

CITY OF TWO RIVERS, WISCONSIN

INVITATION TO BID (ITB)

Neshotah Park Signage Project

ITB Issued: April 24, 2026

Questions Due: May 15, 2026, by 4:00 PM CDT

Addendum Issued (if needed): No later than May 18, 2026

Bids Due: May 27, 2026, at 1:00 PM CDT

Proposal Review by Staff: May 27, 2026, at 1:00 PM CDT

City Council Award: June 1, 2026

Issued by:

Mike Mathis

Director of Parks and Recreation

City of Two Rivers

1520 17th Street

PO Box 87

Two Rivers, WI 54241

mikmat@two-rivers.org

LEGAL NOTICE OF INVITATION TO BID

The City of Two Rivers is requesting sealed bids from qualified general contractors for the fabrication and installation of a comprehensive package of park signage for Neshotah Park located at 2111 Pierce St., Two Rivers, Wisconsin. Sealed proposals will be received until May 27, 2026 at 1:00 PM CDT. Proposals will be opened and read aloud at the City of Two Rivers Parks and Recreation Department, Two Rivers Community House, gymnasium, 1520 17th Street, Two Rivers, WI 54241 on May 27th at 1:00 PM CDT. The City reserves the right to reject any and all bids, waive informalities, and award the contract to the lowest responsive and responsible bidder deemed in the best interest of the City.

Publication Schedule:

- Herald Times Reporter – Friday, April 24, 2026
- Herald Times Reporter – Monday, April 27, 2026

1. Introduction

The City of Two Rivers Parks and Recreation Department is soliciting sealed bids from qualified contractors for the fabrication and installation of a comprehensive park signage system at Neshotah Park, located at 2111 Pierce Street, Two Rivers, Wisconsin.

Neshotah Park is one of the City's premier lakefront destinations, serving residents and visitors with beach access, trail connections, and a wide range of recreational amenities. The purpose of this project is to enhance the overall visitor experience through a cohesive, durable, and visually consistent signage system that improves wayfinding, safety, park identity, and communication of park rules and amenities.

This project includes the implementation of a coordinated hierarchy of signage types, including gateway signage, vehicle and pedestrian directional signs, parking and regulatory signage, orientation kiosks, and informational posts. The signage system has been designed to create a unified aesthetic that reflects the character of Neshotah Park while improving clarity and navigation throughout the site.

The selected contractor will be responsible for the production, delivery, and installation of all signage components in accordance with the design documents provided, technical specifications, and site conditions. The City intends for this investment to result in a long-lasting, low-maintenance signage system that enhances both functionality and the overall visual quality of the park.

2. Project Description and Scope of Work

The Neshotah Park Signage Project consists of furnishing all labor, materials, equipment, and services necessary for the fabrication and installation of a comprehensive park signage system at Neshotah Park.

The City has developed a complete signage plan and established a defined hierarchy of sign types, including gateway signs, vehicular and regulatory signs, parking and destination identification signs, orientation kiosks, wayfinding posts, and informational posts. These sign types, their general design intent, and their locations are illustrated in the concept and plan documents included in this bid package.

While the City has identified the quantity and general location of each sign type, the exact messaging, text layout, and minor design details for individual signs have not yet been fully finalized. Variations in content will occur within each sign type to reflect specific locations, directions, regulations, and site conditions.

Accordingly, this project requires a collaborative approach between the selected contractor and the City to finalize the content and layout of each individual sign prior to fabrication. The overall design concepts, materials, and aesthetic direction are established; however, the contractor will be expected to assist with refinement of final sign layouts, spacing, and production-ready details based on the approved design intent.

Scope of Work Includes:

Pre-Construction / Design Finalization

- Review all provided signage plans, concepts, and locations
- Participate in coordination meetings with City staff
- Assist in finalizing sign-specific layouts, including text, graphics placement, and spacing
- Prepare and submit shop drawings and proofs for each sign type and location for City approval

- Recommend material, fabrication, and installation approaches that align with design intent and durability goals

Fabrication

- Fabricate all signage components in accordance with approved designs and specifications
- Provide all structural elements, posts, panels, hardware, and mounting systems
- Ensure materials are durable, weather-resistant, and appropriate for a high-use Lake Michigan waterfront environment
- Coordinate any specialty elements such as graphic panels, maps, icons, or integrated features

Installation

- Verify field locations and site conditions prior to installation
- Be responsible for initiating and coordinating all required utility locates through Diggers Hotline (or equivalent one-call system) prior to any excavation or ground disturbance
- Provide all labor and equipment necessary for installation
- Install all signage, including footings, posts, and mounting systems, in accordance with best practices and applicable codes
- Coordinate installation sequencing to minimize disruption to park operations

Post-Installation

- Conduct final inspection and walkthrough with City staff
- Address punch list items and any necessary adjustments
- Provide as-built documentation and maintenance recommendations

All work shall comply with applicable local, state, and federal regulations, including ADA considerations where applicable, and follow industry best practices for signage fabrication and installation.

3. Project Budget and Base Bid

All bidders are required to complete the Bid Schedule in its entirety. The Total Lump Sum Base Bid shall include all labor, materials, equipment, shop drawings, design coordination, fabrication, installation, utility locating (Diggers Hotline), subcontractor costs, contractor contingency, overhead, and profit necessary to complete the project in accordance with this Invitation to Bid (ITB) and the provided signage plans and concept documents.

Due to the nature of this project, the City requires a detailed cost breakdown by **sign type**. While the City has identified the quantity of each sign type, final messaging and minor layout variations will be refined during the shop drawing phase. As such, bidders shall provide unit costs and total costs for each sign category to allow for flexibility during final design and potential scope adjustments.

