

NWIL Trail Wayfinding and Signage Guidebook RFP (RFP1-2019)

Issued on January 11, 2019, by:



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Questions?

Please contact us at info@blackhawkhills.com.

NWIL Trail Wayfinding and Signage Guidebook RFP

Proposals due by February 15, 2019

SECTION 1. GENERAL INFORMATION

1.1. About Blackhawk Hills

Blackhawk Hills Regional Council (BHRC) – a 501(c)(3) not-for-profit – is Northwest Illinois’ regional planning organization, economic development district, and resource conservation and development district for Carroll, Jo Daviess, Lee, Ogle, Stephenson, and Whiteside counties.



1.2. Project Summary - About the NWIL Trail Wayfinding and Signage Guidebook

BHRC desires to link Northwest Illinois’ trail systems by installing unique regional wayfinding/signage, even in the absence of physical connections. Our further hope is that trail users – both locals and visitors – would eventually associate their particular trail with the regional system and in doing so increase the sense of personal ownership of and desire to use the area’s trails. We believe that a universal wayfinding/signage guidebook is the best initial means to achieving this end. As part of the guidebook development process, BHRC intends to gain support from trails stakeholders for universal wayfinding/signage across the six counties (while making it clear that participation is voluntary), put the mélange of trail branding on the path towards one regional brand and allow for local branding. Post-guidebook implementation will occur as BHRC and partners secure funding to further plan, purchase and deploy signage, and make other trail improvements.

1.3. Project Scope

Item	Notes
General Wayfinding Elements	
General Wayfinding Guidelines	
Recommended Wayfinding Elements and Sign Types	
Measurements for Each Recommended Wayfinding/Sign Type	
General Placement	
Implementation Recommendations	
Specific Placement on Selected Trails <ul style="list-style-type: none">• Galena River Trail (GaRT)• Joe Stengel Trail (JST)• Hennepin Feeder Canal Trail (HFCT)	When responding to this RFP, the cost of preparing specific placement of signage/wayfinding on selected trails should be proposed/quoted distinctly by each trail

1.4. Project Timeline

March 25, 2019 to October 31, 2019. RFP timeline follows in Section 1.5.

1.5. Request for Proposals (RFP) Timeline

Item	Date
RFP Issued	January 11, 2019
Last Date to Submit a Response	February 15, 2019
Review Committee Evaluation, Ranking, and Recommendation	Starting February 25, 2019
BHRC Board Selection/Contract Authorization	March 25, 2019
Contract Preparation, Amendment, and Approval	Starting March 26, 2019
Contract Work Begins	April 15, 2019

1.6. Pre-Proposal Meeting

There is no pre-proposal meeting.

1.7. Interviews


Interviews are not scheduled. However, if BHRC finds it necessary to conduct interviews, BHRC will schedule the interviews between the review/ranking and contract portions of the RFP Process and amend the timeline as it sees fit to do so. In general, BHRC reserves the right to modify the RFP timeline as necessary.

SECTION 2. PROJECT SCOPE

Before reading Section 2, please reference Section 1.3's summary.

We also recommend reviewing [BHRC's 2018 Northwest Illinois Trails Study Report](#).

2.1. The consultant will work with BHRC and trails stakeholders to address wayfinding/signage design:

- Determine methods for confidence, description, distance (possibly paired with time), and direction wayfinding/signage
- Approach wayfinding/signage with one regional brand and various local brands in mind *for example:* 
- Generally consider permissions and restrictions of various jurisdictions, including municipal/township/county/park district government, the Illinois Department of Natural Resources, US Fish and Wildlife, and the US Army Corps of Engineers
- Recommend wayfinding/signage hierarchies and design protocols, including color, font, typeface, etc.
- Establish guidelines on font/typeface and symbols to be included on wayfinding/signage
- Include the following recommendations
 - Dimensions
 - Material
 - Color
 - Font (size and weight) and typeface (design)
 - Symbols (permitted uses, public health/safety contacts, etc.)
 - Accessibility considerations (height, readability, language, etc.)
 - Region and location-specific branding
 - Sponsorship guidelines



- Technology-related considerations, such as QR codes, IoT, cloud-based technologies or services (including mapping), etc.
- Determine methods and guidelines for interpretive, gateway, and trailhead wayfinding/signage

2.2. The consultant will work with BHRC and trails stakeholders to address the approach and guidelines for wayfinding/signage placement:

- Describe/illustrate the approach for placing wayfinding/signage throughout Northwest Illinois; the approach should consider:
 - Trails interrupted by gaps that require the use of township roads, whose maintainers may oppose wayfinding/signage
 - Transitions from local to state to federal trail ownership
- Establish guidelines for wayfinding/signage for on and off-trail destinations
- Establish guidelines for determining what destination types should be included (add information about distances, symbols, etc.)
- Guidelines should, at the very least, address trail name signs and confidence+3D (description, distance, and direction) signs
- Suggest a vandalism deterrence and resiliency strategy
- Establish guidelines for trail-specific detour wayfinding/signage
- Provide step-by-step, sign-by-sign wayfinding/signage placement specifications for the
 - Galena River Trail (in RFP response, quote separately)
 - Joe Stengel Trail (in RFP response, quote separately)
 - Hennepin Feeder Canal Trail (in RFP response, quote separately)

2.3. The consultant will provide the following to assist with implementation

- General cost estimates for various recommended wayfinding/signage
- Specific cost estimates for the Galena River Trail, Joe Stengel Trail, and Hennepin Feeder Canal Trail (in RFP response, quote each trail separately)

2.4. Information may be organized as follows:

- General Wayfinding Elements
- General Wayfinding Guidelines
- Recommended Wayfinding Elements and Sign Types
- Measurements for Each Recommended Wayfinding Element and Sign Type
- General Placement
- Implementation Recommendations
- Specific Placement on Selected Trails
 - Galena River Trail (quote separately when responding)
 - Joe Stengel Trail (quote separately when responding)
 - Hennepin Feeder Canal Trail (quote separately when responding)

Galena River Trail	Joe Stengel Trail	Hennepin Feeder Canal Trail
Length approx. 10 miles	Length approx. 6 miles (northern segment trail only)	Length approx. 17 miles (Whiteside County only)
Trail layers: https://drive.google.com/open?id=1CVEqDWtMeiIEGZ1S0fu4b2i-jffSUn1T&usp=sharing		

2.5. Other considerations:

As funding permits (and possibly as early as spring 2019), we anticipate distributing additional RFPs to address the specific placement of wayfinding/signage on other selected trails in Carroll, Jo Daviess, Lee, Ogle, Stephenson, and Whiteside counties. Such trails may include:

- Dixon Meadows Trail
- Don Hammer Path
- Flagg-Rochelle Trail
- Great River Trail
- Jane Addams Trail
- Lowell Parkway Trail
- Oregon Community Bike Path and Park East Trail
- Pecatonica Prairie Trail
- Rock River Heritage Trail
- Sterling Multi-Activity Recreational Trail
- And others...

Until that time, we intend to focus on the Galena River, Joe Stengel, and Hennepin Feeder Canal trails.

SECTION 3. PROPOSAL TERMS AND CONDITIONS

3.1. RFP Document

Information provided here is intended solely to assist proposers in the preparation of their proposals. To the best of BHRC's knowledge, the information provided is accurate. However, BHRC does not warrant such accuracy and any errors or omissions subsequently determined will not be construed as a basis for invalidating this RFP.

3.2. Ownership of Records

BHRC will retain ownership of all interim and final documents, and related materials that are either produced or developed in conjunction with the consultant's contract. The consultant is prohibited from copying or distributing any of these documents or other reports developed in conjunction with the BHRC without written permission from BHRC.

3.3. Inquiries

Email all inquiries to info@blackhawkhills.com no later than February 8, 2019. BHRC will review all inquiries received prior to February 8, 2019, and respond to questions as soon as possible. If a proposer discovers any errors, omissions, or ambiguities within the RFP document, that proposer should identify and email them to BHRC prior to the RFP submission deadline.

3.4. Acceptance of Proposal Content and Public Information

As much as possible, BHRC will treat all proposals as proprietary and confidential from the time of receipt and throughout the review process; however, the proposer agrees that all submitted proposals become the property of BHRC and information included in or attached become available to the public after recommendation for endorsement of contract is made.

Any specific portions of the proposals which the submitting firm desires to remain confidential due to legitimate “proprietary information” or “trade secret” must be identified in an attachment to the proposal entitled “Request for Confidentiality.” In the event that BHRC judges the information to be non-confidential, the proposer will be notified and given the opportunity to change the designation or withdraw the proposal prior to evaluation.

3.5. Withholding Content

To the extent permitted by law, it is the intention of BHRC to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of BHRC.

3.6. Subcontractors

It is intended that a single contractor will have total responsibility for all services identified in the NWIL Trail Wayfinding and Signage Guidebook RFP. Therefore, any proposer desiring to use a subcontractor(s) must identify each on a document supplied as an attachment to the Proposal and titled attachment “Subcontractor(s). It should include:

- the company’s name,
- the company’s principal owner(s),
- a description of their involvement in the project, and
- qualifications for each aspect of the scope of services with which they are involved

The subcontractor(s) cannot be changed after submission of the proposal except with the written approval of BHRC. The consultant is responsible for all subcontractor actions, workmanship, performance, and payment.

