



## **REQUEST FOR PROPOSALS**

### **Signage for Foley Event Center Requisition No. FST-051624**

The City of Foley is soliciting Request for Proposals (RFP's) for the design & construction of new signage for the Foley Event Center located at 1001 E. Pride Blvd. Foley, AL 36535, that will display the Foley Event Center logo at a height that can be seen from afar and be illuminated at dark.

Requests for Proposals (RFP's) will be received by the City of Foley at Foley City Hall, 407 East Laurel Avenue, Foley, Alabama 36535 or P.O. Box 1750, Foley, AL 36536 until 2:00 p.m., on Thursday, May 16, 2024.

Information regarding the RFP may be obtained at Foley City Hall, 407 East Laurel Avenue, Foley, Alabama, 36535, by calling (251) 943-1545, or, the RFP may be downloaded from the City's website at <http://www.cityoffoley.org>.

To be eligible for consideration, RFP's must meet all requirements contained in the Request for Proposal (RFP) package. It shall be the sole responsibility of the company submitting an RFP to assure receipt of the RFP at Foley City Hall prior to the published time.

The City of Foley reserves the right to accept or reject any or all RFP's and to waive technical errors if, in the City's judgment, the best interests of the City will thereby be promoted.

Rachel Keith  
Project Manager  
City of Foley, Alabama



**RFP RESPONDENT INFORMATION:**

<b>Company Name:</b>			
<b>Submitted By:</b>			
<b>Mailing Address:</b>			
<b>Telephone Number:</b>			
<b>E-Mail Address:</b>			
<b>Ethics Disclosure:</b>	<b>Are you a City of Foley Appointed Official?</b> <b>Are you a City of Foley Employee?</b> <b>Are you the spouse of a City of Foley Appointed Official or Employee?</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	

**ADDENDUM ACKNOWLEDGEMENT:**

Respondent acknowledges receipt of the following addendums and has incorporated the requirements of such addendums into the RFP.

(List all addendums issued for this RFP.)

No.	Date

No.	Date

No.	Date

No.	Date

No.	Date

No.	Date

## REQUEST FOR PROPOSAL

### **Background**

The mission of the Foley Sports Tourism Department is to attract, create, and host high-quality events for all ages to increase economic vitality, improve the quality of life, and provide a unique and memorable experience that brands Foley, Alabama as a nationally recognized sports destination. The Foley Sports Tourism department operates the Foley Event Center which is located at 1001 E. Pride Blvd. Foley, AL 36535. This is a 90,000 sq. ft. indoor multi-purpose venue. The event center mainly hosts sports events such as volleyball, basketball, pickleball, and archery, however events like graduations, conventions and other types of tourism events are held here from time to time.

Currently we do not have any signage displaying the branding/logo of the Foley Event Center. We are currently seeking a business to construct a pylon sign that is visually appealing, difficult to overlook and that addresses the challenge of differentiating the center from OWA Parks and Resort. The sign should be the appropriate size so it is easily visible from the main red-light making it easy for passing traffic to identify. The sign should incorporate our brand colors and include lighting so it can be seen clearly during the night. We are located along the beautiful Gulf Coast, which is susceptible to strong storms. The sign should be sturdy to endure inclement weather. We understand that it not possible to hurricane-proof anything, the fixture must be able to sustain strong winds, and rain. It must also hold up in temperatures exceeding 100 degrees.

### **RFP Purpose**

The purpose of this RFP is to partner with a sign provider to design & construct new signage for the Foley Event Center located at 1001 E. Pride Blvd. Foley, AL 36535. The sign will include illumination so the logo can be visible at night. The sign will need to be visible from the front and back.

### **RFP Deadline**

RFP must be received by the City of Foley no later than 2:00 p.m. on Thursday, May 16, 2024.

