

CUYAHOGA COMMUNITY COLLEGE
REQUEST FOR PROFESSIONAL DESIGN SERVICES
Ohio State Form F110—330

Project Name: Collegewide Interior and Exterior Wayfinding Signage Design and Planning Services
Project Number: C20251144
Location: Multiple Campuses

Cuyahoga Community College District is issuing this Request for Proposal (RFP) and inviting responses for the design and planning services for the College-Wide Interior and Exterior Wayfinding Signage Design and Planning Services. The College seeks a firm, firms, or an individual to lead the integration and update of signage at all college-wide campuses and locations. The College will seek separate proposals for fabrication and installation at later date.

SCOPE OF WORK INCLUDES:

The College identified the need to address and manage its signage and wayfinding projects in a systematic way. This project includes the replacement or addition of new interior and exterior signage and vinyl graphics by applying standards that were developed to provide consistency and uniformity across all college facilities. Outdated signage needs to be replaced with updated versions, in alignment with existing signage standards, to ensure college-wide consistency.

The signage will:

1. Guide visitors through each of the College's campuses to their destination with ease.
2. Provide access to persons with disabilities by providing braille, tactile or visual signage as required by law.
3. Ensure that current building codes, as they relate to signage, are addressed.
4. Provide an aesthetically appropriate and cost-effective solution for the numerous signs required on all campuses – offering versatility of the signs and the program as the College continues to change and expand.

PROFESSIONAL ENGINEERING & DESIGN SERVICES REQUIRED:

The selected firm should provide, at a minimum, the following services:

1. Site analysis and observation: Perform a walkthrough at four main campuses (East, West, Metropolitan and Westshore) and six other college locations (TIC, BUC, CCE, HMC, JSTC, District) to review current signage and wayfinding. Create a complete photo catalog indicating actual content of existing signs, size, if single sided or double, etc. Create a keyed site map indicating the existing location of current signage.
2. Recommendations for signage and wayfinding program: Provide a detailed and comprehensive prioritized approach to identifying and planning signage updates. This will include a written narrative along with supporting graphic materials and maps. Preliminary sign locations and guidelines will be included.
3. Consultation services: Advise and guide as to the existing levels of information provided at various campuses, review and removal of outdated information, inclusion and addition of new programs or locations and an overall strategy to establish what is conveyed and when consistently across our locations.
4. Fabrication and installation bid package for interior and exterior signage and vinyl graphics: Produce three (3) complete bid package (internal, external, film) sets including full plans and specifications. These will also include a Final Signage and Wayfinding Document that provides the designs, concepts, and implementation strategy, with adequate information to inform separate fabrication and installation components including estimates. The Drawings, Specifications and Building Systems will be developed to comply with the College's published Design Standards. Work will be in accordance with all applicable local, state and federal statutes and regulations.

TOTAL ESTIMATED PROJECT BUDGET: \$1.2M

CRITERIA FOR SELECTION OF CONSULTANT:

Qualifications submittals will be reviewed and ranked by a committee established by the College. Selection criteria will include team's location; size of associate firm and consultants; qualifications of the associate firm and consultants; qualifications of the staff performing the work; availability of associate firm and consultants based upon current volume of active projects (not just State work); technical approach tailored to the Project; Committee's experience with the firms

or individual team members; Team's current amount of contracted work with Tri-C and others. Proposed Consultant shall be accessible via electronic communications. Please list any of this information in Section H if it is not made clear on the F110-330 form. Information in addition to the F110-330 form may be provided.

ADDITIONAL REQUIREMENTS FOR PROPOSAL SUBMITTAL:

1. Each submittal shall include an organizational chart that describes the relationships and responsibilities of each key team member listed in the proposal.
2. All projects whether scheduled for LEED certification or not will be designed using sustainable, high performance design principles as a standard of practice.
3. All projects are to be engineered to meet the requirements of Ohio House Bill 251, the Advanced Energy Law.
4. As part of Tri-C's efforts to become more sustainable, we are requiring that all submittals be recyclable or reusable.
 - a. Submittals shall be binder clipped, GBC bound or similar. No spiral binding or 3-ring binders.
 - b. The use of 100% recycled content paper for all proposals is encouraged.
5. This project will be administered using a modified version of the State of Ohio Standard Requirements for Public Facility Construction.

An informational meeting will be held on **Wednesday, November 5, from 9:00 – 10:00 AM at Metro Campus, Manufacturing Technology Center Building, 2415 Woodland Avenue, Cleveland, Ohio, Room 148.** The intent of this meeting is to review project scope details and existing conditions. Attendance is limited to two representatives and must send interest to attend to Judi Cooper, judi.cooper@tri-c.edu

Please forward 4 hard copies and 1 consolidated PDF on a USB drive of the entire statement of qualifications including the F110-330 forms to: Judi Cooper, Tri-C District Office, 700 Carnegie Avenue, Cleveland, OH 44115, Attention: Project No. 20251144, College Interior Exterior Wayfinding Signage Design Planning Services RFQ. Deadline for acceptance of forms will be 12:00 PM, Wednesday, November 12, 2025. For additional information, please contact Judi Cooper, Construction Manager, Capital & Construction, (216) 987-3474, judi.cooper@tri-c.edu.

Call & Post	Weeks of October 27, November 3
La Prensa	Weeks of October 27, November 3