

McDowell County Tourism Development Authority
Shannon Odom, Executive Director
Office: 828-668-4282
execdirector@blueridgetravelers.com



Project Manager:
Candace Hladick, Transportation Planner
JM Teague Engineering & Planning
Office: 828-456-8383
candace.hladick@jmteagueengineering.com

April 21, 2025

McDowell County Tourism Development Authority Wayfinding Signage **– Phase One Release Date April 21, 2025** (*Proposals Due by May 16, 2025*)

Informal proposals are being solicited by the McDowell County Tourism Development Authority for the fabrication and installation of Community Wayfinding Signage in McDowell County, North Carolina.

The Contractor should be experienced in the fabrication and installation of wayfinding type signage and include a minimum of three (3) references. References should include contact information and project year, for similar work performed in the past five (5) years.

Subcontractors are allowed but must be included as part of the proposal. The subcontractor should be experienced in the installation of wayfinding type signage and include a minimum of three (3) references. Reference should include contact information and project year, for similar work performed in the past five (5) years.

SCOPE OF WORK

The McDowell County Tourism Development Authority (Client) completed a Wayfinding Master Plan in 2018 with revisions to the sign designs in 2024. The Client received the approved encroachment permitting with NCDOT for the signs in NCDOT right of way and the Client is now ready to proceed with the installation of the first ten (10) signs.

Proposals should include all sign fabrication and installation for ten (10) signs that follow structural designs and permitting documentation, provided. If the sign contractor changes the structural designs, they will be required to provide sealed structural plans at their own cost.

Contractor Responsibilities:

- The Contractor shall work under the direction of the Client or their Project Manager of record.
- The Contractor will be provided with a copy of the approved NCDOT encroachment permit and shall be responsible for following the permit requirements.
- The Contractor will be notified by the Client if a sign location is outside of the NCDOT right of way. In that case, the Client shall obtain property owner approval prior to installation.
 - The Contractor shall provide shop drawings. Shop drawings shall depict individual sign panels, fonts, paint type and colors, reflective sheeting type, attachment hardware, breakaway systems, and support details. Shop drawings shall be reviewed by the Structural Engineer of record prior to fabrication and must be approved by the Client before beginning fabrication.
- The Contractor shall provide one (1) sign prototype for the Client's approval before beginning fabrication.

- The Contractor will be provided with sign layouts, branding colors, and sealed structural designs for the signs. The Contractor shall construct signs and footers per these specifications or provide their own engineer-sealed structural designs at their cost.
- The Contractor shall be responsible for staking each sign location and notifying 811 (call before you dig) location/placement for field verification. The contractor shall provide the Client with copies of all “clear to dig” reports, prior to digging. If a sign location must be changed due to utility conflicts (above or below), the Contractor shall be responsible for recommending a new location to the Client and repeating the utility verification.
- The Contractor shall notify the Client a minimum of seven (7) days prior to beginning any field work.
- The Contractor shall be responsible for all work zone traffic control during installation. It will be the responsibility of the Contractor to conduct installations using NCDOT approved work zone traffic control for all situations presented during the installation of these signs.
- The Contractor shall place the sign support in the center of new concrete footer. The new concrete shall match the psi (pounds per square inch) included in the sealed structural designs. The top of the new concrete should match the existing grade.
- The Contractor shall be responsible for the removal of excess dirt and concrete leavings. A drop location may be provided by the Client.
- The Contractor shall be responsible for the removal of existing signs, if noted on sign schedule. A drop location for these signs shall be provided by Client.
- Following installation of the signs, the Client will provide the Contractor with an inspection report. The Contractor will have 30 days from notification to repair, change, or replace signs with deficiencies.

The proposal should include:

- List Taxes as a separate line item.
- Be turnkey upon completion and warranty information should be provided.
- List each sign type separately by price and as one lump sum.
- References with contact information.

The Contractor awarded the project will be required to:

- Execute an Independent Contractor Agreement
- Provide a W-9 form
- Provide a certificate of insurance for general liability and workers’ compensation coverage with the McDowell County Tourism Development Authority named as a certificate holder.

LINK TO REFERENCE DOCUMENTS: [2024 McDowell Wayfinding - Phase 1 Docs](#)

SIGN SPECIFICATIONS:

Phase 1 includes ten (10) signs with the following specifications:

- Each sign panel shall be constructed with a 3/16-inch-thick aluminum panel with 3M Reflective Sheeting. Sign panels are designed to be 57-inch-wide. The height of each sign varies based on the text. The final panel height should be adjusted depending on the specific text on each sign. (*See sign schedule for individual sign details*).
- The supports required for each (57 in wide) sign panel vary with the height of the panel (due to wind force):

Reference: *Wind1 McDowellCountyTDA 20240325.pdf* (included in link provided above).

- Sign panels that are equal to or less than 62 inches in height shall be attached to a single 6-inch OD 0.25-inch round smooth wall support.
- Sign panels that are greater than 62 inches in height shall be attached to a single 6-inch OD 0.375-inch round smooth wall support.
- All sign supports must be attached to a NCDOT approved breakaway system (Transpo “Break-Safe Model B525 or similar. and include a concrete footer per sealed structural designs).
- Supports and all necessary hardware for installation should be Powder-coated black.
- Text height should be a minimum of six (6) inches in height.
- Recreation Icons should be ten (10) inches square.
- All fonts and arrows must meet MUTCD standards.



Figure 1 McDowell Wayfinding Sign Design 2024

The proposal should be submitted electronically by May 16, 2025 4 pm to:

*McDowell County Tourism Development Authority
Shannon Odom, Executive Director
execdirector@blueridgetravelers.com*

*Cc Project Manager
Candace Hladick, J.M. Teague Engineering & Planning
candace.hladick@jmteagueengineering.com*
