



**REQUEST FOR PROPOSALS**  
**Wayfinding Sign Plan**

**Issued by:**

The City of Thompson Falls

**In Coordination with:**

Kaniksu Land Trust

March 15, 2023

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[CityofThompsonFalls.com](http://CityofThompsonFalls.com)

## **Section 1**

### **General Information**

#### **Introduction**

The City of Thompson Falls, Montana is seeking proposals from qualified consultants to prepare a Wayfinding Sign Plan. The City of Thompson Falls has received grant funding from the Montana Main Street Program under the Montana Department of Commerce to create the Plan. The Wayfinding Signs will direct visitors and residents throughout the City to businesses, recreation sites, and other important locations.

#### **Background**

The City of Thompson Falls sits along the Clark Fork River in the mountains of Northwestern Montana. We have a plethora of recreation assets in the area but they are not well marked, making them less discoverable. Improving wayfinding signage will make Thompson Falls' outdoor amenities and businesses more welcoming to visitors and residents, contributing to our recreation economy.

Previous planning processes in the City of Thompson Falls have highlighted the importance of wayfinding signage. The Downtown Master Plan (2015), Branding and Marketing Plan (2016), and the RERC Community Action Plan (2020) all support creating a Wayfinding Sign Plan for Thompson Falls. It is our desire to use the Thompson Falls branding, "Genuine in Nature" within the design of the signs.

Montana Highway 200 runs through the middle of Thompson Falls, becoming our Main Street. Travelers use this route as an alternative to Interstate 90 between St Regis, MT and Idaho. Improved wayfinding signage will show travelers the amenities Thompson Falls offers that they may be otherwise unaware of, enticing them to spend a little more time and money in our town.

## **Objective**

This Request For Proposals (RFP) is issued by the City of Thompson Falls in coordination with Kaniksu Land Trust for a consultant to design wayfinding signage and develop an implementation plan with sign locations. The design and plan should be adaptable to allow for future development and changes over time.

The primary goals of the Wayfinding Sign Plan are to:

1. Direct visitors and residences to businesses and public spaces throughout Thompson Falls
2. Support the recreation economy by making recreation sites easily discoverable - primarily parks and trails
3. Utilize the existing Thompson Falls Branding Plan within sign design
4. Coordinate with MT Department of Transportation for design and placement of signs

Deliverables should include:

1. Prototype designs for wayfinding signage, identifying a standard aesthetic, materials selection and specific signage elements, including final concepts/schematics for vehicle traffic, pedestrian traffic, public facilities and parks, and a map of Thompson Falls.
2. Establish a style guide to inform future sign installation.
3. Coordination with City and KLT of community meetings including one walk audit.
4. Inventory of current signage throughout Thompson Falls.
5. Statement of probable cost for fabrication and implementation of wayfinding signage.
6. Implementation plan including identification of sign locations, consultation with MDT, and installation timeline.
7. Identification of potential implementation barriers and how to overcome them.

## **Section 2 Proposal Information**

### **Proposal Contents**

This request for proposals is being offered in accordance with Federal and State requirements governing procurement of consultant services. Accordingly, the City of Thompson Falls reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory, or inappropriate.

In response to the RFP, the consultant's proposal must follow the outline below and provide the following information:

1. Cover letter and table of contents - brief summary of the proposal and table of contents laying out each section
2. Contact information - name, physical and mailing address, email, phone number, and website of the lead contractor and any proposed subcontractors
3. Team members - names and qualifications of the principal team members who will perform the proposed work, their individual responsibilities and expected time commitment
4. Scope of work - proposed work plan including deliverables (section 1), evaluation criteria (section 3), and timeline
5. Cost breakdown - budget of \$40,000 - include fee schedule for services provided, costs for subcontractors, materials, travel, printing, or any other related costs
6. Samples - examples from at least two projects where the contractor has provided similar services, including wayfinding projects and working with municipalities
7. References - recent clients from similar projects in scope and work - include client name, project name, phone number, email address, and brief description

## **Proposal Submission**

Five (5) copies of the proposal are due by 5:00pm Thursday, March 30, 2023.  
Packages received after this time will not be considered.

Submit proposals to:

The City of Thompson Falls  
Attn: Wayfinding Sign Plan  
PO Box 99  
108 Fulton Street  
Thompson Falls, MT 59873

Questions may be directed to:

Kayla Mosher  
Recreation & Outreach Coordinator  
Kaniksu Land Trust  
(406) 827-0487  
kayla@kaniksu.org

## **Timeline**

Issue RFP	March 15, 2023
Questions Due	March 27, 2023
Proposals Due	March 30, 2023
Evaluation Complete	April 3, 2023
Interviews (PRN)	April 4-7, 2023
City Council Approval	April 10, 2023

This project is expected to begin as soon as possible after contract approval and be completed within 4-6 months.

## **Section 3 Evaluation**

### **Evaluation Criteria**

An initial evaluation will be completed by the selection committee to determine proposal compliance with submittal deadline and required contents (section 2).

Proposals will then be evaluated based on the following criteria:

1. Demonstrated experience and expertise in similar projects
2. Personnel qualifications
3. Description of scope of work
4. Cost effectiveness within budget
5. Ability to work within project timeline

### **Proposal Selection**

Following the review and evaluation of all proposals, it is at the discretion of the selection committee to conduct interviews to aid in the selection of a consultant. All work performed on this project must comply with the rules and requirements set in place by the Montana Main Street Program and the City of Thompson Falls. The successful candidate will be required to enter a professional services contract with the City upon selection.