



**ADDENDUM #1
Parks and Open Space
MANUAL DEVELOPMENT: PARKS & OPEN SPACE SIGN STANDARDS AND MESSAGING
MANUAL IN ENGLISH AND SPANISH
RFP# 7266-21**

September 21, 2021

The attached addendum supersedes the original Information and Specifications regarding RFP # 7266-21 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

Please note: Due to COVID-19, BIDS will only be accepted electronically by emailing purchasing@bouldercounty.org.

1. Question: Is this manual strictly a written document or are you seeking a combination of written and visual references, i.e.: diagrams, iconography, maps, infographics, etc.?

ANSWER: The manual shall be a combination of written and visual references.

2. Question: In reference to community outreach and engagement will you be expecting the contractor to activate your partners and allies and provide them with marketing/outreach plans and materials to reach the community for various listening opportunities?

ANSWER: No

3. Question: Is Spanish the only additional language you will require the manual to be created in?

ANSWER: The manual will be in English, however as noted in the RFP the selected contractor shall translate all signs and standardized messaging as identified during the project into culturally appropriate Spanish. We are not

requiring the entire manual to be created in Spanish. Outside of English, Spanish is the only other language to be translated.

4. Question: What will be the end product expectation, i.e.: Print ready file, ADA Compliant web-based PDF, both?

ANSWER: The end product will be 12 bound copies of the Manual and include print ready files, PDF and original source file formats.

5. Question: Are you seeking an agency that will be able to create new iconography, images and other assets to support the manual, or do you have an in-house design team?

ANSWER: We have an in-house design team but will look for the selected contractor or agency to provide guidance or materials to support the manual.

6. Question: Will there be any photographs/photography needed/supplied for the manual?

ANSWER: We have a complete database of our signage throughout our system. This database includes photos.

7. Question: Is there any existing standards in place that will remain in place or is this an entire overhaul?

ANSWER: We have construction and maintenance standards for our typical signs, materials, hardware and installation methods and do not anticipate an overhaul of these standards at this time.

8. Question: Does this manual cover interpretive, exhibitivite, informational and directional signage? Or is it strictly for one type of sign?

ANSWER: This manual will cover informational, directional, safety, wayfinding and welcoming signage and messaging. It will not cover interpretive signage and messaging.

9. Question: Are there any other departments that will be utilizing or involved in the decision-making processes associated with the sign standards, i.e.: Fire and Rescue?

ANSWER: No.

10. Question: What is the proposed budget for this project?

ANSWER: The proposed budget is approximately \$90,000.

11. Question: Is there a local vendor preference? (Other than the suggested local Latinx representation).

ANSWER: No, there is not a local vendor preference and BCPOS will evaluate all proposals to determine what proposal and project team best meets the needs of the project.

12. Question: Do you have a sense of the style of the end product, are you looking to have it heavily graphic driven like an annual report - lots of photos and graphics, or are you looking more like the traditional black and white illustrated instruction manual?

ANSWER: We anticipate the manual will be a mixture of graphics, photos and print.

13. Question: Not only are you looking for visual and size standards, but you are also looking to identify material standards as well, correct?

ANSWER: No, material standards have already been produced and are documented in the BCPOS Construction and Maintenance Handbook which can be provided to the selected contractor.

14. Question: What is the 300-day timeline based on?

ANSWER: This proposed timeline is based on our best estimate.

15. Question: Given the scale of the project described in the Scope of Work, this appears to be a substantial project. Have funds been allocated for this project?

ANSWER: Yes, funds for this project have been allocated.

16. Question: According to the Evaluation Criteria, cost is considered 20% of the review score. What is the City's intent if the selected vendor's proposal exceeds the allocated funding?

ANSWER: If the proposals come in over allocation, next steps will be determined at that time.

17. Question: Please clarify. For the inclusion of Spanish to the sign system, are you looking for the secondary language (Spanish) to be included onto the same sign? or Are you looking to create standalone separate signs in Spanish for specific areas of Boulder county?

