



REQUEST FOR PROPOSALS (RFP)

OBT Holden Heights Gateway Design

RFP No.: OBT-CRA-2026-1

1. Project Overview & Intent

The Orange Blossom Trail Development Board Community Redevelopment Agency (“OBT Development Board CRA,” “CRA,” or “Client”) is soliciting proposals from **qualified and experienced sign fabricators** to provide **turnkey signage services**. Services shall include, but are not limited to, field verification, preparation of signed-and-sealed shop drawings, permitting, fabrication, and installation.

The purpose of this project is to **replace, upgrade, and construct new neighborhood signage and gateway features** in accordance with the **OBTNext Master Plan** and the design details provided by the Client.

All work shall conform to the **Bid Specifications** issued by the Client and as described in the **Design Intent Document (DID) – Sign Design Details and Specifications**, dated **April 1, 2023**, and revised **April 1, 2024**, prepared by **GAI Consultants, Community Solutions Group**. The DID is incorporated by reference and forms part of these bid documents.

2. Scope of Services

Bid Components

Bidders shall submit pricing as follows:

- a) **Base Bid:** Fabrication and installation of neighborhood signage as described in the specifications.
- b) **Add Alternate No. 1:** Landscaping associated with the signage installation as described in the specifications.

The Base Bid and Add Alternate shall be priced separately.

The Orange Blossom Trail Development Board further reserves the right to award in the manner deemed to be in the best interest of the OBTDB, subject to budgetary limitations.

The selected Contractor shall provide **complete, turnkey services**, including but not limited to:

- a) Field verification of all proposed sign locations
- b) Preparation of engineering calculations and shop drawings signed and sealed by a **Florida-licensed Professional Engineer**
- c) Obtaining all required permits from **Orange County** and the **Florida Department of Transportation (FDOT)**
- d) Fabrication of signage in accordance with the DID
- e) Furnishing, delivery, and installation of all signs, including foundations and FDOT-compliant breakaway systems where applicable
- f) Warranty of all completed work

3. Sign Quantities and Locations

Bidders shall submit proposals covering **site inspection, verification of detailed locations, equipment, fabrication, furnishing, delivery, and installation of ten (10) signs**.

A. Large Gateway - Signs (Type A')

1. McLeod Road & Rio Grande Avenue
2. Michigan Street & Rio Grande Avenue
3. Michigan Street & Nashville Avenue

B. Pedestrian Marker - Signs (Type B)

1. Rio Grande Avenue & 24th Street
2. Rio Grande Avenue & 25th Street
3. Rio Grande Avenue & 26th Street
4. Nashville Avenue & 25th Street
5. Nashville Avenue & 26th Street
6. Nashville Avenue & 28th Street
7. Nashville Avenue & 29th Street

Note: This project consists of **three (3) Large Gateway Signs (Type A')** and **seven (7) Pedestrian Marker Signs (Type B)**, identified in the DID. The CRA requests that bidders submit pricing for Signs and Landscaping (see scope of services).

4. Pre-Fabrication Requirements

Prior to fabrication, the Contractor shall conduct **field visits to each proposed sign location** to document existing conditions and address site-specific requirements. Activities shall include, but are not limited to:

- Verification of proposed layouts and detailed locations
- Utility locating and coordination
- Assessment of grading, drainage, and site conditions
- Identification of any additional permitting or coordination requirements

5. Technical Requirements

All work shall comply with the DID and applicable regulations, including:

- Sign types, typography, materials, finishes, and construction details
- ADA contrast and accessibility requirements
- MUTCD legibility standards, where applicable
- FDOT requirements for breakaway systems
- Florida Building Code and all applicable local, state, and federal regulations

6. Professional Engineer Qualifications

The Contractor shall engage a **Professional Engineer licensed in the State of Florida** with demonstrated experience in engineering services related to signage, foundations, and structural support systems of similar scale and complexity. All required engineering documents shall be signed and sealed by said Professional Engineer.

7. Manufacturer Qualifications

All fabrication shall be performed by a manufacturer with a **minimum of five (5) years of documented experience** producing and installing architectural signage. The manufacturer must demonstrate the capability to successfully complete projects of comparable scope and complexity.

8. Detailed Scope of Work

A. Pre-Fabrication

- Conduct field visits and document existing conditions at each sign location
- Submit signed and sealed shop drawings for each sign type, including plans, elevations, isometric views, large-scale details, sections, joints, seams, fasteners, anchors, grounding, reinforcement, layout, and installation methods

- Submit **three (3) samples** of each material showing finishes, colors, textures, and graphic treatments
 - One set retained by the Client
 - One set retained by the Contractor
 - One set retained as a project record

B. Fabrication

- Provide **physical and digital mock-ups** (partial for large signs; complete for smaller signs) for review at the fabrication facility
- Approved mock-ups shall serve as the standard for materials, workmanship, and appearance
- Fabricate signs in strict compliance with the DID using durable, weather-resistant materials suitable for the Florida climate
- Provide work-in-progress documentation for Client and designer review

C. Installation

- Coordinate installation schedule with OBT staff
- Obtain all required permits
- Install signs in accordance with approved drawings and the DID
- Prepare a punch list within one (1) week of scheduled completion addressing compliance with the DID
- Repair or replace damaged or non-conforming units following final inspection

D. Deliverables

- Final detailed location plans
- Foundation designs
- Signed and sealed engineering and shop drawings
- Artwork proofs
- Approved mock-ups
- Fabricated signs
- Installed signage at designated locations
- Maintenance plan and warranty documentation

E. Future Phase

The selected vendor will be considered for this signage project identified as **Type A'** and **Type B'** in the DID.

