

REQUEST FOR PROPOSAL

#23 - 001 Signage and Wayfinding

BY

RENISON UNIVERSITY COLLEGE

CLOSING DATE: August 19, 2022
CLOSING TIME: 16:30:00:00
CLOSING METHOD: Electronic Submission (Dropbox):

https://uwaterloo.ca1.qualtrics.com/jfe/form/SV_bIBaXl7EwUYzOu

Renison University College
240 Westmount Road North
Waterloo, Ontario N2L 3G4



AFFILIATED WITH THE **UNIVERSITY OF WATERLOO**

Contents of RFP # 23-001

Contents

Background: Renison University College 2
SECTION 2.0: INSTRUCTIONS TO BIDDERS 4
SECTION 3.0: EVALUATION AND CRITERIA 6
SECTION 4.0 PROPOSAL EVALUATIONS 9
SECTION 5.0: REPRESENTATIONS AND WARRANTIES..... 11
SECTION 6.0: INSURANCE REQUIREMENTS 12
SECTION 7.0: AWARD OF CONTRACT 12
SECTION 9.0: PROPOSED SCHEDULE 14
APPENDIX A: STATUTORY FORM OF DECLARATION 15
APPENDIX B: ELECTRONIC DROPBOX SUBMISSION INSTRUCTIONS FOR
SUPPLIERS:..... 16
APPENDIX C: SURVEY FEEDBACK..... 17
APPENDIX D: FLOOR MAPS 22

Background: Renison University College

Our Mission and Purpose:

Renison University College (“Renison”) provides outstanding opportunities for learning and scholarship through an interactive, inclusive environment that encourages intellectual curiosity, respect for diversity, understanding among people, and service to others.

Renison makes a valuable contribution to the greater University community by providing the setting that makes excellent undergraduate learning possible. Committed faculty, small classes, and a strong sense of community are among the elements that have made Renison a success.

Who We Are:

Renison was founded on January 14, 1959 under the authority of the Synod of the Anglican Diocese of Huron, due to the efforts of the Kitchener and Waterloo Anglican communities. Renison continues to enjoy support from the Anglican community and, in particular, from within the Diocese.

Affiliated with the University of Waterloo, Renison offers programs and courses leading to the Bachelor of Arts, Honours Bachelor of Social Work and Masters of Social Work degrees. Through its programs, Renison seeks to prepare students for careers in various helping professions, including social work, education, law and the ministry.

Renison also offers academic programs that are non-degree granting. These programs run throughout the year, including the summer months. Renison attracts many international students for these programs.

Renison is a single 3-story building that was originally built as 3 separate structures, which were connected by links over time. The building consists of classrooms, office space, public areas and residence rooms all interconnected through a series of stairwells, elevators and connecting hallways. Not all levels are inter-connected.

Current signage is a combination of signage that was installed at the time the buildings were originally constructed and a patchwork of new and temporary signage designed to assist in the immediate wayfinding needs. Very little of the existing signage meets current AODA requirements and a complete retrofit is required.

SECTION 1.0: PURPOSE AND CONTENT

Renison is seeking proposals from qualified vendors for design and installation of wayfinding and signage services in accordance with the terms of this Request for Proposal and in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Renison invites qualified firms to participate in this competition.

Renison is seeking the services for a range of wayfinding and signage needs, both internal and external. Due to the nature of the building, and the multiple stakeholders it attracts (students, faculty, staff, community members, donors, couriers, prospective students and families, residents, etc.), with diverse accessibility needs and reasons for visiting our campus, the need for clear wayfinding support and accessible signage is paramount. Therefore, Renison is seeking services which will include but are not limited to the following:

- Assessment, consultation, planning and design of a comprehensive wayfinding strategy: conduct site visits, develop strategy and create designs for updated wayfinding signage for all signage types including:
 - **Internal Wayfinding** – clear, concise and easy to follow navigation throughout the building is critical. There are a variety of entry points and multiple destinations, so it is critical to provide clear and easy-to-follow navigation cues from all entry points and from all elevators and stairwells.
 - **Office/Room Signage** – clear, consistent, and accessible signage is needed to clearly identify offices, classrooms, and other rooms. In the case of office spaces, it is important that Renison has the capability to make changes and edits in-house at low to no cost. The design of the Room/Office signage must take into account our ability to update and change as needed.
 - **Named Spaces** – In addition to standard room and office signage, Renison does on occasion recognize the support and service of select individuals by naming rooms or spaces in their honour. Currently, there is no consistency in how this recognition is displayed. As a component of this project, we seek the vendor’s guidance on maintaining a consistent look and feel, while ensuring differentiation of this form of signage.
 - **External Signage** – Existing external signage is largely out of date and requires updating/replacement. Several entry points are not currently designated with signage. Updating/replacing/installing external signage at all entry points is required.

- Fabrication and installation of all signage based on approved wayfinding strategy.

Once the assessment, consultation and planning phase is completed and approved by Renison, the fabrication and installation may be completed in three (3) Phases [this will be jointly determined by Renison in consultation with the successful Vendor]: (1) November / December 2022: Improve wayfinding within the building through the design and installation of all necessary wayfinding and directional signage; (2) January 2023: Replacement of all office and room signage in a consistent and accessible format/design and layout for named spaces (3) May /

August 2023: Replace/update/install all necessary exterior signage. Precise timelines to be finalized once the project is awarded.

NOTE: Full community consultation will be required for each phase of this project and should be factored into projected timelines. In Appendix 1 you will find the results from an internal survey in which various stakeholders identified the most pressing wayfinding challenges.

SECTION 2.0: INSTRUCTIONS TO BIDDERS

Proposals will be accepted up to and no later than 16:30:00:00 (Eastern Time) on August 19, 2022 in the electronic dropbox as instructed in Appendix B.

Proposals received after the closing time and date will not be accepted (dropbox will close)

Electronic proposals must be submitted to the dropbox before closing at https://uwaterloo.ca1.qualtrics.com/jfe/form/SV_bIBaX17EvwUYzOu

Proposals must be completed in accordance with the requirements of these Request for Proposal documents and no amendment or change to proposals will be accepted after the closing date and time.

Site Visit: Interested Vendors can schedule an optional site visit by contacting Cort Egan cort.egan@uwaterloo.ca or Tanya Missere-Mihás tanya.missere-mihás@uwaterloo.ca. All site visits must be completed by August 5, 2022.

Proposals shall be irrevocable for ninety (90) days following close of bidding and shall be retained by Renison.

Proposals shall be originally and irrevocably signed by an authorized representative of the bidder when submitted. Upon award (if any), the successful bidder will be required to supply proof satisfactory to the University of appropriate authorization to bind the bidder.

Questions regarding this Request for Proposal may be submitted in writing (via email only) on or before August 8, 2022, and must be directed to:

Cort Egan
Director, External Relations and Communications
Renison University College
240 Westmount Road North
Waterloo, ON N2L 3G4
Cort Egan cort.egan@uwaterloo.ca

Renison cannot guarantee responses to questions received after this time. Should any question be considered relevant to all bidders, Renison will provide both the question and the written answer to all known bidders in the form of an addendum. Bidders are solely responsible for ensuring that Renison has current contact information on file for the bidder.

