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JERSEY CITY REDEVELOPMENT AGENCY

REQUEST FOR PROPOSALS FOR

THE CENTRE POMPIDOU X JERSEY CITY MUSEUM

BRANDING AND WAYFINDING SERVICES

RFP ADDENDUM #1

Date of Addendum: December 8, 2022

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals for Building Signage and Wayfinding Designer Services posted by the Jersey City Redevelopment Agency (the “JCRA”) on December 5, 2022 (the “RFP”) is hereby modified as set forth in this Addendum #1. The RFP remains in full force and effect, except as modified by this Addendum #1, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

I. Section 2.1

Section 2.1 is hereby amended to read:

2.1 Building Signage and Wayfinding Designer General Scope of Services and Specifics by Phase. Collectively, all services set forth in this Section 2.1 are referred to as the “Services”.

Scope of the Services is anticipated to include, but not be limited to, the following components:

1. An overarching language and hierarchy for building signage and wayfinding, including typography, symbol sets, color, etc.;
2. Exterior signage and wayfinding;
3. Interior signage and wayfinding;
4. Regulatory / code-required signage; and
5. Donor recognition, including collective recognition (e.g., donor wall) and individual recognition (e.g., areas, rooms, building components, etc.).

The Successful Respondent will provide the following services throughout planning, design, and construction of Centre Pompidou x Jersey City:

A. Coordination

1. The Architects will lead the coordination of the design consultants and work with the design consultants to establish and document the size, location, and parameters of the Project elements.
2. DWG will be the file type for document exchange. All consultants will be responsible to convert or export their files to a .dwg format. The Architects will establish the process for software and document exchange. The landscape architect will be expected to prepare or contribute to periodic progress sets for coordination and information exchange.
3. The Architects will be developing a REVIT model for coordination purposes and will be able to distribute the REVIT model at key milestones. If the Building Signage and Wayfinding Designer is also working in REVIT, the Architects can arrange for coordination through that format, but it is not required.

B. Documentation

1. The Schematic Design, Design Development, and Construction Document packages will be issued by OMA.
2. The design team, including the Building Signage and Wayfinding Designer, will design the project to budget. A cost estimator will join the team during Schematic Design. All consultants will participate in evaluating cost estimates throughout the design process and assist in preparing and reviewing alternatives for value engineering. The design team will revise documents to incorporate value engineering initiatives to meet the budget.
3. Documents for pricing and coordination will be issued at 100% Schematic Design, 100% Design Development, 50% Construction Documents, and 100% Construction Documents. If a delivery method of Construction Manager with a GMP is pursued, a reconciled/issued-for-construction drawing set will be issued approximately one month after the 100% Construction Documents.
4. Milestone design meetings will take place in Jersey City. The Building Signage and Wayfinding Designer will be expected to attend additional coordination meetings throughout each project phase, either in-person or via video conference. The Building Signage and Wayfinding Designer will also be expected to visit the site as needed during the design phases to review conditions.
5. At every phase, the Architects will issue a design report to the JCRA that the Building Signage and Wayfinding Designer will assist in preparing.
6. The Building Signage and Wayfinding Designer will assist the Architects in preparing criteria and sketches for mockups and evaluating and reporting on the mock-ups when required.

C. General

1. Review Jersey City guidelines and all other applicable regulations regarding site and building signage.
2. Develop exterior and interior building signage that is complementary with the architecture, including location and size.
3. Select and specify materials and installation details that are compatible with the building construction and can be easily maintained by the JCRA after completion.
4. Be responsible for the design of all signage related to permanent fixtures or elements (except as specifically identified by the Architect or JCRA as falling outside the scope of work).
5. Collaborate with the Architect and JCRA to develop the ticketing and visitor service sequence and primary signage.

6. Develop a flexible system of changing graphics that the JCRA can use for special programs and events, temporary exhibitions, and other activities such as ‘no access’ or ‘gallery temporarily closed’.
7. The graphics system should be one that the JCRA can use without restriction, disadvantage, or over-dependence on one supplier for any component of the system.
8. All aspects of the design shall comply with life-safety/fire code-required signage requirements and ADA requirements as applicable.
9. Coordinate with the design team to identify engineering/construction requirements including power, communications, and structural needs for various sign types.
10. Assist and coordinate other trades in the design of graphics, including but not limited to AV/digital signage and signage associated with elevators, ADA, fire protection, Building Management System (BMS), and security controls.

D. Programming / Concept Design

1. Review the building brief and confirm the JCRA’s desires and requirements.
2. Study the goals for the project and overall architectural design direction.
3. Research other relevant projects, including The Centre Pompidou’s other locations.
4. Establish functional requirements/design criteria.
5. Develop a preliminary location plan and message schedule showing key signage points and locations.
6. Develop preliminary typical signage types and graphic design standards (fonts/symbols/nomenclature).
7. Develop preliminary concepts for donor recognition signage.
8. Develop preliminary visuals illustrating how the building signage and wayfinding system will be implemented and integrated into the architecture.
9. Provide a summary report including the above.

