

SIGNAGE PRE-BID QUESTIONS

1. **Can you offer more insight into the tasks outlined in this RFP? Are bidders expected to propose designs, placements, and quantities for both internal signage and wayfinding, as well as external signage and wayfinding? Do we need to provide quotes solely for the interior signage specified on pages 11, 12, and 13, adhering to the signage specifications and schedule?**

The primary focus for this RFP is the S+T Center internal and wayfinding signage, which includes:

- Breakdown of necessary office, classroom and common room signs w/dimensions included in addendum 2024.03.29_Signage Plans_Sandburg S+T Center – 02110287.00
- Donor signage, qty. 2
- Dimensions: TBD based on discussions with the Foundation and Marketing & PR and your recommendations
- Internal wayfinding — Work with Sandburg Marketing & PR and contractors to determine most appropriate sign dimensions, materials and locations.
- Permits — Work with current contractors and local entities to ensure any necessary permits are secured in compliance prior to installation.
- Installation — Work with current contractors to ensure signage is installed properly

The secondary focus is the external signage at both campuses:

- S+T Center exterior sign (specs TBD based on your recommendation)
- Galesburg monument sign (specs forthcoming)
- Carthage monument sign (specs forthcoming)
- Carthage building sign (specs forthcoming)

It would be helpful to also have any project management/consulting time factored in for determining a wayfinding (internal and external) program for the entire campus.

2. **Could you please specify the mounting method for the interior signs (S1 to S13)?**

Double-sided 3M adhesive has previously been used, but there are multiple options available. Please quote the one you think would be the best.

3. **Could you provide the mounting methods for the signs depicted in the Wall Dimensional Signage?**

Welcome wall, dimensional signs, stud-mounted

4. **Is a performance bond required for this project?**

Typically, yes, for all projects with Sandburg.

5. **Are there any licensing or registration requirements for this RFP?**

Just adhering to the brand guidelines and routing any design through Marketing for final approval.

6. **Where will the monument signs be located?**

Entrance to the campus at Galesburg from Lake Storey Rd., the little oval on page 10 of the RFP. The hill in front of the Carthage campus building. Tentative renderings below:



Galesburg campus: 2400 Tom L. Wilson Boulevard, Galesburg, IL 61401 / p: 309.341.2518 / f: 309.344.1395

Carthage campus: 305 Sandburg Drive, Carthage, IL 62321 / p: 217.357.3129 / f: 217.357.5312

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7. Do you have specs for the monument signs?

- Galesburg rough specs: 25' 10.5" long, 15" wide, 32" tall
- Carthage: Specs will be forthcoming.

8. Do you want us to include a consulting package for wayfinding program?

Yes.