



**MASSACHUSETTS PORT AUTHORITY**  
CAPITAL PROGRAMS AND ENVIRONMENTAL AFFAIRS DEPARTMENT  
SUITE 209S – LOGAN OFFICE CENTER SUITE 209S  
ONE HARBORSIDE DRIVE  
EAST BOSTON MA 02128-2909

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## **REQUEST FOR QUALIFICATIONS**

**MPA CONTRACT NO. A446**

**TERM SIGNAGE DESIGN SERVICES,**

**ALL MASSPORT FACILITIES,**

**BOSTON, BEDFORD, AND WORCESTER,**

**MASSACHUSETTS**

**SUPPLEMENTAL INFORMATION PACKAGE**



\*\*\*SUPPLEMENTAL PACKAGE – BUILDING - TERM\*\*\*



**LEGAL NOTICE**  
**REQUEST FOR QUALIFICATIONS**

The MASSACHUSETTS PORT AUTHORITY (Authority) is soliciting consulting services for MPA CONTRACT NO. **A446, TERM SIGNAGE DESIGN SERVICES**. . The Authority is seeking **two** qualified multidiscipline consulting firms or teams, with proven experience, in the design and implementation of signage and wayfinding systems, to provide professional services. Services may include planning, design and construction related services, with an emphasis on the design of signage and wayfinding systems, on an on-call, as needed basis. These services are expected to be provided at all Authority properties. The Consultant must be able to work closely with the Authority and other interested parties in order to provide such services in a timely and effective manner.

The consultant's shall demonstrate experience in several disciplines including but not limited to expertise in the following areas including, but not limited to: existing conditions evaluation and documentation of signage systems, planning, graphic design, schematic design, design development, and the preparation of construction and bid documents, and installation specifications for sign systems. The location and or complexity of the signage systems may require experience in several disciplines including but not limited to Architectural, Civil, Structural, Electrical, Lighting, Code Compliance, and Cost Estimating.

The Authority expects to select two consultants. However, the Authority reserves the right to select a different number if it is deemed in its best interest to do so. Each consultant shall be issued a contract in an amount not to exceed **ONE MILLION DOLLARS (\$1,000,000) PER CONTRACT**. The services shall be authorized on a work order basis.

A Supplemental Information Package will be available, on **WEDNESDAY, JUNE 14, 2023** on the Capital Bid Opportunities webpage of Massport <http://www.massport.com/massport/business/bids-opportunities/capital-bids> as an attachment to the original Legal Notice, and on COMMBUYS ([www.commbuys.com](http://www.commbuys.com)) in the listings for this project.

In recognition of the unique nature of the project and the services required to support it, the Authority has scheduled a Consultant Briefing to be held via zoom **at 10:00 AM on THURSDAY, JUNE 22, 2023**. Join Zoom Meeting:

<https://massport.zoom.us/j/87845698628?pwd=c3pFQ3VOZjIDQm95WDYyZ1pwSnozQT09>

Meeting ID: 878 4569 8628 ; Passcode: 941946; One tap mobile: 16465189805,,87845698628#,,,,\*941946#

US At this session, an overview of the project will be provided, the services requested by the Authority will be described, and questions will be answered.

By responding to this solicitation, consultants agree to accept the terms and conditions of Massport's standard work order agreement. A copy of the Authority's standard agreement can be found on the Authority's web page at <http://www.massport.com/massport/business/capital-improvements/important-documents/>. Consultant shall specify in its cover letter that it has the ability to obtain requisite insurance coverage.

This submission shall be addressed to Luciana Burdi, Intl. Assoc. AIA, CCM, MCPPO, Director of Capital Programs and Environmental Affairs and received no later than **12:00 Noon on THURSDAY, JULY 27, 2023** Via **Bid Express** <https://www.bidexpress.com/businesses/27137/home>. Any submission which is not received by the deadline shall be rejected by the Authority as non-responsive.

**MASSACHUSETTS PORT AUTHORITY**  
**LISA S. WIELAND**  
**CEO & EXECUTIVE DIRECTOR**



## **SCOPE OF WORK:**

The Authority is seeking two qualified multidiscipline consulting firms or teams, with proven experience, in the design and implementation of signage and wayfinding systems, to provide professional services. Services may include planning, design, and construction related services, with an emphasis on the design of signage and wayfinding systems, on an on-call, as needed basis. These services are expected to be provided at all Authority properties. The Consultant/s must be able to work closely with the Authority and other interested parties in order to provide such services in a timely and effective manner.

The consultant/s shall demonstrate expertise in the following areas including but not limited to: existing conditions evaluation and documentation of signage systems, planning, graphic design, schematic design, design development, and the preparation of construction and bid documents, and installation specifications of sign systems. The location and or complexity of the signage systems may require experience in several disciplines including but not limited to Architectural, Civil, Structural, Electrical, Lighting, Code Compliance, and Cost Estimating.

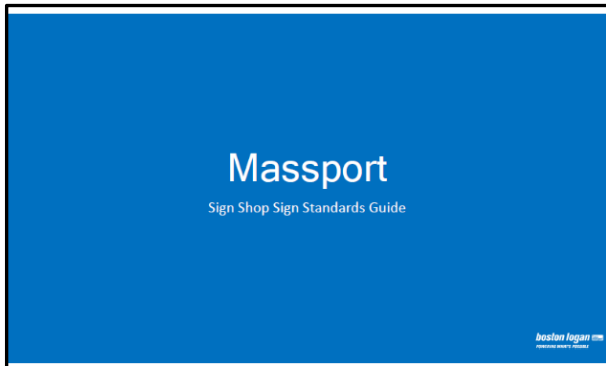
The projects may range from sign review, to peer review, to individual sign design, to relatively large and complex system design and implementation. The scope of work may occur at various Authority owned facilities and may include, but not be limited to the following:

- (1) planning: investigations, existing conditions documentation and reports
- (2) new design and construction: perform existing conditions documentation, design development and construction drawings and specifications, preparation of CAD/BIM plans, cost estimates and analyses, structural load and wind uplift calculations, and bid documents in support of public bid; provide design, bid and construction phase services
- (3) sign modifications: existing interior, exterior or roadway sign installations
- (4) sign face modifications: modification or replacement of existing sign faces
- (5) sign review/peer review: of signage proposals for Authority or tenant projects
- (6) coordination with the manager of Aviation Sign Shop for the development, design and review of requirements and design as well as conformance with current Massport standards
- (7) Authority's Wayfinding Guidelines and Sign Standards: oversight, implementation, maintenance and/or modifications of the standards (reference: *Massport Wayfinding Guidelines and Design Standards 2015* at <https://www.massport.com/massport/business/capital-improvements/important-documents/> and Appendix A Massport Sign Shop Sign Standards Guide 5/2023)
- (8) comprehensive path of travel wayfinding: perform analysis of existing or proposed path of travel wayfinding and supporting signage, and or develop wayfinding path and signage system
- (9) code compliance: ensure all signs meet current codes, ADA requirements and fire safety regulations
- (10) digital design: produce and deliver graphic files in format compatible/compliant with Massport requirements
- (11) public bid process: assist and consult throughout the public bidding phase
- (12) term signage contractors: work with existing term contractors to implement sign modifications