3.7. Proposal Costs

BHRC is not liable for any costs or expenses incurred by any proposer related to this RFP. BHRC is not liable for payment of any amount to the selected proposer until the contract has been awarded and executed by BHRC, and the consultant has performed services pursuant to the contract that entitle the consultant to receive payment under the terms of the contract.

Proposed consultant costs for each phase (as described in Section 4.2) of this project must be submitted in a spreadsheet format with a file name as follows: “Project Costs – Do Not Open.” The spreadsheet should be password protected with the password “sealed.”

3.8. Proposal Submission

BHRC must receive all proposals no later than February 15, 2019. Late proposals will not be considered. Proposals may be emailed to:

Daniel Payette, Executive Director Attn: NWIL Trail Wayfinding and Signage Guidebook RFP Blackhawk Hills Regional Council 309 1st Ave Rock Falls, IL 61071 info@blackhawkhills.com

3.9. Rejection of Proposals

BHRC reserves the right to waive any informality, and/or to reject, at any time and for any reason, proposals received as a result of this RFP. BHRC’s intent is to enter into a contract following this process. However if, after reviewing the proposals received, BHRC determines that BHRC should not enter into any contract, or to enter into a partial or different contract from the contract contemplated by this RFP, BHRC will act in accordance with what BHRC determines at that time to be in its best interest. No proposer or any other party has any entitlement, interest, or right in this decision by the BHRC and by submitting a proposal, acknowledges BHRC’s right to exercise its discretion in this regard without any right of recourse by the proposer.

3.10. Insurance and Hold Harmless

The successful proposer will be required to provide proof of insurance prior to the signing the contract. In addition, “hold harmless” provisions will be contained in the contract with the successful proposer.

3.11. Contract Negotiations

BHRC reserves the right to negotiate the award and conditions of the proposal prior to entering into a written agreement.

3.12. Applicability of State and Federal Regulations

The selected consultant will comply with all applicable terms and conditions of the Illinois Department of Transportation (IDOT) and applicable federal regulation. This includes regulations and policies related to nondiscrimination, equal employment opportunity, lobbying, as well as any agreements between BHRC and IDOT.

3.13. Rights Reserved

BHRC reserves the following rights if using them will be more advantageous to BHRC:

- Withdraw this RFP at any time without prior notice
- Accept or reject any and all submissions, or any item or part thereof
- Postpone due dates
- Not award a contract to any proposer
- Award a contract without negotiations or discussions.

SECTION 4. PROPOSAL REQUIREMENTS AND EVALUATION

Brevity and clarity are preferred. Costs may only be included in response to Section 4.2 and should be submitted in accordance with Section 3.7.

4.1. Proposal Requirements and Evaluation

Requirement	Points	Subrequirements
Project Understanding and Work Plan	20 points max.	<ul style="list-style-type: none">• Demonstrate project understanding, including scope of work items• Explain how planned tasks will accomplish the project• Illustrate previous relevant work and coordination with stakeholders• Enumerate organizational tools available for use during the project

Project Schedule and Timeline	15 points max.	<ul style="list-style-type: none"> • Indicate time required to complete individual tasks • Note relationships between tasks, including any dependencies • Describe key events, as well as associated items to deliver • Set input points from BHRC and stakeholders
Organization Description	15 points max.	<ul style="list-style-type: none"> • Describe background and organizational stability (years in business, etc.) • Describe relevant projects completed • If applicable, similarly describe subconsultants • Provide up to three (3) references from individuals or organizations that can attest to your organization’s ability to accomplish this project; include name, address, and email addresses
Proposer Experience with Similar Projects	15 points max.	<ul style="list-style-type: none"> • List staff and hours assigned to each • Describe extent of principal or project manager involvement • Describe key staff roles and responsibilities • Explain experience or qualifications of principals (including technical and managerial), project managers, and key staff with similar projects • Are all portions of the project assigned to particular staff or a subcontractor?
Desired and Value-Added Capabilities	20 points max.	<ul style="list-style-type: none"> • Submit any information believed relevant to proposal • Submit any innovative approaches to working on the project • Submit any complimentary approaches not anticipated or known
TOTAL	85 points max.	

4.2. Cost Information

Requirement	Points	Subrequirements
Cost Information	15 points max.	<ul style="list-style-type: none"> • Are consultant or subcontractor resources readily available? • Estimated hours and cost to complete individual work elements • Estimated total cost, taking into an account a desired not-to-exceed cap of \$40,000 • List of tasks not performed by the consultant or subcontractor that must be performed by BHRC • Identifies what your organizations considers reimbursable expense and detailed costs of each

Selection

The BHRC selection team will review and rank proposals using the aforementioned criteria, with the BHRC Board of Directors ultimately selecting a proposal and authorizing work.

Timeline

Please see Section 1.5.