

Request for Proposals – Signs for Public Safety Center, Ronnie Hill Memorial Park and Welcome to Eagleville

The City of Eagleville is soliciting proposals with bids in order to identify individuals and/or businesses qualified to design, produce and install signs for the following locations.

This RFP is designed for those interested in creating a contract relationship to design, produce and install signs. The proposal may be submitted for individual signs or for all three (3) proposals. The selected party will be required to operate according to the terms and conditions outlined below.

The proposals will be opened 2:00 p.m. on April 25, 2024 at the following address:

City of Eagleville
108 South Main Street
615 274 2922

For questions, please contact City Manager at citymanager@eaglevilletn.gov or 615 274 2922

I. RFP TERMS AND CONDITIONS

- A. The decision will be based on the qualified individuals' proposal of design, capability and cost.
- B. This RFP does not commit the City to award a contract. Proposals which, in the sole discretion of the City, do not meet the minimum requirements, including without limitation the minimum proposal submission requirements, will not be reviewed.
- C. The City may request additional or clarifying information or more detailed information from any proposer at any time, including information inadvertently omitted by a proposer.
- D. The City reserves and may exercise the following rights and options with respect to evaluation of proposals and selection for negotiation:
 - 1. To reject any and all proposals and re-issue the RFP at any time prior to execution of a final contract if, in the City's sole discretion, it is in the City's best interest to do so;
 - 2. To supplement, amend, substitute or otherwise modify this RFP at any time prior to selection of one or more respondents for negotiation and to cancel this RFP with or without issuing another RFP;
 - 3. To accept or reject any or all of the items in any proposal and award the contract in whole or in part if it is deemed in the City's best interest to do so;
 - 4. To reject the proposal that, in the City's sole judgment, has been delinquent or unfaithful in the performance of any contract with the City or another government entity, is financially or technically incapable or is otherwise not a responsible proposer;
 - 5. To reject as informal or non-responsive any proposal which, in the City's sole judgment, is incomplete, is not in conformity with applicable law, is conditioned in any way, deviates from this RFP or contains erasures, ambiguities, alterations, or items of work not called for by this RFP; and,
 - 6. To request that some or all of the proposers modify proposals based upon the evaluation of the City.

E. The City may enter into negotiations for a contract, on terms and conditions satisfactory to the City with one or more selected proposer(s). However, the City reserves the right to terminate any negotiations at any time or conduct simultaneous, competitive negotiations with multiple proposers.

II. WELCOME TO EAGLEVILLE (3 identical signs)

The selected proposer will be required to satisfy the following conditions as a part of the signs created:

- A. The contractor will be responsible for designing, building and installing the signs according to the City approval.
- B. The current signs are single sided and maroon. Fading has been a problem so longevity being a priority. Advisement should be made as to the wrapping or replacement required for the signs. The City intends to keep the stone posts, only replacing the signs.
- C. Dimensions of the new signs should be consistent with existing signs if replacement is required so that signs will fit and complement existing posts.
- D. The aesthetics may be similar to the current sign as these are intended to welcome visitors and residents to the city.
- E. The signs may or may not need to incorporate the city seal.

III. RONNIE HILL MEMORIAL PARK

- A. The contractor will be responsible for designing, building and installing the signs according to the City approval.
- B. The current sign is double faced and must contain the name of the park and address but also reflect a fresh design.
Ronnie Hill Memorial Park
1019 Ronnie Hill Avenue
- C. Dimensions of the new sign should be approximately 4 ft. by 4 ft. square.
- D. The current sign is located on a slope and raised significantly above the ground. The new design does not need to be as high but must still be visible to traffic.
- E. The sign must be visible at night with up lighting or internally lit.
- F. There should be a customizable double-sided digital sign located underneath the identifying sign. The proposal should have various digital options with pricing.

IV: DAVID W. RIGSBY PUBLIC SAFETY CENTER

- A. The contractor will be responsible for designing, building and installing the signs according to the City approval.
- B. Architect drawings with dimensions of the sign are attached. The sign must contain the name of the campus as well as the address.
David W. Rigby Public Safety Campus
259 & 307 N. Main Street
- C. The sign must be visible at night with back lighting or another way to light. There should be a customizable double-sided digital sign located to the side of the identifying sign. The proposal should have various digital options with pricing.

V. QUALIFICATIONS

To ensure a high-quality level of operation for the facility, proposers must demonstrate minimum experience and qualifications, and provide evidence of the following:

- A. Documented experience in design and installation of signs;
- B. Fiscal solvency;
- C. An equal opportunity employer;
- D. Not be indebted to the Federal Government, State of Tennessee, County of Rutherford or City of Eagleville for non-payment of taxes, fines, judgments, liens or fees;
- E. Insured;
- F. Capable of providing references upon request;

IV. PROPOSAL INSTRUCTIONS

Submission Date and Requirements

Please submit to the *City* the cost to design, produce and install signs as labeled. Please see the attached photos of existing signs and architectural renderings of new Public Safety Center sign.

Original unbound copy of completed proposals must be submitted either by mail or hand to:

City of Eagleville
Proposal for Sign(s)
C/O City Manager
108 South Main Street
P.O. Box 68
Eagleville, Tennessee 37060

- a. Proposals must be submitted by **2:00 p.m. on April 25, 2024**. Late proposals will not be accepted.
- b. Proposals must be signed by an individual authorized to bind the Proposer.
- c. Proposals must be sealed and labeled on the lower left cover of the envelope RE: Sign proposal(s)
- d. The City reserves the right to reject and return any proposal submitted after the time and date.

VII. REVIEW OF PROPOSAL RESPONSES

Review Process

All proposals received by the deadline will be evaluated by the City Manager and other entities as needed.

The successful proposer will be required to execute an agreement with the City, which is subject to formal approval by the Eagleville City Council.