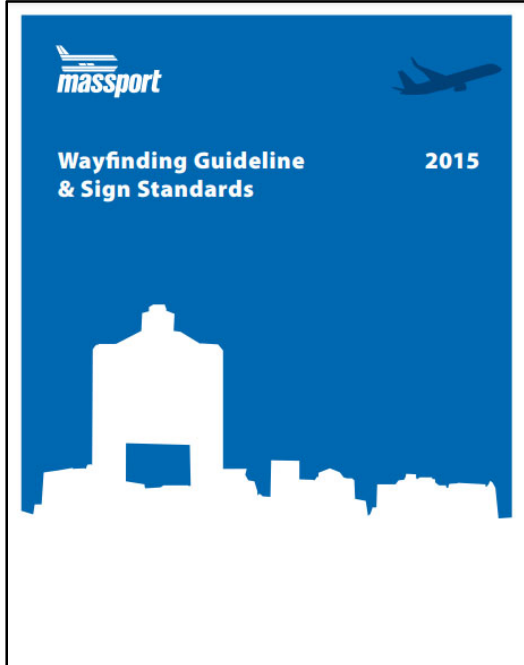


EXAMPLES OF WAYFINDING AND SIGNAGE DESIGN WORK PREPARED FOR MASSPORT ARE PROVIDED ON THE FOLLOWING THREE PAGES

EXAMPLES OF WAYFINDING AND SIGNAGE DESIGN WORK PREPARED FOR MASSPORT



Massport Sign Shop Standards Guide (5/23)

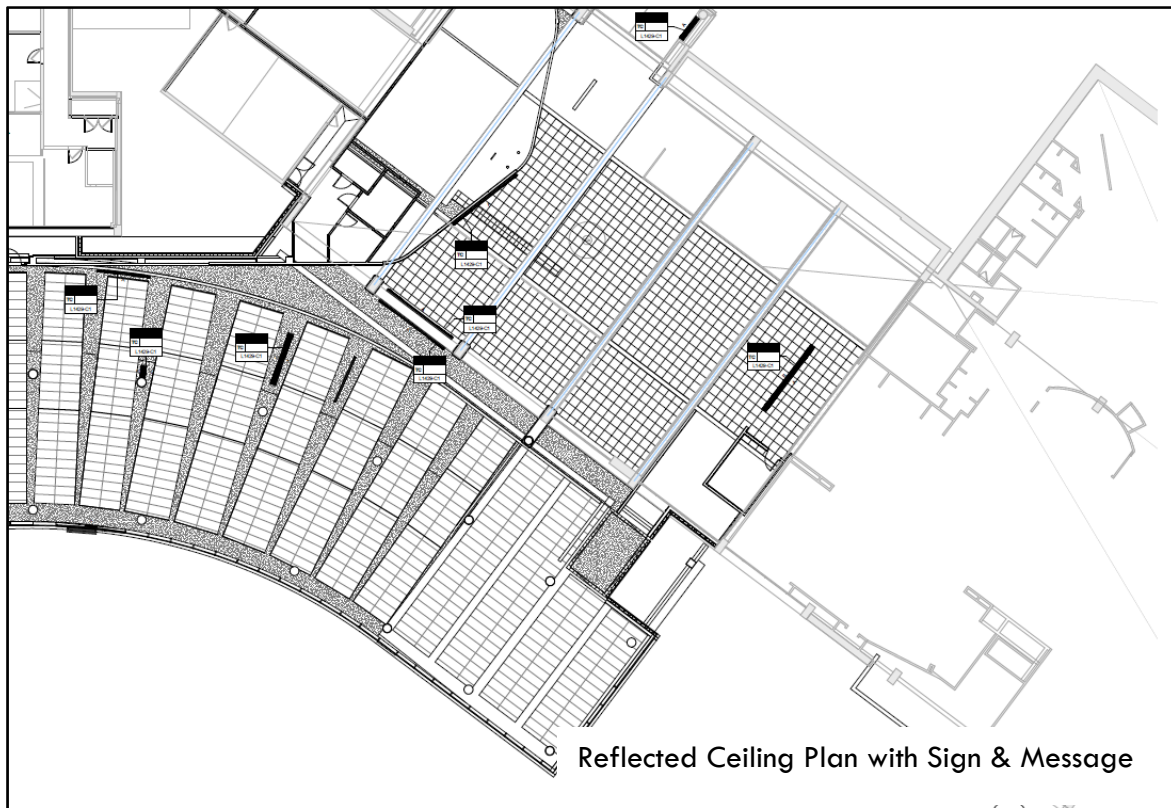
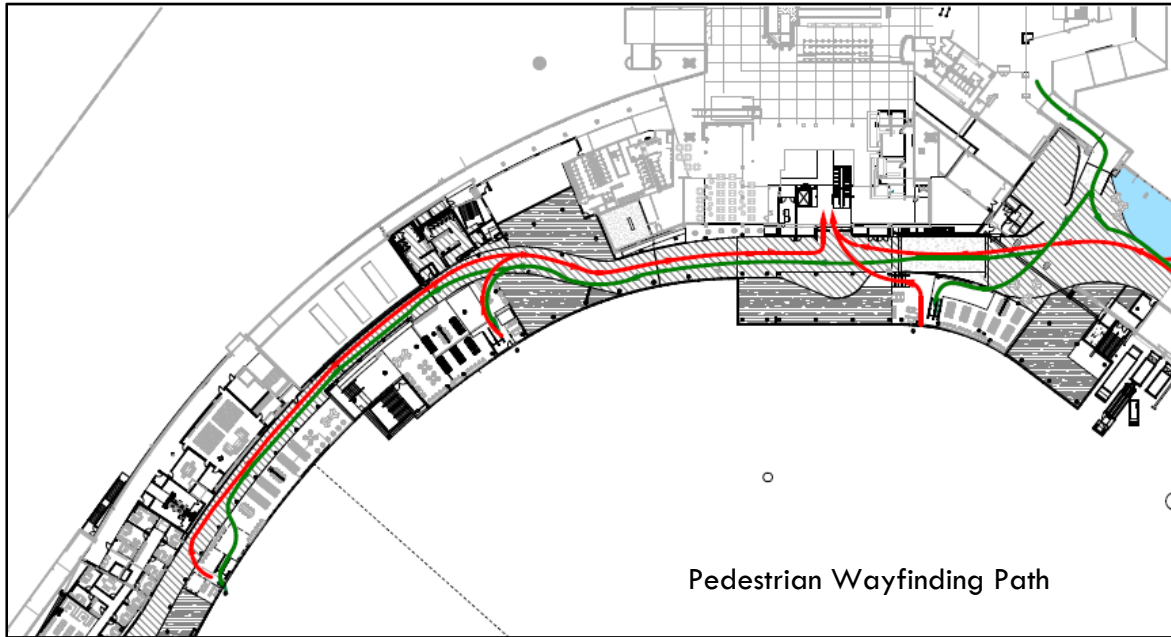


