REQUEST FOR PROPOSAL

Signage, Graphics and Interior Design Services

Des Moines Prep Student Union Project

RFP No. RFP-DMPSU-106

ISSUE DATE
October 8, 2026

PROPOSALS DUE
Friday, October 16, 2026, 5:00 PM Central Time

OWNER
OEN – Des Moines Prep

OWNER'S REPRESENTATIVE
Complex Partners LLC

EMAIL PROPOSALS AND QUESTIONS TO
RFPs@complexpartners.com

FOR ADDITIONAL INFORMATION CONTACT
Ryan Baskerville
ryan@complexpartners.com - (772) 267-9404

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PROPERTY
Des Moines Prep Student Union
101 East 5th Street, Des Moines, Iowa 50309

Building: New construction, approx. 39,000 SF
Program: Classrooms, administrative offices, commercial kitchen, gymnasium, and common areas

CONSTRUCTION STATUS
Construction documents complete (permit set dated April 14, 2026; Addendum #3 dated August 10, 2026); building permit expected by the end of October; Estes Construction under contract as General Contractor.

Des Moines Prep

CP Complex Partners
Real Estate Consulting Experts

1. Project Overview & Background

OEN – Des Moines Prep ("Owner") is developing a new Student Union building on its Des Moines, Iowa campus, located at 101 East 5th Street, Des Moines, Iowa 50309. Complex Partners LLC serves as Owner's Representative / Development Manager for the Project.

The Student Union is a new-construction facility of approximately 39,000 square feet, comprising classrooms, administrative offices, restrooms, a commercial kitchen, a gymnasium with basketball courts, retractable bleachers, wrestling mats, locker rooms, and large collaborative/common areas on both floors.

Construction documents for the Project are complete (Grace Design Studios, LLC ["GHC"], architect of record; IMEG, structural/MEP engineer of record; permit set dated April 14, 2026, most recently revised by Addendum #3 dated August 10, 2026).

The Construction Documents include a base code-compliant interior signage package prepared by GHC (Sheets ID-171 and ID-172), consisting of eight ADA-compliant sign types (room identification, restroom, exit, stair, occupancy, and door-unlocked signage) and an associated room schedule. Exterior building identification signage is shown on the Building Elevations (Sheets A-201 and A-202) for reference only; those sheets note that exterior signage is subject to separate sign permitting and zoning review, and that final size, placement, and design are not yet resolved. The interior signage sheet references "Opportunity Education Network School Standards" as its basis of design and notes that the details shown are placeholders pending the current standards.

This scope is intended to (a) finalize the design, materials, and graphic standards for all interior and exterior signage, wayfinding, donor/graphics elements, and paint color palette for the Project, and (b) produce fabrication-ready drawings and specifications sufficient to competitively bid the work under a separate Fabrication and Installation RFP (RFP-DMP-SU-13).

The Owner is seeking a design team to develop a thoughtful and comprehensive understanding of the project's program, mission, culture, and operational needs. The design should be purposeful and reflect the unique identity of the project while remaining functional, practical, and within the established scope and budget. The goal is a well-designed, mission-aligned signage and graphics package that avoids a conventional institutional feel without pursuing unnecessary complexity or cost.

2. Scope of Services Requested

2.1 Review and finalize the interior ADA/wayfinding signage program shown on Sheets ID-171 and ID-172 (Sign Types 1 through 8, plus Sign Type B evacuation maps), including refinement of graphic design, typography, finish, and color selections to align with Owner's current branding standards, while maintaining compliance with the 2010 ADA Standards for Accessible Design, ICC A117.1, and the applicable means-of-egress and life-safety signage provisions of the Iowa Building Code / IBC 2024 Edition.

2.2 Design new exterior building identification signage, including primary building identification sign(s) and any site/monument signage, sized and located in accordance with the City of Des Moines sign code and zoning ordinance; assist in preparation and submission of the required sign permit application(s) to the City of

Des Moines and coordination through approval. Identify signage materials, electrical requirements, and attachment method to the building or wall. Coordinate with Architect (GHC) and Electrical Engineers (IMEG) once this has been established.

2.3 Design a donor recognition and interior graphics package for the Commons and Gymnasium (feature walls, accent graphics, court paint colors on gym floors for each sport, and similar elements), consistent with Owner's program and brand standards. Identify locations for graphics on walls, floors and glazing. Coordinate with Architect (GHC) for finishes and type of graphic that is required.

2.4 Develop an interior paint color palette and finish schedule for public areas, classrooms, gymnasium, and commons spaces, coordinated with the Architect's (GHC) finish specifications and existing material selections.

2.5 Prepare fabrication-ready construction documents, specifications, and a signage/graphics schedule (types, quantities, locations, materials, mounting details) sufficient for competitive fabrication and installation bidding under RFP-DMP-SU-13.

2.6 Review shop drawings, samples, and mock-ups submitted by the signage fabricator/installer for conformance with the approved design; perform site visits during fabrication and installation; and perform final punch-list and acceptance review of installed signage and graphics.

Coordination Requirements

2.7 Respondent shall coordinate directly with Estes Construction (GC) on field conditions, schedule, and site access.

2.8 Respondent shall coordinate with Complex Partners LLC (Owner's Representative) on all deliverables, approvals, and invoicing.

