



TOWN OF ROCKY MOUNTAIN HOUSE

Request for Quotation

Wayfinding Signs Active District

Date Issued:

March 11, 2026

Closing Date & Time:

April 10, 2026 at 2:00 PM MST

Contact:

Dean Schweder – Director of Planning and Community Development
Town of Rocky Mountain House
PO Box 1509
Rocky Mountain House, AB T4T 1B2
Phone: 403-845-2866
Email: dschweder@trmh.ca

Part 1 – Terms & Conditions, Vendor Qualifications, Instructions to Vendors, Quote Review & Award

1.0 INVITATION TO SUBMIT QUOTE

Your organization is hereby invited to submit a quote for the design, supply, construction and installation of Wayfinding Signs to the Town of Rocky Mountain House, as detailed in this Request for Quotation (RFQ).

Request for Quotation:	Wayfinding Signs Active District
Description:	Design, supply, construction and installation of Wayfinding Signs as detailed in this RFQ.
Date Issued:	03/11/2026
Closing Date:	04/10/2026
Closing Time:	2:00 PM MST

2.0 TERMS & CONDITIONS

- 2.1 All pricing will be quoted in Canadian dollars. Price adjustments due to currency fluctuations, or any other reason, will not be accepted.
- 2.2 Pricing quoted will be firm and unchangeable after the time and date of quote closure. Quote will be guaranteed for a period of at least 90 days from the time of submission deadline.
- 2.3 All prices quoted shall be exclusive of Goods and Services Tax (G.S.T.). The successful vendor will be required to show the G.S.T. separately on their invoices. All other taxes will be included in the quote price.
- 2.4 The Town of Rocky Mountain House is a net 30 Day account and all quotes will be quoted as such. Quotes requiring payment in less than 30 days may be rejected, however, early payment discounts will be considered.
- 2.5 Unless otherwise directed, all prices quoted shall be inclusive of all freight, delivery and installation charges.
- 2.6 This RFQ does not commit the Town of Rocky Mountain House to award a contract or pay any costs incurred in the preparation of a quote, including attendance at any meetings with municipal staff related to this quotation.

3.0 VENDOR QUALIFICATIONS

Quotes will be restricted to only those vendors that can satisfactorily meet the following service and support requirements:

- 3.1 Must procure and maintain minimum limits of insurance for the duration of the project.
 - a. Commercial General Liability: \$2,000,000.00 per occurrence for bodily injury, personal injury, property damage, and completed operations.
 - b. Automobile Liability: \$1,000,000.00 per accident for bodily injury and property damage covering all owned, hired, rented and non-owned vehicles.
 - c. Workers' Compensation: Workers' compensation limits in accordance with

Province of Alberta statute. A Clearance Letter of good standing is required. If exempt from Workers' Compensation evidence of Employees Liability insurance with limits of \$1,000,000.00 per occurrence is required.

- d. Professional Liability: \$2,000,000.00 per claim. Professional Liability insurance policy is required and the date of such policy must be on or before the date the Vendor begins offering professional services.

3.2 Proven track record with projects similar in scope and quality.

3.3 Ability to handle the full scope of the project, including specialized equipment, manufacturing capacity and local service.

3.4 Reliability in meeting deadlines and providing post-installation support.

4.0 ACCEPTANCE OF SUBMISSIONS

4.1 Unless explicitly stated otherwise, submission of a quote indicates acceptance by your firm of the terms and conditions contained in this RFQ.

4.2 The Town reserves the right to withdraw this RFQ at its discretion and at any time. The Town will not be held liable for any expenses, costs, loss or damage incurred or suffered by any vendor as a result of such withdrawal.

4.3 The Town reserves the right, without prejudice, to reject any or all quotations.

5.0 CONFIDENTIALITY & RELEASE OF INFORMATION

5.1 All quotes submitted to the Town become the property of the Town in their entirety. Quotes and the information contained within will be held in confidence as much as is reasonably possible and subject to the disclosure provisions contained in the Access to Information Act (ATIA).