Massport Guidelines



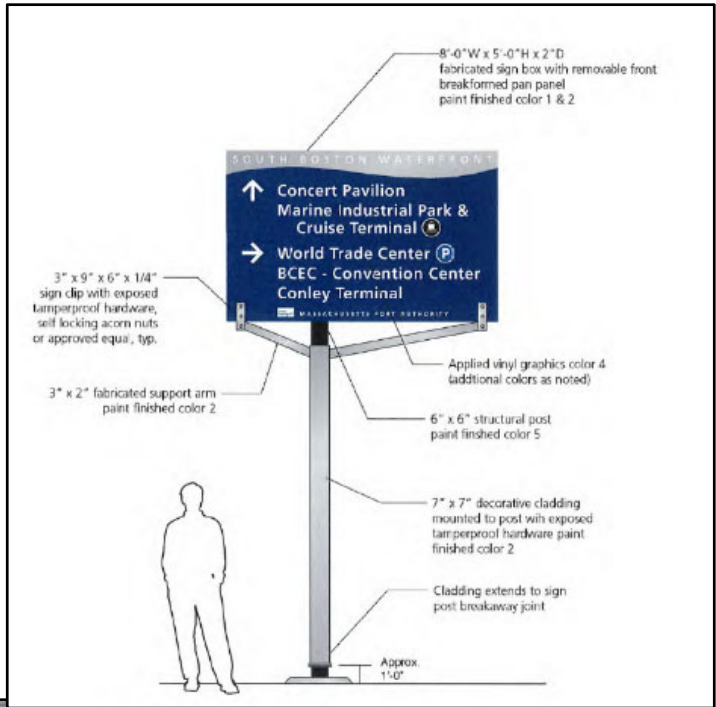
Terminal Wayfinding Signs

EXAMPLES OF WAYFINDING AND SIGNAGE DESIGN WORK PREPARED FOR MASSPORT

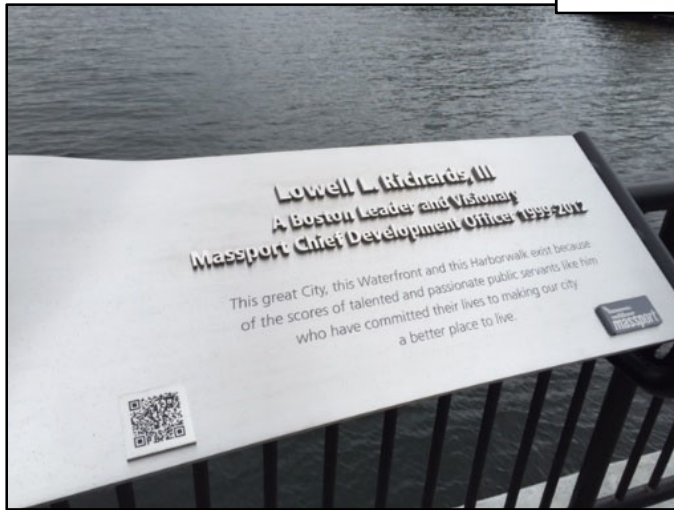




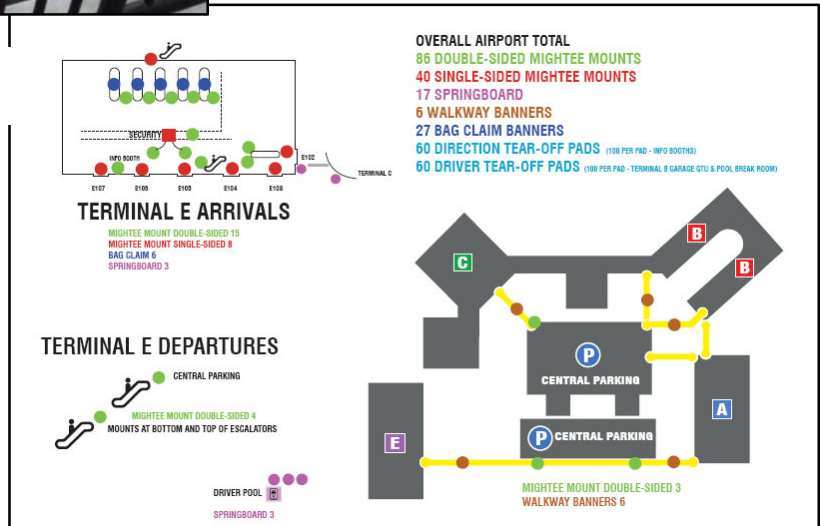
EXAMPLES OF WAYFINDING AND SIGNAGE DESIGN WORK PREPARED FOR MASSPORT



South Boston Signage Program



Memorial Plaque



Signage Plan for Program Rollout





In recognition of the unique nature of the project and the services required to support it, the Authority has scheduled a Consultant Briefing to be held via zoom at **10:00 AM on Thursday, June 22, 2023**. Join Zoom Meeting:

<https://massport.zoom.us/j/87845698628?pwd=c3pFQ3VOZjIDQm95WDYyZ1pwSnozQT09>

Meeting ID: 878 4569 8628; Passcode: 941946; One tap mobile: 16465189805,,87845698628#,,,,\*941946#

US At this session, an overview of the project will be provided, the services requested by the Authority will be described, and questions will be answered.

### **EVALUATION CRITERIA:**

The submission shall be evaluated on the basis of the following equally weighted criteria:

- (1) Demonstrated experience and knowledge of the team for similar projects of similar size and complexity particularly important to demonstrate for the proposed Project Manager. Highlight the experience and expertise for major sub-consultants and their assigned staff. Familiarity with MGL, including filed sub-bid experience, and
- (2) Project understanding and proposed technical approach including QA/QC process during document preparation, cost management and scheduling capabilities, construction oversight, ability to plan and perform work with minimal disruption to operations, and
- (3) Demonstrated experience in integrating and managing BIM/VDC in the planning, design and construction. Experience of utilizing Lean Design & Construction (Last Planner System®, Scrum or others tools) to increase the reliability and significantly improve projects' and teams' performance, and
- (4) Proposed approach to enhance diversity and inclusion of the project team to increase the pool of consultants working on the Authority's projects. For those M/WBE firms proposed, please describe type and/or category of work (i.e. architecture, structural, Lean, etc.); include the specific roles to be played by M/WBE, and the extent to which such M/WBE involvement is anticipated as of date of the proposal submission, (% goal)

The Authority recommend that each evaluation criteria is addressed in the response as a separate section.

The selection shall involve a two-step process including the shortlisting of a minimum of three firms based on an evaluation of the Statements of Qualifications received in response to this solicitation, followed immediately by a final selection of the consultant by the Authority. The Authority reserves the right to interview the firms prior to final selection, if deemed appropriate.

