

**REQUEST FOR INFORMATION (RFI)**  
**VA-251-14-B-0330**

PROJECT NUMBER:	655-10-106	<b>Please ensure that before submitting questions or requests for clarification that you thoroughly read the solicitation, specifications, drawings and other pertinent documents. When submitting questions on this project the Government requires contractors to specifically identify the specification and/or solicitation section(s) or drawing number(s) in reference to the question or request for clarification submitted. No question or request for clarification will be answered by the Government unless the above requirements are met. Failure to comply may prevent the Government from responding in a timely manner.</b>	
PROJECT TITLE:	Paving Parking Lots & Exterior Improvements		
PROJECT LOCATION:	Department of Veterans Affairs VA Medical Center 1500 Weiss Street Saginaw, MI 48602		
SUBMITTED BY:	MKC Group Inc	City/State:	Bay City MI
PHONE NO.:			

**TO:**

Aleda E. Lutz VAMC  
Department of Veterans Affairs  
Attn: Contracting Office, 90CSC  
1500 Weiss Street  
Saginaw, MI 48602

RFI NO.:1 <div style="border: 1px solid red; padding: 5px; display: inline-block; color: red; font-weight: bold;">RFI #4</div>	DATE: 9-4-14	SPEC/DWG. REFERENCE: General Specifications & Dwg. CS 110
REPLY NEEDED BY:		

**INFORMATION NEEDED:**

We do not see a specification for the wayfinding or any reference to the VA standards for signage and layouts. Are the signs shown on the drawings existing being re-used?



*Digitally Signed at 1:17 pm, on September 08 2014*

**REPLY:**

Per Addendum 2. See notes on sheet CS110 regarding Regulatory and Wayfinding Signage. Contractor is to include in his/her Base Bid to reinstall approx. 80 existing wayfinding signs to be attached to new lightpoles. Add "Mandatory VA Policy Signs by Directive" to Project Specifications. Contractor is to include in his/her Base Bid to supply and install 1 of each sign type noted in the "Mandatory VA Policy Signs by Directive" at building 1 and also at building 22. See attached copy of "Mandatory VA Policy Signs by Directive".

REPLY FROM:	<div style="border: 1px solid red; padding: 2px;">Jay C. Wheeler, PE/Kibbe</div>	DATE:	<div style="border: 1px solid red; padding: 2px;">09-05-14</div>
ATTACHMENTS:	COPY TO: <div style="border: 1px solid red; padding: 2px;">T. Belongia</div>		



# **Mandatory VA Policy Signs by Directive**

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- **Consent to Inspection**
- **No Smoking**
- **No Weapons**
- **Business Hours**
- **Metal Detector**
- **Parking Restrictions**
- **Patient Rights & Responsibilities**
- **Policies & Directives**
- **Portable Information**



This section of the Sign & Graphic Design Guide is comprised of signs that are **REQUIRED** to be posted by VA Policy Directive.

The Text on each sign is specific and is not open to modification or revisions. Placement of the signs is also specifically directed in the Policy Directive.

### Mandatory Policy Sign Designations

Each sign in the program guide has been give a specific sign type number designation. This designation provide a common description that can be referenced when programming a site and ordering signs. The following explains how the sign type designations are derived.

## IN - 02 .03 A

**I** Designates an interior sign.

**N** Identifies that the sign is non-illuminated.

**02** Two digit numbers identifies a particular sign type family like the “signs for use in identifying Parking Restrictions”.

**.03** The two digit number following the period identifies a specific sign within the sign family.

**A** The letter designates a specific sign configuration, version and/or layout for graphics.

### Sign Type IN-02

Policy Signs

#### IN-02.01

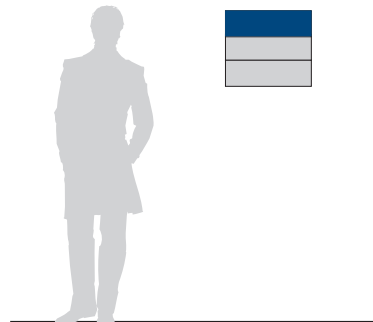
Consent to Inspection sign

#### IN-02.02

No Smoking sign

#### IN-02.03

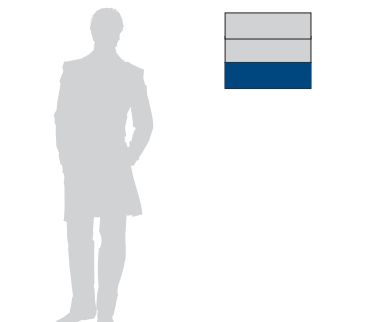
No Weapons sign



IN-02.01



IN-02.02



IN-02.03

### Sign Type IN-02

Policy Signs

#### IN-02.04

Hours of operation sign

#### IN-02.05

Notice of weapons search sign

#### IN-02.06

Parking restriction sign

#### IN-02.07

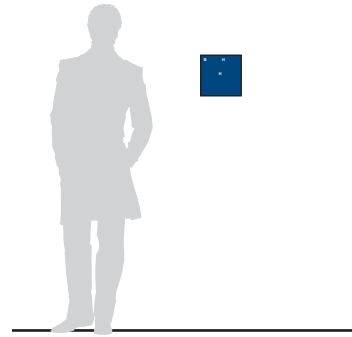
Patient rights & responsibilities sign

#### IN-02.08

Policies & directives sign

#### IN-02.09

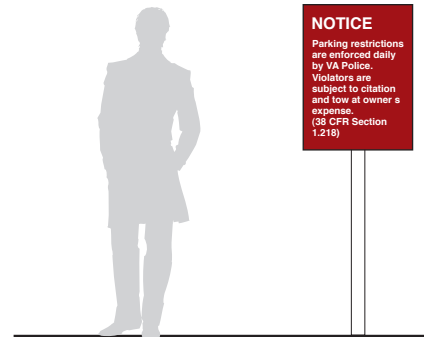
Portable information sign



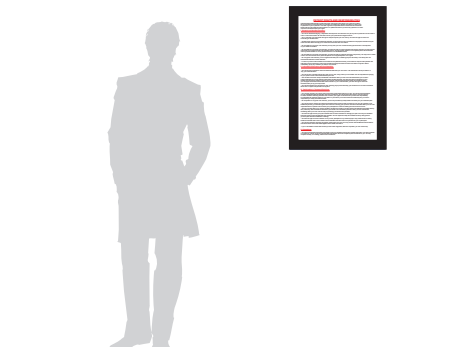
IN-02.04



IN-02.05



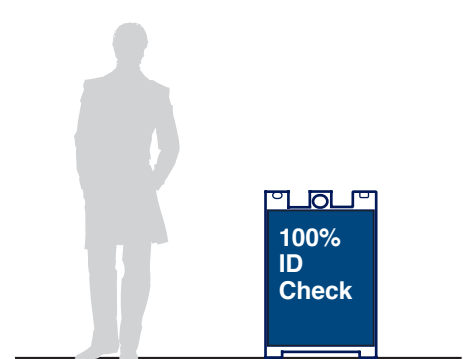
IN-02.06



IN-02.07



IN-02.08



IN-02.09



**Consent to Inspection****Size**

Sign Face:  
152 mm H x 508 mm W  
(6" H x 20" W)

**Description**

Consent to inspection sign is required to be placed at the entrance of a building.