5.2 Any information or knowledge gained or obtained by the Vendor as a result of this process will be maintained in confidentiality and will not be sold, distributed or in any way used for profit.

6.0 CONFLICT OF INTEREST

6.1 All vendors are required to disclose to the Town any direct or potential conflict of interest in their RFQ submission. The disclosure will detail the nature and degree of the direct or potential conflict. The Town reserves the right to reject a quote and/or to cancel the award of contract if, in the Town's sole opinion, any interest disclosed from any source could give the appearance of a conflict of interest or cause speculation as to the objectivity of the awarding of the contract.

7.0 INSTRUCTIONS TO VENDORS

7.1 Refer all quote inquiries to Dean Schweder by email at dschweder@trmh.ca. All written inquiries and the replies thereto will be copied to all vendors through the Alberta Purchasing Connection. Inquiries that may affect the content of the submissions or the submission deadline must be received by the Town at least five (5) days before the submission deadline.

- 7.2 Quote shall be submitted by sealed envelope or email, clearly marked as “Request for Quotation – Wayfinding Signs Active District”, and addressed to:

Town of Rocky Mountain House
Attention: Dean Schweder
Box 1509
5116 50 Avenue
Rocky Mountain House, AB T4T 1B2
dschweder@trmh.ca

Quotes must be signed and completed with your firm’s name and return address. Quotes must be received at the front reception desk of the Town or by email by 2:00 PM MST, April 10, 2026. Otherwise submitted quotes will not be considered.

- 7.3 Vendors must detail their firm’s ability to meet the requirements as outlined in the ‘Vendor Qualifications’ and ‘Part 2 – Scope of Work’. Vendors are also required to identify when they are available to perform the work and an anticipated completion date. A proposal will not be accepted if the final completion date is beyond October 31, 2026. Vendors’ submission must identify the supply, construction, installation, and incidental costs separately.

8.0 QUOTE REVIEW & AWARD

- 8.1 Quotes will be opened following the quote submission deadline. Final results will not be released until a contract has been awarded.
- 8.2 The evaluation process will occur in two stages. The first stage will review submissions to confirm they were received on time and comply with all RFQ requirements. Non-compliant quotes will be returned without further consideration. The second stage will evaluate compliant written quotes against the established Evaluation Criteria.
- 8.3 The Town reserves the right to reject any or all quotes and to award a contract in the best interest of the municipality. It is the Town’s intent to award one contract to the vendor determined to be most advantageous and best able to fulfill the requirements of this RFQ. The successful vendor will be required to enter into a contract with the Town to administer the project.

