

Request for Proposal
Sealed Proposals for Sign-
age Design Services (RFP)
will be received by the Col-
lege of DuPage, District 502,
at the office of the Purchas-
ing Manager, SRC Building
Room 2049J, 425 Fawell
Blvd., Glen Ellyn, IL 60137-
6599, until Thursday, July
17, 2008 at 12:00 p.m. There
will be no public opening of
any proposals received.

There will be a pre-proposal
conference on Thursday,
July 3, 2008, at 10:00 a.m. at
the College of DuPage, 425
Fawell Blvd., Glen Ellyn, IL
in the Student Resource
Center, SRC 2052 (Board
Room). Firms are strongly
urged to participate in this
meeting.

Proposal/Specifications
are available in the Pur-
chasing Department, SRC
Building, Room 2049J, 425
Fawell Blvd., Glen Ellyn, IL
60137, 630-942-2355.
Any proposal received after
the time and date stated
above will be returned un-
opened to the sender. The
College of DuPage reserves
the right to reject any or all
proposals. This invitation is
issued in the name of the
Board of Trustees of College
of DuPage, Community Col-
lege District 502, Glen El-
lyn, Illinois.

Published in Daily Herald
June 28, 2008 (4079435)S

CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

Daily Herald

Corporation organized and existing under and by virtue of the laws of
the State of Illinois, DOES HEREBY CERTIFY that it is the publisher
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Glen Ellyn, Itasca, Keeneyville, Lisle, Lombard, Medinah, Naperville,
Oak Brook, Oakbrook Terrace, Roselle, Villa Park, Warrenville,
West Chicago, Wheaton, Winfield, Wood Dale

County(ies) of DuPage

and State of Illinois, continuously for more than one year prior to the
date of the first publication of the notice hereinafter referred to and is of
general circulation throughout said Village(s), County(ies) and State.

I further certify that the DAILY HERALD is a newspaper as defined in
"an Act to revise the law in relation to notices" as amended in 1992
Illinois Compiled Statutes, Chapter 7150, Act 5, Section 1 and 5. That a
notice of which the annexed printed slip is a true copy, was published
June 28, 2008 in said DAILY HERALD.

IN WITNESS WHEREOF, the undersigned, the said PADDOCK
PUBLICATIONS, Inc., has caused this certificate to be signed by, this
authorized agent, at Arlington Heights, Illinois.

PADDOCK PUBLICATIONS, INC.
DAILY HERALD NEWSPAPERS

BY

Nancy Bratowick
Authorized Agent

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JUL 02 2008

PURCHASING DEPT.

Control # T4079435

REQUEST FOR PROPOSAL

Sealed Proposals for **Signage Design Services (RFP)** will be received by the College of DuPage, District 502, at the office of the Purchasing Manager, SRC Building Room 2049J, 425 Fawell Blvd., Glen Ellyn, IL 60137-6599, until **Thursday, July 17, 2008 at 12:00 p.m.** There will be no public opening of any proposals received.

There will be a **pre-proposal conference** on **Tuesday, July 3, 2008, at 10:00 a.m.** at the College of DuPage, 425 Fawell Blvd., Glen Ellyn, IL in the **Student Resource Center, SRC 2052 (Board Room)**. Firms are strongly urged to participate in this meeting.

Proposal/Specifications are available in the Purchasing Department, SRC Building, Room 2049J, 425 Fawell Blvd., Glen Ellyn, Illinois 60137, 630-942-2355. Any proposal received after the time and date stated above will be returned unopened to the sender. The College of DuPage reserves the right to reject any or all proposals. This invitation is issued in the name of the Board of Trustees of College of DuPage, Community College District 502, Glen Ellyn, Illinois.

Purchasing Department

425 Fawell Boulevard
Glen Ellyn, Illinois 60137-6599
<http://www.cod.edu>

PHONE (630) 942-2216
FAX (630) 858-9078

**College of DuPage
Design Services for Sign Design
Addendum #1
July 8, 2008**

This addendum is issued to modify the RFP package for this project, as issued by this office on June 25, 2008, and is now considered a part thereof. In accordance with the RFP specifications, offerers are instructed to be advised of the following:

The HSC building move-in date has been revised from January 2009 to May 2009.

Creating a COD "Brand" will not be included in this RFP.

Please indicate "ADDENDUM #1 RECEIVED on the outside of your bid response envelope. Thank you,



Janet K. Fix
Purchasing Manager
College of DuPage

Purchasing Department

425 Fawell Boulevard
Glen Ellyn, Illinois 60137-
6599 <http://www.cod.edu>

PHONE (630) 942-2216
FAX (630) 858-9078

**College of DuPage
Design Services for Sign Design
Addendum #2
July 10, 2008**

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This addendum is issued to modify the RFP package for this project, as issued by this office on June 25, 2008, and is now considered a part thereof. In accordance with the RFP specifications, offerers are instructed to be advised of the following:

The following are responses to written questions received regarding this project.

1. Will a COD representative be attending the Village meetings?
Answer: Yes.
2. Please describe the COD approval process. Who will be involved in reviewing designs and how will decisions be made?
Answer: The college will be creating a signage team which will include representatives from various departments including Facilities, Public Information, Student Activities & Student Information. This team will be responsible for working with the designer in order to develop the standards. Once this team approves the standards, they will be presented to COD Administration for approval. The standards will then be presented to the Board of Trustees for approval.
3. Page 5/Bidding Documents states, "Assist Owner, if required, in touring similar facilities in the area during pre-design and design phases." Does COD have facilities in mind to tour? Will COD coordinate & facilitate these tours?
Answer: The college does not have specific facilities in mind to tour and is looking to the designer to make recommendations. The designer is expected to facilitate and coordinate the tours.
4. Page 5/Bidding Documents makes reference to the Illinois Community Colleges Code. Will COD provide this code to the designer? If not, where can this code be obtained?
Answer: The Illinois Community College Code can be found on www.ICCB.org.
5. Page 6/Bidding Documents states, "Provide assistance to the COD project manager in securing required permits." This is typically the responsibility of the fabricator. Please explain what assistance is anticipated on the part of the

continued

designer.

Answer: This includes preparation of all permit applications, correspondence with local authorities and assembling documents for submission.

6. Page 7/Relevant experience in Campus Signage design: Please explain your understanding of how OSHA, NIOSH and IDPH codes apply to this project. These codes should not apply to COD.
Answer: The design firm is required to have knowledge of all applicable codes and to provide the college with signage designs that meet these requirements.
7. Page 7/Relevant experience in Campus Signage design: Please define, "All other codes and requirements exercised by local authorities having jurisdiction." Compliance with certain codes is not always mandatory depending on the type of building. Please specify all codes that the college is legally obligated, or has voluntarily chosen to comply with.
Answer: The design firm is required to have knowledge of all applicable codes and to provide the college with signage designs that meet these requirements.
8. Page 7/Specific design approach to this project: "Firms must describe in their proposal their design approach to this project, which demonstrates their understanding of specific, critical issues and challenges pertaining to the project, and how they intend to resolve these issues through design." Since we will not fully know the specific, critical issues and challenges of this project until after the Planning Analysis or Pre-design phase is complete, please describe what COD sees as the specific, critical issues and challenges.
Answer: Campus signage design has its own unique set of design challenges. Firms are asked to provide their design approach as a way for the college to determine the level of experience and knowledge the firm has with campus signage designs.
9. Concerning the March 09 and May 09 completion dates: Please define whether it is anticipated that these dates will be early in the month or late.
Answer: This has not yet been defined.
10. Page 8/Current interior signage budgets by project: Do these fees include design? "Current... signage budgets..." implies that these numbers may change. Please confirm.
Answer: The budgets provided on page 8 are for sign manufacture & installation. It is not for design services. If the designer and the college jointly determine that these budgetary numbers are insufficient and if the project budget can allow for an increase to these numbers, the college is willing to work with the designer to adjust them.
11. Will questions be shared with all bidders?
Answer: Yes, this addendum will be distributed to all bidders.

continued

12. Page 5 of the RFP mentions "Development meetings". What are the responsibilities and goals of these meetings?

Answer: "Development Meetings" are meetings conducted by the signage designer that assist him in obtaining information and input from the college that will allow him to create the new Interior Signage Standard Program and Exterior Building Identification Signage Standard. The goal is to create, with the college's input and approval, signage standards to be used campus wide. It is the responsibility of the signage designer to guide the college through this process in a timely manner and to provide professional signage design solutions.

13. Is the awarded bidder of the design phase able to bid the manufacture portion as well?

Answer: No, they are not.

14. Is the budget provided on page 8 of the RFP for design or manufacture? In addition, is this budget still flexible? Is the awarded bidder to help determine final budget?

Answer: The budgets provided on page 8 are for sign manufacture & installation. It is not for design services. If the designer and the college jointly determine that these budgetary numbers are insufficient and if the project budget can allow for an increase to these numbers, the college is willing to work with the designer to adjust them.

15. As for the 9 month post construction walk-through (Pg.7), does this take place 9 mo. after construction of building or installation of signs? Is it a one time walk through at the 9 mo. mark?

Answer: It takes place 9 months after the installation of the signs. It is a one time walk through.

16. We understand that these buildings are scheduled to be built over the next few years. Will the signage portion take place in phases as each building is constructed? Will the awarded bidder for manufacture handle all buildings or will each building have a separate manufacturer? If these projects will be in phases, how many?

Answer: The signage designer will need to become familiar with the various project schedules, coordinate with the project managers, and recommend to the college the best installation schedule for the various buildings. We anticipate that the specifications for all buildings will be identical, however buildings may be bid in separate bid packages which may result in multiple manufacturers.

17. Will the manufacture and installation be bid together?

Answer: Yes, we anticipate that the manufacture and installation will be packaged together in one contract.

18. Will pdf's with the field measurements be provided or is it the responsibility of the awarded bidder (for the design phase) to take measurements of the site?

continued

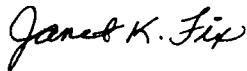
Answer: Pdf's or CADD architectural plans can be provided to the signage designer for information only. The signage designer will be responsible for any necessary field verification of as built conditions.

19. We understand that some room name/room number signs are temporary and therefore shall have changeable components. Shall the interior signs have changeable panels or open slots to insert temporary names printed on paper?

Answer: This is a detail that will be decided as the signage designer works with the college on the design phase of the Interior Signage Standard Program.

END OF QUESTIONS

Please indicate "ADDENDUM #2 RECEIVED on the outside of your bid response envelope. Thank you,



Janet K. Fix
Purchasing Manager
College of DuPage

REQUEST FOR PROPOSALS
DESIGN SERVICES FOR
SIGNAGE DESIGN
FOR THE COLLEGE OF DUPAGE

The College of DuPage (COD) is soliciting proposals from qualified firms to provide comprehensive design services for the Interior Signage Standard Program, Exterior Building Identification Signage Standard, and Signage Plans for the Health and Science, Technical Education and Early Childhood Centers on the college's main campus in Glen Ellyn, Illinois.

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 - Exhibit C – College Sign Guidelines
 - Exhibit D – Exterior Building Identification Sign Standard
 - Exhibit E – HSC, TEC, ECC, BIC and SRC Floor Plans
 - Exhibit F – Draft Contract

1. PROJECT DESCRIPTION

Work to be performed under this contract will include complete design services for the creation of an Interior Signage Standard Program to be used in all campus buildings, updated Exterior Building Identification Signage Standard, and Signage Plans for three new buildings at the college's main campus in Glen Ellyn, Illinois, the Health and Science Center (HSC) and the Technical Education Center (TEC), both currently under construction, and the Early Childhood Center (ECC), completed last year. **Fees for Optional Additional Services are to be provided for complete design services for Signage Plans for the West Campus Community Center (WCCC) and the Berg Instructional Center (BIC)/Student Resource Center (SRC).**

The Interior Signage Standard Program will include interior signage designs that will become the college standard for all building interior signage including but not limited to the following: Building Directories, Information Signage, Wayfinding Signage, Room Signs, Elevator Identifiers, Departmental Identification, Regulatory & Building Amenity Signs, Holders for Building & Floor "You are Here" Maps, and Board of Trustee Plaque. The college has existing signage guidelines that will serve as the basis for the standards.

The college currently has exterior signage standards that include a building identification sign. There are aspects of this standard that the college would like to update including allowing the signs to be sized as appropriate to be seen from the main roadways, allowing a total of three building identifications signs per building, improving sign lighting, and modifications to the way the signs are attached to the buildings. The design effort will include reviewing the current standard, making recommendations for modifications, and assisting the college with the Village of Glen Ellyn Architectural Review Board process for updating the COD Comprehensive Sign Plan and Sign Agreement by preparing the necessary documents and attending required Village meetings. The Village request shall also include modifying the number of campus message boards (with LED signs) in the current COD Comprehensive Sign Plan from three to four and widening the Parking Lot Directional Signs for better visibility.

The HSC is a 180,000 gross square feet facility that is scheduled to be substantially complete at the end of this year. Staff and Faculty will move into the facility in phases. This effort will begin in January 2009. The building contains a common area in the center that overlooks the Russell Kirt Prairie to the south. The Natural Science programs are located on the east half of the building and the Health Career programs are located on the west half of the building. The building will contain the following programs: Allied Health, Certified Nursing Assistant, Dental Hygiene, Diagnostic Medical Imaging, Nuclear Medicine, Nursing, Physical Therapist Assistant, Radiography, Respiratory Care, Surgical Technology, Anatomy and Physiology, Microbiology, Biology, Chemistry, Zoology, and Botany.

The TEC is a 178,000 gross square feet facility that is scheduled to be substantially complete in the spring of 2009 with phased moves starting soon after and continuing through the summer. The TEC building is sited on west campus at the termination of an

east campus new road and landscape corridor and will act as the new link between east and west campus. This strong landscaped path is carried through the structure and takes the form of an interior public mall which serves as the main circulation for the building. The following programs will be located in the TEC: Architecture, Interior Design, Horticulture, Automotive Technology, Computer-aided Design, Construction Management, Electro-mechanical Technology, Electronics-integrated Engineering Technology, HVAC-R, Manufacturing Technology, and Welding Technology.

