



**Request for Proposal**  
**Park Rules Signs – Design, Fabrication, and Installation**  
**Issued: December 2, 2022**  
**Proposals Due: 4pm on December 16, 2022**

**Description**

The Town of Rolesville is seeking proposals from established vendors who have been in the business of sign design, fabrication and installation services.

**Background**

The Town seeks information regarding the design, fabrication, and installation of parks rules signs for the following locations in Rolesville:

- **Main Street Park (4 signs)**
- **Redford Place Park (1 signs)**
- **Mill Bridge Nature Park (3 signs)**

The signs need to have the following:

- Follow the Town of Rolesville branding guidelines (provided by Town, see attachment A for colors as well)
- Size - approximately 3' wide by 4' tall
- A curved/decorative top (see attachment B)
- Mounted on two poles 4' off of the ground (specifications for similar sign posts provided – attachment C)
- Include the text/verbiage for the rules (provided by Town)
- A QR Code to link to the Town's Website (provided by Town)
- Americans with Disabilities Act (ADA) Compliant

**Scope of Services**

- Park Rules Sign – Design, Fabrication and Installation
  1. Design layout
  2. Sign and post
  3. Installation cost
- Other Requirements
  1. Vendor must certify that all employees of the vendor who work in Town buildings have passed a background check and maintain a clean criminal record.
  2. Any damage caused by the vendor or employees will be repaired by the vendor at their expense.
  3. Vendor is expected to comply with federal, state, and local laws and regulations.
  4. Vendor is expected to follow best practices to maintain confidentiality between vendor and client.

**Proposal**

Proposals should be filled out using the form below and submitted by the due date. Responses should be complete and unequivocal.

**Timeline & Submission**

Date of advertisement: December 2, 2022  
Proposal due date: December 16, 2022  
Estimated contract award: December 19, 2022

Interested vendors should submit a proposal no later than 4 pm on December 16, 2022. Responses may be submitted by mail or via email to:

**Eddie Henderson**  
**Project and Facilities Coordinator**  
**Town of Rolesville**  
**Parks and Recreation**  
**PO Box 250**  
**502 Southtown Circle**  
**Rolesville, NC 27571**  
[eddie.henderson@rolesville.nc.gov](mailto:eddie.henderson@rolesville.nc.gov)

Proposals should be valid for 45 days, and the contractor will begin work immediately after both parties have signed the service agreement.

**General Requirements**

This solicitation and any subsequent contract shall be awarded consistent with and governed by the laws of the State of North Carolina.

Proposals submitted shall not be subject to public inspection until a contract is awarded.

- The Town reserves the right to reject any or all proposals and to waive any informalities as may be permitted by law.
- The Town reserves the right to request oral interviews or request additional information from any or all vendors.
- The Town reserves the right to award a contract based on proposals received without further discussion or negotiation.

All proposals shall be signed by an authorized officer or employee of the submitting organization. The name of the company, contract person, telephone number, fax number, and address shall be included.

The RFP does not commit the Town to award, nor does it commit the Town to pay any cost incurred in the submission of a proposal, or in making necessary studies or designs for the preparation thereof, no procure or contract for service or supplies. Further, no reimbursable cost may be incurred in anticipation of a contract or award.



## Park Rules Sign - Design, Fabrication, and Installation Bid Sheet

Town of Rolesville  
Request for Proposal

**Deadline: 4pm on December 16, 2022**

### Company Information:

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

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

Telephone Number: \_\_\_\_\_

Website: \_\_\_\_\_

Qualifications, years in business, staff profile, experience, current full and part time employees, etc.

