



DOWNTOWN SIGNAGE COMMITTEE MEETING

Minutes of the Tuesday, June 28th, 2016

Public Works Conference Room, Government Center

The twenty-third meeting of the Downtown Signage Committee was held on June 28th, 2016. Tricia Stiller convened the meeting at 8:10 AM. Members present were Vicki Tilton, Carl Teichman, Beth Whisman, Thom Jones, Crystal Howard, Russel Francois, and Tricia Stiller. Members absent were Kyle Ham, Kyle Boehm, Dave Park, and Tom Krieger. City staff present were Kevin Kothe and Steve Rasmussen.

Public Comment was offered with none being made.

A motion was made by Carl to accept the minutes of the June 7th Meeting, seconded by Beth Whisman and passed unanimously.

The committee reviewed the applicants responding to the RFQ for “Downtown Branding and Wayfinding Project” that was released on May 26th.

Hard copies were available for the committee members. Committee members decided to review the proposals for the next meeting and submit their input by noon on July 5th.

The next meeting will be on July 6th to review the submitted RFQ’s and determine the list of firms to interview.

Motion to adjourn was made by Thom and seconded by Vicki. All were in favor and the meeting adjourned at 9:50AM.



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