The ECC is a 22,500 gross square feet facility that was completed and occupied in the summer of 2007. This new center serves 116 children and is located on the college's main campus in Glen Ellyn, Illinois. The classrooms are organized under a sky-lit roof with an interior "street" corridor below which playfully widens to become a flexible indoor activity area at the center of the building. The program offers a combination of classroom instruction and supervised, hands-on experience that prepares COD students for direct entry into the field of Early Childhood Education and Care positions.

The WCCC is planned to be a 40,000 gross square foot facility sited north of the TEC on west campus. It will house the Adult Continuing Ed, Older Adult Institute, Youth, Radio Station, and ESL/ABE/GED programs. Classrooms, food service and student space will also be included. The college will be issuing a Request for Proposal (RFP) this summer for Architectural/Engineering design services. Construction is anticipated to begin in the summer of 2009 and be completed in the fall of 2010.

The BIC/SRC Renovation project is currently in the schematic design phase. Construction will likely occur in four phases and is anticipated to begin in the fall of 2009 and be completed in the spring of 2012. The BIC was built in 1973 and is approximately 450,000 gross square feet. The major core and infrastructure components such as the mechanical rooms (basement level), mechanical shafts, IT closets, elevators, communicating stairs, and toilet rooms are planned to remain in their existing locations. The project will include a combination of lecture and seminar classrooms to support 25 to 40 students, various types of new instructional spaces, new physical science labs, administrative/faculty office space, computer center, student lounges, a proposed new 10,000 GSF Multimedia Services area and a 65,000 gross square feet College Center building addition.

The SRC is comprised of both the original facility and a substantial addition that doubled the available program area. The original portion of the building is 216,842 gross sq. ft. and was built in 1983. The addition is 159,688 gross sq. ft. and was built in 1996. The anticipated percentage of area of renovation is approximately 35-50%. The major core and infrastructure components such as the mechanical room, mechanical shafts, IT closets, elevators, communicating stairs, loading dock, and toilet rooms are planned to remain in their existing locations. In addition, such departments as the library, bookstore, cafeteria, Academic Computing Center (ACC) and conference center will remain in their existing locations. The main objective is to improve the primary circulation from the north entrance through the circulation mall, to better align critical departmental

adjacencies, to reorganize the administrative office space, and to consolidate both the Culinary Arts program and Student Affairs/Activities.

Design services only are required for the Interior Signage Standards Program and the Exterior Building Identification Signage Standard. The Designer will provide complete services for design, preparation of bid documents, bidding, and construction administration phases of the Signage Plans for the TEC, HSC and the ECC including both interior signage and exterior building identification signage. The Designer will provide Optional Addition Services for complete design services for Signage Plans for the WCCC and the BIC/SRC.

2. SCOPE OF PROFESSIONAL SERVICES (Including but not limited to the following)

Pre-Design:

- Field review of existing campus signage conditions in order to identify current signage issues and areas requiring improvements.
- Meet with COD Facilities and Public Information departments to become familiar with current signage guidelines and to understand signage concerns.
- Review COD Comprehensive Sign Plan and Sign Agreement and Village process for incorporating modifications. Designer is responsible for knowing and incorporating all permit requirements for jurisdictions associated with the project.
- Review of HSC, TEC and ECC project schedules and signage budgets. Meet with Facilities department and building architects to become familiar with building designs. Become familiar with COD bidding process.
- Develop a document that identifies signage issues and objectives to be achieved with a new Interior Signage Standards Program. Submit to Facilities department for review and approval.
- Provide a project schedule indicating all key milestones to complete each phase of design service. Signage design schedule must accommodate the schedules of the two facilities currently under construction, HSC and TEC. Schedule shall include a minimum of ten (10) working days for all Owner reviews.
- Prepare and distribute all meeting minutes and notes during all phases of the project. Documentation of proceedings will be provided no later than five (5) days after a meeting. Respond to all document review comments in writing.

Design:

- Manage and lead at least eight (8) Development meetings with COD. Present at a minimum two (2) design concepts each for the Interior Signage Standard Program and the Exterior Building Identification Signage Standard for COD's review and approval. Modify selected concept, as necessary, in order to obtain final COD approval of design.
- Assist Owner, if required, in touring similar facilities in the area during pre-design and design phases. Designer should assume that one full day (minimum) will be required for facilities touring.
- Preparation of design documents to adequately define Interior Signage Standards Program and Exterior Building Identifier. Project schedule will include a ten (10) working day owner review period. Present to COD and modify, as necessary, in order to receive final approval of design.
- Communicate with Village and prepare documents for Village Architectural Review Board to effectively incorporate modifications to the COD Comprehensive Sign Plan and Sign Agreement to include revised exterior signage standards. Revise, as necessary, in order to obtain Village approval.
- Preparation of Signage Design Documents to adequately define scope and cost of the HSC, TEC, and ECC signage project. Project schedule will include a ten (10) working day owner review period. Present to COD and modify, as necessary, in order to receive final approval of design.
- Provide preliminary estimate of the cost for fabrication and installation of signage for the TEC, HSC and ECC in a format requested by COD. Make design modifications, if necessary, to accommodate projects' signage budgets.
- Attend up to four (4) meetings with COD Administration and Board, to properly communicate the design intent and illustrate sufficient adherence to program requirements, project schedule and budget.

Bidding Documents (HSC, TEC and ECC only):

- Preparation of bid documents consisting of Drawings and Project Manual for an anticipated single lump-sum bid to be opened in accordance with the project schedule and COD regulations. Designer shall allow a minimum of ten (10) working days for review by the Owner prior to release for bid.
- All documents produced by the Designer shall conform to all applicable federal, state, and local codes and regulations, and all other authorities having jurisdiction over this project, including but not limited to International Building Code, NFPA, ADA, Illinois Accessibility Code, Illinois Community Colleges Code, and local ordinances etc. At a minimum, the Designer shall provide all appropriate services

to fulfill COD's objectives for high quality, on time, and comprehensive services for the design and implementation of the project. Designer shall be responsible for the determination and design of electrical and structural requirements for all signage.

- Verify deadlines and quantities of deliverables with COD project manager to be submitted for COD review.
- Provide assistance to the COD project manager in securing required permits. This includes preparation of all permit applications, correspondence with local and state authorities and assembling documents for submission.

Bidding (HSC, TEC and ECC only):

- Issuance of bid documents. Issuance of addenda to Owner incorporating responses to questions from bidders.
- Conduct on-site pre-bid meeting and respond to questions as required.
- Assist Owner in obtaining qualified bidders for sign fabrication and installation.
- Bid evaluation, due diligence investigation of responsibility of low bidder(s) and written recommendation to COD.

Construction Administration (HSC, TEC and ECC only):

- Conduct pre-construction and pre-installation meetings as required.
- Construction administration services through construction completion and final completion, including all construction meetings to effectively coordinate and manage installation process. Prepare and distribute reports of site observation.
- Review shop drawings and submittals, product data and samples, etc. and coordinate with contractor and COD personnel for timely reviews.
- Prepare and issue a comprehensive punch list.
- Conduct two (2) punch list inspections.
- Provide two sets of comprehensive record documents (drawings and specifications) at completion of project. Provide as-built documents in hard copies as well as electronic file format as specified and requested by COD.
- Review and transmit to the owner all close out documents. This includes all warranties and guarantees.

- Conduct 9 month post construction walk through with COD personnel and contractor.

3. SELECTION CRITERIA

Credentials of firms submitting proposals will be evaluated and a short list of qualified firms may be invited to make presentations regarding their qualifications and approach to this project through interviews to be conducted by COD. Key personnel assigned to this project must attend the interview. The college reserves the right to request multiple interviews for the selection of design services for this project. Selection criteria for the design firm will be based on the following:

- **Overall professional qualifications of the firm.**
- **Relevant experience in Campus Signage design.**
Firms must demonstrate comprehensive understanding of and experience with all code requirements pertaining to this type of signage design including but not limited to the following:
 - International Building Code
 - ADA & Illinois Accessibility Code
 - Occupational Safety and Health Administration (OSHA)
 - National Institute for Occupational Safety and Health (NIOSH),
 - Illinois Department of Public Health (IDPH)
 - All other codes and requirements exercised by local authorities having jurisdiction.

Firms must also demonstrate their expertise and experience in working in University, Community College, or Vocational Education campus contexts.

- **Project Experience Profiles.**
Firms must provide examples (five projects preferred) of completed similar local projects within the last 5 years. All project references must include client references (name, title and contact phone number), project size, construction bid amount, and final construction cost.
- **Specific design approach to this project.**
Firms must describe in their proposal their design approach to this project, which demonstrates their understanding of specific, critical issues and challenges pertaining to the project, and how they intend to resolve these issues through design.
- **Resources appropriate to the scope of work and project schedule. Provide a detailed description of the management plan that will be used to accomplish the project work.**

- **Proposed staffing plan and team organization including sub-consultants if any. Provide a team organization chart.**
- **Design Team (including sub-consultants) relevant experience, expertise, and collaboration history.**
- **Understanding of and commitment to COD's schedule requirements. Budget and schedule responsibility.**

Firms shall demonstrate that they have the knowledge, ability, and successful past experience in working with Owners in designing within budget and schedule requirements in a collaborative manner from Pre-Design through Implementation. Share your cost management process and how you anticipate balancing scope with budget and the importance of maintaining schedule. The successful Designer will be required to design to budget.

COD anticipates construction of the HSC project to be completed by December 2008 and the TEC project in March 2009.

Current interior signage budgets by project:

HSC	\$40,000
TEC	\$47,000
ECC	\$6,000
BIC/SRC	\$134,000
WCCC	\$20,000

4. INSTRUCTIONS

Design firms who wish to be considered for this project should submit their proposals to COD as follows:

Submit fifteen (15) copies of proposals in bound format on 8 ½ x 11 paper. Proposals shall be a maximum of 50 pages (50 single-sided sheets, or 25 double-sided sheets).

Submit proposals to the attention of:

**Ms. Janet Fix, SRC 2049-J
Purchasing Manager
College of DuPage
425 Fawell Blvd
Glen Ellyn IL, 60137-6599**

Fifteen (15) copies of the qualifications statements are due on or before July 17 at 12:00 p.m. (noon). All items shall be submitted in a sealed envelope and clearly labeled:

Proposer's name
Proposal for Design Services, COD Signage Design Project
College of DuPage
Due: July 17, 2008 12:00 p.m.

The timeline for proposal process is as follows:

Request for Qualifications Issued:	June 25, 2008
Pre-Proposal Meeting:	July 3, 2008 10:00 a.m. SRC 2052
*Deadline for submitting questions to COD:	July 9, 2008 1:00 p.m.
Deadline to submit proposals:	July 17, 2008 12:00 p.m. (noon)
Notification to short-listed firms:	July 30, 2008
Interviews of short-listed firms:	August 5, 2008
Recommendation to COD Board of Trustees:	August 21, 2008

*All questions shall be submitted IN WRITING VIA E-MAIL to the attention of:

Ms. Janet Fix
Purchasing Manager
College of DuPage

e-mail: fixjan@cdnet.cod.edu

No phone calls or faxes will be accepted.

It is COD's expectation that the successful designer will begin work immediately upon being informed of a decision by COD. A notice to proceed to the designer will be issued on August 22, 2008, if approved by the Board of Trustees on August 21, 2008.

PROPOSALS THAT DO NOT COMPLY WITH THE ABOVE INSTRUCTIONS, AND/OR DO NOT INCLUDE THE REQUIRED QUALIFICATION DATA, SHALL BE CONSIDERED NON-RESPONSIVE AND DISQUALIFIED.

5. PROPOSAL FORMAT

Proposals shall be submitted on 8-1/2" X 11" paper in bound format. The qualifications statement shall include information requested below in the order presented:

A. Letter of Interest/Introduction (limit to one page)

B. Table of Contents

C. General Firm Information

Firm Name

Business Address (office that will be performing the services)

Telephone/Fax/Web site/e-mail

Year established under present name (give former firm names and years if applicable)

Type of Organization (if necessary give details)

_____ Individual of sole proprietorship

_____ Partnership

_____ Corporation

_____ Joint Venture (or association)

Minority Ownership:

_____ Percent of Minority Ownership

CAD System in Use (please state the system and version used by firm for production of bid documents).

D. Firm Personnel

Names of Principals (owners, corporate officers) and years with the firm

Personnel by discipline.

E. Key Personnel

Names(s) and resume(s) of key personnel including but not limited to, principal-in-charge and project manager to be assigned to this project. Key personnel should be individuals with direct experience on projects of similar type, scale, and complexity. Provide in the following format (limit to one page per person):

Name and Project Assignment.

Education: Degree(s) and date(s).

Relevant Project Experience (minimum 3 projects):

- Project Name, type, scope and location
- Date of project (design through construction)
- Title/Role on project.
- Actual duties performed on project.
- Project contact name, address and telephone.

F. Project Team

Detailed description of the proposed project team including sub-consultants, and how you propose to organize, staff, and manage the project, including time committed to the project.

Identify sub-consultants including cost consultants, engineers, etc. and other disciplines and any specialty consultants as required. Provide information about sub-consultants you propose to employ including scope of work for which they will be responsible.

Provide history of past collaborations with design team sub-consultants. Indicate which projects Designer has worked on with various members of design team. It is recommended that this information be provided in a matrix format (y-axis= project list; x-axis=list of key personnel including sub consultants)

INCLUDE A CLEAR ORGANIZATION CHART, which identifies all key personnel from both the Designer and sub-consultants, and relationship between COD and the project team.