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### Authorized Contact Information:

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

Title: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Item	Quote	Notes
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<b>Park Rules Signs Total for 8</b>	_____	_____
Unit cost per sign	_____	_____
Design	_____	_____
Installation	_____	_____

**Estimated Turnaround Time:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

**Return to:**

Eddie Henderson  
 Project and Facilities Coordinator  
 Town of Rolesville  
 Parks and Recreation  
 502 Southtown Cir.  
 Rolesville, NC 27571  
[eddie.henderson@rolesville.nc.gov](mailto:eddie.henderson@rolesville.nc.gov)

**Notice:**

The Town reserves the right to select individual vendors for each item based on qualifications and ability to perform the type of work outlined. Vendors need not bid on all items in order to be considered for this proposal

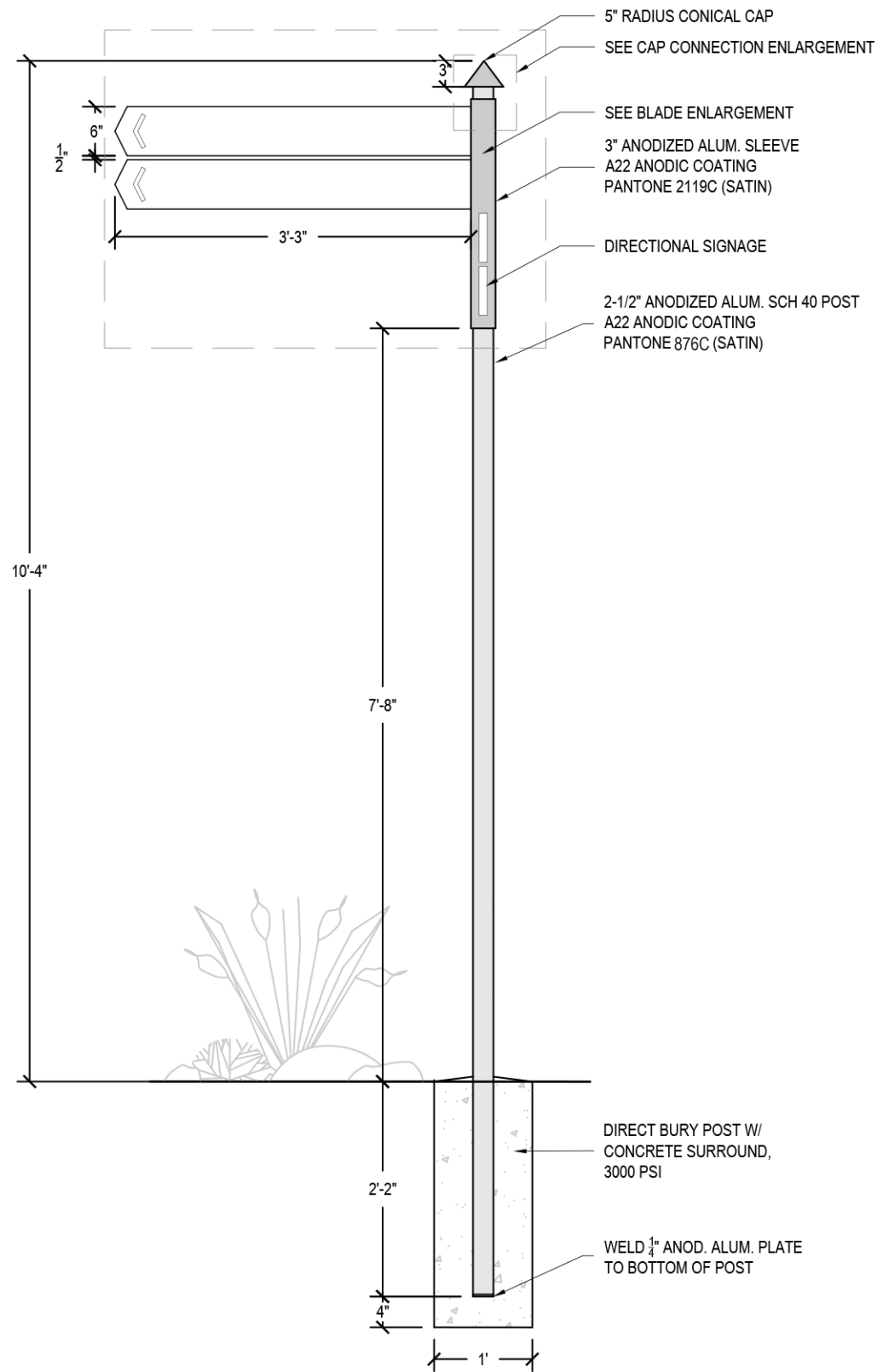
# Attachment A – Current Sign Design Main Street/Mill Bridge



