



Purchasing Department
933 Bradbury Dr. SE, Suite 3165
Albuquerque, New Mexico 87106

ADDENDUM NO. 1

**THE UNIVERSITY OF NEW MEXICO HOSPITAL
PURCHASING DEPARTMENT
933 Bradbury Dr. SE, Ste. 3165
ALBUQUERQUE, NM 87106**

Date: October 10, 2016

Request for Proposal: RFP 358-16 Wayfinding Consulting Services

Name of Buyer: Cornelia “Connie” Nestor

This Addendum becomes a part of the Original document and Modifies, as noted below, the original Request for Proposal:

The attached list of Questions and Answers is issued in response to questions asked at the Mandatory Pre-Proposal Call-In Meeting held on Tuesday, October 4, 2016; at the Non-Mandatory Site Walk on Thursday, October 6, 2016; or received by e-mail between October 4, 2016 and October 7, 2016.

Proposal Due Date: October 13, 2016: 4:00 pm MDT *(Unchanged)*

ALL OTHER TERMS AND CONDITIONS WILL REMAIN THE SAME.

This addendum becomes a part of the request Documents and modifies, as noted above, the original Request for Pricing documents identified. All other provisions of the pricing document shall remain unchanged. This addendum is hereby made a part of the Request for Pricing Documents to the same extent as those provisions contained in the original documents and all itemized listing thereof.

Acknowledge receipt of this Addendum in the space provided on the Request for Pricing Form. Failure to do so may cause your proposal to be considered non-responsive and your response rejected.

(End of Addendum)

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UNMH Clarifications and Response to Questions	
Clarifications	
1. Written questions are due to Greg Smith and Connie Nestor not later than 2:00 pm on Monday, October 10, 2016. Only questions received by that time will receive a response.	
2. The contract will be for Professional Services only. Any requirements for signage will be solicited separately, if required by UNMH. The company awarded the Professional Services contract will not be excluded from proposing on a subsequent procurement for constructing and/or installation of signs.	
3. UNMH requires a Project Completion Date of June 30, 2017 for work that will be awarded under this RFP.	
4. Exhibit F, Cost Response form was not posted on the UNMH Purchasing Department website with the other RFP documents but will be provided to all Offerors that participated in the Mandatory Pre-Proposal Meeting on October 4, 2016.	
5. The RFP specifies 1 Original and 5 Copies, and 1 Electronic (CD or Flash Drive) of the Offerors proposal be submitted; this is changed to submission of the Offeror's proposal by e-mail to the three individuals identified under CONTACT INFORMATION on page one (1) of the RFP.	
Questions	UNMH Response
6. When does UNMH anticipate award of a contract?	UNMH anticipates notice of award within seven to ten days from when the proposals are due to UNMH.
7. Is there a requirement for the Contractor to assist UNMH with obtaining City Of Albuquerque permits for exterior signage?	It is not a requirement of the scope of work for this contract that the Offeror have any involvement with permits.

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<p>8. Will meeting be required?</p>	<p>Meeting will be required; however, it is left to the offeror to propose a schedule with anticipated meeting included based on their experience with this type of work.</p>
<p>9. Is New Mexico Gross Receipts tax applicable to this contract?</p>	<p>NMGRT is applicable to services. A non-taxable transaction certificate for materials will be provided upon request. The current rate(s) may be found at the City Of Albuquerque Treasury site: https://www.cabq.gov/dfa/treasury/taxes-and-fees/gross-receipts-tax-rate-schedule.</p>
<p>10. Should NMGRT be included in the proposal?</p>	<p>If NMGRT is included in the proposal, it should be included as a separate line item and clearly identified as NMGRT; per RFP Section IV, Para. 18, Taxes, “Applicable taxes are excluded from the proposal evaluation.”</p>
<p>11. The Worksheet tab on Exhibit F, Cost Response Form, is set up for food products with several columns that do not pertain to Signage and Wayfinding Design services.</p>	<p>Please disregard the Worksheet and present your proposal in a manner that supports your company’s approach to providing the scope of services in the RFP. Also include a list of labor categories and rates that can be used to price any Wayfinding services for additional UNMH projects that may be identified in the next four (4) years .</p>
<p>12. VISTA Systems is the current signage standard. Is this design effort to MAINTAIN the use of the Vista System , with new graphic inserts, or is it to create a new system with other products or modular Standards?</p>	<p>The design effort will be to maintain the current system.</p>