**Message Configuration**

(Refer to message layout drawing for dimensions.)

**Sign Components**

Acrylic Plaque

**Graphic Process**

Silk-screened

**Colors**

For background & type colors, refer to VA Color Chart.

**Typography**

Helvetica Medium

**Mounting**

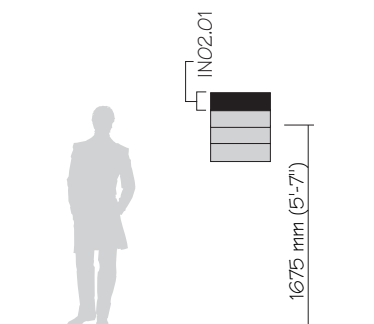
Double sided foam tape or silastic adhesive.

**Installation**

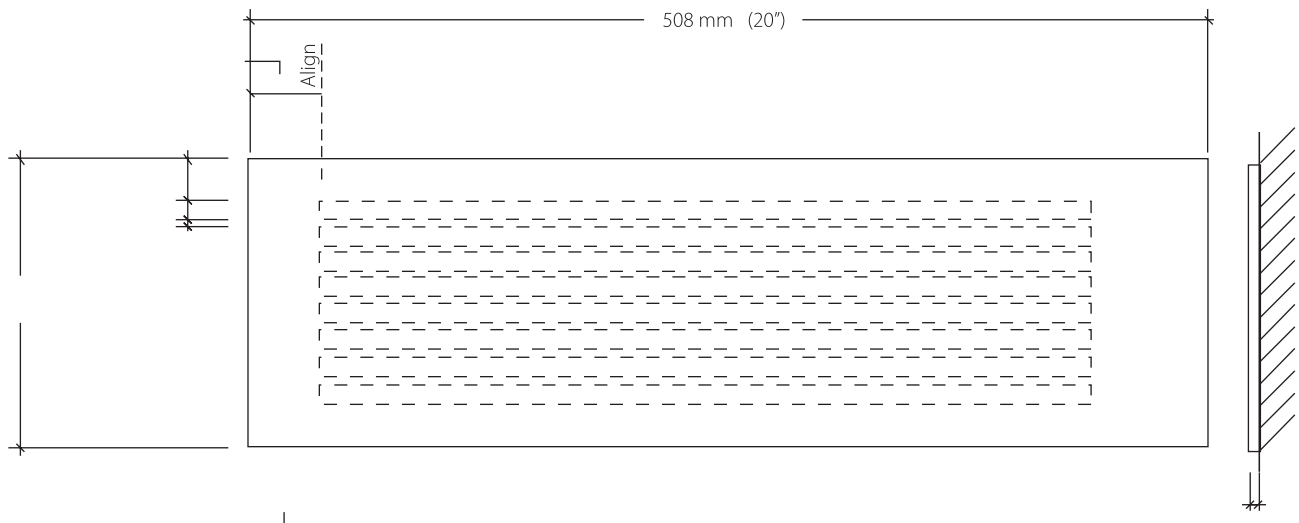
Sign can be coordinated to be placed with other policy signs, IN02.2 and IN02.3 that are required at the entrance.

Introduction of weapons, unauthorized drugs and alcoholic beverages on this property is prohibited (Title 18 USC Section 930 and Title 38 CFR Section 1.218) Persons entering this property consent to an inspection of all packages, luggage and containers in their possession when arriving. Refusal of content to search is basis for denial of admittance. Violators are subject to arrest and prosecution. Refusal of consent to an authorized search by medical personel is basis for discharge.

Introduction of weapons, unauthorized drugs and alcoholic beverages on this property is prohibited (Title 18 USC Section 930 and Title 38 CFR Section 1.218) Persons entering this property consent to an inspection of all packages, luggage and containers in their possession when arriving. Refusal of content to search is basis for denial of admittance. Violators are subject to arrest and prosecution. Refusal of consent to an authorized search by medical personel is basis for discharge.







## IN-02.02

## Mandatory Policy Signs Ê

### Size

Sign Face:  
152 mm H x 508 mm W  
(6" H x 20" W)

### Description

No smoking sign is required to be placed at the entrance of a building.

### Message Configuration

(Refer to message layout drawing for dimensions.)

### Sign Components

Acrylic Plaque

### Graphic Process

Silk-screened

### Colors

For background & type colors, refer to VA Color Chart.

### Typography

Helvetica Medium

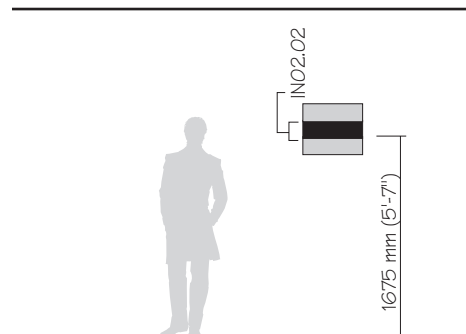
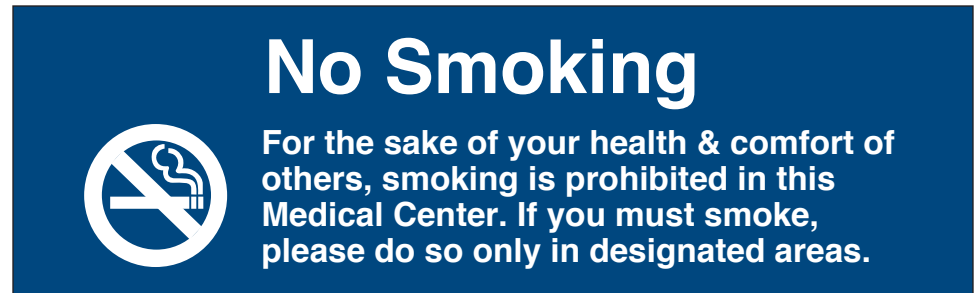
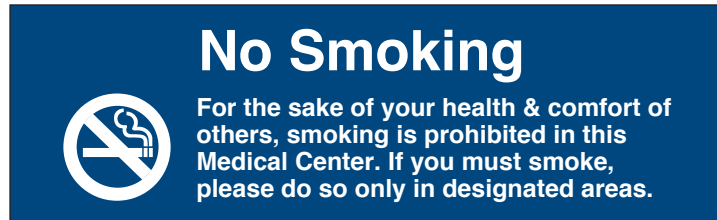
### Mounting

