



Request for Proposals (RFP)  
Wayfinding Design & Implementation  
Reference #: NGC105878  
Buy and Sell Reference #: PW-15-00698344  
October 20, 2015

## ADDENDA # 2

**Addenda:** NGC strongly suggests that you *immediately* enter this information in Section G – *Forms*, specifically in article G.4 – Addenda, in the document you plan to use for your response to this RFP. Please use the date shown above as the date of the Addenda. Failure to identify addenda issued by the NGC **will (M)** result in the immediate disqualification of your proposal.

1. Can you please reiterate the project schedule? Has it changed because the tender process has been extended?
  - No, the schedule has not changed.
2. Can you please explain the potential inconsistency between the Joint Venture requirement as listed in the NGC ITT (English version, pp. 6, 7) and the allowing of subcontractors (without needing a Joint Venture agreement) in the NGC General Conditions (GC4)? If we will be subcontracting portions of the work, must we submit a signed Joint Venture agreement or can they simply be listed as subcontractors?
  - Subcontractors will not need to sign a Joint Venture agreement.
3. How much onsite supervision of sign installation will be required by the wayfinding consultant?
  - The successful proponent will be responsible for the project management of sign installation, which includes coordination and site supervision. An NGC representative will act as internal liaison to the wayfinding consultant, coordinating on-site security and the use of any equipment owned by the NGC.
4. Can you please explain what will be required by an “external (code) compliance review”? How much participation will be required by the wayfinding consultant?
  - It is not expected that the consultant will need to participate in a compliance review. The NGC will provide any code or accessibility guidelines it would like the successful proponent to follow in the planning and design of the wayfinding system.
5. Please elaborate on emergency/exit routes as part of the scope of this project. Will there be different emergency exit routes from the existing ones? If so, who will determine these? Will the existing Emergency Egress map locations remain the same? Will we need to design new Emergency Egress maps as part of this project? Will we need to design new frames for existing Emergency Egress maps? Are there other Emergency Exit tasks associated with the wayfinding project?
  - Emergency/exit routes are not part of the scope.
6. Can you please explain what is meant by “optimize existing infrastructure”?
  - Making the most of the architectural design of the building in the service of the visitor.
7. Can you please elaborate on “significant architectural restrictions with regards to installation/mounting”?
  - There may be some restrictions to proposed locations and methods of installation but it isn’t anticipated that these will be significant.



8. Are planning and designing stair identification signs part of the Scope of Work?
  - Yes.
9. Are planning and designing “Do not use elevator in case of fire” signs part of the Scope of Work?
  - No.
10. You’ve explained that “back-of-house signage” is not included in the Scope of Work. Just so we are clear, are the exterior arrival route and adjacent exterior area to the staff/curatorial entrance considered “back of house”? Are interior staff areas accessed from the staff entrance considered “back of house”?
  - Exterior routes and entrances are considered public and are included in the scope. Staff do welcome visitors from these points. Interior staff areas are excluded from the scope since everything beyond the entrance is accessible only with proper security clearance.
11. Other than identifying visitor destinations (including washrooms), is room identification planning and sign design considered part of this project? If so, can you please list the spaces or types of spaces that would fall under this category?
  - No.
12. Regarding Phase 3. Implementation, will the contractor be required to prepare design documents related to the Invitation to Tender (ITT) in both official languages?
  - Yes.
13. Is the Curatorial Wing (exterior or interior) part of the project Scope of Work? Will directional signs within the Museum need to include the Curatorial Wing?
  - Exterior is included. Interior is outside scope. Directional signs within the museum will not need to include the Curatorial Wing.
14. Will code-required/regulatory signage (maximum occupancy, egress information, fire information, etc.) be in the scope for this project? Please provide clarification with regards to the code involvement of the signage scope.
  - This is beyond the scope.
15. During the site conference, a question was asked about implementation schedule and effort; NGC noted that weekly site visits during installation for review and oversight was ideal. Would NGC please confirm this expectation?
  - Please refer to Question 3.
16. During the site conference, questions were asked about testing. Would NGC please confirm that that prototype testing during Phase 2 is expected to be on-site, and that user groups are to be involved?
  - Yes.
17. During the site conference, NGC noted that the winning proponent should not only design a system ‘for the moment’ but also a set of standards / guidelines, and that the guidelines should include design intent as well as parameters for use for each sign type so that NGC can implement as future needs arise. Would NGC please clarify if there are other expectations and intent to these guidelines?
  - The intent is for the winning proponent to create a package that would enable the NGC to act independently, to update or replace signs as needed in the future. This would include all production files and CAD drawings.
18. I am requesting please the following clarification in reference to Question #45 in Addenda 1: In order for us to provide in our pricing the cost of a translation/editing service, is it possible for you to provide a list of NGC's preferred translators?
  - We are unable to provide this list.



19. Is it my understanding that we are not to provide signage inside the back of house spaces, such as staff, administrative, and curatorial spaces? Please clarify.
- Correct. The back of house spaces are beyond the scope.