### **SUBMISSION REQUIREMENTS:**

Each submission shall include a Statement of Qualifications that provides detailed information in response to the evaluation criteria set forth below and include Architect/Engineer & Related Services questionnaires SF 330 ([www.gsa.gov/portal/forms/download/116486](http://www.gsa.gov/portal/forms/download/116486)) with the appropriate number of Part IIs. M/WBE certification of the prime and subconsultants shall be current at the time of submittal and the Consultant shall provide a copy of the M/WBE certification letter from the Supplier Diversity Office for M/WBE and from the MassUCP for DBE, within its submittal.

In order to be eligible for selection, all aspects of Chapter 7C, Section 44 of the General Laws of the Commonwealth of Massachusetts shall be satisfied including the majority of the firm's Board of Directors or ownership shall be registered in the Commonwealth of Massachusetts in accordance with the applicable provisions of the statute. Consultants shall furnish professional registration status of the firm's board of directors or ownership. All individuals responsible for technical disciplines shall, upon commencement of





the project, be registered Architects or Engineers, in that discipline, in the Commonwealth of Massachusetts.

***The Authority may reject any application if any of the required information is not provided: Cover Letter, Insurance Requirements, Registration of the Board of Director as defined in MGL Chapter 7C Section 44, and SF330 Part IIs for the Prime and every sub-consultant. Make sure that, in the Cover Letter, you mention the Insurance Requirements, Registration of the Board of Director as defined in MGL Chapter 7C Section 44.***

RFQ Instructions for Electronic Submission:

Electronic submissions will be via <https://www.bidexpress.com/businesses/27137/home>. Please refer to <https://www.massport.com/massport/business/bids-opportunities/capital-bids/> website for instructions on how to submit an electronic RFQ submittal.

1. Download RFQ documents in Bid Express and fully review them before submitting your electronic Statement of Qualifications.
2. Upload ALL required documents listed below in accordance with the instructions on Bid Express and those in the RFQ. Failure to include all required materials or to provide materials in a format different than that specified may have a negative effect on the evaluation or result in disqualification.
3. Click the “Submit” button in Bid Express to review your response for completeness and to encrypt/submit your response electronically.

File Naming Convention:

MPA project #\_Company Name-YY-MM-DD.pdf

*Example:* L2302\_Massport-23-04-24.pdf

Files submitted via Bid Express must follow the above filing naming convention specific in the “Description” field for each document in the “Required Document Upload” table in Bid Express. The file name and description entered during the file upload process ensures each file can be readily identified by Massport.

All submissions must be in .pdf format and must be in such a way that they can be read on a computer and printed on 8 ½” x 11” paper, unless otherwise specified.

Please consider the number of pages being submitted, including the following:

- Resumes of the top 10 key individuals, each limited to one (1) page under SF 330, Section E,
- No more than ten (10) projects each limited to one (1) page under SF 330, Section F,
- No more than ten pages (5 sheets) between SF 330 Section H and “other relevant materials” section of the submission.

By responding to this solicitation, consultants agree to accept the terms and conditions of Massport’s standard work order agreement, a copy of the Authority’s standard agreement can be found on the Authority’s web page at <http://www.massport.com/massport/business/capital-improvements/important-documents/>. The Consultant shall specify in its cover letter that it has the ability to obtain requisite insurance coverage.

This submission, shall be addressed to Luciana Burdi, Intl. Assoc. AIA, CCM, MCPPO, Director of Capital Programs and Environmental Affairs and received no later than **12:00 Noon on THURSDAY, JULY 27, 2023 Bid Express** <https://www.bidexpress.com/businesses/27137/home>. Any submission which is not received by the deadline shall be rejected by the Authority as non-responsive. Any information provided to the Authority in any Proposal or other written or oral communication between the Proposer and the Authority will not be, or deemed to have been, proprietary or confidential, although the Authority will



use reasonable efforts not to disclose such information to persons who are not employees or consultants retained by the Authority except as may be required by M.G.L. c.66.

The procurement process for these services will proceed according to the following anticipated schedule:

EVENT	DATE/TIME
<b>Solicitation: Release Date and Supplemental Package Available</b>	<b>WEDNESDAY, June 14, 2023</b>
<b>Consultant Briefing</b>	<b>THURSDAY, JUNE 22, 2023 at 10:00AM</b>
<b>Deadline for submission of written questions</b>	<b>THURSDAY, JUNE 29 at 12:00PM (noon)</b>
<b>Official answers published (Estimated)</b>	<b>THURSDAY, JULY 6, 2023</b>
<b>Solicitation: Close Date / Submission Deadline</b>	<b>THURSDAY, JULY 27, at 12:00PM (noon)</b>

Times are Eastern Standard Time (US).

Questions may be sent via email to [CPBidQuestions@massport.com](mailto:CPBidQuestions@massport.com) subject to the deadline for receipt stated in the timetable above. *In the subject lines of your email, please reference the MPA Project Name and Number.* Questions and their responses will be posted on Capital Bid Opportunities webpage of Massport <http://www.massport.com/massport/business/bids-opportunities/capital-bids> as an attachment to the original Legal Notice and on COMMBUYS ([www.commbuys.com](http://www.commbuys.com)) in the listings for this project.

**PROJECT REQUIREMENTS:**

Project requirements include, but are not limited to: Massport, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, all bidders/proposers will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

**Terms & Conditions:**

By responding to this solicitation, consultants agree to accept the terms and conditions of Massport’s standard agreement, a copy of the Authority’s standard agreement can be found on the Authority’s web page at <http://www.massport.com/massport/business/capital-improvements/important-documents/>.

**Additional Requirements and Guidelines:**

As deemed appropriate and required by the Authority or the project’s needs, the consultant agrees to follow the requirements set forth in the various Guidelines and Standards that can be found on the Authority’s web page at <http://www.massport.com/massport/business/capital-improvements/important-documents/>.

**M/WBE Participation:**

The Authority is committed to helping address the disparity in the participation of minorities and women in design. Along with the M/WBE commitments which reflect ownership status set forth below, the Authority’s Designer Selection Panel are interested in learning about the applicant firm’s approach and



commitment to diversity in its HR policy, its overall business practices and in assembling this Project team. Firms are encouraged to be creative in assembling their teams by considering dividing the work of a particular discipline, when appropriate, including work it would typically provide in house, partnering, offering opportunities to qualified firms with which it or its consultants have not previously worked or firms that may have less experience working on public projects, and other means that provide additional opportunities for M/WBE firms in new ways.

Applicants, as prime firm and team lead, in their application, should directly address their approach to enhancing diversity in assembling the team for this Project, including a clear description of each working relationship, and in their overall HR and business practices. The Authority strongly encourages teams composed of firms that expand the overall breadth of different firms working on Authority Projects.

The Commonwealth of Massachusetts establishes combined M/WBE participation goals of 21.6% for design of state-funded and state-assisted projects. Massport will be highly interested in those proposals whose strategy and approach exceed the stated goal.

