

REQUEST FOR PROPOSAL (RFP)

DESIGN OF A NEW INFORMATIONAL/LANDMARK SIGN AT SHARON J. SHEFFIELD PARK



Submittal Deadline: November 6, 2009

Lynn Haven Community Redevelopment Agency
909 Pennsylvania Avenue, Lynn Haven, FL 32444
Phone (850) 265-2961 // Fax (850) 265-6872 // email: cra@cityoflynnhaven.com
www.cityoflynnhaven.com/cra

NOTICE TO PROPOSERS

The Lynn Haven Community Redevelopment Agency (CRA) requests a proposal from individuals or firms to provide Creative Design Services and preparation of construction plans for an Information Board / Landmark Sign to be located at Sharon J. Sheffield Park. This project is funded through the Lynn Haven Community Redevelopment Agency. Additional information concerning the proposed services being requested may be obtained from Bernd "Ben" Janke, CRA Director, by phone at (850) 265-2961, or e-mail at cra@cityoflynnhaven.com. Ten (10) copies of the proposal must be received by 4:00 PM CST on November 6, 2009, at the Lynn Haven CRA office, 909 Pennsylvania Avenue, Lynn Haven, FL 32444, Attn: Bernd "Ben" Janke, CRA Director. The City of Lynn Haven supports Equal Employment Opportunity.

BACKGROUND

This project is part of the updated CRA Plan which was adopted in 2009. The proposed information sign shall be the replacement of an existing marquee located at the southwest corner of Sheffield Park in Lynn Haven. The intent of the sign is to display public information, but also serve as a new *Landmark Statement*, welcoming visitors to Lynn Haven's historic downtown area.

PROJECT DESCRIPTION

The proposed sign shall consist of, but not be limited to the following elements:

- The sign shall be a new historic landmark for Lynn Haven's downtown area and shall display public information;
- It will be located at the southwest corner of Sheffield Park; within City-owned property,
- The sign shall follow the Lynn Haven CRA design patterns as outlined in the Storefront Design Guidelines, preferably "Mediterranean Revival Style";
- The Lynn Haven City logo shall be incorporated into the sign;
- The sign shall be located so as to provide optimum viewing from both northbound and southbound traffic on Hwy 77, setback to maintain clear line of sight for 10th Street, max. height 18 ft;
- The sign will include two (2) electronic displays (approx. 3'x12', monochrome letters, black background), one facing northwest, the other one facing southwest;
- The sign shall have a chevron or curve-shaped footprint allowing the installation of the above-mentioned signs;
- Some sign elements shall be illuminated;
- Preferred landscaping is low maintenance;
- Sign design and construction plans shall be in accordance to the Lynn Haven ULDC and Building Code.
- Material selections for texture should be considered,
- While construction budget will be addressed and may limit the extent or phasing of the construction, the submitted concept sketches should not be solely budget driven. The City is looking for a concept that creates a "Downtown" landmark as well as providing public service information.

QUALIFICATIONS

The Lynn Haven CRA will select a consultant team that provides the creativity and vision based on the concept sketches and relevant experience in the design of public signs and landmarks.

SUBMITTAL REQUIREMENTS – PROVIDE 10 COPIES OF EACH

Proposals should be prepared simply and economically, providing a straight-forward, concise description of provided capabilities to satisfy the requirements of this request. Special bindings, promotional materials, etc. are not desired.

Proposals should consist of, but not necessarily be limited to, the following:

- Statement of interest pertaining to this specific project and a brief narrative describing your firm's history;
- Description of your team, including experience of key team members (resumes may be included in an appendix), previous specific experience relative to the project;
- Colored sketches of two design concepts for the information sign / landmark including surrounding landscaping;
- A summary of overall fee schedule for complete design services, construction plans including foundation, structural, electrical, illumination, as well as landscaping plans.

PROCESS

This project is scheduled for construction March 1, 2010; accordingly the design and engineering documents must be ready by March 1, 2010. The schedule for consultant selection and contract execution is shown below.

Proposals Due	November 6, 2009
Consultant Selection & Notification	November 10, 2009
Submit Final Plans	February 26, 2010

TERMS AND CONDITIONS

1. The City reserves the right to reject any and all proposals and to waive minor irregularities in any proposal.
2. The City reserves the right to request clarification of information submitted and to require additional information from any submitter.
3. The City reserves the right to award a contract to the next most qualified consultant, if the successful consultant does not execute a contract within thirty (30) days after the award of the proposal.
4. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, or is not approved by the City Attorney.
5. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response the RFP.

