



DOWNTOWN SIGNAGE COMMITTEE MEETING

Minutes of the Tuesday, June 7th, 2016

Public Works Conference Room, Government Center

The twenty-second meeting of the Downtown Signage Committee was held on June 7th, 2016. Dave Park convened the meeting at 8:10 AM. Co-Chair Tricia Stiller took over the meeting at 8:11 AM. Members present were Vicki Tilton, Carl Teichman, Dave Park, Thom Jones, Crystal Howard and Tricia Stiller. Members absent were Kyle Ham, Kyle Boehm, Russel Francois , Beth Whisman, and Tom Krieger. City staff present were Kevin Kothe.

Public Comment was offered with none being made.

A motion was made by Carl to accept the minutes of the May 24th Meeting, seconded by Dave and passed unanimously.

The committee reviewed the list of questions submitted regarding the Request for Qualifications (RFQ) for "Downtown Branding and Wayfinding Project" that was released on May 26th. The questions and answers are attached. The addendum with the questions and answers will be released on Friday, June 10th.

On June 23rd the submittals are due. Hard copies will be made available for pickup by the committee members at the Public Works front counter on the 3rd Floor of the Government Center. Committee members are encouraged to review the proposals prior to the next meeting.

The next meeting will be on June 28th to review the submitted RFQ's and determine the list of firms to interview in July. It is anticipated that this meeting could last up to two hours.

Motion to adjourn was made by Dave and seconded by Vicki, All were in favor and the meeting adjourned at 9:44 AM.



ADDENDUM NUMBER 1: June 10th, 2016

RFQ # 2017-10

Downtown Branding and Wayfinding Project

- 1. Can companies from Outside USA can apply for this? (from India or Canada)**
All firms will be considered that can provide appropriate professional services in response to this RFQ and are appropriately licensed to do business in Illinois.
- 2. Will companies need to come over there for meetings?**
Yes.
- 3. Can we perform the tasks (related to RFP) outside USA? (from India or Canada)**
There is no location requirement for specific tasks other than meetings to be held in Bloomington, Illinois
- 4. Can we submit the proposals via email?**
You may not respond with a faxed or electronic submission. All statements must be submitted in a sealed envelope, with original signatures.
- 5. Design firms that specialize in branding and wayfinding generally have quite different skill sets. We specialize in wayfinding only. Can we submit our qualifications for the wayfinding plan/conceptual design phase only?**
Firms may partner with other firms as needed to provide a complete set of deliverables to the City. One firm will need to be the prime.
- 6. What is the budget for this project?**
It is not the City's practice to provide proposed project budgets.
- 7. What should the final deliverable for the wayfinding plan include (high-level wayfinding recommendations, initial sign design concepts, sign location plan, sign message schedule, cost estimate, etc.)?**
The deliverables are generally outlined in the RFQ. More project specific scope details and deliverables will be defined during contract negotiations with the selected firm.
- 8. What motivated the Branding and Wayfinding project?**
At the April 13, 2015 City Council Meeting a resolution was approved establishing the Downtown Signage Committee with the intent of improving signage throughout Downtown Bloomington to promote attractions and aid in directing visitors. More information from City Council meetings at be found at online at <http://www.cityblm.org/index.aspx?page=242&parent=7717>.

9. Who will be on the Downtown Signage Committee? Alternatively, is the City looking for recommendations for committee makeup?

The Committee has been meeting two times per month for over a year and is comprised of citizens representing a good cross section of stakeholders.

10. What level of public engagement is expected for both project phases? Is the City looking for recommendations to conduct public engagement?

Since the Downtown Signage Committee is comprised of citizens representing a good cross section of stakeholders, most of the interaction will be with the Committee and City staff. Firms should plan on some public meetings to present information and collect feedback.

11. We recognize that a current logo identifier exists for the City. Is this something that will need to be factored in to the new Downtown identifier?

Yes it should be considered.

12. Will the City be publishing all RFQ questions and answers to the plan holders?

Yes all questions submitted by the deadline are included in this addendum.

Firm

Authorized Signature

Date

PLEASE NOTE: Failure to return the signed addendum with your sealed bid will result in disqualification from this bid.

Misty Shafer
Procurement Specialist 06/10/2016