G. Design Approach

A detailed description of your design approach to this project (limit to two pages). Explain the firm's design capabilities as they relate to:

- Design Philosophy and process
- Quality control/assurance procedures, including coordination of design disciplines, complying with program requirements and conformance to Federal/State/Local code requirements

H. Project Schedule

Submit a proposed time schedule for this project broken down by major phases of the project (limit to one page). This schedule shall reflect two week review time for Owner coordination and review of documents at each design phase.

I. Firm Experience Information

Submit a detailed statement demonstrating your firms understanding, experience, and expertise with:

- Code requirements, standards, and guidelines pertaining to this type of project;
- The latest campus signage design philosophies pertaining to University, Community College, or Vocational Education campus contexts including design principles and philosophies intended to be employed during the design process.

Include a cost estimate history, comparing cost estimates versus actual bid amounts on similar projects. Discuss how change orders, Designer errors and omissions (second costs) are addressed.

Project Experience Profiles (Projects worked on by individuals while employed by other firms shall be identified as such.)

Provide profiles (limit to one page each) of a minimum of five similar projects completed within the last 5 years.

The firm's standard project profile or resume sheets are acceptable as long as the following minimum information is provided:

- Project name and location
- Name of owner's contact for the project with current address and telephone.
- Brief project description
- Date of completion (or status for projects that are in-progress)
- Original project budget provided by owner
- Construction contract amount (as awarded) and final construction contract amount (at completion/closeout).

J. Current and Anticipated Work Load

Provide the firm's current number of projects under contract and anticipated future projects for which key personnel have been committed

K. References

Provide the following references:

- Three signage installation firm (contractor) references on projects of similar type, scale and complexity.
- Provide client references for ALL projects submitted.

L. Insurance

The Designer shall provide copies of their professional liability insurance certificate, and other business related liability insurance, with limits of liability, as part of their proposal.

M. Fee Proposal

Fee shall be a lump sum fixed fee for complete Design Services. Design Services fee proposal shall be in the following format:

Firm Name _____

Base Services:

Pre-Design Services	\$ _____
Design Services	\$ _____
Bidding Document Services	\$ _____
Bidding Services	\$ _____
Construction Administration Services	\$ _____

Optional Additional Services:

Design, Bidding Document, Bidding and Construction Administration
Services for the WCCC: \$ _____

Design, Bidding Document, Bidding and Construction Administration
Services for the BIC/SRC: \$ _____

Expenses: (not to exceed reimbursable amount, at cost) \$ _____

TOTAL THIS PROPOSAL: \$ _____

Signature of Officer

Date

Title

Provide hours/phase and billing rates for your proposed team members for Base Services:

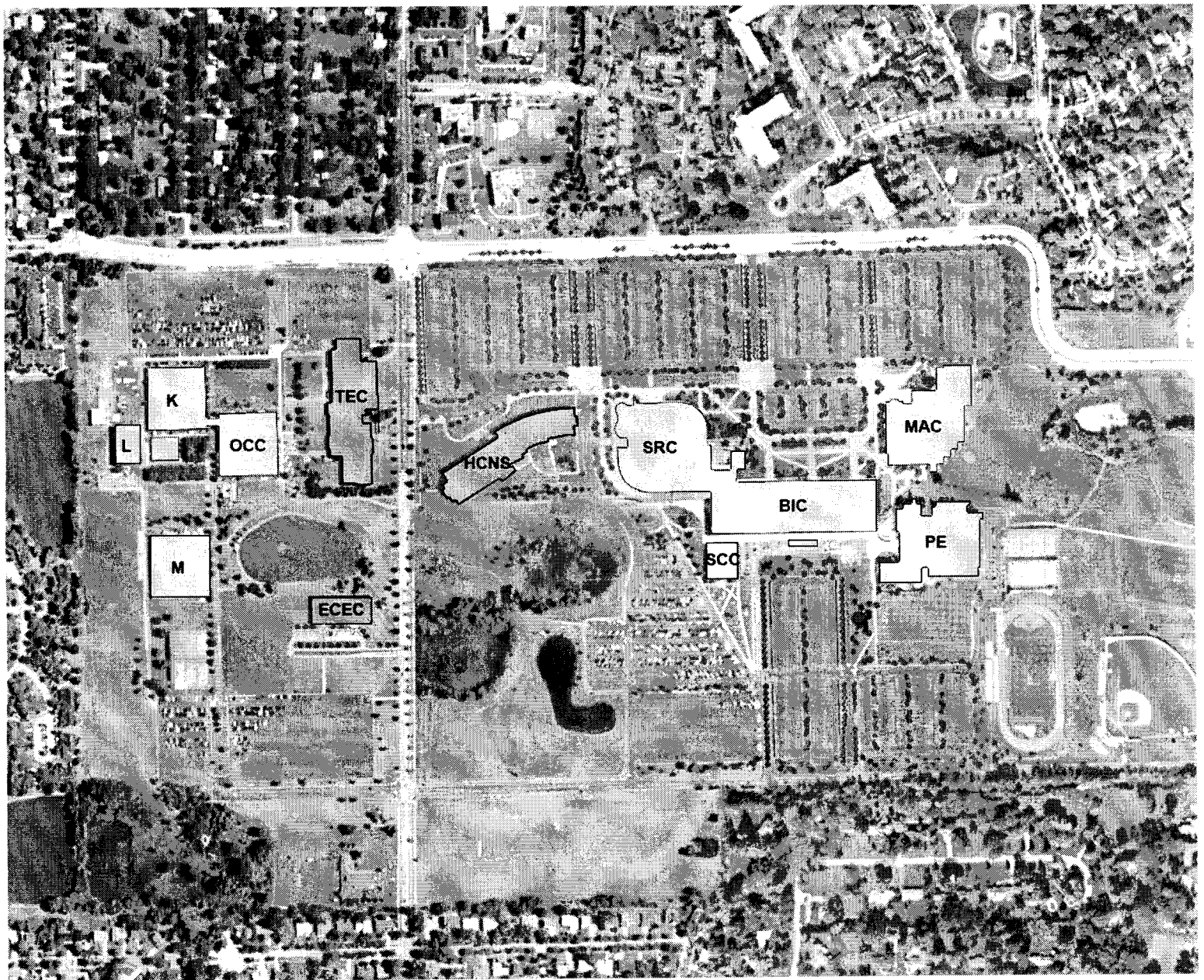
Proposed Team Member	Title	Hourly Billing Rate	Pre-Design	Design	Bidding Documents	Bidding	Construction Administration	Total Hours	Total Cost
Total Hours:									
Total Cost:									

Provide hours/phase and billing rates for your proposed team members for Optional Additional Services for WCCC:

Proposed Team Member	Title	Hourly Billing Rate	Pre-Design	Design	Bidding Documents	Bidding	Construction Administration	Total Hours	Total Cost
Total Hours:									
Total Cost:									

Provide hours/phase and billing rates for your proposed team members for Optional Additional Services for BIC/SRC:

Proposed Team Member	Title	Hourly Billing Rate	Pre-Design	Design	Bidding Documents	Bidding	Construction Administration	Total Hours	Total Cost
Total Hours:									
Total Cost:									



November 1, 2001

Exhibit B

VILLAGE OF GLEN ELLYN

ORDINANCE NO. _____

AN ORDINANCE GRANTING VARIATIONS FROM
THE REQUIREMENTS OF THE SIGN CODE
TO ESTABLISH A COMPREHENSIVE SIGN PLAN
FOR THE COLLEGE OF DUPAGE IN THE R1 ZONING DISTRICT
AND REPEALING ORDINANCE 4125 WHICH GRANTED
APPROVAL OF A PREVIOUS COMPREHENSIVE SIGN PLAN
FOR THE COLLEGE OF DUPAGE

ADOPTED BY THE
PRESIDENT AND THE BOARD OF TRUSTEES
OF THE
VILLAGE OF GLEN ELLYN
DUPAGE COUNTY, ILLINOIS
THIS ____ DAY OF _____, 20____

Published in pamphlet form by the authority of the
President and Board of Trustees of the Village of
Glen Ellyn, DuPage County, Illinois, this ____
day of _____, 20____.

ORDINANCE NO. _____

AN ORDINANCE GRANTING VARIATIONS FROM
THE REQUIREMENTS OF THE SIGN CODE
TO ESTABLISH A COMPREHENSIVE SIGN PLAN
FOR THE COLLEGE OF DUPAGE IN THE R1 ZONING DISTRICT
AND REPEALING ORDINANCE 4125 WHICH GRANTED
APPROVAL OF A PREVIOUS COMPREHENSIVE SIGN PLAN
FOR THE COLLEGE OF DUPAGE

WHEREAS, the College of DuPage has petitioned the President and Board of Trustees of the Village of Glen Ellyn for Variations from the strict application of the Sign Code to establish a Comprehensive Sign Plan dated November 13, 2001 (Exhibit A) as authorized by Section 4-5-14(J)b; and

WHEREAS, following due and proper publication of notice in The Glen Ellyn News not less than fifteen (15) days nor more than thirty (30) days prior, the Glen Ellyn Architectural Review Commission conducted a public hearing on October 10, 2001, at which hearing the petitioners presented evidence, testimony, and exhibits relative to the request for the Sign Variations; and

WHEREAS, the Architectural Review Commission set forth its recommendations in the Report and Recommendation of the Glen Ellyn Architectural Review Commission dated October 10, 2001, appended hereto as Exhibit "B,"; and

WHEREAS, the President and Board of Trustees have reviewed the exhibits and evidence presented at the public hearing October 10, 2001 and the Report and Recommendation of the Architectural Review Commission dated October, 10, 2001; and

WHEREAS, on May 9, 1994, the President and Board of Trustees of the Village of Glen

Ellyn, Illinois, passed Ordinance No. 4125, which approved of a Comprehensive Sign Plan and associated Sign Variations for the College of DuPage; and

WHEREAS, the President and Board of Trustees, have determined that Ordinance No. 4125 is no longer necessary because the Comprehensive Sign Plan it authorized is obsolete and will be replaced by the Comprehensive Sign Plan dated November 13, 2001; and

WHEREAS, the President and Village Board hereby make the following findings of fact:

- A. The petitioner has demonstrated a particular hardship as a result of adhering to the strict letter of the regulations of the Sign Code since those regulations would prevent the College of DuPage from installing adequate Special Event Signs, Wall Signs, Freestanding Signs, Incidental Signs, Private Traffic Directional Signs and Electronically Variable Message Signs with the purpose of providing information to students, faculty, visitors, presenters and deliverers of commodities.
- B. The Village of Glen Ellyn Sign Code authorizes in Section 4-5-14(J)1b the establishment of a Comprehensive Sign Plan where the geographic area is larger than 25 acres and the enforcement of the specific provision in the Sign Code deem a Special Sign District desirable.
- C. The plight of the petitioner is due to unique circumstances in that the College of DuPage is located on a 273-acre campus which contains over 1.4 million square feet of office space and in excess of 20,000 students attending classes each year. Because of the many different events which take place at the College, it is impractical for the College to request the issuance of individual permits for each required sign. Additionally, numerous conventions,

workshops and other special meetings attract individuals from throughout DuPage County and the Chicago Metropolitan area and attendees who do not have knowledge of the location of individual buildings, classrooms and meeting areas. Without the approval of the Comprehensive Sign Plan and associated Variations, these unique circumstances would create situations where numerous individuals would have difficulty in finding the locations they seek at the College of DuPage in a reasonable time.

- D. The essential character of the neighborhood will not be changed because the College of DuPage is located on a 273-acre campus, and the size and scale of the various signs will be in keeping with the structures, spaces and area within the College of DuPage
- E. Larger sign areas than are permitted in the Glen Ellyn Sign Code are needed to improve legibility in accordance with the recommendations in the Americans with Disabilities Act and to identify buildings by their full names.
- G. The College of DuPage occasionally changes the name of a building and plans to construct new buildings in the future. In order to keep the sign system current, the College needs the ability to change the verbiage on all signage.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Glen Ellyn, DuPage County, Illinois, in the exercise of its home rule powers, as follows:

SECTION ONE: The Report and Recommendation of the Glen Ellyn Architectural Review Commission, (Exhibit B) appended hereto, be and the same is hereby accepted.

SECTION TWO: The findings of fact set forth in the preamble above are hereby established as the findings and conclusions of the Village President and Board of Trustees.

SECTION THREE: Based on the aforementioned findings of fact, the President and Board of Trustees hereby grant the following Variations from the strict application of the Glen Ellyn Sign Code Ordinance to allow the implementation of the November 13, 2001 Comprehensive Sign Plan at the College of DuPage:

- A. Section 4-5-11(C) to allow 25 freestanding signs to be as close as 5 feet from the curb in the public right-of-way in lieu of 10 feet from the property line as required.
- B. Section 4-5-5(H)2 to allow 5 institutional signs in lieu of the maximum number of 2 institutional signs permitted.
- C. Section 4-5-5(H)1 to allow 5 institutional signs to have an area as large as 96 square feet in lieu of the 24 square feet permitted.
- D. Section 4-5-11 to allow the following signs in the R-1 District:
 - 1. 18 wall signs not to exceed an area of 100 square feet.
 - 2. 4 incidental signs with a height of 8' 6 1/2" and an area of 38 square feet.
 - 3. 7 incidental signs with a height of 7' 8 1/2" and an area of 8 square feet.
 - 4. 9 incidental signs with a height of 8' 11" and an area of 11.5 square feet.
 - 5. 2 institutional signs to have an electronically variable message in compliance with the provisions in Section 4-5-5(D)2(a-d) of the Sign Code.
- E. Section 4-5-8(Q) to:
 - 1. Allow 8 private traffic direction signs to have a height of 11.9 feet in lieu of the maximum permitted height of 4 feet and an area of 85 square feet in lieu of the 4 square feet permitted.
 - 2. Allow 12 private traffic direction signs to have a height of 7' 2" in lieu of the maximum permitted height of 4 feet and an area of 49 square feet in lieu of the 4 square feet permitted.
 - 3. Allow a total of 20 private traffic direction signs in lieu of the maximum number of 4 permitted.
- F. Section 4-5-9(D) to grant the College of DuPage permission to display special event directional signs in the public right-of-way without written approval by the Village Manager.
- G. Section 4-5-9(D)4 to allow the College of DuPage to display special event directional signs

(right-of-way) 3 days in advance of an event instead of one day as required and to remove the signs the next business day after the conclusion of the event instead of immediately after as required.

