

Choose Chicago
Request for Proposals
Neighborhood Wayfinding Sign Campaign

Frequently Asked Questions
(Last Updated 03/31/2025)

1. If we're a full-service company, can we apply for all three RFPs?

Yes. We currently have three open RFPs for our Neighborhood Wayfinding Sign campaign:

- *Metal Sign Fabricator*
- *Sign Installer*
- *Permit Expediter*

You are welcome to apply to one, two, or all three RFPs. However, you must submit a complete and separate proposal for each, including all documentation listed under the "SUBMISSION REQUIREMENTS" section of each RFP (ex: proposed timeline, budget, portfolio, etc). You can find the full RFPs on our website:

<https://www.choosechicago.com/about-us/neighborhood-strategy/#rfps-wayfinding-signs>

2. What information do we need to include in our proposal?

Each RFP includes a "SUBMISSION REQUIREMENTS" section outlining the required components. Please ensure your proposal includes all requested items. We will be reviewing and scoring the full proposal package, not just the quote or projected budget.

3. How does the City of Chicago classify these wayfinding signs?

In our past projects (i.e. Route 66 wayfinding signs), the City of Chicago classified our wayfinding signs as "kiosks" for permitting purposes. While final classification is subject to city review, we anticipate the same designation for the wayfinding signs used in this campaign.

4. Are there additional City of Chicago permits required?

We don't expect additional permits needed beyond the three permits listed in the Permit Expediter RFP (BACP Public Way Use, CDOT Public Way Opening, and CDOT Occupy the Public Right of Way). If city agencies require additional permits during the process, we can cover the costs or discuss work arounds.

5. Where will the signs be installed?

We are in the process of finalizing the locations for each wayfinding sign. However, all signs will be installed in public way concrete sidewalks across six Chicago neighborhoods (Uptown, Hyde Park, Little Village, Bronzeville, South Shore, and Chatham).

6. How will the signs we installed?

The signs will include metal base plates that must be secured to concrete sidewalks in the public way. Generally, installation will involve drilling into the concrete and fastening the base plates using concrete bolts and anchors.

7. What are the specifications for the wayfinding signs?

We are in the process of finalizing the wayfinding sign designs. For this RFP cycle, you are welcome to refer to the Route 66 wayfinding signs previously installed in Chicago as a guide when calculating the estimated budget and timeline. Here is an image of the [Route 66 sign](#) installed in the City of Chicago public way sidewalk and here is the [shop drawing](#) that lists specifications (ex: material, dimension, etc) for the sign.