



METROPOLITAN PIER AND EXPOSITION AUTHORITY

REQUEST FOR PROPOSALS #2018-15-M
McCORMICK PLACE WAYFINDING ASSESSMENT

ADDENDUM NO. (1)

October 29, 2018

This Addendum No. 1 consists of seven (7) pages and has the following information to be incorporated into the Request for Proposals (RFP). Proposers must acknowledge receipt of this Addendum No. 1 in their RFP submittal in Required Form A, Form of Transmittal Letter.

Item #1: The Due Date for proposals has been extended to **November 15, 2018 by 12:00 noon CST.**

Item #2: Proposers' questions and/or requests and the MPEA's responses are provided below.

Item #3: Proposals must reflect the Additional Scope described below.

Item #4: Proposers must use the Revised Price Proposal Form

| | Proposers' Question: | MPEA's Response: |
|--|---|---|
| | Can you provide the list of attendants to the Pre-bid Meeting? | The sign in sheet from the Pre-bid meeting is posted on our website: http://www.mpea.com/wp-content/uploads/2018/10/SignInSheet-1.pdf |
| | To clarify: the pre-bid meeting wasn't mandatory, correct? | The pre-bid meeting was not mandatory. |
| | If the proposer is not currently licensed to conduct business in Illinois, can the business get the license when and if they are awarded the project? | The license from the IL Secretary of State may be obtained after contract approval by the Board but must be submitted before a contract may be executed between the parties. |
| | Related to the insurance policies if the maximum liabilities are not exactly in line with the ones requested (but are typical for the industry), can they be adjusted when and if the contract is awarded? Our insurance limits are not currently compliant with the requirements. I don't believe our subcontractors will have these limits either. What area of the proposal should we request different insurance requirements? | Proposers may submit requests for exceptions to the insurance requirements for consideration with their proposals. Provide a sample COI showing current limits held by the proposer. |
| | Do you require an ACORD certificate of insurance attached to the proposal? | Yes, just a sample. |

| | | |
|--|---|--|
| | <p>Do you have a maximum budget for the Wayfinding Assessment portion of the project?</p> <p>What is the budget for Phase 1 (assessment and recommendations)?</p> | <p>No, there is not a budget that is being shared with proposers. Describe and provide a work plan for the most effective way to accomplish the work. Identify unknowns and issues that cannot be reasonably be included and provide broken out fees for these items.</p> |
| | <p>Please confirm that on form F the only boxes that need to be filled are 3 at the top and the last section with the hourly rates.</p> | <p>All boxes containing "\$" and "%" should be filled in.</p> |
| | <p>The four paper copies required include four copies of all the Forms and Declarations or just four copies of the core proposal and one copy of all the Forms and Declarations?</p> | <p>Please increase the number of copies to 6. The six copies should include all forms.</p> |
| | <p>There is a request for the From F to be a separate PDF for the electronic copy. For the paper copies, do you want it to be in a separate sealed envelope as well?</p> | <p>Yes – you may place all paper copies of Form F in the same separate sealed envelope.</p> |
| | <p>P 6. Signage program DD, CD and CA fees as percent of construction cost is quite unusual in the signage/wayfinding business. So, after the cost estimate from the assessment work, the fees will be set? At what percentage? Please provide Schedule F for reference.</p> | <p>Consultant is to propose % fee for future phases.</p> <p>Schedule F is included in the RFP documents, see attached for new revised form F.</p> |
| | <p>P. 6. WBE, MBE participation goals of 25% and 5% may be challenging for our discipline. Signage and wayfinding work does not neatly subdivide into practical or efficient secondary contracts, especially in the assessment and concept design phases. Might there be some flexibility in this requirement?</p> <p>If our subcontractor is certified as a MBE and WBE, can we provide the firm with 30% of the scope of work and meet the 25% MBE/5% WBE requirement or do we have to have two subcontractors?</p> <p>From the question posed at the pre-proposal meeting, what was determined about meeting the MBE/WBE goals in Phase 1 or proposing MBE/WBE firms for potential future phases of the project?</p> <p>Can the percentages be rebalanced between MBE and WBE?</p> | <p>The MPEA Act has established programmatic goals of 25% MBE and 5% WBE.</p> <p>Proposers that are unable to meet the goals must request a waiver or reduction at time of Proposal submission and demonstrate Good Faith Efforts pursuant to Section VIII(b) in the special conditions (Form I)</p> <p>Proposals may be rejected as non-responsive if Proposals do not include a detailed MBE/ WBE commitment or a request for a waiver accompanied by evidence of Good Faith Efforts.</p> <p>Proposers that propose participation in combinations other than 25% MBE and 5% WBE must include in their proposal/compliance plan a request for reduction/waiver for the variant.</p> <p>For example, if a proposal wishes to use 30% MBE only, they would ask for a waiver of the 5% WBE goals.</p> <p>Firms that are certified as MBE and WBE may only be counted as either MBE or WBE, not both.</p> |