Failure to provide a complete and clear cost breakdown may result in the bid being deemed non-responsive. The City reserves the right to request clarification of any submitted pricing.

Bidders shall provide unit pricing and total cost for each sign type listed below:

1. Gateway Signs

Quantity: _____
Cost per Unit: \$ _____
Total Cost: \$ _____

Description of materials, construction method, and assumptions:

2. Auto Directional and Parking Signs

Quantity: _____
Cost per Unit: \$ _____
Total Cost: \$ _____

Description:

3. Orientation Kiosks

Quantity: _____
Cost per Unit: \$ _____
Total Cost: \$ _____

Description:

4. Pedestrian Directional

Quantity: _____
Cost per Unit: \$ _____
Total Cost: \$ _____

Description:

5. Info Posts

Quantity: _____
Cost per Unit: \$ _____
Total Cost: \$ _____

Description:

6. Other (if applicable – specify): _____

Quantity: _____
Cost per Unit: \$ _____
Total Cost: \$ _____

Description:

Part B: Total Base Bid

- **TOTAL LUMP SUM BASE BID (Sum of Part A):** \$ _____
-

4. Bid Award Criteria and Bidder Qualifications

The contract will be awarded to the lowest responsive and responsible bidder.

Responsive means the bid is submitted on time, is completely filled out, includes all required component cost estimates, and complies with all instructions in this ITB.

Responsible means the bidder demonstrates the capability, experience, and integrity to successfully complete the project. To determine responsibility, the City reserves the right to require the apparent low bidder to submit the following within 48 hours of the bid opening:

- Experience: Evidence of completing at least three (3) similar municipal or commercial signage projects within the last five (5) years.

- References: Contact information for past clients verifying quality of work and adherence to timelines.
- Financial Capacity: Proof of adequate bonding capacity, insurance, and financial stability.
- Schedule Adherence: A statement confirming the ability to meet the City's preferred construction timeline.

The City of Two Rivers reserves the right to reject the bid of any contractor who, in the sole judgment of the City, is not deemed "responsible."

5. Permitting

The City of Two Rivers will be responsible for acquiring all appropriate permits and inspections.

6. Preferred Construction Timeline

The City desires completion of the project by September 1st, 2026.

Bidders shall include:

- Estimated start date
- Estimated duration

The City is flexible but prefers completion as soon as practical following award.

7. Questions and Request for Site Visit

Contractors are strongly encouraged to conduct a site visit prior to submitting a proposal. Site visits will allow proposers to review existing site conditions, access points, utilities, and overall site constraints that may impact construction planning and cost.

Site visits must be scheduled in advance by contacting Mike Mathis at the City of Two Rivers Parks and Recreation Department. Contractors should coordinate directly with Mr. Mathis to arrange a mutually agreeable date and time.

Mike Mathis, Director of Parks and Recreation, Two Rivers Parks & Recreation

Email: mikmat@two-rivers.org

Phone: 920-793-5591

Contractors are responsible for conducting any site observations necessary to prepare a complete and accurate proposal. Failure to visit the site shall not relieve the selected contractor from performing all work required under this ITB for the proposed price.

8. Contractor's Insurance Requirements

The Contractor shall purchase and maintain insurance to protect the Contractor and the City of Two Rivers from claims which may arise out of or result from the Contractor's operations under this Contract. The contractor must provide the Certificate of Insurance at award or prior to project start date Proof of coverage meeting the following minimum limits must be provided to the City:

1. Worker's Compensation Insurance and related coverages.
 - a. Workers' Compensation: Statutory requirements for the duration of the project.

- b. Employer's Liability: \$500,000
- c. Out-of-State Endorsement: Projects in Wisconsin constructed by out-of-state contractors or subcontractors must be so endorsed on the policy and noted on the certificate
- d. Subcontractors: Prime Contractors shall require all subcontractors to provide Workers' Compensation for their employees unless they are covered by the Prime Contractor's policy.

2. General Liability

The policy shall be in the name of the Prime Contractor and include Completed Operations, Product Liability, and Independent Contractor's Contingent coverage. Minimum limits:

- a. Each Person: \$1,000,000
- b. Each Occurrence: \$1,000,000
- c. General Aggregate: \$2,000,000

3. Automobile Liability

Insurance policy shall be provided by and in the name of each Prime Contractor. Coverage shall include all owned, non-owned, and hired vehicles. Prime Contractors shall require similar coverages by subcontractors.

Minimum Limits:

- a. Bodily Injury: \$1,000,000 per person / \$1,000,000 per occurrence
- b. Property Damage: \$1,000,000 per occurrence
- c. Combined Single Limit: \$1,000,000

4. Umbrella Coverage

This policy shall be provided by and in the name of each Prime Contractor. The Umbrella policy shall provide additional coverage over the primary General Liability, Automobile Liability, and Employer's Liability policies.

Limit (Each Occurrence/Aggregate): \$2,000,000

5. Contractor's Pollution Liability:

- a. Each Occurrence \$N/A
- b. General Aggregate \$N/A

If box is checked, Contractor is not required to provide Contractor's Pollution Liability insurance under this Contract

6. Contractor's Professional Liability:

- a. Each Claim \$N/A
- b. Annual Aggregate \$N/A

- 7. The City of Two Rivers, Wisconsin, shall be named as an "Additional Insured" on all liability policies.

9. Change Order Process

The City recognizes that minor adjustments to scope, quantities, or installation conditions may be necessary during the course of the project. All changes to the Work must be formally reviewed and approved through a written Change Order prior to implementation.

A Change Order is defined as any modification to the original contract scope, including but not limited to changes in quantities, materials, design details, installation methods, or unforeseen site conditions that impact cost or schedule.