Applications from M/WBE firms as prime consultant are encouraged. Applicants that are themselves M/WBE certified may use their participation toward meeting the determined work order goal for the certification they hold and will be required to bring participation by additional firm(s) that holds the necessary certifications to meet or exceed the goals assigned. Applicants are strongly encouraged to utilize multiple disciplines and firms to meet the M/WBE goals. Consultants to the prime can team within their disciplines in order to meet the M/WBE goals, but must state this relationship.

Please note that only firms that are currently certified as M/WBE and DBE in the Commonwealth of Massachusetts be credited toward meeting Project M/WBE or DBE goals.

**MASSACHUSETTS PORT AUTHORITY**  
**LISA S. WIELAND**  
**CEO & EXECUTIVE DIRECTOR**

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# Massport

Sign Shop Sign Standards Guide  
(5-09-23)


















# Signage Standards Reference Guide 2023

**Please follow this guide**

In the event that you have any questions please make sure that you reach out to the Aviation Signage Manager (x1995) for clarification, signage files, and layouts


















Any deviations in size, color, copy needs to be approved by the Aviation Sign Shop Manager

# Massport Colors


















	PMS 293 MPA Logo		PMS 348 Passenger Pick-up
	PMS 301 Terminal A, Parking, Cell Phone Lot Rental Car-Blue Line Shuttle, Airport Shuttle		PMS Cool Gray 2 Silver Line
	PMS 1795 Terminal B, Shared Van, Courtesy Bus		PMS 529 Ride App
	PMS 355 Terminal C		PMS 286 Logan Express Braintree
	PMS 2593 Terminal E		PMS 185 Logan Express Framingham
	PMS 1235 Rental Car Center, Taxi		PMS 266 Logan Express Peabody
	PMS 021 Logan Express, Logan Express Back Bay, Scheduled Bus		PMS 3288 Logan Express Woburn
	PMS 160 Charter Bus		PMS 285 Info Bar Logo and Copy
	PMS 259 Limos		



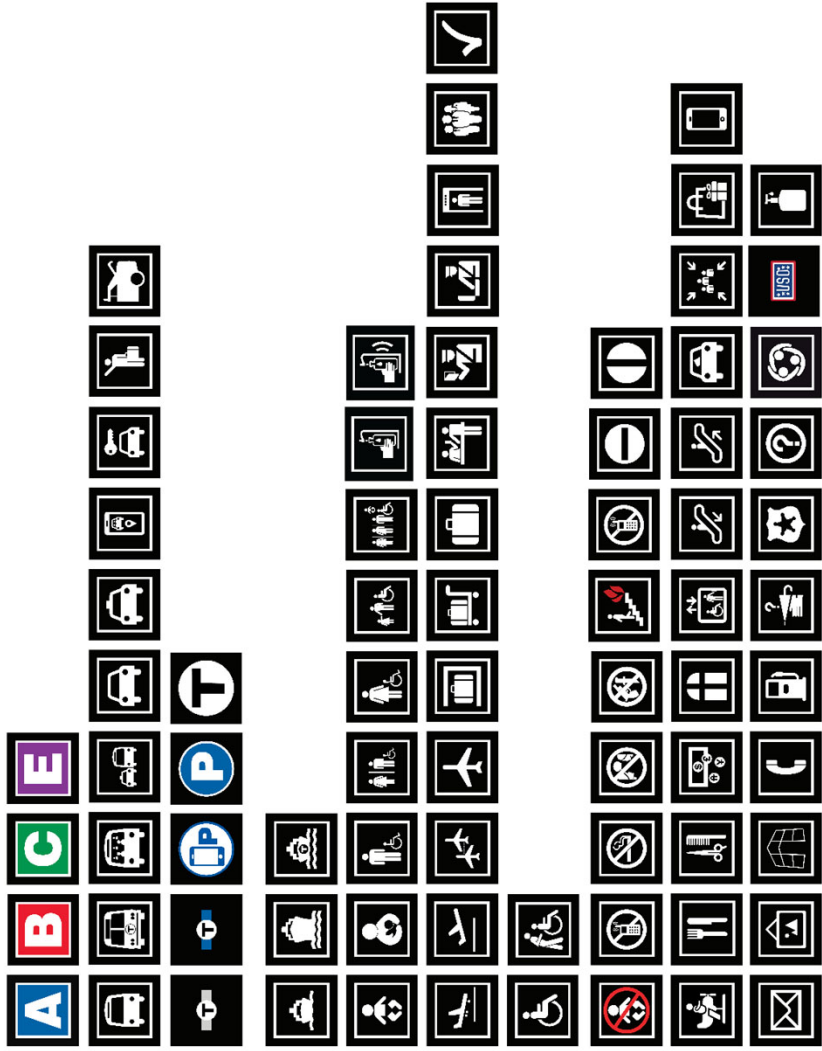
# Massport Opaque Vinyl

	MPA Logo		3M 7725 Bright Green Passenger Pick-up
	3M 7725 Intense Blue Terminal A, Rental Car Blue Line, Airport Shuttle Cell Phone Lot, Parking		No match, must be printed Silver Line
	3M 7725 Tomato Red Terminal B, Shared Van, Courtesy Bus		Oracal 751 Lilac Ride App
	3M 7725 Kelly Green Terminal C		No match, must be printed Logan Express Braintree
	3M Custom Purple Terminal E with Matte Overlaminated		No match, must be printed Logan Express Framingham
	3M 7725 Sunflower Yellow Rental Car Center and Taxi		No match, must be printed Logan Express Peabody
	3M 7725 Bright Orange Logan Express, Logan Express Back Bay Scheduled Bus		No match, must be printed Logan Express Woburn
	3M 7725 Terra Cotta Charter Bus		No match, must be printed Info Bar Logo and Copy
	3M Custom Purple Limos with Matte Overlaminated		

# Massport Translucent Vinyl

	MPA Logo		3M 3630-146 Light Kelly Green Passenger Pick-up
	3M 3630-127 Intense Blue Intense Blue Terminal A, Rental Car Blue Line Airport Shuttle, Cell Phone Lot, Parking		No match, must be printed Silver Line
	3M 3630-33 Red Terminal B, Shared Van, Courtesy Bus		No match, must be printed Lilac Ride App
	3M Light Kelly Green Terminal C		No match, must be printed Logan Express Braintree
	3M Custom Purple Terminal E		No match, must be printed Logan Express Framingham
	3M 3630-25 Sunflower Yellow Rental Car Center and Taxi		No match, must be printed Logan Express Peabody
	3M 3630-44 Orange Logan Express, Logan Express Back Bay Scheduled Bus		No match, must be printed Logan Express Woburn
	No match, must be printed Terra Cotta Charter Bus		No match, must be printed Info Bar Logo and Copy
	3M Custom Purple Limos		