2.9 Respondent shall coordinate with GHC (architect of record) on any modifications to the base Construction Documents' signage sheets

2.10 Respondent shall coordinate with Owner on brand standards, donor recognition content, and paint/finish selections.

2.11 Respondent shall assist Owner with assessment and selection of respondents to the separately issued signage fabricator/installer RFP (RFP-DMP-SU-13).

2.12 Respondent shall coordinate the work of the signage fabricator/installer (selected under RFP-DMP-SU-13) during shop drawing, rendering/prototyping, fabrication, and installation phases.

3. Deliverables & Schedule

Respondent shall propose a schedule for the following milestones, consistent with the overall Project schedule and Estes Construction's construction schedule:

3.1 Notice to proceed / contract execution: [date to be confirmed upon award].

3.2 Design development submittal (graphics standards, exterior sign design concepts, paint palette): within 90 days of Notice to Proceed.

3.3 Fabrication-ready construction documents and specifications: within 120 days of Notice to Proceed.

3.4 City of Des Moines sign permit submittal: within 15 days of design development approval.

3.5 Construction administration services: Coordination, in accordance with Estes Construction's schedule, of fabricator/installer work through final installation and punch-list completion.

All deliverables shall be provided in PDF and native (CAD/vector) format and delivered to Complex Partners LLC, Estes Construction as applicable, and the fabricator/installer engaged under RFP-DMP-SU-13.

4. Qualifications & Experience Requested

4.1 Demonstrated environmental graphic design / signage design experience, including ADA-compliant wayfinding and identification signage programs, ideally for K-12 or higher-education / institutional facilities of similar size and complexity.

4.2 Experience preparing exterior sign permit applications within the City of Des Moines or comparable Iowa jurisdictions.

4.3 Names and qualifications of personnel who will be assigned to this Project, including any SEGD-affiliated or equivalent environmental graphic design credentials. Please include project manager(s), designer(s), and any other proposed team members allocated to this Project.

4.4 At least three (3) references from comparable projects completed within the last five (5) years, including project name, owner contact, and scope performed.

5. Fee Proposal Structure

5.1 Lump sum fee, inclusive of all reimbursable expenses, itemized by phase: Design Development; Construction Documents / Fabrication Drawings; Sign Permit Submission and Approval; and Construction Administration.

All fee proposals shall remain valid for a minimum of 60 days from the proposal due date.

6. Insurance & Licensing Requirements

6.1 Commercial General Liability — $1,000,000 per occurrence / $2,000,000 aggregate.

6.2 Professional Liability (Errors & Omissions) — $1,000,000 per claim.

6.3 Workers' Compensation — statutory limits, Employer's Liability $1,000,000/$1,000,000/$1,000,000.

6.4 Automobile Liability — $1,000,000 combined single limit (site-visit vehicle use).

Respondent shall hold all licenses, registrations, and certifications required under Iowa law to perform the proposed scope.

7. Anticipated Contract Terms

Owner anticipates contracting with Respondent on AIA Document C103-2015, Standard Abbreviated Form of Agreement Between Owner and Consultant for a Specific Purpose. The

following business terms are anticipated:

7.1 Indemnification consistent with Owner's standard terms; mutual indemnification limited to each party's negligence unless otherwise agreed.

7.2 Termination for convenience by Owner upon written notice, with payment for services satisfactorily performed through the termination date.

7.3 Ownership of design deliverables, drawings, specifications, and work product to vest in Owner upon payment, subject to standard professional use limitations.

7.4 Respondent shall obtain Owner's written approval of the final signage and graphics design and all associated fabrication-ready documents prior to release of that scope for fabrication bidding.

8. General Conditions

8.1 This RFP does not commit Owner or Complex Partners LLC to award any contract, and neither is responsible for any cost incurred by Respondent in preparing a proposal.

8.2 Owner reserves the right to amend this RFP or issue written addenda prior to the proposal due date, to reject any or all proposals, to waive informalities, and to negotiate with one or more respondents.

8.3 The contents of this RFP and any resulting proposal shall be treated as confidential; Respondent shall not publicize its response or selection without Owner's prior written consent.

8.4 Respondent shall disclose any actual or potential conflict of interest with Owner, Complex Partners LLC, or the design/construction team, and shall certify that its proposal was prepared independently, without collusion with any other respondent.

8.5 Respondent acknowledges that any site visits will occur on an active construction site under Estes Construction's control; all site access, safety, and site-logistics requirements of Estes Construction and Owner shall apply.

9. Submission Instructions

9.1 Issue Date: October 8, 2026.

9.2 Questions regarding this RFP shall be directed in writing to Complex Partners via email to RFPs@complexpartners.com no later than October 12, 2026, 5:00 p.m. Central Time; Owner reserves the right to distribute questions and answers to all respondents.

9.3 Owner’s Representative will distribute written responses to all respondents no later than October 14, 2026, 5:00 p.m. Central Time.

9.4 Proposals shall be submitted electronically to RFPs@complexpartners.com no later than Friday, October 16, 2026, 5:00 PM Central Time.