Process Requirements:

- The Contractor shall notify the Director of Parks and Recreation in writing of any proposed change prior to proceeding with the work.
- The Contractor must provide a detailed Change Order Request that includes:
 - Description of the proposed change
 - Justification for the change
 - Itemized cost breakdown (labor, materials, equipment)
 - Impact on project schedule (if any)
- The City will review the request and may approve, deny, or request additional information.

Approval Authority:

- No change in work shall proceed without written authorization from the City's designated representative.
- Verbal approvals shall not be considered valid authorization for additional work or compensation.

Cost Control:

- The City reserves the right to negotiate all Change Order pricing.
- Where applicable, unit prices provided in the original bid shall be used as the basis for adjustments.
- Unauthorized work performed without an approved Change Order shall be at the Contractor's sole risk and expense.

Field Adjustments:

Given the nature of this project, including finalization of sign messaging and layout during the shop drawing phase, minor refinements that do not materially affect cost or scope may be directed by the City and shall not require a formal Change Order.

This process is intended to maintain transparency, control project costs, and ensure all parties have a clear understanding of any modifications to the original contract.



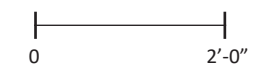
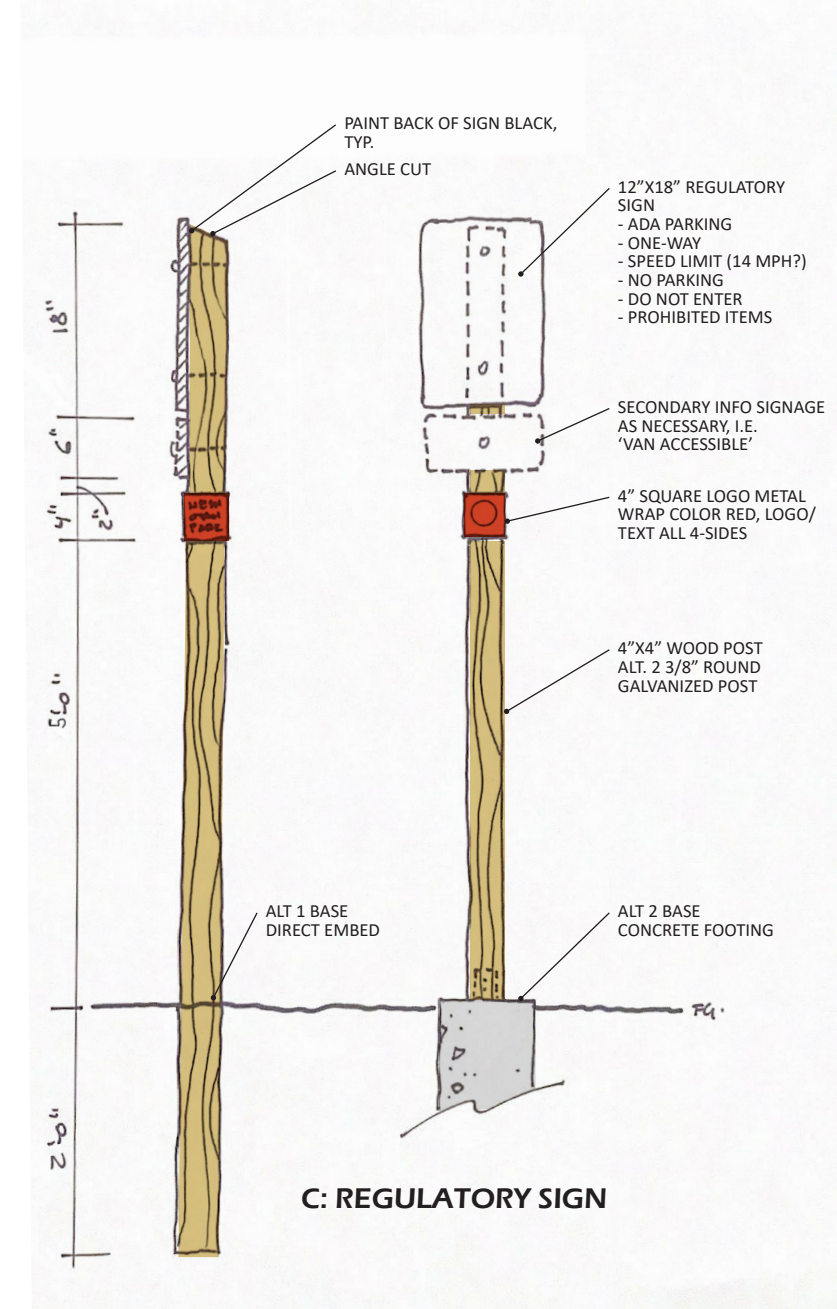
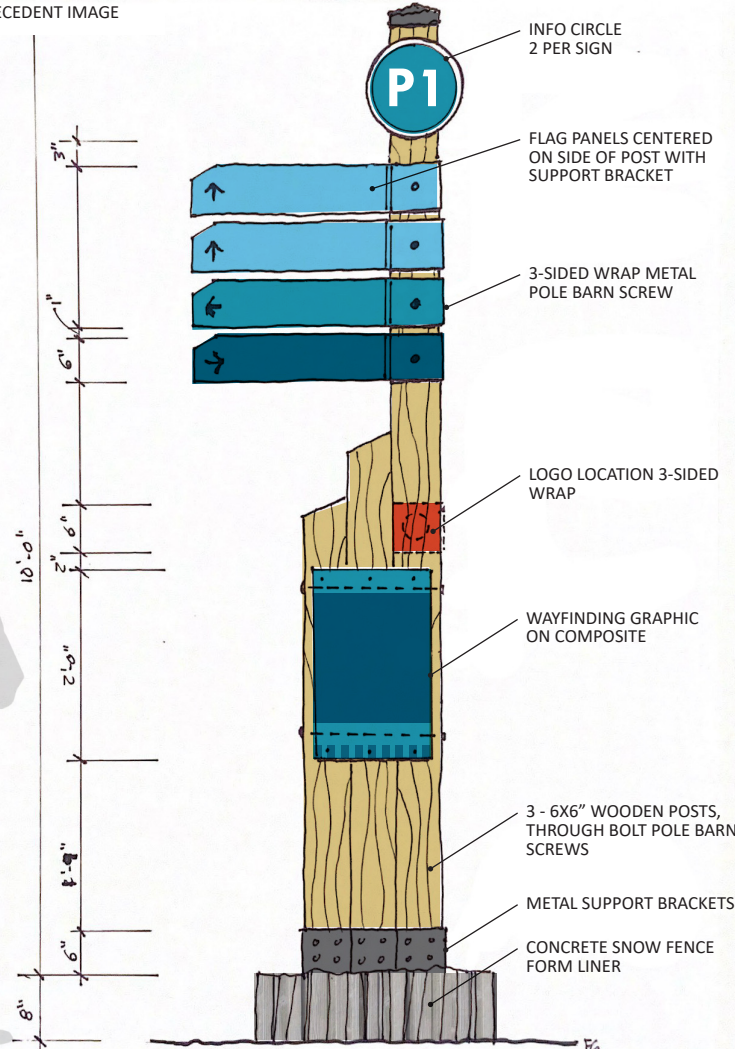
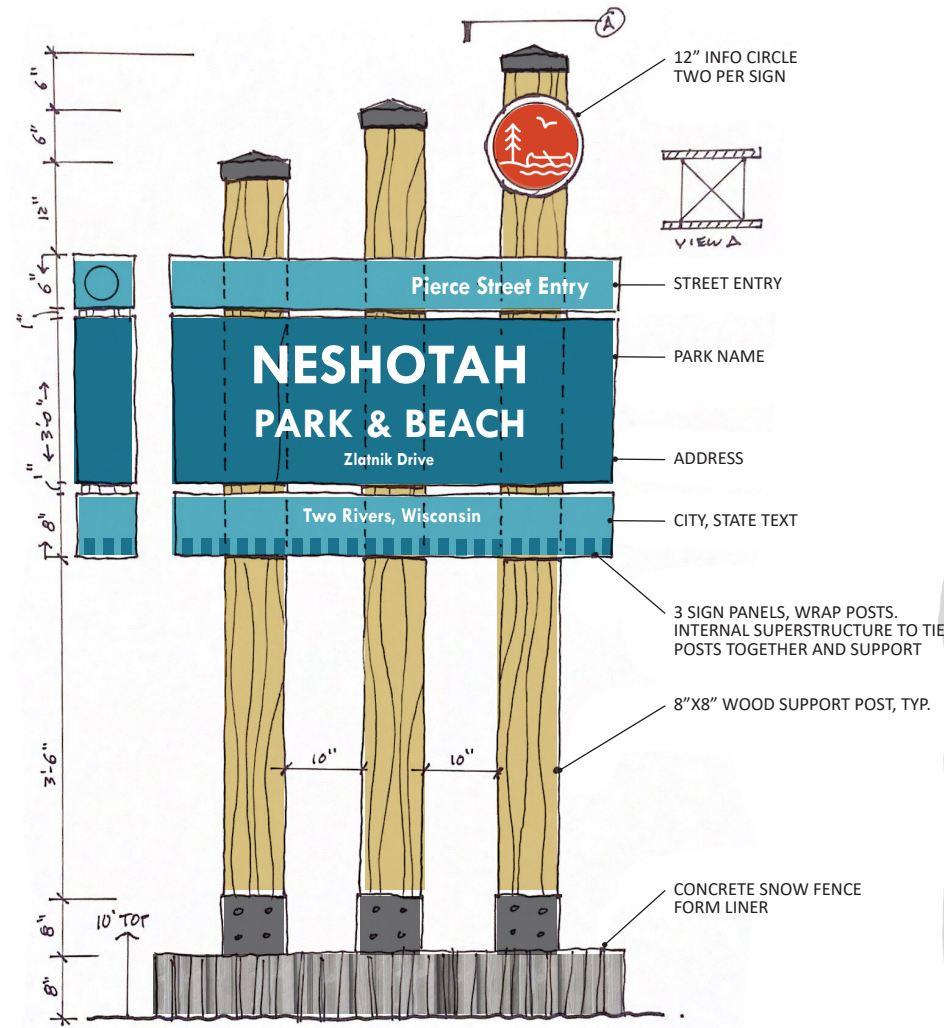
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Revisions:	
Project #:	25.040
Issued For:	Review
Date:	03/09/26
Sheet Number	S1