Part 2 – Scope of Work

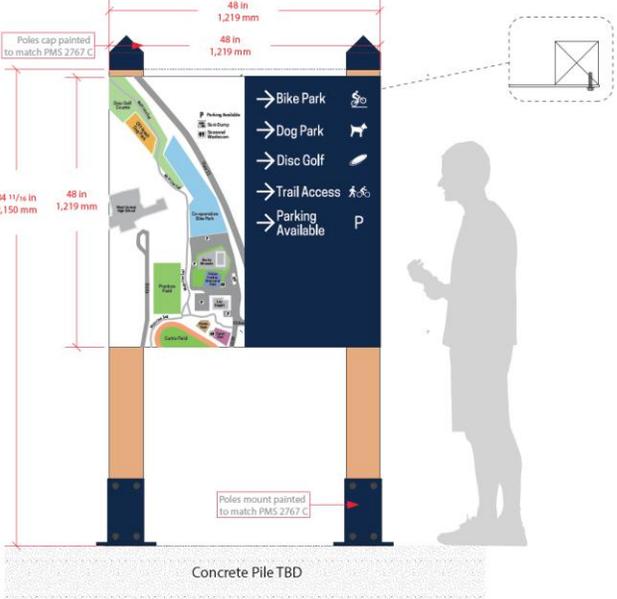
1.0 OVERVIEW

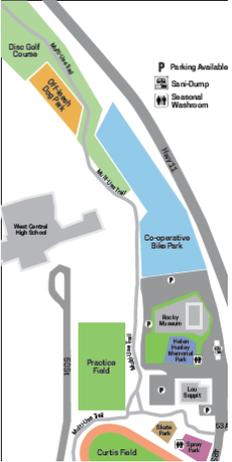
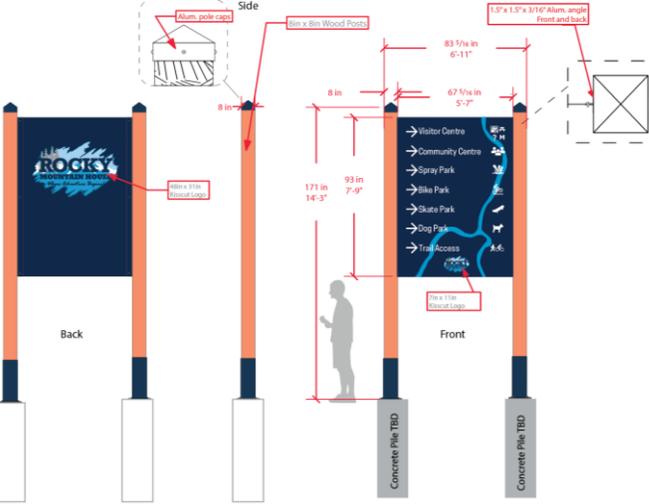
This is the second phase of the development of a townwide wayfinding program in the municipality. The goal of this phase is to promote the recreation facilities and community amenities located in the Town's central recreation area, a.k.a. the 'Active District', through increased directional signage, helping residents and visitors navigate the area by vehicle and on foot.

2.0 GENERAL REQUIREMENTS

- Detailed separate costing of the design, materials, manufacturing and the installation of the signs. Incidental costs, such as travel, shall also be identified separately.
- Type and specifications of proposed materials.
- A detailed schedule identifying each stage of the project from design to installation completion.
- Any expectations or requirements of the Town for the successful completion of the project.
- A safety plan for the installation of the signs, specifically addressing working near roadways and public protection. Proponents are to include COR Certification or details of their health and safety program.
- Vendor's commitment to conducting One-Calls and site restoration.
- Minimum 3-year Warranty on manufacturing and installation of signs.

3.0 DESIGN AND MANUFACTURING SPECIFICATIONS

<p>Directory Sign 1 (D1)</p>	 <p>48 in 1,219 mm</p> <p>48 in 1,219 mm</p> <p>84 11/16 in 2,150 mm</p> <p>48 in 1,219 mm</p> <p>Poles cap painted to match PMS 2767 C</p> <p>Poles mount painted to match PMS 2767 C</p> <p>Concrete Pile TBD</p>	<p>Single sided. Attached to the front of new wood posts with post caps and bases.</p> <p>Finalized sign graphics will be provided.</p> <p>Available Sign Spec.</p> <ul style="list-style-type: none">• 48in x 48in• Dark Blue Painted to match Pantone 2767 C• Letters/Icon Reflective Vinyl
------------------------------	---	---

<p>Directory Sign 2 (D2)</p>		<p>Vinyl wall decal applied inside building.</p> <p>Finalized sign graphics will be provided.</p> <p>Available Sign Spec.</p> <ul style="list-style-type: none"> • 36in x 60in
<p>Primary Vehicular Sign (PV)</p>		<p>Double Sided. Attached by bracket to new wood posts with post caps and bases.</p> <p>Finalized sign graphics will be provided.</p> <p>Available Sign Spec.</p> <ul style="list-style-type: none"> • 67 5/16in W x 93in H • Dark Blue Pantone 2767C • Bright blue Pantone 801 C • Letters/Icon Reflective Vinyl • 11in x 7in Small logo kisscut vinyl bottom center • 48in x 31in Large logo kisscut vinyl Back