| | |
|---|--|
| <p>Is it possible to include 30% MBE, or 30% WBE, rather than the mix indicated?</p> <p>For purposes of responding to this RFP, does your 5% WBE goal include woman-owned businesses that are WBE-certified by the City of Chicago, only?</p> <p>Or, would the 5% WBE goal include woman-owned businesses that are certified by the Women's Business Development Center (WBENC)-Chicago Committee?</p> | <p>The Authority neither certifies nor decertifies a firm's MBE or WBE status. Rather, it accepts certifications from the City of Chicago, Chicago Minority Business Development Council, County of Cook, Women's Business Development Center through a partnership with the Women's Business Enterprise National Council, and the State of Illinois through its Central Management Services Division. Other certifications will be reviewed on a case-by-case basis. To be eligible for credit towards meeting the MBE and WBE goals, a firm must be certified by the time of contract award.</p> |
| <p>P. 8. Inventory. Is MPEA expecting a detailed sign-by-sign data-base type deliverable that documents each and every existing sign? Or more of an assessment of all typical types of signs</p> | <p>Yes, for wayfinding signage only during the assessment phase. A message schedule is acceptable.</p> |
| <p>Please confirm that the inventory/photographic audit will include only wayfinding signs versus every sign.</p> | <p>Yes, wayfinding signage only during the assessment phase.</p> |
| <p>The RFP requests sign location plans, but not specifically a sign message schedule that identifies the sign's content at each location. Will the sign message schedule be done under the next phase of work or should that be included in this scope of work?</p> | <p>A sign message schedule, or comparable document, should be included in the assessment phase as necessary to procure accurate cost estimating for future phases.</p> |
| <p>Will a monthly payment schedule be granted versus a "Payment by Phase"? Or can we determine the scope for each phase?</p> | <p>Consultant fees can be invoiced monthly.</p> |
| <p>On the inventory, will this need to be a FileMaker database document, GIS format or an addition to an existing database?</p> <p>It is our understanding that you would like inventory documentation of all wayfinding signage. Should this also include room signage and back of house signage?</p> | <p>There is not an existing digital database of sign inventory. File format can be discussed and determined.</p> <p>For the assessment phase, inventory should be of wayfinding signage only, not room signage. All back of house spaces are out of the scope of this project.</p> |
| <p>Will there be a need to include and / or review off-campus signage, leading visitors to McCormick Place?</p> | <p>Yes, review of this signage should be included and evaluated as a factor in the overall effectiveness of campus wayfinding.</p> |
| <p>When a convention occurs, are convention organizers given guidelines for temporary signage or is the convention organizers signage reviewed by the MPEA beforehand - for input? Should this be considered?</p> | <p>Yes, please see pages 3-4, 6 & 12 of the Meeting Planners Guide; http://mccormickplace.com/planners/pdf/meeting-planners-guide.pdf Additionally, we include this clause in our license agreement; Licensee must obtain written approval from SMG prior to setting, hanging or posting any signage within the Facility. Advertising refers to any and all general signage set with</p> |