9. Schedule

TARGET	DATE
RFP Issued:	February 18, 2026
Pre-Bid Questions Due:	March 18, 2026
RFP Due Date:	April 2, 2026
RFP Due Time:	12:00 PM (Local Time – Orange County, Florida)
Notice of Award (NOA):	April 16, 2026
Contract Approval:	TBD
Notice to Proceed (NTP):	TBD

10. Submission Instructions

Proposals shall be submitted as follows:

- **One (1) electronic copy**
- **Three (3) hard copies**
- Include all required forms and documentation

Submit to:

Roger Dixon
Economic Development / OBTDB Project Manager
Orange Blossom Trail Development Board
2800 South Orange Blossom Trail, Suite A
Orlando, Florida 32805
Office: (407) 855-1705
Cell: (407) 701-0774
Email: roger.dixon@obtdb.com

11. Pre-Bid Questions

All questions must be submitted in writing via email no later than **March 18, 2026**, to:

Roger Dixon
roger.dixon@obtdb.com

12. Attachment(s)

Attachment A: Design Intent Document – Sign Design Details and Specifications, dated April 1, 2023, and revised April 1, 2024, by GAI Consultants, Community Solutions Group

13. Proposal Evaluation Criteria & Scoring

Proposals will be reviewed by a selection committee appointed by the CRA. The CRA reserves the right to waive minor irregularities and to accept or reject any or all proposals in the best interest of the Agency.

Proposals will be evaluated using the following criteria and weighted scoring system:

Evaluation Criteria

Criteria	Description	Maximum Points
Firm Qualifications & Experience	Demonstrated experience with architectural signage, gateway signage, and projects of similar scale and complexity	25
Project Understanding & Technical Approach	Demonstrated understanding of the DID, scope, permitting requirements, and proposed approach to fabrication and installation	20
Design & Fabrication Quality	Quality of materials, fabrication methods, durability, compliance with DID, and Florida climate suitability	15
Project Team & Professional Engineer Qualifications	Experience and credentials of key staff and Florida-licensed Professional Engineer	15
Schedule & Capacity	Ability to meet project schedule and demonstrate adequate staffing, equipment, and production capacity	10
Cost Proposal	Completeness, competitiveness, and clarity of pricing for Type A' and Type B' (Signage and Landscaping)	15
Total Possible Points		100

The CRA may request interviews, clarifications, or additional information from one or more proposers prior to final selection.

14. Required Proposal Forms

The following forms shall be completed and submitted as part of the proposal. Failure to submit all required forms may result in the proposal being deemed non-responsive.

Form A – Cost Proposal (Pricing Sheet)

Project: OBT Holden Heights Gateway Design

RFP No.: OBT-CRA-2026-1

A. Base Bid – Option 4 (Required)

Item	Description	Quantity	Unit Price	Extended Price
1	Large Gateway Sign – Type A'	3	\$ _____	\$ _____
2	Pedestrian Marker Sign – Type B	7	\$ _____	\$ _____
3	Field Verification & Utility Locates	Lump Sum	\$ _____	\$ _____
4	Engineering & Shop Drawings (Signed & Sealed)	Lump Sum	\$ _____	\$ _____
5	Permitting (Orange County & FDOT)	Lump Sum	\$ _____	\$ _____
6	Fabrication	Lump Sum	\$ _____	\$ _____
7	Installation (Foundations & Breakaway Systems)	Lump Sum	\$ _____	\$ _____
8	Warranty & Closeout Documentation	Lump Sum	\$ _____	\$ _____

Total Base Bid: \$ _____

Prices shall include all labor, materials, equipment, permits, insurance, overhead, and profit necessary to complete the work.

Form B – Firm Experience & References

Firm Name: _____
Address: _____
Contact Person: _____
Phone: _____ **Email:** _____

Relevant Project Experience

Provide a minimum of **three (3)** projects completed within the past five (5) years.

Project 1

Client/Agency: _____
Project Name: _____
Location: _____
Description of Work: _____
Contract Value: _____
Completion Date: _____
Client Contact & Phone: _____

Project 2

Client/Agency: _____
Project Name: _____
Location: _____
Description of Work: _____
Contract Value: _____
Completion Date: _____
Client Contact & Phone: _____

Project 3

Client/Agency: _____
Project Name: _____
Location: _____
Description of Work: _____
Contract Value: _____
Completion Date: _____
Client Contact & Phone: _____

Form C – Project Team & Professional Engineer

KEY PERSONNEL

Personnel 1

Name: _____
Title: _____
Role: _____
Years of Experience: _____
Relevant Experience: _____

Personnel 2

Name: _____
Title: _____
Role: _____
Years of Experience: _____
Relevant Experience: _____

Personnel 3

Name: _____
Title: _____
Role: _____
Years of Experience: _____
Relevant Experience: _____

Personnel 4

Name: _____
Title: _____
Role: _____
Years of Experience: _____
Relevant Experience: _____

PROFESSIONAL ENGINEER

Name: _____
License Number (FL): _____
Firm: _____
Years of Relevant Experience: _____

✓ **Attach résumé(s) and license verification.**

Form D – Manufacturer Qualifications

Years in business producing architectural signage:	_____
Primary fabrication location(s):	_____
Description of fabrication capabilities and equipment:	_____

✓ Attach supporting documentation as needed.

Form E – Certifications & Acknowledgements

The undersigned certifies that:

- The firm has reviewed and understands the Design Intent Document (DID)
- The firm is licensed and authorized to perform the work described
- All information submitted is true and accurate
- Pricing includes all required work under the RFP

Authorized Signature: _____
Printed Name & Title: _____
Date: _____

ATTACHMENT A



OBT Golden Heights Gateway Implementation

Orlando, FL

April 1st, 2023

OBTNEXT



Contents

Holden Heights Gateway Design

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Graphic Standards





Holden
Heights



OBT Holden Heights Gateways
Ottawa, IL



Graphic Standards

Color

Font

Logos

Logos

OBT

Community Solutions Group

Logos

4

Gateway Design





12'