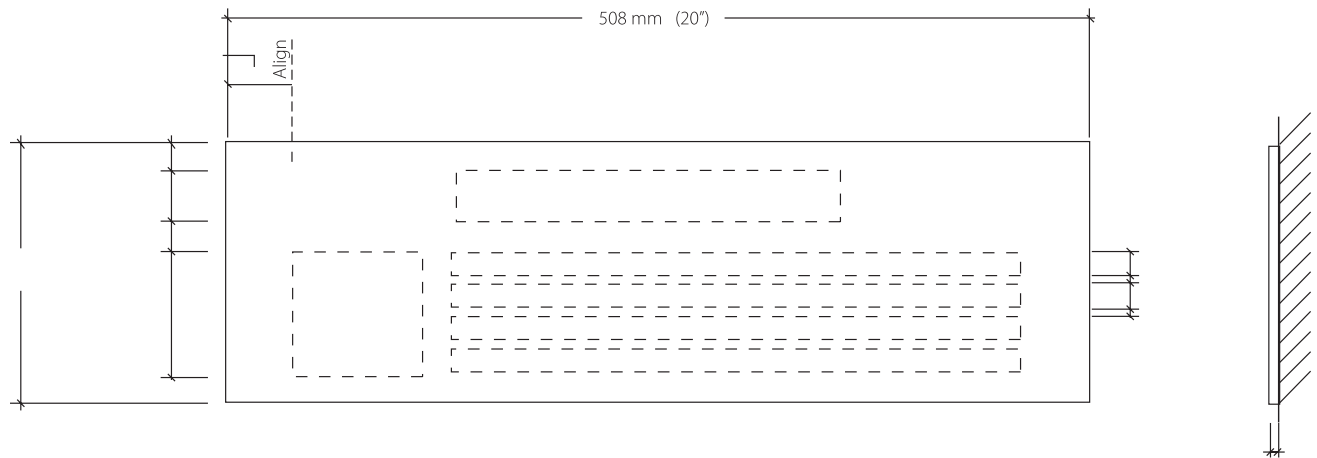
Double sided foam tape or silastic adhesive.

### Installation

Sign can be coordinated to be placed with other policy signs, IN02.1 and IN02.3 that are required at the entrance.

## No Smoking



**No Smoking**

## No Weapons Permitted

**Size**

Sign Face:  
152 mm H x 508 mm W  
(6" H x 20" W)

**Description**

No weapons sign is required to be placed at the entrance of a building.

**Message Configuration**

(Refer to message layout drawing for dimensions.)

**Sign Components**

Acrylic Plaque

**Graphic Process**

Silk-screened

**Colors**

For background & type colors, refer to VA Color Chart.

**Typography**

Helvetica Medium

**Mounting**

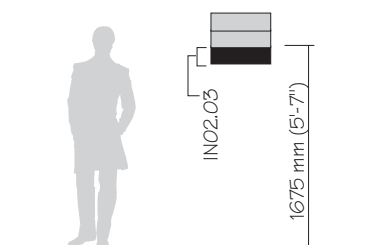
Double sided foam tape or silastic adhesive.

**Installation**

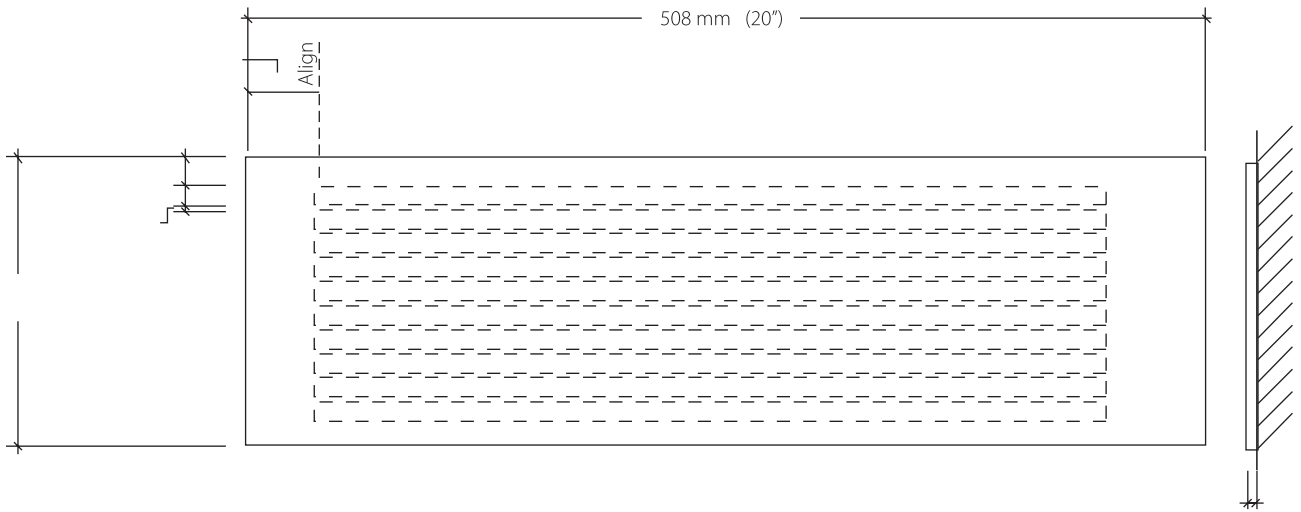
Sign can be coordinated to be placed with other policy signs, IN02.1 and IN02.2 that are required at the entrance.

Whoever knowingly possesses or causes the presence of a firearm or other dangerous weapon on the grounds or buildings of this facility, or attempts to do so, is subject to fine or imprisonment of not more than one year, or both. 18 U.S.C. Section 930a. Whoever intends that a firearm or other dangerous weapon be used in the commission of a crime and knowingly possesses or causes the presence of a firearm or other dangerous weapon on the grounds or buildings of this facility, or attempts to do so, is subject to fine or imprisonment of not more than five years, or both. 18 U.S.C. Section 930b.

Whoever knowingly possesses or causes the presence of a firearm or other dangerous weapon on the grounds or buildings of this facility, or attempts to do so, is subject to fine or imprisonment of not more than one year, or both. 18 U.S.C. Section 930a. Whoever intends that a firearm or other dangerous weapon be used in the commission of a crime and knowingly possesses or causes the presence of a firearm or other dangerous weapon on the grounds or buildings of this facility, or attempts to do so, is subject to fine or imprisonment of not more than five years, or both. 18 U.S.C. Section 930b.



No Weapons Permitted



**Size**

Sign Face:  
229 mm H x 229 mm W  
(9" H x 9" W)

**Description**

Hours of operation sign is required to be placed at the entrance of a building.

**Message Configuration**

(Refer to message layout drawing for dimensions.)

**Sign Components**

Acrylic Plaque

**Graphic Process**

Surface applied vinyl.

**Colors**

For background & type colors, refer to VA Color Chart.