# Massport Icons



# Massport Fonts

## **Swiss 721 Family = Wayfinding Signage**

Berthold Akidenz Grotesk BE XB CN IT = Massport Logo and Design Copy  
Interstate Condensed = Design Copy

## **Swiss 721**

Swiss 721 BT Bold = Interior and Exterior Wayfinding Signage

Swiss 721 Black BT = Terminal Identification Icon Symbols, Gate ID Gate Number, Floor Numbers/Letters on Elevator Directories  
Swiss 721 Black Condensed BT / Swiss 721 Bold Condensed BT are considered specialized type faces and need to be approved for use

## **Berthold Akidenz Grotesk BE XB CN IT**

Berthold Akidenz Grotesk BE XB CN IT = To be used for headlines of informational signage / signage that is used in all Terminals  
This font will need to be approved for use

## **Interstate Condensed**

Interstate Condensed = To be used for body copy of informational signage / signage that is used in all Terminals  
This font will need to be approved for use

# Punctuation Marks

## Comma

The comma (,) to separate a series is NOT to be used  
A space should be provided before and after elements in a series  
Baggage Claim 4 7 9

## Hyphen

The hyphen (-) is to be used for a continuous series  
A space should be provided before and after the hyphen  
Gates A1 - A19

The hyphen is also used for specific messaging  
Rental Car - Blue Line

## Slash

The slash (/) is to used for combining messages when space is limited and messages need to be on a single line  
A space should be provided before and after the slash  
Air Canada / Pen Air

## And

The word "and" is reserved for specific messaging  
The ampersand (&) is not to be used  
Lost and Found

# Capitalization

Messages should always be in Title Case where the first letter of each word is uppercase followed by all lowercase letters

Exceptions to this rule are, ADA tactile signs, certain regulatory signs, abbreviated names, and specific messaging

Specific Messages Include

EXIT  
DO NOT ENTER  
LEFT TURN ONLY  
RIGHT TURN ONLY



# Message Priority

Messages shall be in alphabetical order except for the following conditions

## Departures Level Wayfinding Primary Messages

Primary Messaging Includes:

Terminals (always at the top of the sign)

Check - in

Security Checkpoint

Gates (Gates would fall under Terminals or on the top of the next message column)

Elevator

Central Parking

Baggage Claim

## Example of a 16"H x 144"W Sign (2 lines of messages / two rows of messages)

Terminal A E

Gates XX-XX

Check-in

Security Checkpoint

# Message Priority

Messages shall be in alphabetical order except for the following conditions

## Arrivals Level Wayfinding Primary Messages

Primary Messaging Includes:

Baggage Claim	Terminals
Ground Transportation	Gates
Public Transportation	Check - in
Central Parking	

## Example of a 16"H x 144"W Sign (2 lines of messages / two rows of messages)

Baggage Claim 1 - 4	Ground Transportation
Central Parking	Public Transportation

## Airline Names

Airlines will include Airways/Airlines unless there is not enough room to do so based on the sign size width, then names can be shortened.

Example: American Airlines to American

# Overhead Wayfinding Signage Specs

## Guidelines for Wayfinding Signage

### Terminal Wayfinding Signage

Black Vinyl Matte Background

Colored Icons Only: Terminal Icons, Parking Icon, Lounge Icons, USO

All other icons to be in black and white except for lower level where the ground transportation icons are in color

### Parking Wayfinding Signage

Yellow Reflective Background Passenger Wayfinding

Black Matte Background Vehicular Wayfinding

Colored Icons: Terminal Icons, Parking Icon

All other icons to be in black and white

### Overhead Vehicular Roadway Signage

Orange Background

Black Copy

# Overhead Wayfinding Signage Specs

Most Typically Used Visual Sign Sizes (Overall Cabinet Size will be larger):

Single Line Message:

9"H x 72"W



Specifications for Single Line Message:

3" Uppercase font

6" Icon

7" Arrow

6" Color band

9"H x 144"W



9"H x 216"W



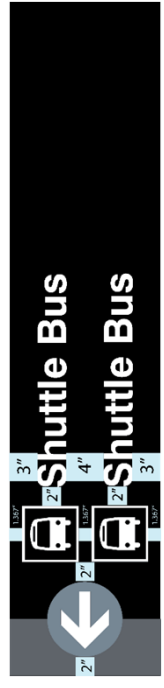
For all other signage conditions please reach out to the Aviation Signage Manager

# Overhead Wayfinding Signage Specs

Most Typically Used Visual Sign Sizes (Overall Cabinet Size will be larger):

Double Line Message:

16"H x 72"W



16"H x 144"W



16"H x 216"W



Specifications for Double Line Message:

- 3" Uppercase font
- 6" Icon
- 8" Arrow
- 6" Color band

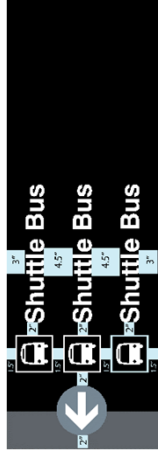
For all other signage conditions please reach out to the Aviation Signage Manager

# Overhead Wayfinding Signage Specs

Most Typically Used Visual Sign Sizes (Overall Cabinet Size will be larger):

Triple Line Message:

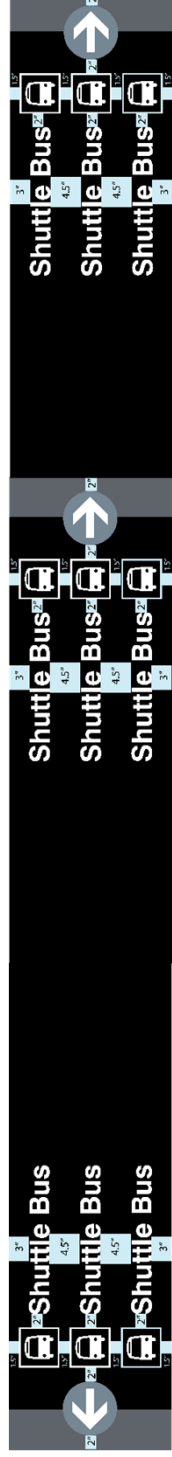
24”H x 72”W



24”H x 144”W



24”H x 216”W



Specifications for Single Line Message:

3” Uppercase font

6” Icon

8” Arrow

6” Color band

For all other signage conditions please reach out to the Aviation Signage Manager



# Use of Arrows on Overhead Wayfinding

Arrow Usage on Overhead Wayfinding Signs



Turn Left



Turn Right



Straight Ahead / Straight Ahead and Up



Straight Ahead and Down (used only over stairs/escalators)

# Use of Arrows on Overhead Wayfinding

## Arrow Usage on Overhead Wayfinding Signs



Ahead on the Left



Ahead on the Right



Make a U Turn (For approval on condition send proof to Sign Shop Manager)

