



CITY OF ELMHURST
209 NORTH YORK STREET
ELMHURST, ILLINOIS 60126-2759
(630) 530-3000
www.elmhurst.org

STEVEN M. MORLEY
MAYOR
PATTY SPENCER
CITY CLERK
ELAINE LIBOVICZ
CITY TREASURER
JAMES A. GRABOWSKI
CITY MANAGER

REQUEST FOR PROPOSALS FOR CITY OF ELMHURST
WAYFINDING PLAN AND SIGNAGE PROGRAM

ADDENDUM #1 – JULY 24, 2018
WRITTEN RESPONSE TO QUESTIONS

Q: How many copies of the proposal should be submitted?

A: 1 paper copy and 1 electronic copy (.pdf) on flash drive

Q: Do you anticipate a similar number of signs as existing, just updated, or do you anticipate that there will be a significant number of additional signs?

A: The proposal includes a review of all existing wayfinding signage. It is anticipated that there will be a similar number of total signs for wayfinding/parking but maybe a few new signs to assist with the one way traffic flow in the downtown. Sign locations may move to accommodate new plan.

Q: Do you have a budget for the construction of the signs?

A: A rough budget number of \$160,000 was submitted for 2019.

Q: Do you have a budget for the design work?

A: No

Q: Do you anticipate installing the new signs at once or in phases?

A: All at once

Q: What is your schedule for design work, and implementation of the signs?

A: It is anticipated that design work will be completed in 2018, bidding and installation of new signage would be done in spring 2019.

Q: Are you expecting to continue to use the existing City brand image (logo, font, colors, etc.) or should proposals include developing an updated or new brand?

A: Please see the Strategic Communication Plan posted on the website for branding information. It is anticipated that proposed signage will be similar but updated to reflect current destinations, amenities and parking. The signage will need to compliment the streetscape look/feel and coordinate with existing Welcome to Elmhurst signage and be consistent from outer to inner ring.

Q: The RFP says the proposed plan and signage should utilize existing sign brackets, does that include the decorative leaf elements of the wayfinding signs?

A: Yes, the existing sign brackets have decorative leaves and will need to be reused for new signs. The proposed budget does not include new brackets.