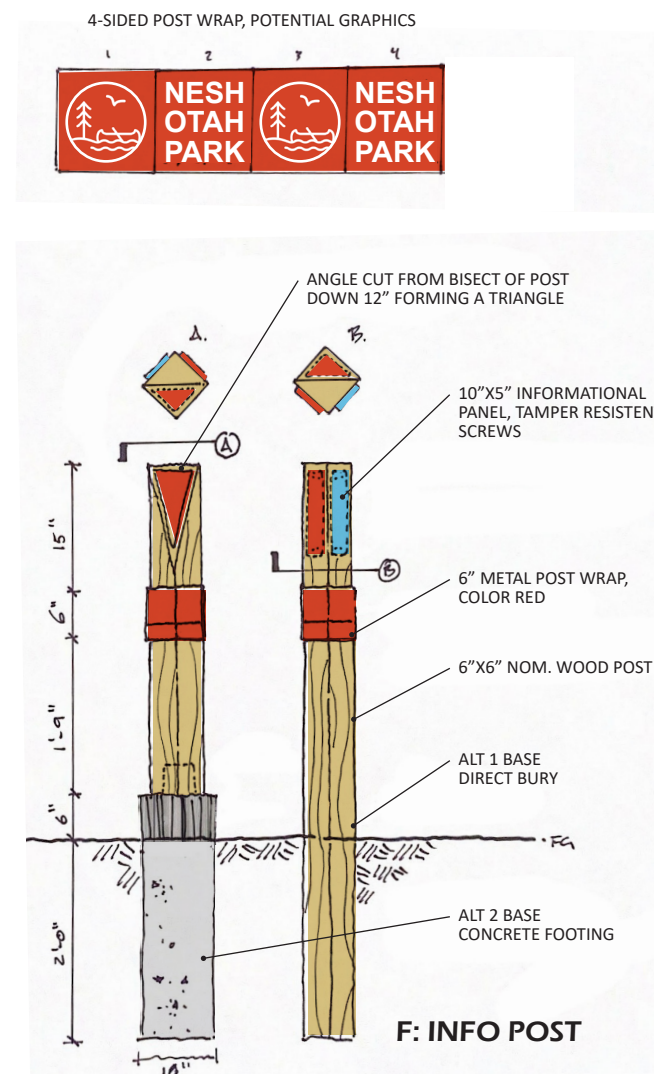
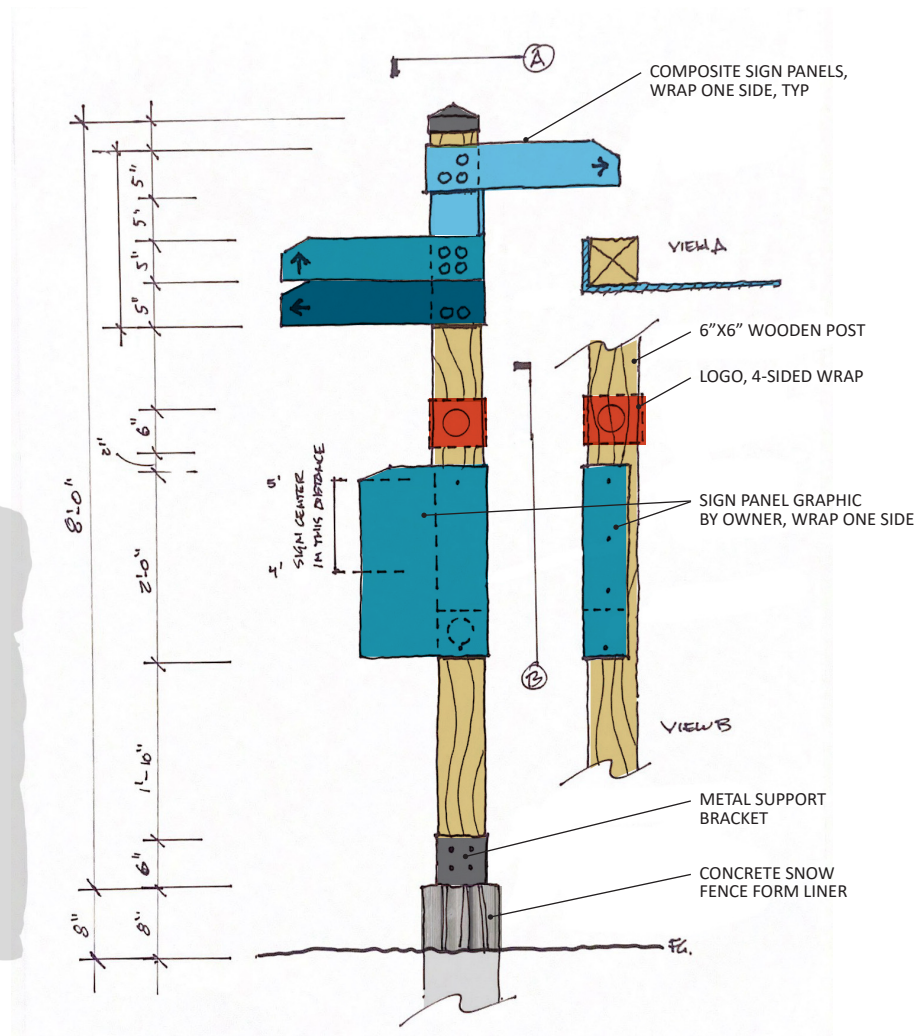
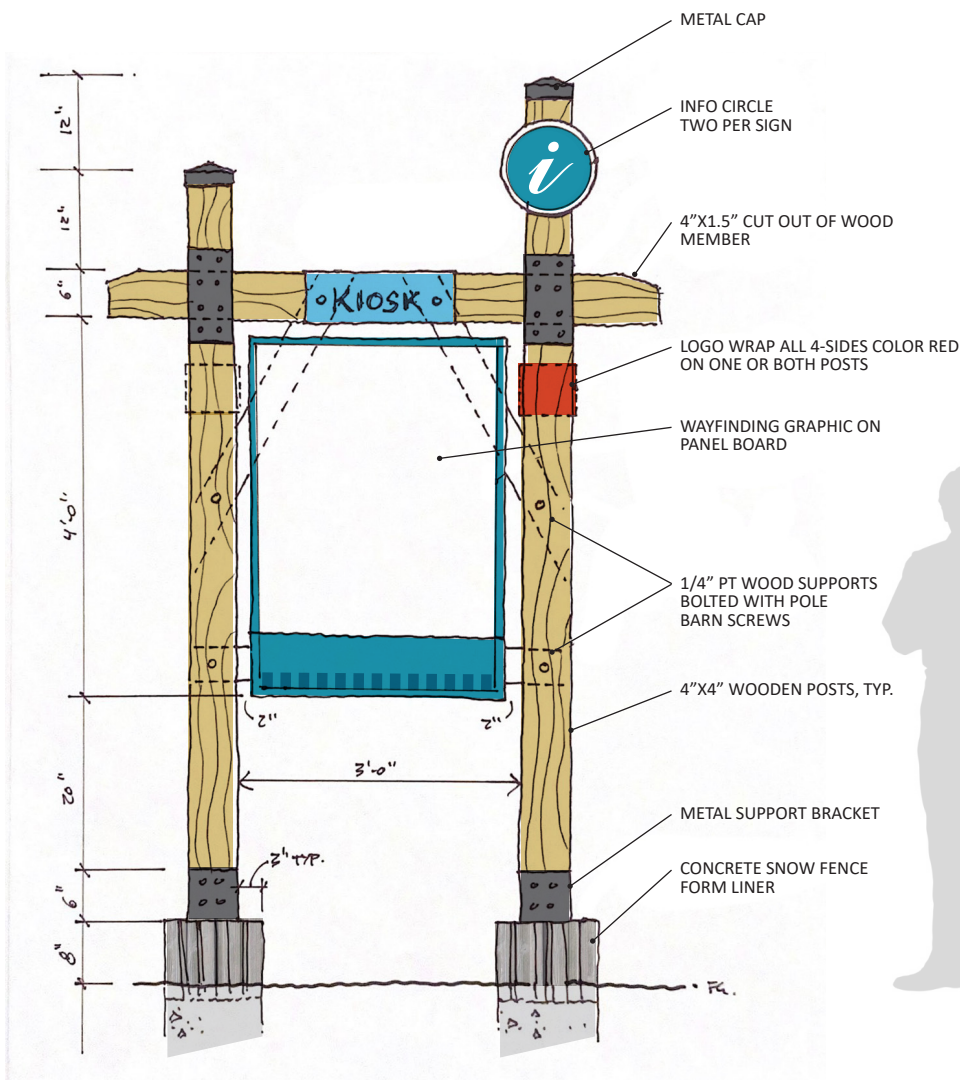
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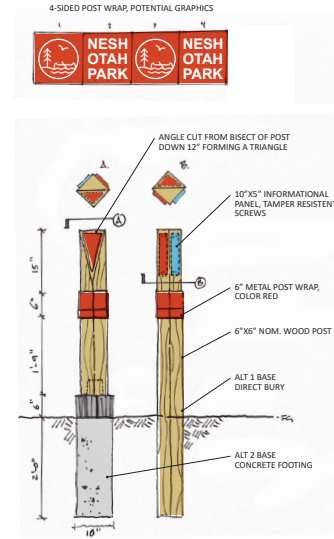