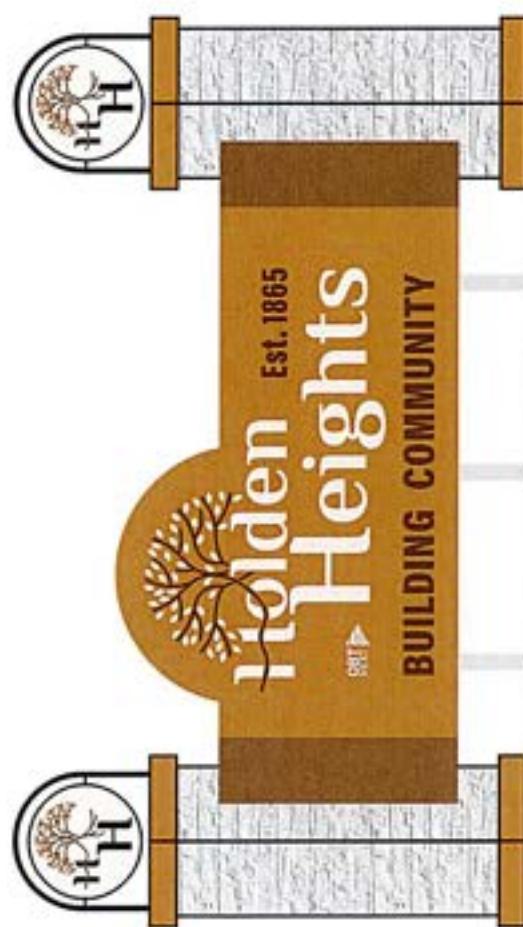
10'

8'

6'

4'

2'

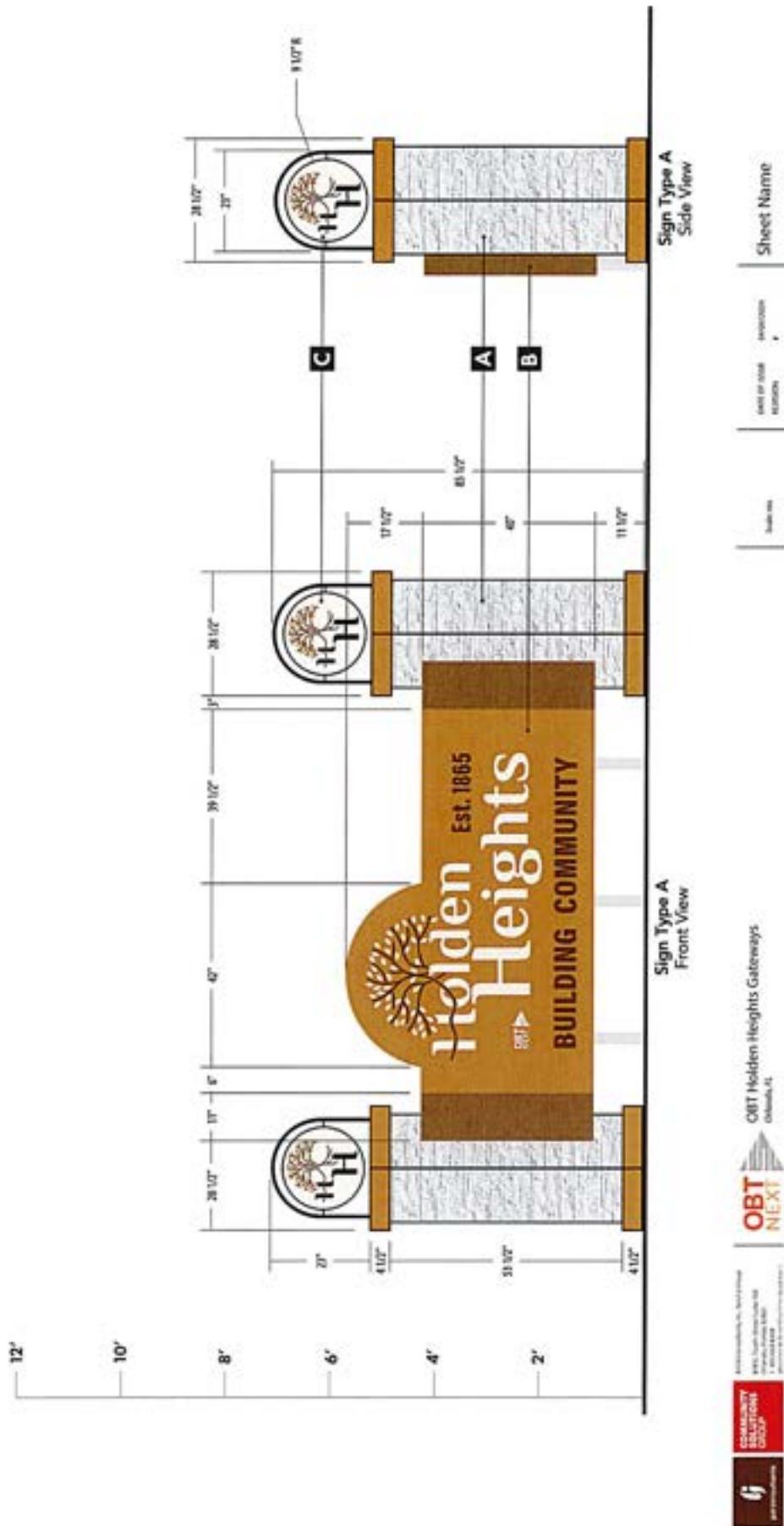


Sign Type A
Large Gateway



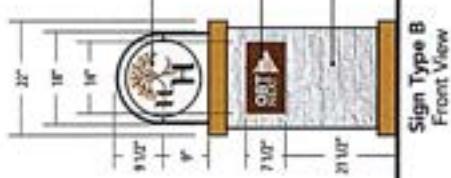
Sign Type B
Pedestrian Marker

- A** Existing columns/structure (re-painted to match colors shown below - whitewashed with gold cap and bottom).
- B** Painted aluminum cabinet with footings and supports.
- C** Sign face single sided with painted graphics.
- C** Ornamental finial stoppers with painted graphics.

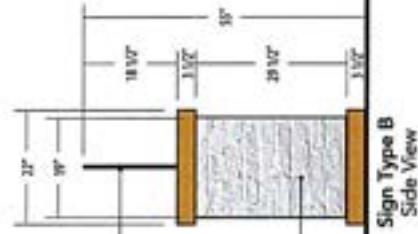


- A** Existing columns/structure (re-painted to match colors shown below - whitewashed with gold cap and bottom).
- B** Pin mounted aluminum plaque with painted graphics.
- C** Ornamental finial stoppers with painted graphics.

