



# Request for Proposals for Wayfinding Planning and Signage Design Services

## IMD 23-003

### Questions and Answers

1. Will all existing signage in the District be replaced?

*Answer: No, we do not plan to replace all signage in the District. In terms of signage, the expectation is that the plan will identify locations for new wayfinding signage, make recommendations for replacing outdated IMD-wide wayfinding signage (not specific to any single organization), and develop standards for IMD-owned building signage.*

2. Is Transit, Parking or Traffic signage part of the scope?

*Answer: Yes, we envision a plan that creates concepts for these wayfinding signage types.*

3. Can you explain the expectations of the public art program? Does the District already have a public art program in place?

*Answer: The plan should identify potential locations for new public art installations. In 2022, IMD formed an Arts Council with the goal of expanding art(s) within the District. This could include music, visual arts, landscaping, murals, performance art or pop-up events and festivals.*

4. Can we get plans of the buildings; 2100 W. Harrison, 2215 W. Harrison, 2225 W. Harrison, 2255 W. Harrison, and 2240 W. Ogden so that we can determine what is needed for interior signage?

*Answer: We cannot share floorplans of these properties at this time. The buildings range in size from approximately 8,500SF-40,000SF. Our expectation is that the building sign standards will address exterior building identification, exterior tenant directory, lobby*

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*directory, suite identification, room identification, and interior wayfinding. The buildings will follow the same sign standards.*

5. Will the buildings that require interior signage all follow the same sign standards or each have independent designs?

*Answer: The buildings will follow the same sign standards.*

6. Does the inventory include all interior signage in the buildings listed in item 6? Or does it only include the public front of house spaces?

*Answer: Public, front of house spaces.*

7. Does the summary of existing conditions include an analysis of the buildings needing interior signage?

*Answer: No.*

8. What signage is needed for the “significant municipal buildings”?

*Answer: Wayfinding signage in common/public areas should include significant municipal buildings. We do not intend to replace building signage at significant municipal buildings.*

9. How many IMD-owned buildings are there and can we get plans for these?

*Answer: We only intend to address building signage in the five properties listed in the RFP, and we cannot share building plans at this time.*

10. What is required for evidence of financial capacity as requested in the RFP if the company does not fit under either of the given examples?

*Answer: Financial capacity is referenced in Section 5 of the RFP and generally relates to evidence that demonstrates the Respondent’s financial capacity and ability to perform the services specified in the RFP. This could include, without limitation, information indicating the Respondent’s overall financial condition.*

11. Can financial information be sent confidentially under separate cover?

*Answer: Yes. Pursuant to Section 1.8 of the RFP, Respondents may request that certain information be treated as exempt under FOIA (5 ILCS 140). Respondents must identify the*

*specific grounds in FOIA or other law or rule that support exempt treatment. The IMD reserves the right to review such requests on a case-by-case basis and a request for confidential treatment will not supersede the IMD's legal obligations. Please refer to Section 1.8 for additional information regarding requests for confidential treatment.*

12. What is required to be sent for subconsultants as far as required information that is requested in the proposal?

*Answer: See 3.3 RFP Response Contents.*

13. Is there a list of the stakeholders and community groups that require engaging with? Does IMD have a coordinator for this activity?

*Answer: We do not have a list of stakeholders to engage with for this project, but IMD staff will assist the selected firm with identifying stakeholders and community groups to engage.*

14. The IMD may have individual entities or clinics within on site that each have their own branding. Will the scope be limited only to common IMD areas or will it overlap into other entities?

*Answer: The scope will be limited to common/public areas and the five IMD-owned buildings listed in the RFP with the goals of enhancing sense of place, improving IMD brand recognition, creating a cohesive signage system, and simplifying pedestrian, bicycle, and vehicle navigation.*

15. The pandemic has required numerous temporary signs. Will standards be designed into the Masterplan to provide flexibility for these signs in the future?

*Answer: This is up to the respondent to determine.*

16. Will the current IMD brand be used in the Wayfinding and Signage Master Plan (WSMP)?

*Answer: Yes.*

17. The IMD master plan includes many recommendations for enhancing sense of place. Are there any future projects that would require coordination with signage that should be accounted for in the scope of work/fee proposal?

*Answer: There are no near-term plans that need to be considered other than those listed in the IMD Master Plan.*

18. How many stakeholder/ community meetings are anticipated during the planning process?

*Answer: 2-4.*

19. The RFP states that a cost estimate for signage fabrication and installation are required. Has there been a preliminary budget established for fabrication and installation of an initial phase/location?

*Answer: The selected firm should include cost estimates as part of the wayfinding plan; we do not expect that as part of the RFP response. We have not established a preliminary budget for implementation of an initial phase.*

20. Similarly, has the IMD established any priority locations (or problem areas) that will require specific consideration for signage implementation?