- H. Section 4-5-14 to allow the College of DuPage to erect as many as 15 additional incidental signs provided such signs are in substantial compliance with the College of DuPage Comprehensive Sign Plan dated October 1, 2001 on file in the Planning and Development Department and are not within sight lines.
- I. Section 4-5-14 to allow the College of DuPage to erect as many as 2 new wall signs on each building constructed after January 1, 2002 provided such signs are in substantial compliance with the College of DuPage Comprehensive Sign Plan on file in the Planning and Development Department and provided such signs do not exceed 100 square feet.
- J. Section 4-5-14 to allow the College of DuPage to modify one of the 3 proposed institutional signs that are not electronically variable message signs to become an electronically variable message sign provided such sign is in substantial compliance with the College of DuPage Comprehensive Sign Plan dated October 1, 2001 on file in the Planning and Development Department and provided such signs comply with the provisions in Section 4-5-5(D)2(a-d) of the Sign Code.
- K. Section 4-5-14 to allow the College of DuPage to install a maximum of 5 additional freestanding signs either on the College of DuPage property or in the public right-of-way provided that such signs are:
 - 1. In substantial compliance with the College of DuPage Comprehensive Sign Plan dated November 13, 2001 on file in the Planning and Development Department;
 - 2. Not within sight lines or are reviewed by a traffic engineer; and
 - 3. Reviewed and approved by the Village of Glen Ellyn Public Works Director prior to installation.
- L. Section 4-5-14 to allow the College of DuPage to alter the wording and/or lettering of any sign provided such alterations are in substantial conformance with the College of DuPage Comprehensive Sign Plan dated November 13, 2001 on file in the Planning and Development Department, including the size, style and color of sign lettering.

SECTION FOUR. The grant of Sign Variations is conditioned upon the following:

- A. Construction and maintenance of the proposed signage shall be in substantial conformance with representations made by the petitioners at the Architectural Review Commission public

hearing on October 10, 2001 and with the Petitioners' Application Packet, including the items listed below; and these documents shall be filed with and made a permanent part of the records of the Glen Ellyn Planning and Development Department:

1. Sign Application Packet dated November 13, 2001 as presented by ComCorp.
 2. Plat of Survey dated _____.
- B. The College of DuPage staff is to work with Village staff and the Village Forester to ensure that the handling (relocating or removal) of trees and other plantings adjacent to the signs is considered jointly.
- C. Any signs adjacent to the street or curb shall be outside of the 30 feet line of sight triangle or reviewed by a traffic engineer prior to installation to ensure that the signs do not interfere with sight lines or pose a traffic hazard.
- D. Any signs within the public right-of-way shall be reviewed and approved by the Public Works Director prior to installation.
- E. The November 13, 2001 Comprehensive Sign Plan is not approved until the College of DuPage delivers to the Village of Glen Ellyn an original signed copy of the License Agreement.

SECTION FIVE: The President and Board of Trustees, hereby repeal Ordinance No. 4125.

SECTION SIX: The Building and Zoning Official is hereby authorized and directed to issue sign permits for the subject property, consistent with the Variations granted herein, provided that all conditions set forth hereinabove have been met and all other applicable laws and ordinances are complied with. These grants of Variation shall expire and become null and void eighteen (18)

months from the date of passage of this Ordinance unless a sign permit to begin construction in reliance on these Variations is applied for within said eighteen (18) month time period, and construction is continuously and vigorously pursued. Further, the Village Board may, for good cause shown, waive or modify any conditions set forth in this Ordinance without requiring that the matter return for a public hearing.

SECTION SEVEN: This Ordinance shall be in full force and effect from and after the passage, approval, and publication in pamphlet form as provided by law.

SECTION EIGHT: Failure of the owner or other party in interest or a subsequent owner or other party in interest to comply with the terms of this Ordinance, after execution of said Ordinance, shall subject the owner or party in interest to the penalties set forth in Section 10-10-18 "A" and "B" of the Village of Glen Ellyn Zoning Code.

PASSED by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this _____ day of _____, 20____.

AYES:

NAYS:

ABSENT:

APPROVED by the Village President of the Village of Glen Ellyn, Illinois, this _____ day of _____, 20____.

Village President of the
Village of Glen Ellyn, Illinois

Summary of College Sign Guidelines

November 13, 2006

This document is intended as a brief description of current sign design and installation standards at College of DuPage. It is not to be used as a specification sheet or as a basis for writing specifications.

Exterior Signs:

In early 2002 a sign variance agreement was created with the Village of Glen Ellyn. Design and location documents are on file with the village. The college is allowed a specific number of signs in the village right-of-way. The college is allowed a specific number of identifier signs on its buildings. The signs need to follow the design documentation on file with the village until the variance is changed.

Identifier building signs contain the full name—not the acronym—of the building. Examples currently found on campus are: Rodney K. Berg Instructional Center; Harold D. McAninch Arts Center, Student Resource Center. “IC,” “AC” and “SRC” are NOT acceptable. They can be (and are) used at entry doors to help visitors match printed location information with the physical building.

For street directional signs, the common name (Instructional Center, Arts Center, etc.) is used. Again it is not the acronym—IC, AC, etc.

LOGO Information:

College of DuPage has a specific standard for its logo and logo type. Public Information and Production Services (PIPS) is the department that releases logo specifications. The director of PIPS should be contacted for logo specifications.

Interior Signs:

The college follows sign standards set by federal and state ADA standards. All interior plans, including those for furniture/equipment placement, should allow for ADA-compliant signs. One example is to keep open a 10-inch width of wall directly on the doorknob side of a room entry for tactile sign placement. These ADA standards are (or should be) known to interior designers and architectural companies.

The college uses room signs, overhead signs, wall directories, vinyl and “flag” signs to guide visitors inside its buildings.

The ADA recently changed sign requirements which will cause a redesign in the college’s tactile room signs. For the redesign, the college will be evaluating signs which use non-proprietary colors and manufacturing processes.

EXHIBIT C

Proprietary signs cost less at the initial building construction/installation. However, costs escalate when signs must be replaced due to damage or building changes. Also, there is a risk the company may go out of business or discontinue that specific line of signs. The college prefers to avoid proprietary sign systems.

New ADA compliant interior signage designs shall meet the following requirements:

- The system will use a paper-insert system for easily changed and less expensive signs.
- Sign holders will have components that can be changed easily in order to avoid buying an entire sign if only a portion of it is damaged.
- Sign holders should have radius edges to avoid injuries.
- Sign holder color is to be chosen from Matthews Paint Company palette to avoid proprietary and more expensive colors within a sign company.
- ADA-required raised text should be made from a vandal-resistant process, such as engraved, using a nationally available supplier such as Rowmark or IPI to avoid chipping and flaking paint.
- Braille should be used using the Raster method. Raster Braille dots are more vandal resistant.
- The materials and manufacturing process should be readily available and non-proprietary. The sign designer should provide at least 5 local/Midwest companies that can execute the design.
- The design should follow all current ADA regulations.
- The signage material and production methods should allow the college to request a wide variety of quotes from local fabricators.

Manufacturer to accurately measure
type sizes and all dimensions to
accurately create these sign faces
Use these typical drawings as reference
Capheight: 2'-0"

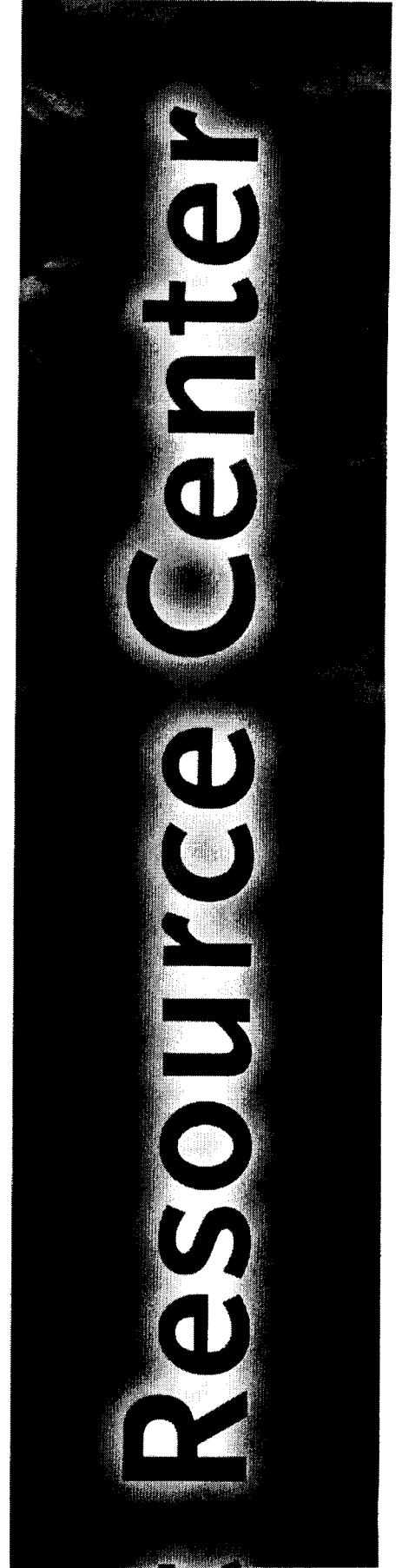
Sign illumination
should be controlled
with a photosensitive
timer device with
manual override.

Line light box with 3M
light enhancement film
(3635-100)

LED Reverse channel illuminated aluminum dimensional letters
Pin-Mounted directly to wall. NO RACEWAY

