

# REQUEST FOR PROPOSAL

**SANDBURG SIGNAGE**May 2024

Sandburg / 2400 Tom L. Wilson Blvd. / Galesburg, IL 61401 sandburg.edu



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## I. Proposal overview

### A. Sandburg background

Carl Sandburg College is dedicated to serving the educational needs of western and central Illinois. With the fourth largest community college district in square miles, the college has served all or part of a 10-county area for more than 55 years. Students planning to transfer to a four-year university or enter the skilled workforce can select one of more than 40 programs the college offers. The college had more than 2,000 full- or part-time students enrolled for the 2023-2024 academic year. The main campus, located in Galesburg, IL, has an additional location in downtown Galesburg and a branch campus in Carthage, IL.

#### Mission

To provide all students with opportunities for success.

#### **Vision**

Where dreams come to life, and lives come to change.

## **B.** Objectives

Work hand in hand with Sandburg Marketing & PR, physical plant and Sandburg contractors, including the Farnsworth Group and River City Construction, to accomplish the following, likely in stages based on the overall master plan:

#### INTERNAL SIGNAGE

- Clearly identify offices, classrooms, restrooms, stairways, elevators, etc.
  - Signage should be clean, clutter-free and on brand
  - Will begin with the new Science & Technology Center
  - Other buildings to be rolled out based on master plan
- Effectively highlight donor signage
  - o 100 Extraordinary Women
  - Science & Technology Center donors

#### INTERNAL WAYFINDING

- Clearly indicate location of various rooms, areas and locations
  - Wayfinding should be clean, clutter-free and on brand
  - Will begin with the new Science & Technology Center





o Other buildings to be rolled out based on master plan

#### **EXTERNAL SIGNAGE**

- Clearly identify Sandburg using the new branding
  - New Galesburg campus monument sign reflecting new branding
  - New Carthage campus monument and building signs
- Clearly identify buildings on campus
  - Large, lit, external signs on all buildings
  - Start with the new Science & Technology Center
  - o Other Galesburg campus buildings to be rolled out based on master plan

#### **EXTERNAL WAYFINDING**

- Create wayfinding signs that are clearly legible by driving by
  - Temporary signage will be needed initially until the master plan is more fleshed out/intact to provide permanent signs.

#### C. Scope of services

#### **INTERNAL SIGNAGE**

- **Design** Provide various types of signage needed.
- Quantity Breakdown of necessary office, classroom and common room signs included in addendum 2024.03.29\_Signage Plans\_Sandburg S+T Center – 02110287.00
  - o Donor signage
    - Qty.: 2
    - Dimensions: TBD based on discussions with the Foundation and Marketing & PR and your recommendations
- **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.

#### INTERNAL WAYFINDING

- **Design** Provide various types of signage needed.
- **Quantity** Work with Sandburg Marketing & PR and contractors to determine most appropriate 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.

#### **EXTERNAL SIGNAGE**

- **Design** Provide various types of signage needed.
- Quantity Breakdown of necessary signs includes:
  - New Galesburg campus monument sign reflecting new branding\*
    - Original sign is covered by current sign
    - Similar approach is likely the prudent option
  - New Carthage campus monument & building signs reflecting new branding\*

#### Zone 1

- Building A (current criminology, marketing; fall will be temporary Testing Center, bookstore)
- Building AA (current nursing; fall will be temporary Student Life, Diversity & Inclusion, Tutoring and the Welcome Center)

#### Zone 2

 Building B (Crist Student Center) Student Services, student accounts payable, Innkeepers (Charger Café)

#### **Zone 3\***

 Science & Technology Center (biology, chemistry, physics, natural sciences, nursing, dental hygiene)

#### Zone 4

- Building C (Information Technology, dean of transfer, humanities, fine arts, social sciences)
- Building D (lakeside lounge, Charger patio, art gallery business office, technology services)

#### Zone 5

 Building E (administration, library, Faculty Teaching Learning Center (FTLC), receiving/loading dock, mailroom)

#### o Zone 6

- Building F (Fitness Center, John M. Lewis Gymnasium & theater, art classrooms)
- Building H (mortuary science)

#### Zone 10

Softball/baseball fields





- Grounds and maintenance building
- Zone 13
  - Building G (Advanced Technology Center)
- 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.

