

Purchase College Project #SU-022315
Campus Wayfinding Signage Project

Bidder's Questions & Answers

Q1. Do I need to attend the pre-meeting in order to bid?

A1. No the pre-bid meeting is non-mandatory (but always encouraged). Not attending does not disqualify your firm from submitting a bid.

Q2. Is Two Twelve going to supply Illustrator art for the T1 sample?

A2. Typically, we expect bidders to procure the typeface(s) identified for the way finding program per the information indicated in the Typography Schedule. Illustrative graphic elements, such as symbols and logos are provided by the 212. Attached please find the "Bubble P" and "Skateboard" symbol artwork files for use to produce the sign type T1 bid sample.

Q3. After review of the bid documents for this project, our Estimator is requesting assistance in determining accurate quantities:

- The bid form is blank when it comes to quantities and is broken out between Phases 1 through 3, but then there is a "Not Phased" section.
- The 10400 Section (starting on page 10400-3) shows Sign Types and Quantities, but doesn't identify which Phase these signs are part of, or if they are part of the "Not Phased" section.
- The Quantities on the Location Plans in the Drawings (Sheets LP1 – LP3) do not match up to the Quantities in the 10400 Section and also don't identify the Phase, and of course, there are sign types shown in the Location Plans that are called out as NIC in the Drawings.
- There is no real Message Schedule to compare – except for the messages shown in the Location Plans.
- Section 1.7 – Bid Submissions, Section B makes me think the Quantities and Sign Types shown on 10400-3 & 4 are for Phase 1, but there is no other information about Phase 2, 3 quantities.

A3. The updated bid form is attached which answers these questions.

Q4. My estimator has reviewed the front end documents and has brought this to my attention:

- Liability Insurance –Prior to the commencement of work, the Successful Offerer will provide, at its sole cost and expense
- Certificates of Insurance which shall remain in force throughout the term of the agreement, or any extension thereof, from an insurance company authorized to do business in the State of New York with a combined liability insurance policy with limits no less than **Three Million Dollars (\$3,000,000)** per individual for bodily injury and no less than **Five Million Dollars (\$5,000,000)** for property damage.

We do not meet those coverages. Please advise if this will be accepted?

A4. No. The coverage limits outlined on the bid documents are the minimum coverage amounts that the College requires.

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Q5. Does the MBE and WBE need to be in New York State? I thought my Buffalo office had the WBE certification but it is in the process and they don't know when it will be confirmed yet. My Minneapolis factory does have it but I was concerned because the form does indicate New York State.

A5. The vendor does not need to be located in NYS, but they must have a NYS MWBE Certification.

In this case a MN certification is not acceptable.

The best way to find a NYS certified MWBE is on the following link:

<https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp?TN=ny&XID=382>

Q6. How can we determine how many of the signs will be installed in grass / dirt or planting areas and how many in asphalt or concrete? This is important because the installation will take longer in asphalt or concrete.

A6. For the purposes of the bid, please assume the following:

- **Sign Types A1, B1, C1, C2, C3, C4, D1, E1, E2, G1, N3, S1 will typically be installed on grass / dirt / planting areas.**
- **Sign types N2 and N4 will typically be installed on asphalt/hard surfaces.**
- **Sign Types F1, J1, M1, M2, N1, P1, Q1, R1, T1 will typically be installed off the ground (wall-mounted, pole-mounted, column –mounted).**

Q7. Are we to follow the sign type quantities outlined in Section 10400 1.3C in the Scope of Work or the quantities on drawings LP.1, 2 & 3? There are discrepancies in quantities.

A7. Please follow the quantities as identified on the Sign Location Plans.

Q8. In Section 10400 – 1.5E indicates that the contractor will need to post a bond. This was not mentioned in the Pre-Bid meeting. Is it a requirement and what type of bond does it refer to?

A8. No bond is required.

