

**TOWN OF BERRYVILLE, VIRGINIA
REQUEST FOR PROPOSAL
PROFESSIONAL SERVICES - WAYFINDING SIGNS
RFP # 2022-02**

**Addendum 1 (Answers to Inquiries)
July 18, 2022**

The Town of Berryville received two inquiries prior to the deadline (July 15, 2022), both of which are addressed below.

Inquiry 1 (received July 1, 2022):

Question:

1. What do you see as the final deliverable for this scope of work? A bid-ready plan that includes final design intent drawings, sign location plan, sign message schedule, cost estimate, phasing plan, etc.?

Answer:

The following items are the deliverables required:

- A list of criteria (including specific locations) to locate specific signage including field work to identify travel routes and existing signs, and destinations.
- Schematic designs with the new Town brand.
- Preparation of submittals to the VDOT Wayfinding Sign Program Administrator (WSPA) as identified in the latest edition of the *VDOT Community Wayfinding Sign Manual*.
- Development of sign system program and cost estimates for engineering, survey work, legal documents (e.g., easement documents), phasing plan, fabrication, installation, and maintenance of wayfinding signage.
- Preparation of Construction Intent Documents (CID) after final comments are approved by VDOT including specifications and details for all proposed signs.

Question:

2. Should we plan for any VDOT plan approval meetings or will your team handle those?

Answer:

Yes, participation by the selected consultant is expected.

Inquiry 2 (received July 12, 2022):

Question:

1. Does the town have a budget established for the project and can you share that figure?

Answer:

The budget for the entire project is \$140,000 including signage fabrication and installation.