

Oakton College
Community College District 535
Procurement Department, Suite 1240
1600 E. Golf Rd., Des Plaines, IL 60016
847-635-2607

Request for Proposal # 1 - Addendum 1
Issue Date: March 17, 2025

**Proposals will be received in the Procurement Department at the above address until
10:00 AM on Wednesday, April 9, 2025**

Proposals will be publicly opened at this time. Late proposals will not be accepted.

Founders Wall Design and Implementation

Oakton College is seeking proposals from experienced vendors to provide consultation, design services, and installation for interior branding wall and space identification at our Des Plaines campus. This initiative aligns with our strategic goals, including our recent name change, brand refresh, Vision 2030, and Strategic Enrollment Management (SEM) plan.

This is an exciting time at Oakton. We are transforming our physical spaces through the implementation of our master plan across both campuses, creating environments that align with our vision for the future.

After thoroughly reviewing and evaluating the submitted responses, the College may select companies for interviews and presentations. The College will then determine which vendor best meets our needs and is in the best overall interests of the College.

All questions pertaining to this proposal should be submitted in writing to the e-mail address listed below by **11:00 am on Thursday, March 27, 2025**. Questions will be addressed through an addendum.

Trinh Than, Purchasing Manager at tthan@oakton.edu

Oakton College District No. 535 is exempt from Federal, State and Municipal Taxes

I have examined the specifications and instructions included herein and agree, provided I am awarded a contract within 60 days of bid due date, to provide the specified items from the sum shown in accordance with the terms stated herein. All deviations from specifications and terms are in writing and attached hereto. I offer the following discount terms _____.

Company Name _____ Date _____

Address _____ City/State/Zip _____

Name _____ Title _____

Phone # _____ Fax # _____

Signature _____ E-mail _____

Questions and Answers:

1. What are the key messages or themes you want the Founders Wall to communicate about Oakton's evolution and identity?

Answer: This is listed in the project overview on the RFP "will recognize our founding trustees, faculty, and administrators while also illustrating our history and evolution to the present day. This wall will serve as a storytelling tool, highlighting key milestones and achievements while reflecting the mission, values and branding of our institution."

2. Are there specific individuals, stories, or moments that must be included in the narrative arc?

Answer: See response in question 1

This is listed in the project goals on the RFP Celebrate the contributions of our founding members and key stakeholders. Provide a visually compelling narrative of the college's history and evolution. Create an engaging and educational experience for visitors, students, and staff. Ensure the design aligns with the college's branding, mission, and aesthetic. Deliver a durable, accessible, and easily maintainable installation.

3. How do you envision the tone of the installation—commemorative, inspirational, educational, or immersive?

Answer: Inspirational and educational

4. How should the Founders Wall complement or differ from other branding or interpretive elements planned under the Vision 2030 master plan?

Answer: Compliment

5. Can you describe the breadth and format of your photo and video archives (e.g., digitized, captioned, resolution)?

Answer: Our archivist indicates that very little of Oakton's collection has been digitized. What has been digitized is mostly photos, and many of these were digitized during the 50th Anniversary in the 2019-2020 timeframe. The college archivist will provide access to digitized materials and physical photos binders.

The College also has a number of DVD and VHS recordings, most of which relate to athletics.

6. Would Oakton be open to audio, light, or motion-based interaction elements if they support the narrative and accessibility goals?

Answer: We are open to ideas and recommendations.

7. Is power and data infrastructure currently available at the wall site, or would we need to coordinate with facilities?

Answer: Both power and data exist at the wall site. Any changes or upgrades to power and data would need to be coordinated with both Facilities and IT.

8. Is there HVAC, direct sunlight, or high-traffic exposure near the site that may influence material or tech selection?

Answer: The proposed area does have direct sunlight during parts of the day. The site is also in a high-traffic corridor with HVAC vents above.

9. Can the installation include freestanding or dimensional elements in front of the wall, or must it remain flush-mounted?

Answer: Yes

10. Beyond ADA compliance, does Oakton have specific requirements or preferred standards for neurodiverse engagement or inclusive design?
Answer: We are open to recommendations and suggestions, we can seek guidance from our campus partners.
11. Would Oakton like us to include user testing or inclusive design evaluation during concepting or prototyping?
Answer: Yes, depending on the recommendation design.
12. Does the stated \$100k–\$175k budget include contingency, subcontractor fees, and third-party fabrication costs?
Answer: This is the full budget for the entire project.
13. If interactive elements are proposed, should we include an annual maintenance or content refresh plan in the budget?
Answer: Yes.
14. What is the preferred cadence and format for stakeholder feedback (e.g., review sessions, committee presentations)?
Answer: The firm should guide the cadence of the stakeholder engagement with the committee and key stakeholders as identified in the RFP phases in order to successfully complete the project in the identified timeline.
15. Can you confirm the flexibility (if any) around the December 1, 2025 completion deadline in the case of delays beyond the vendor’s control?
Answer: This is a firm date to align with the opening of another adjacent capital project, the Learning Commons.
16. Are there any preferred or required vendors (e.g., fabricators, AV integrators, union shops) we should coordinate with?
Answer: While we don't have an exclusive list of preferred vendors, we prioritize working with partners who consistently deliver high-quality work and align with our values. Whenever possible, we prefer to collaborate with women- and minority-owned businesses, particularly those located within District 525 and the greater Chicagoland area.
17. Will the college handle permits and compliance coordination, or is this the vendor’s responsibility?
Answer: The vendor is responsible for this responsibility in collaboration with Oakton.
18. What is the anticipated contract kickoff timing post-board approval on May 20, 2025? Will onboarding begin immediately on May 22?
Answer: Yes and this will be a collaborative process with the vendor and Oakton.
19. Does the below statement mean that all the materials and installation costs are to be covered within the stated budget?
The institution has allocated a budget of \$100,000 to \$175,000 for this project, inclusive of concepting, installation, documentation and training. The goal for project completion is no later than December 1, 2025.
Answer: Yes, this is the complete budget for the entire project.