No other representative of Renison is to be contacted regarding this Request for Proposal. Renison accepts no responsibility for, and the bidder agrees not to rely upon, any verbal or written statements or representations from any other person, whether or not employed by Renison.

In the event the bidder cannot comply with any term, condition, or requirement of this Request for Proposal, such non-compliance must be clearly noted on the bidder's letterhead and submitted with the proposal. Bidders are cautioned that such non-compliance may result in disqualification of the bidder's proposal, at the sole discretion of Renison. **No allowance will be made for un-noted non-compliance of any kind by a bidder.**

Renison University College will not consider more than one bid from a bidder under the same or different names.

Bidders are cautioned that proposals will be solely evaluated upon the disclosed evaluation criteria, and no linkage of offers to donations, scholarships or similar quid pro quo arrangements will be considered.

All prospective bidders are urged to conduct their own investigations. Respondents will be deemed to have carefully examined the RFP, including all attached Schedules and the optional Site Visit (as applicable) prior to preparing and submitting a Proposal with respect to any and all facts which may influence a Proposal.

Pursuant to Section 6 of Ontario Regulation 429/07 ("Regulation"), The Accessibility Standard for Customer Service made under the *Accessibility for Ontarians with Disabilities Act, 2005*, the successful bidder shall ensure that all of its officers, employees, agents, or others for whom it is at law responsible, receive training about the provision of the Goods and Services contemplated herein to persons with disabilities.

Bidders are encouraged to review [Renison's Multi-Year Accessibility Plan and Commitment to Accessibility](#), available on Renison's website.

The International Sale of Goods Act does not apply to this Request for Proposal, nor to any contract formed as a result of this Request for Proposal.

The laws of the Province of Ontario shall apply to this Request for Proposal and any contract formed as a result of this Request for Proposal, and the Courts of Ontario shall have exclusive jurisdiction over any contract formed as a result of this Request for Proposal.

Renison's name, logo, crest, etc. shall not be used without the prior written consent of Renison.

Should a compliant bidder wish to debrief after the RFP has been awarded, they are welcome to make a formal request, in writing, to the person named in 2.6 within sixty (60) days of the award posting. Please be advised that the Renison University College considers each bid to be confidential and will only discuss with each bidder their own bid's strengths and weaknesses.

Renison supports environmentally positive initiatives. Our goals are to pursue sound life cycle choices whenever possible and to encourage our suppliers to strive towards not just environmentally progressive goods, but to aggressively pursue increasingly superior environmental and sustainable offerings. Renison will always consider environmentally superior product choices in our procurement decisions, and will, when appropriate, factor a certain percentage of cost towards superior environmental and sustainable goods and services.

Renison welcomes bids from companies that are owned or operated by equity deserving groups and encourage companies that meet this criteria to include this information in the application process.

Except as expressly and specifically permitted in the Terms and Conditions of this Request for Proposal, bidders shall not have any claim for compensation of any kind whatsoever, as a result of participating in this Request for Proposal, and by offering a submission to this request, each bidder shall be deemed to have accepted and agreed that it has no claim.

SECTION 3.0: EVALUATION AND CRITERIA

Renison intends to award a contract to the bidder whose proposal offers the best value to Renison. However, Renison is under no obligation to award any contract in whole or in part and reserves the right at its sole discretion to cancel this Request for Proposal process at any time before or after closing without providing reasons for such cancellation. **The highest scoring or any proposal may not necessarily be accepted.**

All proposals will be evaluated upon the criteria listed in Section 3.0. Where references and/or past performance are listed, evaluation may include information provided by the proponent's references and may also consider the proponent's past performance on previous contracts with Renison or other institutions.

An award (if any) made by Renison shall be made in writing to the successful bidder.

In the event of mathematical errors in extension of rates or other ambiguities, unit prices shall govern over total bid prices, and words shall govern over numbers.

To obtain the most advantageous offer for Renison, Renison reserves the right at its sole discretion:

- to waive irregularities and/or minor non-compliance by any bidder with the requirements of this Request for Proposal;
- to request clarification and/or further information from one or more bidders after closing without becoming obligated to offer the same opportunity to all bidders; bidders are advised however to submit a complete offer as their bid. It is Renison's intent to solicit and accept best offers. Any waiver, clarification or negotiation will not be considered an opportunity for bidders to correct errors in their bids.
- to negotiate minor variances in scope and the corresponding price solution.

Renison shall not be responsible for any expenses or charges incurred by a bidder in preparing or submitting a proposal nor in providing any additional information considered necessary by Renison for evaluation of proposals.

All pricing/fees must be made on a net basis and the currency must be specified. No prepayments shall be made unless the supplier agrees to provide one of the following at the supplier's expense for the amount of the prepayment: an Advanced Payment Bond, an Irrevocable Standby Letter of Credit, or a Letter of Guarantee.

Renison reserves the right at its sole discretion to amend this Request for Proposal at any time prior to the close of bidding, and bidders are cautioned to ensure that they have received all addenda (if any) prior to submitting a bid. Should Renison issue any changes to this Request for Proposal, Renison will endeavour to notify all bidders to whom the Request for Proposal has been issued.

Experience and Relevant Projects

Provide the following information for three (3) relevant projects completed within the last five (5) years. Please highlight work with post-secondary institutions and public institutions.

- Project name
- Client name and references
 - References must include a facility/project manager contact name, current address, current phone number, and email address
- Project budget
- Project start date and completion date
- Overview of main program elements
- Description of the scope of work provided by your firm, and examples of completed work

Requirements

A brief overview of the requirements of the job are listed below and should be considered in developing your proposal:

List of anticipated sign types: buildings directories, interior room numbers, faculty and departmental signage, directional signage, stairways, elevators, washrooms, parking, decorative, commemorative, etc. Use of digital / touch screen signage is open for discussion. Vendors are responsible for ensuring any digital / touch screen signage complies with Renison's digital signage infrastructure.

Assessment and planning: review data from Renison; assess existing infrastructure, define needs, destinations, routes; review best practices. Prepare timelines, schedules, recommendations and reports.

Design: prepare wayfinding system in keeping with Renison branding [Note: Renison is part of the larger University of Waterloo environment. While there is no requirement to align design

with UW branding, it should be considered in the planning process]; prepare mock-ups for review and approval; prepare sign designs including types, sizes, text, materials, hardware, etc.; mounting and installation information; installation plan; ensure AODA and other compliance, etc.

Fabrication: scheduling; permitting; site management; samples; drawings; close-out; site walkthrough, etc.

Proposals will only be considered from a Vendor that is able to:

- Develop and document a comprehensive Wayfinding Strategy for Renison University College.
- Implement a work plan outlining process and critical dates for information delivery culminating in the project being completed within the articulated timeframe.
- Help to organize and execute meetings in a timely manner with the Board of Governors and various stakeholder groups to ascertain the optimum information to be incorporated within the maps and information panels.
- Design the maps, directional signage and information panels to be easily legible, accessible, and intuitive to understand.
- Produce site plan maps indicating all the pertinent areas where the Wayfinding signage structures will be placed in the interior and exterior of the building.
- Produce a location list indicating which existing Wayfinding signage should be removed and which can be repurposed.
- Provide evidence that the proposed maps, directional signage and information panels work from a user's perspective.
- Provide evidence that the strategy meets Accessibility requirements.
- Provide an itemized list of the cost of each component of the wayfinding strategy including cost per sign and installation.