Q9. Section 10400 Bid Submissions 1.7C, states that (1) full sample prototype of Sign Type T1 must be submitted with the bid. Is that correct?

A9. That is correct. Prototype Sign #T1 must be submitted with your bid proposal.

Q10. Please clarify if the (3) full prototypes listed, Q1, N4 & R1 will be part of the final installation if approved?

A10. The intent is to use and install these prototypes if they are approved. If they are not approved, they will not be used.

Q11. Please clarify if permits will be required for any of the signs?

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- A11. At this time, we do not see any permits begin required for the signs scheduled to be fabricated and installed.**
- Q12. Please clarify if all the signs will be able to be installed during normal business hours, Monday – Friday?
- A12. Sign will be installed during normal business hours.**
- Q13. The quantities for Sign Type C2 listed on the updated Bid Proposal are (x1) whereas the RFP lists the quantity of (x19)?
- A13. The correct quantity for sign type #C2 should be 1 (one).**
- Q14. The quantities for Sign Type C3 listed on the updated Bid proposal are (x19) whereas the RFP lists the quantity of (x2)?
- A14. The correct quantity for sign type #C3 should be 20 (twenty).**
- Q15. I would like to clarify the request for “Attic Stock” in the RFP. I know we discussed at the Pre-Bid meeting and the Gentlemen from 2/12 design team said it was only listed as a “topic for discussion” with no quantities listed. Could you please confirm?
- A15. The College may ask for attic stock, however; this will not be required as part of the proposal. We are asking for unit price costs, which will give us anticipated costs for ordering additional signs in the future, or once we have an awarded vendor, the cost if we decide to increase the numbers of a particular sign.**
- Q16. Other than the signs that have stencil-cut push-thru copy, there is no indication of the type of copy for the rest of the signs. They only reference the color of the copy. The two main possibilities would be to have first surface vinyl or painted copy.
- A16. All copy and graphics are to be frisket-painted onto the message schedules, as noted in the construction intent documents.**
- Q17. Are any of the signs illuminated? There appears to be reference to illuminated signs.
- A17. None of the signs are illuminated or have internal illumination systems.**
- Q18. The new bid form does not have the phases listed. Just confirming that you want it all together since at the pre bid meeting it was discussed it might be done in phases.
- A18. The MS Excel bid sheet has separate tabs at the bottom for the overall project and each phase.**
- Q19. I will be hand delivering the bid next Friday with my sample. Which building is purchasing located in? The RFP does not specify what building.
- A19. All bids are due on Friday March 20th 2015, no later than 1:00PM (no exceptions). Bids are to be sent to the Purchasing and Accounts Payable Office, which is building #11 'Admissions' on our campus map. The Purchasing and Accounts Payable Office is located to the right of the main building entrance. This information and additional information is included in Part 1- General Standard Information and Instructions of**

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the RFP. The link to the campus map is listed in; Part 1, Section D – Pre-Bid/Proposal Meeting.

Q20. Would be possible to get a one-week extension on the bid date?

A20. At this time, your firm is the only firm that has requested an extension. We will not be issuing an extension of the bid date.

Q21. Do you want us to provide prices for the Sign types that are indicated on the BID FORM as "NOT IN SCOPE"?

A21. Yes, please provide price based on the construction drawing and notations in the bid document.

Q22. Please re-confirm that all signs are NON-illuminated.

A22. None of the signs are illuminated or have internal illumination systems.

Q23. Please advise the purpose of the TAB cut-out of shim (sign type M1 – page CID.26). We do not understand the function.

A23. The Tab will be located behind the cut-out Bubble P symbol that is cut out of the Message Panel.

Q24. At Does the "bubble" cut out shown on detailing of Sign type C1 (on page CID.11) also apply to all sign types: C2, C3, C4 E1 E2, G1, K1, M2 and S1?

A24. Yes. Where there is a cut-out Bubble P symbol indicated on a sign type design, the symbol is 'backed-up' by a painted panel behind it.