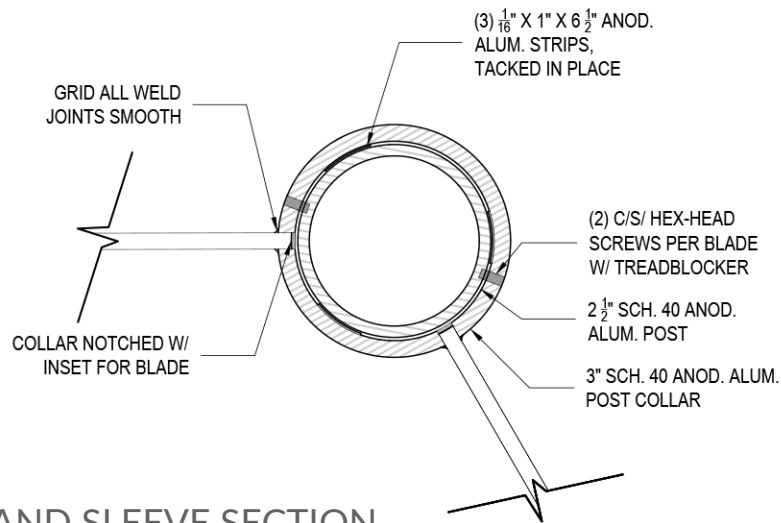
## Attachment B (Existing greenway sign)