12'
10'
8'
6'
4'
2'



Sign Type B
Front View

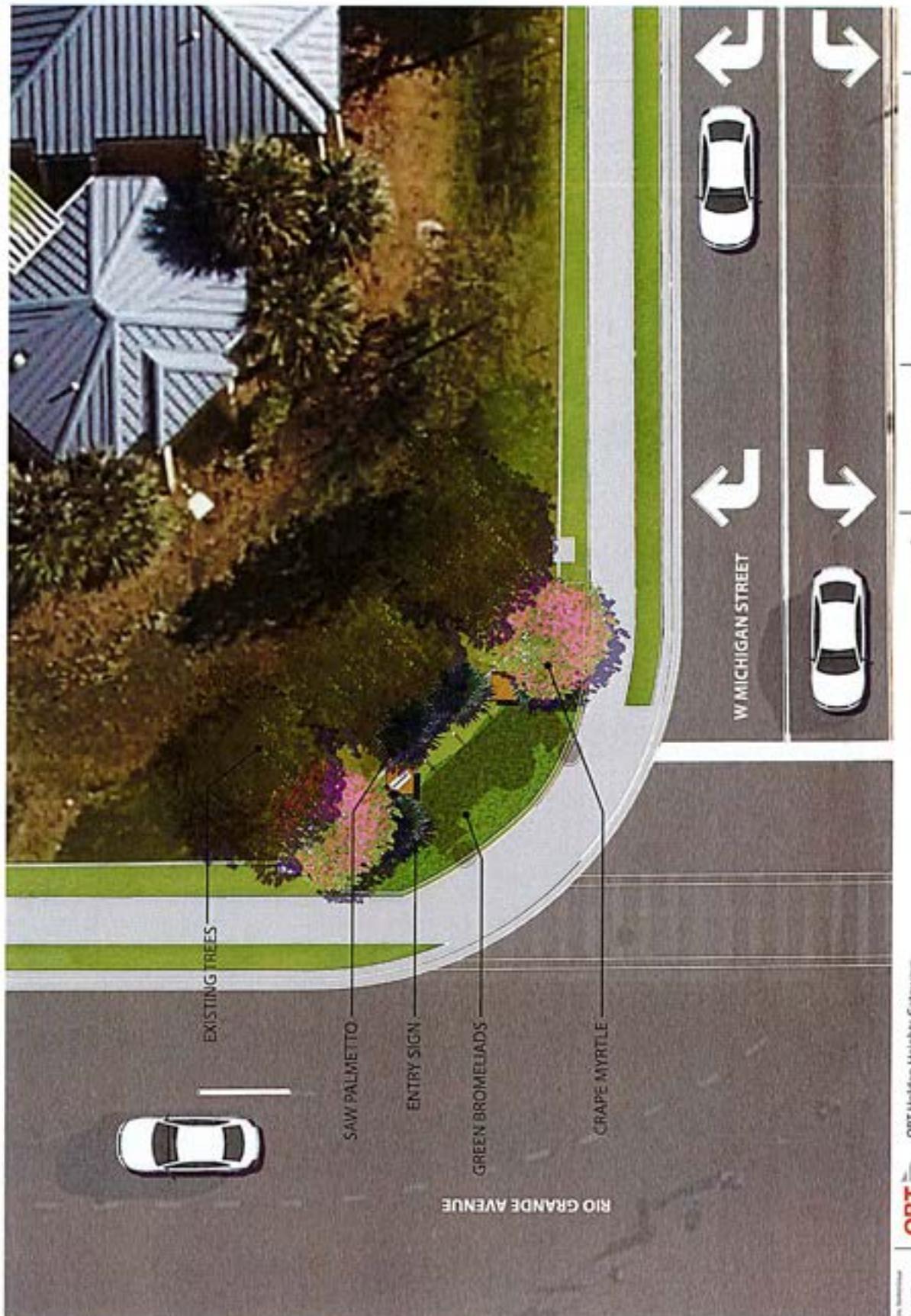


Sign Type B
Side View



Landscape Design



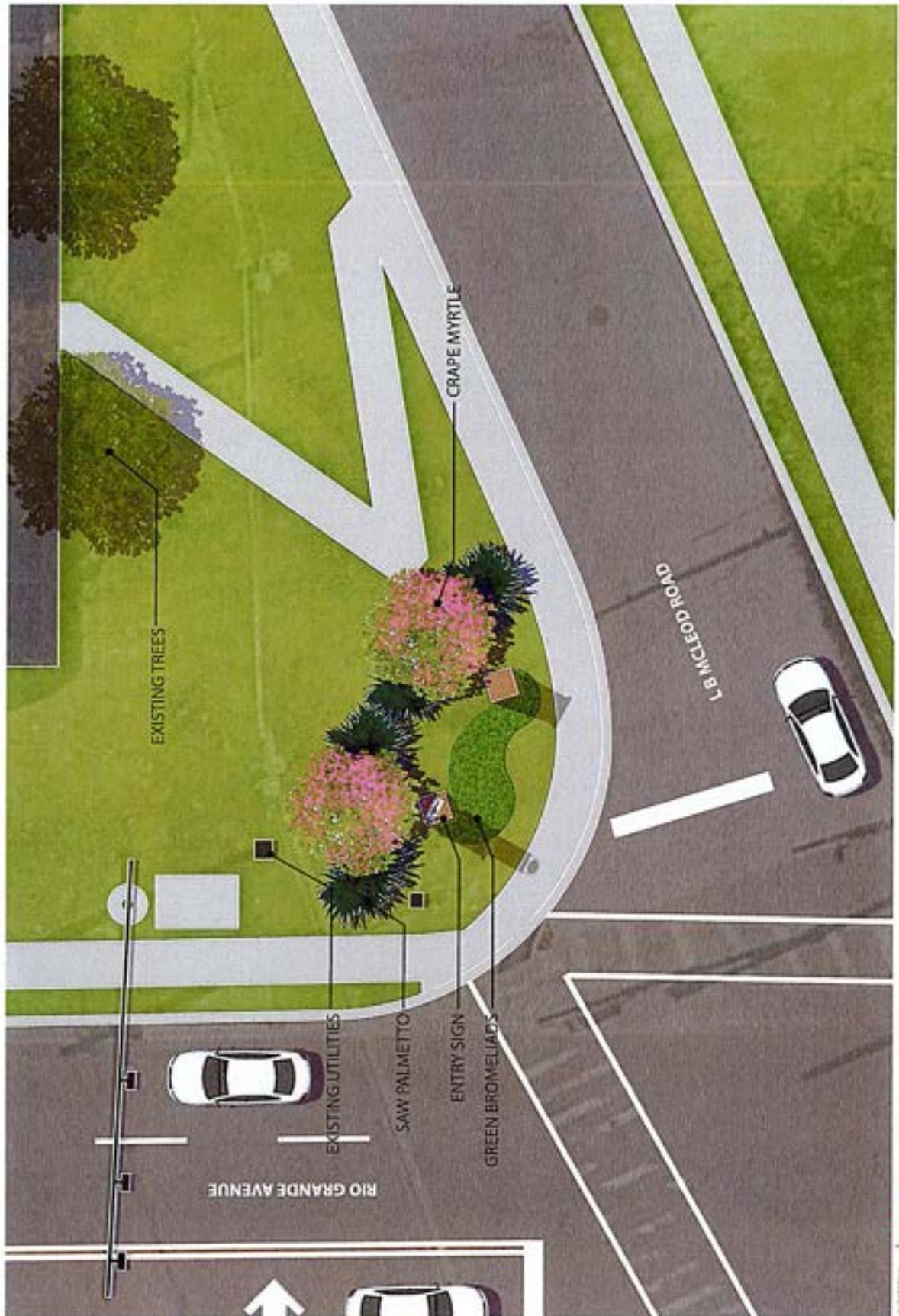




CRAPÉ MYRTLE

SAW PALMETTO

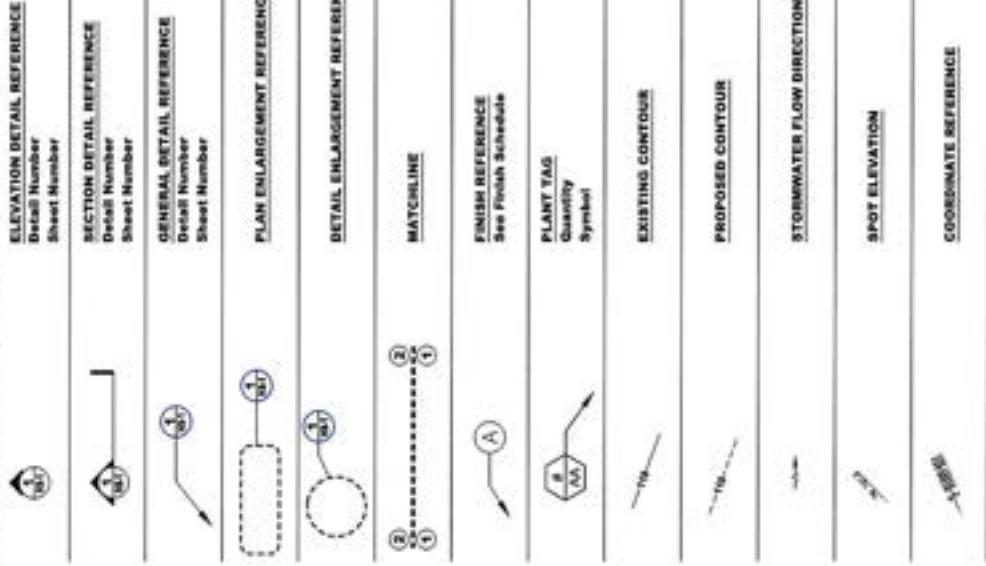
GREEN BROMELIADS



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PHOTO #1 NUMBER	AB11072-29
DATE	08/08/2014
SCALE	800 MILES PER HOUR
DEATH BY	PP
CHIEF DEATH	-
TESTIMONY	-
EXISTING CONDITIONS	-
TESTIMONY NUMBER	02

STANDARD DRAWING SYMBOLS



CONTRACTOR NOTES:
NOT ALL ITEMS SHOWN ON THIS SHEET APPEAR IN THE
CONSTRUCTION DOCUMENTS.

CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL
PERMITS RELATED TO CONSTRUCTION INCLUDING, BUT
NOT LIMITED TO, BUILDING, LANDSCAPE, IRRIGATION
AND RIGHT OF WAY UTILIZATION PERMITS.

CONSTRUCTION
NOT FOR

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HISTOGRAM

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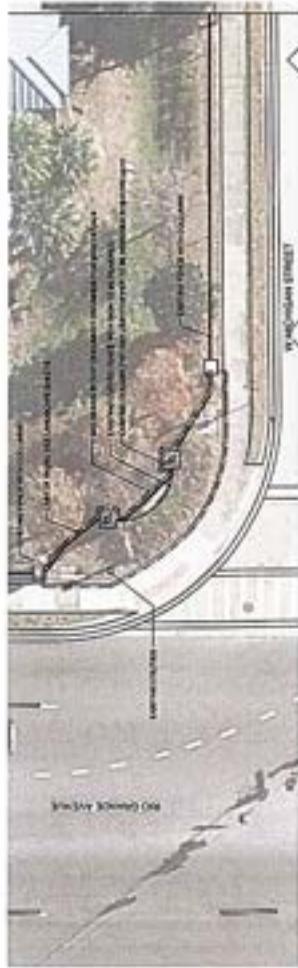
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CENTRAL W.