Q25. Re: Breakaway base detail and hinged panel details attached.

- a. Initial feedback from our engineer has indicated that any signs over 54 square feet would need to have in addition to breakaway base, a hinged construction. Please advise if you would like the signs that are larger than 54 square feet to be built this way.

A25. The hinged construction is accepted as long as it does not impact the overall aesthetic (size, depth) of the sign.

Q26. Who is providing the backfill around the freestanding signs?

A26. I'm assuming you're referring to signs going into the ground where you excavated to install footings. You should backfill with the soil you removed, and if additional soil is needed, this soil will be provided by you (or your sub). Your costs should also include reseeding and restoration to surrounding areas damaged due to installation (i.e., ruts in grass due to excavation equipment, etc.).

Q27. Is there a location on campus to dump all soil that is excavated for the free standing signs or are we responsible to remove all soil from the site?

A27. Yes, there is an area on-site where the excavated soil can be dumped.

Q28. Is the soil that we will be excavating in virgin soil?

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A28. Yes.

Q29. What will be the procedure if we encounter a large amount of rock when excavation?

A29. When excavating, if a large amount of rock is encountered, or other obstruction, You will notify the College representative identified for this project, and the College will determine if either an alternate location will be picked or, ask you to provide a cost proposal to remove the unforeseen rock.

Q30. Please advise which signs (if any) will require installation PERMITS.

A30. At this time, we do not see any permits begin required for the signs scheduled to be fabricated and installed.

Q31. Please advise if Attic stock (item 1.14 on page 10400-13) will be required, if so what specifically should we include?

A31. The College may ask for attic stock, however; this will not be required as part of the proposal. We are asking for unit price costs, which will give us anticipated costs for ordering additional signs in the future, or once we have an awarded vendor, the cost if we decide to increase the numbers of a particular sign

Q32. Our company has both WBE and MBE status. Does that qualify us in meeting the 15% WBE and 15% MBE required goals?

A32. No. You are not allowed to claim both under a single company. In this case you must choose either WBE or MBE. You would then need to demonstrate how you will achieve the other 15%.

Q33. We do everything in-house, and we're not MWBE certified, but we're still interested in bidding. We're not sure how to achieve the MWBE goals. Can you offer any suggestions?

A33. There are many MWBE certified vendors out there. You might consider; where you get you materials from? How you plan on transporting the signs to the campus? Who's doing the excavating and any footing work? Do you need to purchase text fonts or other graphic programs for this project? Service contracts with other vendors you use for your business? Who actually installs the signs?

The best way to find a NYS certified MWBE is on the following link:

<https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp?TN=ny&XID=382>

Q34. Are we required to stake out the sign locations and review with the College?

A34. Yes.

Q35. If we deliver all of the signs to the College at once, is there some place to store these while we go through the installation process (i.e. trailers)?

A35. The college will consider this, once it's established how many trailers and for how long. In most cases, trailers (provide by you) will be allowed to remain on campus in

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a designated area, as long as we are given advanced notice. The vendor will be responsible for the materials until they are installed and signed-off by the College.

Note that all vehicles are required to have Purchase College hang-tags. If you have vehicles that will be on the campus for more than a day, you will be required to purchase hang-tags from our Parking Department. The cost is \$35.00 per tag. Tags can be shared between vehicles as long as both aren't on the campus at the same time. Parking on the campus without hang-tags put the vehicles owner at risk of being ticketed. Hang-tag durations will be established based on how the project is phased.

Q36. Are these renderings pre-engineered? Because the very small return size does not allow a lot of room for break away systems at the base.

A36. No, 212's bid document drawings are not based on any engineering calculations as they are not licensed structural engineers.

The awarded bidder will be required to identify the minimum depth for all signs in order to accommodate the breakaway system. Engineering will be the responsibility of the awarded bidder. The bidder will be required to submit engineered drawings with the seal of the licensed structural engineer.