

BILL NO. S-13-09-19

BILL NO. S-\_\_\_\_\_

**An Ordinance approving ITB #3664 – City of Fort Wayne Wayfinding Sign System and the budget and the selection of a contractor (Burkhart Sign Systems) for the Fort Wayne Wayfinding and Signage project to be funded with Fort Wayne Legacy funds.**

WHEREAS, over the last year Community Development and City staff have been formulating improvements and a design concept for the City of Fort Wayne Wayfinding and signage project with a planning budget of \$200,000.00 to be funded by Fort Wayne Legacy Funds; and

WHEREAS, on August 30, 2013, the Community Development staff initiated a public bid process through City Purchasing for the fabrication and installation of fifty-four (54) new wayfinding signs to be placed throughout the City, following the diagram made a part hereof and marked "Exhibit A"; and

WHEREAS, on September 16, 2013, eight (8) bids were received and were reviewed by Community Development and Purchasing staff for adherence to the criteria in the plans and specifications. Two (2) of eight (8) responses were determined to be non-responsive to the specifications and the collective recommendation by staff is that their bids be rejected as per the bid tabulation and review sheet enclosed as Exhibit "B"; and

WHEREAS, Burkhart Sign Systems with a bid of \$168,900.00 is judged by staff to be the lowest, best and most responsive bidder and is recommended for City Council approval accordingly.

SECTION 1. That a budget of \$200,000.00 from Fort Wayne Legacy Fund for the 2013 Fort Wayne Wayfinding and Signage project is approved, ratified, and confirmed. Further, that the selection of Burkhardt Sign Systems as contractor for the aforesaid project is hereby ratified, confirmed and approved. Community Development and Purchasing staffs are authorized to prepare and execute a standard form of contract for the aforesaid work accordingly.