9.5 Proposals shall be organized in the order of the sections above, with a cover letter identifying the firm's primary contact.

9.6 Please use the following subject line for all email communications regarding this RFP, including submission of questions and final proposals:

Please copy Ryan Baskerville (ryan@complexpartners.com) on all correspondence related to this RFP.

10. Evaluation Criteria

10.1 Relevant experience designing, in accordance with applicable codes and standards, accessible signage and graphics for high school facilities (including indoor gymnasiums).

10.2 Relevant experience developing interior color palettes and finish schedules.

10.3 Qualifications and availability of the proposed project team.

10.4 Proposed fee.

10.5 Proposed schedule and ability to meet Project milestones.

10.6 References and past performance.

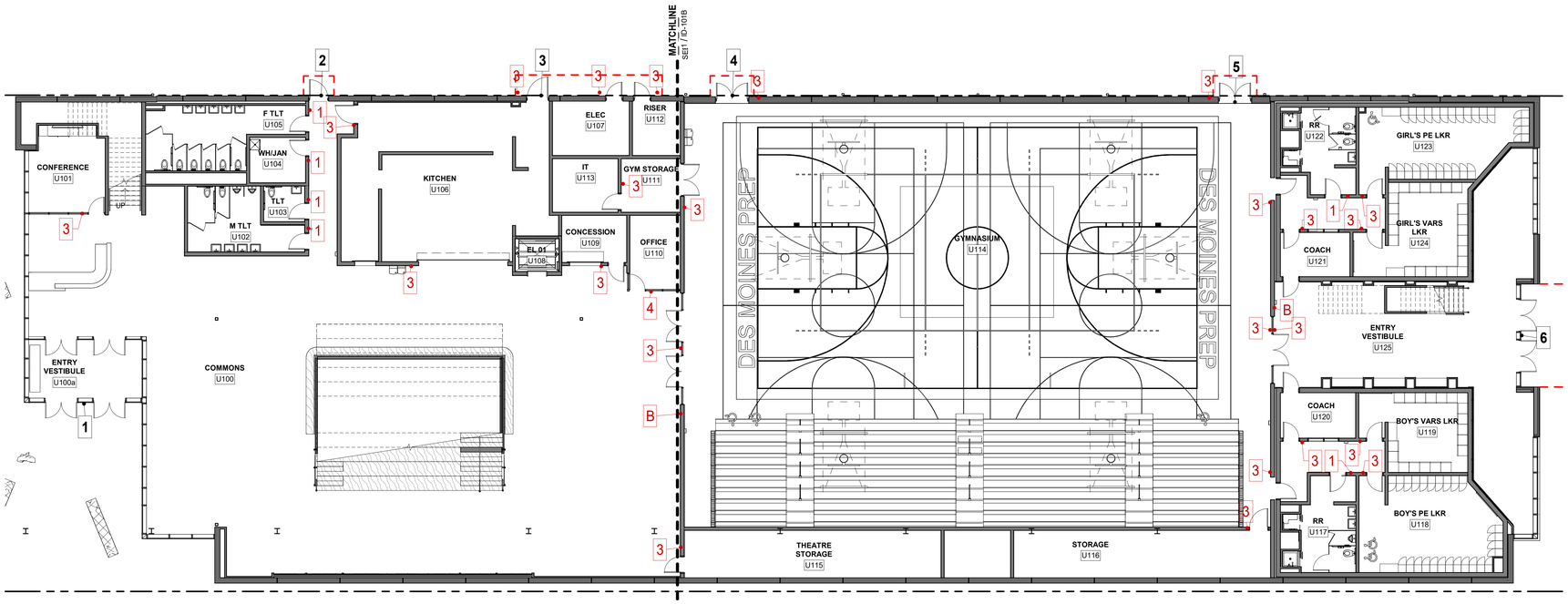
11. Exhibit A — Reference Materials

The following materials are provided to inform Respondent's proposal (attached separately):

11.1 Sheets ID-171 and ID-172 — Overall Signage Plans (First and Second Floors), including Sign Types 1–8 and Room Schedule.

11.2 Sheets A-201 and A-202 — Building Elevations (exterior signage locations shown for reference).

11.3 Current OEN School Standards / brand guidelines (to be provided by Owner to successful respondent).



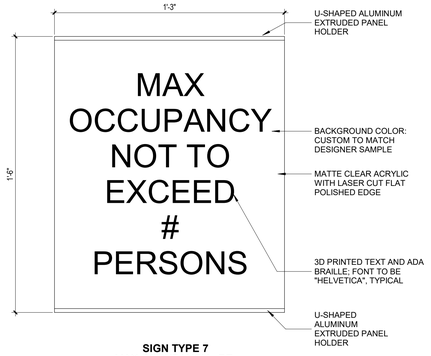
1 FIRST SIGNAGE PLAN - SECTION A
3/32" = 1'-0"