**Typography**

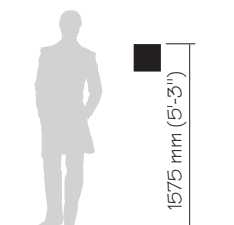
Helvetica Medium

**Mounting**

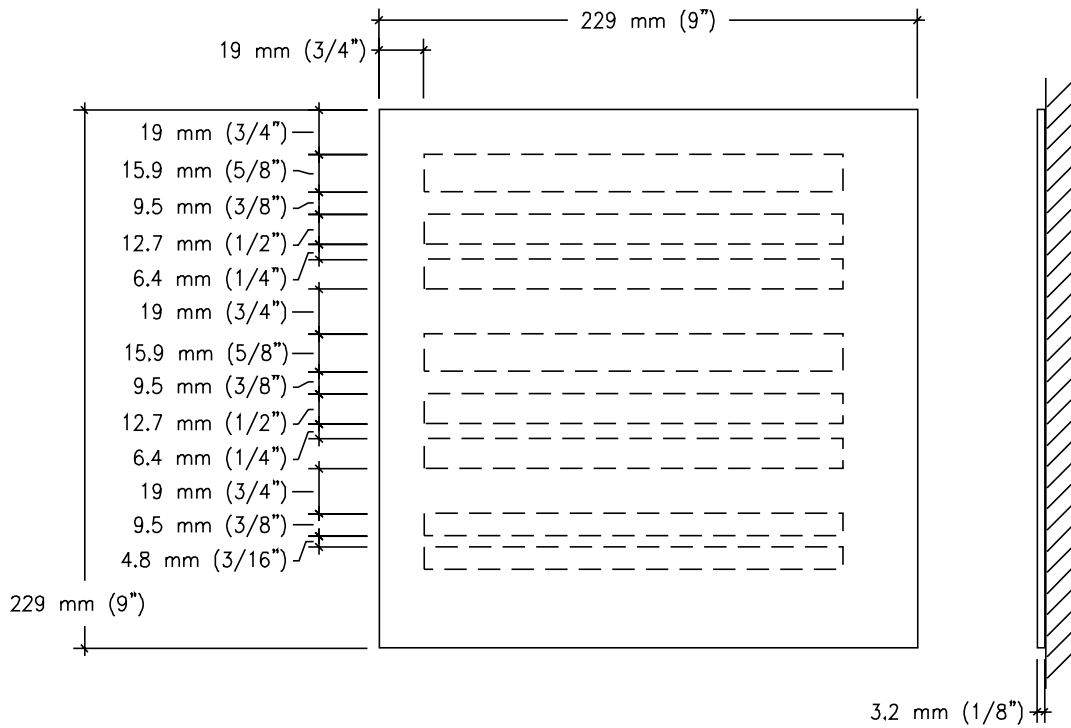
Double sided foam tape or silastic adhesive.

**Installation**

On wall, 1575 mm (63") to top of sign, at the entrance.

**Business Hours**

## Business Hours



## Notice of Weapons Search

**Size**

Sign Face:  
381 mm H x 381 mm W  
(15" H x 15" W)

**Description**

This is only required at metal detector screening devices and is to be installed next to the detector and in a location that is visible before passing through the machine.

**Message Configuration**

(Refer to message layout drawing for dimensions.)

**Sign Components**

Acrylic Plaque

**Graphic Process**

Silk-screened

**Colors**

For background & type colors, refer to VA Color Chart.

**Typography**

Helvetica Medium

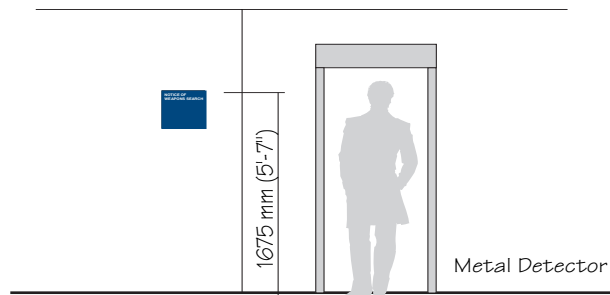
**Mounting**

Double sided foam tape or silastic adhesive.

