

# RARITAN VALLEY COMMUNITY COLLEGE

## MEMORANDUM

TO: ALL PROSPECTIVE FIRMS

FROM: John Trojan, Vice President for Finance and Facilities

SUBJECT: **Professional Services – Interior Wayfinding Signage**

Raritan Valley Community College (RVCC) invites all interested parties to submit written proposals to provide these services. This invitation is made in conformity with the State of New Jersey's Pay-to-Play statute (N.J.S.A. 19:44A-20.4 et. Seq.) with respect to professional services conducted in a fair and open process. **The expected response date is by 3:00 p.m. on Thursday, November 7, 2024, in the office of the Vice President for Finance and Facilities, Room 209, on the Second Floor of the Event Center.**

### **PROJECT SCOPE**

The College recently completed the relocation of several direct student support departments to new areas to better serve prospective and existing students. This significant change has created the opportunity to create a more comprehensive and intuitive interior wayfinding system for the entire College.

College management and impacted department heads have been considering a number of options over the past few years. It is now appropriate to have a qualified third-party architectural/ planning firm evaluate our needs and make recommendations that would certainly include physical signs and be integrated into an "off-the-shelf" mobile application. The proposal should also address ADA compliance and Spanish translations where appropriate.

The College has twelve primary buildings that house instructional or administrative spaces. Exhibit A below identifies them and describes the number of floors, prominent entrances, and significant support activities to give firms a sense of the physical context. Each existing room has already been assigned a number to facilitate student movement to classes, employee location identification, emergency response, and maintenance activities. In many cases, a group of related rooms/activities are identified with a suite number. The scope would include recommendations on potentially changing the numbering system as well as the proper positioning of the room number (e.g., at the top of the doorframe or to the side), the "correct" ADA representation, and the graphic look.)

The essential task of this primary first phase is to decide what needs to be presented on each sign and where it should be positioned. Following these determinations is the size of the signage, materials, and graphic design. The scope also includes the identification of existing software products that would integrate the physical wayfinding system signage with a mobile application. There also may be an opportunity to employ QR codes for enhanced information. Exterior building

and roadway signage is not included because a separate project was completed several years ago following our overall re-branding strategy.

The second phase encompasses the crafting and installation of the recommended signage. Firms can submit proposals on the second phase after the first is completed.

An RVCC committee composed of senior College managers will review all materials. The first stage of the selection process will be evaluating the submitted professional qualifications, which indicate experience designing similar projects. Then, three to six firms will be selected from this review to make in-person presentations. One firm will then be recommended to the Board of Trustees for approval.

The essential criteria upon which RVCC will base its initial firm selection (from all submissions down to three to six) are the following:

- Extent of experience in performing similar projects.
- Draft project development plan.
- Proposed fee for services.

From the final list of firms that will be interviewed, additional selection criteria will include:

- Explanation of the firm's approach to ensure that potential design options meet scope objectives.
- Proposed fee for services.

In order to help you evaluate your firm's interest, we have provided some general background information on RVCC and a description of the project objectives. The selected firms would also be expected to produce/sign the following documentation before the contract award:

- Board of Trustees Letter
- Non-Collusion Affidavit
- Exhibit A – Mandatory Equal Employment Opportunity Language
- Statement of Ownership Disclosure
- Disclosure of Investment Activities in Iran
- Federally Funded Procurements Acknowledgement
- State of New Jersey Business Registration Certificate
- Certificate of Insurance naming the College as an Additional Insured
- Compliance with P.L. 1975 c.127 (N.J.A.C. 17:27)

We have not developed a standard form for your response. However, your proposal should directly address the selection criteria. You may also include some brief promotional material and profiles of the professionals who may be assigned to our account. Please provide three (3) hard copies and a digital version as well.

Interested firms can schedule site visits at any time up through October 24, 2024 by calling my office at 908-526-1200 ext. 8203. Either myself or Brian O'Rourke, Executive Director of

Facilities, will conduct the tour.

**The last day for questions will be Friday, October 25, 2024 at 12:00 p.m. (Noon). All questions must be directed in writing to myself, via E-Mail: [John.Trojan@raritanval.edu](mailto:John.Trojan@raritanval.edu).**

It is the sole responsibility of the firm to ensure that its response is delivered on time. RVCC is not liable for any proposals lost in transit.

RVCC shall not be responsible for, or be bound by, any verbal answers to questions during this process. All questions and responses must be in writing. RVCC reserves the right in its sole discretion to waive any insubstantial irregularities in these procedures and further reserves the right in its sole discretion to permit insubstantial defects to be cured.

Firm acknowledges that this proposal and the award of a contract are governed by the County College Contracts Law N.J.S.A. 18A:64A-25.1 et seq., and that any legal challenges to the proposal process, the award or non-award of a contract, or the rejection of any proposals, must be pursued before the College Board of Trustees in accordance with P.L. 1994 h. 48, Sec. 6(f). The challenge or objection must be presented by filing a petition with the Secretary of the Board of Trustees within ten (10) calendar days of the decision to award or not award a contract. Proceedings on the petition shall be governed by the Raritan Valley Community College Rules for Hearings before the College Board of Trustees, which rules may be obtained from the Vice President for Finance and Facilities.