to be determined
effect

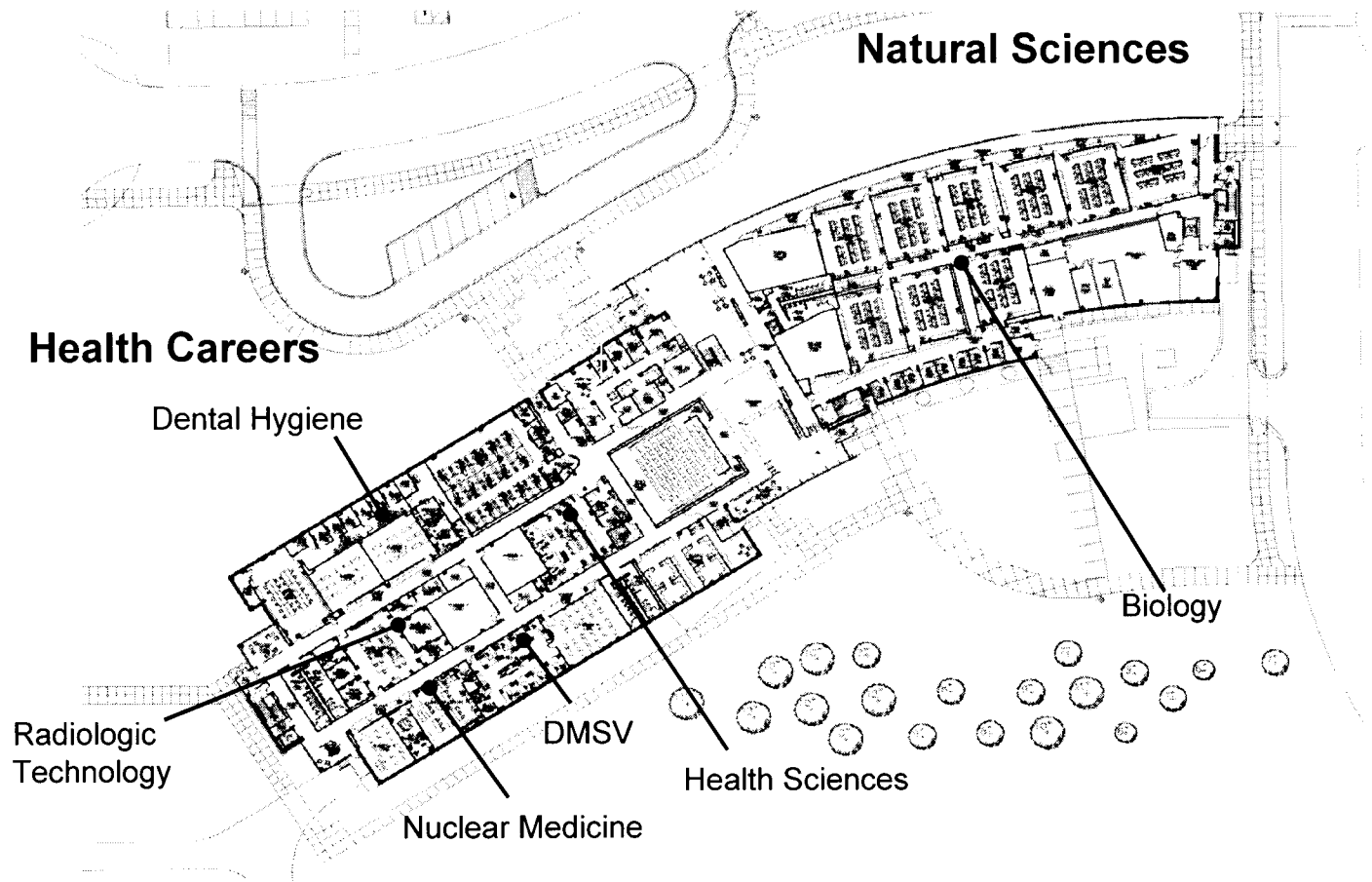
Resource Center



Exhibit

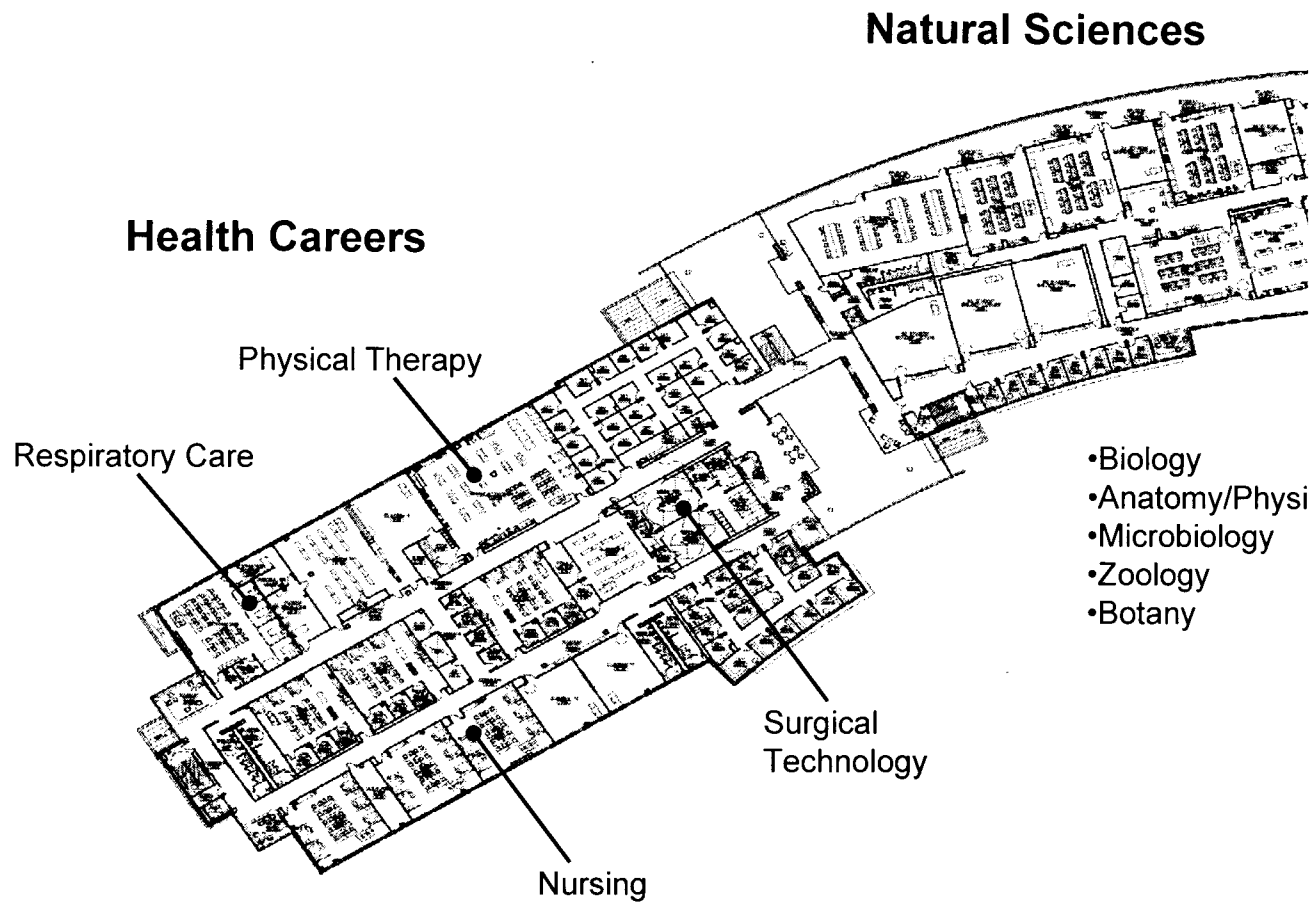
Health & Science Center (HSC)

Floor Plan – Level 1



Health & Science Center (HSC)

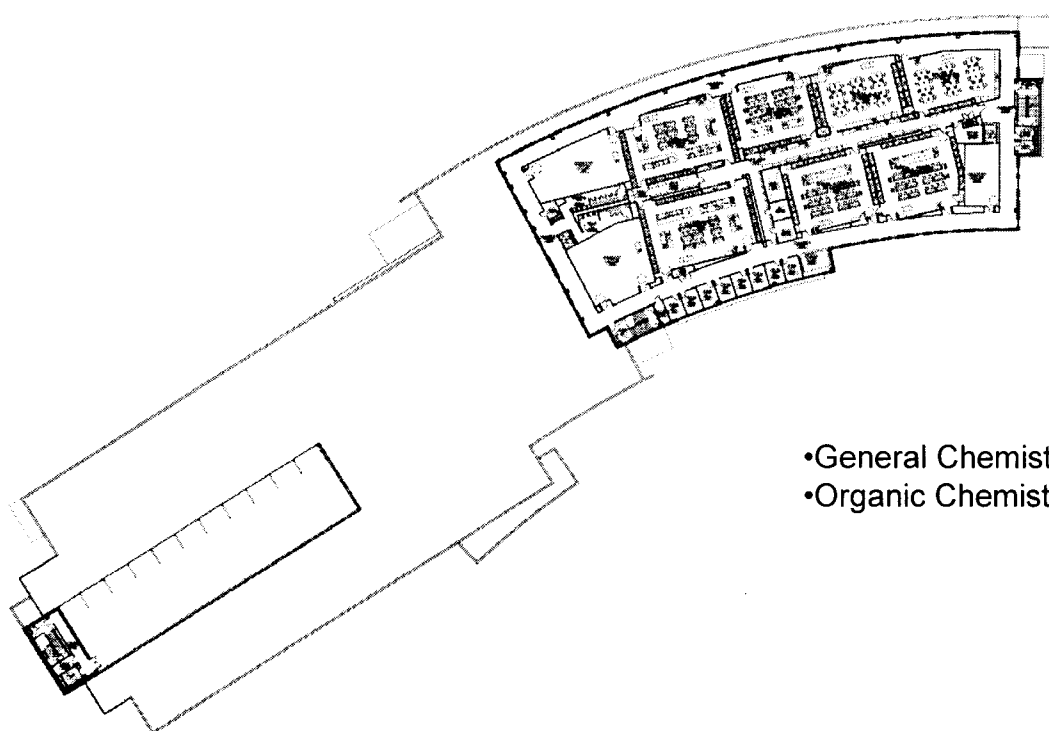
Floor Plan – Level 2



Health & Science Center (HSC)

Floor Plan – Level 3

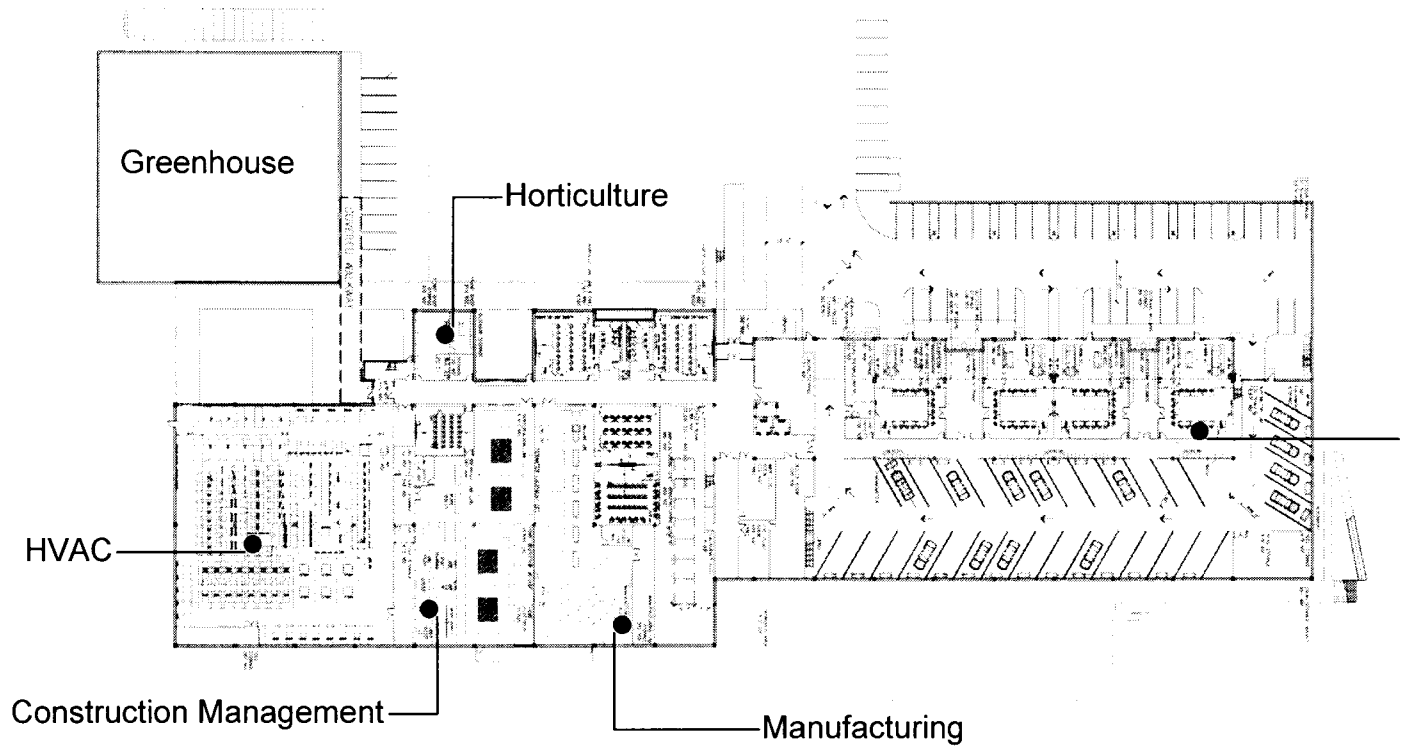
Natural Sciences



- General Chemistry
- Organic Chemistry

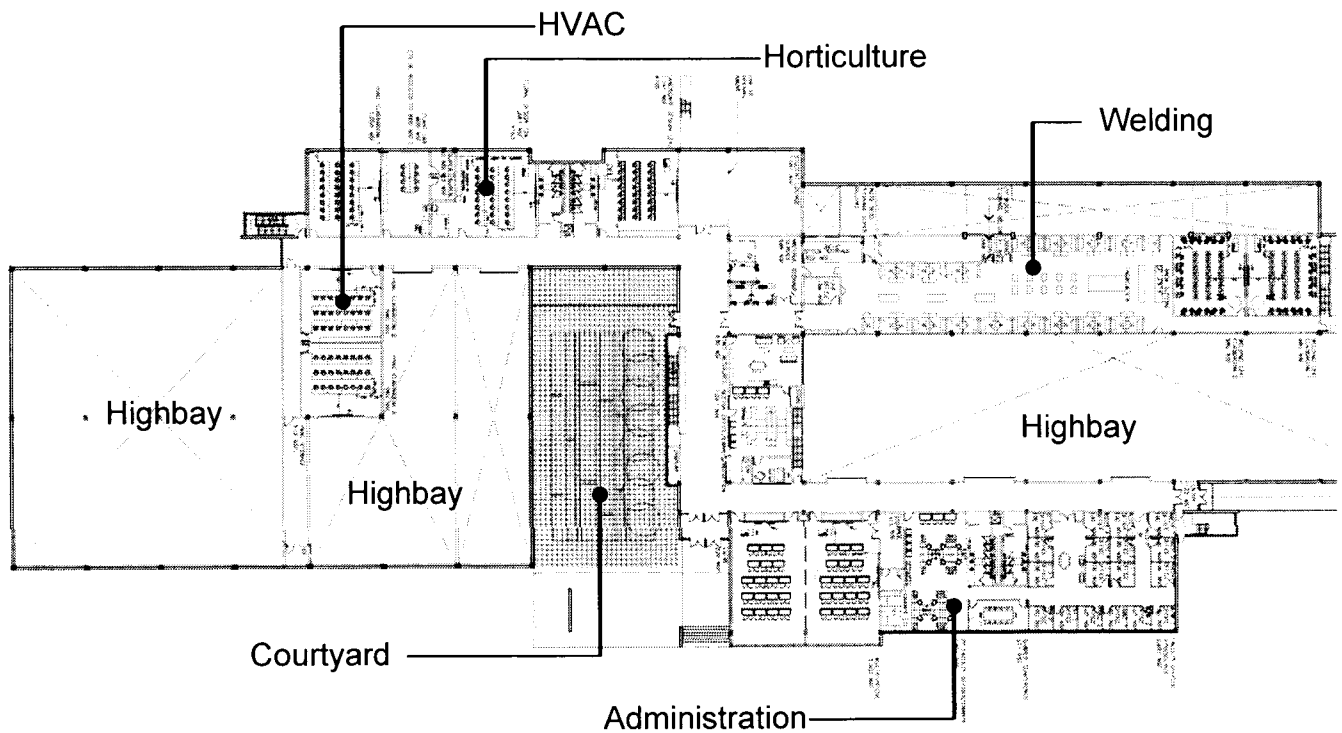
Technical Education Center (TEC)