<p>Pedestrian Sign 1 (P1)</p>		<p>Two signs attached to each side of new wood post with post cap and base.</p> <p>Finalized sign graphics will be provided.</p> <p>Available Sign Spec.</p> <ul style="list-style-type: none"> • 12in x 48in • Dark Blue Pantone 2767C • Letters/Icon Vinyl
<p>Pedestrian Sign 2 (P2)</p>		<p>Two signs attached to each side of new wood post with post cap and base.</p> <p>Finalized sign graphics will be provided.</p> <p>Available Sign Spec.</p> <ul style="list-style-type: none"> • 12in x 48in • Dark Blue Pantone 2767C • Letters/Icon Vinyl
<p>Pedestrian Sign 3 (P3)</p>		<p>Two signs attached to each side of new wood post with post cap and base.</p> <p>Finalized sign graphics will be provided.</p> <p>Available Sign Spec.</p> <ul style="list-style-type: none"> • 12in x 48in • Dark Blue Pantone 2767C • Letters/Icon Vinyl

4.0 INSTALLATION SPECIFICATIONS

See Schedule B Implementation Map.

5.0 SERVICES TO PROVIDED BY THE VENDOR

The contract will require the Vendor to perform, at minimum, the following functions as part of the final project

- Design, supply, manufacture of signs.
 - Final design of signs shall be subject to final approval by the Town of Rocky Mountain House.
 - Electronic design files shall be transmitted to the Town of Rocky Mountain House in a usable format for future phases. This files shall include construction specs.
- One-call for installation.
- Installation of signs.
- Site restoration where signs are installed.
- Post-installation support/3-year warranty on manufacturing and installation of signs.

Schedule A Evaluation Criteria

Vendor has provided proof that:			
• Minimum insurance requirements would be met for the duration of the project. (Regulatory #1)		Yes	No
• They have had previous success with projects similar in scope and quality. (Capability #1)		Yes	No
• They are able to handle the full scope of the project. (Capability #2)		Yes	No
• They are able to meet the project deadlines. (Capability #3)		Yes	No
• They are able to provide post-installation support. (Capability #4)		Yes	No

The quote includes:			
• Detailed costing for all components of the project. (Specification #1)		Yes	No
• Type and specifications of proposed materials. (Specification #2)		Yes	No
• A detailed schedule identifying each stage of the project from design to installation completion. (Specification #3)		Yes	No
• A safety plan for the installation of the signs. (Regulatory #2)		Yes	No
• Vendor's commitment to conducting One-Calls and site restoration. (Specification #4)		Yes	No
• Minimum 3-year Warranty on manufacturing and installation of signs. (Regulatory #3)		Yes	No
• Payment terms. (Completeness #1)		Yes	No
• Vendor's name, contact information and return address. (Completeness #2)		Yes	No

Vendor has signed the quote. (Completeness #3)		Yes	No
Quote was received prior to the Closing Date and Time.		Yes	No

Quote is compliant with the RFQ requirements.		Yes	No
---	--	-----	----

Compliant quotes will have the mandatory requirements scored for value/evidence to demonstrate and weighted to reflect relative importance by the evaluation team.

<p>Scores</p> <p>0 – no value and/or no evidence to demonstrate</p> <p>2 – low value or major deficiency and/or little evidence to demonstrate</p> <p>4 – moderate value or moderate deficiency and/or incomplete evidence to demonstrate</p> <p>6 – satisfactory value, minor deficiency with sufficient evidence to demonstrate</p> <p>8 – good value, fully meets requirement, with good evidence to demonstrate</p> <p>10 – excellent value with exceptional evidence to demonstrate</p>	<p>Weights</p> <p>Specification (35)</p> <p>Capability (30)</p> <p>Regulatory (20)</p> <p>Completeness (15)</p>
---	--

Quotes identified as having an acceptable weighted score will have their value for money ratio calculated.

Schedule B Implementation Map

Locations subject to One-Call and approvals