### **Design & Specifications**

- Sign height should be approximately 25' tall. It shall be prominent in its location.
- Sign design shall be complimentary to Foley Sports Tourism. The design shall include Foley Event Center logo. Draft design of the sign is provided in this packet.
- A two sided sign design is preferred as it will be placed in a roundabout facing north and south. It should be viewed by vehicle occupants traveling both north and south. However, a three sided sign design can be reviewed should all other requirements be met.
- Sign materials should include a combination of aluminum, vinyl, metal and manufactured plastics that hold up well to long-term wear and weather conditions. A clean, modern look that showcases our brand colors and incorporates some simple curves to complement the logos arch would be desirable.
- Photos of the event center are provided.
- Respondents shall provide three references for projects of a similar nature and photos of the finished sign.
- Respondents shall provide a detailed drawing of their proposed signage as well as a list of the products and materials that shall be incorporated into the sign. Respondents shall identify the most cost effective design solutions.

### **Budget & Timeline**

- Respondents shall consider an estimated budget \$50,000 for the total project.
- Respondents shall provide a project estimate for all labor and proposed materials to give the city an idea of the cost. Once design and sign material have been finalized with the selected sign provider, a final total project sign cost shall be provided. Respondents must include details on payment terms and schedule of fees.
- Respondents shall provide a timeline that shows project steps in chronological order, estimate task durations, task dependencies and deadlines

### **Vision**

Below is a depiction to illustrate some of the City's visions for the new signage. It is not meant to imply that this is the preferred or pre-selected design.



This photo of an actual sign is provided for example only.



**Electrical/Lighting**

Currently the area does not have electrical connection for the new sign location. However, power supply will be installed prior to the installation of the sign. It is imperative that the sign have lighting for night time viewing. Respondents shall include the lighting aspects that they intend to incorporate into the sign design and their method for connecting to the future electrical along with specifications to the electrical requirements along with any additional costs to this.

A system to protect against lightning and electrical surges is highly desired. Respondents shall provide all details and warranty information in regards to the lightning and electrical surge protection system.

### **Warranty**

A five to seven year warranty is desired. RFP responses shall list the components of the sign that are covered under that warranty and identify the warranty term.

### **Training**

City personnel shall be fully trained in the use and troubleshooting of the basic sign components. PDF instructions for use shall be provided for reference.

### **General Requirements**

If applicable to this work and estimated cost exceeds the amount established by the State Licensing Board for General Contractors, Contractor must be licensed under the provisions of Title 34, Chapter 8, Code of Alabama, 1975, and must possess a current State of Alabama General Contractors Board Certification. Contractor shall provide evidence of such by including a copy of his or her current license in the sealed envelope in which the proposal is delivered. Furthermore, any Contractor that desires to perform this work as prime Contractor must be authorized to perform the type of work required for this project as listed in the major classifications of license per Section 230-X-1-.27 of the State of Alabama Licensing Board for General Contractors Administrative Code.

If awarded the RFP and prior to beginning work, the Sign Provider is required to have a current City of Foley Business License.

Awarded Sign Provider must provide proof of liability insurance by furnishing a Certificate of General Liability Insurance, Workers Compensation Insurance and Proof of Automobile General Liability Insurance. The liability insurance must be maintained for the life of the project or contract. The Sign Provider shall add the City of Foley as an additional insured on their liability policy for the life of the project or contract. The Sign Provider's insurance is to be the primary coverage over any insurance the City of Foley may have.

If the project amount submitted by the selected Sign Provider is \$100,000.00 or greater, a background check will be performed per City of Foley Ordinance No. 1029-08, General Conditions, Section 1.14 and bid award will be contingent upon successful background check results.

Proof of E-Verify documentation in the form of a copy of the signed Memorandum of Understanding (MOU) generated upon completion of the E-Verify program should be submitted with this RFP.

### **Contract Award**

Upon receipt of RFPs, it will be the decision of the City of Foley to award or not award the project. Award will be made to the Sign Provider who most closely meets the City's vision for the new signage. The City reserves the right to reject any or all proposals and to waive technical errors, if, in the City's judgment, the best interest of the City will thereby be promoted.



