



Fort Adams Trust, Fort Adams State Park
90 Fort Adams Drive, Newport, RI 02840

REQUEST FOR PROPOSALS

Design and Installation of Interpretative Signage, and Pop-up Retractable Banners for Historic Fort Adams, Fort Adams State Park, Newport, RI

Issued: January 24, 2020

Pre-Bid Meeting: February 7, 2020 at 10:00am

The Fort Adams Trust is seeking services from a graphic design and signage firm for a project to update and install interpretive signs and banners throughout Historic Fort Adams and Fort Adams State Park.

Background:

Built between 1824 and 1857, Fort Adams remained an active military fortification through the end of World War II. Originally designed for a garrison of 2,400 troops and 468 cannons, Fort Adams is one of the largest and the most formidable American fortification of its day. A marvel of military engineering, Fort Adams was built to defend Newport Harbor and the entrance into Narragansett Bay. This massive Fortress includes three tiers of cannons along its west wall, a 6 ½ acre Parade Field, and the most complex land defenses of any fort in North America.

Founded in 1994, The Fort Adams Trust is a 501(c)3 nonprofit organization dedicated to the preservation and restoration of Historic Fort Adams. Partnering with the State of Rhode Island, and the RI Department of Environmental Management, the Trust's mission is to preserve, restore and operate Historic Fort Adams for the public's education and enjoyment.

Historic Fort Adams is under continuous restoration and stabilization providing daily guided tours nearly year round. Fort Adams also plays host to weddings, road races, corporate events, and a variety of large scale public events, including reenactments, regattas, car shows and most notably the Newport Jazz and Folk Festivals each summer.

Scope of Work:

1. Develop an understanding of the guided tours, routes and overall tour programs at Historic Fort Adams. This understanding will be crucial to the successful design of signage that meshes with the guided tour formats, as well as the facilities use as a venue for both public and private events.
2. Design the overall interpretive signage graphic language, including uniform typeface, image formats, colors, logos, etc.
 - a. 80% of images to be provided by the Fort Adams Trust with additional graphics and design elements to be created by bidder.
 - b. This project is an update of existing signage, with photographs and verbiage provided by the Fort Adams Trust.

3. Final design and layout for a series of 19 permanent signs (13 original and 6 duplicate signs) and 6 movable banners. Each containing 2-8 images (photos, diagrams and maps) with captions and 1-5 short descriptive paragraphs of text.
 - a. Signs: Measuring ≈24"x48." Fossil or equivalent material with protected overlay embedded graphics. To be mounted on engineered and welded aluminum framing with powder coated metal paint to match existing sign frames.
 - i. Proposed Signage Themes:
 1. Historic Fort Adams Overview
 2. Fort Adams Trust Mission and Fort Restoration
 3. A Giant Among Forts
 4. Fort Adams and America's Third System
 5. Building a Fortress: The Irish in Newport
 6. Life in the Fort
 7. Fort Adams Overlook
 8. Defending against Sea Attack
 9. The Evolution of Artillery
 10. Garrisoning the Fort
 11. Southwest Battery and Sub-net
 12. Defending from Land Assault
 13. Fort Model and Earthworks
 - b. Banners: Pop-Up Retractable banners measuring ≈32"x78" with carrying cases.
 - i. Proposed Banner Themes:
 1. Fort Adams Overview
 2. Defending by Sea
 3. Defending by Land
 4. Building Fort Adams
 5. Fort Adams Trust Mission and Fort Restoration
 6. Fort Adams Events, Weddings and Rentals
4. Overlay new graphics on existing signage where appropriate. Match existing signage framing where necessary.
5. Coordinate with the Fort Adams Trust and RI Department of Environmental Management to finalize all signs prior to fabrication of the signage.
6. Provide the Fort Adams Trust with digital copies of all signage and banners.
7. Cooperate and coordinate with the sign manufacturer to provide the digital and hard copy output of sign designs necessary to fabricate the signs.
8. Coordinate the installation of all interpretive signs.

Milestone Tasks and Anticipated Schedule:

Task 1: Complete by March 30th

- a. Create uniform design template for both interpretative signage and banners
 - i. Two drafts versions will be created for review by the Fort Adams Trust

Task 2: Complete by April 15th

- a. All signage and banners finalized for fabrication

Task 3: Complete by May 30th

- b. All signs fabricated and installed

Information required for proposals:

- Representative are encouraged to attend pre-bid meeting and site walk-through
- Samples of representative work
- List of previous projects and clients
- References
- Quotation for price to carry out the work as specified in the Scope of Work.

Please format your price quotation to correspond with the Scope of Work. Each item should contain an explanation of fees, materials, hours per service provided and hourly rates.

Design Task	Per Signs		Per Banners		Amount Bid
	Hourly Rate	# of Hours	Hourly Rate	# of Hours	
Signage Design					\$
Banner Design					\$
TOTAL OF BASE BID PRICE:					\$

Installation Task	Per Sign		Per Sign Materials	Amount Bid
	Hourly Rate	# of Hours		
Fabrication of New Signs				\$
Fabrication of Banners				
Relocation of Existing Signs				\$
Installation of New Signs				\$
TOTAL OF BASE BID PRICE:				

NOTE: The sum of the price of all Base Bid items should equal the Total Proposed Base Bid Price. In case of a conflict the total Proposed Base Bid Price shall govern. Any additional work will be quoted as time and material.

Questions must be submitted, in writing, by 11:00AM on Wednesday, February 13, 2020 to rmccormack@fortadams.org.

Submissions are due by 11:00AM on Friday, February 21, 2020. You may email, mail or deliver your proposal to:

Robert McCormack
 Fort Adams Trust
 90 Fort Adams Drive
 Newport, RI 02840
 401-619-5802
rmccormack@fortadams.org

For more information contact Robert McCormack at the Fort Adams Trust, phone 401-619-5802

For additional background information you are encouraged to visit the Fort Adams website at www.fortadams.org.