As part of their contract, Vendors as well as any subcontractors or Installers agree to:

- Comply with all applicable health and safety legislation including, but not limited to, the OHSA and any associate regulations applicable to the work being performed
- Comply with all relevant University programs and procedures as defined by the [Contractor Safety Program](#) and all relevant University building and design standards

- Where required, prepare and submit a written plan (Construction Project Safety Management Plan) that describes compliance strategies for all applicable health and safety legislation, foreseeable job site hazards and precautionary measures, employee safety training, safe work procedures, safe operating procedures (SOPs), first aid preparedness, stop work procedures, emergency response plans, incident reporting procedures, and the names and contact numbers of the jobsite safety supervisor
- Ensure all employees who will be working on a project have taken online contractor safety orientation training through the University's contractor compliance software (ISNetworld)
- Maintain full control of the project and hold complete responsibility for the health and safety of all workers on the project
- Ensure that adequate site separation is erected and maintained to prevent Renison staff and students from encroaching on the work/project
- Report injuries to Renison

SECTION 4.0 PROPOSAL EVALUATIONS

The Proposals will be evaluated by Renison on the following factors:

- Successful experience of the Team and team members on projects of a similar type and scope
- The ability to communicate clearly and concisely.
- A demonstrated understanding of, and appropriate response to, the requirements of the project.
- Team members' specific relevant experience, and appropriate time commitment to the project.
- The ability of the design team to effectively communicate and work with Renison.

Proposals will be evaluated on the following criteria (not necessarily equally weighted):

- The quality of the proposal, which shall be prepared in a straight-forward manner and in the format requested, providing a concise description of the vendor's offer to meet the requirements of the RFP.
- The vendor's relevant reputation, experience, financial stability, and qualifications in providing the required service.
- Integration with existing environment along with transferability.
- Focus on and commitment to accessibility needs and demonstrated familiarity with the wayfinding issues identified by the Renison community (see Appendix C).

- High-quality, cost-effective product. Total cost of services.
- Attention to accurate and comprehensive content (i.e. name sizing, correct spelling, readable and understandable categories).
- Flexibility and clarity of system.
- Capacity, lifespan and growth of system.
- Ability for Renison to maintain and modify system internally.
- Vendor's ability to provide a high quality of service as expressed through references.
- Degree of maintenance required (i.e. vandalism deterrence or prevention).
- Degree to which the Vendor company is owned and / or managed by members of equity deserving groups.
- Other value-added services such as innovation that may enhance the agreement.
- Any other factors Renison considers relevant.

Evaluation Criteria and Weighting

Without limiting the generality of the above, the following breakdown will be used.

Experience, Qualifications and Reputation (20%)

- Demonstrates team members' individual qualifications and experience with similar projects. Identifies specific team leads that have significant experience in developing wayfinding solutions for spaces of a similar size and complexity.
- Demonstrates the ability of the Vendor to effectively communicate with the Renison University College, its constituents and Board members, as required.
- Demonstrates experience in leading projects of a similar type and scope to successful completion on time and within budget.
- If relevant, demonstrates that the Vendor company is owned and / or managed by members of equity deserving groups.

Availability and Commitment (25%)

- The Vendor demonstrates the availability and time commitment of key members to successfully execute the project in the time frame provided.

References (20%)

- Provided according to the requirements and format described in this document.

Remuneration and Fees (35%)

Renison reserves the right to reject any and all responses if it so chooses.

Note: In the unlikely event of a tie amongst bidders, Renison will re-visit the subjective portions of the bid (references, experience) in an effort to determine the best alternative.

Shortlist

The Evaluation Team may develop an initial shortlist of the top-scoring submissions. The Team will designate staff to contact the bidder-supplied references and ask the references a prescribed set of questions, plus any additional information that Renison determines at our sole discretion is pertinent.

Any short-listed selection is subject to review by the Renison Board of Governors (the Board). The bidder is expected to provide a full presentation and be available to answer questions posed by members of the Board, as well as members of Renison's Managing Directors Group.

SECTION 5.0: REPRESENTATIONS AND WARRANTIES

All respondents are required to submit an executed copy of the following representations and warranties as an attachment to the cover letter described in Section IV of this RFP:

Respondent warrants that it will not delegate its fiduciary responsibilities.

Respondent warrants that it has completed, obtained, and performed all registrations, filings, approvals, authorizations, consents or examinations required by government or Governmental authorities.

Respondent warrants that it meets all of the minimum qualifications applicable to the firm under Section 3 of this RFP as follows (list each and specifically describe how your firm meets each item), showing that the Vendor can:

- Develop and document a comprehensive Wayfinding Strategy for Renison University College.
- Implement a work plan outlining process and critical dates for information delivery culminating in the project being completed within the articulated time frame.
- Help to organize and execute meetings in a timely manner with the Board of Governors and various stakeholder groups to ascertain the optimum information to be incorporated within the maps and information panels.
- Design the maps, directional signage, and information panels to be easily legible, accessible, and intuitive to understand.
- Produce site plan maps indicating all the pertinent areas where the Wayfinding signage structures will be placed in the interior and exterior of the building.
- Produce a location list indicating which existing Wayfinding signage should be removed and which can be repurposed.

- Provide evidence that the proposed maps, directional signage and information panels work from a user’s perspective.
- Provide evidence that the strategy meets accessibility requirements.
- Provide an itemized list of the cost of each component of the wayfinding strategy including cost per sign and installation.
- Provide evidence, if relevant, that the company is owned and / or managed by equity deserving groups.

Respondent warrants that it has not paid and will not pay, has not given and will not give, any remuneration or thing of value directly or indirectly to Renison or any of its Board members, officers, employees, or agents, or any third party except as disclosed to Renison with its response to this RFP or otherwise, including, but not limited to, a finder’s fee, cash solicitation fee, or a fee for consulting, lobbying or otherwise.

Respondent warrants that it has established ethics and conflicts of interest policies and procedures, and proper internal compliance controls are in place.

SECTION 6.0: INSURANCE REQUIREMENTS

Insurance

The Vendor will be required to provide evidence of insurability inclusive of but not limited to confirmation of professional liability insurance, with the submission in response to the RFP for this project.

The Vendor’s insurance program must also extend to Comprehensive General Liability insurance, inclusive of non-owned auto coverage; automobile insurance; workers compensation and/or employer’s liability insurance; and any other such coverage covering off its business operations, inclusive of any and all business property, equipment, papers, and programs. Evidence of the Vendor’s insurance program is required with their proposal submission.

