

# CAL POLY HUMBOLDT

November 3, 2023

To All Prospective Bidders

SUBJECT: RFQ, Wayfinding Signage

## Addendum #1

The following changes, omissions and/or additions to the Bidding Documents shall apply to proposals made for and to the execution of the various parts of the work affected thereby and all other conditions shall remain the same. In case of conflict between Bidding Documents and this Addendum, this Addendum shall govern.

### 1. RFQ Proposals.

RFQ Proposals date has not changed and remains Friday, November 19, 2023, at 3:00 p.m.

### Questions and Answers

- Q1. A. Interior Building Signage is a separate effort to replace Humboldt's current standards. Will those new interior signs be based on the standard developed in this project? B. Or will it be two separate standards for exterior/interior?  
**Answer: A. Interior building signage will be informed by the standards developed in this process. B. They will be separate but thoroughly coordinated.**
- Q2. The RFP mentions that the Project Team should "consider" digital displays. Would this take the form of a report detailing possible locations/uses of displays, or should the Wayfinding system be developed under the assumption that it WILL include digital displays?  
**Answer: Commitment to a wayfinding format, digital or otherwise, would be established within the work of this effort. The University would expect a facilitated analysis from the consultant to support the decision.**
- Q3. The RFP mentions the identification of Main and Secondary Gateways. Would the Identification of these be through Signage or is Cal Poly looking for something more like a monument?  
**Answer: Entry gateways are marked by our existing monuments. The work of the consultant would facilitate a decision on what to do with these existing monuments which may take the form of physical modifications or signage improvements.**
- Q4. How many Partner Cities are included in this project, and what would a rough estimate of total area covered by this Wayfinding system be?  
**Answer: Initial consideration for partner cities would include the City of Eureka, McKinleyville, and City of Trinidad. Total area is difficult to summarize.**

Q5. Can you describe the organizational structure at Cal Poly Humboldt and how decision making will be made for this project?

**Answer: There will be a steering group for this effort that will be co-chaired by our Vice President for Administrative Affairs and Vice President for University Advancement. Decision making will be the result of direct interface with this steering committee. Where the committee feels that we need to gain broader input, the committee will be responsible for organizing those forums for information gathering or promotion only. Ultimately decisions that are informed by those broader efforts will be made by the committee co-chairs. This applies to any design/implementation on state (university) owned land or buildings.**

Q6. With consideration to community connections, what other stakeholder groups might be involved in the decision-making process?

**Answer: The Steering committee will serve as the primary liaison to the decision makers and partner communities which will primarily include the city managers for each respective area.**

Q7. A. Are digital wayfinding solutions an option for consideration? B. Is there an on-site IT group that can manage updates?

**Answer: A. They are a consideration but not a committed future direction. The scope of the consultant will be to facilitate this decision making. B. Yes.**

Q8. What is the anticipated date that Phase I would begin?

**Answer: A date has not been established, this is contingent upon the final schedule and efforts that the University and the consultant will work towards once in contract.**

Q9. Are there other planning documents or on-campus projects that will affect a design strategy, and are these supporting documents available for review?

**Answer: As stated in the RFQ, the University will be working in parallel to develop interior room identification signage. This signage will inform/be informed by the wayfinding efforts of the steering committee/ consultant (they will share representation). There are major capital projects currently underway that will rely on interior room identification signage and will incorporate the work of the wayfinding effort.**

-END OF ADDENDUM-

Contracts & Procurement

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