# Use of Arrows on Roadway

Arrow Usage on Overhead Roadway Signs



Turn Left



Turn Right



Straight Ahead



Exit on the Left



Exit on the Right

# Terminal ADA Identification

## Standard Set-up for Service ID Signs



### Specifications for service ID signage

- Non Illuminated
- ADA compliant (For Production and Installation)
- 16”H x 8”W
- 3/4” Uppercase font for room designation
- 1/2” Cap height for secondary messaging
- 6” Icon
- 1” Color band
- 1/4” Reveal

# Terminal ADA Identification

## Standard Set-up for Service ID Signs



### Specifications for room ID signage

Non Illuminated

ADA compliant (For Production and Installation)

4.375"H x 9"W (width of sign will be determined by message length)

3/4" Uppercase font for room designation

5/8" Cap height for secondary messaging

1.25" Color band

1/4" Reveal

Lower QR code panel optional

# Terminal Identification

## Standard Set-up for Gate ID Signs



### Specifications for Gate ID signage

Illuminated

16"H x 30"W

15.5" x 31.5" Panel

12" x 28" Visual Opening

2.5" Uppercase font

5.75" Gate Number

12" Icon



# Terminal Identification

## Standard Set-up for Baggage Claim ID Signs

### Specifications for Baggage Claim ID signage

Non Illuminated

16"H x 24"W x 3"D

9" Uppercase font

10" Symbol

2.5" Color band

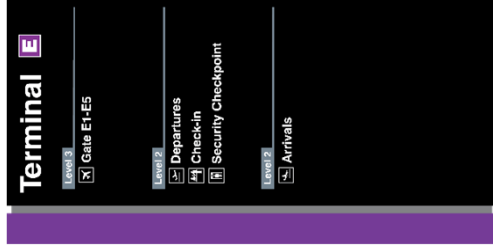
1/4" Reveal



# Terminal Identification

## Standard Set-up for Interior Elevator Plaque Signs

### Specifications for Interior Elevator Plaque signage



Non Illuminated

12"H x 24"W

1" Uppercase terminal font

7/16" Uppercase font

3/4" Symbol

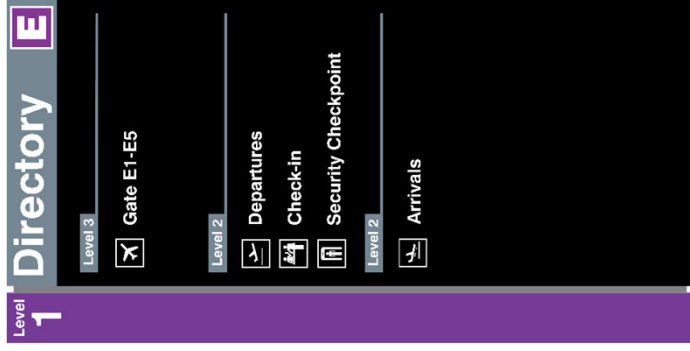
1 1/2" Color band

3/8" Reveal

1/4 Rule line

# Terminal Identification

## Standard Set-up for Exterior Elevator Plaque Signs



## Specifications for Exterior Elevator Plaque signage

Non Illuminated

16"H x 24"W x 3"D

9" Uppercase font

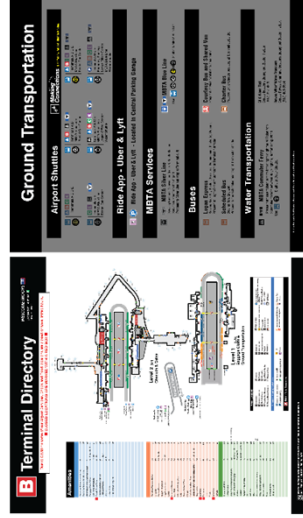
10" Symbol

2.5" Color band

1/4" Reveal

# Directory Information

Standard Set-up for Snap Frame Directories (Terminal, Airport, Ground Transportation)



## Specifications for Snap Frame Directories Non Illuminated

46”H x 40”W Snap Frame Satin Black

42”H x 36”W Print Insert

\*Reach out to the sign shop for the most updated version

Snap Frames are ordered through Access Display Group, Inc.

Super Wide Snap Open 36x42 (2 1/2” profile for mounted graphics)

1/8” Insert Thickness

.040 Black Styrene

.020 Clear Overlay



# Terminal Identification

## Standard Set-up for Door Number Decals



### Specifications for Door Number Decals

Contact the Sign Shop for print files for these signs

Non Illuminated

16"H x 16"W

11.4"H x 11.4"W White Inner Circle

1.4" Uppercase font / Terminal B / Door

2.87" Door Number

Terminal Color Specific

# Curbside Identification

# Curbside Identification

## Standard Set-up for Airport Shuttle Curbside Cube Signs



*Facing Pedestrians*



*Facing Pedestrians*



*Facing Terminal*



*Facing Roadway*

## Specifications for curbside cube signage

Non Illuminated

36"H x 36"W

10" Header band

9" Header symbol

3" Header Cap height

4" Bus route number symbol

3.5" Terminal icon symbol

2" Cap height

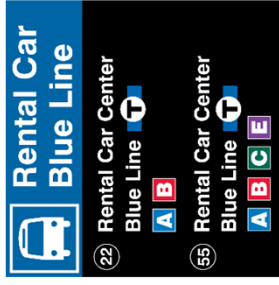
17"H Bus Icon with 3"H Copy

9" No parking symbol

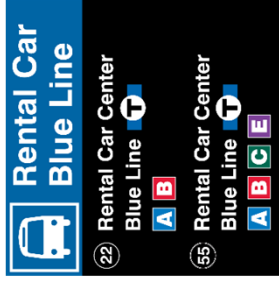
4 1/2" Tow zone cap height

# Curbside Identification

## Standard Set-up for Rental Car Blue Line Curbside Cube Signs



*Facing Pedestrians*



*Facing Pedestrians*



*Facing Terminal*



*Facing Roadway*

## Specifications for curbside cube signage

Non Illuminated

36"H x 36"W

10" Header band

9" Header symbol

3" Header Cap height

4" Bus route number symbol

3.5" Terminal icon symbol

2" Cap height

17"H Bus Icon with 3"H Copy

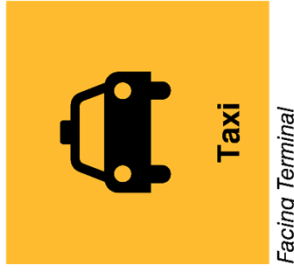
9" No parking symbol

4 1/2" Tow zone cap height



# Curbside Identification

## Standard Set-up for Taxi Curbside Cube Signs



## Specifications for curbside cube signage

- Non Illuminated
- 36"H x 36"W
- 10" Header band
- 9" Header symbol
- 3" Header Cap height
- 3" Cap height
- 1 1/2" Supporting text cap height
- 9" Do not leave bags unattended symbol
- 17"H Taxi symbol with 3"H Copy