| | | |
|--|--|---|
| | | the purpose of drawing or directing a person to a specific vendor or exhibitor. Advertising and general signage in public areas of the Facility such as meeting room corridors, escalator wells, and Facility exteriors, are allowed only with prior written approval from SMG |
| | Is there a Chief of Information Technology officer employed at McCormick Place? | We have a Director of Technology Services and an Assistant General Manager who oversees the Technology Infrastructure. |
| | Is there fiber optic cable throughout all of the McCormick Place buildings? If not, what level of cable, CAT-6?, CAT-5? or, does it vary by the age of the building? | Yes, we have Single Mode and Multi Mode connecting the buildings and connecting switches within the buildings. Cat 5 or 6 is the last leg to floor/wall ports. |
| | Regarding the campus grounds, is there already a data and power backbone running throughout the campus? If not throughout, are there isolated areas where it does exist? | There is data and power running throughout the convention center buildings, arena, hotels, and corporate center. |
| | To what extent is entry monument/gateway signage and signage needed on highways/roadways leading up to the site a part of this scope? | Review of this signage should be included and evaluated as a factor in the overall effectiveness of campus wayfinding. |
| | Are there existing signage design guidelines/standards that need to be followed? Is rebranding a part of this project | <p>No, there are no existing signage standards that need to be maintained. The implementation of this work will become the campus standard and should take into account the existing signage that will remain or remain in place until a future phase.</p> <p>Rebranding of the MPEA logo and brand is not part of this project. MPEA is open to branding of areas of the campus and campus buildings and having the existing brands be reinforced, McCormick Square for example, in order to enhance wayfinding.</p> |
| | How many in-person meetings should we plan? | As required by the proposed work plan to receive feedback on the progress of the work. Intermediate presentations to larger groups or the MPEA board are not required. |
| | <p>What will the review process include? Will there be a wayfinding and signage sub-committee? Will everything also have to be presented to a team of executives or the board?</p> <p>Will interviews be conducted as part of the Proposal Evaluation Process?</p> | <p>An evaluation committee will review proposals in accordance with the RFP submission and evaluation criteria.</p> <p>Proposers may be invited for interviews with the evaluation committee if it is deemed necessary, but are not required to present to the Board.</p> <p>MPEA staff are responsible for obtaining Board approval.</p> |
| | What is the design approval process/who are the approval entities that will need to participate? | The MPEA project manager will be the main contact with the consultant. As needed, others will be included in meetings to provide information and feedback to allow the work to progress. The proposed work plan should include design approvals at appropriate intervals, including owner review periods, during which MPEA will review internally. |
| | Please confirm that the scope includes West, North, South and Lakeside Building, along with the Hyatt public space. | The areas noted are included in the scope. Reference the RFP for other areas also included in the scope. |

| | | |
|--|---|---|
| | | |
| | Please confirm that the scope does not include anything within the Arie Crown Theater, Energy Center, Corporate Center, Marriott Marquis Chicago or Wintrust Arena. Only wayfinding to and from these facilities is included. | Correct. Bridges and public corridors between buildings are included in the scope of work. |
| | Please outline the extent of wayfinding scope beyond the campus to public transportation nodes. | Actual signage is only being considered within the footprint of the campus at this time. |
| | Please confirm that intuitive wayfinding recommendations should be included in the assessment, not only signage recommendations. | Yes, intuitive wayfinding recommendations should be a major component included in the assessment. |
| | Will recommending design or content changes for the MPEA app and website be a part of the scope? | Only as it relates to the approved wayfinding strategy. |
| | What is the anticipated project timeline for Phase 1? | We would anticipate that the Study and Design phase take 4 to 6 months, but are looking for a proposed work plan describing a reasonable time line for the process. |
| | Are there any significant campus additions or renovations planned in the next 5 years that would impact the wayfinding assessment? | Yes, like any large campus, there are potential future projects. Information will be shared with the selected consultant. |
| | Is the intention to redesign all sign types? | Potentially, as part of the long term phased design plan resulting from the assessment. |
| | Please confirm that all static signage will be in English only and not bilingual | At this time, it is anticipated that static signage will be in English only. |
| | Would you like the final sign design deliverable to be a signage guidelines document, with dimensions, notes and details so you may order replacement or new signs on your own in the future? | Possibly, for room signage, if it is part of future phases. The intent of the RFP is to allow for the bid documents for future phases to be completed by the selected consultant. |
| | Has MPEA done any best in class research for convention centers that can be shared with the selected consultant? If yes, does that include wayfinding and signage research? | This knowledge is something MPEA will be looking for in the consultant proposals. |
| | In the RFP it is stated that there are available signage inventory documents – what percentage of the scope is already captured in this existing inventory? | Documentation exists for signage on campus, but not in an editable digital format for the older buildings. |
| | <i>“The MPEA will provide the selected consultant <u>available signage inventory documents</u>; selected</i> | Documentation exists for signage on campus, but not in an editable digital format for the older buildings. The consultant will be responsible for consolidating into one format. |

