

TANGIPAHOA PARISH GOVERNMENT

Request for Proposals for

Development and Design of Digital Community Landmark Signage

Tangipahoa Parish Government is seeking proposals for development and design of community landmark signage to be placed on West Club Deluxe Road, Hammond, LA 70403. The selected entity will be required to enter into a Development and Lease Agreement with Tangipahoa Parish Government related to construction and operation of the signage. The parish will not be responsible for any maintenance, upkeep to structures, and/or landscaping associated with the project.

The procedures for the selection of this firm will be in accordance with the procurement requirements of Tangipahoa Parish Government. All responses received will be evaluated in accordance with the selection criteria identified in the request for proposals packet, available from the Parish. That information also identifies the scope of work to be performed by the selected consultant. The Parish will award a contract to the respondent obtaining the highest recommendation based upon a selection committee review of the written RFPs, and possibly using oral interviews with the top two rated respondents, if the Parish finds it necessary.

Interested parties are invited to secure further information from Donna Domiano or Jessica Andrews at Tangipahoa Parish Government, 206 E. Mulberry St., P.O. Box 215, Amite, LA 70422 at (985) 748-3211. The response to this request must be hand-delivered or mailed to Donna Domiano at the above named address in such a manner that it is **received no later than 4:00 p.m. on Friday, June 14, 2019.** The Parish of Tangipahoa is an Equal Opportunity Employer. Certified DBE firms are encouraged to submit proposals.

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INTRODUCTION

Tangipahoa Parish Government is seeking proposals for development and design of community landmark signage to be placed on West Club Deluxe Road, Hammond, LA 70403. The selected entity will be required to enter into a Development and Lease Agreement with Tangipahoa Parish Government related to construction and operation of the signage. The parish will not be responsible for any construction costs, maintenance, upkeep to structures, and/or landscaping associated with the project.

SEALED PROPOSALS

All Proposals must be submitted in a sealed package. The submitted proposal will contain One (1) original and Three (3) marked copies. The face of the envelope shall contain the name of your company and the title of the proposal "Request for Proposals for Development and Design of Digital Community Landmark Signage". **All responses must be received no later than 4:00 p.m. on Friday, June 14, 2019.**

PROPOSALS

Proposals must specifically address each of the following potential business terms, in the order they appear below. These terms will be negotiated in more detail with the selected developer(s) and included in the Development and Lease Agreement for the signage.

1. Type of Use –
 - a. Describe intended use (*Use must be permitted in accordance with all Tangipahoa Parish local ordinance regulations as well as Louisiana State regulations)
2. Placement of Use -
 - a. Outline on an aerial map the intended placement of the aforementioned intended 'use' (*Use and/or any proposed development must be confined to the 100ft X 100ft parameter)
3. Architectural Rendering -
 - a. If a building, structure or any other object is intended to be constructed or physically brought to the site, a 3D architectural rendering or images of said building, structure or object must be provided (*An additional rendering must be included that highlights said building, structure or object in the existing landscape environment of West Club Deluxe Road Hammond, LA 70403)

4. Land Lease Payment Amount –

- a. Describe intended annual payment amount (*Rental Payments must be made for no less than 15 years. Rental payments must also include escalations that account for inflation of no longer than every 5 years)
- b. Provide a copy of the Land Lease intended to be used.

EVALUTATION CRITERIA

Once the Parish has reviewed the submitted proposals, the Parish selection committee will use the criteria listed below to evaluate each proposal separately. The criteria are in no particular order. Each category will be allowed a maximum of (20) twenty points.

1. Value
2. References
3. Relevant experience providing similar systems with commercial and public sector clients.
4. Quality and conciseness of proposals.
5. Overall ability of the proposer to meet the conceptual needs of the Parish.

AWARD OF CONTRACT

The proposer to whom a contract is awarded shall be required to enter into a written contract agreement with the Parish. This RFP and the proposal, or any part thereof, may be incorporated into and made a part of the final contract. The Parish reserves the right to negotiate the terms and conditions of the contract with the selected proposer.

CONTRACT TERM

The parish wishes to enter into a 15-year lease agreement with an automatic annual renewal unless canceled by either party.

QUESTIONS

All questions concerning this RFP shall be submitted by email to:

Donna Domiano, Purchasing Agent
ddomiano@tangipahoa.org

Please cc: Jessica Andrews, Assistant Purchasing Agent
jandrews@tangipahoa.org