E. Design Development

1. Present design work, including locations, types, and typographic standards, to the JCRA team and Architect, allowing for revisions following review and comment.
2. Provide a comprehensive package (drawings, narratives, and outline specifications) illustrating design concepts for all system components, including sign locations, major sign types, typographic standards, and descriptions of all signage elements. The specifications should include the information necessary for the sign vendor to compile shop drawings and the contractor to finalize supporting systems.

3. Develop a design schedule specific to donor recognition that accommodates additional recognitions to be added up until an agreed-upon date prior to opening.
4. Obtain budget estimates from vendors.

F. Construction Documents

1. Present design work to the JCRA and Architects, allowing for revisions following review and comment.
2. Provide to the Executive Architect construction interface drawings for the accepted graphics system, indicating such elements as signage-related electrical and data feeds, blocking, structural supports, and wall recesses that coincide with the project's design conditions.
3. Provide construction documents and specifications sufficiently detailed for bidding and production of the designed graphics elements. Bid packages will be required for interior and exterior graphics which shall be non-proprietary. The graphics bid packages shall contain comprehensive signage location plans, elevations, sections, details, graphics and specifications for the purchase, fabrication (as applicable), and installation of all signage components.
4. Finalize type size of all signage on site with JCRA and Architect.
5. Assist with research and source identification for materials, manufacturers, and fabricators.
6. Prepare drawings and specifications for contractor/fabricator mockups.

G. Procurement

1. The consultant will assist the JCRS in procurement matters, as needed, and in accordance with applicable law.

H. Construction Administration

1. The Design Team will work with the construction team to develop the procedures and timeframes for reviewing and responding to Requests for Information (“RFI”) and submittals and establish the communication protocol for responding to field questions. The Building Signage and Wayfinding Designer may need to issue additional sketches and specifications as part of that process.
2. Check and approve shop drawings, material samples, catalogue cuts, and on-site mockups related to the wayfinding and building graphics design.

3. Attend pre-construction and construction meetings with the JCRA, the builder, and subcontractors to answer any questions about design intent or interpretation of the construction documents.
4. Visit the job site to observe and report on the progress of construction and report back to the JCRA and the project team, to document punch list items, and to confirm substantial and completion. Supervise signage installation as appropriate for specific sign types.
5. Provide periodic or continuous observation as appropriate for specific construction activities necessary for establishing compliance with the Construction Documents related to the wayfinding and building graphics design.
6. Assist in the review of the builder's periodic project schedule updates with respect to wayfinding and building graphics design.
7. Update wayfinding and building graphics design documents with minor alterations as a result of RFIs, change orders, field conditions, etc., as necessary.
8. Create and maintain the punch list for signage and ensure it is integrated in the architect's master punch list.
9. Assist Paratus Group and the Architects in reviewing the builder's pay requests, change order requests and claims with respect to wayfinding and building graphics design.
10. Assist Paratus Group and the Architects in reviewing all electronic and paper documents (contractor as-builts, warranties, guarantees, conformed drawings and specifications, etc.), and any material samples to be turned over to the JCRA upon completion of construction.
11. Train staff in use of changeable signage components.
12. Turn over final templates, manuals/style guide, and support documents for JCRA usage.

I. Approvals

1. Support JCRA through the approvals process. The Building Signage and Wayfinding Designer may be asked to attend periodic meetings with City staff and assist with the preparation of narratives or reports for building permit applications.
2. Attend one or two meetings as necessary to present the drawings for review to any stakeholders, including community groups and the City prior to the approvals.
3. Meet with City staff as required to obtain approvals.

II. Section 3.1.1

Section 3.1.1 is hereby amended to read:

3.1.1 Time and Place of Proposal Submission

Proposals shall be submitted to JCRA no later than the Submission Date. Respondents shall submit their proposals to the Project Representative at the below address:

Robert Napiorski
4 Jackson Square
Jersey City, New Jersey 07305

Submissions shall be made by hand delivery, mail/return receipt requested or overnight mail. **Proposals submitted via hand delivery shall be delivered Monday – Friday between the hours of 10:00 a.m. and 4:00 p.m.** and shall be accepted until 12:00 p.m. on January 5, 2023. Respondents may submit a thumbdrive, flashdrive or external storage drive containing each Proposal which shall be enclosed in an opaque, sealed envelope or otherwise boxed, marked with the name and address of the Respondent. The outside of the envelope shall be clearly marked “**PROPOSAL: PATHSIDE/84 SIP BUILDING SIGNAGE AND WAYFINDING DESIGNER SERVICES**” Proposals received after the herein stated deadline will be marked “received late” and may be returned unopened to the Respondent.