Floor Plan - Lower Level



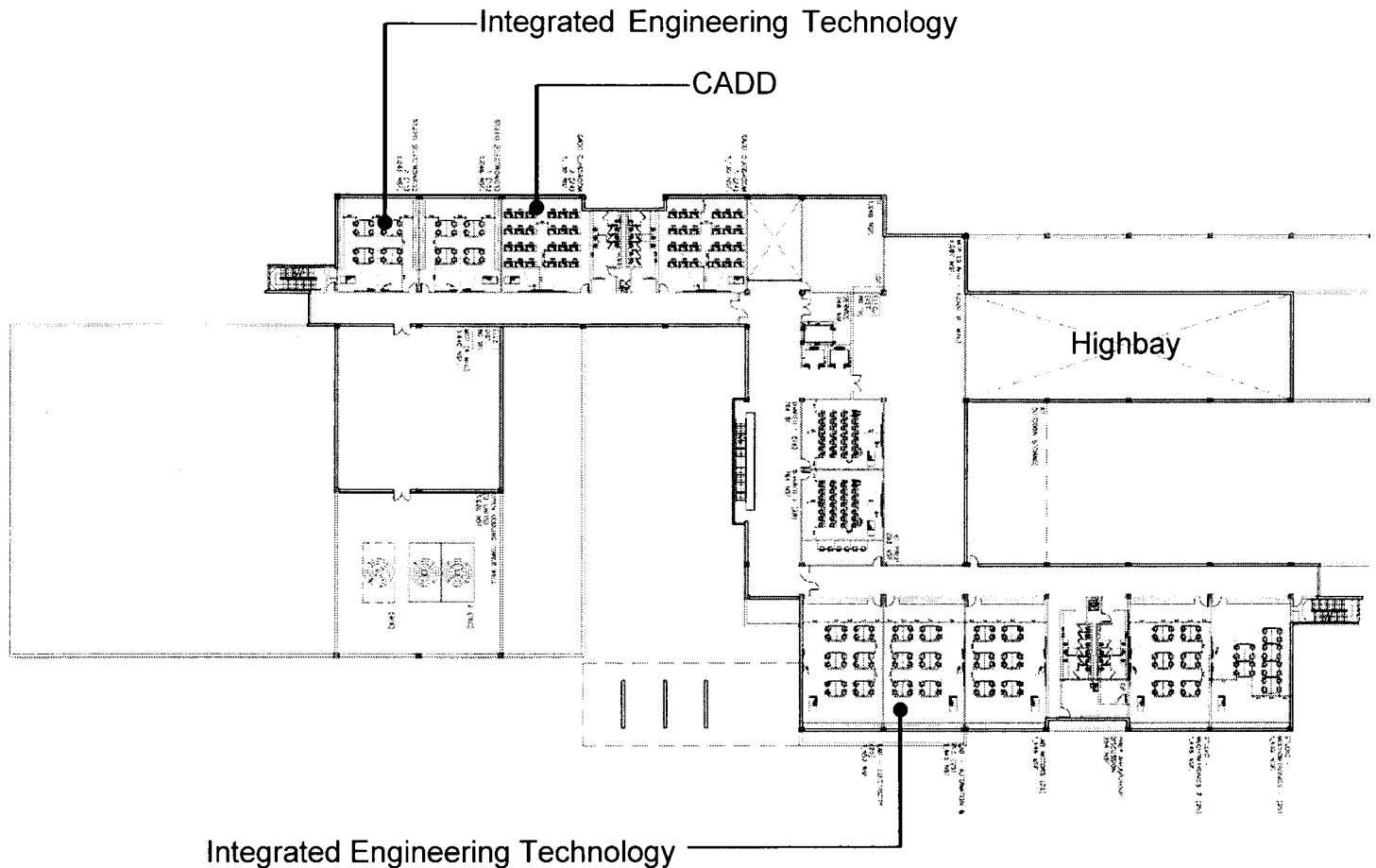
Technical Education Center (TEC)

Floor Plan - Level 1

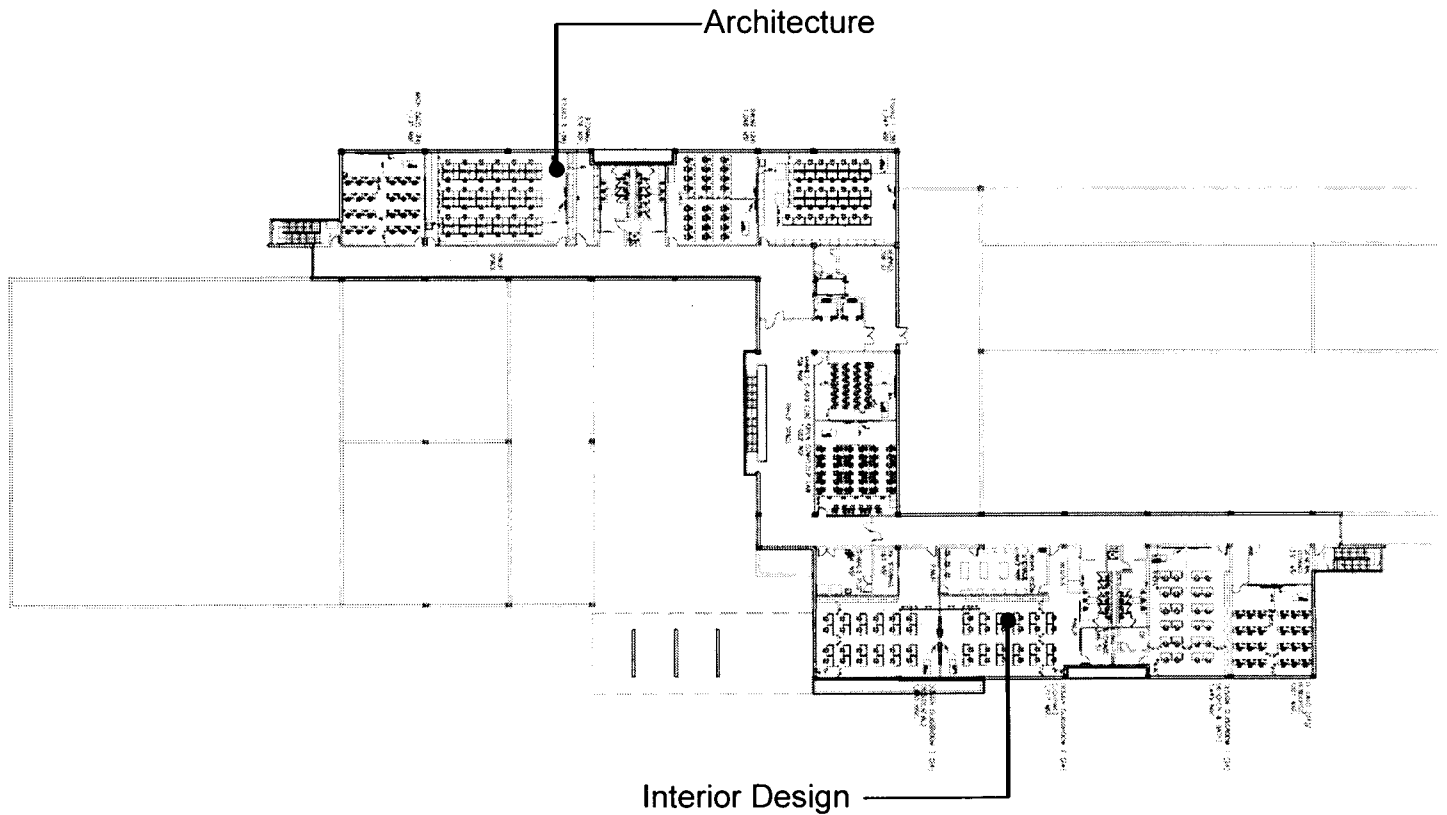


Technical Education Center (TEC)

Floor Plan - Level 2

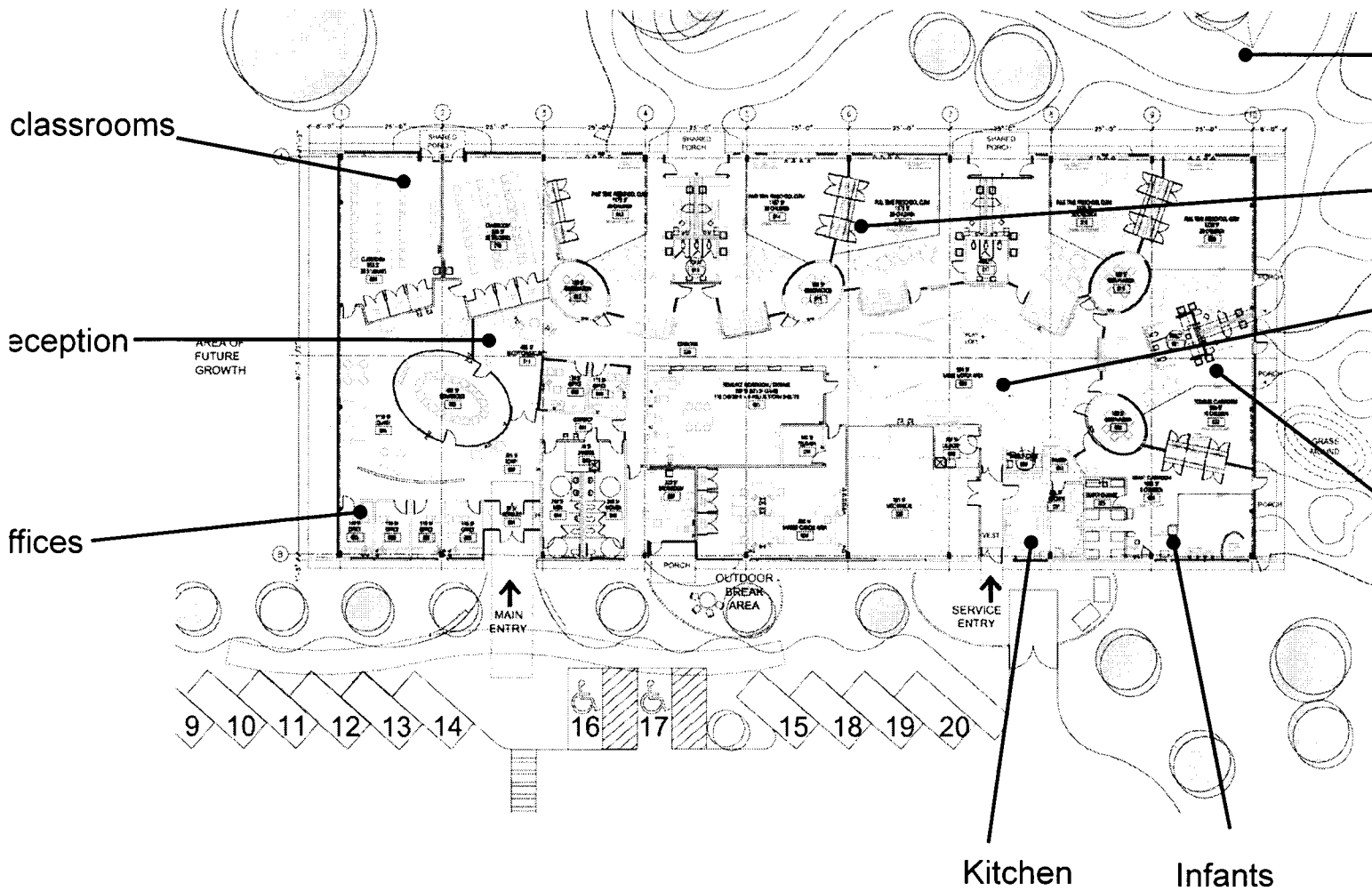


Floor Plan - Level 3

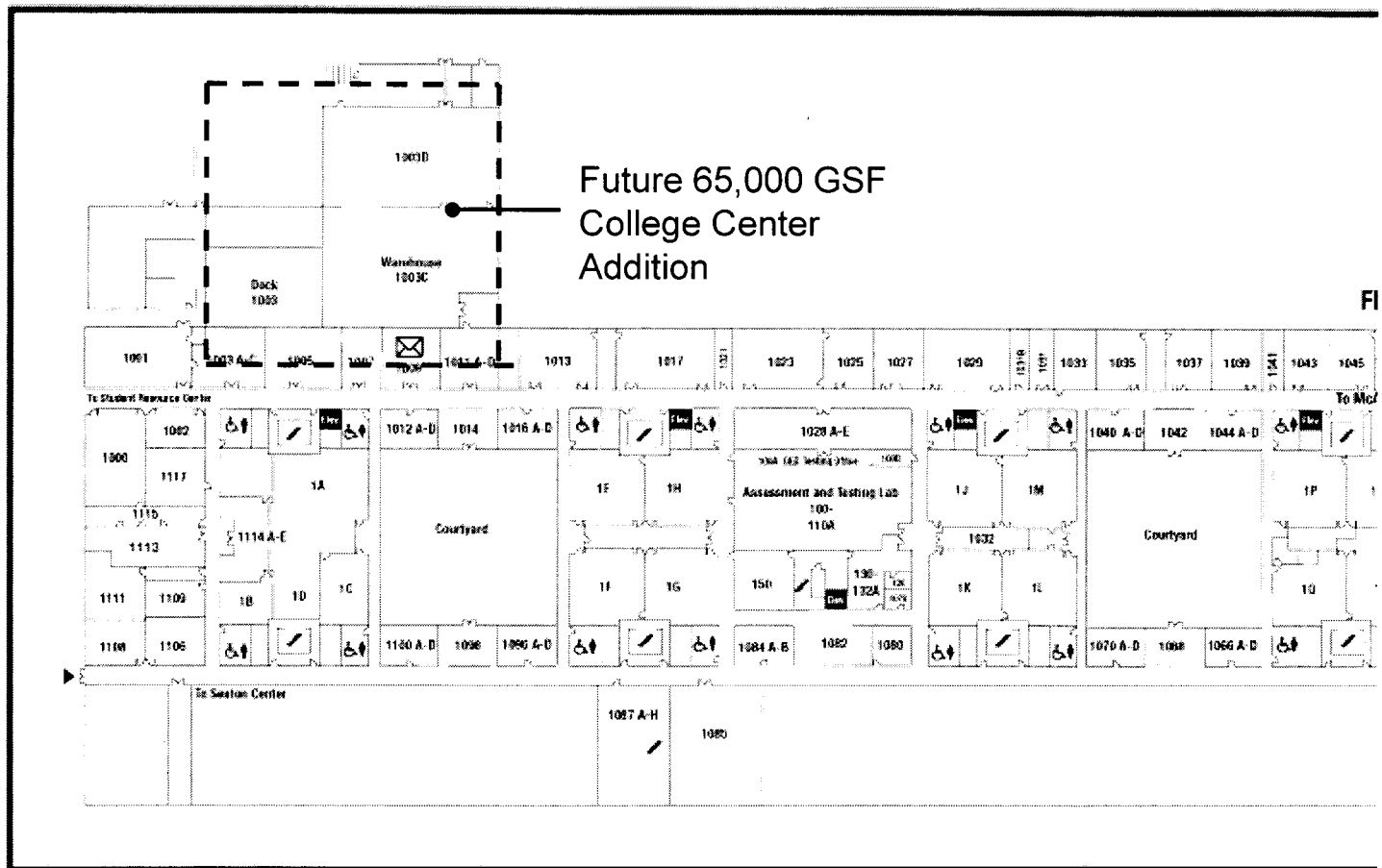


Early Childhood Center (ECC)

