



**REQUEST FOR PROPOSAL
918 REGIONAL TRAIL SIGNS
RELEASE DATE: Oct. 11, 2021**

INCOG is requesting proposals for the manufacturing of regional 918 Trail signs for recreational trails and on-street signage. In 2019 INCOG collaborated with representatives from more than 30 regional partners and organizations to create a regional trail identity and wayfinding sign standards. Thus, the 918 Trails Brand & Wayfinding Signage Guidelines was created. The proposed signs will strengthen Northeast Oklahoma's trail identity and visibility, as well as increase the usage of the trail system.

Proposals for manufacturing and delivery only are to be emailed to jziegler@incog.org by **October 29, 2021, at 5:00pm CST**. It is anticipated that a contract will be negotiated with the selected firm. This contract will begin November 2021 and will end February 2022.

Answers to questions received from potential firms will be posted at no later than 5:00pm, October 18, 2021 after which no further communication with firms will occur. Updates will be posted to: www.incog.org/transportation

For more information visit www.incog.org/transportation or contact Jane Ziegler at 918.579.9427 or jziegler@incog.org.

I. Proposed Scope

INCOG is seeking a qualified firm for the manufacturing and delivery of the following list of 918 Signs and specifications. INCOG will provide detailed directional wording and maps for all signs once a firm has been selected.

TYPE	QTY	Specs
Trail Directional Totem (TDIR.1)	8	TDIR.1, p.2.23
Trail ID Monument (ID.1)	2	ID.1, p.2.19
Kiosk.1	2	Kiosk.1, p.2.45
Kiosk.1A	1	Kiosk.1A, p.2.51
Road Directional Sign (BIKE.1)*	2	Bike.1, p.2.25
*sign only, no metal pole	15	TOTAL

II. Guidance Documents

[918 Trails Brand & Wayfinding Signage Guidelines](#)

[Tulsa Regional Trails Branding and 918 logos](#)

III. Budget

Provide a budget that shows a breakdown of signs to be provided according to the Proposed Scope.

IV. Evaluation Criteria

Proposals will be evaluated by INCOG's internal review committee. Proposals will be reviewed in terms of content, completeness and budget. This RFP is open to any firm that provides services that comply with all elements identified within this RFP.

Proposals are due to INCOG by 5:00 p.m. CST on October 29, 2021 to Jane Ziegler via an electronic copy to jziegler@incog.org.

INCOG reserves the sole right to evaluate the submittal, waive any irregularities therein, select candidates or reject any and all firms that submitted should it be deemed for its best interest. Parties selected will be notified by e-mail. Please direct comments, questions, and any request for information to Jane Ziegler, INCOG Transportation Planner, at (918) 579-9427 or jziegler@incog.org.