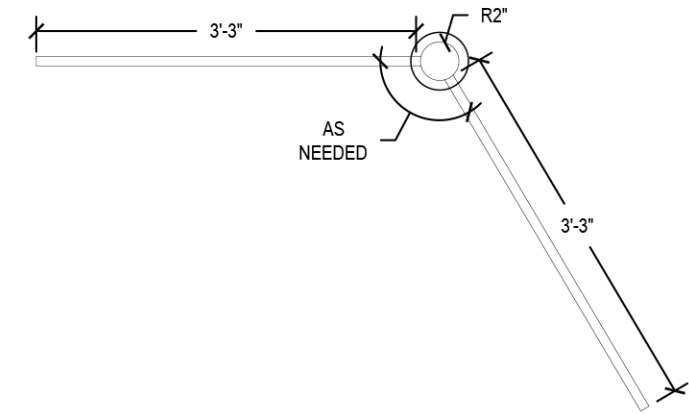
# Attachment C



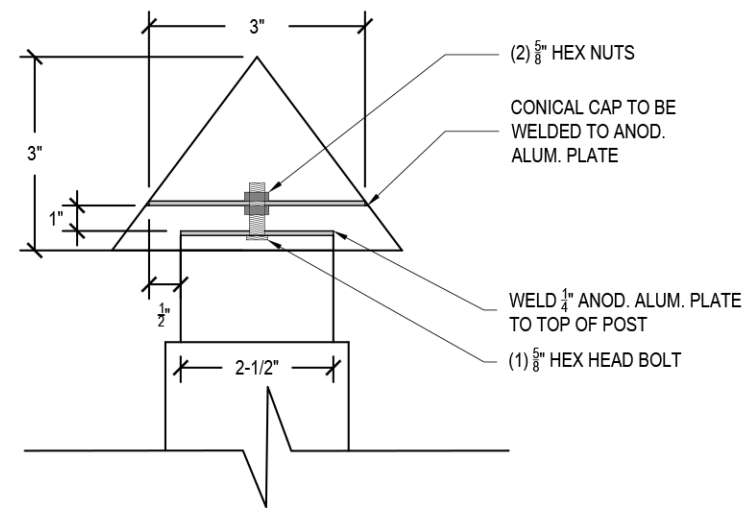
**SIGN ELEVATION**  
SCALE: NTS



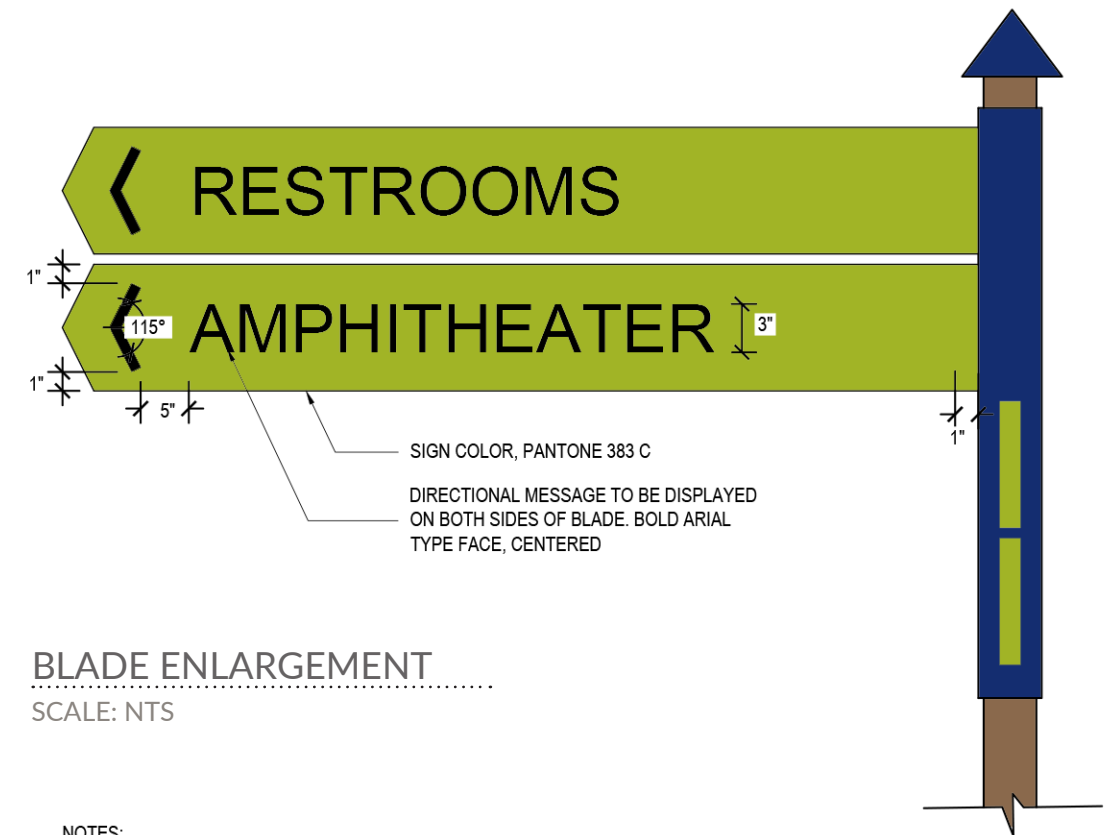
**POST AND SLEEVE SECTION**  
SCALE: NTS



**PLAN VIEW**  
SCALE: NTS



**CAP SECTION**  
SCALE: NTS



**BLADE ENLARGEMENT**  
SCALE: NTS

- NOTES:
1. ALL MATERIAL TO BE 6061 ALUMINUM
  2. ALL WELDS TO BE COMPLETED PRIOR TO ANODIZING
  3. FABRICATOR TO INSTALL WEEP HOLES, AS NEEDED, IN TOP AND BOTTOM CAP OF MAIN TUBE FOR ANODIZING PROCESS

K:\19-0510\190510-09-Rolesville Greenway Wayfinding Sign\CAD\REFs\Details\Directional Signage.dwg - Wednesday, December 16, 2020 10:08:38 AM - WEST, ROSS

No.	Revision	Date	By	Designer	Scale
				AS NOTED	
				WR	12/16/2020
				190510.09	

**ROLESVILLE GREENWAY WAYFINDING**  
ROLESVILLE WAKE COUNTY NORTH CAROLINA

**DIRECTIONAL SIGNAGE**

**WithersRavenel**  
Engineers | Planners | Surveyors  
115 MacKenan Drive | Cary, NC 27511  
t: 919.469.3340 | license #: C-0832 | www.withersravenel.com

Sheet No.