



Request for Proposal

Wayfinding and Signage Fabrication and Installation

Introduction

Howard County Library System (HCLS) invites proposals from qualified firms to fabricate and install a comprehensive wayfinding and signage system to welcome the community to its six branches.

Scope

Implementing universal design, HCLS' new signage and wayfinding system will contribute to an enhanced and equitable experience so that all visitors are able to navigate the buildings with confidence. It will make collections easier to access, identify spaces for collaboration and creative learning, and offer flexibility for classes and events. From arrival, a clear hierarchy of informational and directional sign types and messages will form a positive first impression and aid in navigation.

Wayfinding and signage covers a hierarchy of information outlining how a customer moves from an entrance to finding a specific item on a shelf, locating an area to work or meet, or participating in a class or event. Identification is broken into three primary areas.

- **Primary:**
 - Indoor: Top level; big areas that customers see when they glance around the branch (e.g., children's, nonfiction)
- **Secondary:**
 - Collections: Display, shelving end caps, shelf top signage. Helps customers narrow their area search to a subject or category.
 - Wayfinding: Room signage (e.g., classrooms, meeting rooms, restrooms, staff areas).

- Tertiary:
 - Collections: Signage within shelving or near computers. Helps customers get to the exact item they are looking for.
 - Instructional: How to find and use printers, copiers, etc.
 - Community: Information from community groups

The accompanying Design Intent Documentation contains specifications, detailed design intent diagrams and notes, and location plans and messages schedule for the Elkridge Branch. Future phases will include fabrication and installation at all HCLS branches.

Interested vendors are welcome to visit the Elkridge Branch in preparation for submitting a proposal.

Date(s)	Item
Jan 3	RFP released
Jan 17	Questions due
Jan 31	Submissions due
Feb 1-8	Internal proposals review
Feb 9	Vendor selection

Instructions

Questions about the RFP

All questions should be directed to christie.lassen@hclibrary.org and brooke.mccauley@hclibrary.org.

Howard County Library System reserves the right to share answers with other proposers if such information is necessary to proposers in submitting responses or if the lack of such information would be prejudicial to uninformed proposers.

Bid submission

To be considered, proposals should be emailed to dorna.anderson@hclibrary.org, by with the subject line of Proposal for Wayfinding/Signage Project Fabrication and Installation.

PROPOSALS MUST BE SUBMITTED BY JANUARY 31, 2024.

Submissions received late may not be considered, at HCLS' discretion. Howard County Library System reserves the right to extend the date of submission and will provide due notice of such an extension.

Required information

- Proposal narrative, including the vendor's understanding of the scope of work.
- Firm overview, background and qualifications, and portfolio
- Detailed timeline
- A document detailing project costs
- Any additional services and the rate for providing those services
- List of references with their contact information

Project

Deliverables

- Fabrication and installation of primary, secondary, and tertiary signage

Requirements

Once completed and accepted by HCLS, all work, discovery documentation, files, and data become property of HCLS.