

# REQUEST FOR PROPOSALS (RFP)

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## 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

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

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	\$	\$
<b>Total Base Bid:</b>			\$	

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 Holden Heights Gateway Implementation**

Orlando, FL

April 1<sup>st</sup>, 2023

**OBTNEXT**



**COMMUNITY  
SOLUTIONS  
GROUP**

GIS CONSULTANTS

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# Graphic Standards

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# Holden Heights



Holden  
Heights



# Gateway Design







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

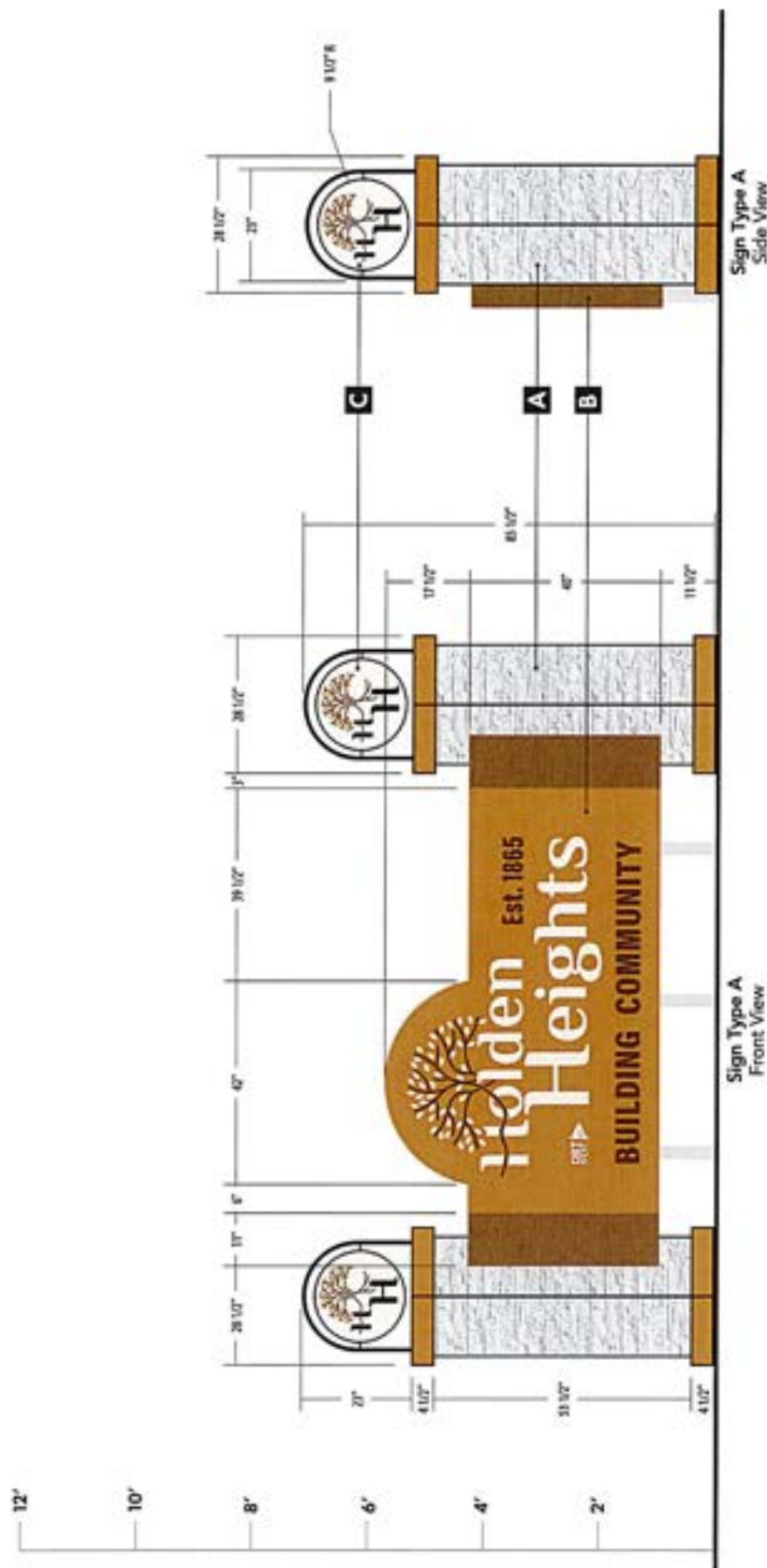


Sign Type A  
Large Gateway

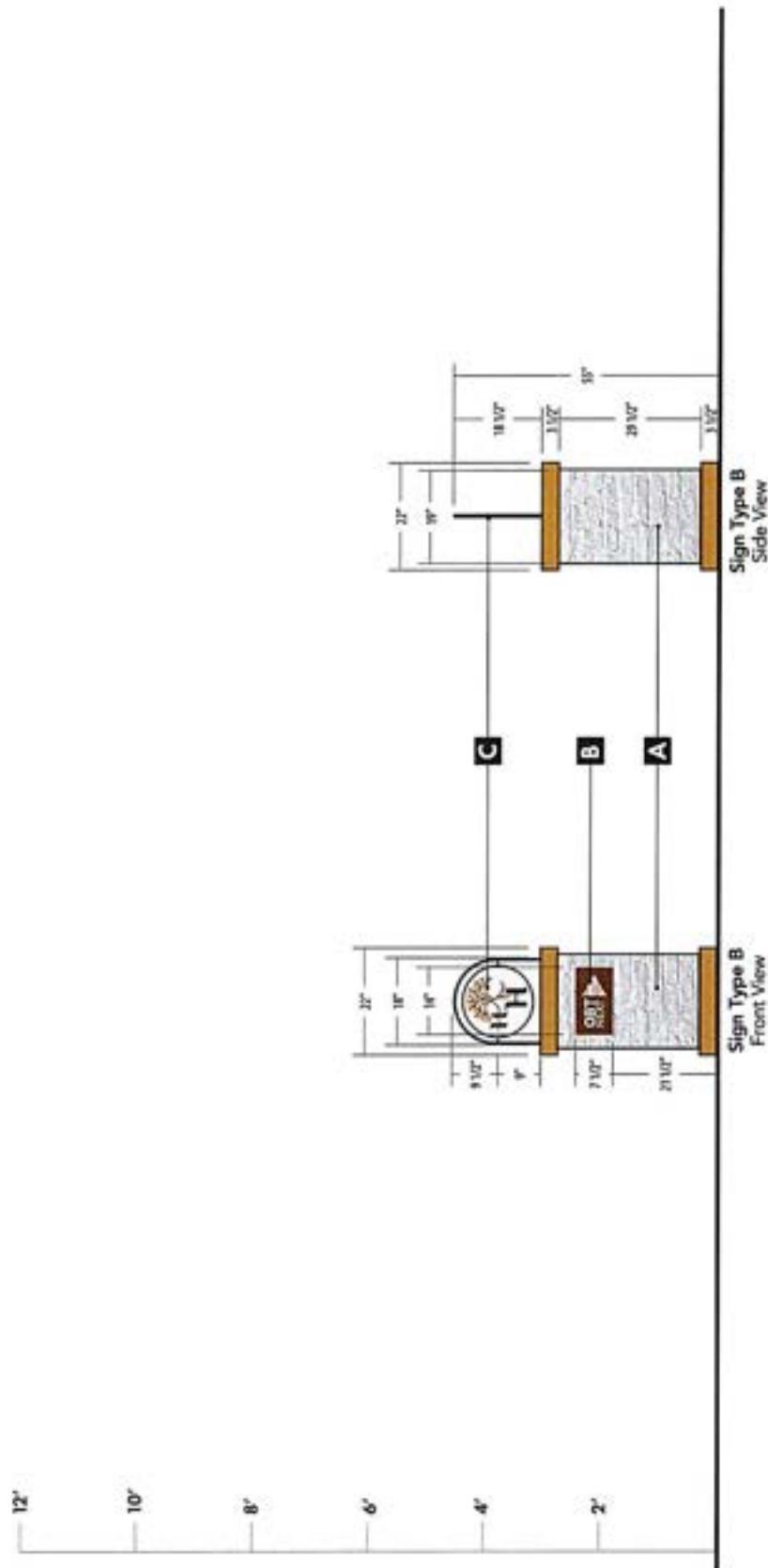


Sign Type B  
Pedestrian Marker

- 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. 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'