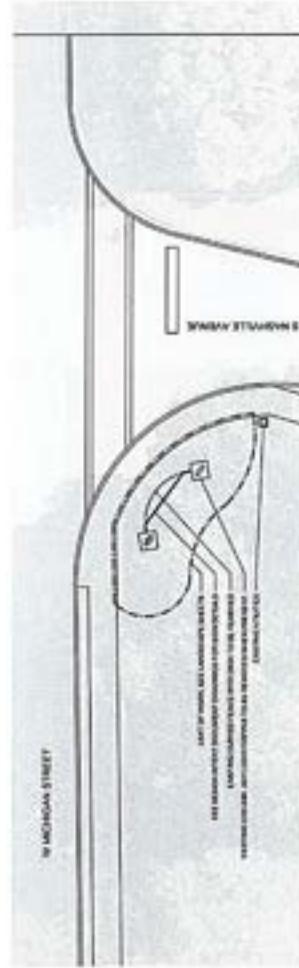
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EXISTING
CONDITIONS

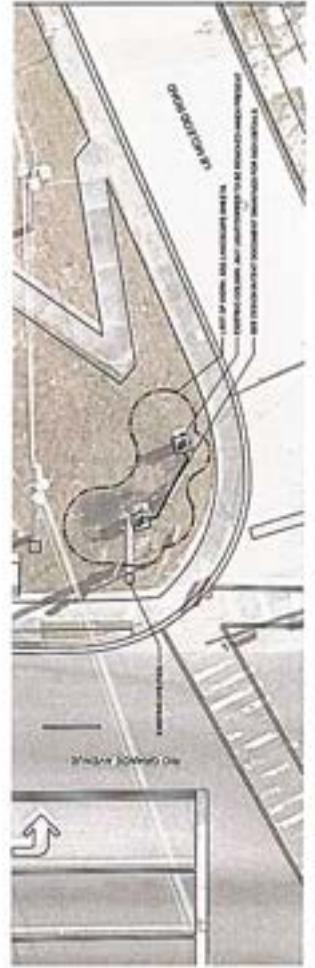
HSG. 10



1 GATEWAY AT W MICHIGAN STREET AND 100 GRANDE AVENUE



GATEWAY AT W MICHIGAN STREET AND S NASHVILLE AVENUE



GATEWAY AT LB MCLEOD ROAD AND RIO GRANDE AVENUE



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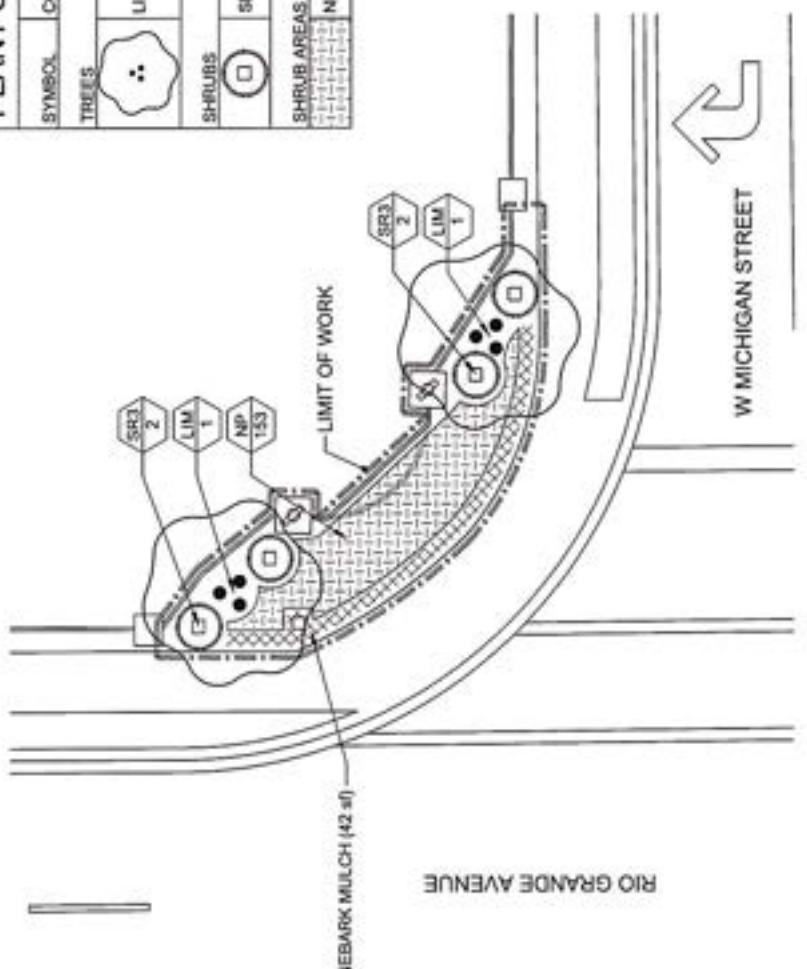
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LA 10	LA PLAN

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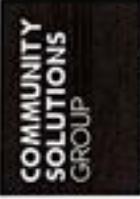
PLANT SCHEDULE

PLANT SCHEDULE				
SYMBOL	CODE	QTY	BOTANICAL / COMMON NAME	
TREES				
	LIM	5	<i>Legantstromia indica</i> 'Muskogee' / Crape Myrtle Multi-Trunk	
	SP3	22	<i>Serenoa repens</i> / Saw Palmetto	
SHRUB AREAS				
<input type="checkbox"/>		320	<i>Neoregelia</i> x 'Patricia' / Parrotia Bromeliad	
	NP			



GATEWAY AT 18 MCKEEGAN STREET AND 80 GRANDE AVENUE

Следует отметить, что в 1990-х гг. в
СССР были введены в эксплуатацию
автоматизированные, звуково



6118 E. SOUTH STREET
SUITE 700
ORLANDO, FL 32801
407-423-8398

**OBT HOLDEN
HEIGHTS
GATEWAYS
ORLANDO, FL**

**OBT DEVELOPMENT
BOARD**
2007 J. J. CIRCO, INC., SUCCESOR TRUST,
1111 N. BROADWAY, SUITE 1000,
PHILADELPHIA, PENNSYLVANIA, 19105
TEL. (215) 634-1334

