



MEMORANDUM

To: Mayor and City Council

From: Kent Collins, P.E., Director of Public Works

Date: August 13, 2019

Reference: Old Town Wayfinding Signs

2030: Sustainable City Government, Goal 3
Excellent and Well-maintained City Infrastructure and Facilities

General Information:

- The need for wayfinding signs specific to Old Town was identified.
- The wayfinding signs were designed and bid in mid-2018, but no bids were received.
- The design was then broken into two separate projects: 1. Sign and pole fabrication and installation, and; 2. Sign foundation construction.
- After bids were not received on the original project, staff solicited quotes from multiple vendors. Three quotes were received ranging from \$64,345.00 to \$98,926.00 for the fabrication and installation of the signs.
- Sign foundation installation will be handled through a separate contract with a local contractor.
- A companion project for banner poles is still in progress.
- This item is being presented to award the sign and pole construction and installation.

Introduction:

This item is being presented to consider approval of awarding a contract to Turner Signs, Inc., in an amount of \$64,345, for the fabrication and installation of Old Town wayfinding signs, to be funded from designated fund balance.

Analysis:

The Old Town Wayfinding Project has been in development since early 2018. Through a series of discussions, an original Old Town Arches project was revised to an Old Town Wayfinding project, to include both entry and directional signs. The original plan was to bid the sign fabrication, foundation construction, and installation as one project. Due to the unique nature of the porcelain sign panels, all vendors would procure the panels from one source. The project was designed and bid mid-2018 with no bids received. After some discussion with likely bidders, the project was broken into

two separate efforts. This item is to award the fabrication and installation of the wayfinding signs. A separate contract will be awarded for the construction of the sign foundations. Due to the fact that the sign panels will be procured from a third party, staff believes that it is critical for one vendor to be responsible for the fabrication and installation to ensure proper coordination and quality control.

Two sign panel designs are included in the project: one is a destination/welcome sign and will be located at entry points into Old Town; the other is a directional sign panel and will be located at route decision points to assist with wayfinding to Old Town. The poles and supports include design elements consistent with the Old Town theme. This project was originally budgeted in FY 2018, but due to the difficulties in obtaining bidders, the funds were moved into fund balance at the end of the year and designated for this use.

Legal Review:

The standard City bidding documents were utilized and are reviewed periodically by the City Attorney.

Fiscal Impact:

The fiscal impact of this item is \$64,345.00, funded from designated fund balance.

Recommendation:

The Public Works Department recommends approval of this item.