Limitation of Liability

Renison and the University of Waterloo will have no liability to any person or entity for any damages, including, without limitation, direct, indirect, and special or punitive damages, arising out of or otherwise relating to this RFP, the Proponent’s participation in this RFP process or the Renison’s acts or omissions in connection with the conduct of this RFP process. This limitation applies to all possible claims by a Vendor, subcontractor or Installer, whether arising in contract, tort, equity, or otherwise, including, without limitation, any claim for a breach by Renison of a duty of fairness or relating to a failure by the University to comply with the terms set forth in this RFP.

SECTION 7.0: AWARD OF CONTRACT

The contract to the successful bidder (if any) shall be subject to the terms of this Request for Proposal and the terms of Renison's purchase order, together with those terms stated in the bidder's proposal which are not in conflict with Renison's terms, and which have been specifically accepted by Renison.

- The successful bidder (if any) may not assign or subcontract any portion of the contract without the prior written consent of Renison.
- The successful bidder (if any) shall indemnify the College, its Board of Governors, Students, Employees, Servants and/or Agents from all damage, damages, losses, costs, claims, demands, actions, suits, or proceedings which may arise directly or indirectly as a result of the negligent or wrongful acts or omissions of the successful bidder (if any), its Employees, Agents and/or Servants in the performance or purported performance of any of its obligations under the contract, whether or not such claims are initiated by third parties or arise between the parties.
- The successful bidder (if any) shall carry at all times during the performance of the work commercial general liability insurance with a limit of not less than \$2,000,000 inclusive per occurrence for bodily injury (including death) and damage to property including loss of use thereof. Such insurance shall at a minimum include coverage of broad form property damage, contractual liability, completed operations and product liability, and automobile liability (owned and non-owned), and such other types of insurance as would be carried by a prudent person performing such contract work and as Renison may from time to time require.
- Renison shall be named as an additional insured without right of subrogation in all policies of insurance.
- All such policies of insurance shall provide that the Insurers shall give at least thirty (30) days written notice to Renison prior to any cancellation, material changes, or amendments restricting coverage of any policy or policies.
- The successful bidder (if any) shall provide a certificate of such insurance to Renison as a condition of receiving the award within five (5) days of notification of award or prior to commencing the work, whichever is sooner.
- The successful bidder (if any) shall at all relevant times have a valid clearance certificate from the Workplace Safety and Insurance Board (WSIB) of Ontario, or in other districts, Employers Liability Insurance in the amount of not less than \$2,000,000 in coverage, and shall submit either a current clearance from WSIB proving coverage, or a copy of the insurance policy, to Renison prior to the commencement of the work.
- Renison and the successful bidder (if any) acknowledge and agree that they are independent contractors in a contract for goods and/or services and no employer/employee, partnership nor agency relationship is intended or created by their agreement.
- The successful bidder (if any) shall be solely responsible for all matters relating to statutory deduction of all employment taxes, employment insurance, and Canada Pension, and for payment of Workplace Safety and Insurance Board of Ontario insurance premiums, leave, remuneration, discipline, and for all licenses and permits which are or may become required to perform the Work.
- Notwithstanding the above, while at Renison, personnel of the successful bidder (if any) must observe all regulations and policies of Renison, including parking and traffic

regulations. Vehicles shall be parked in areas, at the successful bidder's expense, as directed by Renison's Parking Administration.

- In addition to any rights of termination at law or in equity, Renison shall have the right to terminate any contract formed with the successful bidder (if any) upon written notice to the successful bidder at any time.

SECTION 9.0: PROPOSED SCHEDULE

Our anticipated schedule for selection and implementation is as follows:

Selection Phase	
June 17, 2022	RFP #23-001 posted on Merx
August 8, 2022	Deadline for questions with guaranteed response
August 19, 2022	RFP responses due from bidders
	Initial evaluation of RFP responses and invitations issued to short listed bidders for meetings with Renison
September 5 - 16, 2022	Meetings at Renison with short listed bidders and Renison The representatives of the bidder at these meetings should be the bidder's operational staff who will support any potential future contract with Renison. Please ensure that these representatives reserve availability for these dates.
October 3, 2022	Final selection and award of contract

APPENDIX A: STATUTORY FORM OF DECLARATION

We certify that:

The party executing this document is authorized to sign this document.

The matters set forth in the Request for Proposal response are correct.

This Request for Proposal response is made without any connection, comparison of figures, or arrangement with or knowledge of, any other Corporation, Firm or Person making a Proposal for the same work.

No member of Renison is, will be, or has become interested, directly or indirectly, as a Contract in Party, Partner, Stockholder, Surety or otherwise in, or in the performance of the Contract, or in the supplies, work, or business to which it relates, or in any portion of the profits thereof, or in any of the money to be derived there from.

This Request for Proposal response will remain open for acceptance and the prices herein submitted will remain firm and unchanged for a period of 90 days after the closing date of the Request for Proposal and Renison may at any time within this period accept this proposal.

Legal Name of Financial Institution: _____

Signing Officers Signature: _____

(print name, and, title)

Declared on this _____ day of _____ 2022.

Contact information:

Address _____

Phone: _____

Fax: _____

Email: _____

APPENDIX B: ELECTRONIC DROPBOX SUBMISSION INSTRUCTIONS FOR SUPPLIERS:

Upload Electronic Proposals and Documents for RFP #23-001 to:

https://uwaterloo.ca1.qualtrics.com/jfe/form/SV_bIBaXl7EvwUYzOu

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **August 12, 2022 at 4:30 PM EST**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) hour** before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 8/9/10+, Google Chrome, or Mozilla Firefox. JavaScript must be enabled.

Need Help?

University of Waterloo uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>

APPENDIX C: SURVEY FEEDBACK

Wayfinding Survey Comments, collected in April/May 2022

What do you think are the top 3 wayfinding priorities at Renison?

- better signage, more accessible maps of Renison, and a department directory
- Clear, readable signage (e.g., office room numbers are at the top of door frames ... difficult to see/read)
- Frequency of locator maps, exterior entrance markers and braille signage
- Intuitive flow, legible signage, color coding.
- Accessibility, inclusion, consistency
- Increasing the number of signages, enlarging the size of signages, and having the reception office
- Effective signage, clear maps, clarifying the disconnected basements and upper floors.
- Finding meeting and classrooms
- Mobility - many areas are not accessible without navigating multiple levels of stairs, even with elevators it's impossible to get everywhere without using stairs, 2. Signage - I have been teaching at Renison for 2+ years and still cannot find my way around. Significantly more signage is needed, both inside and out, with Braille on all indoor signage - not just signs to mark doors, but also directional signs. 3. An accessible map, at least by reception and one in the entrance off the Atrium, so people coming to the building can quickly figure out the approximate area they need to get to - this map should also clearly mark all bathrooms, including where to find all-gender and accessible washrooms.
- Classrooms, washrooms, residence floors
- clear signage throughout the building, making signage/directions with accessibility in mind, outdoor signage to direct visitors to "main entrances"
- Ensuring there is proper signage for students to find their way. 2. ensuring we are creating an accessible environment for all 3. Highlighting our areas of work / departments at Renison
- Updated maps at each major entrance (link, atrium, SSW), more visible directional arrows, accessibility issues should be considered (visually impaired)
- current maps at all entrance locations, accessibility for all, informative signage for all offices and classrooms
- Making rooms numbers more intuitive
- Making rooms numbers more intuitive
- Accurate maps at each entrance
- Installation of directory maps of each building & floor.
- making it as easy as possible for new students and visitors to navigate Renison
- accessible signage
- Registrar's Office, Social work and SDS offices,
- Locating classrooms, signage to identify key spaces (Atrium, Cafeteria, Great Hall if we choose to use this name, etc.),