*Answer: The IMD Master Plan identifies a few specific locations for placemaking and brand enhancement. In addition to those locations, there are several outdated monolith signs at key intersections we anticipate repurposing or replacing.*

21. Will presentations be required to the Board of Commissioners and if so how many meetings are anticipated?

*Answer: Two, 30-minute presentations to the Board are anticipated. One mid-project and a second at the conclusion of the project.*

22. What will the signage concept approval process entail for IMD?

*Answer: Staff will review the concepts and the final plan will be voted on by the Board.*

23. Is interpretive signage that communicates historical and educational information considered part of the signage master plan and if so will IMD provide the text and imagery for this?

*Answer: Yes, this can be incorporated into the plan. IMD can assist with providing content.*

24. How many agencies are participating in this RFP process?

*Answer: A Notice of Respondents will be posted on <https://medicaldistrict.org/leadership/#rfps> after the RFP deadline.*

25. Can you list the agencies participating?

*Answer: A Notice of Respondents will be posted on <https://medicaldistrict.org/leadership/#rfps> after the RFP deadline.*

26. Would you be able to provide us with a current IMD map?

*Answer: The IMD Master Plan is available here: [https://medicaldistrict.org/wp-content/uploads/2021/11/imd\\_master-plan-update\\_11-16-2021.pdf](https://medicaldistrict.org/wp-content/uploads/2021/11/imd_master-plan-update_11-16-2021.pdf). There are several maps within this document.*

27. Is there a budget range identified for agency fees (not implementation.) Understanding this can help guide our approach to this scope of work.

*Answer: The IMD has not identified a budget for this project.*

28. We'd like to confirm that Section 2.2 is outlining the scope of work for the winning agency and that none of the deliverables listed in this section are being requested for our response (outside of a workplan/approach and schedule.)

*Answer: Correct, these are the project deliverables and are not being requested as part of the RFP response.*

29. In Section 3.3 - Engagement Approach and Strategy, we understand this to be our process for achieving the deliverables listed in Section 2.2 with timing associated with that process. Is that accurate?

*Answer: Correct.*

30. In Section 3.3- Financial, Bonding, and Insurance capacity – what is acceptable evidence of our financial capacity to achieve this work. Would revenue numbers for the past 3-5 years be acceptable?

*Answer: Financial capacity is referenced in Section 5 of the RFP and generally relates to evidence that demonstrates the Respondent's financial capacity and ability to perform the services specified in the RFP. This could include, without limitation, information indicating the Respondent's overall financial condition.*

31. Is there existing documentation for the existing exterior and interior sign programs, and, if there is, will it be available to the selected Respondent?

*Answer: There is no existing documentation related to exterior and interior sign programs available.*

32. Do the IMD brand standards require updating or should we assume that the Respondent will integrate existing standards into the system?

*Answer: The current IMD brand standards will be integrated into the plan.*

33. In Section 2.2 under the services to be provided, item #6, five buildings are identified as owned by IMD. While the buildings are identified, no building specific signage is to be delivered for all these buildings (i.e. building specific programming) but rather overall sign standards that could be applied to these and possible future buildings. Is this correct?

*Answer: Our expectation is that the building sign standards will address exterior building identification, exterior tenant directory, lobby directory, suite identification, room identification, and interior wayfinding. The buildings will follow the same sign standards.*

34. Section 5 of the response requests evidence of “financial capacity” by the submitting firm. a. Is this only for the prime, or its subconsultants? b. How should financial capacity be substantiated?

*Answer: Financial capacity is referenced in Section 5 of the RFP and generally relates to evidence that demonstrates the Respondent’s financial capacity and ability to perform the services specified in the RFP. This could include, without limitation, information indicating the Respondent’s overall financial condition.*

35. Section 5 of the response requests a COI showing insurance coverage, though those coverage amounts are not specified in the RFP. Is coverage required prior to award of the project? Typically the COI is provided after an award is made.

*Answer: Respondents shall provide certificates of insurance showing existing coverage for commercial, general, and professional liability.*

36. Is there an overall timeline or date by when the scope of the work should be completed?

*Answer: No.*

37. Has a budget been established for the scope of work identified in the RFP?

*Answer: No.*

38. What evidence is required to demonstrate "Financial Capacity", Section 5: Financial, Bonding and Insurance Capacity?

*Answer: Financial capacity is referenced in Section 5 of the RFP and generally relates to evidence that demonstrates the Respondent's financial capacity and ability to perform the services specified in the RFP. This could include, without limitation, information indicating the Respondent's overall financial condition.*

39. Do Subcontracts to the Respondent need to provide information on Current and Pending Contacts, bids, and proposals with the state of Illinois as stated in A3, Section 3.

*Answer: Yes.*

40. Are there existing IMD Brand Identity Standards as the basis for the design development for wayfinding solutions?

*Answer: Yes.*

41. Has there been a maximum budget assigned to the completion of this scope of work and deliverables?

*Answer: No.*

42. As the scope, contents, and work effort to develop the standards will be dependent on completion of the Wayfinding Master Plan, is it possible for the Respondent to supply an estimated provisional sum for the development of the interior and exterior signage standards for the IMD-owned buildings?

*Answer: Yes.*

43. Can a single *Illinois Unified Certification Program, City of Chicago* MWBE firm fulfill both MBE and WBE requirements?

*Answer: Yes.*