



Grand Rapids Public Library Exterior Signage Replacement Request for Proposal

A. Introduction

The Grand Rapids Public Library (GRPL) seeks an experienced sign vendor to fabricate and install new exterior monument signage across all eight library locations. The project aims to enhance visibility, ensure consistency with branding, and improve wayfinding for patrons.

B. Background

The Grand Rapids Public Library (GRPL) is a department of the City of Grand Rapids and serves an urban population of almost 200,000 through eight locations and a mobile library. Established in 1871, the Grand Rapids Public Library is known for excellent customer service, depth and breadth of collections, responsiveness to community needs, and focus on equity and inclusion. In 2023 GRPL completed a rebrand that resulted in a new visual brand identity as well as a shared purpose of “reflecting and connecting our community to trusted resources and each other.”

C. Project Scope

The Grand Rapids Public Library seeks an experienced sign vendor to fabricate and install exterior monument signage across all 8 library locations. **This includes:**

Permitting and Compliance

1. Acquire all necessary permits from local authorities.
2. Ensure signage complies with local zoning and regulatory requirements, including ADA compliance.
3. Coordinate inspections as required.

Consultation and Design Verification

4. Conduct an initial consultation to confirm design specifications provided by GRPL.
5. Recommend any necessary adjustments to materials, dimensions, or designs for durability and visual impact.
6. Provide mock-ups or digital renderings for final approval by GRPL.

Fabrication

7. Fabricate signage according to approved designs and specifications.
 - a. Signage needing replacement can be viewed [here](#) for reference.
8. Use durable, weather-resistant materials that align with GRPL branding.

Installation

- 9. Coordinate site visits to prepare for installation, including site measurements and assessments.
- 10. Remove and responsibly dispose of existing signage.
- 11. Install new monument signage, ensuring secure and safe placement.
- 12. Verify proper functionality of any lighting or additional features (if applicable).

Project Management and Communication

- 13. Assign a project manager to act as the primary contact for GRPL.
- 14. Provide regular progress updates and maintain open communication throughout the project.
- 15. Ensure minimal disruption to library operations during installation.

Post-Installation Services

- 16. Conduct a final walkthrough with GRPL representatives to ensure satisfaction with the completed work.
- 17. Provide a warranty for materials and installation.
- 18. Deliver maintenance recommendations for long-term signage upkeep.

D: Anticipated Budget

\$75,000 - \$85,000

E: Proposed Timeline **Subject to change*

February - April 2025	Permitting, Electrical Acquisitions, Managing Suppliers
May - August 2025	Design, Proofing, Approvals, and Product Selection
September - October 2025	Removal, Disposal, & Installation

F: Proposal Content Requirements

- Work plan that contains a description of the stages, tasks, timeline, and an estimate of the amount of time that would be spent on each stage of the project
- Project budget that includes installation, disposal, and permitting costs.
- References, including contact information for at least 2 organizations.

G: Submission Information

The deadline for submission is January 30, 2025 at 4:00 pm EST. An electronic copy should be sent to Katie Zychowski, Director of Marketing & Communications (kzychowski@grpl.org).