GRAPE MYRTLE

SILVER SAW PALMETTO

GREEN BROMELIADS



OBT HOLDEN HEIGHTS GATEWAYS  
OBT HOLDEN HEIGHTS GATEWAYS  
OBT HOLDEN HEIGHTS GATEWAYS

Gateway and Landscape

# Landscape Design







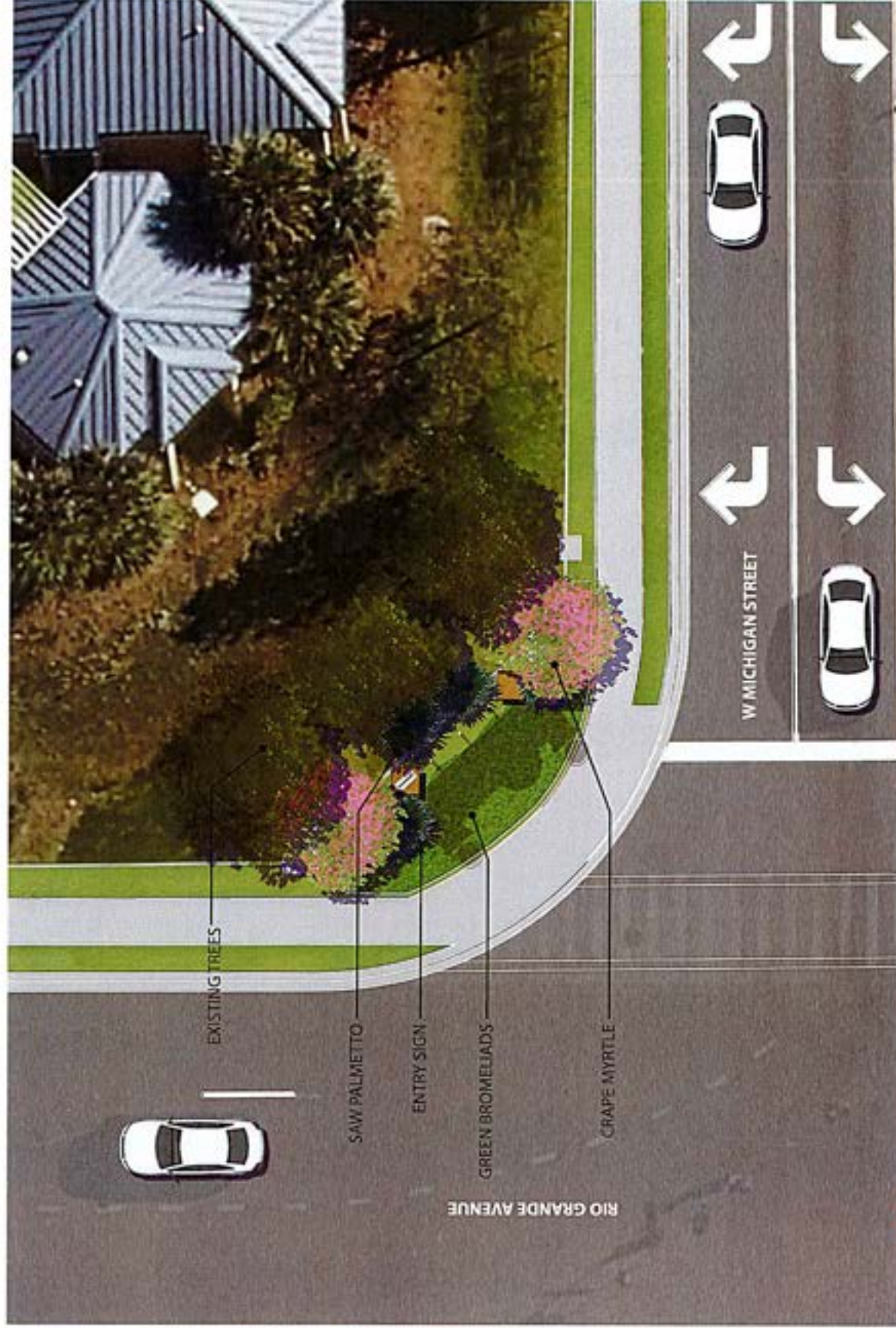
CAPE MYRTLE



SAW PALMETTO



GREEN BROMELIADS







GRAPE MYRTLE



SAW PALMETTO



GREEN BROMELIADS







CRAPE MYRTLE



SAW PALMETTO



GREEN BROMELIADS







#### COORDINATE REFERENCE



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

NOT FOR  
CONSTRUCTION

DRAFT

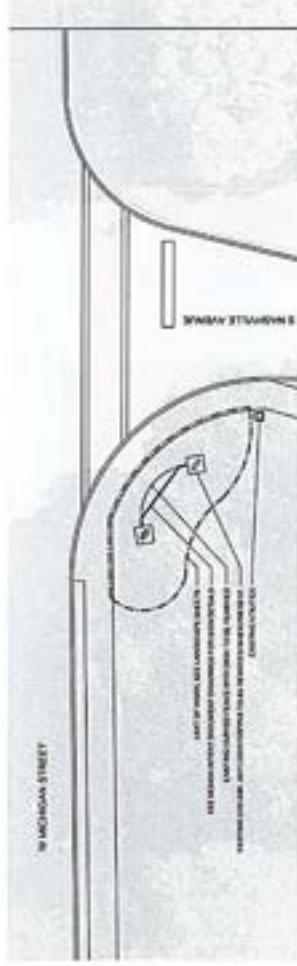
Source: *U.S. Census Bureau, Current Population Reports*.



KEY MAP



1 GATEWAY AT W MICHIGAN STREET AND RIO GRANDE AVENUE  
SCALE: 1" = 10' - 0"



2 GATEWAY AT W MICHIGAN STREET AND S NASHVILLE AVENUE  
SCALE: 1" = 10' - 0"