ROOM SCHEDULE

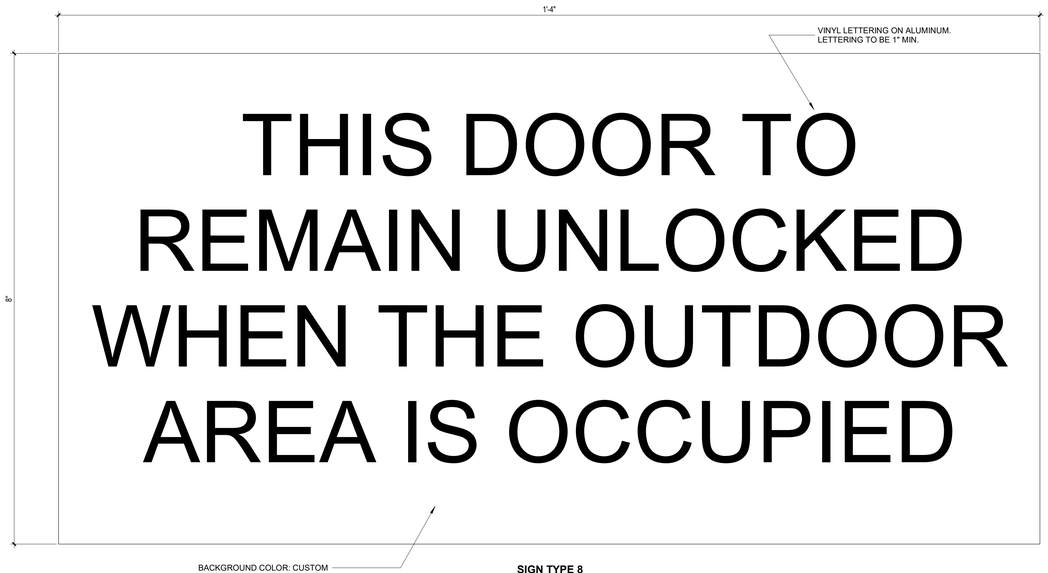
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1	COMMONS	U100	1	N/A	
1	CONFERENCE ROOM	U101	1	3	
1	MEN	U102	1	1	
1	RESTROOM	U103	1	1	
1	JANITOR	U104	1	3	
1	WOMEN	U105	1	1	
1	KITCHEN	U106	3	3	
1	ELECTRICAL	U107	1	3	
1	ELEVATOR	U108	1	N/A	
1	CONCESSION	U109	1	3	
1	OFFICE	U110	1	4	
1	STORAGE	U111	1	3	
1	RISER	U112	1	3	
1	I.T.	U113	1	3	
1	GYMNASIUM	U114	4	3	
1	STORAGE	U115	1	3	
1	STORAGE	U116	1	3	
1	RESTROOM	U117	1	1	
1	LOCKER ROOM	U118	1	3	
1	LOCKER ROOM	U119	1	3	
1	OFFICE	U120	1	4	
1	OFFICE	U121	1	4	
1	RESTROOM	U122	1	1	
1	LOCKER ROOM	U123	1	3	
1	LOCKER ROOM	U124	1	3	
1	LOBBY	U125	1	3	
1	NAME	U126	1	I	
1	NAME	U127	1	I	

ROOM SCHEDULE CONT.

LEVEL	ROOM NAME	NUMBER	COUNT	SIGN TYPE	NOTES
2	STAIR	U200	1	5	
2	CLASSROOM	U201	1	4	
2	CLASSROOM	U202	1	4	
2	COMMONS	U203	1	1	
2	STORAGE	U204	1	3	
2	MEN	U205	1	1	
2	WOMEN	U206	1	1	
2	I.T.	U207	1	3	
2	OFFICE	U208	1	4	
2	TERRACE	U209	6	3, 7, 8	
2	STUDIO	U211	2	4	
2	CORRIDOR	U212	1	N/A	
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2	STUDIO	U214	2	4	
2	ELECTRICAL	U215	1	3	

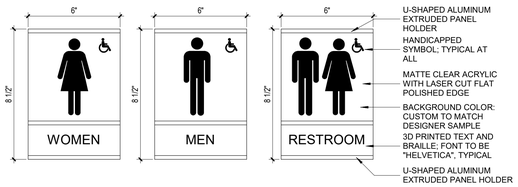


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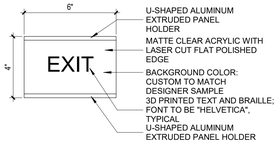


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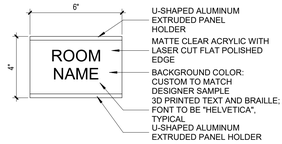
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RE: CURRENT SCHOOL STANDARDS. DETAILS BELOW ARE PLACHOLDERS



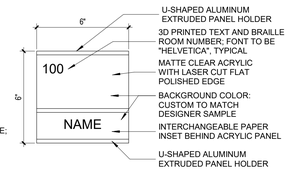
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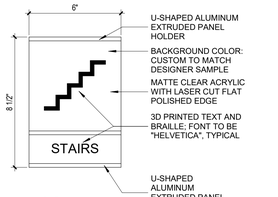
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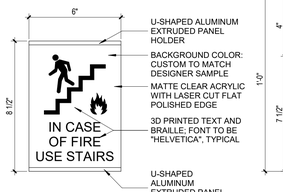
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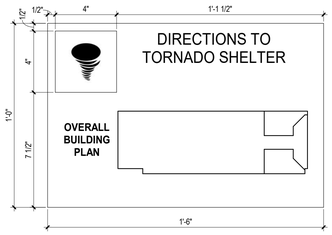
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SIGN TYPE 5
ADA COMPLIANT STAIR ENTRANCE SIGNS; RE: SPECIFICATIONS FOR INSTALLATION