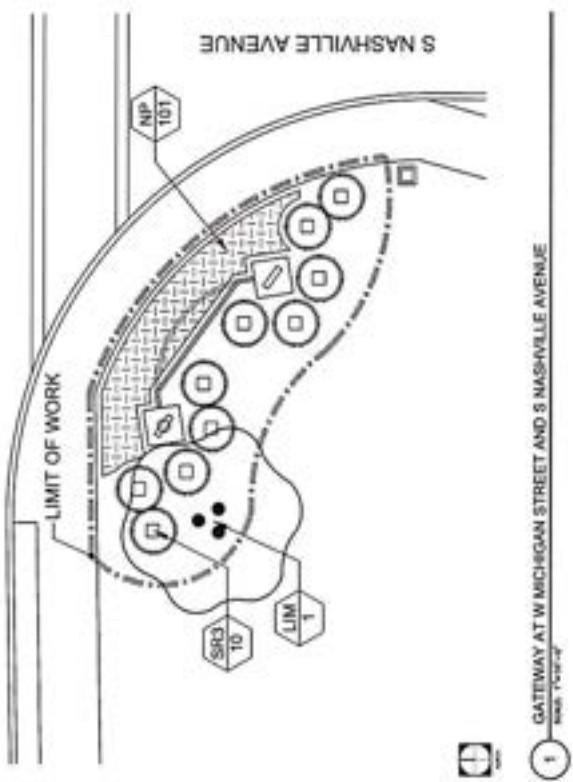
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PRODUCT NUMBER	A181072-30
DATE	04/06/2014
ITEM	10000000000000000000
QUANTITY	1000
CHARGED BY	
EXPIRE DATE	
LA PLAN	
SOLD BY LA PLAN	
LA, 11	

PLANT SCHEDULE

PLANT SCHEDULE				
SYMBOL	CODE	QTY	BOTANICAL / COMMON NAME	
			TREES	
	LIM	5	<i>Lagerstroemia indica</i> 'Musique' / Crape Myrtle Multi-Trunk	
			SHRUBS	
<input type="checkbox"/>	SR3	22	<i>Serenoa repens</i> / Saw Palmetto	
			SUBURB AREAS	
			<input type="checkbox"/>	NP
			<input type="checkbox"/>	320
			<input type="checkbox"/>	Neurolepsis x 'Patricia' / Patricia Bromeliad

CONSTRUCTION
NOT FOR



GATEWAY AT W MICHIGAN STREET AND S MUSKAWEE AVENUE

GROUP
COLLUMNTY
COMMUNITIES

618 E. SOUTH STREET
SUITE 700
ORLANDO, FL 32801
407-423-8398

**OBT HOLDEN
HEIGHTS
GATEWAYS
ORLANDO, FL**

OBIT DEVELOPMENT
BOARD
2000-2001 PRESIDENT: ROBERTA SMITH,
SARAH A. GRIFFIN, ANDREW H. TAYLOR,
OBIT, INC. MEMBERSHIP: 1,000
TELE: (404) 522-0700

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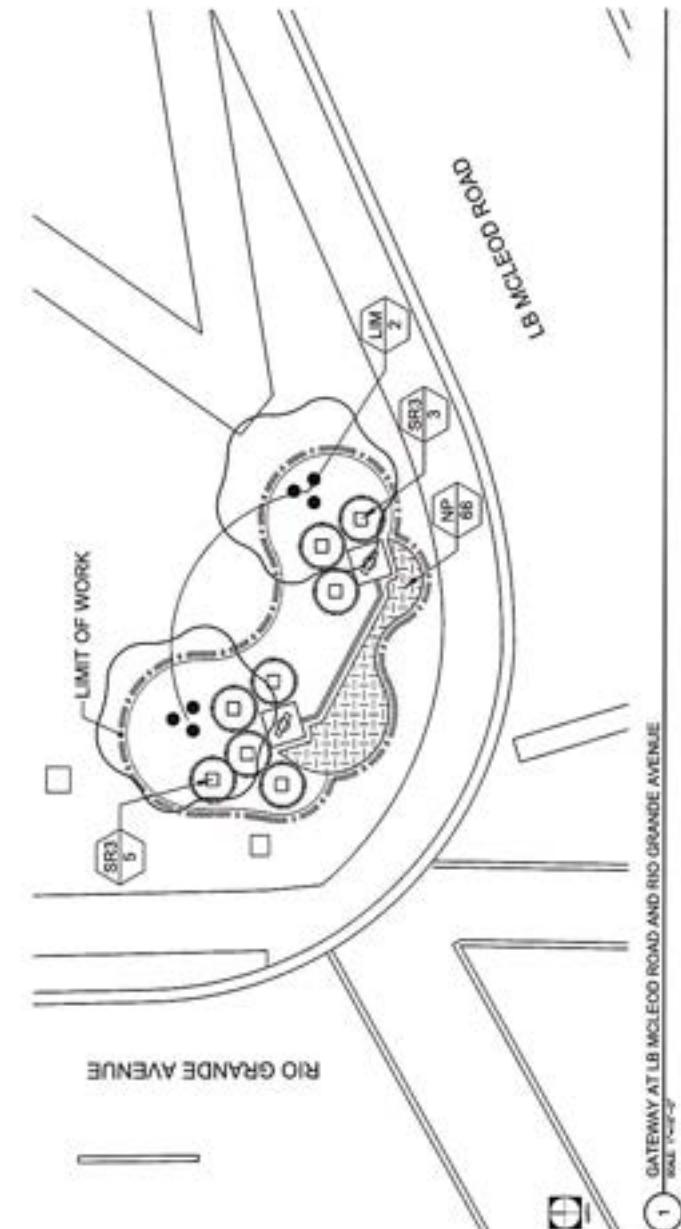
PLANT SCHEDULE

SYNONYM. *coccinea* CITY BOTANICAL / COMMON NAME
TOESES

• LIM 5 Lagotrobia indica 'Musogreen'

Stimulus

SR3	22	<i>Sorbara repens</i> / <i>Saw Palmetto</i>
NP	370	<i>Neurolechia x 'Patricia'</i> / <i>Patricia</i>



NOT FOR
CONSTRUCTION

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GATEWAY AT LB MCLEOD ROAD AND RIO GRANDE AVENUE
MAIL: 1-800-447-4777

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NOTE: CONTRACTOR SHALL
ASSURE PERCOLATION
OF ALL PLANTING PITS
PRIOR TO INSTALLATION.