3 GATEWAY AT LB MCLEOD ROAD AND RIO GRANDE AVENUE  
SCALE: 1" = 10' - 0"

**COMMUNITY  
SOLUTIONS  
GROUP**

2401 COMMUNITY COLLEGE DRIVE  
SUITE 700  
ORLANDO, FL 32801  
407.423.8398  
CERTIFICATE OF AUTHORIZATION 088888

**PROJECT**  
OBT HOLDEN  
HEIGHTS  
GATEWAYS  
ORLANDO, FL

**CLIENT**  
OBT DEVELOPMENT  
BOARD  
2000 S GRAND BLVD SUITE 1000  
ORLANDO, FL 32801  
TEL: 407.555.1100

**DRAFT**

REVISION	DATE	BY	APP
1	10/10/2018	JL	
2	10/10/2018	JL	
3	10/10/2018	JL	
4	10/10/2018	JL	
5	10/10/2018	JL	
6	10/10/2018	JL	
7	10/10/2018	JL	
8	10/10/2018	JL	
9	10/10/2018	JL	
10	10/10/2018	JL	

**PROJECT NUMBER** A181272.20  
**DATE** 10/10/2018  
**SCALE** 1" = 10' - 0"  
**DESIGNED BY** JL  
**CHECKED BY** JL  
**PROJECT TITLE** EXISTING  
CONDITIONS  
**SHEET NUMBER** HS.10

