



**Mt. Crested Butte
Signage & Wayfinding
Phase 2 Sign
Fabrication and
Installation Project:
Pre-Bid Meeting Agenda**

January 2024



Mt. Crested Butte Signage & Wayfinding Phase 2 Sign Fabrication and Installation Project Phase 2 Pre-Bid Meeting Agenda

Advertisement Date: 01.18.2024
Bid Opening Date: 02.07.2024

MANDATORY PRE-BID CONFERENCE

Mt. Crested Butte Signage & Wayfinding Phase 2 Sign Fabrication and Installation Project

Monday, January 22, 2024 at 11:00 AM Mountain Time

Meeting hosted by the Town of Mt. Crested Butte via Zoom

VIRTUAL MEETING ZOOM INFORMATION

Video call link: <https://us06web.zoom.us/j/83371883959?pwd=QUdXV1NrWVpkR3RjY3Y5UU11dEJIUT09>

Meeting ID: 833 7188 3959

Passcode: 521968

Or dial: (US) +1 720 707 2699 US (Denver)

Find your local number: <https://us06web.zoom.us/j/kc5jWQM5F>

SCHEDULE OF ACTIVITIES (subject to change)

Event	Date
Invitation to Bid	Thursday, January 18, 2024
Mandatory Virtual Pre-Bid Conference	Monday, January 22, 2024 (11:00 AM Mountain Time)
Deadline for Questions	Wednesday, January 31, 2024 (5:00 PM Mountain Time)
Final Addendum Issued	Monday, February 5, 2024 (5:00 PM Mountain Time)
Bid Proposals Due / Opening (virtual)	Wednesday, February 7, 2024 (3:00 PM Mountain Time)
Bid Proposal Evaluation / Interviews	Wednesday, February 21, 2024
Bidder Selection / Notice-of-Award	Friday, March 8, 2024
Contract Execution / Notice to Proceed	Monday, March 25, 2024
Pre-Construction Meeting / Site Walk	Friday, April 5, 2024 (weather dependent)
Completion of Sign Shop Drawings	Friday, May 17, 2024
Completion of Sign Fabrication	Friday, June 28, 2024
Completion of Sign Installations	Friday, August 30, 2024

SCOPE

Fabricate and install wayfinding signs within the Town of Mt. Crested Butte. This project is for Phase 2 only of the Mt. Crested Butte Signage & Wayfinding Phase 2 Sign Fabrication and Installation Project (dated January, 2024), and includes twelve (12) signs, with the sign installations concentrated in the downtown ski base area. The Phase 2 Project entails the fabrication and installation of THREE sign types, including: Destination (D = 8 Signs), Destination Building Mounted (DB = 3 Signs), and Destination Building Mounted Town Hall (DBTH = 1 Sign).



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AGENDA

Welcome

- Agenda: it has been posted at BidNet (as a communication) and Town website; it will also be shared on screen
- Meeting Format: verbal and visual descriptions of the project components will be presented; Q&A along the way; Q&A at the end;
- Group Site Visit: Voting on a site visit option will be done during the meeting. If the meeting participants vote in favor of an in-person site walk, the day/time/location will be described in the Addendum distributed after the pre-bid meeting.

Introductions

- Mt. Crested Butte Signage & Wayfinding Phase 2 Sign Fabrication and Installation Project Manager: Jeffrey Smith
- Mt. Crested Butte Town Manager: Carlos Velado
- Mt. Crested Butte Marketing Communications Officer: Marisa Maudsley
- Mt. Crested Butte Community Development Coordinator: Leah Desposato
- Michael Baker International Signage Designer: Kristin Cypher

Project Overview

- Bidding Documents: comprised of four resources:
 1. **Mt. Crested Butte Signage & Wayfinding Phase 2 Sign Fabrication and Installation Project: Bidding Resources** = PDF containing information in written narrative format
 2. **Mt. Crested Butte Signage & Wayfinding Phase 2 Sign Fabrication and Installation Project: Phase 2 Scope of Work** = PDF containing the information in graphic and written narrative format
 3. **Bid Form** = PDF Form (included in the Bidding Resources, #1 above)
 4. **Project Data File** = Cloud based Google Earth data file with mapping and data info (<https://earth.google.com/earth/d/1wPMAq5CtgXlQtqhKPmsditp5YFHwBkU5?usp=sharing>)
- Purpose and Goal: See pgs 3 of the Mt. Crested Butte Signage & Wayfinding Phase 2 Sign Fabrication and Installation Project: Phase 2 Scope of Work
- Scope of Work: See pgs 2-3 of the Phase 2 Bidding Resources, and also Attachment A
- Schedule: See pg 4 of the Phase 2 Bidding Resources

1. Mt. Crested Butte Signage & Wayfinding Phase 2 Sign Fabrication and Installation Project: Bidding Resources

- Invitation to Bid
- Instructions for Bidders
- Forms: Bidders Qualifications and Data; Subcontractor Data; Bid Proposal; Bid Form
- Sample Construction Contract Template
- General Conditions
- Special Conditions
- Supplemental Technical Specs: Project Special Provisions; Standard Special Provisions



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2. Mt. Crested Butte Signage & Wayfinding Phase 2 Sign Fabrication and Installation Project: Scope of Work

- Project Context & Background
- Signage & Wayfinding Design Development
- Final Design Vision/Engineering & Construction Details

3. Bid Form (included in the Mt. Crested Butte Signage & Wayfinding Phase 2 Sign Fabrication and Installation Project: Bidding Resources)

- Bid Form (broken up by project task)

4. Bidding Documents - Project Data File (cloud-based Google Earth data)

- Table of Contents
- Sign Location Image: satellite imagery with sign pinpoint in approximate location; all to be field fit
- Sign Location Data: key information relative to the unique aspects of each sign

Misc

- Group Site Visit: TBD based on pre-bid meeting participant voting and weather conditions
- Questions are due by 5:00 PM Mountain Time on Wednesday, January 31, 2024
- Bids are due by 3:00 PM Mountain Time on Wednesday, February 7, 2024; virtual bid opening on Google Meet at 3:00 PM Mountain Time
- Field Fit: Sight Distance Triangles, Utilities, Irrigation, and Landscaping
- Coordination & Communication with Town staff, Crested Butte Mountain Resort (CBMR), visitors, the bus service provider, and the community is essential
- Permits & Licenses: The Town will work with the selected Contractor, and will waive the permit fees. The selected contractor will be the permit holder, and will be responsible for a 2% permit deposit. The Town will draft and coordinate a property owner agreement for signs located within CBMR property.
- Contractor's Project schedule: by major project milestone; updated weekly
- Weekly progress meetings: standing appointment; time/date/location TBD (assume virtual meetings unless site walk needed).
- Submittals: sign proofs and materials.
- All work complete by Friday, August 30, 2024, in advance of the start of our guest/snow season in late October/early November.

Misc

- New questions
- Raised hands

Additional Information

If you have any questions or need additional information, please contact Jeffrey Smith at jsmith@mtcb.colorado.gov (Phase 2 Project Manager) or Marisa Maudsley at MMaudsley@mtcb.colorado.gov (Town of MTCB Marketing Communications Officer).