

Worksession

Agenda Item #	7
Meeting Date	May 3, 2004
Prepared By	Rob Inerfeld Senior Planner
Approved By	Richard M. Finn City Manager

Discussion Item	Gateway and Wayfinding Program – Contract for Services
Background	<p>On April 12, eight proposals were received from consulting firms that responded to a request for proposals issued by the City for design and engineering services to develop a gateway and wayfinding system for the City. These proposals were ranked according to a set of criteria in the RFP. While three of the proposals were judged to be excellent, the proposal received from Gallagher & Associates (\$37,660) was for a significantly lower cost than those received from HNTB (\$67,900) and Hiller (\$89,386). Because of the significant cost difference, Gallagher was the only firm interviewed.</p> <p>Gallagher has extensive experience designing gateway and wayfinding programs for municipalities. They have a good understanding of this project, including the importance of engaging the community and coordinating with SHA.</p> <p>At tonight’s meeting, staff will review project objectives, scope of services, and project schedule with the Council. Council will vote on an ordinance that would authorize a contract with Gallagher & Associates at the May 10, 2004 Council Meeting.</p>
Policy	<p>“Focus on proactive initiatives to maintain the economic vitality of Takoma Park’s commercial districts, encourage smart growth development, support transportation enhancements, and increase the local property tax base, while maintaining the character of the community.”</p> <p style="text-align: right;"><i>FY04 Council Goals: Economic Development</i></p>
Fiscal Impact	The project will be paid for by \$20,000 in City funds from FY2004 and \$60,000 from the State revitalization grant. These funds will pay for design and engineering as well as the first phase of implementation.
Attachments	<ol style="list-style-type: none"> 1. Gateway and Wayfinding Program Request for Proposals 2. Excerpts from Gallagher & Associates Proposal 3. Chart showing comparison of proposals received.
Recommendation	
Special Consideration	SHA has just announced that they are developing guidelines for wayfinding signage on State roads. They anticipate that these guidelines will be complete by this summer. Their schedule for releasing the guidelines may affect the schedule for this project.