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<p>13. Does UMNH have an in-house signage production staff for both execution and installation of new or existing signage? Or do you use a contracted (local) vendor for the maintenance of the program?</p>	<p>This does not pertain to this project.</p>
<p>14. Who has supplied Vista (and the required ADA headers) associated with this existing program?</p>	<p>This information does not pertain to this RFP. Design of inserts, ADA Headers, tactile and braille will be specified by the awarded Offeror in the sign standard.</p>
<p>15. Can you share with us (a) floor plans of the existing buildings which are to be included in the first three (3) efforts as well as gross square footage of each of the buildings in question.</p>	<p>The usable square footage of each Barbara and Bill Richardson Pavilion, Ambulatory Care Center, and UNMH Main Hospital is 422,591, 189,335, and 413,690, respectively. Floor plans will be shared with the awarded Offeror. Exhibit D gives a detailed overview of departments and square footage.</p>
<p>16. Is there an allowance or budget associated with this effort.</p>	<p>This information does not pertain to this RFP.</p>
<p>17. What is the schedule for Design Services (when will the Consultant be notified; when will design be completed; when will fabrication/installation be completed)?</p>	<p>This project is to be completed no later than 6/30/2017.</p>
<p>18. May there be two separate contracts be considered (interior vs. exterior)?</p>	<p>The current RFP is just for design services (Professional Service ONLY). The fabrication and installation of the signage is not covered in this RFP.</p>
<p>19. Is this to be a DESIGN/BUILD effort, a DESIGN/BID effort, or a DESIGN/NEGOTIATED effort for either/both the interior or exterior signage program?</p>	<p>This is purely a design effort for both the interior and exterior signage. Which is covered in the three separate scopes of work for this project.</p>
<p>20. If the exterior graphic standards, as they currently are designed, fall short in area for proper legibility of legends, no large enough to accommodate the required wayfinding input, and/or cannot be given proper (city) Permits, does any alterations to the master standards be considered as an Additional Service, or is it to be part of the base bid price to have allowances to cover the aforementioned possible issues?</p>	<p>As stated in the RFP this is for professional services only the design and consultation for the scope of work in this project includes design for new exterior signage as well as alterations of existing signage. The designs for exterior signage, whether new or alterations will be provided to UNMH as a deliverable.</p>
<p>21. Has there been any full size prototype samples created for the Exterior program?</p>	<p>The System is in use at UNM Campus. The hospital has not fully integrated this standard.</p>
<p>22. Has the Master Signage (exterior) program be vetted thru the City of Albuquerque for preliminary acceptance for sign permits?</p>	<p>No, this is done on a sign-by-sign basis.</p>
<p>23. Will you make available a list of all bidders associated with this RFP?</p>	<p>Yes, once the award is given, all contractors will have access to pricing and names.</p>
<p>24. As there are three elements to your</p>	<p>The price will cover all each of the three scopes of work. With a price</p>

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<p>project scope: (1) Exterior Signage , (2) Interior design concepts to revise the interior signage program using the existing Vista frame assemblies (but with new graphic inserts of a given design) and (3) implementation documentation for three (3) buildings targeted for upgraded signage (totaling 1,426,000 gross sqft.), should we break out the individual costs/building for these (3) efforts, or keep them totally combined as a single execution fee to write legend schedule for the overall (3-building) needed signage.</p>	<p>breakdown of each.</p>
<p>25. Two elements then arise: (1) should there be a complete inventory database of EXISTING signage of each building? (2) Should a signage legend schedule be considered as (new) construction with limited User involvement (creative, professional input from prior (national) experience), or shall this effort have hands-on participation by User Groups and the Administration in determining the actual content of every sign required to be re-purposed?</p>	<p>A sign audit will not be needed. This signage legend schedule will have hands-on participation with the reviewing process.</p>
<p>26. Will the firm/firm's responsible for the 2010 Wayfinding & Signage Standards and Guidelines also be "allowed" to submit a proposal for this project?</p>	<p>This RFP is for design only. Installation of design provided by Awarded Offoror will be determined by UNMH.</p>
<p>27. Will the current exterior sign standard be used for the Main Hospital Campus, no new design needs to be created?</p>	<p>UNMH would like to follow this standard in areas unless it falls short of providing proper wayfinding for a specific area. This will be negotiated once the RFP has been awarded. Location and wording is needed. As well as specific dimensions of the sign that should be installed at the location.</p>
<p>28. We are unable to locate Exhibit F: Cost Response Form, could you please provide that form?</p>	<p>This form will be provided by Purchasing.</p>
<p>29. Our firm is a design only firm & we would collaborate with a fabricator for fabrication & installation, is this acceptable?</p>	<p>This RFP is professional services only designs provided by the Awarded Firm will be fabricated per UNMH's discretion.</p>
<p>30. What is your anticipated project schedule? When would you like the</p>	<p>Project will be completed no later than 6/30/2017. Install will be done after this project at UNMH discretion</p>

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system completed & installed?	
31. Would like to receive clarification on section 1 scope of work.... Is the request for just the Exterior using the existing sign standards?	This request is to use existing sign standards where necessary. If the signage standard is not suitable for the area consultant will provide what size sign is needed for the area and what it should state.
32. Will the interior be using NEW design standards?	Yes, the interior will be using new design standards using the Vista System.
33. Is this wayfinding only or for all signs?	This is for all signs.
34. Consultant will need to deliver both hard copy and electronic copy." Will Illustrator be acceptable instead of AutoCAD ?	Yes, as long as the deliverable has details and location of the sign on an architecture drawing.
35. UNMH is seeking 3 design options that will work with the Vista frame system. Would UNMH consider increasing the size of a room sign (for example 3x6) where applicable in order to meet current ADA Standards for Accessible Design and current adopted ICC/ANSI standards	Yes, the consultant will determine the size of the sign needed for the area as well as design and standard that meet ADA, ICC/ANSI, NFPA.
36. How many beds are in the hospital?	UNMH currently has 629 beds.
37. When Are Questions due by?	October 10th at 2:00 pm will be the due date for questions.
38. What is the page limit for the proposal?	No, there is not a page limit for the proposal.
39. How must questions be asked?	All questions must be asked through a formal RFI and submitted to Connie Nestor, Greg Smith, and Lehman Barr.
40. What is the New Mexico Sales Tax Rate?	The current tax rate is 7.1875%
41. How many ER Rooms and Trauma Bays are there?	There are 72 ER rooms and 7 trauma bays.