**Installation**

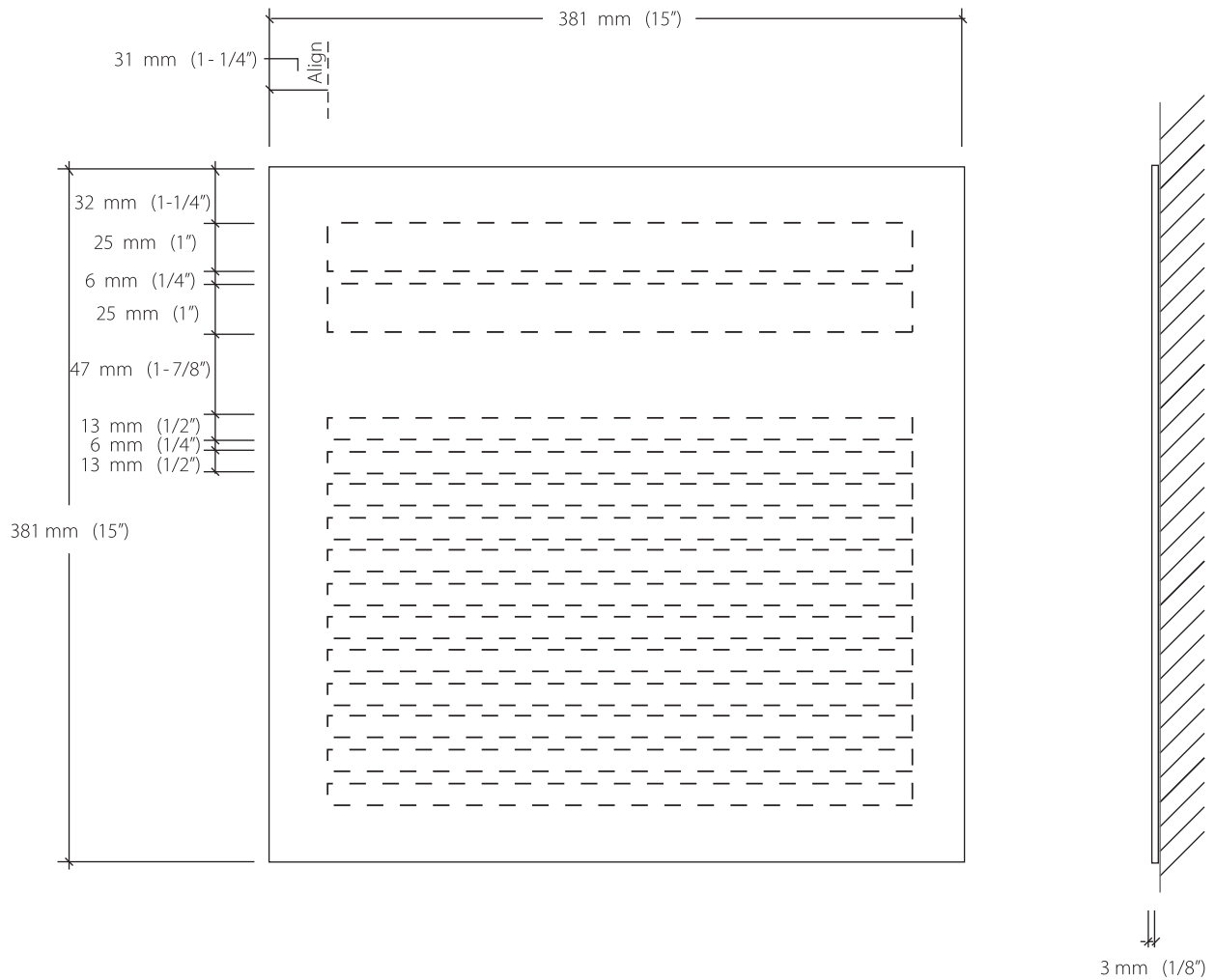
# NOTICE OF WEAPONS SEARCH

The possession of any weapon by persons entering this building is prohibited by law (38 cfr & 1.218 (a)(13)). Persons entering the building consent to a personal search by metal detector and to the inspection of all packages, luggage and all containers in their possession. Metal detector cannot harm you and will not affect pacemakers, hearing aids, or film. Refusal of consent to search is basis for denial of admittance. Person legally authorized to possess firearms must report to the center police. Medical Center Director.





## Notice of Weapons Search



**Single Post Parking Notice****Size**

Sign Face:  
762 mm H x 610 mm W  
(30" H x 24" W)

**Description**

Large, non-illuminated single post tow away informational sign.

Sign is similar to sign type EN-05.01. See exterior sign section for construction and installation details.

**Message Configuration**

(Refer to message layout drawing for dimensions.)

**Graphic Process**

Surface applied reflective vinyl.

**Colors**

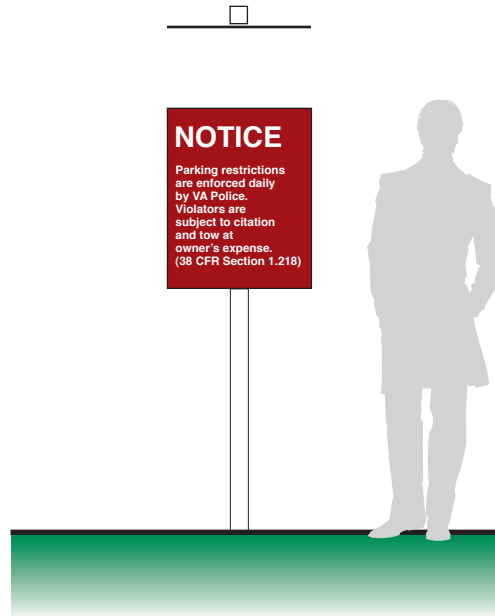
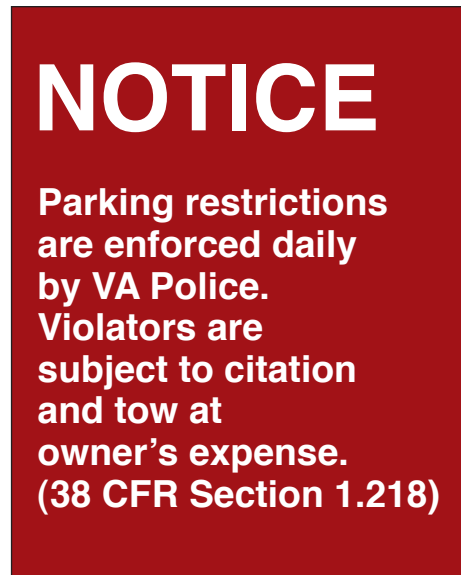
Text: White T2  
Background: refer to Color Chart  
Post: refer to Color Chart

**Installation**

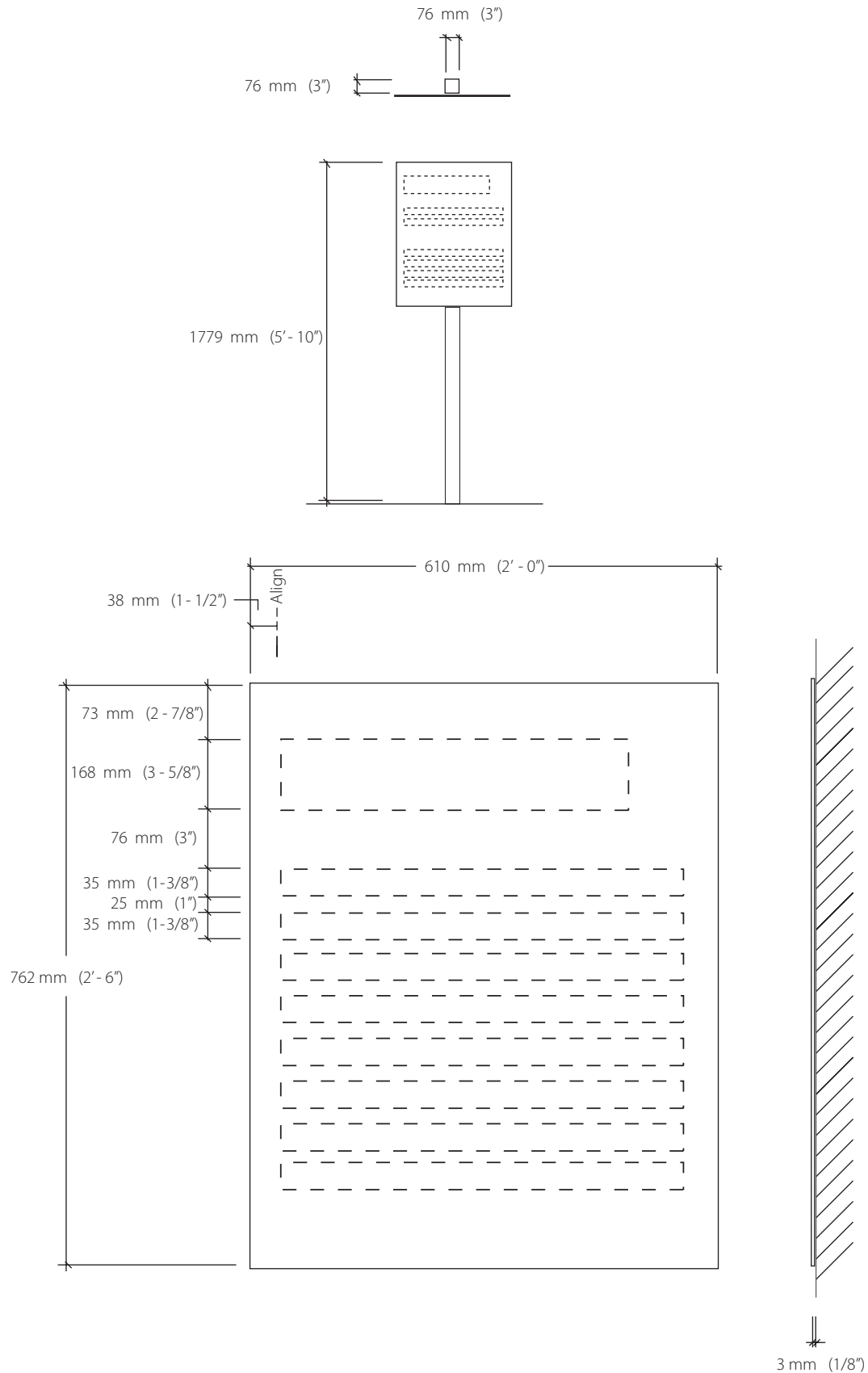
It is recommended that this sign be placed at the entrance drive to the VA site.