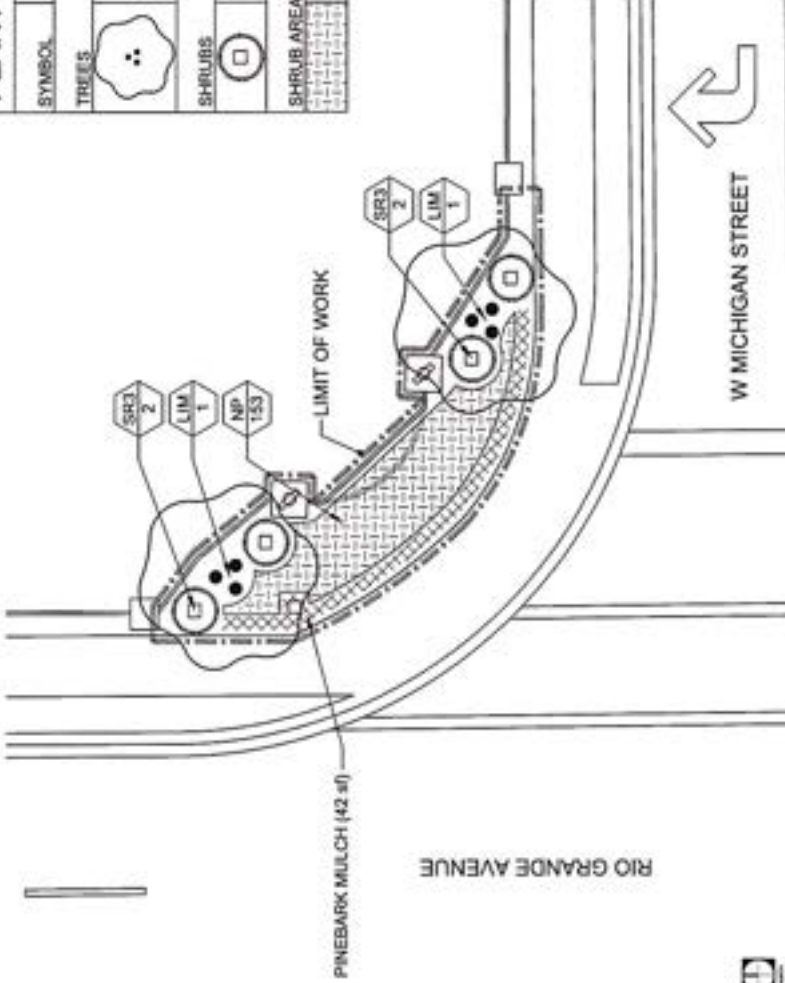
**DRAFT**

REVISION FOR	REVISION

PROJECT NUMBER	A181272.20
DATE	MARCH 14, 2018
SCALE	AS SHOWN & NOTED
DRAWN BY	EP
CHECKED BY	
SHEET TITLE	LA PLAN
SHEET NUMBER	LA 10

**PLANT SCHEDULE**

SYMBOL	CODE	QTY	BOTANICAL / COMMON NAME
<b>TREES</b>			
	LIM	5	Lagerstroemia indica 'Muskogee' / Crape Myrtle Multi-Trunk
<b>SHRUBS</b>			
	SR3	22	Serenoa repens / Saw Palmetto
<b>SHRUB AREAS</b>			
	NP	320	Neoregelia x 'Patricia' / Patricia Bromeliad



