



# Request for Proposals

## Highway 2 Gateway Signs

**Town of Nanton**

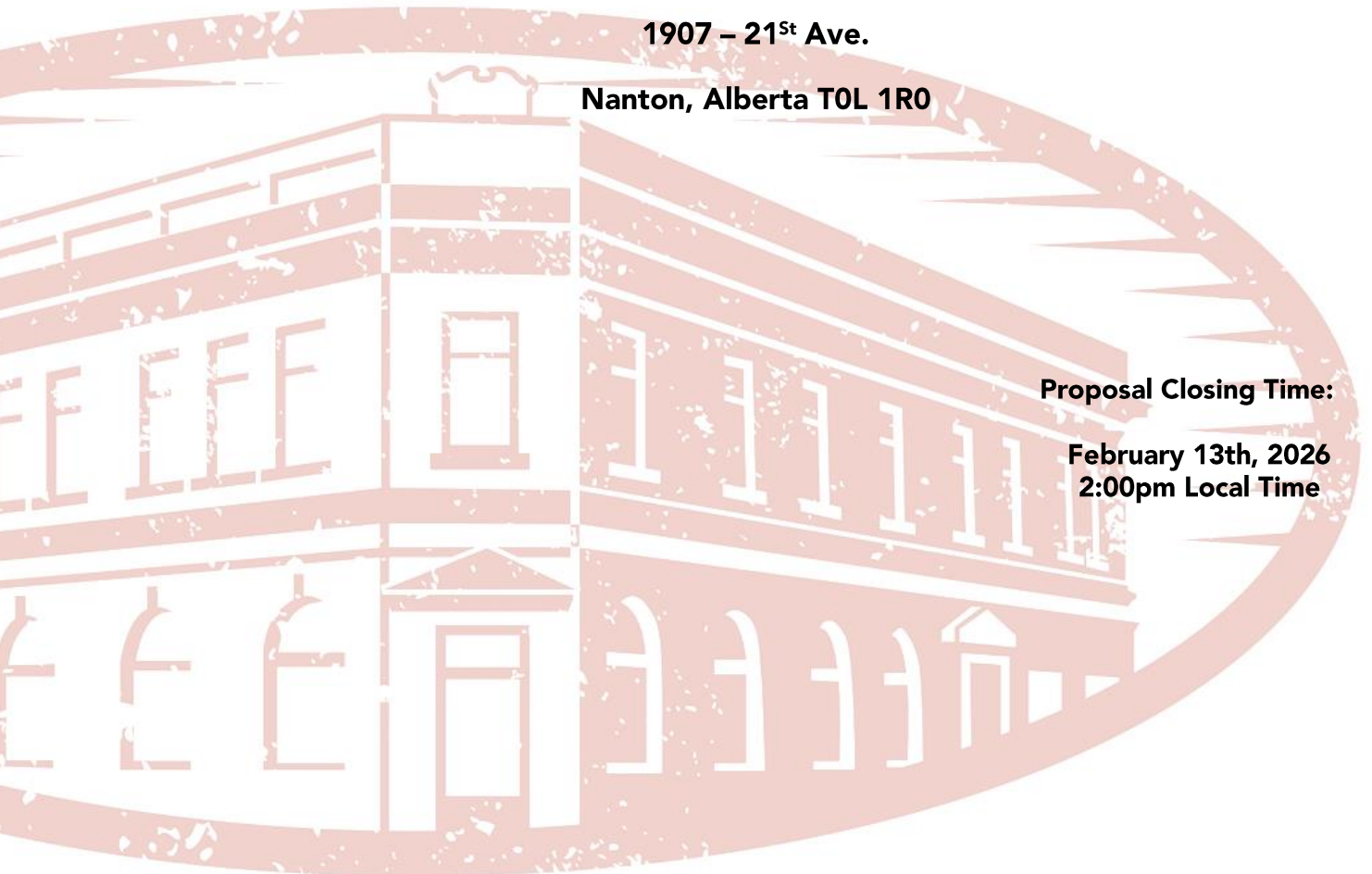
**Box 609**

**1907 – 21<sup>st</sup> Ave.**

**Nanton, Alberta T0L 1R0**

**Proposal Closing Time:**

**February 13th, 2026  
2:00pm Local Time**





## 1.0 INVITATION TO SUBMIT PROPOSAL

Request for Proposal:	#Gateway 2026
Description:	2 floodlit or illuminated highway gateway signs for assembly and installation
Date Issued:	January 7 <sup>th</sup> 2026
Closing Date:	February 13 <sup>th</sup> 2026
Closing Time:	2:00 pm local time
Public Opening:	No

Please indicate Request for Proposals Number and description on all correspondence.

This Request for Proposals does not commit the Town to award a contract or pay any costs incurred in the preparation of a proposal, or attendance at a meeting with Town staff.

## 2.0 INSTRUCTION TO RESPONDENT'S

### 2.1 Inquiries

Refer all inquiries to Neil Smith, CAO by phone at by email at [cao@nanton.ca](mailto:cao@nanton.ca) All written inquiries and the replies thereto will be copied to all proponents.

