



MEMORANDUM
REGULAR CITY COUNCIL MEETING
June 19, 2023 at 7:00 PM

TO: City Council

FROM: Rich LaBombard, City Manager

SUBJECT: Wayfinding Sign Fabrication and Installation Request for Proposal Award and Resolution 22-2023

On May 1, 2023, a Request for Proposal (RFP) was advertised for Wayfinding Sign Fabrication and Installation. The scope of service included both the fabrication and installation of three (3) sign types at numerous locations throughout the downtown and Blue Star Highway corridor from separate funding sources. Six (6) vendors requested the RFP package and on May 25, 2023, four bid packages were received and opened publicly at the bid opening.

Nineteen (19) signs are proposed within the Downtown Developments Authority (DDA) or provide directions to downtown and will therefore be funded by the DDAs budget. The Twelve (12) remaining signs are proposed to be funded from the Blue Star Corridor Fund.

The following bids were received:

- | | |
|--|--------------|
| • Postema Signs and Graphics, Grand Rapids | \$164,515.00 |
| • Valley City Sign Company, Comstock Park | \$123,638.22 |
| • Universal Sign, Inc., Grand Rapids | \$102,840.00 |
| • Praise Sign Company, Grandville | \$ 58,345.00 |

On May 31, 2023, the DDA met and awarded Praise Sign Company of Grandville the contract for Wayfinding Sign Fabrication and Installation. The total cost for the DDAs portion of the wayfinding signage project is calculated to be \$33,565.00. The remaining \$24,780 is budgeted as follows: \$10,000 from FY 22-23 and \$14,780 from FY 23-24 both from the Blue Star Corridor Improvement Fund Capital Outlay account (403-463-979). Attached you will find the approved Wayfinding suite presented in the Request for Proposal.

Sample Motion: I recommend City Council approve an agreement and Resolution 22-2023 with Praise Sign Company of Grandville, Michigan for the Blue Star Corridors portion of the wayfinding project in the amount of \$24,780.

**CITY OF THE VILLAGE OF DOUGLAS
COUNTY OF ALLEGAN
STATE OF MICHIGAN**

RESOLUTION NO. 22-2023

**A RESOLUTION TO AWARD THE WAYFINDING SIGN FABRICATION AND
INSTALLATION TO PRAISE SIGN COMPANY OF GRANDVILLE, MICHIGAN**

At a regular meeting of the City Council for the City of the Village of Douglas, Michigan, held at the City of the Village of Douglas City Hall, Douglas, Michigan, on the 19th day of June, 2023, at 7:00 p.m. with

PRESENT:

ABSENT:

The following Resolution was offered by Councilperson _____ and supported by Councilperson _____.

RESOLUTION

WHEREAS, a Request for Proposal (RFP) was advertised for Wayfinding Sign Fabrication and Installation, and

WHEREAS, the Downtown Development District awarded Praise Sign Company the contract for the Wayfinding Sign Fabrication and Installation in the amount of \$ 58,345.00, and

WHEREAS, the Downtown Development District's portion of the wayfinding signage project is projected to be \$33,565.00 with the remaining \$24,780.00 to be taken from FY 22-23 in the amount of \$10,000.00 and the remainder from FY 23-24 from the Blue Star Corridor Improvement Fund Capital Outlay account.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS: That City Council approves an agreement with Praise Sign Company of Grandville, Michigan for the Blue Star Corridors portion of the wayfinding project in the amount of \$24,780.00

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

ADOPTED this 19th day of June, 2023

CITY OF THE VILLAGE OF DOUGLAS

BY: _____
Jerome Donovan, Mayor

BY: _____
Pamela Aalderink, City Clerk

CERTIFICATION

I, Pamela Aalderink, the duly appointed Clerk of the City of the Village of Douglas, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Douglas City Council at a regular meeting held on Monday, June 19, 2023 in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