# Curbside Identification

## Standard Set-up for Logan Express Curbside Cube Signs



*Facing Pedestrians*



*Facing Pedestrians*



*Facing Terminal*



*Facing Roadway*

## Specifications for curbside cube signage

Non Illuminated

36"H x 36"W

10" Header band

9" Header symbol

3" Header cap height

2" Cap height

9" No parking symbol

17"H LEX symbol with 3"H Copy

4 1/2" Tow zone cap height

# Curbside Identification

## Standard Set-up for Charter Bus Curbside Cube Signs



*Facing Pedestrians*



*Facing Pedestrians*



*Facing Terminal*



*Facing Roadway*

## Specifications for curbside cube signage

Non Illuminated

36"H x 36"W

10" Header band

9" Header symbol

3" Header cap height

2" Cap height

9" No parking symbol

9" Do not leave bags unattended symbol

17"H Charter bus symbol with 3"H Copy

4 1/2" Tow zone cap height

# Curbside Identification

## Standard Set-up for Shared Van Curbside Cube Signs



*Facing Pedestrians*



*Facing Pedestrians*



*Facing Terminal*



*Facing Roadway*

## Specifications for curbside cube signage

Non Illuminated

36"H x 36"W

10" Header band

9" Header symbol

3" Header Cap height

3 3/4" Tow zone cap height

2" Cap height

17" Shared van symbol with 3"H Copy

4" No parking symbol

4" Do not leave bags unattended symbol

# Curbside Identification

## Standard Set-up for Courtesy Bus Curbside Cube Signs



*Facing Pedestrians*



*Facing Pedestrians*



*Facing Terminal*



*Facing Roadway*

## Specifications for curbside cube signage

Non Illuminated

36"H x 36"W

10" Header band

9" Header symbol

3" Header Cap height

3 3/4" Tow zone cap height

2" Cap height

17" Shared van symbol with 3"H Copy

4" No parking symbol

# Curbside Identification

## Standard Set-up for Limo Curbside Cube Signs



*Facing Pedestrians*



*Facing Pedestrians*



*Facing Terminal*



*Facing Roadway*

## Specifications for curbside cube signage

Non Illuminated

36"H x 36"W

10" Header band

9" Header symbol

3" Header Cap height

3 3/4" Tow zone cap height

3 3/4" Cap height

1 1/2" Supporting text cap height

17" Limo symbol with 3"H Copy

4" No parking symbol

# Curbside Identification

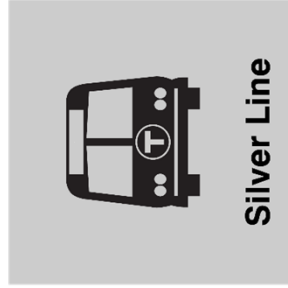
## Standard Set-up for Silver Line Curbside Cube Signs



*Facing Pedestrians*



*Facing Pedestrians*



*Facing Terminal*



*Facing Roadway*

## Specifications for curbside cube signage

Non Illuminated

36"H x 36"W

10" Header band

9" Header symbol

3" Header Cap height

3 3/4" Tow zone cap height

2" Cap height

17" Shared van symbol with 3"H Copy

4" No parking symbol

# Curbside Identification

## Standard Set-up for Passenger Pickup Curbside Cube Signs



*Facing Pedestrians*



*Facing Pedestrians*



*Facing Terminal*



*Facing Roadway*

## Specifications for curbside cube signage

Non Illuminated

36"H x 36"W

10" Header band

9" Header symbol

3" Header Cap height

3 3/4" Tow zone cap height

3 3/4" Cap height

1 1/2" Supporting text cap height

13" Passenger pickup symbol with 3"H Copy

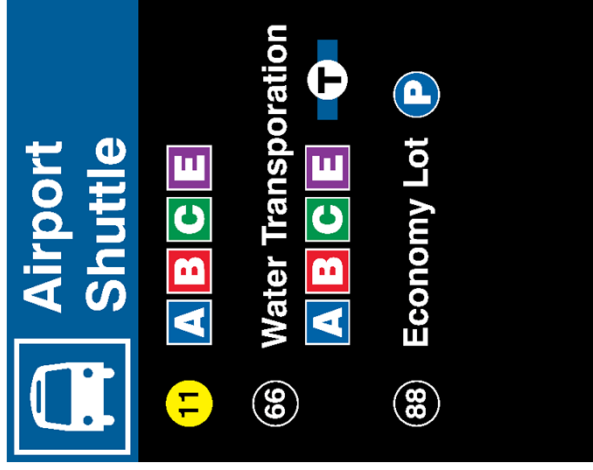
9" No parking symbol

9" Do not leave bags unattended symbol



# Curbside Identification

Standard Set-up for Terminal A Curbside Flag Signs (Only used at Terminal A)



## Specifications for curbside flag signage

Non Illuminated

38"H x 30"W

8.5" Header band

7.5" Header symbol

2.5" Header cap height

1.5" Cap height

3" Symbol

Some signs will have

1 ½" Supporting text cap height

# Curbside Informational

## Standard Set-up for Clearance Signs

### Clearance 6'-8"

#### Specifications for clearance signage

Non Illuminated

12"H x 144"W

12"H x 2"W Stripe

6" Cap height

Low clearance bar signs will have a 2" buffer on installation

(example: clearance height on sign reads 11'-7", the sign will be hung at 11'-9")

Bang bars will have a 1" buffer on installation

(example: max clearance height on sign is 11'-10", bang bar will be hung at 11'-11")

If the vertical clearance is 10'-0" then the sign/bang bar should read 9'-10"

# Safety and Security Signage

# ACS Door Signage

## Standard Set-up for ACD Door Signs



### Specifications for ACS Door Signs Non Illuminated

Contact the Sign Shop for print files for these signs

Aviation Security will need advise what signs will be needed based on door type

1/8" Thick clear acrylic

2<sup>nd</sup> Surface vinyl application

Clear double sided VHB tape on back

# Fire Rescue and Life Safety Signs

# Fire Rescue EV Signage

## Standard Set-up for Fire Rescue EV Signs

**Fire Command Center  
Floor 2  
Room 214**



**Fire Command Center  
Fire Extinguisher Inside  
NO STORAGE ALLOWED**



**EMERGENCY CONTACT**  
FIRE DEPARTMENT 911  
POLICE DEPARTMENT 911  
SECURITY DEPARTMENT 911  
FACILITY MANAGEMENT 911



**Room 328  
EV Power Shutoff  
NO STORAGE ALLOWED**



**EV Power Shutoff  
Room 328**



**EV Power Shutoff  
Room 328**



## Specifications for Fire Rescue EV Signs

Non Illuminated- Engraved and Reflective Metal

Contact the Sign Shop for print files for these signs

Rowmark 1.5mm Red and White

Reflective 3M 7300 with 3M 1170 Overlaminant

VHB Tape Mount and Holes

# Miscellaneous

# Standoff Caps



Satin Anodized Aluminum Standoff Caps  
1" Dia x 3/8"H

Loctite 222 thread locker low strength

Examples of use:

Terminal C: Innovation wall signs (total caps used 388)



# Other Layouts

For additional layouts and information please reach out to the Sign Shop Manager at 617-561-1995