
REQUEST FOR PROPOSALS

City Hall Monument Sign



MAY 1, 2023
CITY OF O'FALLON, ILLINOIS
255 S. Lincoln Ave
O'Fallon, Illinois 62269

O'FALLON, ILLINOIS REQUEST FOR PROPOSAL

The City of O'Fallon is requesting proposals for the DESIGN AND BUILD OF A LED MONUMENT SIGN at O'Fallon City Hall as outlined below. Please read this entire package and submit your proposal in accordance with these instructions. Proposals improperly prepared and submitted may be rejected.

DESCRIPTION OF PROJECT: The City of O'Fallon is seeking proposals from qualified companies for the design, fabrication and installation of one internally illuminated, monument sign with electronic message center at O'Fallon City Hall, 255 South Lincoln Avenue, O'Fallon, Illinois.

GENERAL SPECIFICATIONS: Please send all proposals to:

O'Fallon City Clerk
RE: City Hall Monument Sign
O'Fallon City Hall
255 South Lincoln Avenue
O'Fallon, Illinois 62269

Deadline for submissions is June 2, 2023. Proposals will be evaluated beginning on June 5, 2023.

Questions can be directed to Grant Litteken at glitteken@ofallon.org

Provisions: The City of O'Fallon retains the right to reject any or all proposals, to waive technicalities, and accept the proposal which they believe to be the most advantageous to the City.

INTRODUCTION AND BACKGROUND

A monument sign near O'Fallon City Hall, featuring electronic messaging was demolished in 2022. The city is requesting a new monument sign on City Hall grounds that features electronic messaging. The monument is intended to be a marker for City Hall and Gateway signage for the O'Fallon Downtown District. As the project moves forward, staff will work with the selected vendor to determine in a single or double-sided sign would be the preferred purchase.

Staff will also work with the selected vendor to investigate any improvements or amendments to the sign design that would benefit the City.

All prospective consultants will be afforded full opportunity to submit statements of qualifications in response to this request and will not be discriminated against on the grounds of race, religion, color, national origin, age, sex, or disability in consideration for an award of any contract entered into pursuant to this notice.

This Request for Proposal (RFP) is an invitation by the City of O'Fallon for companies to submit an offer, which may be subject to subsequent discussion. It is not a request for competitive bid. Submittal of a proposal does not create any right in or expectation to a contract with the City of O'Fallon. The City of O'Fallon reserves the right to reject any or all proposals and the City further declares that it will incur no financial obligations for any costs by any company in preparation of their proposal.

Statement of Qualifications

To be considered, the company must be a full-service firm with expertise in sign installation. The company should be able to demonstrate that its sign installation has been successfully implemented in at least three professional entities, preferably within the State of Illinois or St. Louis Metro area.

Selection Criteria

A selection committee will evaluate each submitted proposal to determine who may be invited for a design-build interview. The selection committee will recommend a project with one firm to the O'Fallon City Council. The City Council will provide final approval of the selection.

1. Proposals submitted will be evaluated using the following criteria:
 - a. Compliance with the RFP
 - b. Qualifications of the firm and experience in sign design and installation.
 - c. The selection committee's confidence in the ability of the proposer to satisfactorily provide the services required.
 - d. Cost; including proposed contract terms and fee schedule.

Overall Scope of Work

- Design, fabrication and installation of one internally illuminated single or double-faced monument sign with electronic message center at O'Fallon City Hall.
- Sign stands approximately 7-8' tall and 7-8' across and 2' wide.
- Base and column shall be all aluminum construction painted acrylic polyurethane.
- Address numerals and "O'Fallon City Hall" shall be painted directly onto sign.
- 15.8 MM or 10 MM Full Color LED Display with message/graphic display software on City supplied computer.
- City will provide power to location of sign. City will provide landscaping after installation.

Proposal Requirements

All proposals submitted in response to this request for proposals shall contain the following information in the stated order:

- Proposals must include the provided submission form as page one of the proposal.
- Description of the firm (corporation, partnership, etc.) and year established. Applicable experience.
- At least three references, where your firm has performed in the past three years, preferably other governmental units, including an individual contact name, name of organization and phone number that the City may contact regarding projects of similar size and content as outlined in this request (both union and non-union wage and classification systems and implementation approaches).
- The cost proposal shall include a breakdown of the company's fees, and charges for services, by component part and for the total project. Include a proposed payment schedule, proposed contract terms and/or any proposals for annual maintenance of the plan.
- The proposal shall clearly define, identify, and estimate the cost of any additional services and/or reimbursable services that the consultant did not include in the not to exceed lump sum cost.
- A statement ensuring validity of the proposal for at least ninety (90) days.

INSTRUCTIONS TO VENDORS

- **RESPONSIBILITIES:** It is the responsibility of the vendor to thoroughly examine and familiarize themselves with all aspects of the proposed project, including deadlines, site locations and any special requirements.
- **INTERPRETATIONS:** No oral interpretations made to any vendor will be binding. Requests for interpretations or changes must be made in writing to the City Administrators office seven (7) or more working days prior to the published deadline date.
- **GENERAL INFORMATION:** Names and qualifications of corporate/company officers/owners. Company address/location(s) and other appropriate contact information. A brief history of the company.

- REFERENCES: Provide contact information for three individuals that have had experience with the vendor's company.
- METHOD OF SUBMISSION: There shall be a single submission for each proposal remitted. Alternatives may be submitted but must be in the form of a separate proposal. All submissions must use the provided form.

The City of O'Fallon retains the right to reject any or all proposals, to waive technicalities, and accept the bid which they believe to be the most advantageous to the City.

Provided Submission Form

Name of Company:

Address:

Name and Signature of Agent:

Title:

Contact Phone:

Contact Email:

Price for Single-Faced Sign:

Price for Double-Faced Sign:

Estimated Date for Delivery/Installation:

Examples of Work:

Remarks:

Please Include a Visual of the Proposed Sign Design with this submission.