Floor Plan

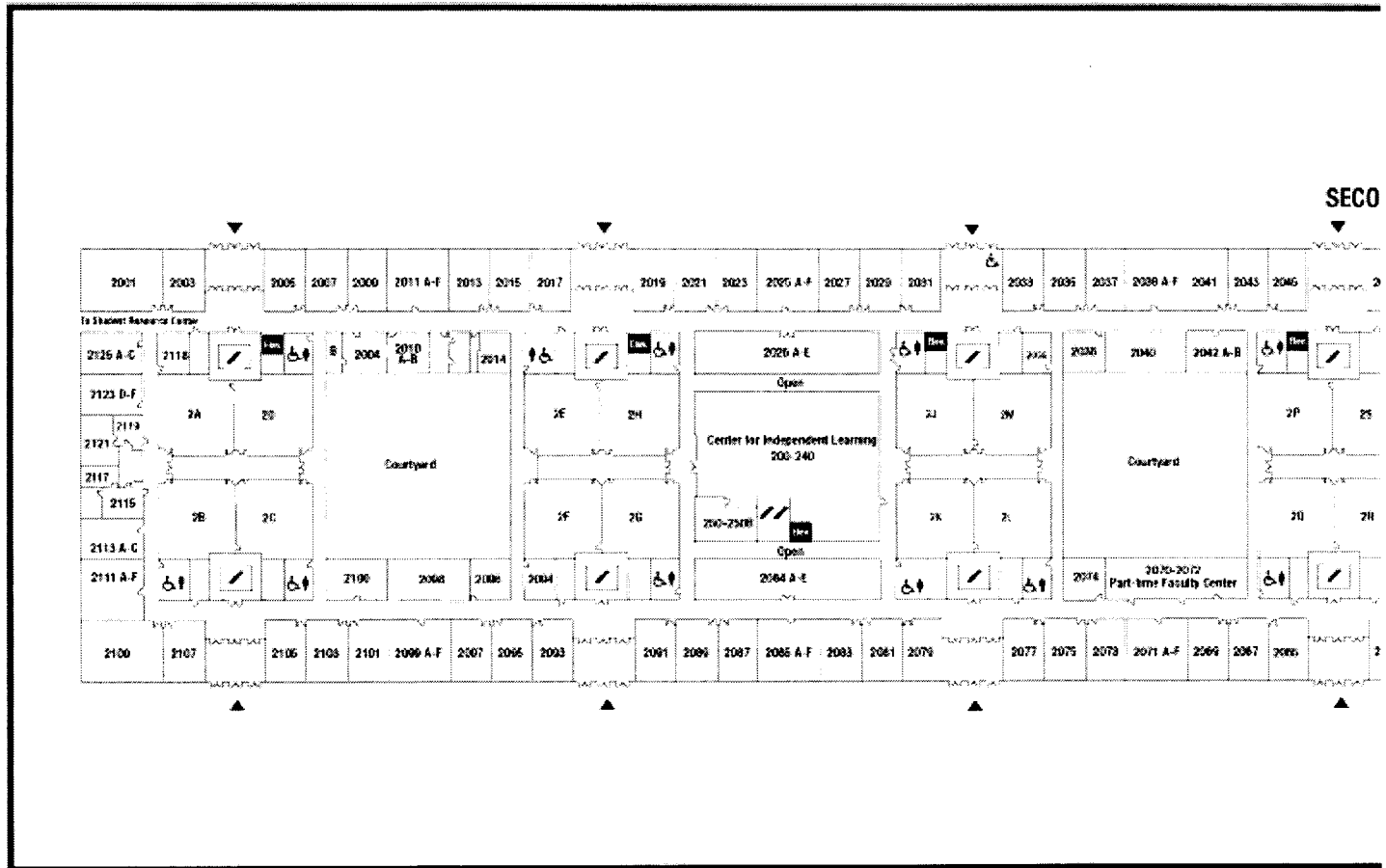


BIC Floor 1



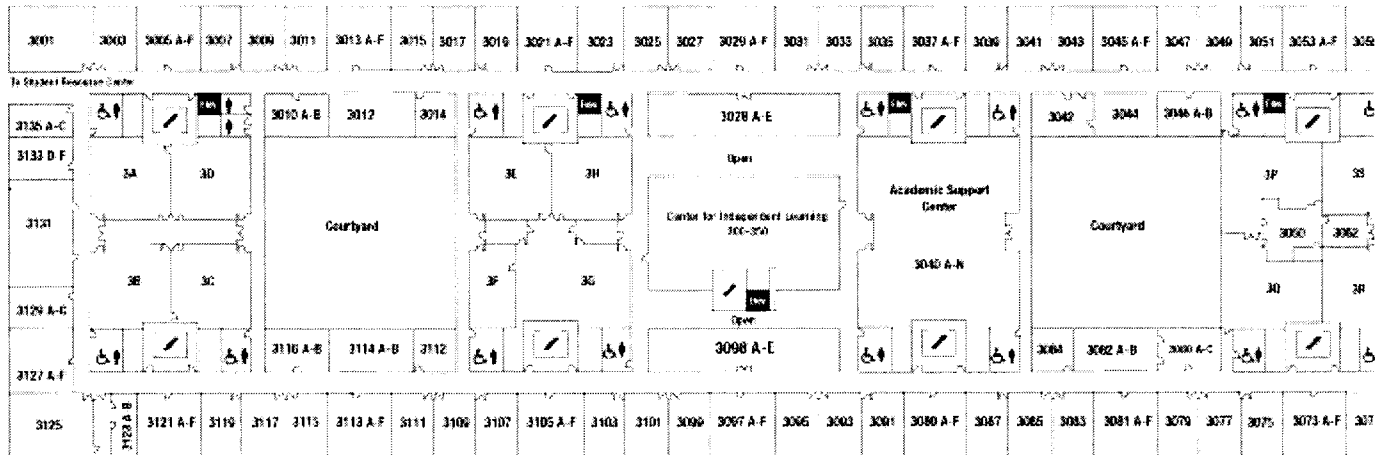
Note: Existing floor plan – to be modified when building is renovated.

BIC Floor 2



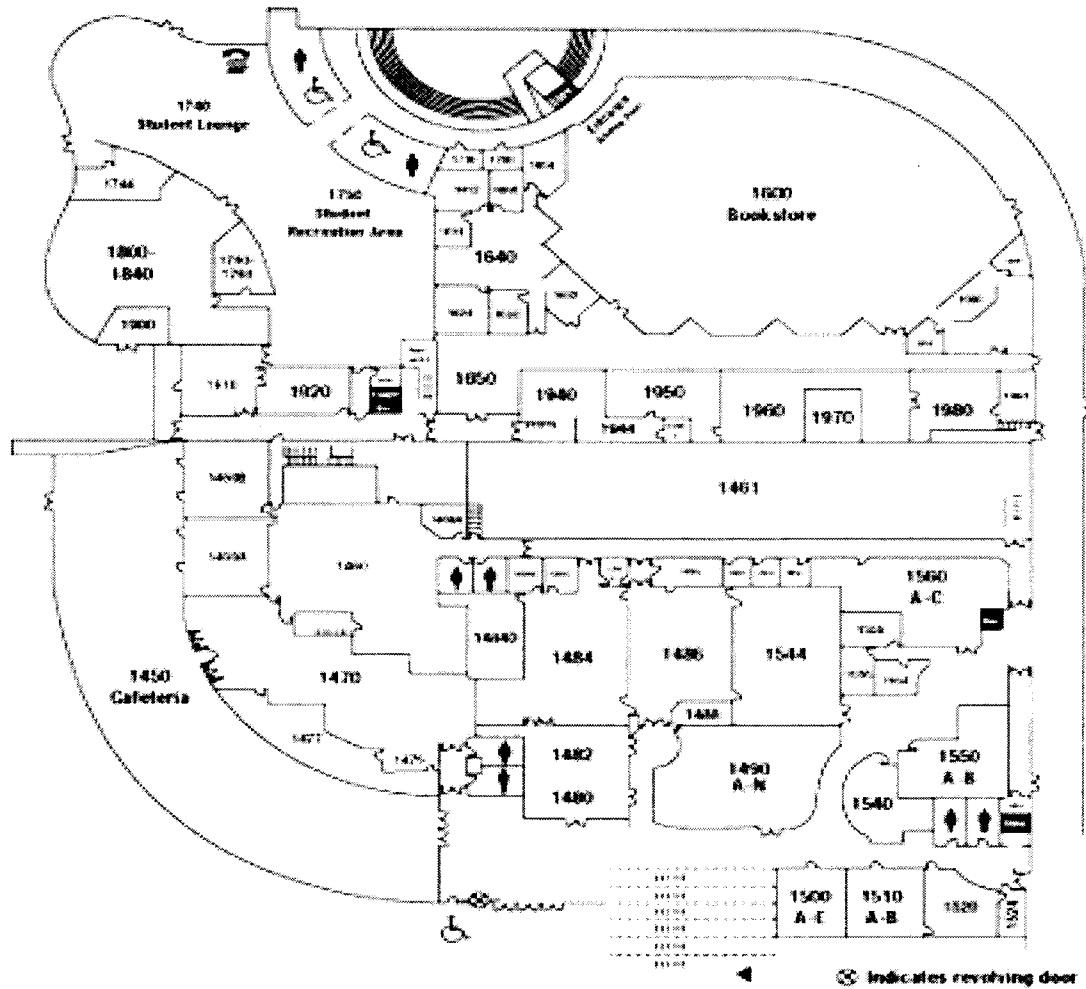
Note: Existing floor plan – to be modified when building is renovated.

THIR



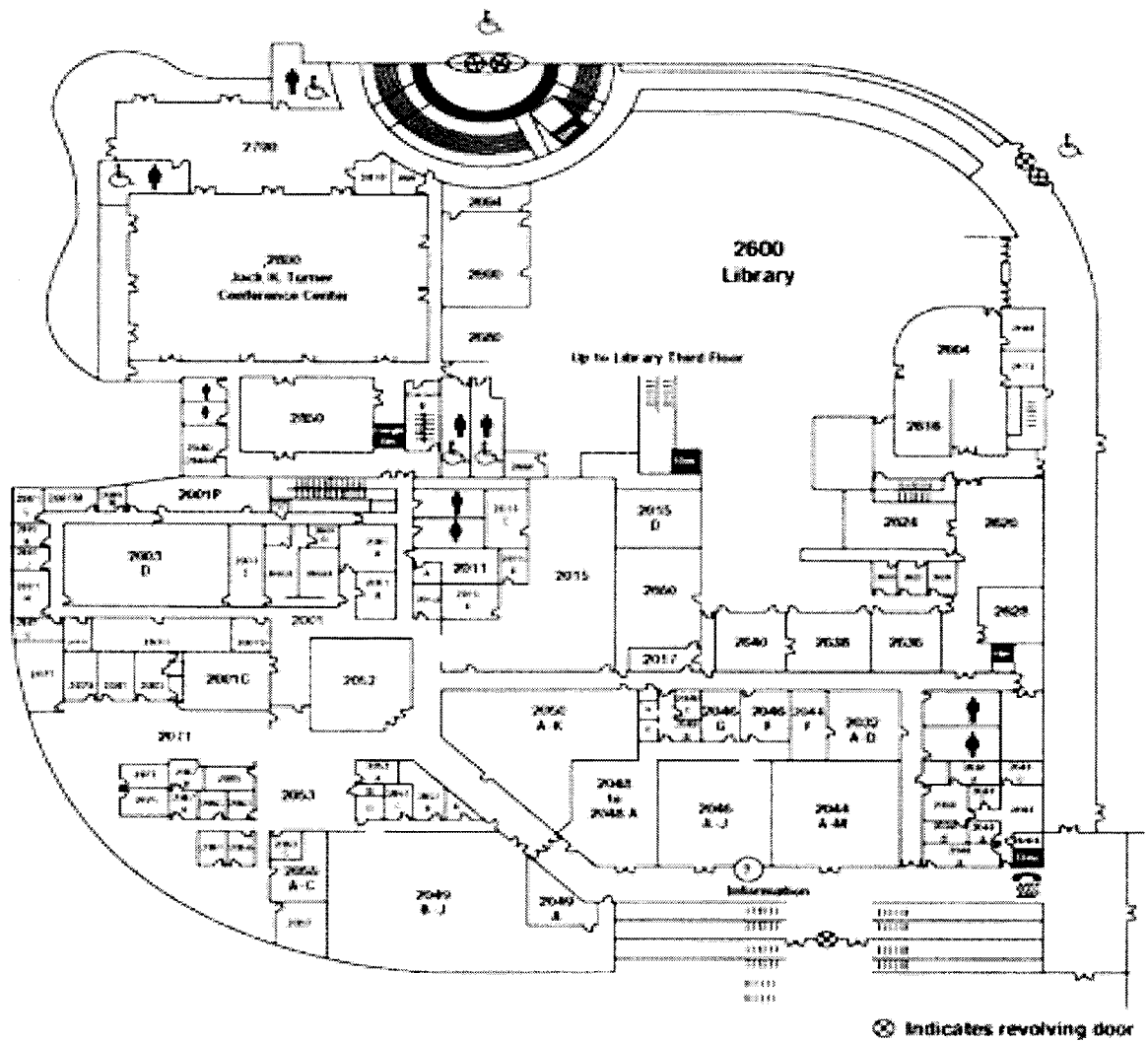
Note: Existing floor plan – to be modified when building is renovated