SIGN TYPE 6
ADA COMPLIANT STAIR ENTRANCE SIGNS; RE: SPECIFICATIONS FOR INSTALLATION



SIGN TYPE B
ADA COMPLIANT EVACUATION MAP SIGNS; RE: SHEET LS103 FOR ADDITIONAL REQUIREMENTS

Grace Design Studios

SIGN / SEAL

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OWNER/CLIENT

Des Moines Prep

DES MOINES PREP STUDENT COMMONS

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95 E 5TH STREET
DES MOINES, IOWA 50309

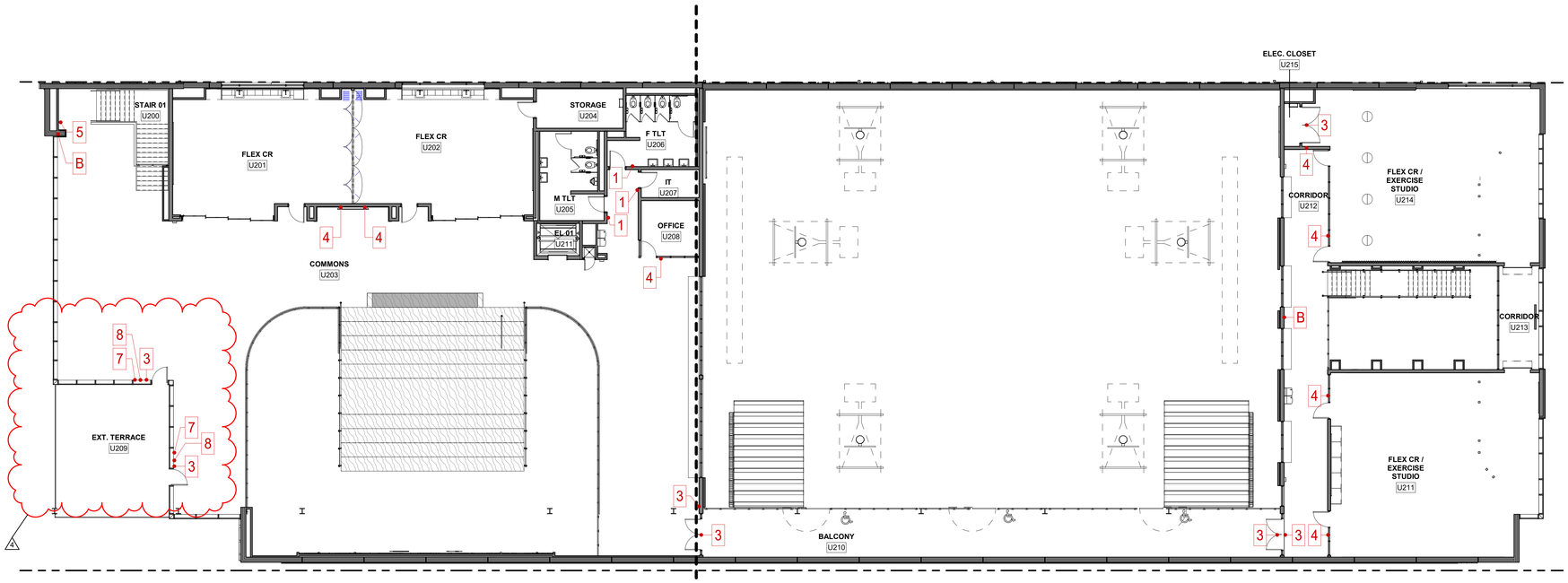
NO.	DESCRIPTION	DATE
1	Addendum #1	08.12.2026
4	Addendum #3	08.10.2026

DATE: 04.14.2026
PHASE: CONSTRUCTION DOCUMENTS
ISSUED FOR: PERMIT
PROJECT NO: 3225122

OVERALL SIGNAGE PLAN - FIRST FLOOR

SHEET NUMBER
ID-171

Autodesk Docs://3225122 Des Moines Prep Student Commons/3225122_DMPSC_R24.rvt
8/11/2026 1:08:29 PM



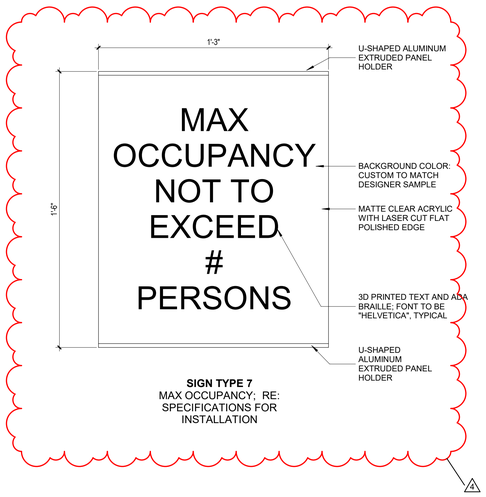
1 OVERALL SIGNAGE PLAN - SECOND FLOOR
3/32" = 1'-0"