#### EXTERNAL WAYFINDING

- Design Provide various types of signage needed.
- Quantity Work with Sandburg Marketing & PR and contractors to determine most appropriate 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.

## II. RFP schedule of events

Event	Date and time
Issue request for proposal (RFP)	May 10, 2024
Pre-bid meeting	May 29, 2024 @ 2 p.m. CT
Proposal submittals due	June 5, 2024 @ 2:30 p.m. CT
Proposal evaluation period	June 6-14, 2024
Winning bid presented to Board of Trustees	June 27, 2024
for approval	
Award RFP to selected agency	June 28, 2024
Kick-off project with selected agency	July 1, 2024

**Schedule notes**: The above dates are subject to change at the discretion of Sandburg.



<sup>\*</sup>First phase in the overall project.



## III. Selection criteria

Sandburg is seeking to partner with a full-service entity who:

- 1. Has demonstrated expertise and experience in internal and external signage and wayfinding.
- 2. Has the ability to adhere to and showcase our new branding.
- 3. Will be a natural fit and extension of the Sandburg Marketing & PR team, facilities, and our contractors (architects and builder) in terms of personalities and expertise to ensure excellent and seamless collaboration and partnership from kick-off through completion.

Proposals will be evaluated based on the most competitive offer — taking into consideration the quality of services offered, fit with Marketing & PR's philosophies and work styles, and how well the proposal meets the RFP requirements, above selection criteria and college needs. This RFP identifies the minimum requirements of the project. Prospective bidders are encouraged to submit proposals that both adhere to industry best practices as well as leverage the vendor's successful prior in-house experiences with similar projects at other higher-education institutions.

## IV. General requirements

Sealed bids will be received by Sandburg for the **signage** project, pursuant to specifications.

#### A. Receipt of bids

Vendors shall submit proposals for the **signage** project before 2:30 p.m. CT, June 5, one of the following ways:

#### **Email**

Send PDF of proposal to dsmith@sandburg.edu, cc'ing lnagel@sandburg.edu.

#### Mail

Office Manager for the President Carl Sandburg College 2400 Tom L. Wilson Blvd. Galesburg, IL 61401





Bids will be publicly opened in the Board Room E200, read aloud and recorded. Bids shall be held good and not withdrawn for 60 calendar days from the date of bid opening.

Sandburg reserves the right to waive any irregularities and to accept any or reject all bids when in the opinion of Sandburg, such action will serve the college's best interest.

Bids on all work of this contract shall be subject to the provisions of the Illinois Prevailing Wage Act, 820 IL CS 130/0.01 et seq., the Equal Employment Opportunity Clause — rules of the Illinois Human Rights Commission, the Illinois Drug-Free Workplace Act, and all other applicable and governing laws and ordinances.

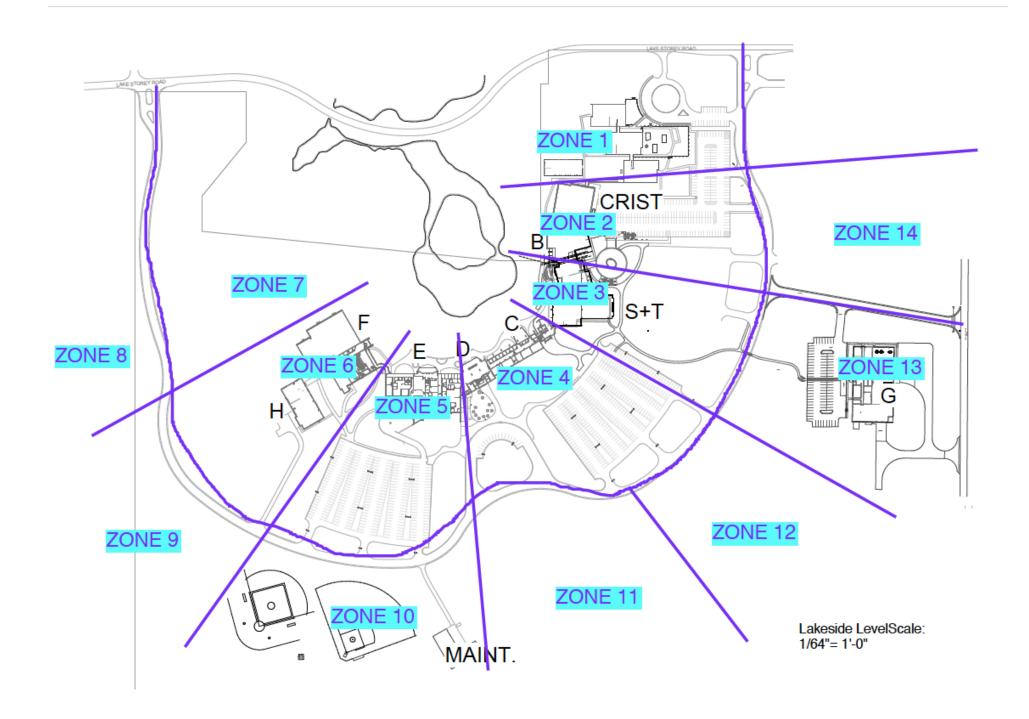
Correspondence and questions shall be directed to the office of:

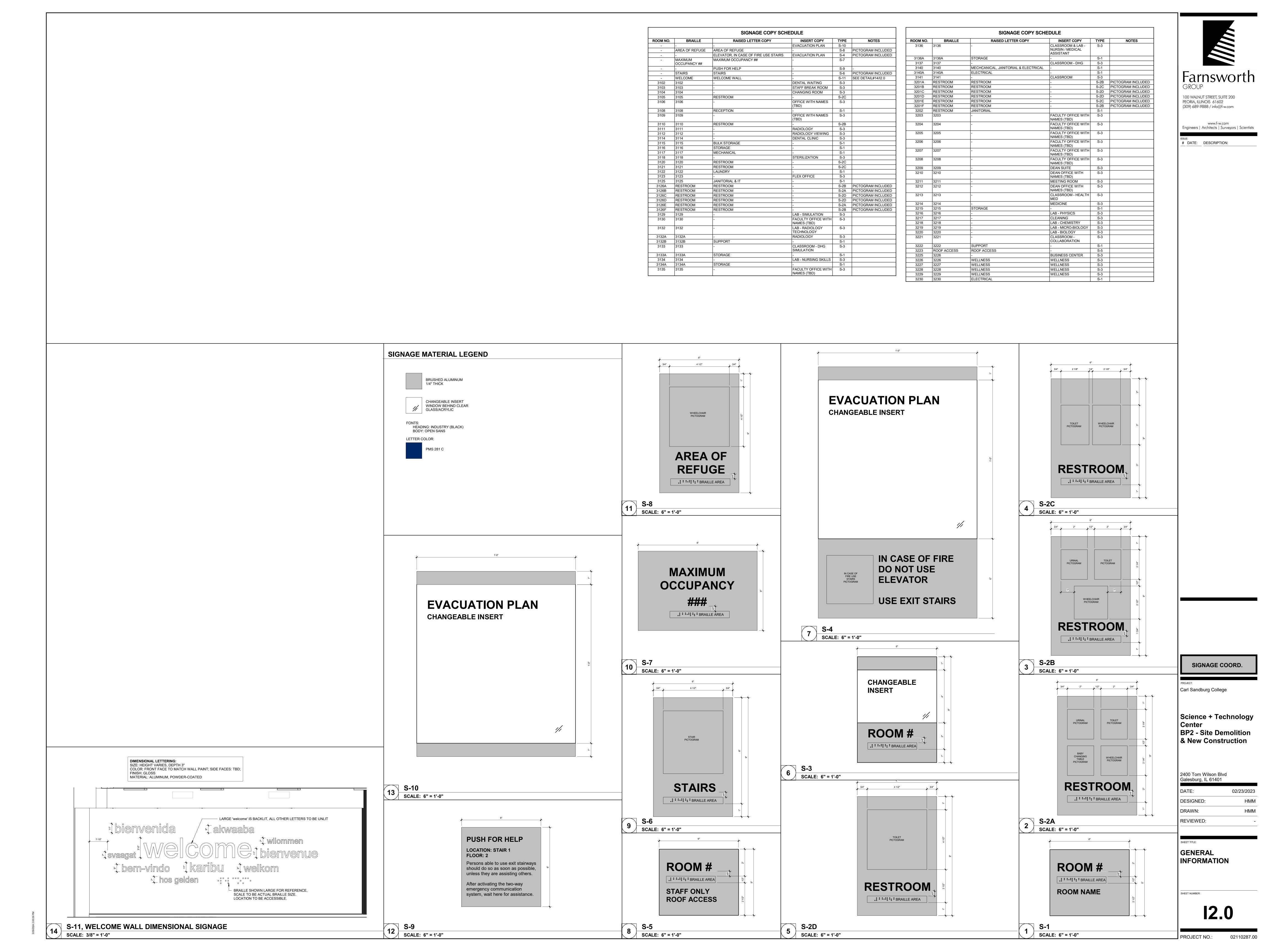
Laura Nagel (Inagel@sandburg.edu / c: 224.627.8205) Executive Director of Marketing & Public Relations Carl Sandburg College 2400 Tom L. Wilson Blvd. Galesburg, IL 61401