- Easy to identify and understand, emphasize Renison theme colours, easy to be used by all kinds of people (disabled, elders, children, and international visitors)
- An updated map, signage for hard to find places, accessible floors
- I'm not sure
- appropriate and accessible signage, information points, enhanced navigational markings (e.g. floor or wall markings))
- consistent and highly visible signage; digital maps; entry maps
- Improved signage, improved direction, improved map (including digital and accessible integrations)
- where the classrooms are, the explanation of the numbering system (e.g. the second number of every room indicating the wing they are in!), the DFL (because so few people at renison know the room # - but everyone from main campus ONLY knows the number versus the name)
- Making the stairway/ramp entrance more clearly visible from the parking lot (as the doors may not be immediately apparent, given that they are down a level). 2) Clearly indicating where offices are located that are most likely to be needed by visitors (including courier services); 3) Creating a system in which different wings are clearly named/labelled
- ELI, classrooms in academic wing, registrar's office
- Clearer maps and signs when entering the building at any entrance; 2. Larger font in the signs so all signs are more accessible; 3. Clearer signs at major 'turning points' in the building (e.g. before and after the Great Hall, and in the atrium, etc.

What room/rooms are currently the hardest to find?

- All of the classrooms which are below the main floor
- Second floor classrooms.
- Below ground level classroom and offices
- Anything in the north building. Social work basement classrooms. Classrooms above the library.
- Many classrooms, esp. below grade throughout and in the new floor of the Academic Complex. Many faculty offices are difficult to find.
- REN 0402, REN 1303
- I am most often asked about rooms in the basements. Finding the right stairwell seems to be an issue.
- It's hard to describe how to a newcomer how to get to pretty much any room
- KDE Hub, All-gender washrooms, figuring out which is the "main entrance" (I still don't know) - generally, unless you know your way around, everything is hard to find.
- basement of academic centre
- 0402, 0403, 0201, 0213, 0218, 0222
- basement classrooms, 0403, 1900's, 2900s and 3rd floor classrooms
- Any basement classroom or office REN 0104, 0106, 0201-0222, 0402, 0403, 0901 (HIVE, KDE HUB, RIO, area) , executive suites,

- all basement classrooms, bee hive - KDE Hub & Executive offices
- Rooms near the Appleyard Lounge
- Rooms near the Appleyard Lounge
- Just about all of them are hard to find.
- Classrooms
- Instructor office
- 090X rooms, 010X rooms, 29XX rooms, 19XX rooms, rooms that are the new third floor classrooms, administrative offices
- 0402/0401 and 3106A/B, DFL
- 0402, 0201-0222, 0106, 0107, 1903 are always the hardest classes to describe in the years I've done the Living Map.
- Underground office rooms, study rooms, and classrooms / rooms on the "1.5th" floor
- appleyard lounge, timbaktu, euphoria
- Euphoria floor, Oasis (has an elevator but I'm not sure where), Treetop floor, Animal/Fubar don't have elevators
- all rooms in the basements of the various buildings
- ~20 students asked me how to find 0201 this week
- lower floor classrooms, upper floor classrooms and offices
- the basement rooms in the SW wing
- General familiarity with the newest parts of the building and lower levels
- social work classrooms in basement
- 2106/3106 and other rooms on those floors, all the 040x rooms, and ELI 2900 rooms, washrooms in the ELI

What do you think currently works well to help people find their way at Renison?

- Having staff available to direct students if needed (Ministry Centre, Library, etc.)
- Not a lot. Signs are inconsistent. Some departments don't have any signage (e.g., School of Social Work)
- Floor maps and staff help
- Visual markers like the Great Hall.
- Talking to people who seem to get lost and give directions
- The living maps
- The maps help, but it usually requires a person to talk to. In fact, when I try to explain how to get somewhere, I often end up walking the person there
- Honestly, it's mostly just asking someone who has been there longer than you, and even that sometimes doesn't help.
- current signage
- the friendly Renison staff who help direct lost students/visitors
- Living Maps - Human help
- Large map (though needs updating), Living maps at start of term, ELI was clever and put a pull up banner near the door leading to their office
- living maps each term helps students, staff and faculty

- Living maps at the beginning of term.
- Living maps at the beginning of term.
- Maps at the entrances
- Installation of directory maps of each building & floor.
- Directions boards.
- If someone looks lost to help them find their way. For those who need directions to ask for directions. Both of these strategies allow for visitors and new to Renison students navigate the grounds well.
- staff showing ppl where to go.
- It is nice we have large maps in places like near the Atrium and the old Reception office, but these maps need to be more user-friendly.
- Floor plans, directory cards
- the map
- Elevators
- some signage
- Signage for specific classrooms
- staff and faculty who are able to assist
- having people available to answer and direct! And maps at the entrances
- The dining hall is an easy reference point
- living maps at start of each term
- Asking for directions, or for those who can easily read small signs, then the ones at the bottom of the stairs near the elevator near the Ministry centre are useful in finding 0201 etc versus 2106 etc.

Additional Comments

- At one point, some had proposed adding QR codes to all rooms at REN to help people navigate. Main campus has only just started adding building codes, but it's still difficult to navigate main campus (even with GPS). I always get lost across the creek, and I've been here over a decade. Do people have difficulty finding Renison?
- I wonder whether adding an additional colour code for the different parts of the building to help differentiate the different sections. Quite often I get people knocking on my office door and asking for rooms on the other side of the building.
- Perhaps we need more signs with arrows directing people to major landmarks and their associated room #s
- the floor maps posted at Renison entrances are difficult to read/decipher; also signage to elevators may be helpful for persons who need to use it; with no 'main office' in which to ask for directions, it's an additional challenge for visitors to find their way around the college by themselves
- The existing Renison maps are not drawn in a terribly intuitive way - I know the buildings well and struggle to utilize the existing maps to help students
- Thank you for collecting this information! Some specific needs: signage for washrooms in the ELI, signage to separate which hallways are offices and which are classrooms in

the ELI, signage at the bottom of the stairs near 1916 to indicate access to 2918 and other classrooms upstairs for EMLS, signage to show the School of Social work hallway, signs to help students find 0401 and related hallways (perhaps also to indicate that these classrooms are usually BSW classes); signage to help find the stairways that lead up to 2106 and 3106.