| | |
|--|---|
| <p><i>consultant will be responsible for verifying and updating”.</i></p> <p>Can you elaborate on these documents? Do they include photographs of all signage currently in use?</p> <p>Are they excel spreadsheets, inclusive of all signs in the project area (interior and exterior)?</p> <p>Are they available electronically?</p> <p>Do they include the existing signage masterplan guidelines?</p> <p>In addition to the McCormick Place Floorplans provided online, will there be access provided to existing building documentation including construction drawings and/or as-builts drawings?</p> <p>Are there floor plans and layouts for all areas of the project scope?</p> <p>Most importantly, does MPEA have documentation (location plans) which show the path of the power and data infrastructure, for the buildings and campus?</p> | <p>The selected consultant will be given access to all existing building drawings and CAD floor plans, and will be responsible for verifying, updating, and consolidating.</p> |
| <p>What format are the existing floor plans and layouts in?</p> <p>If existing files are available for use electronically what formats are they? Flattened PDFs? Any live vector or CAD formats available?</p> | <p>There are AutoCad files of the existing buildings. The consultant will be responsible for verifying, updating, and consolidating.</p> |
| <p>Is there an established priority for the phasing by areas?</p> | <p>Priorities will be established as part of the Study and Design phase.</p> |
| <p>At the pre-bid you mentioned the new glass divider wall that would be an ideal location for branding/signage. Are there other construction upgrades/projects that might take place during implementation that we need to consider?</p> | <p>The third floor of the Corporate Center is potentially being converted to rentable space and opened up to the public east-west corridor at the north edge of Parking Lot/Garage A, which connects West and the Hyatt Corporate Center.</p> |
| <p>Can you elaborate on the exterior identification signage needed for the buildings; (Exhibit Halls, the Corporate Center, the Marriott Marquis, the Wintrust Arena, the Hyatt, the Hyatt Conference Center, and the Metra Station).</p> | <p>The need for exterior building identification signage, on or adjacent to the buildings, will be part of the Study and Design phase of the project.</p> <p>Removal of existing signage is not pre-determined.</p> |

| | | |
|--|---|--|
| | At the prebid it was mentioned that the team thought the Wintrust Arena ID signage was well liked. Are we to replace it regardless? | |
| | Is it anticipated that exterior signage may require permitting? | Yes. |
| | Is the proposer expected to provide electrical engineering services for the electronic signage and any lighting/power required for the static signs and wayfinding elements? | The proposer is expected to include any sub-consultants necessary to do the work for the various phases including cost consulting, engineering, or other. |
| | With DD and CD needing to be a percentage of construction cost, this assumes that at the end of concept we are able to get fairly accurate budgetary numbers which would typically be done with intent drawings. Would we then have a chance to develop a clearer proposal/scope at that time? Can you clarify? | The consultant is responsible for providing the cost estimate at the end of the Study and Design phase that identifies construction costs for future phases. |
| | Since you are requesting an hourly fee for bidding and CA -can a proposal be developed at the same time as above (at end of concept)? | A total fee for bidding and CA is not be requested at this time. Provide current hourly rates for evaluation. |
| | What is the expectation of the signs within the Hyatt Regency Hotel Lobby/Banquet Levels/Conference Center? Are they to be the new design? Coordinate w Hyatt's signs? | Wayfinding signage in the Hyatt spaces should be as consistent as possible with the design for the rest of the campus. |
| | For the possibilities for digital and interactive signage and wayfinding elements can be expansive. Can the discovery and strategy be provided for concept and then provide a different proposal at the conclusion of the concept phase as this is dependent on the extent and scope of the digital effort for actual implementation? | No. A prioritized design and phasing strategy with associated cost estimates is required at the end of the first Study and Design phase. |
| | Is there an interest to have a mobile native app with beacons developed as well? | Potentially. If this increases the fee, please clearly indicate in the proposal, including the related fee. |
| | How about 3rd party integrations? Any event feed software or POS? | Potentially. If this increases the fee, please clearly indicate in the proposal, including the related fee. |

Additional Scope

1. McCormick Place Security is undergoing a campus wide review of all access points into the campus and into the campus buildings. In support of this effort, the wayfinding and signage design scope should include the following areas –
 - a. Signage for locked exterior doors indicating Emergency Exit Only and direction to an open entry point.
 - b. Do Not Enter - Private Property signage at designated public access points
 - c. Exterior wayfinding and signage to three identified staff and trade entrances
 - d. Law required no gun and no smoking signage
 - e. Insurance required signage In Case of Emergency Call 9-1-1 or 312-791-6060 signage for parking garages
 - f. Identification of and signage to designated outside smoking locations from the exhibit hall spaces
 - g. Employee Access Only, Emergency Ramps, Emergency Evacuation, etc. signage.