3 LEG LAYOUT

BLACK POROUS HOSE

1" BLACK NYLON 840 GAUGE STRAPPING
1200 LB TENSILE STRENGTH
TENSION BUCKLE, 1500 LBS
BREAK STRENGTH

SET TOP OF ROOT BALL
16" ABOVE TOP OF CURB (TYP.)

3" DEPTH OF MULCH MIN. (TYP.)
6" CLEAR OF TRUNK

36" MAX. DIAMETER MULCH RING, TYP.
SOIL BERM 6" (TYP.)

AUGER ANCHOR HCA-30:
4" SCREW, 36" LENGTH
UNDISTURBED SOIL

PREPARE PLANTING
SOIL AS SPECIFIED

1/2 TREE HEIGHT

TREE PIT 2X
ROOT BALL DIA.

THE PANTHEON

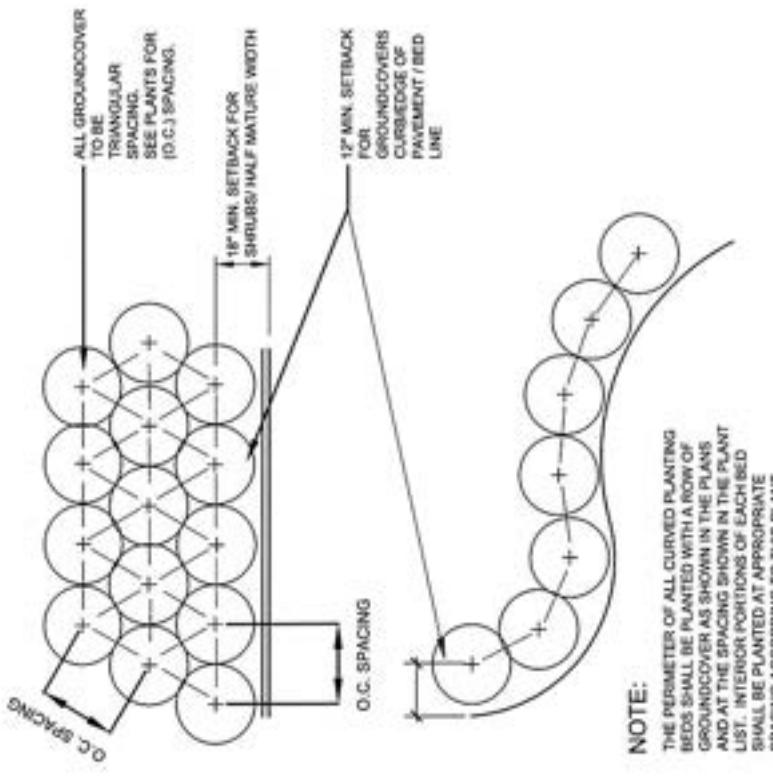
**COMMUNITY
SOLUTIONS
GROUP**

A 501(c)3 Corporation, Inc. Service Provider
6118 E. SOUTH STREET
SUITE 700
ORLANDO, FL 32851
407.422.4098
GENERAL COUNSEL OR AUTHORIZATION NUMBER

PROPOSAL
OBT HOLDEN
HEIGHTS
GATEWAYS
ORLANDO, FL

OBT DEVELOPMENT
BOARD
2005 E. GORDON MILLION DRIVE
SUITE A
ORLANDO, FLORIDA, 32816
TEL: 407.422.4098

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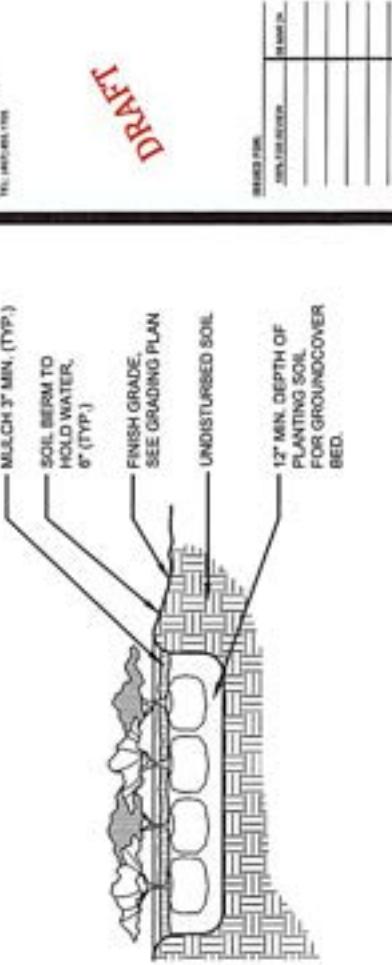
NOTE:

THE PERIMETER OF ALL CURVED PLANTING BEDS SHALL BE PLANTED WITH A ROW OF GROUNDCOVER AS SHOWN IN THE PLANS AND AT THE SPACING SHOWN IN THE PLANT LIST. INTERIOR PORTIONS OF EACH BED SHALL BE PLANTED AT APPROPRIATE SPACING ACCORDING TO THIS PLANT SPACING DETAIL.

1 SHRUB AND GROUNDCOVER DETAIL

2 SHRUB AND GROUNDCOVER DETAIL

NOT FOR
CONSTRUCTION



SHRUB DETAIL
18" MIN. SETBACK
6" (TYP.)
SHRUB
18" MIN. SETBACK
6" (TYP.)
GROUNDCOVER
18" MIN. SETBACK
6" (TYP.)

OBT HOLDEN
HEIGHTS
GATEWAYS
ORLANDO, FL
OBT DEVELOPMENT
BOARD
2005 E. GORDON MILLION DRIVE
SUITE A
ORLANDO, FLORIDA, 32816
TEL: 407.422.4098
GENERAL COUNSEL OR AUTHORIZATION NUMBER
L.A. 14
SHEET NUMBER



Contact

Roger Diane

Project Manager
Economic Development/CSA
City Development Board
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Roger.Diane@obt.com

Peter C. Sechler, PLA, AICP

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Ana Kmettien

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AKmettien@pacconsultants.com

Patricia Prints

Landscape Designer
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PPrints@pacconsultants.com

**COMMUNITY
SOLUTIONS
GROUP**



Holden Heights

Gateway Signage & Landscape Design

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