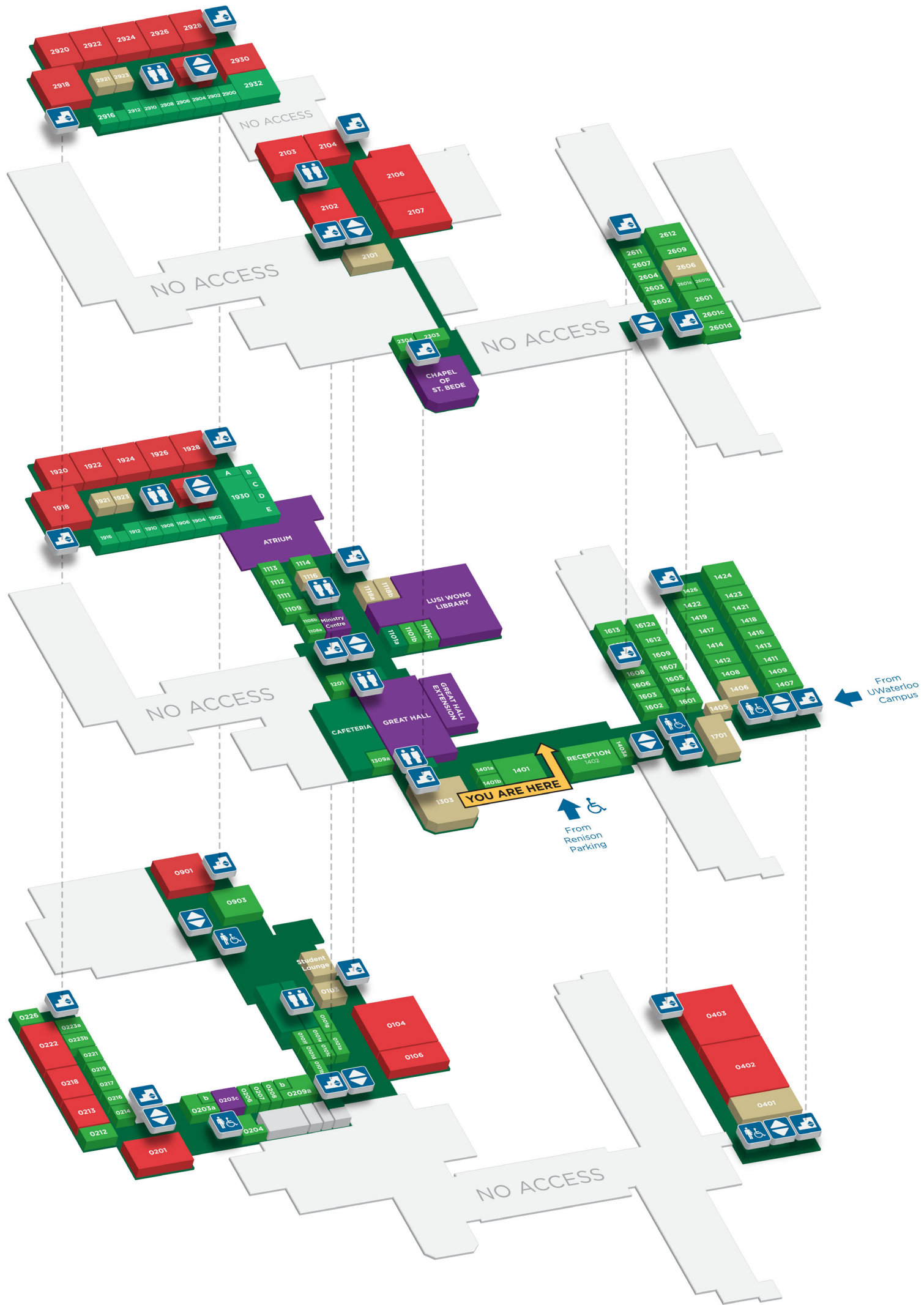
APPENDIX D: FLOOR MAPS

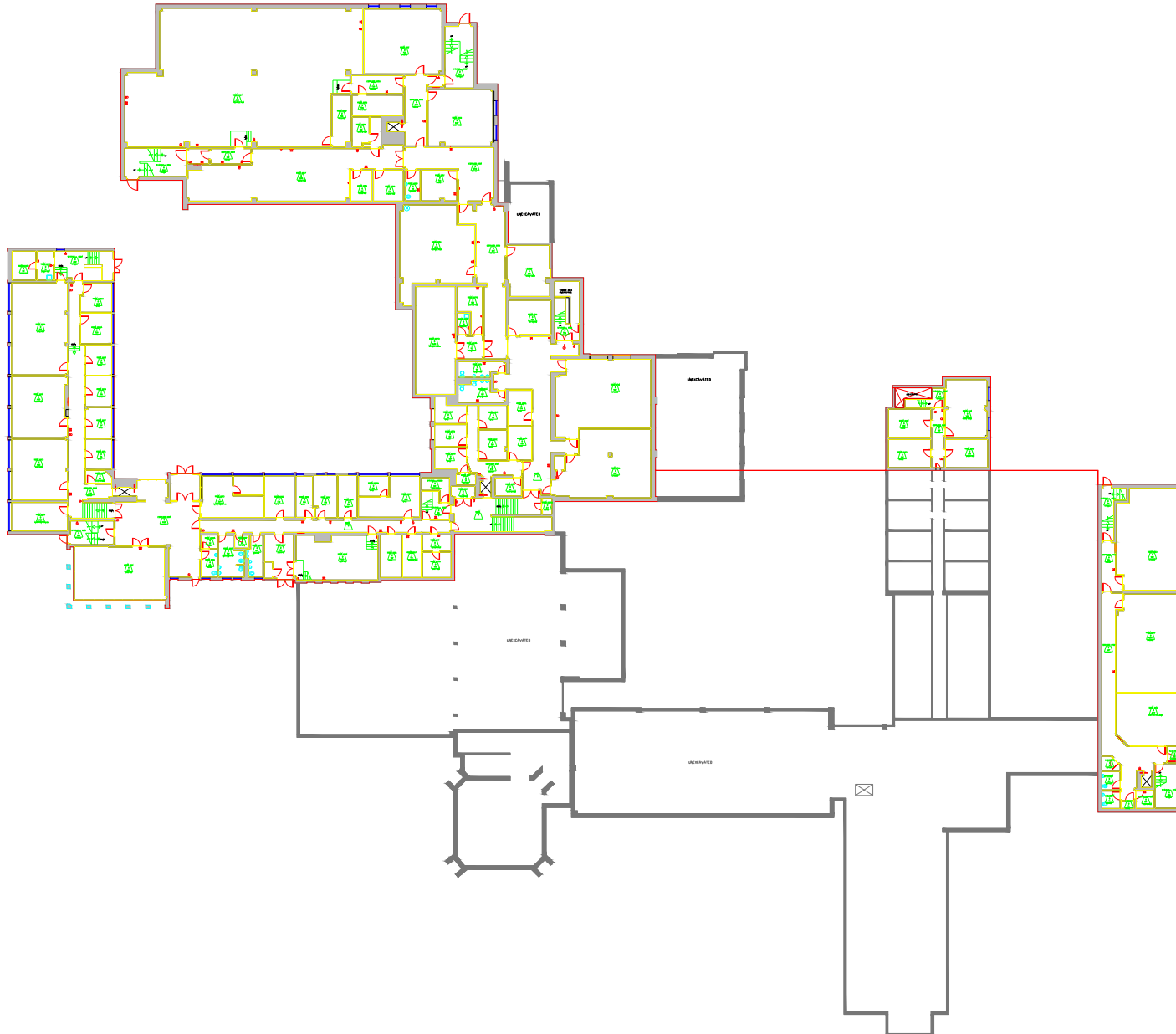
Begins on following page.

