



Request for Proposal/Qualifications

**Wayfinding & Signage  
Program 2022:  
Questions & Responses**

*City of St. Joseph  
700 Broad Street  
St. Joseph, MI 49085*

## Consultant Questions & City Responses

1. **Question:** What type of signs would you like installed by Memorial Day 2023 (pedestrian kiosks, vehicular, gateways, etc.)? Will they need to be competitively bid? Will these be the only signs included in Task 4. Implementation Oversight?

**Response:** We defer to the consultant to identify which type of signs may be possible to design, fabricate and install before Memorial Day 2023. That said, the City of St. Joseph would prioritize gateways and vehicular wayfinding if those are possible to complete and install by Memorial Day 2023.

The City of St. Joseph's Purchasing Policy requires a minimum of three comparison quotes for purchases under \$25,000 and sealed bids for purchases of \$25,000 or more, unless the purchase is determined to be single source.

Phase 4 includes the oversight of the fabrication and installation of all signage, including any signage installed after Memorial Day 2023.

2. **Question:** Should we include a final inspection of the installed signage in Phase 4. Implementation Oversight?

**Response:** Please include a final inspection of the installed signage, or guidance to the City of St. Joseph staff that will allow them to perform the final inspection. Please be clear in your proposal about your approach or the options available.

3. **Question:** How many copies of the proposal would you like to receive?

**Response:** Please submit 4 copies of the proposal.

4. **Question:** With the inclusion/engagement of the bodies listed (DDA, City, Parks + Rec, and DPW) - is it anticipated we will have representatives from each group on a Steering Committee? or would this input be gathered separately from our gathered group?

**Response:** Yes. It is anticipated that we will have representatives from each group on a subcommittee for this effort.

5. **Question:** Is there an anticipated community engagement element to this work?

**Response:** We anticipate some level of public engagement to be developed in conjunction with the selected consultant.

6. **Question:** How flexible is the schedule for partial implementation of the system by Memorial Day '23? Based on our expertise, this timeline is a bit tight, and may further be influenced by the availability of materials and fabrication.

**Response:** This is flexible. While it is our hope / preference to have some visible progress by Memorial Day 2023, we recognize that this is a tight timeframe and may not be possible, or may be harmful to the overall timeline.

7. **Question:** Does the City have an anticipated budget for this effort?

**Response:** The Downtown Development Authority has a budget in place that can be used for this effort, although no line item has been specifically designated for this work.

8. **Question:** Is the project funded by any grants or other funding sources that require the specific Memorial Day implementation? Do you have a desired deadline for completion of the overall project, beyond the May 2023.

**Response:** We do not have grants or other funding sources that require the Memorial Day Implementation. This date is only shared based on our desire to make progress before the upcoming summer season. While it is our hope / preference to have some visible progress by Memorial Day 2023, we recognize that this is a tight timeframe and may not be possible, or may be harmful to the overall timeline.

Beyond this date, we do not have a set deadline for completion and defer to the consultant to propose a timeline that makes sense, balancing factors including expediency, efficiency and cost.

9. **Question:** Is there a not-to-exceed cost threshold you have in mind for the design and planning? I only ask this because it will give us an understanding on the level of effort anticipated. If it's low, we may have to streamline our process, on the high side, we know that there may be opportunity for deeper design investigation.

**Response:** There is not a not-to-exceed cost threshold in place. If there are different approaches you may take based on budget, you are welcome to submit a proposal with different options for discussion.