ANSWER: The preference is for a single sign to communicate messages in English and Spanish. If a separate sign is needed, we can evaluate that throughout the process with the project team and the selected contractor.

18. Question: Is there a budget for this scope of work?

ANSWER: The proposed budget is approximately \$90,000.

19. Question: Is the manual itself also to be bi-lingual?

ANSWER: No, aside from specific examples that may be used to illustrate a concept, message or sign.

20. Question: In working on implementing multilingual wayfinding programs, our experience has been that an institution has a translation vendor who provides translations that are then reviewed by an Language and Accessibility expert, or "culture broker" as is mentioned in the RFP. Does BCPOS have a preferred translation vendor?

ANSWER: No, BCPOS does not have a preferred translation vendor and/or cultural broker and will evaluate all proposals to determine what proposal and project team best meets the needs of the Manual and the project.

21. Question: Is it allowed for proposal responses to include a line item for the "culture broker" without having the specific individual identified?

ANSWER: As described in the RFP Submittal Instructions, the proposal should include a cover letter providing brief background experience specific to this project for the principal individuals who will work on this project and provide a list of the sub-consultants intended to be hired for the project and relevant background experience. In addition, the RFP states "Prior to the selection of the contractor, and as part of the interview process, the cultural broker may be required to take a verbal and/or written language proficiency test."

22. Question: The scope of work mostly describes a manual for sign graphic layouts and messaging standards, is signage materiality, fabrication, and mounting part of the manual scope of work? or is that already determined?

ANSWER: Signage materials, fabrication, and mounting are not part of the manual scope of work. These requirements are documented in the BCPOS Construction and Maintenance Handbook which can be provided to the selected contractor.

23. Question: Are the sign types to be fabricated by an in-house sign shop or does BCPOS have a set of preferred vendors that produce the signs?

ANSWER: At this time approximately, 90% are fabricated by our in-house sign shop and 10% are outsourced to vendors, especially our larger signs.

24. Question: Is BPCO open to having the manual process include a design-build for a pilot park and/or trail?

ANSWER: We would be open to listening to design-build proposals from the selected contractor.

Submittal Instructions:

Submittals are due at the email box only, listed below, for time and date recording on or before **2:00 p.m. Mountain Time on October 4, 2021.**

Please note that email responses to this solicitation are limited to a maximum of 50MB capacity.

NO ZIP FILES OR LINKS TO EXTERNAL SITES WILL BE ACCEPTED. THIS INCLUDES GOOGLE DOCS AND SIMILAR SITES. ALL SUBMITTALS MUST BE RECEIVED AS AN ATTACHMENT (E.G. PDF, WORD, EXCEL).

Electronic submittals must be received in the email box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This email box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.

Email purchasing@bouldercounty.org; identified as **RFP# 7266-21** in the subject line.

All proposals must be received and time and date recorded at the purchasing email by the above due date and time. Sole responsibility rests with the Offeror to see that their bid is received on time at the stated location(s). Any bid received after due date and time

will be returned to the bidder. No exceptions will be made.

The Board of County Commissioners reserve the right to reject any and all bids, to waive any informalities or irregularities therein, and to accept the bid that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.



**RECEIPT OF LETTER
ACKNOWLEDGMENT**

September 21, 2021

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7266-21, MANUAL DEVELOPMENT: PARKS & OPEN SPACE SIGN STANDARDS AND MESSAGING MANUAL IN ENGLISH AND SPANISH.

In an effort to keep you informed, we would appreciate your acknowledgment of receipt of the preceding addendum. Please sign this acknowledgment and email it back to purchasing@bouldercounty.org as soon as possible. If you have any questions, or problems with transmittal, please call us at 303-441-3525. This is also an acknowledgement that the vendor understands that **due to COVID-19, BIDS will only be accepted electronically by emailing purchasing@bouldercounty.org.**

Thank you for your cooperation in this matter. This information is time and date sensitive; an immediate response is requested.

Sincerely,

Boulder County Purchasing

Signed by: _____ **Date:** _____

Name of Company _____

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