UPPER
LEVEL

GROUND
LEVEL

LOWER
LEVEL





BAM CANADA
 1-866-443-8162
 www.bamcanada.com

Project
 RENISON UNIVERSITY COLLEGE

Drawing Title
 RENISON-BASEMENT FLOOR.DWG

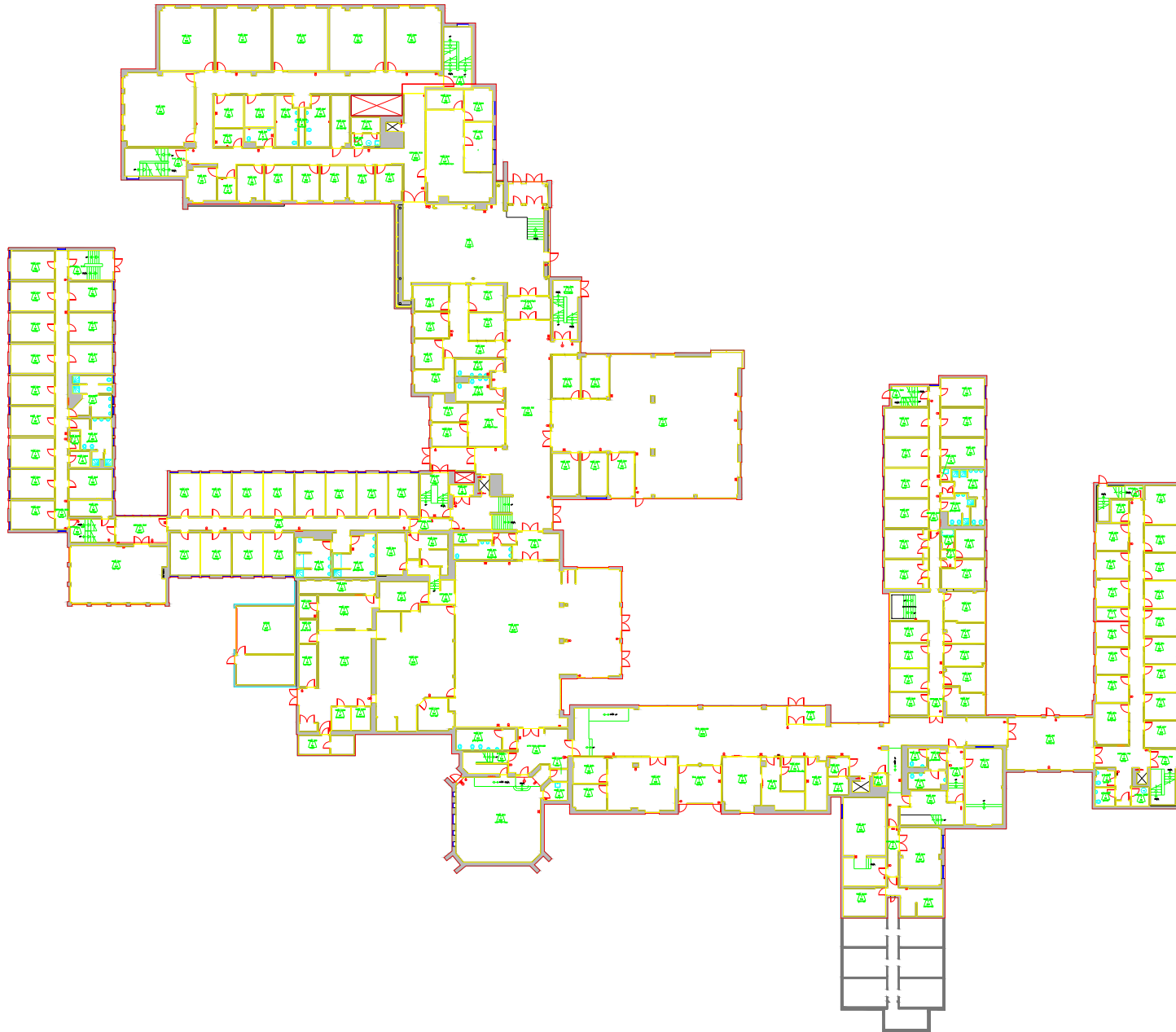
SQUARE FEET
 34,652 SQUARE FEET

Location
 RENISON UNIVERSITY COLLEGE
 WATERLOO, ONTARIO

Scale	Date
	OCTOBER 2015

Drawn by BAM CANADA	Drawing No. B
Client's Approval	

Approved by SEAN GARDINER
Cad File No.