Position sign so drivers have a clear, unobstructed view of the sign.

When placing this type of sign near curbs or parking places, be sure the sign is set far enough back that over hanging front and rear of automobiles do not come in contact with the sign post.

**Message Layout**

## Single Post Parking Notice



## Patient Rights and Responsibilities

**Size**

Display Window:  
1168 mm H x 775 mm W  
(46" H x 30 1/2" W)

**Description**

Non-illuminated extruded aluminum case with hinged glass door. Case holds foam core-mounted paper print.

**Sign Components**

Non-illuminated.

**Graphic Process**

VA Provided Poster

**Colors**

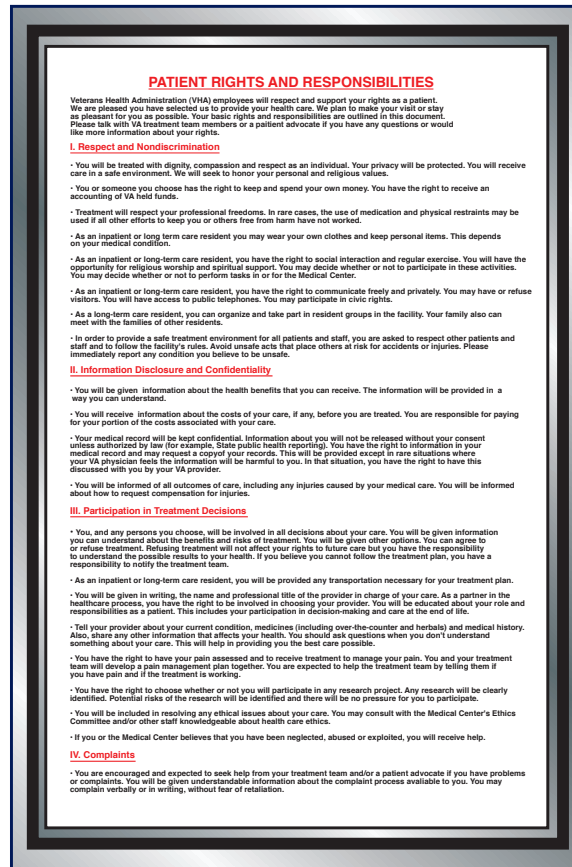
Case: Frame color and finish P1 or P2

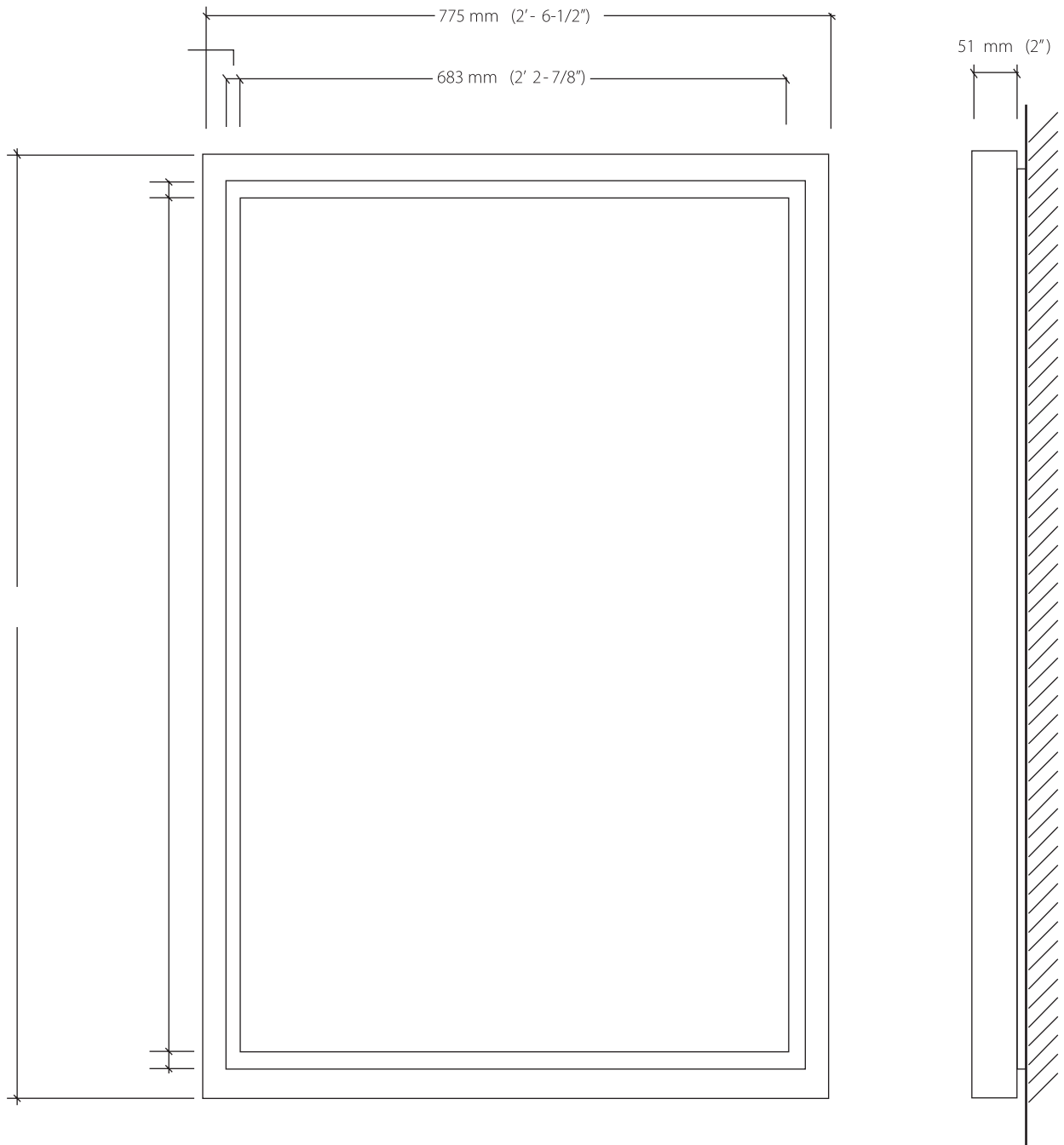
**Mounting**

Wall mounted with bolts into heavy duty wall anchors.