### 2.2 Proposal

Request for Proposals submissions shall be submitted in a sealed envelope with the Request for Proposals number "RFP Gateway 2026" and addressed to:

Town of Nanton  
PO Box 609  
1907 – 21<sup>st</sup> Ave.  
Nanton, Alberta T0L 1R0  
Attention: Chief Administrative Officer

OR

Emailed to [cao@nanton.ca](mailto:cao@nanton.ca)  
Please quote the RFP number in the subject heading

Proposals must be received via email or at the front reception desk of the Town Office (1907 – 21<sup>st</sup> Avenue Nanton, AB T0L 1R0) before the predetermined time and date, as indicated above, or they will not be accepted for this particular Request for Proposal. Proposals received late will not be accepted for consideration, nor will they be returned to the respondent.



Faxed bids **will not** be accepted nor considered. Any bids that are received via facsimile **will not** be returned to the proponent.

The Town of Nanton is not responsible for the timeliness of documents delivered nor will the Town accept any Proposal delivered to a location other than the Reception Desk at the above-specified address.

Under no circumstances will the Town of Nanton return any proposals to vendors who have submitted a proposal. Once the proposal is submitted, it is considered to become property of the Town.

The Town reserves the right to waive any irregularity or insufficiency and to accept any proposal.

The Town reserves the right to accept or reject any or all proposals and to waive irregularities and informalities at its discretion.

The Town reserves the right to accept a proposal other than the lowest quote without stating reasons whether the quote complies or does not comply with this request for Proposal. By the act of submitting its Proposal, the submitting organization waives any right to contest in any legal proceeding or action the right of the Town to award the work to whomever it chooses in its sole and unfettered discretion, and for whatever reasons the Town, deems appropriate.

### **2.3 Proposal Copies**

The Respondent shall provide one (1) original copy of the proposal.

## **3.0 SCOPE OF WORK**

### **3.1 Statement of Intent**

The Town of Nanton wishes to replace its existing gateway signs due to the imminent redundancy of the incorporated LED screen technology and lack of suitably sized replacement options to fit the existing static housing. The project is largely confined to the design, production and delivery of signs, but vendors are expected to provide indication of their capacities for permitting and installation, particularly with respect to Alberta Transportation.

### **3.2 General Information**

#### Breakdown of the Project

- The project must meet basic requirements as outlined by the Town in 'Schedule A'
- Detailed costing of each product, with unit costs broken out.



- Installation costs provided
- Removal and disposal costs for existing installation (or indicate that you would require the Town to do this ahead of time).
- Provide a list of sub-contractors if any are to be used
- Provide a detailed description of product warranty as well as warranty on contractor installation, parts and labour as well as all manuals available for the equipment installed.
- Provide a commitment to providing proofs for final approval before initiating production.

#### Site Conditions

The respondents may examine the project site(s) before submitting a proposal to determine and understand the nature and location of work involved. Please contact Shellah Petersen ([spetersen@nanton.ca](mailto:spetersen@nanton.ca)) to arrange this if desired.

### **3.3 Price and Schedule**

#### A. Price

##### 1. Total All – Inclusive Maximum Price

The bid should contain all pricing information relative to performing the engagement as described in this Request for Proposals. The total all-inclusive maximum price is to contain all direct and indirect costs including all out-of-pocket expenses.

##### 2. GST Consideration

Respondents will not include any amount in the proposal for Goods and Services Tax. The GST will be billed by the successful respondent as a separate item in addition to the contract amount.

##### 3. Manner of Payment

A schedule may be proposed for progress payments during the construction process.

#### B. Time Requirements

1. The Town requires completion of the project prior to the end of July 2026, ahead of the annual Nanton Days festival.



## 2. Schedule

- a. A production timeline shall be prepared for review by the Town

## 4.0 EVALUATION

Proposals will be evaluated using seven (7) sets of criteria. Respondents meeting the mandatory criteria will have their proposal evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process.

1. Ability to follow terms of the proposal
2. Technical quality
3. Price
4. Warranty
5. Ability in future to obtain repair and maintenance services
6. Ability to lead installation and permitting where needed.
7. Use of local sub trades where applicable\*.

\*The Town welcomes any proponents working with local sub trades on their response.

During the evaluation process, the Town may, at its discretion, request any one or all respondents to make oral presentations. Such presentations will provide respondents with the opportunity to answer any questions the Town may have on the respondent's proposal. Not all respondents may be asked to make such oral presentations.

## 5.0 APPROVAL PROCESS

After the evaluation stage, the proposals will be ranked in the sole and unfettered discretion of the Town in order from the proposal considered most advantageous to the Town to the proposal considered least advantageous.

## 6.0 CONTRACT

1. The term of the contract between the Town of Nanton and the successful respondent will be negotiated; however, will not exceed a time period extending beyond the scope of the project outlined in this proposal.
2. The contract between Town of Nanton and the successful bidder will include a clause that provides for mutual discussions and resolutions between the two parties on any emergent issues impacting the agreement and/or the fees collected, including budgetary constraints.



