

April 15, 2025
I-195 Redevelopment District
Addendum No. 001

Request for Proposals
for
On-Call Graphic Design Services

The I-195 Redevelopment District (“District”) is requesting proposals (“Proposals”) from individuals or firm(s) qualified to provide graphic design services on an as-needed basis. The selected firm(s) will work with District staff on graphic design needs for assorted projects.

Question #1: Could you please confirm whether geographic location will be a factor in the evaluation process? Specifically, will preference be given to firms located within Rhode Island? If so, could you clarify how the preference is quantified-approximately how many points or what weight is applied?

Answer #1: This solicitation does not preclude proposals from firms outside of the state and the selection criteria does not include the geographic location of the firm.

Question #2: Do you have a particular budget or budget range in mind for the totality of this project/contract?

Answer #2: There is not a set budget for the totality of this contract as it is an on-call contract over several years.

Question #3: Are there any partner brands (e.g., vendors, collaborators) whose branding guidelines we should be aware of when developing materials?

Answer #3: The District has existing logos and typefaces that should be incorporated into future materials. When working on projects with other partners and collaborators, they include branding guidelines as needed.

Question #4: Is there an incumbent firm currently providing design services that will also be bidding for this contract?

Answer #4: The District does have an existing contract with a firm whose term is ending. They are welcome to bid on this contract.

Question #5: What file types/ formats are typically expected for deliverables (e.g., print-ready PDFs, packaged InDesign files, editable Canva files)?

Answer #5: A variety of file formats will be requested, including but not limited to, print-ready .pdf, web-ready .png and .jpeg, InDesign files, and Canva files.

Question #6: Could you please provide a (rough) sample month's breakdown of the types or volume of design requests typically received?

Answer #6: Volume varies from month to month. An example of a busy month might include designing a presentation deck, promotional poster, park signage, and apparel to print.

***End of Addendum ***