Proposals will be accepted until 4:00PM CST, Friday, November 6, 2009. Please submit proposals to:

Lynn Haven Community Redevelopment Agency
Attn: Bernd "Ben" Janke, AICP
909 Pennsylvania Avenue
Lynn Haven, FL 32444

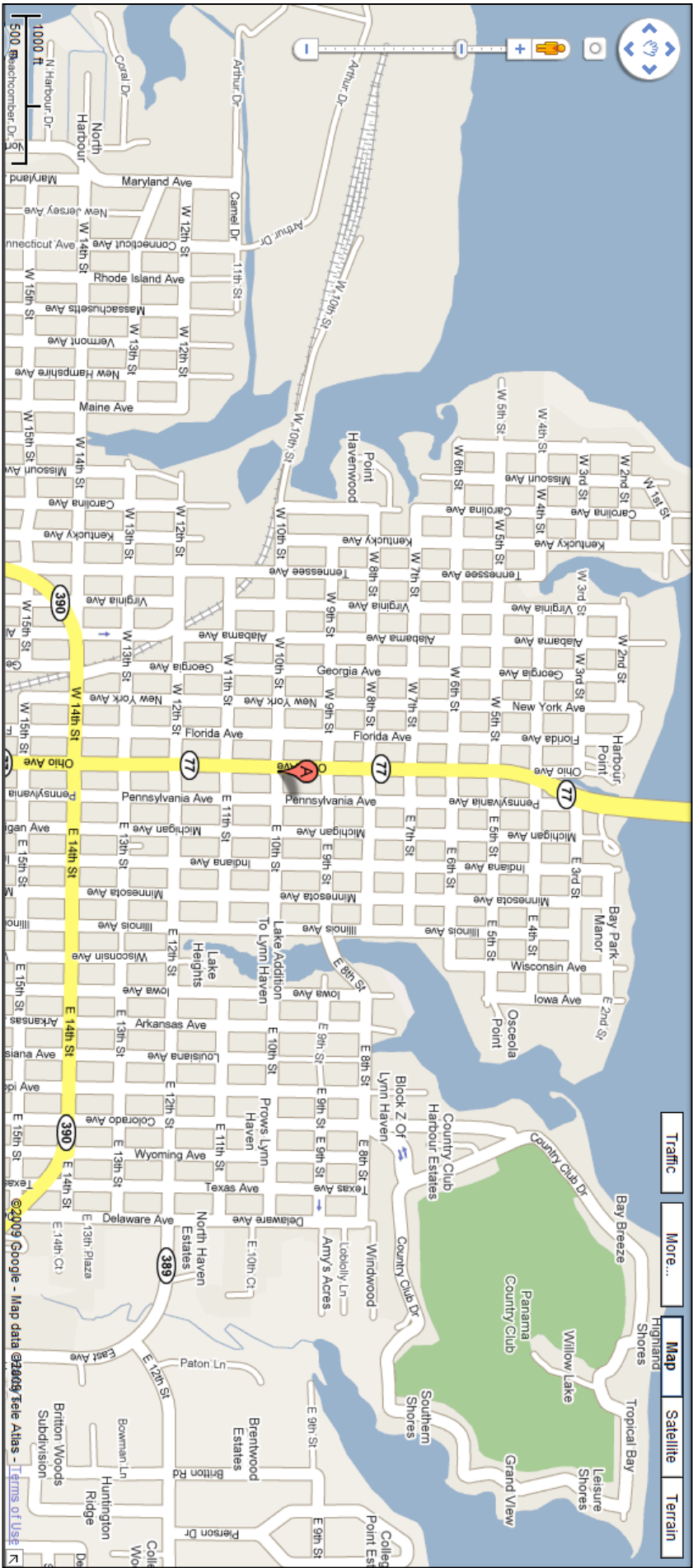
Facsimile and/or e-mail submittals will not be accepted. The City of Lynn Haven is an Equal Opportunity Employer.

For more information about this project, please contact Bernd "Ben" Janke at (850) 265-2961.

ATTACHMENTS

1. Location Map
2. Aerial
3. Link to Lynn Haven CRA "Storefront Design Guidelines"
www.cityoflynnhaven.com/ch/cra.htm
4. Link to Lynn Haven Unified Land Development Code (ULDC)
www.cityoflynnhaven.com/planning/uldc.htm

Location Map



Aerial



Approx. New Sign Location

Approx. Location of Right Of Way Line

Existing Sign to be replaced