**7.0 CERTIFICATION** (Failure to complete, sign and submit this certification, with the proposal package, may disqualify this proposal)

We \_\_\_\_\_  
(Legal Company Name)

Of \_\_\_\_\_  
(Business address)

\_\_\_\_\_

\_\_\_\_\_  
(Telephone number)

\_\_\_\_\_  
(Facsimile number)

having examined and read the documents for RFP \_\_\_\_\_ as issued by the Town of Nanton, do hereby bid and agree to provide the services/products in accordance with the proposal/RFQ documents, and do hereby agree to accept the terms and conditions set out in this Request for Proposal.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of authorized representative

\_\_\_\_\_  
(Print or Type) name and status of authorized representative

The personal information provided by you is being collected under the authority of the *Municipal Government Act* and will be used for the purposes under that Act. The personal information that you provide may be made public, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

# SCHEDULE A

2 floodlit or illuminated highway gateway signs for assembly and installation at the north and south ends of Town on Highway 2. These signs should meet the following requirements:

- High contrast/ high visibility welcome gateway signs that meet or exceed the usual “Best Practice” standards of community gateway signs on major arterial highways. Width should exceed current 12’ to enable larger fonts than observed on existing static signage (or 12’x10’ is used to greater impact or effect)).
- Meet any and all Alberta Transportation and Town of Nanton regulatory requirements.
- Incorporate familiar Town of Nanton community branding as set by the Town’s branding guidelines (basic options are included in this schedule)
- Have either:
  - an expected 15 year (or better) useful life and be easy for the Town or contracted service providers to maintain throughout the year; or
  - specifications that allow fast, economic and effective sign replacement within the housing using standard materials like aluminium printed anti-graffiti product or standard alternative.
- Make optimal design use, to the benefit of Nanton, of a location visible to drivers on one of the busiest stretches of highway in the province, reflecting community identity and pride.

LED Element	The Town is <b>not</b> currently seeking the replacement of the LED components once they are removed, but a design that does not preclude a future augmentation for easy installation and replacement, similar to that executed by the Town of Claresholm (see best practices), is an option that would be welcomed for consideration. The site is capable of a future augmentation.
Artistic/ aesthetic	The Town encourages imaginative approaches to this project that leverages its branding, coat of arms and local character, but maintenance and resistance to vandalism must be considered.
Seasonal content	The Town would welcome a design element that facilitates the easy addition or removal of temporary/ seasonal messaging with smaller standard size banners above or below the main gateway signage.

LOCATIONS



The North sign can be found on a piece of municipal property immediately in front of the former Nanton Esso location as you approach town on Highway 2 South.

The South sign is located on municipal land as you approach town on Highway 2 North, just before the intersection for accessing the Flying J service station.

**Existing sign specifications (2016 installation)**

12' x 10' approx

EMC Electronic Message Centre:  
 RGB Enviro Slim LED P10 - 94.5" x 31.5" x 4" (Weight 139 lbs)  
 Stone - Brown/red Fieldstone

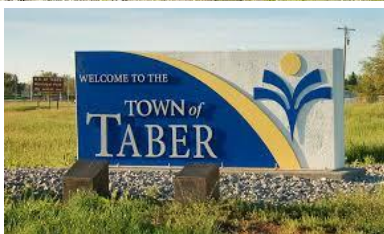


- Something wider or a design that permits a significantly larger static font for illumination/ higher contrast would be preferred.
- An improved angle of orientation to Highway 2 South on the northern side of town is also desired.

**BEST PRACTICES OF STATIC SIGNS ON MAJOR HIGHWAYS**



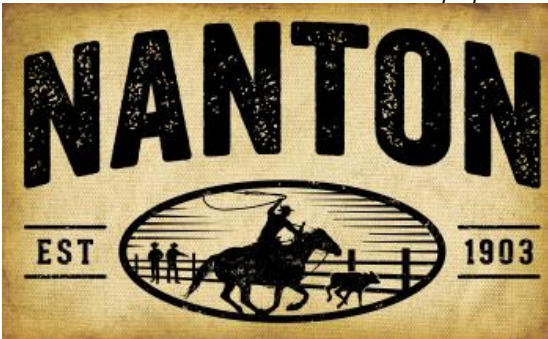
Note: leaves space below for LED sign for removal/ replacement without making static sign redundant.





**Nanton logo and Coat of Arms options/ samples**

*The successful proponent will be provided high resolution graphics.*



Grain/ sack option



Pantone 483 on white option



Black and white high contrast option



Pantone 483 high contrast option



Black on white option



Building alternative



Elevator alternative



Bomber alternative

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## **AUTHENTIC ALBERTA**

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*Optional community branding from 2013:*

- *Must be in this font (Vener)*
- *Can be in white, black or Pantone 483.*
- *"Welcome to" above logo in this font also an acceptable and potentially preferred alternative.*



*Coat of Arms (2024) – subsidiary to branding, but could be used or incorporated in a compelling proposal.*