1. Do the objectives of this proposal focus only on the public spaces and not include area deemed “Back of House”?

The objective is to focus on patients getting to their clinics. Wayfinding is centered on public corridors and space outside the clinic that patients travel.

2. Will you provide total square footage for the buildings listed on page 4 and additionally provide the public space square footage for each building?

The focus of the project is on our main clinical buildings: Seay, Aston, POB1&2, and the Outpatient Building.

The buildings have the following approximate total gross square feet:
North Campus: Seay (NC): ~294,000
   MROC (NF): ~31,000
   Bass: ~537,000 (Note: only a couple of clinics are located in this building. We need advice on where to change signage to help patients. We will not change most of the signage in this building.)
   Clements Imaging (NE): 132,000
South Campus: Aston (U): ~206,000
West Campus: POB 1 (HP): ~118,000
   Outpatient Building: 175,000
   POB 2 (HQ): 162,000
   School of Health Professions (V): 83,000
   ROC (West Campus): 14,000

We will provide floor plans to the selected vendor.

3. Are we to include public type signage inside clinics, such as restrooms, in the scope of work?

We are focused on wayfinding to the clinics. The only interior clinic signs we will look at are identifying a potential space for a monitor in the clinic waiting rooms. There are 5-7 donor named clinics. In these clinics, we also want to identify a space to put a donor sign.

4. Has the interior design committee created donor recognition standards for the use throughout the system? Does that system address the types of recognition including walls, plaques, and other solutions for the types and levels of giving? How many levels of giving are to be addressed, and are there annual, cumulative, capital and employee campaigns, others, etc.?

There are 5-7 donor named clinics. This is a very small part of the project. The consultant would help identify a location in the waiting room for the signage. UTSW will provide the signage standards.
5. Is it anticipated that we would include demolition plans for the existing signage including instructions for wall repair, patch and paint?

   Yes.

6. What are the capabilities, material resources, and tools that are currently used by the Internal Sign Shop?

   The consultant will work with the sign shop during the engagement to discuss capabilities, material resources, and tools.

7. Will you confirm that all existing numbering systems are going to continue to be used for the new signage design and that the designer is providing a master list of room numbers for use by UT Southwestern?

   The proposal includes utilizing the current system. However, the goal is to present the suites in a more patient friendly manner.

8. Does this proposal include Bid and Contract Administration services or are those considered additional services outside of this scope?

   Those are considered additional services outside of this scope.

9. It is our understanding that a standard signage manual is not included in this scope, will you confirm?

   UTSW has a standard sign color and font for signage. This will need to be utilized. The project will help to complete the full signage rules, e.g. size of signs, size of font on signs, location of signs.

10. Do you have plans and message schedules for the signs currently installed?

    We want a plan to replace all signs in the clinical building public spaces where patients travel.

11. Please provide a “few” photographs of the existing sign system. Context photos would be helpful.

    There are varying types of signs throughout our campus. The goal of this exercise is to create a single unified wayfinding in a similar material, style, and location so patients have a similar wayfinding experience in each building.

12. Please provide a “few” photographs of the existing donor sign system. Context photos would be helpful.

    There will be 5-7 total donor signs on this project. It is a very minor part of the much larger wayfinding project. We will provide direction on the standard and clinics which will need the signage.
13. Please provide a copy of the Interior Design Committee standards.

UTSW has basic interior standards for signage. This includes the font and color of each sign. We will provide this information to the vendor selected.

14. Will UTSW provide the room numbering information for all signage?

Each room currently has a number. We want help in recommendations to simplify the wayfinding and sign numbering while ensuring we meet all codes and requirements. We want the consultant to aid in this process.

15. Can you describe the fabrication capabilities of your in-house sign shop?

The sign shop will work closely with the selected vendor to identify it fabrication capabilities.

16. Will bidding assistance and Contract Administration services be included in the scope?

The goal of this engagement is to create a bid package for the new signage. UTSW will get bid for the work.

17. Will all in-scope buildings be bid independent of each other or will all buildings be bid at the same time?

UTSW will have to determine what we want to bid out at the end of this engagement. We need the ability to be able to bid single buildings or parts of buildings.

18. Will all in-scope buildings be retrofitted at the same time or will the installation be phased? If phased, how many phases and what is the duration of a phase?

UTSW will have to determine what we want to bid out at the end of this engagement. We need the ability to be able to bid single buildings or parts of buildings.

19. Will UTSW Provide electronic editable files of current sign types?

- Yes, we have standards for the donor signage. This is only 5-7 total signs.

- Do current standards cover designs for Donor Recognition Signs?

- Will "Regulations" sign include designs for Compliance Signs such as HIPPA, and New State Concealed Handgun Laws?

- Will UTSW validate existing messages of "non-wayfinding sign top be replaced along Public Corridors?"

We have electronic files of current signage. However, due to the changes over time, there are many different types. The goal of this project is to standardize to a single signage standard.
Signage should take into account signage needs for patients: ADA, fire code, and any other requirements.

We want to identify and design signage for all public corridor signage, not just wayfinding. We will have people from our sign shop and ambulatory operations to answer questions and work with the consultant.

20. Is it possible to receive a digital file for the current approved Signage Standards that we would be asked to duplicate in this RFP to better understand what Sign Type Designs are already developed?

We will have the signage standards available for the selected vendor to review prior to the start of the engagement.

21. Can UTSW provide PDF formatted Project Documents including the Interior Design Standards and CAD floor?

We will provide the vendor with floor plans for each building. We will have the signage standards available for the selected vendor to review prior to the start of the engagement.

22. Are there a minimum or maximum number of design presentations and project meetings?

No, specific number of meetings has been set. This will need to be determined with the selected vendor and UTSW.

23. It is an Estimated Amount Not to Exceed dollar amount (or an Allowance) for signage prototypes acceptable? It is difficult at this time to anticipate type and number of prototypes needed.

Yes.

24. Will UTSW provide translation services for those signs needing another language?

Yes, we can help with this if the need arises.

25. Pages 22/23 of 34: Please clarify the statement below:

*End Result: all information to bid out a sign package (number location with placement measurements, size font, materials/technology, suites, renderings, etc.)*

Does this mean the Bidding and Contract Administration Services are NOT to be included in our fees?

Correct, do not include bidding and contract administration in your fees. UTSW will bid out the signage outside of this engagement.