PREPARED BY: Laura Nagel, Executive Director of Marketing & Public Relations, Carl Sandburg College



## **ADDENDUM**

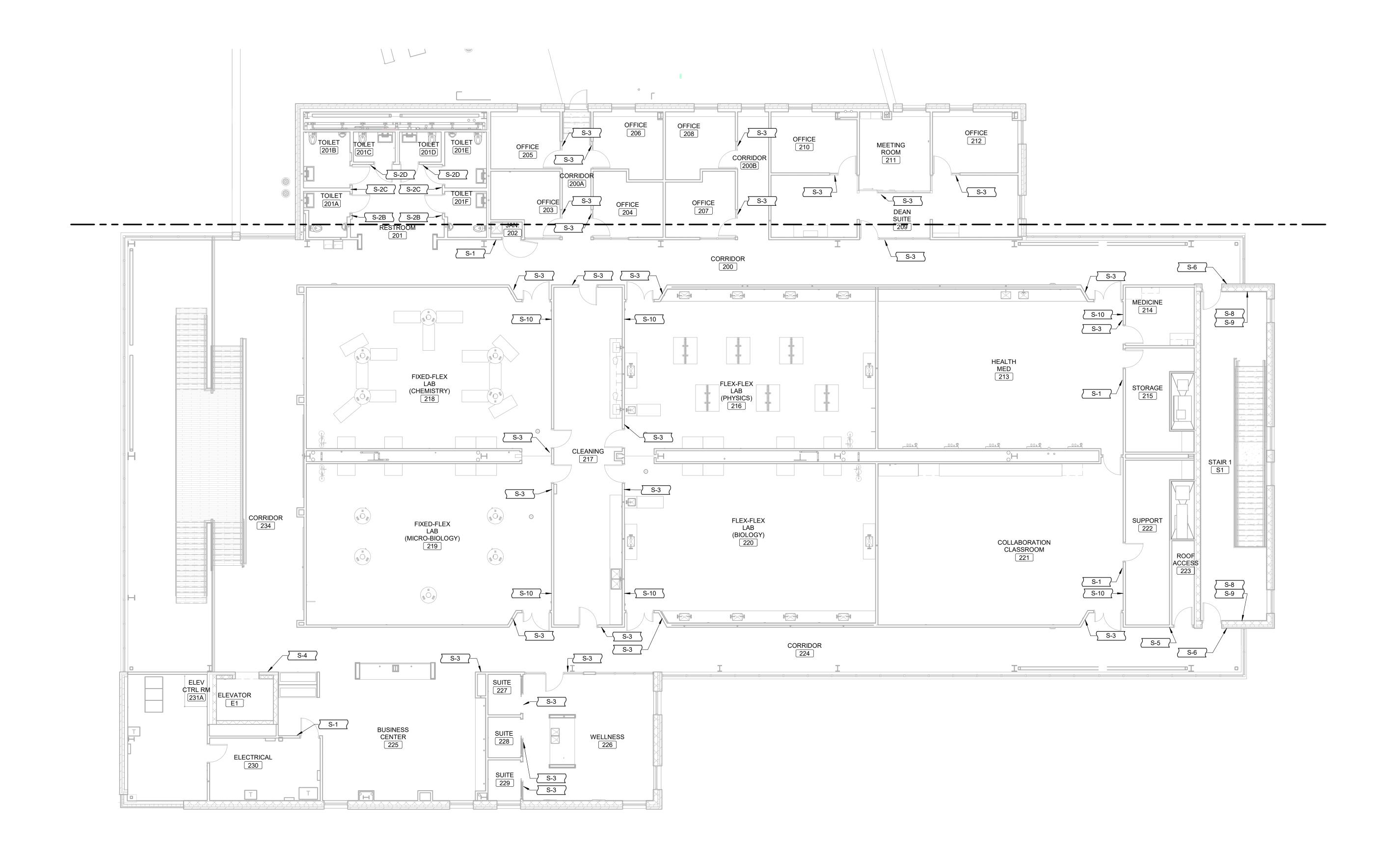






SIGNAGE COPY SCHEDULE					
ROOM NO.	BRAILLE	RAISED LETTER COPY	INSERT COPY	TYPE	NOTES
-	-	-	EVACUATION PLAN	S-10	
-	AREA OF REFUGE	AREA OF REFUGE	-	S-8	PICTOGRAM INCLUDE
-	-	ELEVATOR, IN CASE OF FIRE USE STAIRS	EVACUATION PLAN	S-4	PICTOGRAM INCLUDE
-	MAXIMUM OCCUPANCY ##	MAXIMUM OCCUPANCY ##	-	S-7	
_	-	PUSH FOR HELP	-	S-9	-
_	STAIRS	STAIRS	-	S-6	PICTOGRAM INCLUDE
_	WELCOME	WELCOME WALL	-	S-11	SEE DETAIL#14/I2.0
3102	3102	-	DENTAL WAITING	S-3	022 3217 (12)/ 11/12:0
3103	3103	_	STAFF BREAK ROOM	S-3	
3104	3104	_	CHANGING ROOM	S-3	
3105	3105	RESTROOM	CHANGING ROOM	S-2C	
3106	3106	RESTROOM	OFFICE WITH NAMES	S-2C	
		-	(TBD)		
3108	3108	RECEPTION	-	S-1	
3109	3109	-	OFFICE WITH NAMES (TBD)	S-3	
3110	3110	RESTROOM	-	S-2B	
3111	3111	-	RADIOLOGY	S-3	
3112	3112	-	RADIOLOGY VIEWING	S-3	
3114	3114	-	DENTAL CLINIC	S-3	