BAM CANADA
 1-866-443-8162
 www.bamcanada.com

Project
 RENISON UNIVERSITY COLLEGE

Drawing Title
 RENISON-FIRST FLOOR.DWG

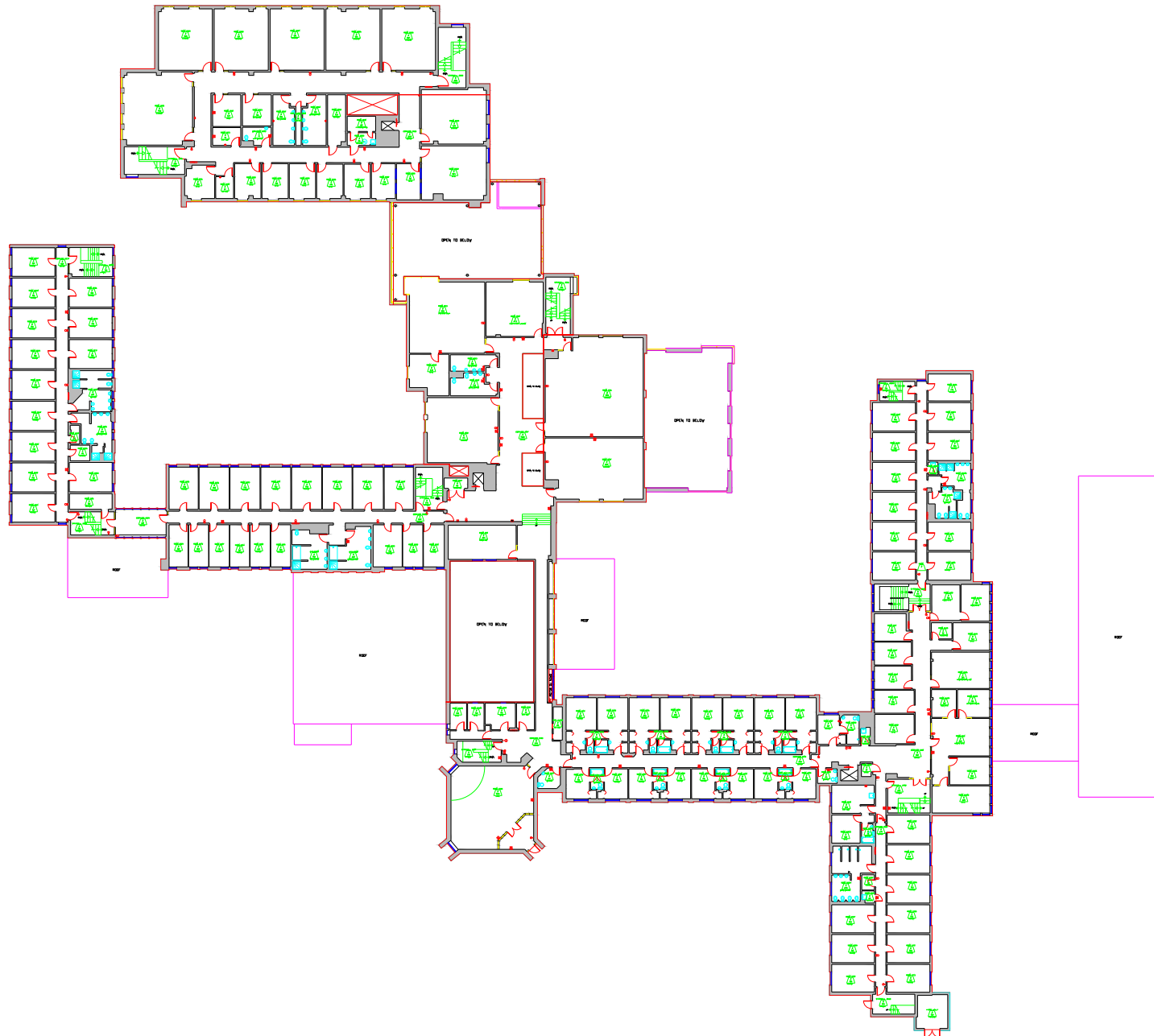
SQUARE FEET
 60,230 SQUARE FEET

Location
 RENISON UNIVERSITY COLLEGE
 WATERLOO, ONTARIO

Scale	Date
	OCTOBER 2015

Drawn by BAM CANADA	Drawing No. 1
Client's Approval	

Approved by SEAN GARDINER
Cad File No.



BAM CANADA
 1-866-443-8162
 www.bamcanada.com

Project
 RENISON UNIVERSITY COLLEGE

Drawing Title
 RENISON—SECOND FLOOR.DWG

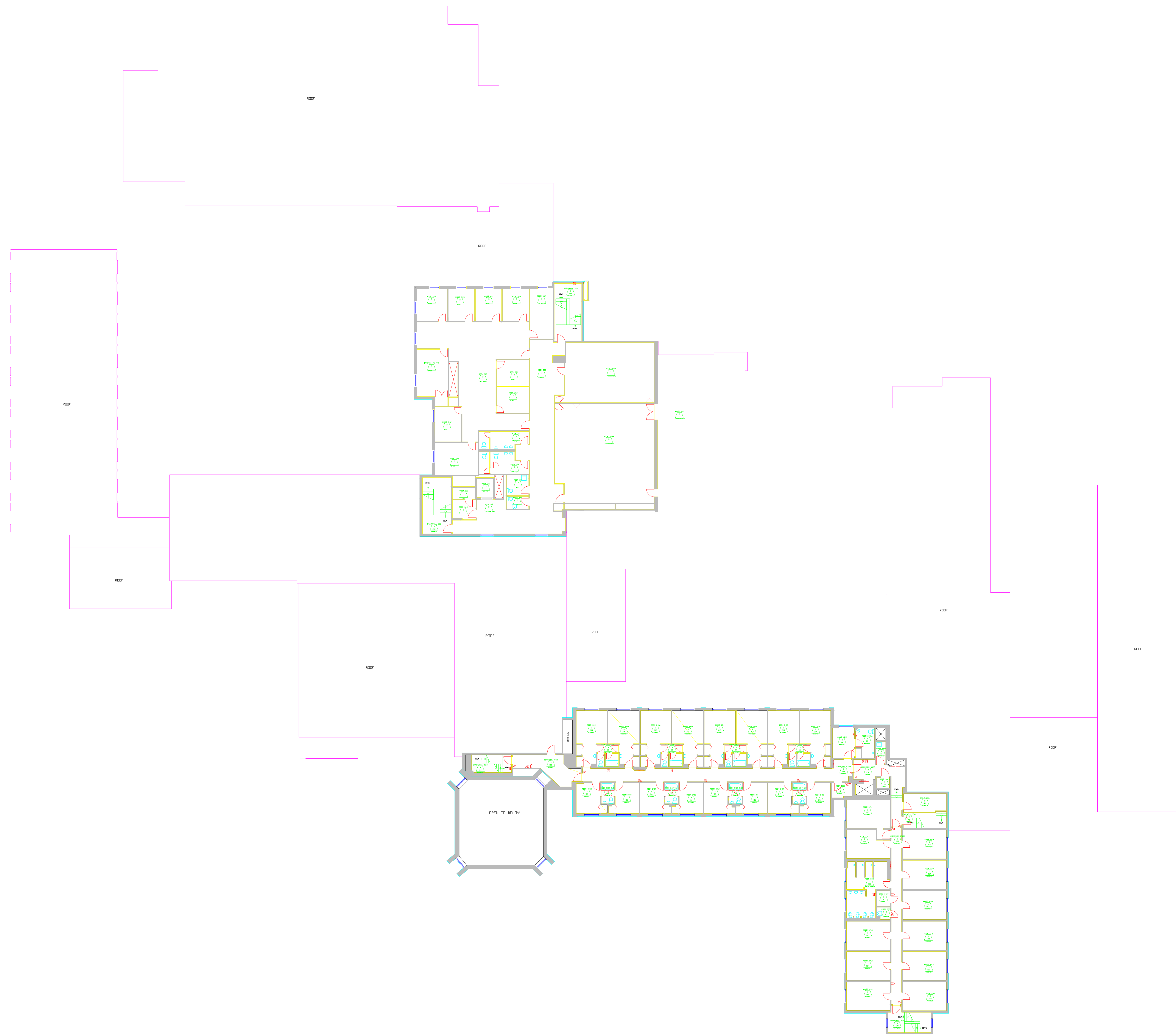
SQFT.
 45,767 SQUARE FEET

Location
 RENISON UNIVERSITY COLLEGE
 WATERLOO, ONTARIO

Scale	Date OCTOBER 2015
-------	----------------------

Drawn by BAM CANADA	Drawing No. 2
Client's Approval	
Approved by SEAN GARDINER	

Cad File No.



BAM CANADA
 1-866-443-8162
 www.bamcanada.com

Project
 RENISON UNIVERSITY COLLEGE

Drawing Title
 RENISON-THIRD FLOOR.DWG

SOFT.
 9,025 SQUARE FEET

Location
 RENISON UNIVERSITY COLLEGE
 WATERLOO, ONTARIO

Scale	Date OCTOBER 2015
-------	----------------------

Drawn by BAM CANADA	Drawing No. 3
Client's Approval	

Approved by SEAN GARDINER

Cad File No.