

Responses to Gateway and Wayfinding Signage RFP Questions

- To what extent, if any, should landscape design for the gateway locations be included in this scope of work? Is this scope of work purely for the design of the actual gateway and wayfinding elements?

- *The scope of work should indicate whether landscaping will be an element of gateway design. The RFP is for the design of actual gateway and wayfinding elements which may or may not include landscaping.*

- It is our understanding from RFP that the city will provide digital vector artwork of the city logo. The “Community Background” and “Project Purpose” paragraphs reference “branding elements” and “brand elements”. Particularly the “Project Purpose” paragraph sounds like there may be other additional graphic brand elements that are desired.

Are these “brand elements” reference only to the signage and the unique design character that the gateway and wayfinding signs should have, helping create the Castle Pines’ brand? Or are there expectations of additional graphic design branded elements that would be created to be part of the sign system?

- *The City will leave this open to artistic interpretation*

- “Evaluation Criteria” – Ability to provide design services with a final lump-sum total price. This price is only for design services correct? Or are you wanting the proposals to have an Opinion of Probable Construction Costs for the entire program which will be difficult to do without a sign inventory and quantity?

- *The final lump sum is the price the City will pay the selected contractor for design services*

- *The selected contractor will provide an Opinion of Probable Construction Costs as part of the deliverables. These costs are not needed to respond to the RFP.*

- - Would you be able to provide us with information of the old proposal design that was discarded?

- *See PowerPoint on City’s Website: <https://www.castlepinesgov.com/bids-and-rfps>*

- - We have a good idea of the monument signage placement, but could we get a map with exact pin points where the gateways will be placed?

- *The City has not extensively surveyed the gateway areas. The City will work with the selected contractor to verify exact locations gateway features.*

- What is the approximate time we should expect the new updated information for this submittal to be up on your site?

- *Early 2019*

- - Where can we get the Master Plan for both East and West sides of Castle Pines?

- *Documents uploaded to City’s Website: <https://www.castlepinesgov.com/bids-and-rfps>*

- Will you be providing follow-up information to all the prospective bidders? An example would be the clarification of TASK 5 and the statement within the Project Purpose “designs must be detailed enough to be used for construction bids”.
 - *This document serves as a response to all written inquiries about the RFP. The second bullet of TASK 5 (Assist staff with preparation of bid documents for fabrication and installation of wayfinding components.) nor ‘designs must be detailed enough to be used for construction bids’ be included in the base scope of work.*
- Will you provide a list of meeting attendees and additional clarifications regarding various query’s that may not have been included within the RFP?
 - *The City did not require meeting attendees to sign in. therefore, no record exists. This document serves to address additional questions not clarified in the RFP.*
- The Scope of Work does not mention public outreach, but it was discussed at the pre-proposal meeting that there needs to be public input to make this a successful project. Is there budget allocated for doing a visual preference survey on-line, an open house, stakeholder meetings with developers, and CDOT? How do you want this addressed?
 - *The City will cover the costs associated with public outreach efforts. Responses to the RFP should indicate the approach, level, frequency and type of public outreach proposed.*
- Are reimbursables (printing and travel) a separate line item or should this be rolled in our hourly rates.
 - *Separate line items so staff can accurately compare billing costs.*
- Does the City have hourly rates that we should use or should be use company rates?
 - *The selected contractor will be paid their hourly rates.*
- Is there a maximum page count for the proposal? If so, is the cover page included in this count?
 - *No. Take the space necessary to fully answer the questions, knowing staff doesn’t need extra data or additional company information.*