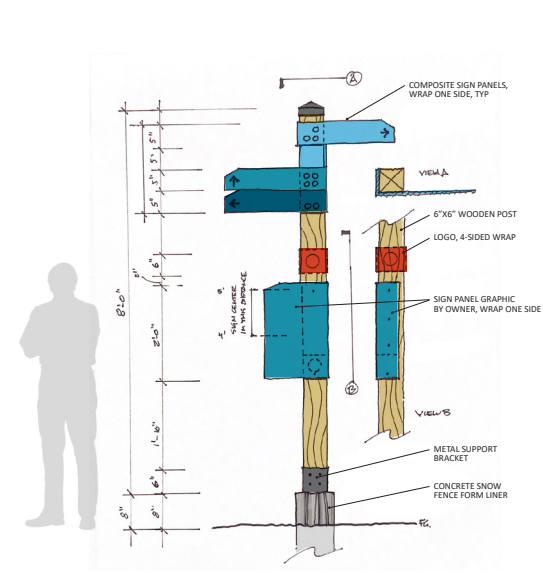
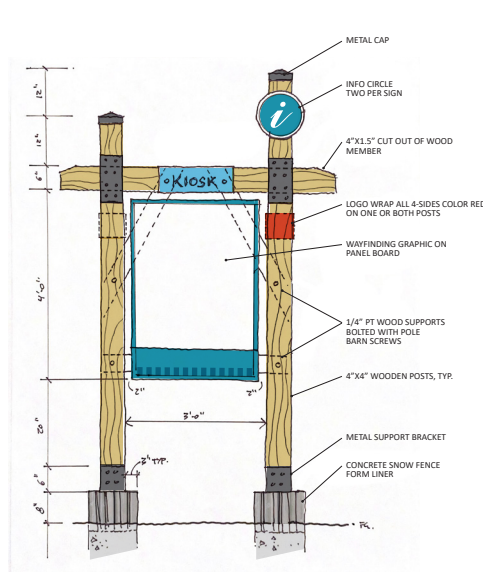
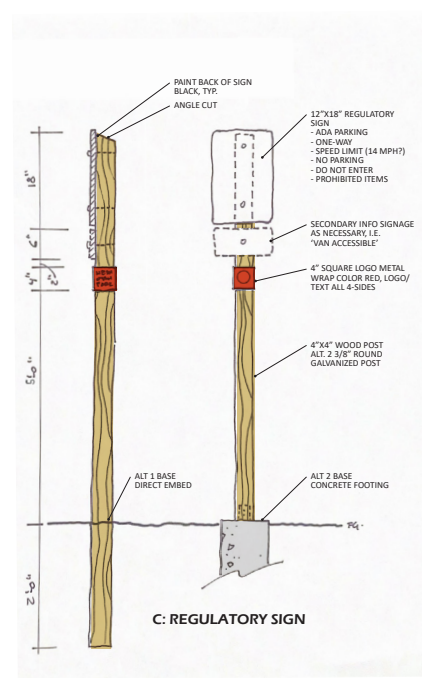
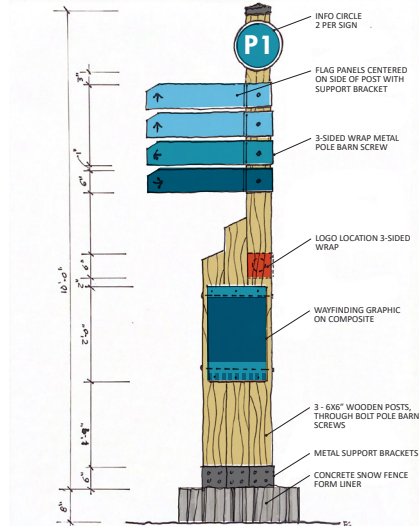
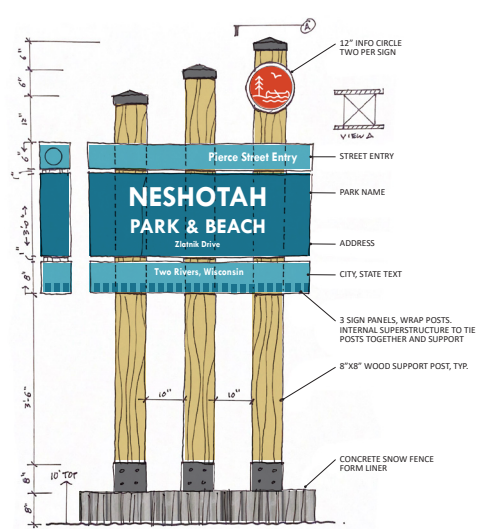