1 GATEWAY AT W MICHIGAN STREET AND RIO GRANDE AVENUE  
SCALE: 1/8"=1'-0"

**NOT FOR  
CONSTRUCTION**

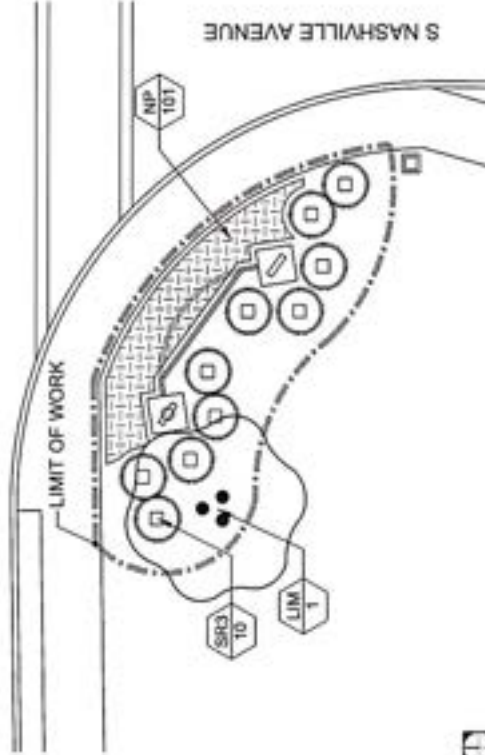
**DRAFT**

# PLANT SCHEDULE

SYMBOL	CODE	QTY	BOTANICAL / COMMON NAME
<b>TREES</b>			
	LIM	5	Lagerstroemia indica 'Muskegee' / Crepe Myrtle Multi-Trunk
<b>SHRUBS</b>			
	SR3	22	Serenoa repens / Saw Palmetto
<b>SHRUB AREAS</b>			
	NP	320	Neoregelia x 'Patricia' / Patricia Bromeliad

**NOT FOR  
CONSTRUCTION**

W MICHIGAN STREET



GATEWAY AT W MICHIGAN STREET AND S NASHVILLE AVENUE







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

CRITERIA OF SUPPLEMENTATION

10

**OBT HOLDEN  
HEIGHTS  
GATEWAYS**  
ORLANDO, FL

1

OBT DEVELOPMENT  
BOARD

Send 5 comments to: **CONCRETE TODAY**  
Box 114  
Orlando, FL 32816, 407/851-1144  
Tel. (800) 851-1144

DRAFT

DATE	DESCRIPTION	AMOUNT
10/1/18	10/1/18	10/1/18
10/2/18	10/2/18	10/2/18
10/3/18	10/3/18	10/3/18
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10/29/18	10/29/18	10/29/18
10/30/18	10/30/18	10/30/18
10/31/18	10/31/18	10/31/18

each study was calculated

**UNIVERSITY OF WISCONSIN**

DATE: \_\_\_\_\_ 8/20/14

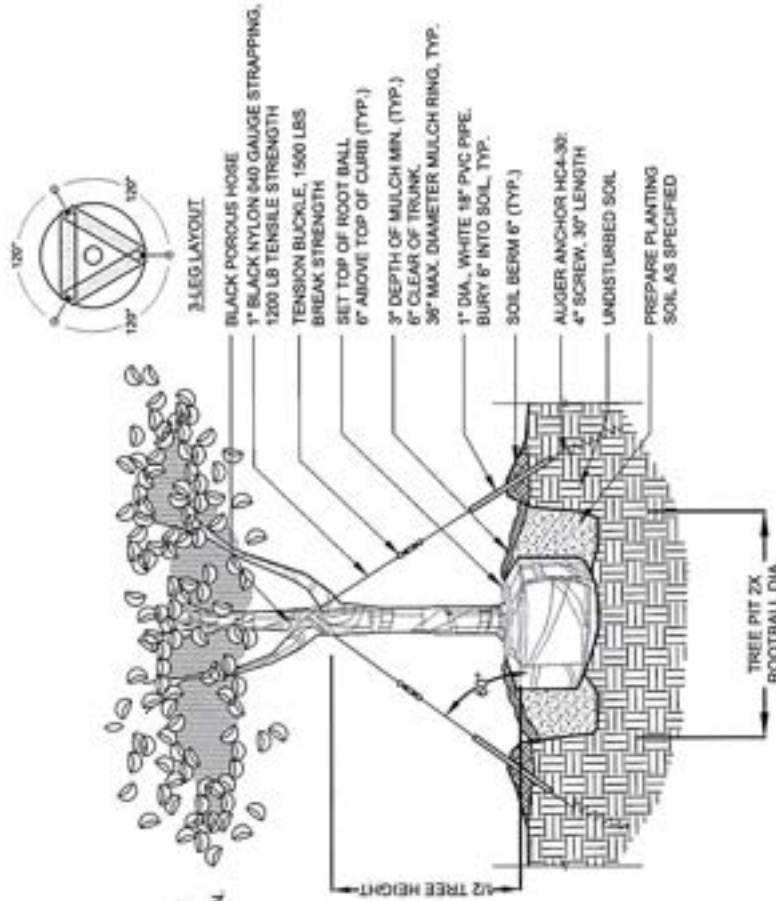
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100

