



**Request for Proposals**

**Issue Date:** April 8, 2016

**Issued By:** City of Emporia  
c/o Lori Jarratt  
201 South Main Street  
Emporia, VA 23847  
434-634-3332

**Commodity:** Sign Design, Construction, and Maintenance Services

**Location of Work:** Emporia, Virginia

Proposals are due no later than 4:00 p.m. on Monday, April 25, 2016

If you hand deliver your proposal, then please use the street address above. If you mail your proposal, please use the following address:

City Manager's Office  
c/o Lori Jarratt  
Post Office Box 511  
Emporia, Virginia 23847

If you mail the proposal, it is your responsibility to make sure that it arrives in the City Manager's Office by the time and date deadline above.

You must return this page with your proposal with the following information:

Name and Address of Respondent:

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ By: \_\_\_\_\_

\_\_\_\_\_ Printed Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_

FAX#: \_\_\_\_\_

# **Request for Proposal to Provide Sign Design, Construction, and Maintenance Services**

## **Purpose**

The City of Emporia seeks proposals from qualified firms to provide sign design, construction, and maintenance services, primarily as it relates to gateway signage.

### **Evaluation of Proposals**

The City will evaluate proposals using the following criteria:

1. Expertise, experience and past performance of the firm in providing similar or related services.
2. Qualifications and experience of the firm's personnel that will be assigned to the services.

The City will use the following procedure in the evaluation of proposals:

1. The City may engage in individual discussions with two or more respondents that it deems fully qualified, responsible, and suitable based on initial responses.
2. At the conclusion of discussions the City will rank in order of preference those respondents interviewed whose qualifications are deemed most meritorious using the evaluation criteria contained herein and any other information obtained.
3. The City will then begin negotiations with the first ranked firm to obtain a contract acceptable to both parties.
4. If the City cannot successfully negotiate a contract with the first ranked firm, it will formally terminate negotiations with that firm and begin negotiations with the second ranked firm. The City will continue to negotiate through the rank order of firms until an acceptable contract is obtained.
5. The City may elect to make its selection based upon the proposals only and without conducting interviews.

## **Proposal Format Requirements**

Proposals shall include the following:

1. A summary of the firm's overall experience with governmental sign design, construction, and maintenance services, primarily as it relates to gateway signage.
2. Personnel to be assigned to the services and their qualifications and experience.

## **Justification for Using Competitive Negotiation/RFP Process**

Competitive sealed bidding is not practical due to the varied and technical nature of this procurement and is best left to the vendors to propose. Competitive sealed bidding is not fiscally advantageous since cost is not the primary consideration in awarding this contract.

## **City's Right to Reject Proposals**

The City reserves the right to reject any or all proposals received.

## **Proposal Submission Deadline**

All respondents to this request for proposals must submit their sealed proposals to the City Manager's Office no later than 4:00 p.m. on Monday, April 25, 2016. If the respondent mails his or her proposal, the respondent must send the proposal to City Manager's Office, c/o Lori Jarratt, Post Office Box 511, Emporia, Virginia 23847. If proposal are hand delivered, the respondent must deliver the proposal to the City Manager's Office, c/o Lori Jarratt, City Municipal Building, 201 South Main Street, Emporia, Virginia 23847. The City will not consider any proposal that it receives after **4:00 PM on Monday, April 25th**.

Respondents must submit their proposals to the attention of Lori Jarratt. The proposal must be labeled **Sign Design, Construction, and Maintenance Services**.

Interested parties should address all inquires for information to Jan Harrell, Economic Development Manager. Ms. Harrell may be contacted at (434) 634-3332 or [jharrell@ci.emporia.va.us](mailto:jharrell@ci.emporia.va.us).