



Request for Proposal **Marquee Sign**

Hope Community Public Charter School is seeking competitive proposals to provide a Marquee Sign.

Proposals are due no later than Friday, September 8, 2023 by 4:00 PM.

School Overview

Hope Community is an open-enrollment project-based learning public charter school that serves approximately 300 students in grades Pre-K through 8th grades that provides personalized and rigorous curriculums to develop skills essential for school, work, and life success. At Hope, we have a growth mindset that encourages our scholars in their continuous pursuit of excellence.

Additional information on the school is available at www.Phalenacademies.org.

Contact Information

All communication regarding this RFP shall be delivered via email to operations@hopetolson.org. Please include your point of contact's email to get answers to questions, updates, etc.

Response Submission Guidelines

Responses to the RFP must be no more than thirty (30) pages, plus an appendix for personnel resumes and/or qualifications. Pages must be 8½" x 11".

The following actions may disqualify bids:

- Late submission of response.
- Submission of response in formats other than PDF (e.g., hard copies, Word, PowerPoint).
- Inquiries/questions regarding this RFP or RFP that are directed to any other HOPE COMMUNITY school's representative, vendor, agent, or email address other than operations@hopetolson.org.

Scope of Work

Hope Community PCS is requesting proposals for the following services:

Service	Description & Requirements
Marquee Sign	<p>Project Overview:</p> <ul style="list-style-type: none">• The purpose of this project is to remove the old sign, and furnish & install a new outdoor marquee sign for Hope Community Public Charter School at their specified location. The marquee sign will serve as an essential element for branding, advertisement, and communication with current and potential new families. The project aims to enhance the company's visibility and create a lasting impression on passersby and potential families.• Please schedule a site visit (<i>if necessary</i>) no later than Friday, August 18th. <p>Site Inspection and Preparation:</p> <ul style="list-style-type: none">• Conduct a thorough site inspection to determine the best location and orientation for the marquee sign.• Ensure that the chosen location complies with local zoning and permitting regulations.• Clear the area of any obstructions, debris, or structures that may interfere with the installation process. <p>Design and Engineering:</p> <ul style="list-style-type: none">• Collaborate with Hope to finalize the design of the marquee sign, considering the company's branding guidelines, message requirements, and aesthetic preferences.• Provide detailed engineering drawings and plans for the marquee sign, including structural calculations and electrical specifications. <p>Manufacturing and Production:</p> <ul style="list-style-type: none">• Source high-quality materials for the construction of the marquee sign, ensuring durability and weather resistance.

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	<ul style="list-style-type: none"> ● Fabricate the marquee sign in accordance with the approved design and engineering plans. ● Conduct quality control checks during the manufacturing process to ensure the final product meets all specifications. <p>Installation:</p> <ul style="list-style-type: none"> ● Arrange for transportation of the marquee sign to the project site. ● Engage a skilled and experienced installation team to handle the setup. ● Securely install the marquee sign on the designated spot, ensuring it is level, plumb, and securely anchored. ● Connect all electrical components, including wiring and power sources, in compliance with safety standards and local codes. <p>Testing and Commissioning:</p> <ul style="list-style-type: none"> ● Thoroughly test the marquee sign to verify its proper functioning, including lighting elements, electronic displays, and any interactive features. ● Make any necessary adjustments to ensure optimal performance and readability. <p>Permitting and Approvals:</p> <ul style="list-style-type: none"> ● Coordinate with local authorities to secure all necessary permits and approvals for the installation of the marquee sign. ● Provide any required documentation and ensure compliance with local regulations. <p>Maintenance and Warranty:</p> <ul style="list-style-type: none"> ● Provide a warranty for the marquee sign covering defects in materials or workmanship for a specified period. ● Offer maintenance support and guidelines to [Company Name] to ensure the long-term functionality and appearance of the marquee sign.

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	<p>Project Completion:</p> <ul style="list-style-type: none"> ● Upon successful installation and testing, conduct a final walkthrough with Hope to ensure their satisfaction with the project. ● Provide all necessary documentation, including as-built drawings and warranty information. <p>Timeline:</p> <ul style="list-style-type: none"> ● The project timeline will be determined based on the complexity of the design, manufacturing lead time, weather conditions, and obtaining required permits. A detailed schedule will be provided upon project approval. <p>Budget:</p> <ul style="list-style-type: none"> ● The project cost will include materials, manufacturing, transportation, installation, permits, and any additional expenses. A comprehensive budget will be submitted for Hope's approval before commencing the project.

Response Requirements

Responses will be accepted until Friday, September 1st and should include the following information:

1. Proposals are to be submitted in **PDF Format** via email to: **operations@hopetolson.org**
2. To be considered, each vendor must submit a complete response to this solicitation.
3. Vendors or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting proposals; failure to do so will be at the vendor's own risk and he/she cannot secure relief on the plea of error.

Respondent Qualifications

Vendors who can provide the services and meet the requirements specified in this RFP are invited to respond. A respondent, by submitting a proposal, represents to Hope Community PCS that:

- It is licensed to do business in the District of Columbia;
- It maintains liability insurance and will furnish, if selected to provide services to the school, evidence of insurance;
- It and its employees who will provide services to Hope Community PCS are legally and professionally qualified to provide services in the District of Columbia;
- It is not debarred and/or suspended from conducting business with locally or federally funded organizations;
- Within the two years before the anticipated contract start date, it has conducted or will conduct criminal and sex offender background checks for all its employees or subcontractors scheduled to engage with students;
- It possesses or is able to obtain adequate financial resources as required to perform under this RFP;
- It is able to comply with the required or proposed RFP; and
- It has a satisfactory record of integrity and ethics.

Response Evaluation Criteria

Hope Community PCS will evaluate responses on a qualitative and quantitative basis. Evaluation criteria may include the following:

- Past experience working with nonprofits, including charter schools in the District of Columbia, for provision of relevant services;
- Clarity of goals and objectives;
- Cost structure;
- Capacity for success;
- Potential impact;
- Results of discussions with other clients; and
- Vendor's completeness and timeliness in its response to Hope Community PCS.

The contract will be awarded to the firm, which in Hope Community PCS judgment, best represents the interests of Hope Community. Hope Community Public Charter School, in its sole discretion, reserves the rights to notify firms for interviews if it deems them necessary; reject specific consultants and team members; approve all sub-consultants, subcontractors, and project team members; and reject any and all responses.