**Contract Period**

Upon completion of a design that is agreed to by all parties, the work shall be commenced within **ten (10)** days of the date specified in a Notice to Proceed to be issued to the Sign Provider by the Owner, or its authorized representative, and shall be completed within **ninety (90)** calendar days from and after the commencement date stipulated in said work order.

**Permits and Building Codes**

If applicable, the selected vendor shall obtain all permits required for this project, provide drawings, site plan, etc. for review by the City Building/Inspections Department and shall meet all current building code requirements for construction.

**Additional Information**

All questions related to this RFP must be documented through email and should be sent to Rachel Keith at rkeith@cityoffoley.org no later than 72 hours prior to the scheduled closing of the RFP. No questions will be addressed by any means other than email. Answers will be emailed to all interested parties in the event that clarification is required.

Section 39-3-5, Code of Alabama, requires that preference be given to Alabama resident contractors when awarding certain public works contracts to the same extent as required by the laws of a non-resident bidder's home state: "In awarding the Contract, preference will be given to Alabama resident contractors and a nonresident bidder domiciled in a state having laws granting preference to local contractors shall be awarded the Contract only on the same basis as the nonresident bidder's state awards contracts to Alabama contractors bidding under similar circumstances."

**Instructions to Respondents**

To be eligible for consideration, responses must be submitted on complete original forms found in this RFP along with drawings, material list and any other items specified in this packet. All executed forms and documents must be submitted in a sealed envelope. The outside of the sealed envelope should be clearly marked, identifying the project name, requisition number, date and time of the RFP closure, if applicable, the contractor's name and current State of Alabama General Contractors license number shall also be noted. It shall be the sole responsibility of the respondent to assure receipt of the RFP at Foley City Hall prior to the published time of the RFP deadline. If hand delivering, the RFP envelope must be "Date and Time" stamped at the receptionist's desk when the RFP is turned in.

Responses should be sent to one of the following addresses:

**U.S. Postal Service**

City of Foley  
Attn: Purchasing Agent  
P.O. Box 1750  
Foley, AL 36536

**Physical Address**

City of Foley  
Attn: Purchasing Agent  
407 E. Laurel Avenue  
Foley, AL 36535

**Sign will be located in the center of the roundabout shown below.**





**Photos of Foley Event Center**





Photos of the other signage surrounding the event center. The sign design should prominently feature the Foley Event Center's logo/branding in a way that clearly distinguishes it from the OWA signage featured in the photos.







### PRICE SHEET

ITEM DESCRIPTION	ESTIMATED PRICE
<p align="center"><b>Signage for Foley Event Center</b></p> <p align="center"><i>(Estimate to include all labor and materials. It is understood that this is only an estimate as the City will work with the selected Sign Provider to finalize the design and materials.)</i></p>	
<p align="center"><b>Lightning and Electrical Surge Protection</b></p> <p>Is this standard and included in the price above?</p> <p><i>(If not a standard option, please provide information in your response for available options and the cost for these.)</i></p>	<p align="center">Yes <input type="checkbox"/>    No <input type="checkbox"/></p>

<b>WARRANTY – List items under warranty and the duration of warranty (Attach additional sheets if needed.)</b>

**Company:** \_\_\_\_\_

**Submitted By:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_



### **REFERENCES**

Provide three references for completed sign projects that are similar in nature to this project. Attach photographs of completed signage.

#### **REFERENCE 1:**

Name of Client/Company:	
Contact Person:	
Address:	
Phone:	Email:
List any special aspects of the signage:	

#### **REFERENCE 2:**

Name of Client/Company:	
Contact Person:	
Address:	
Phone:	Email:
List any special aspects of the signage:	

#### **REFERENCE 3:**

Name of Client/Company:	
Contact Person:	
Address:	
Phone:	Email:
List any special aspects of the signage:	



## THE CITY OF FOLEY, ALABAMA GENERAL CONDITIONS

To insure acceptance, all entities submitting Request for Proposals (RFP's) to the City of Foley shall be governed by the following conditions, attached specifications and related form unless otherwise specified. RFP's **not** submitted in accordance with the Response Guidelines may be rejected, and RFP's **not** complying with the general conditions will be subject to rejection.