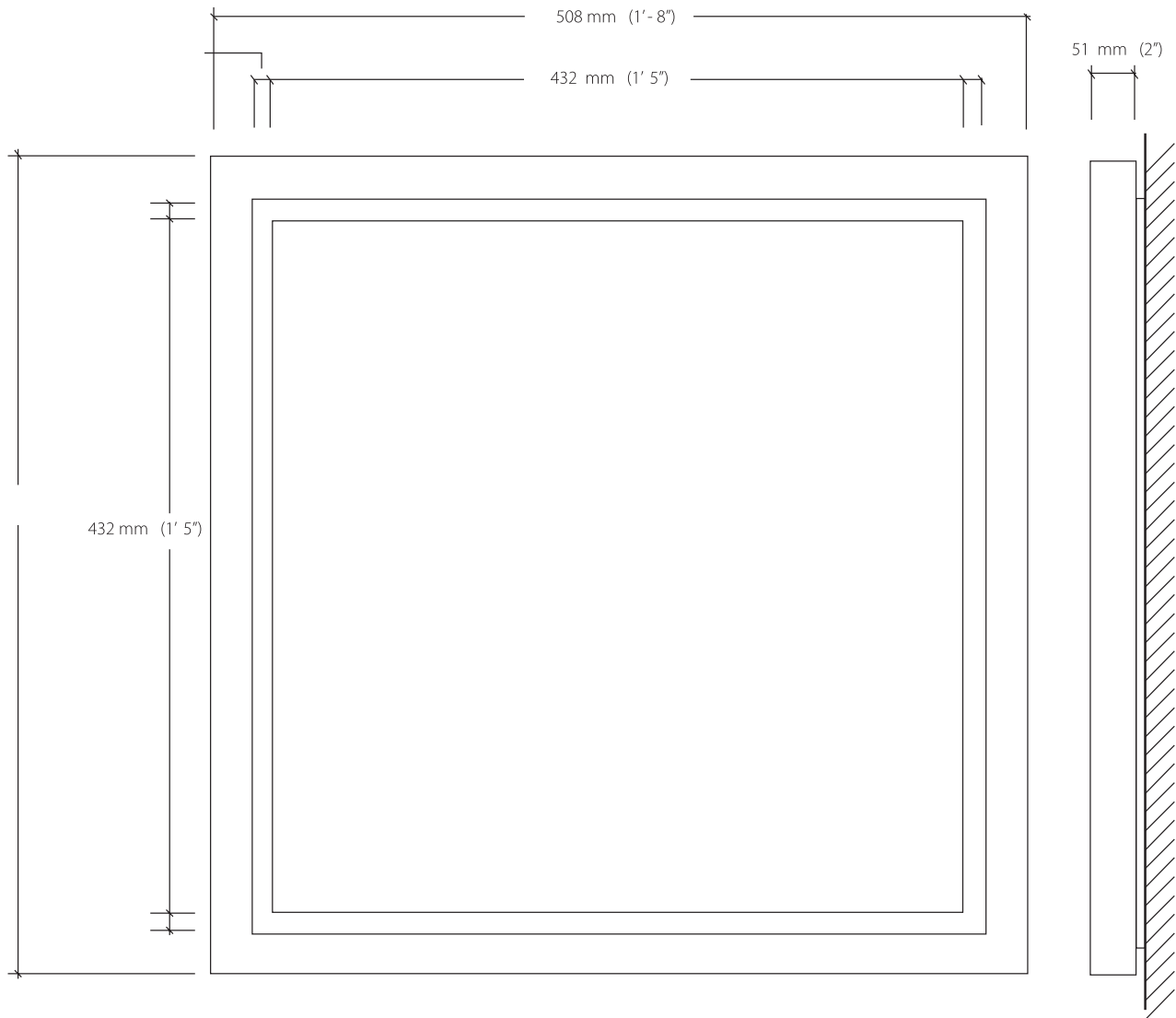
**Installation**

Position display so visitors have a clear, unobstructed view of the sign.









### Portable Information Sign

#### Size

Sign:  
915 mm H x 610 mm W  
(36" H x 24" W)  
Sign Face:  
610 mm H x 610 mm W  
(24" H x 24" W)

#### Description

Portable, non-illuminated thermo-formed white plastic A-frame sign with changeable sign panels.  
This type of sign is for displaying changeable messages in various locations.

#### Message Configuration

(Refer to message layout drawing for dimensions.)

#### Sign Components

Non-illuminated sign panel.

#### Graphic Process

Silk-screened

#### Colors

Layout A  
Type: Reflective White T2  
Background: VA Blue B4

Layout B  
Type: Black T4  
Background: White B (#TBD)  
Band: Yellow B8 w/Type: Black T4

Layout C  
Type: Black T4  
Background: White B (#TBD)  
Band: Orange B18 w/Type: White (#TBD)

Layout D  
Type: Black T4  
Background: White B (#TBD)  
Band: Red B3 w/ Type: White (#TBD)

#### Typography

Helvetica Medium

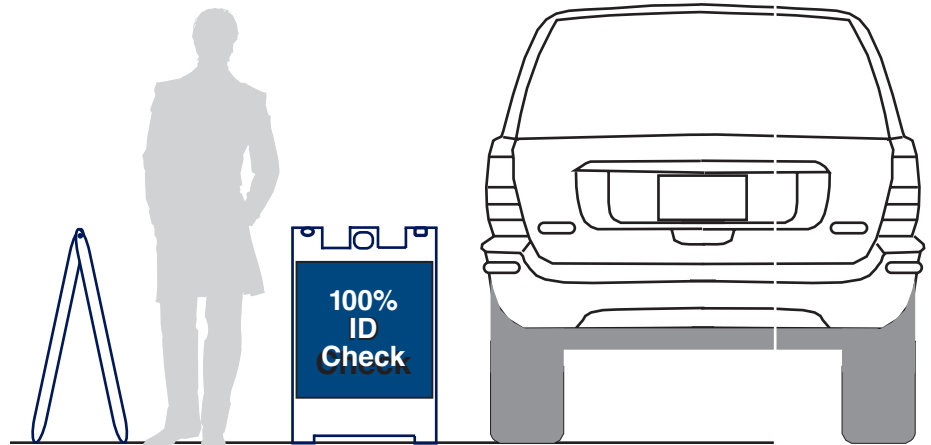
#### Mounting

Free standing

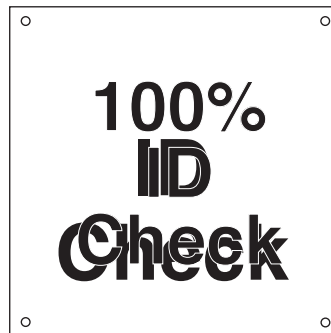
#### Installation

Position sign so drivers have a clear, unobstructed view of the sign. It is recommended that this sign be placed at the entrance to the VA site.

When placing this type of sign near curbs or parking places, be sure the sign is set far enough back that over hanging front and rear of automobiles do not come in contact with the sign.