**Council Member**

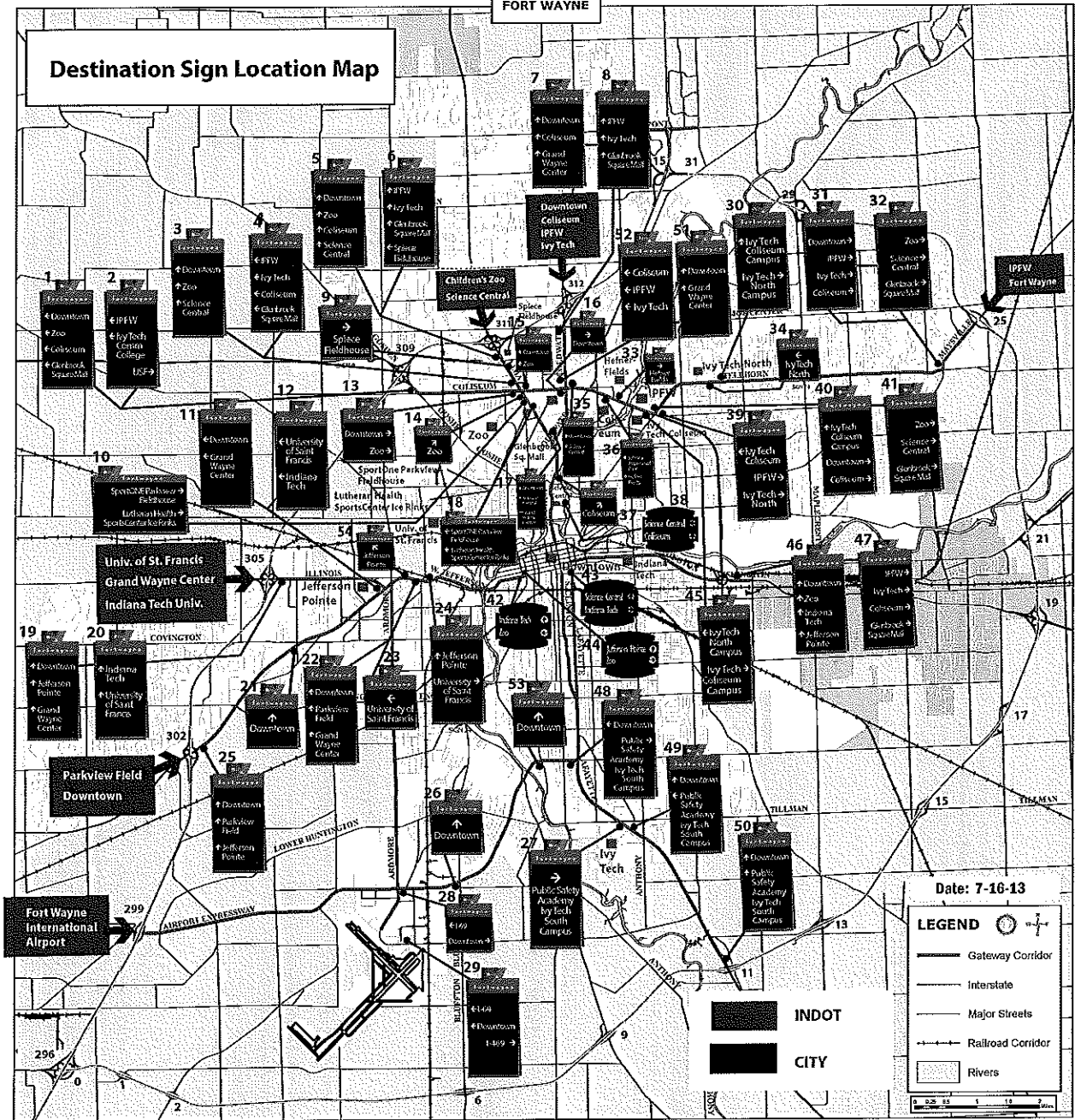
Carol Helton, City Attorney

|                               |                                               |
|-------------------------------|-----------------------------------------------|
| REF. NO.:                     | 3664                                          |
| DEPT:                         | Community Development                         |
| DATE:                         | 9/18/13                                       |
| ITEM/SERVICE:                 | City of Fort Wayne Way finding<br>Sign System |
| ADVERTISED BID:               | Yes                                           |
| DATES ADVERTISED:             | 8/30/13 & 9/6/13                              |
| DATE OPENED:                  | 9/16/13                                       |
| SINGLE SOURCE:                | No                                            |
| NO. OF VENDORS NOTIFIED:      | 6                                             |
| NO. OF VENDORS RECEIVING BID: | 6                                             |
| NO. OF VENDORS RETURNING BID: | 8                                             |
| NO. OF VENDORS DISQUALIFIED:  | 2                                             |
| DATE SENT TO DEPT FOR RECOMM: | 9/16/13                                       |
| DATE RECOMM RECEIVED BACK:    | 9/17/13                                       |
| DATE SENT TO LAW DEPT:        | 9/18/13                                       |
| INTRODUCTION DATE:            | 9/24/13                                       |
| DISCUSSION DATE:              | 10/1/13                                       |
| PASSAGE DATE:                 | 10/8/13                                       |

[illegible]

# FIND FORT WAYNE

## Destination Sign Location Map



# COUNCIL DIGEST SHEET

Enclosed with this introduction form is a tab sheet and related material from the vendor(s) who submitted bid(s). Purchasing Department is providing this information to Council as an overview of this award.

## RFPs , BIDS, OTHER PROJECTS

|                               |                                                          |
|-------------------------------|----------------------------------------------------------|
| Bid/RFP#/Name of Project      | ITB 3664 City of Fort Wayne Wayfinding Sign System       |
| Awarded To                    | Burkhart Sign Systems                                    |
| Amount                        | Bid:\$168,900.00 Project Budget of \$200,000.00          |
| Conflict of interest on file? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Number of Registrants         | 6                                                        |
| Number of Bidders             | 8                                                        |
| Required Attachments          | RFPs -- attach Award Matrix; Bids -- attach Tab Sheet    |

## EXTENSIONS

|                              |     |
|------------------------------|-----|
| Date Last Bid Out            | n/a |
| # Extensions Granted To Date | n/a |

## SPECIAL PROCUREMENT

|                                                            |     |
|------------------------------------------------------------|-----|
| Contract #/ID<br>(State, Federal,<br>Piggyback--Authority) | n/a |
| Sole Source/<br>Compatibility Justification                | n/a |

## BID CRITERIA (Take Buy Indiana requirements into consideration.)

|                                        |                                                                                                 |
|----------------------------------------|-------------------------------------------------------------------------------------------------|
| Most Responsible,<br>Responsive Lowest | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, explain below</i> |
| If not lowest, explain                 |                                                                                                 |