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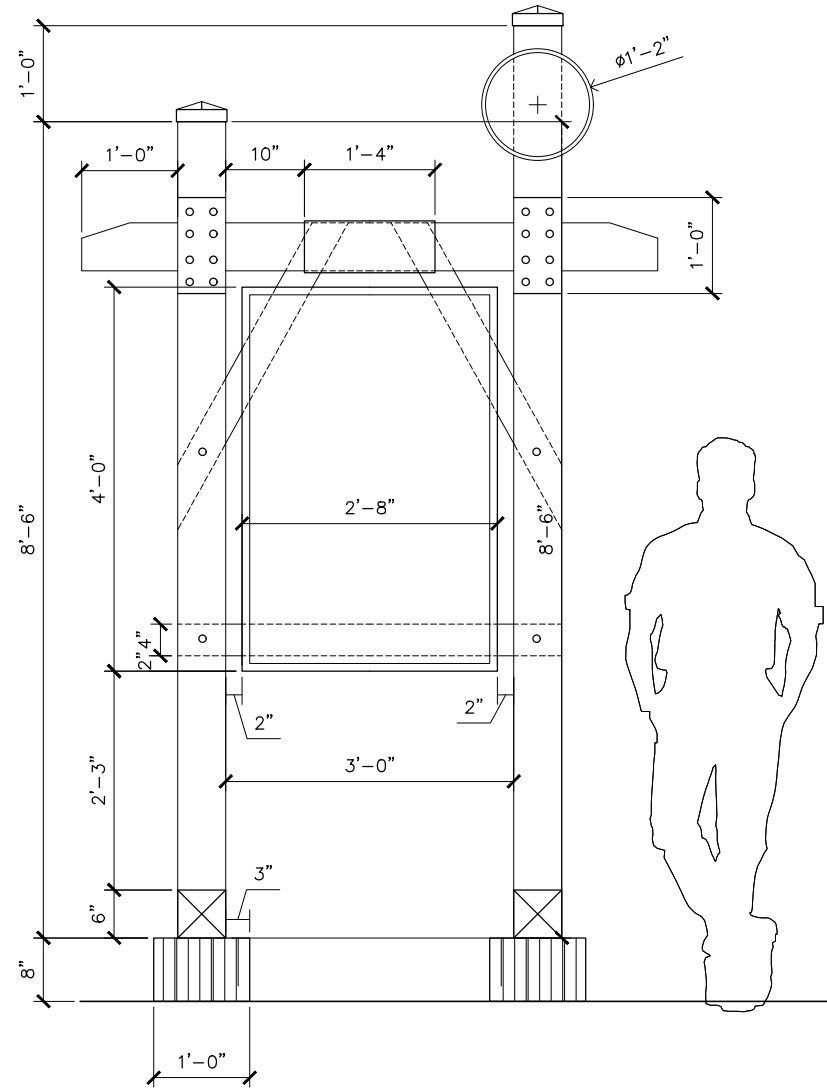
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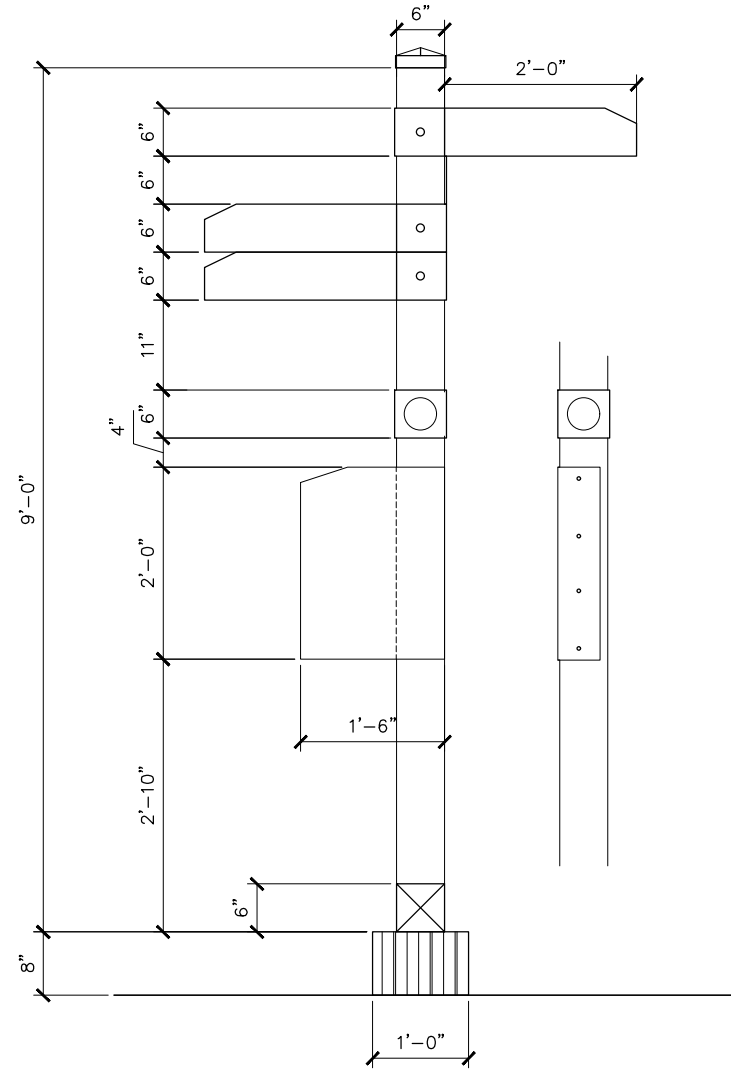