Message Layout A



Message Layout B



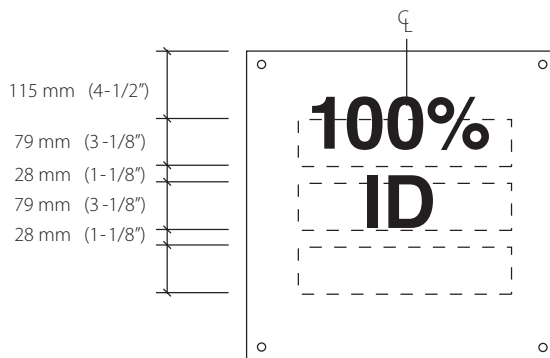
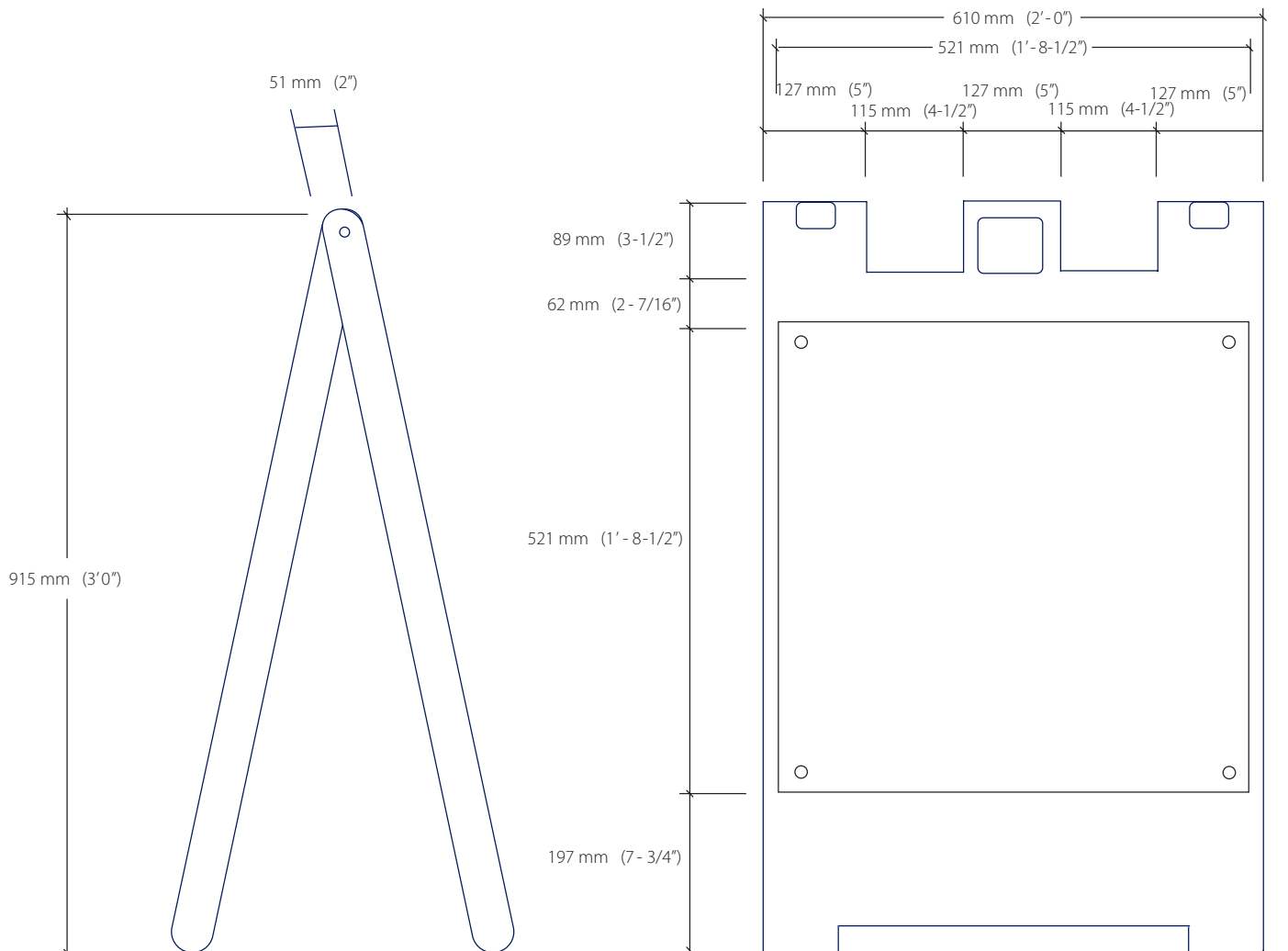
Message Layout C



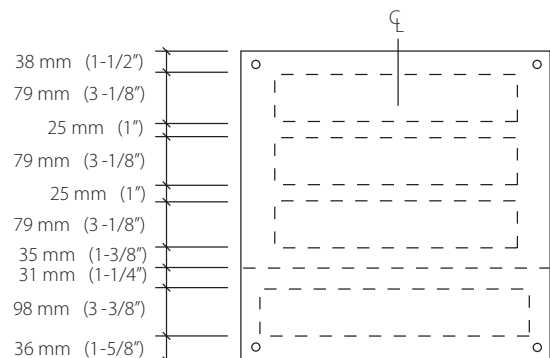
Message Layout D







Message Layout A



Message Layouts B, C &amp; D

The VA Policy required sign types, for both the interior and exterior, are to be installed in a standard manner as shown in the interior sign section of the Sign & Graphic Design Guide. Refer to the sign type drawings pages for specific placement for each type of sign.

**Interior**

The interior policy required signs are acrylic and are to be installed using the same techniques as described in the Interior Sign installation section of the Sign & Graphic Design Guide.

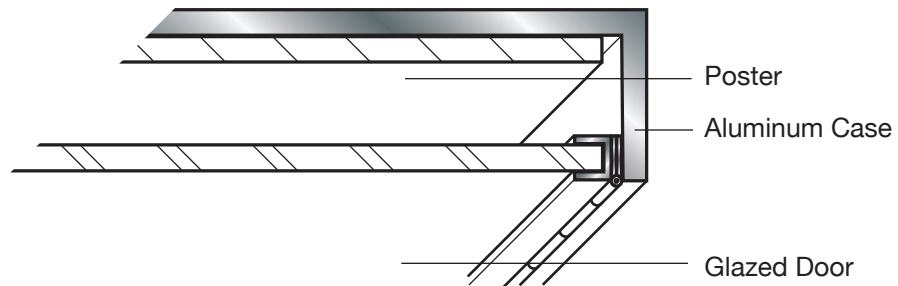
**Exterior**

The details showing the installation of the exterior policy required signs are covered in the Exterior Sign Construction section of the Sign & Graphic Design Guide.

The VA Policy required sign types, for both the interior and exterior, are constructed in a standard manner with the only variable being color. This section provides an overview of the construction criteria.

**Interior**

The interior signs are acrylic with silk-screened text.

**Detail 1****Exterior**

The details showing the construction of the Policy signs are based on a concept of an aluminum sign system. The illustrations are intended to show the desired configuration and intent of the sign type.