# COUNCIL DIGEST SHEET

## COST COMPARISON

|                                                                                                  |     |
|--------------------------------------------------------------------------------------------------|-----|
| <i>Increase/decrease amount<br/>from prior years<br/>For annual purchase<br/>(if available).</i> | n/a |
|--------------------------------------------------------------------------------------------------|-----|

## DESCRIPTION OF PROJECT / NEED

|                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Identify need for project &amp;<br/>describe project; attach<br/>supporting documents as<br/>necessary.</i> | The City of Fort Wayne Wayfinding Sign System was a recommendation contained in the "Front Door Fort Wayne" plan. The wayfinding sign project was deemed needed to address economic development, hospitality, branding, and traffic efficiency goals. The Wayfinding Sign System project was also recommended by one of the Champion Teams as part of the Legacy Fund process. Mayor Tom Henry acting on the champion team recommendation selected the Wayfinding Sign Project for funding. The need for this project was also documented through interviews of 20-30 person stakeholder groups formed as part of both the "Front Door Fort Wayne" planning process and also the wayfinding sign planning process. |
|                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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|                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

## REQUEST FOR PRIOR APPROVAL

|                                                                            |     |
|----------------------------------------------------------------------------|-----|
| <i>Provide justification if<br/>prior approval is being<br/>requested.</i> | n/a |
|                                                                            |     |
|                                                                            |     |
|                                                                            |     |
|                                                                            |     |
|                                                                            |     |

## FUNDING SOURCE

|                             |              |
|-----------------------------|--------------|
| <i>Account Information.</i> | Legacy Funds |
|                             |              |
|                             |              |
|                             |              |
|                             |              |
|                             |              |



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City of Fort Wayne  
Community Development  
200 East Berry Street, Suite 320  
Fort Wayne IN 46802  
260.427.1127

[www.cityoffortwayne.org](http://www.cityoffortwayne.org)

## COMMUNITY DEVELOPMENT

Thomas C. Henry, Mayor

## MEMORANDUM

To: Common Council of the City of Fort Wayne

From: John Wallace, Assistant Director, Department of Redevelopment

RE: City of Fort Wayne Wayfinding Program

Date: September 12, 2013

The Community Development Division has been working for the past year on a city-wide wayfinding sign system to complement the existing downtown wayfinding sign system. The purpose of this resolution is to approve a budget and the selection of a contractor for the funding of this system using City of Fort Wayne legacy funds in the amount of \$200,000.00.

The design for the Wayfinding program was coordinated and developed by a team that included Community Development staff, Traffic Engineering staff, and a consultant team comprised of The LandPlan Group and Design Collaborative. Public input was received in the form of 27 interviews conducted with community representatives in the areas of economic development, visitor attractions, and regulators or providers of visitor information. The proposed wayfinding sign system implementation (54 new signs) will include taking down many redundant and uncoordinated destination signs in favor of the new comprehensively designed system.

This proposed wayfinding sign system is also supported through a recommendation in the "Front Door Fort Wayne" plan and also through a recommendation by one of the Legacy Fund Champion Teams to the Mayor. The Mayor acting on this recommendation has proposed this project implementation and funding through the Legacy Funds.

The bid process for the wayfinding system began on August 30, 2013. Six contractors registered that they picked up or downloaded bid packets from the city's Purchasing Department. On September 16, 2013, 8 responses were received and were reviewed by Purchasing and Redevelopment staff for adherence to specifications and other criteria as contained in the plans. Burkhart Sign Systems, with a bid of \$168,900.00, is recommended by staff as the lowest, best and most responsive bidder. Bids from two firms were rejected due to their being incomplete and non-responsive to the specifications. We are seeking approval of a project budget of \$200,000.00 due to having knowledge that there will be adjustments to the project including the potential for the addition of signs as we work through final details for approval by INDOT of the wayfinding signs proposed along INDOT rights-of-way.

*An Equal Opportunity Employer*





## **COMMUNITY DEVELOPMENT**

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Thomas C. Henry, Mayor

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If approved by Council, Community Development staff will prepare a standard form of contract for public works in coordination with City Purchasing.

Please call me at: 427-2112 with questions or If additional information is needed.

*An Equal Opportunity Employer*