ROOM SCHEDULE

LEVEL	ROOM NAME	NUMBER	COUNT	SIGN TYPE	NOTES
1	COMMONS	U100	1	N/A	
1	CONFERENCE ROOM	U101	1	3	
1	MEN	U102	1	1	
1	RESTROOM	U103	1	1	
1	JANITOR	U104	1	3	
1	WOMEN	U105	1	1	
1	KITCHEN	U106	3	3	
1	ELECTRICAL	U107	1	3	
1	ELEVATOR	U108	1	N/A	
1	CONCESSION	U109	1	3	
1	OFFICE	U110	1	4	
1	STORAGE	U111	1	3	
1	RISER	U112	1	3	
1	I.T.	U113	1	3	
1	GYMNASIUM	U114	4	3	
1	STORAGE	U115	1	3	
1	STORAGE	U116	1	3	
1	RESTROOM	U117	1	1	
1	LOCKER ROOM	U118	1	3	
1	LOCKER ROOM	U119	1	3	
1	OFFICE	U120	1	4	
1	OFFICE	U121	1	4	
1	RESTROOM	U122	1	1	
1	LOCKER ROOM	U123	1	3	
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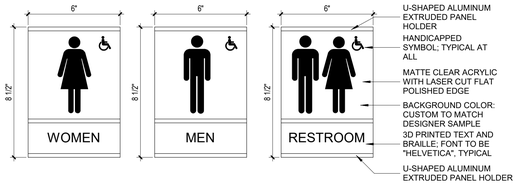
ROOM SCHEDULE CONT.

LEVEL	ROOM NAME	NUMBER	COUNT	SIGN TYPE	NOTES
2	STAIR	U200	1	5	
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2	CLASSROOM	U202	1	4	
2	COMMONS	U203	1	1	
2	STORAGE	U204	1	3	
2	MEN	U205	1	1	
2	WOMEN	U206	1	1	
2	I.T.	U207	1	3	
2	OFFICE	U208	1	4	
2	TERRACE	U209	6	3, 7, 8	
2	STUDIO	U211	2	4	
2	CORRIDOR	U212	1	N/A	
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2	STUDIO	U214	2	4	
2	ELECTRICAL	U215	1	3	

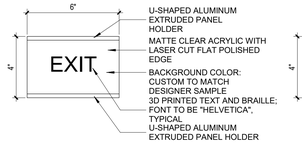


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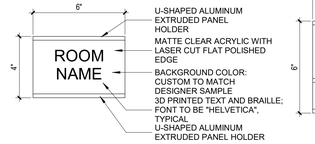
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RE: CURRENT SCHOOL STANDARDS. DETAILS BELOW ARE PLACHOLDERS



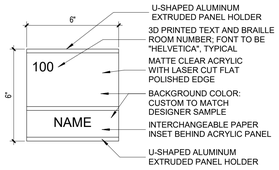
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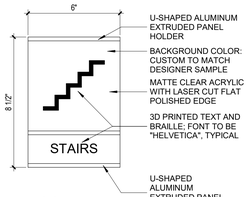
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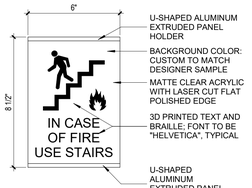
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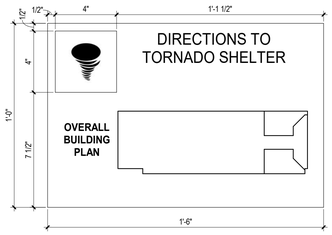
SIGN TYPE 4
ADA OFFICE AND CONFERENCE DOOR ENTRANCE SIGNS; RE: SPECIFICATIONS FOR INSTALLATION



