

ADDENDUM NO. 1

to the

REQUEST FOR PROPOSALS

FOR CONSULTANT TO PREPARE WAYFINDING MASTER PLAN
RFP No. MPO 19-02

by

CASPER AREA METROPOLITAN PLANNING ORGANIZATION
CITY OF CASPER
200 N. David
Casper, Wyoming 82601

ADDENDUM DATE: May 20, 2019

Receipt of this Addendum must be acknowledged by filling in the spaces provided below and including one (1) copy attached to the bid.

APPROVED:



Aaron Kloke, MPO Supervisor

ACKNOWLEDGMENT OF RECEIPT OF
ADDENDUM (BIDDER)

Firm

By: Signature

Title

Date Received

ADDENDUM NO. 1

REQUEST FOR PROPOSAL

FOR CONSULTANT TO PREPARE AN WAYFINDING MASTER PLAN
RFP No. MPO 19-02

for the Casper Area Metropolitan Planning Organization

ADDENDUM DATE: May 20, 2019

This addendum to the Request for Proposal is hereby made a part of the Contract Documents for the above titled project, to the same extent as though it were originally contained therein.

Questions and Answers

Question 1: Are you looking for a bid-ready document as the final deliverable that includes: detailed design drawings with fabrication and installation specifications; a sign location plan; and a sign message schedule that identifies the content on each sign?

Answer: We are looking for detailed template designs and installation specs for sign types, key sign location plan, and a draft sign message schedule that identifies typical content for sign types. We will look to proposals to better understand the consultant's project approach and obtain an understanding of what is ultimately feasible with the Casper Area MPO's budget and the consultant's resources.

Question 2: Considering you are requesting an inventory of the existing wayfinding signage and a demolition plan, can you provide us with an estimate of the quantity of existing signs?

Answer: At this time, we do not have a comprehensive idea of how many signs are currently located within the Casper area. In working with our Stakeholder Committee that consists of, but is not limited to, the Casper Area Visitor's Bureau, WYDOT, City of Casper, Platte River Trails Trust and Natrona County, we are confident that gathering this inventory will just be a matter of coordinating and reaching out to our project partners. Some field work may be necessary.

Question 3: Can you clarify the "Quality of Life info" sign request?

Answer: Quality of Life info is a catch all term for any other type of sign that may arise throughout the public input and design process. See examples on Page 4.

Question 4: Are you requesting a template for the interpretive signs or actual layouts for each of these signs?

Answer: The successful consultant will be prepared to provide templates for the listed sign types.

Question 5: Is your desired completion date of March 2020 for the Wayfinding Master Plan or are you anticipating sign installation by that date?

Answer: March 2020 is the desired completion date for only the Master Plan.

Question 6: Can we submit the electronic version on a CD versus a thumb drive?

Answer: Yes

Question 7: Page Count: Please confirm 30 page limit;

- 30 sheets (double sided / 60 sides) or 15 sheets (double sided / 30 sides).
- Does the Cover, Cover Letter, Table of Contents, Tabs and Portfolio of Work count towards the count?

Answer: There is a 30 page limit (30 single-sided sheets or 15 double sided sheets). All items, except addendums, will contribute towards the 30 page limit.

Question 8: Is there a DBE % that must be met.

Answer: No

Question 9: Is there a not-to-exceed budget you have in mind?

Answer: Our budget for this project is between \$75,000 and \$100,000.

Question 10: Scope asks the Consultant “Identify, inventory, and analyze existing signage and locations”. And to “Develop plan to modify or remove existing signage”. Please be more specific in terms of what types of existing signage this effort would include. Can we assume this is strictly existing wayfinding signs?

Answer: These existing signs include, but may not be limited to, the types of signage that are outlined on Page 5 of the RFP. You can assume that this task is limited to existing wayfinding signs.

Question 11: Health and Quality of Life related signs are mentioned among the list of sign types to be addressed under this project. Please give an example of what this type of sign would convey.

Answer: An example of a Health related sign may be information on the nearest water fountain along the River Trail along with a reminder to stay hydrated. Another example may be a reminder to wear life jackets along certain sections of the river, along with the nearest life jacket reserve location. An example of a Quality of Life sign would be wayfinding to indicate the location of a wheelchair charging station along the river trail, or the location of downtown public bathrooms

Question 12: Under - “Construction and Installation Specifications and Guides” calls for Consultant to “Provide map guides for public and staff consumption.” Please elaborate on what the intent is for the map guides. What would they be used for?

Answer: These maps would be used in communicating with the public and local media changes that would be taking place in regards to wayfinding, and used by City staff to identify installation locations, incorporate into GIS, provide as City Council exhibits, etc.

Question 13: We assume that “municipalities” means Casper, Mills, Evansville, and Bar Nunn. Are there others that should be considered?

Answer: That is correct. There are no other municipalities within the Casper Area.

End of Addendum No. 1