3115	3115	BULK STORAGE	-	S-1	
3116	3116	STORAGE	-	S-1	
3117	3117	MECHANICAL	-	S-1	
3118	3118	-	STERILIZATION	S-3	
3120	3120	RESTROOM	-	S-2C	
3121	3121	RESTROOM	<u> </u>	S-2C	
3122	3122	LAUNDRY	<u> </u>	S-1	
3123	3123	-	FLEX OFFICE	S-3	
3125	3125	JANITORIAL & IT	-	S-1	
3126A	RESTROOM	RESTROOM		S-2B	PICTOGRAM INCLUDE
3126B	RESTROOM	RESTROOM		S-2A	PICTOGRAM INCLUDE
3126C	RESTROOM	RESTROOM	-	S-2A S-2D	PICTOGRAM INCLUDE
3126D	RESTROOM	RESTROOM	-	S-2D	PICTOGRAM INCLUDE
3126E	RESTROOM	RESTROOM	-	S-2A	PICTOGRAM INCLUDE
			-		
3126F	RESTROOM	RESTROOM	- LAD CIMILI ATION	S-2B	PICTOGRAM INCLUDE
3129 3130	3129 3130	-	LAB - SIMULATION FACULTY OFFICE WITH	S-3 S-3	
3132	3132	-	NAMES (TBD)  LAB - RADIOLOGY	S-3	
04004	04004		TECHNOLOGY	0.0	
3132A	3132A	- OLIDBORT	RADIOLOGY	S-3	
3132B	3132B	SUPPORT	-	S-1	
3133	3133	-	CLASSROOM - DHG SIMULATION	S-3	
3133A	3133A	STORAGE	-	S-1	
3134	3134	-	LAB - NURSING SKILLS	S-3	
3134A	3134A	STORAGE	-	S-1	
3135	3135	-	FACULTY OFFICE WITH NAMES (TBD)	S-3	