SIGN TYPE 5
ADA COMPLIANT STAIR ENTRANCE SIGNS; RE: SPECIFICATIONS FOR INSTALLATION



SIGN TYPE 6
ADA COMPLIANT STAIR ENTRANCE SIGNS; RE: SPECIFICATIONS FOR INSTALLATION



SIGN TYPE B
ADA COMPLIANT EVACUATION MAP SIGNS; RE: SHEET LS103 FOR ADDITIONAL REQUIREMENTS

Autodesk Docs://3225122 Des Moines Prep Student Commons/3225122_DMPSC_R24.rvt
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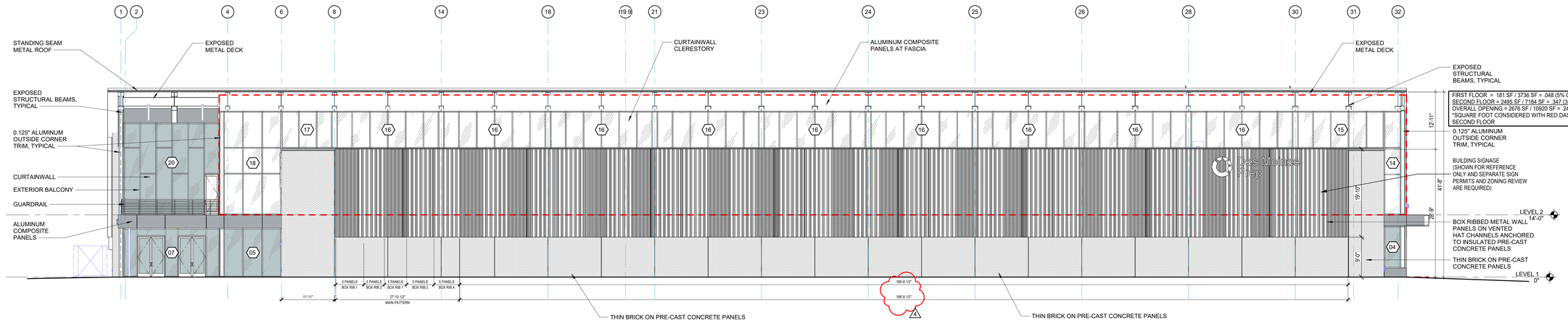
DES MOINES PREP
95 E 5TH STREET
DES MOINES, IOWA 50309

NO.	DESCRIPTION	DATE
4	Addendum #3	08.10.2026

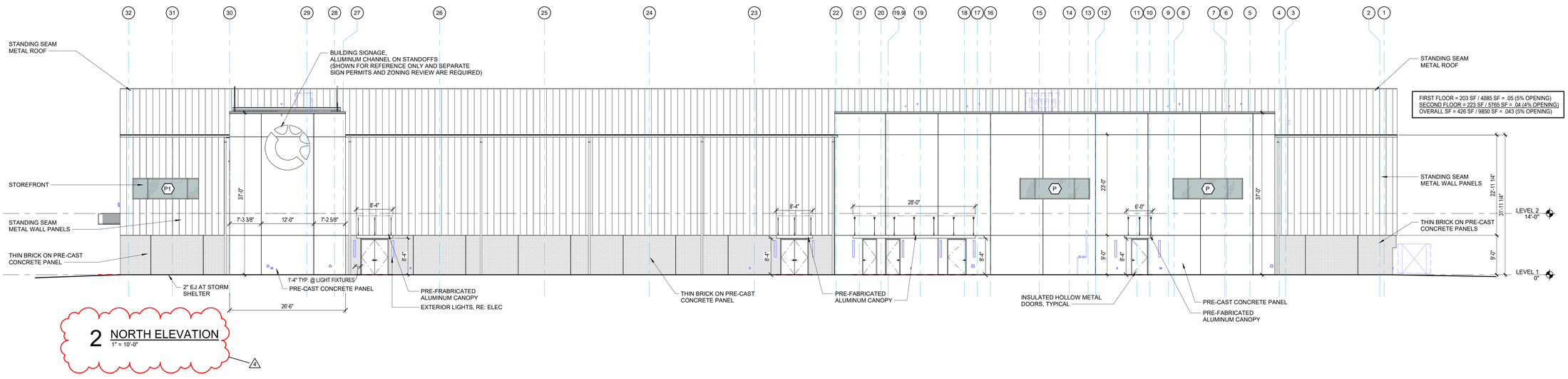
DATE: 04.14.2026
PHASE: CONSTRUCTION DOCUMENTS
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PROJECT NO: 3225122

OVERALL SIGNAGE PLAN - SECOND FLOOR

SHEET NUMBER
ID-172



1 SOUTH ELEVATION
1" = 10'-0"



2 NORTH ELEVATION
1" = 10'-0"

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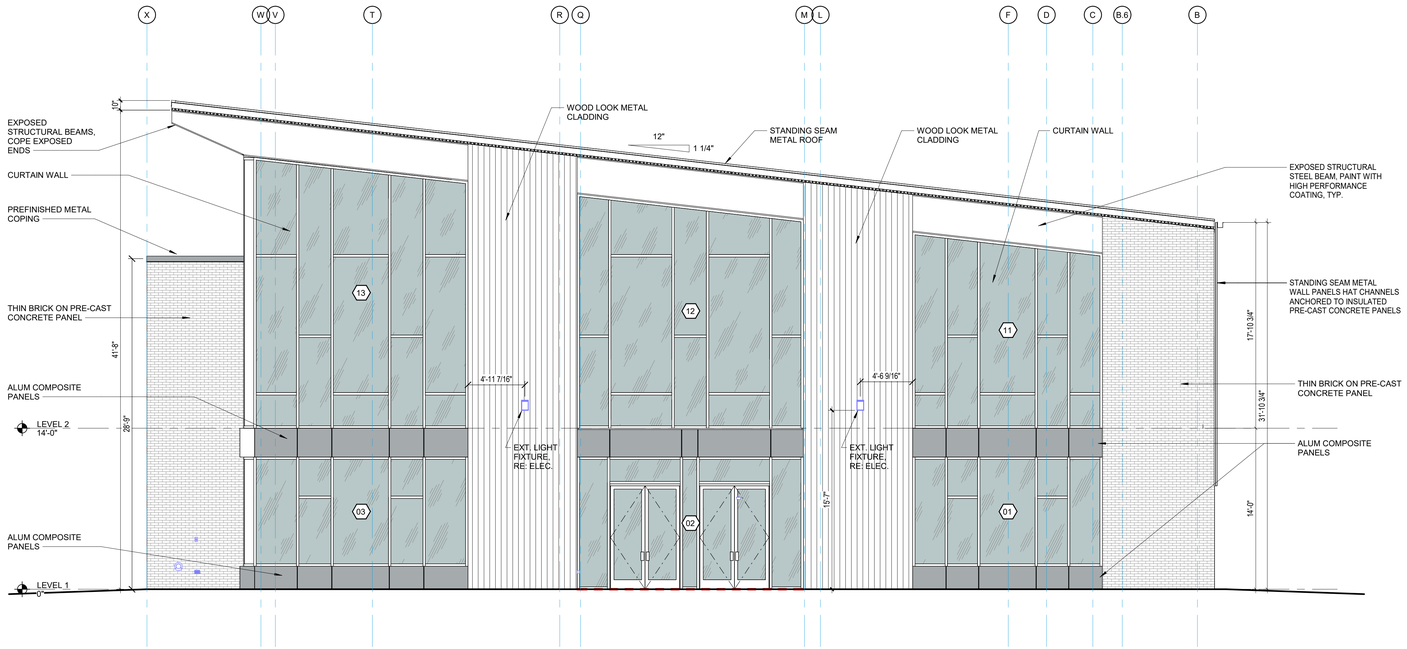
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4	Addendum #3	08.10.2026

