



# WINNEBAGO COUNTY

— ILLINOIS —

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May 5, 2026

**ADDENDUM ONE**  
**PROFESSIONAL SERVICES SIGNAGE – PSB PROJECT**  
**REQUEST FOR QUALIFICATIONS #26Q-2471**

1. Is this an RFP (Request for Proposal) or an RFQ (Request for Qualifications)? Both are referenced within the entire document so it's unclear which is required for submission. Title Page/1 states "Request for Proposals"; page 15 states an "RFQ Evaluation Criteria" Title Page/1 under General Requirements states "This is a County Request for Qualifications", but asks to "please provide qualifications and fees associated with your services"

Please clarify what is to be submitted. **This request is intended as a Request for Qualifications. For this aspect, providing a professional service/design fee, itemized installation would be appropriate. We realize fabricating and sign pricing will vary once we get into the specifics on sizing needs especially for the exterior signage.**

2. Page 7: Interpretations, Clarifications, and Addenda: To confirm, it is the responsibility of the Proposer to find and download. The County will not distribute, correct? **The addendum will be available online on our website here: [Open Bids, Quotes & RFPs](#). We will also email the addendum to the initial solicitation listing but the solicitation is open to all proposed vendors.**
3. Page 9: Will there be a mandatory or non-mandatory pre-proposal meeting? **There will be no mandatory or non-mandatory meeting.**
4. Page 11 references "additional signage across the Winnebago County Campus" and "signage needs for present and shifting operations".  
Is the extent of the additional signage only as listed on page 12 under "Additional signage examples"? **To the best of our knowledge but we do anticipate minimal and potential unknown requests pending occupancy, shifting operations or even code requirements.**

What is considered the Winnebago County Campus? **Winnebago County Courthouse, Old Courthouse and Public Safety Building are all connected these operations include multiple**

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emergency exits. The main entrance to this campus will be through the new entrance at 420 West State Street, formerly referred to as the Public Safety Building. As a part of this process, we are looking to solicit a creative vendor to support the naming of this location with County Stakeholders.

5. Are there any instances where interior signage or wayfinding will be required at the entrances and exits? **We do not believe so, interior signage specific to the design-build project are being handled by the design-build sub-contractor.**
  6. How many exits and entrances are within the scope of work? **The examples included in the scope of work are specific to several emergency exits or employee entrances and exits. Excluding the main building exterior sign, we are looking to include in this scope.**
  7. Page 12 states the existing building signage for the PSB will be removed as part of this signage project. Who is responsible for demolition? Are demo drawings and coordination to be within the Proposer's scope of work? **We are seeking a vendor to remove the existing signage of "Public Safety Building". Yes, we are looking for a vendor to provide drawings or renderings of potential signage within the scope of work, especially the main exterior signage.**
  8. Page 14 under "Services may include" it states that developed drawings, plans based on approved schematic and conceptual designs are to be "within the limitations of the budget". Who will determine the budget? **The County will determine the budget. We do have conceptual designs as a part of the design-build contract we can share but we are looking for a design/sign professional to support major exterior design plans to then purchase exterior signage.**
  9. Page 14: Is the Proposer to oversee the bidding and negotiation process or will the County? **The County will oversee, if necessary, ideally, we are looking for a one stop shop vendor to support exterior signage needs.**
  10. Is the County seeking a signage design/consulting partner only at this time, or a provider including fabrication and installation? **We are looking for both. We are hoping the most qualified vendor can support the design process as well as fabricate and install signage.**
  11. Are architectural elevations, sign location plans, or additional project drawings available? **Yes, we can provide this to the vendor.**
  12. Is the County seeking estimated professional service rates at this stage, or comprehensive project pricing including fabrication and installation? **Yes, an estimated professional service rate for the creative/design support that includes fabrication or installation would be helpful. Again, we realize specific sign pricing will vary for each request. Ideally, if you can provide a professional service package for the design support and installation, we will itemize all other signage as we develop a budget with the most qualified vendor.**
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13. Is prevailing wage or union labor required for onsite, installation-related work? **Yes, that is a requirement for the installation.**
14. Is there an anticipated timeline for exterior signage installation or building occupancy? **Ideally, we are looking to install late summer/early fall. We anticipate building occupancy in September 2026.**

**END OF ADDENDUM ONE**

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