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Date:	03/09/26
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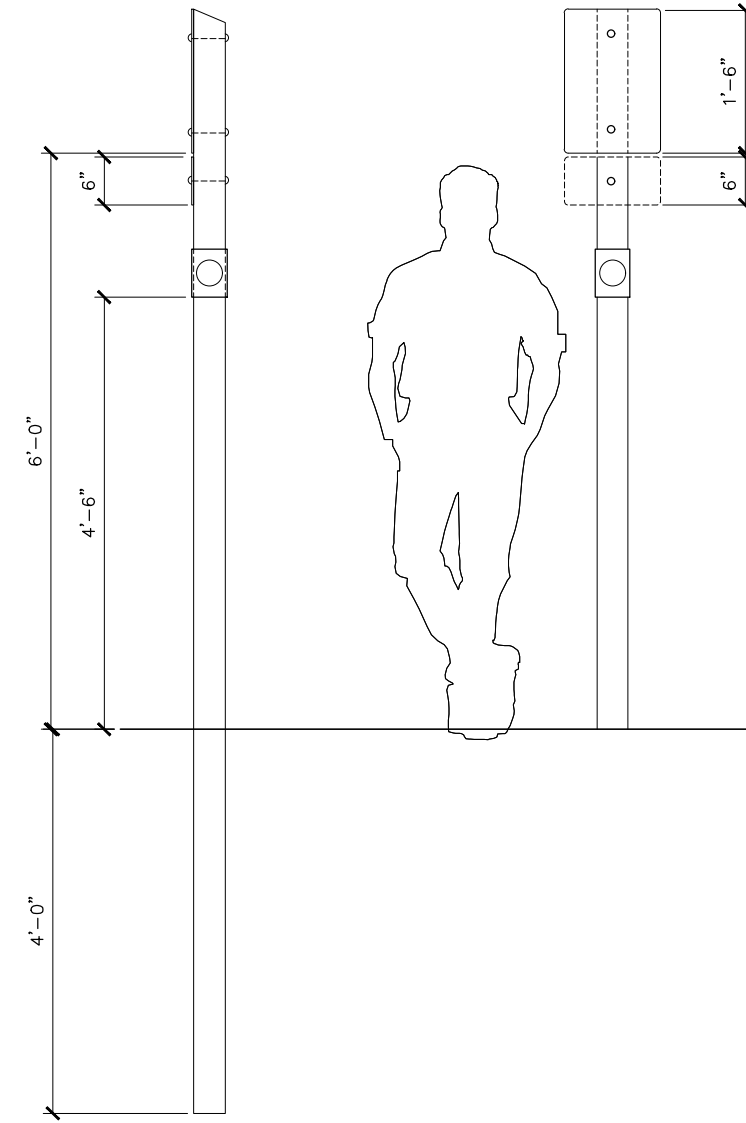
ORIENTATION KIOSK



PEDESTRIAN DIRECTIONAL



REGULATORY SIGN



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Project Name:
NESHOTAH PARK SIGNAGE PLAN

Zlatnik Drive

Two Rivers, WI 54241

Sheet Title:

SCHEMATIC DESIGN SIGNS

Revisions:

Project #: 25.040
Issued For: Review
Date: 3/24/2026

Sheet Number

S2



Approximate
Sign locations.

Map Key for Sign Locations

	1. Gateway Sign	2. Auto Directional Sign	3. Orientation Kiosk	4. Pedestrian Directional	5. Info Post
	1	3	10	15	25
	2	4	11	16	26
		5	12	17	27
		6	13	18	28
		7	14	19	29
		8		20	30
		9		21	
				22	
				23	
				24	
Total per type =	2	7	5	10	6