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NOT FOR  
CONSTRUCTION

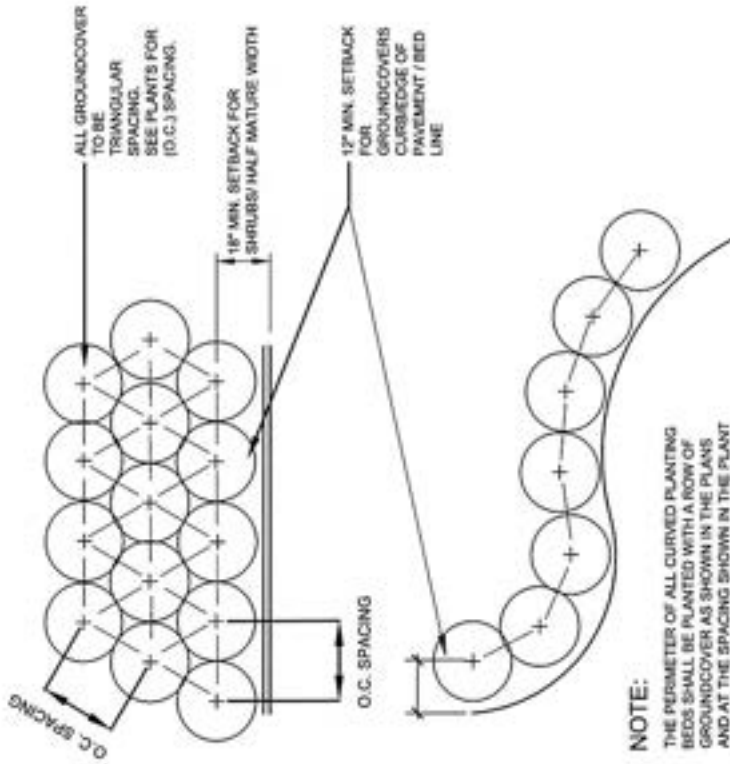


TREE PLANTING DETAIL

**DRAFT**

DESIGNED FOR	10 MAY 20
DATE FOR REVIEW	

PROJECT NUMBER	AS18172-20
DATE	10 MAY 2020
PROJECT	310 MILLION A LOT
DRAWN BY	SP
CHECKED BY	
SHEET TITLE	LA PLAN
SHEET NUMBER	LA 14



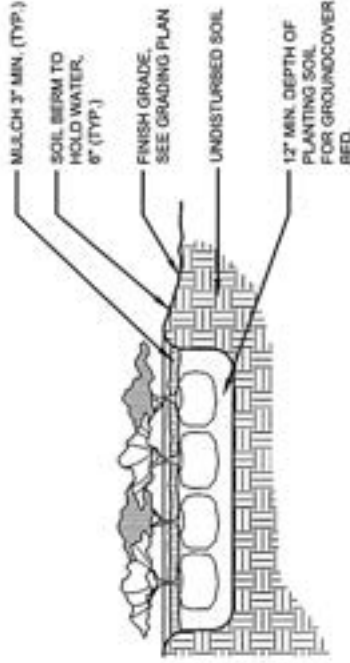
**NOTE:**

THE PERIMETER OF ALL CURVED PLANTING BEDS SHALL BE PLANTED WITH A ROW OF GROUND COVER 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 GROUND COVER DETAIL

WHEN GROUND COVER IS USED IN MASS, PREPARE ENTIRE BED TO RECEIVE PLANTING SOIL AND PLANT MATERIAL AS SPECIFIED.

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



2 SHRUB AND GROUND COVER DETAIL

**NOT FOR  
CONSTRUCTION**





## Contact

**Roger Dixon**  
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Economic Development/CBA  
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**COMMUNITY  
SOLUTIONS  
GROUP**

# Holden Heights

## Gateway Signage & Landscape Design