1.0 Intent of RFPs:

It is the intent of the intent of the RFP attached hereto to set forth and describe certain item(s) and/or service(s) including all costs necessary to provide these items or services.

1.01 Legal Requirements:

All applicable provisions of Federal, State, County and local laws including all ordinances, rules and regulations shall govern the development, submittal and evaluation of all RFP's received in response to these specifications, and shall govern any and all claims between person(s) submitting an RFP hereto and the City of Foley, by and through its officers, employees and authorized representatives. A lack of knowledge by the company submitting the RFP concerning any of the aforementioned shall not constitute a cognizable defense against the legal effect thereof.

1.02 RFP Submission:

The proposal and all executed forms must be submitted in a sealed envelope by the date indicated in the RFP. All proposals must be signed by an authorized representative of the Company. **The face of the envelope shall be plainly marked identifying the RFP and the submission deadline, date and time.** It shall be the sole responsibility of the submitter to assure receipt of the proposal at the destination indicated prior to the published deadline date and time. No proposal will be opened that is received after closing time for receipt of proposals, nor will any offers by telephone, fax, or any electronic means be accepted.

1.03 Exceptions to Specifications:

During the drafting of written specifications, a sincere effort is made to describe products and services best suited to the needs of the City; however, in order that fair consideration is given in evaluating proposals, all exceptions to or deviations from the specifications as written must be noted and fully explained. The Mayor and City Council are the final authority in determining the acceptability of any exceptions to specifications.

1.04 Discounts:

Terms offering a discount for prompt payment will be considered in the selection process. The discount period shall begin whenever (1) the conditions of the specifications have been fully met and the product or service judged acceptable to the City of Foley or (2) a correct invoice and other required documents have been received, whichever is later. Discounts offered for a period of less than thirty (30) days will not be considered.

1.05 Approved Equivalent or Equals:

Any manufacturer's names, trade names, brand names, model numbers, etc. listed in the specifications are for information only and not intended to limit competition. The respondent may offer any brand for which he is an authorized representative that meets or exceeds the specifications as written. If the response is based on an "approved equivalent or equal" item, supportive information in the form of manufacturer's printed literature or brochures, sketches, diagrams and/or complete specifications must accompany the RFP. The respondent must explain in detail the reasons why the proposed equivalent or equal will meet specifications and not be considered an exception thereto. The City of Foley reserves the right to determine acceptance of proposed equivalent or equal item.

1.06 RFP Withdrawals:

RFP's may be withdrawn by written request received from respondent prior to the time fixed for the submission deadline but no RFP may be withdrawn after closing time for receipt of RFP's for a period of sixty (60) days. Negligence on the part of the respondent in preparing the proposal confers no right for the withdrawal of the proposal after the fixed date and time.

1.07 Rejection of Proposals:

The City of Foley reserves the right to accept or reject any or all proposals, to award proposals on a split-order basis, to waive any minor irregularities, technicalities, or informalities, and to re-advertise for RFP's when deemed in the best interest of the City of Foley.

If there is any reason for believing that collusion exists among the respondents, any or all proposals may be rejected, and those participating in such collusion may be barred from submitting proposals on the same or other work with the City of Foley.

1.08 Delivery:

Proposals shall include all freight cost to Foley, Alabama to point(s) specified herein or specified at the time the purchase order is placed. No title to the item(s) ordered nor any risk of loss shall be passed to the City of Foley until after receipt of delivery has been acknowledged by an authorized representative of the City of Foley.

1.09 Taxes:

The City of Foley, a Municipal Corporation, is a tax exempt entity per Section 40-23-4(11), Code of Alabama 1975. The City of Foley is exempt from all state and local sales taxes. This should **not** be construed to mean that contractors or suppliers doing business with the City of Foley are exempt from paying tax (General Conditions, Section 1.11 Permits and Taxes).

