

## RAiNA Retrofit Committee 3D Visualizations and Graphic Layout RFP

### Response to Request for Information (RFI)

Thank you to all who submitted questions during the RFI period for the **RAiNA Retrofit Committee – 3D Visualizations and Graphic Layout RFP**. Below are the responses to the submitted questions, as previously stated to be provided by October 8, 2024.

The responses have been sent to all bidders who informed our office of their intention to bid and will be posted on our website ensuring *all* bidders have accurate and complete information to maintain a fair and equitable bidding process.

Question	Answer/Response
Are there 2D details we will be converting to 3D or are these brand-new details?	All details will be completely new, with no conversions.
Could RAiNA clarify whether the case studies are to be included in the guidance document or in a separate document? If they are separate documents, will the 3D illustrations be included in both documents?	These will be separate documents: the guidance document and the case study profiles. The 3D illustrations may be included in both.
Could RAiNA provide a sample of the case studies and/or guidance document to be developed for this project?	RAiNA is not yet ready to release these case studies, as they are still in progress. We anticipate that the format will be 8.5” x 11”, including both text and images.
Will RAINA provide a brand guide to apply to the project?	RAiNA has a brand guide that will be provided upon the award of the contract.

<p>Could RAiNA confirm that the details will require only English text?</p>	<p>The details will require only English text.</p>
<p>Does RAiNA expect the final details and images to be rendered in grayscale, color, or both (i.e., reproducible where b/w-only reproducibility is available)?</p>	<p>RAiNA expects the final details and images to be rendered in color.</p>
<p>Does RAiNA have any accessibility guidelines that should be followed to create the details and/or document(s) or should industry standards for legibility be used?</p>	<p>Industry standards for legibility should be used, and the details should adhere to platform-wide accessibility guidelines.</p>
<p>Could RAiNA confirm that the selected consultant for Scope 2 will be performing copyfitting and layout of the guidance document using the content developed by the Retrofit Committee?</p>	<p>Yes, the layout will be the responsibility of the selected consultant. The Retrofit Committee will provide the content and language.</p>
<p>Will the Retrofit Committee fully develop all copy for the guidance document, including editing and development of all visual assets (other than Scope 1 illustrations) not included in the other scope of this RFP?</p>	<p>The Retrofit Committee will handle the final editing of all text and images. If additional images are identified during this process, we may request the consultant to provide additional services.</p>
<p>Will the Retrofit Committee complete the development of all guidance document content prior to the selected consultant's completion of the guidance document layout/design?</p>	<p>Yes, the Retrofit Committee will supply all the text and language for the documents.</p>
<p>Could RAiNA confirm whether this project scope expects the consultant to provide a focused technical review of the details and/or a technical guidance/quality control process?</p>	<p>A technical review of the details by the consultant is not required.</p>

Could RAiNA provide an estimated page range or maximum page count for the guidance document? And for the case studies if they are two separate documents?	We are planning a guidance document of up to 25 pages.
Could RAINA share the available budget for this project?	Currently, we're unable to share the available budget for this project.