



Request for Qualifications

Facilities Contracting Office
181 Cole Service Building, Oxford, Ohio 45056

davidsea@miamioh.edu
(513) 529-2453

Project Name: ***Exterior Sign System Master Planning and Design Services***

Location: Oxford Campus of Miami University

Contact: Robert Keller, Planning & Design Manager
phone: (513) 529-9569

Response Deadline: **4:00 PM March 21, 2014**

Please submit three (3) hard copies and one (1) electronic copy of a current 330 Statement of Qualifications (or similar Qualifications Statement) detailing the firm's qualifications to successfully perform the requested services to:

Elizabeth Davidson
181 Cole Service Building
101 South Fisher Drive
Oxford, OH 45056
Phone: (513) 529-2453
Fax: (513) 529-6846
Email: davidsea@miamioh.edu

PROJECT DESCRIPTION:

Miami University's Oxford campus consists of approximately 1900 acres, of which 900 acres make up the main campus within the city confines. The central part of campus contains two State Routes and one U.S. Highway, 10 city streets, and numerous walks, drives and parking lots. The 174 structures are primarily divided into 9 athletic buildings, 9 cultural buildings, 42 residence and dining halls, 29 academic buildings and 26 administrative buildings. There are 68 miscellaneous structures. Outlying grounds included a horse stable, an airport, an Ecology Research facility, and approximately 1000 acres of natural areas with walking trails.

Miami University is situated in a picturesque landscape of a natural setting. The buildings are primarily of academic Georgian architectural style arranged in formal patterns. The “Western College campus” area was acquired by the university in 1974 and is comprised of an eclectic array of building types and ages.

Miami University has a student body of approximately 16,500 FTE (full time equivalent) including undergraduate and post-graduate students

Scope of Services:

Wayfinding: Directional, Building Identification, Information, Regulatory, Traffic Control and Temporary Event Sign System Planning.

The existing wayfinding system has been in place for over 20 years. It was originally intended for a pedestrian campus with a “no car” rule. The integrity of the plan has been compromised over the years with changes in permitted vehicular traffic, maturing trees, many new and renovated buildings, and more developed areas. Four identity logos and four administration changes have occurred during this time. Comprehensive master planning has occurred in the past five years that significantly affects existing wayfinding systems. An exterior signage master plan was initiated 10 years ago but was put on hold during administrative transitions. This project will resume that planning work. A complete review of the work previously accomplished will be part of this project. Items to be considered as part of the scope of this work include:

- Gateway signs – Design new illuminated gateway signs upon entering campus from two or possibly three major approaches.
- Building identification – Establish design standard to identify all campus buildings: academic, athletic, residence and dining halls, administrative, and cultural. Specifically, locate the building identification standard for each one of these building types in conjunction with other master plans (landscape plan, circulation plan, storm water management plan, heritage plan, etc.).
- Permanent directional signage – Establish design standards, text and locations of directional signs for vehicular traffic in conjunction with the other planning documents as previously noted.
- Temporary directional signage – Design a system for wayfinding to multiple special events that may occur simultaneously. Include any existing electronic message boards systems that various parts of the university may have in place at the present time.
- Traffic and parking signage – This will include all campus driveways, parking lots, and bus stops as well as coordination with ODOT and campus specific regulation signs. Street identification standards will be included in the total graphic design plan.
- Incorporation of applicable ADA design guidelines.

The Project will consist of multiple phases, with the first priority being focused on completion of the exterior signage master plan. The building identification and

wayfinding signs shall be a unique and distinctive quality, complementing the high standards established in the campus master plans.

Additional services for which the selected firm may be asked to prepare a proposal include programming and analysis, design concept and schematic designs for each of the signage types identified above, construction/fabrication drawings and specifications, bid documents, cost estimates, and prioritization of implementation of the work in phases over a period of time.

Evaluation Criteria for Selection:

Experience with similar projects, examples of work, in-house staff and consultants (if applicable) comprising the team of professionals, experience with academic institutions, current workload and geographic location will all be given consideration.

Miami University supports the state's Encouraging Diversity, Growth, and Equity (EDGE) Business Development Program. The University has set a 5% goal for EDGE-certified business participation on University construction projects, and all design firms, commissioning agents, and Contractors with whom the University contracts are encouraged to support the participation of EDGE certified businesses by making a good faith effort to utilize goods, services, materials and labor supplied by certified EDGE businesses. For more information and to obtain a listing of EDGE-certified businesses, contact the State of Ohio EDGE Certification Office at www.EDGE.ohio.gov , or at or at its physical location: 30 E. Broad St., 18th Floor, Columbus, OH 43215-3414, phone (614) 466-8380. Please notify the University if you are an EDGE-certified business, or if you intend to utilize the services of any EDGE-certified businesses.

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