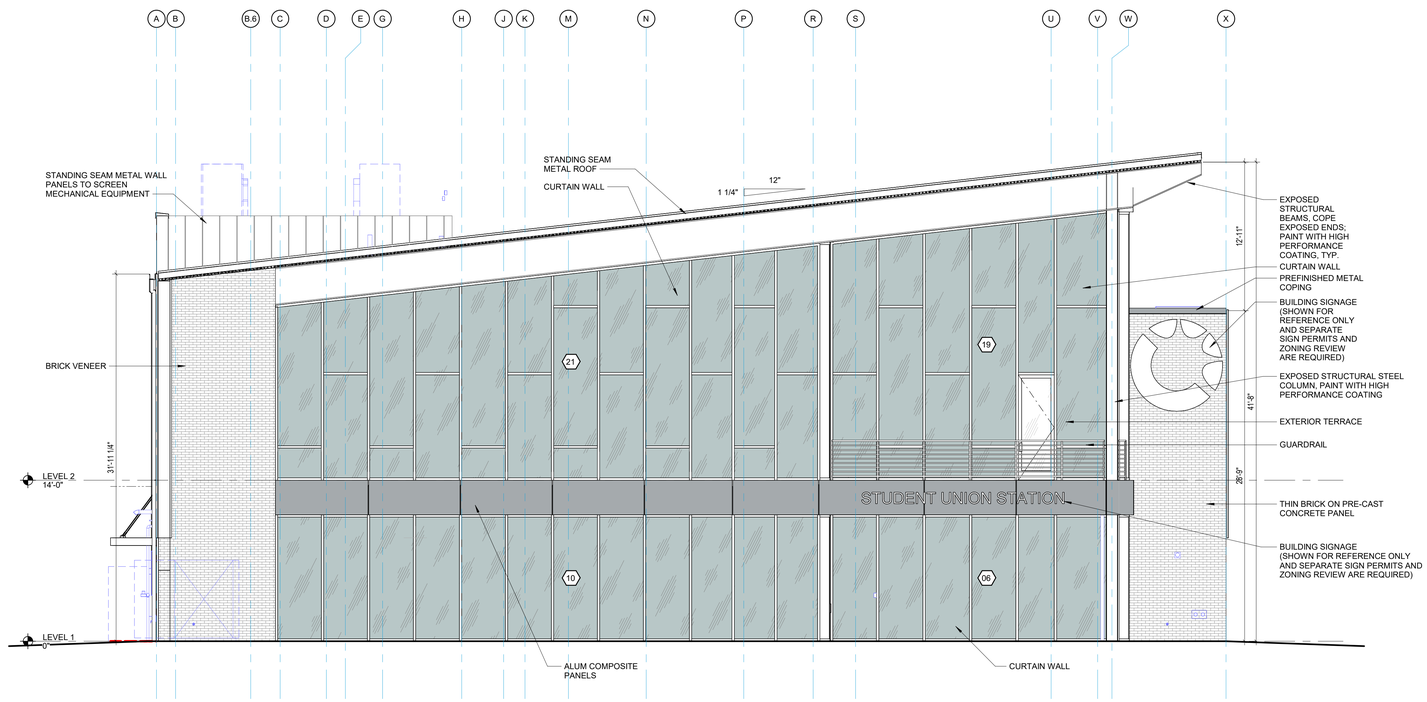
DATE: 04.14.2026
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BUILDING ELEVATIONS

SHEET NUMBER
A-201



1 EAST ELEVATION
3/16" = 1'-0"



2 WEST ELEVATION
3/16" = 1'-0"

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NO.	DESCRIPTION	DATE
4	Addendum #3	08.10.2026

DATE: 04.14.2026
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BUILDING ELEVATIONS

SHEET NUMBER
A-202