provide drawings of the following sign types in two formats; pdf and the original source software (e.g. AutoCAD®):

1. Fascia Boxes (acrylic, push-through, flex face)

Dimensions
1. 2'x2' up to 16' in 2' linear increments
2. 3'x2' up to 16' in 2' linear increments
3. 4'x2' up to 16' in 2' linear increments

2. Channel Letters (in a variety of sizes)

Size
12"
18"
24"
36"

3. Ground Signs (2-foot increments, up to 24' in height))

Dimensions (Landscape)
1. 4'x4' up to 10' in 2' linear increments
2. 6'x4' up to 10' in 2' linear increments
3. 8'x4' up to 10' in 2' linear increments

The drawings will include specifications for the following where relevant:

1. Sign dimensions including depth
2. Sign weight
3. Combustible sign faces
4. Anchor bolt details
5. Fastener details
6. Wall construction assumptions
7. Ground assumptions
  - a. Soil properties
  - b. Obstructions
  - c. Limitations on grade conditions
  - d. Sign location vis-a-vis adjacent buildings or structures
8. Rebar layout
9. Wind and other loads and calculations

The Supplier will enter into a five-year contract with the Ontario Sign Association. In addition to the production of the drawings specified above, the Supplier will contract to provide proof of insurance on an annual basis and to provide new drawings and/or drawing revisions on request, at a specified hourly rate.

To qualify for the contract, the Supplier shall be or shall become a member of the Ontario Sign Association/Sign Association of Canada.

**Information Required**

1. Letter of qualifications. Please provide a short letter outlining the following information for your firm.
  - a. Engineers on staff (short bio for each)
  - b. Number of years in business

- c. Experience in providing structural engineering services to the sign industry
- d. 3 sign industry references that we can contact should your firm be short-listed.
2. Source software. Please provide the name of the source software in which you will produce the drawings (e.g. AutoCAD®).
3. Insurance. Please provide proof of insurance (minimum of \$2 million coverage).
4. National scope. In what provinces can your firm provide engineer seals?

### **Quote**

#### **Pricing:**

The Supplier will provide the following pricing:

1. A quote to produce the three drawing types and their various iterations specified above, with the relevant specifications as noted.
2. An hourly rate for out-of-scope work, separately for (a) engineering (additional drawings) and (b) drawing revisions

#### **Sample of Proposed Work:**

Along with the pricing, the Supplier will provide a sample drawing of the proposed work.

#### **No Contract**

Should the quotes received not meet the Ontario Sign Association's requirements, the Association reserves the right to award no contract at its sole discretion.