ROOM NO.	BRAILLE	RAISED LETTER COPY	INSERT COPY	TYPE	NOTES	
3136	3136	-	CLASSROOM & LAB - NURSIN / MEDICAL ASSISTANT	S-3		
3136A	3136A	STORAGE	-	S-1		
3137	3137	-	CLASSROOM - DHG	S-3		
3140	3140	MECHCANICAL, JANITORIAL & ELECTRICAL	-	S-1		
3140A	3140A	ELECTRICAL	-	S-1		Farnswo
3141	3141	-	CLASSROOM	S-3		Harnsw/
3201A	RESTROOM	RESTROOM	-	S-2B	PICTOGRAM INCLUDED	
3201B	RESTROOM	RESTROOM	-	S-2C	PICTOGRAM INCLUDED	_GROUP
3201C	RESTROOM	RESTROOM	-	S-2D	PICTOGRAM INCLUDED	
3201D	RESTROOM	RESTROOM	-	S-2D	PICTOGRAM INCLUDED	100 WALNUT STREET, SUITE 2
3201E	RESTROOM	RESTROOM	-	S-2C	PICTOGRAM INCLUDED	PEORIA, ILLINOIS 61602
3201F	RESTROOM	RESTROOM	-	S-2B	PICTOGRAM INCLUDED	309) 689-9888 / info@f-w.co
3202	RESTROOM	JANITORIAL		S-1		
3203	3203	-	FACULTY OFFICE WITH NAMES (TBD)	S-3		
3204	3204	-	FACULTY OFFICE WITH NAMES (TBD)	S-3		www.f-w.com Engineers   Architects   Survey
3205	3205	-	FACULTY OFFICE WITH NAMES (TBD)	S-3		<del>IS\$</del> UE:
3206	3206	-	FACULTY OFFICE WITH NAMES (TBD)	S-3		# DATE: DESCRIPTION:
3207	3207	-	FACULTY OFFICE WITH NAMES (TBD)	S-3		
3208	3208	-	FACULTY OFFICE WITH NAMES (TBD)	S-3		
3209	3209	-	DEAN SUITE	S-3		
3210	3210	-	DEAN OFFICE WITH NAMES (TBD)	S-3		
3211	3211	-	MEETING ROOM	S-3		
3212	3212	-	DEAN OFFICE WITH NAMES (TBD)	S-3		
3213	3213	-	CLASSROOM - HEALTH MED	S-3		
3214	3214	-	MEDICINE	S-3	1	_
3215	3215	STORAGE	-	S-1	ļļ	_
3216	3216	-	LAB - PHYSICS	S-3		4
3217	3217	-	CLEANING	S-3		4
3218	3218	-	LAB - CHEMISTRY	S-3		_
3219	3219	-	LAB - MICRO-BIOLOGY	S-3		_
3220	3220	-	LAB - BIOLOGY	S-3		_
3221	3221	-	CLASSROOM - COLLABORATION	S-3		
3222	3222	SUPPORT	-	S-1		_
3223	ROOF ACCESS	ROOF ACCESS	-	S-5		_
3225	3226	-	BUSINESS CENTER	S-3		_
3226	3226	WELLNESS	WELLNESS	S-3		_
3227	3227	WELLNESS	WELLNESS	S-3		_
3228	3228	WELLNESS	WELLNESS	S-3		
3229	3229	WELLNESS	WELLNESS	S-3		
3230	3230	ELECTRICAL		S-1		



SIGNAGE COORD.

Carl Sandburg College

Science + Technology Center
BP2 - Site Demolition
& New Construction

2400 Tom Wilson Blvd Galesburg, IL 61401

DATE:	02/23/2023		
DESIGNED:	Designer		
DRAWN:	Author		
REVIEWED:	Approver		

SECOND FLOOR SIGNAGE PLAN

SHEET NUMBER:

0 4 8 16