1.10 Licenses, Registration and Certificates:

A City of Foley Business License must be obtained within ten days of proposal acceptance. Each respondent must provide proof of State required competency certifications whenever applicable to engage in the business of contracting (or special contracting if the work to be performed necessitates a particular type of specialty contractor) in the City of Foley.

1.11 Permits and Taxes:

The contractor shall procure all permits, pay all charges, fees and taxes and give all notices necessary and incidental to the due and lawful prosecution of the work.

1.12 Compliance with Federally Funded Programs:

The selected company shall assure the City of compliance with any and all special provisions (if applicable) contained in the contract. These provisions may include but are not limited to maintaining a Drug-Free Workplace, compliance with Clean Air and Water Laws and Regulations, and compliance with Equal Opportunity and Non-Segregated Facilities guidelines.

1.13 Proof of Liability & Worker's Comp Insurance:

If applicable, Proof of Liability and/or Worker's Comp Insurance must be included in the RFP packet. If a company is not covered by Worker's Comp Insurance, labor and material charges should be separated on the proposal. This should be done in order for the City to determine the Worker's Comp rate (in accordance with the City's current Worker's Comp fee schedule) that will be deducted from payment to the company performing the work.

1.14 Background Check:

The award of "Public Works" projects over \$50,000 will be contingent upon the results of a background check as stated in Ordinance No. 1029-08. According to this ordinance, the City of Foley will take criminal histories into account when deciding whether a respondent is qualified to do work for the City. Anyone who owns or runs the day-to-day operations of a company that submits a proposal for a City project must complete a questionnaire and consent to a background check as part of the review process.

1.15 Disqualification:

The City can disqualify a company based upon the results of a background check or if the company has been prohibited from contracting with another government agency as stated in Ordinance No. 1029-08.

If, in the opinion of The City of Foley, a proposal contains false or misleading statements or references that do not support a function, attribute, capability, or condition as contended by Company, the proposal may be



disqualified from further consideration.

1.16 Expenses:  
Expenses for developing an RFP and addressing information requests herein are solely and entirely the responsibility of Company and shall not be chargeable in any manner to the City of Foley.

1.17 Alabama Immigration Law (Beason-Hammon Alabama Taxpayer and Citizen Protection Act):  
Contractor must be in compliance with Alabama's Immigration Law, otherwise known as the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535, Section 31-13-9, Code of Alabama 1975. If the bidder employs persons in the State of Alabama, the bidder must provide documentation with this bid that they are enrolled in the E-Verify program. Additionally, the bidder should be advised that if they employ persons (anywhere), award of the contract is conditioned on the bidder not knowingly employing, hiring for employment or continuing to employ an unauthorized alien within the State of Alabama. Any awarded contract will contain a provision whereby the bidder promises not to violate federal immigration law.

Any subcontractor who works with the general contractor who has been awarded contracts by the City must be enrolled in E-Verify. It is the responsibility of the general contractor to have a system in place to ensure subcontractors' compliance.

Proof of E-Verify documentation will be in the form of a copy of the signed Memorandum Of Understanding (MOU) generated upon completion of the E-Verify program.

1.18 Local Bid Preference:  
The City of Foley has accepted the local bid preference guidelines established in Act 2015-293 and allows these guidelines to be utilized when appropriate, on a case by case basis. The local preference area has been established per Resolution 15-2369-RES and is defined as the area within the police jurisdiction of the City of Foley. Bid awards may be made to local vendors in this area if their submission is within 5% of a lower bid submitted by a vendor outside of this area and a 10% preference is extended if the lower bidder is located outside the state.

1.19 Contractor Tax Credits/Incentives/Rebates:  
Should a Contractor seek tax credits, incentives or rebates for energy efficiency programs or any other such program through the Federal or State Government, the Contractor shall inform the City of its intent to apply and shall negotiate terms with the City.

***"The City of Foley encourages all vendors to list job openings with Job Services of Alabama."***