SRC Floor 1



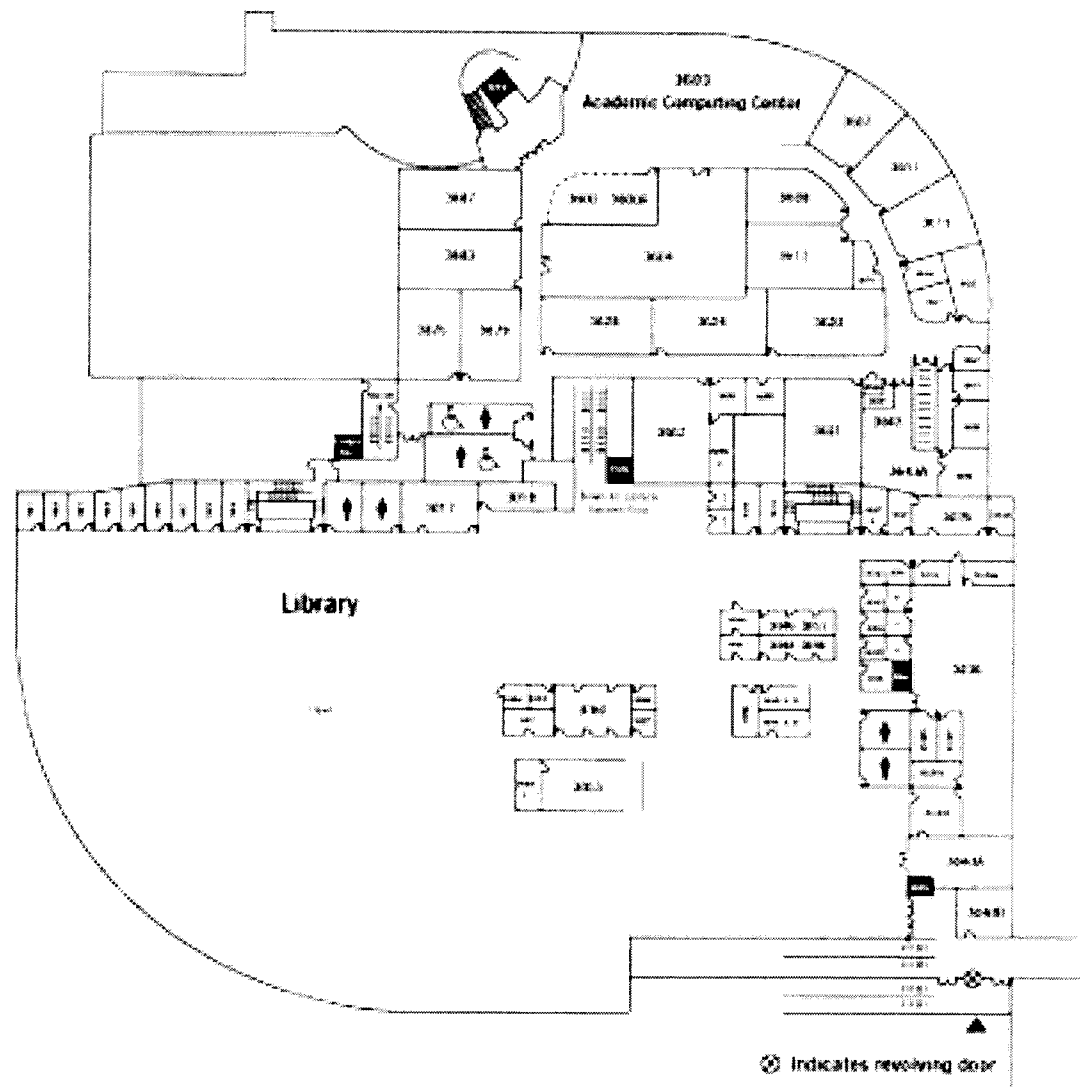
Note: Existing floor plan – to be modified when building is renovated.

SRC Floor 2



Note: Existing floor plan – to be modified when building is renovated

SRC Floor 3



COLLEGE OF DUPAGE
CONSULTING AGREEMENT
BETWEEN COLLEGE OF DUPAGE AND Name of Company

THIS AGREEMENT ("**Agreement**") is made as of _____ by and between COLLEGE OF DUPAGE ("**COD**") and Name of Company, Ltd., ("**Consultant**").

COD and Consultant desire to enter into this Agreement, pursuant to which Consultant shall perform certain services in connection with the Project, as hereinafter provided. In consideration of the performance of services by Consultant and the payment for those services by COD, the parties agree as follows:

1. Services of Consultant. Consultant shall perform services for COD in connection with the Project as directed by COD, including, specifically, the matters set forth on Exhibit 1 (Request for Proposals Design Services for Signage Design for the College of DuPage issued 6/25/08). Consultant shall perform all services with the highest professional standards as practiced by members of its professional community and as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project. No provision of this Agreement (including documents incorporated herein) shall be effective to any extent that it abridges or abrogates the foregoing basic standard of care. Consultant shall maintain a sufficient staff to perform all services in the most expeditious and economical manner consistent with the interests of COD. Consultant shall promptly notify COD immediately in writing: (i) of any information required from COD so Consultant can complete their services in a timely manner; and (ii) of any work requested by COD that is not included in the scope of work provided in Exhibit 1. Time is of the essence under this Agreement.

2. Payment to Consultant. COD shall pay Consultant for Consultant's services properly performed under this Agreement. The total amount due to Consultant under this Agreement shall not exceed the total contract sum following, without COD's prior written approval:

Total Contract Sum: \$ _____.

Consultant shall submit monthly statements in a format acceptable to COD for services rendered. The statements will be based upon Consultant's services completed at the time of billing on the basis of actual work performed. COD shall make payments to Consultant thirty (30) days after receipt of Consultant's statements properly submitted. Monthly statements shall detail "Current Amount Due," "Previous Amount Billed," and "Balance of Contract Outstanding." In the event of termination by COD as hereinafter provided, Consultant shall be paid for services properly rendered prior to termination as provided below. Reimbursement by COD of expenses and expendables incurred by Consultant shall be limited as provided in Exhibit 2.

3. Indemnification and Insurance. To the fullest extent allowed by law, Consultant shall indemnify and hold COD, its trustees, officers, agents, employees and any other parties designated by COD (hereinafter collectively called the "Indemnitees") harmless from all losses, claims, liabilities, injuries, damages and expenses, including but not limited to, all attorneys'

Exhibit F

fees, defense and court costs and expenses, that the Indemnitees may incur arising out of, or occurring in connection with, the acts or omissions by Consultant of its duties and obligations under or pursuant to this Agreement.

Consultant shall procure, at no expense to COD, the insurance coverages set forth in Exhibit 3.

4. Termination. COD may terminate this Agreement at any time, in whole or in part, with or without cause, upon written notice to Consultant. In the event this Agreement is terminated pursuant to this paragraph, Consultant shall be compensated for services properly rendered through the date of termination, as can be documented to the reasonable satisfaction of COD. COD shall have no liability to Consultant beyond the date of termination. Further, if the Agreement is terminated for cause, COD shall be entitled to all direct, indirect, and consequential damages arising from the breach of Agreement prompting the termination.

5. Liens. Upon COD's request, Consultant shall submit mechanics' lien waivers in form acceptable to COD with each statement for services rendered.

6. Documents. All documents, drawings and surveys (including those in electronic form) prepared by Consultant pursuant to this Agreement are the property of COD; provided, however, that any use of such documents, drawings and surveys, other than for this Project, shall be at the COD's sole risk and without liability to the Consultant. For among other things, COD shall have the right to utilize such documents, drawings and surveys in the event COD expands the Project, corrects any deficiencies, or makes any repairs or renovations to the Project.

7. Changes in Scope of Work. COD may, without invalidating this Agreement, request changes in the scope of the work, whether taking the form of additions, deletions, or other revisions, but no such work shall be performed unless and until such change is in writing and signed by COD and agreed to in writing by Consultant.

8. Consultant Personnel. It is understood by the Parties that competence and consistency of Consultant's personnel performing tasks pursuant to this Agreement is necessary for Consultant's performance of its duties hereunder. Accordingly, all Consultant personnel performing work or services relating to this Agreement shall be subject to COD approval. Further, if Consultant has identified in its proposal key personnel that it intends to assign to the work or services performed hereunder, such personnel shall not be changed during Consultant's performance. If no such personnel were so identified, then within ten days of execution of this Agreement, Consultant shall identify its key personnel assigned to the work or services hereunder. Such personnel shall not be changed during performance of work or services hereunder. Violation of this provision shall be a basis of termination for cause.

9. Arbitration. At COD's sole and exclusive option, all claims, controversies, and disputes between COD and Consultant arising out of or relating to this Agreement shall be resolved in binding arbitration. Consultant agrees to be joined in any arbitration in which COD is a party to the extent that such arbitration relates to Consultant's performance under this Agreement. Further, any party that has an interest in any arbitration between COD and Consultant may be joined.

10. Attorneys' Fees. In any action at law or in equity to enforce any of the provisions or

Exhibit F

rights arising under this Agreement, the prevailing party in such litigation, as determined by a court of proper jurisdiction in a final judgment or decree, shall be entitled to its costs, expenses and reasonable attorneys' fees incurred therein.

11. Successors and Assigns. Consultant shall not assign any rights under or interest in this Agreement without the prior written consent of COD. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

12. Controlling Law. This Agreement is to be governed by the laws of the State of Illinois. Each party has reviewed and approved this Agreement and the rule of construction that resolves ambiguities against the drafting party shall not be employed in the interpretation of this Agreement.

13. Entire Agreement; Conflict. This Agreement represents the entire agreement between Consultant and COD and supersedes all prior negotiations or agreements, written or oral, which are not included herein. This Agreement may only be amended by written instrument executed by COD and Consultant. In the event of a conflict between this Agreement and a proposal from Consultant or any exhibits hereto, this Agreement shall control.

14. Prevailing Wage Act. To the extent required by law, Consultant shall not pay less than the prevailing wage as established pursuant to an Act Regulating The Wages of Laborers, Mechanics, and Other Workman employed under Contract for Public Workers 820 ILCS 130/1 *et seq.*

15. Human Rights Act. To the extent required by law, Consultant shall abide by the Illinois Human Rights Act, 775 ILCS 10/0.01 *et seq.*

16. Drug Free Workplace. To the extent required by law, Consultant shall abide with the requirements of the Drug Free Workplace Act 30 ILCS 580.1 *et seq.*

17. Sexual Harassment Policy. Consultant represents by the signing of this Agreement that it as written sexual harassment policy that is in accordance with 775 ILCS 5/2-105 (A)(4).

18. Non-debarment. By executing this agreement Consultant certifies that it has not been debarred from public contracts in the State of Illinois for violating either 33E-3 or 33E-4 of the Public Contracts Act, 720 ILCS 5/33E-1 *et seq.*

This Agreement has been executed the day and year provided above.

COLLEGE OF DUPAGE

By: _____

Name: _____

Title: _____

CONSULTANT:

Name of Company

By: _____

Name: _____

Title: _____

SCOPE OF SERVICES

EXHIBIT 1

STANDARD CHARGES FOR PROFESSIONAL SERVICES

EXHIBIT 2

Fee Proposal for Request for Proposals Design Services for Signage Design for the College of DuPage issued 6/25/08.

If Consultant's proposal does not clearly state that Consultant's expenses and expendables shall be reimbursed separately from payment of Consultant's fee or hourly rates, such expenses and expendables shall be deemed included in such fee or hourly rates, and shall not be separately compensable.

EXPENSES AND EXPENDABLES

If the basis for Consultant's compensation provides for separate reimbursement of Consultant's expenses and expendables, the following provisions shall apply.

Receipts must be provided for any expense and expendables.

All expendables to complete project at actual cost incurred, without markup.

Expenses and Expendables shall be paid only with the prior written consent of COD.

CONSULTANT'S LIABILITY INSURANCE**EXHIBIT 3**

Consultant shall not commence work under this contract until all insurance required herein is obtained and approved by COD. Nor shall the Consultant allow any subcontractor to commence work until all similar insurance required of the subcontractor has been so obtained.

Consultant shall furnish COD with two (2) original Certificates of Insurance, with COD named as an additional insured for General and Automobile Liability, showing the following minimum coverage with an insurance company acceptable to COD. Further, the Certificate of Insurance shall state that coverage provided is primary to any other coverage available to COD. The foregoing Certificates shall contain a provision that coverage afforded under the policies will not be cancelled or non-renewed until at least sixty (60) days prior written notice has been given to COD.

<u>TYPE OF INSURANCE</u>	<u>MINIMUM INSURANCE COVERAGE</u>
	Combined Single Limit Per Occurrence/Aggregate
Commercial General Liability including:	\$3,000,000/\$3,000,000
1. Premises - Operations	
2. Explosion, Underground and Collapse Hazard	
3. Products/Completed Operations	
4. Contractual Insurance	
5. Broad Form Property Damage	
6. Independent Contractors	
7. Bodily Injury	
Automobile Liability	
Owned, Non-owned, or Rented	\$3,000,000/\$3,000,000
Workers' Compensation and Occupational Diseases	As Required by Applicable Laws
Employer's Liability	\$3,000,000
Professional Liability	\$3,000,000/\$3,000,000