CITY OF THE VILLAGE OF DOUGLAS

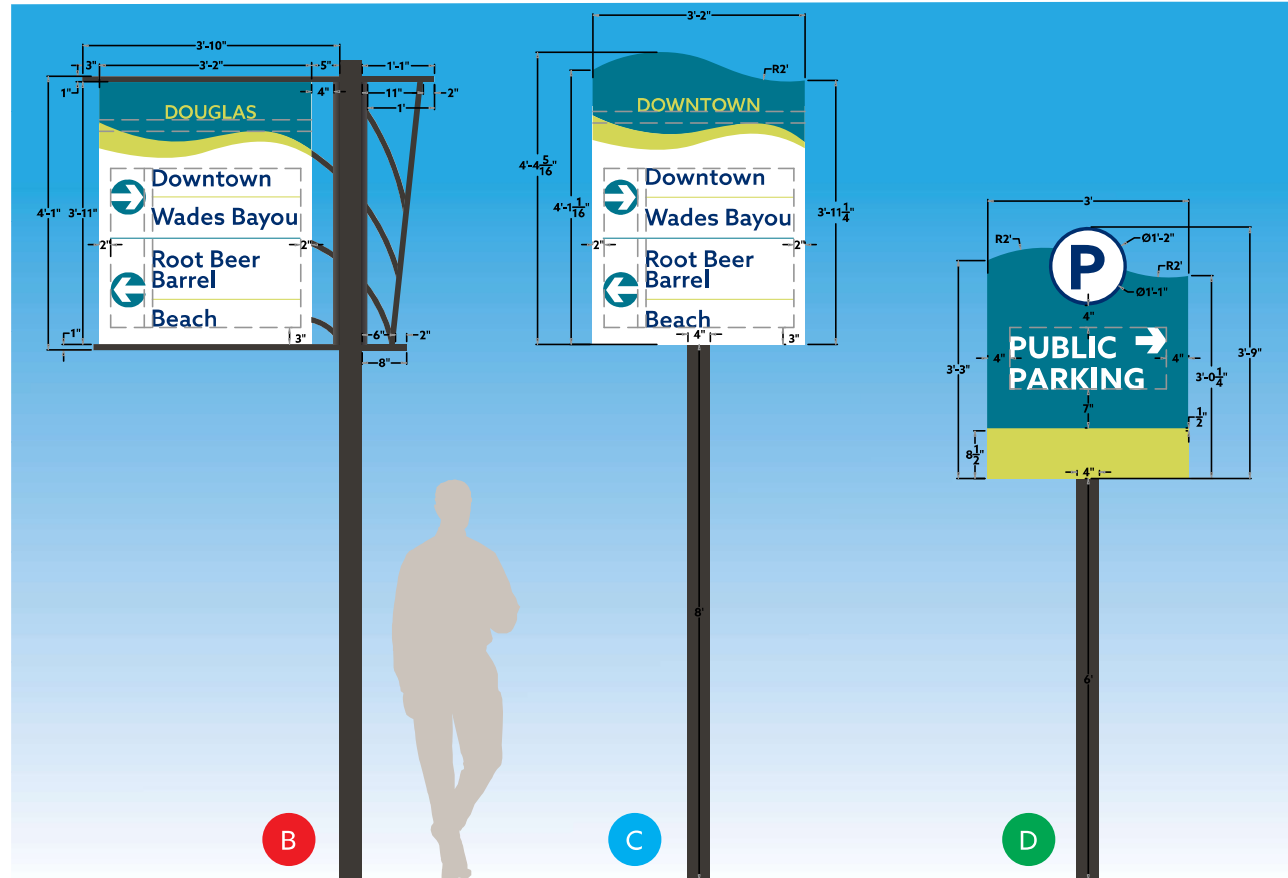
BY: _____
Pamela Aalderink, City Clerk



SECTION 7
ATTACHMENT A - CITY OF DOUGLAS WAYFINDING DESIGN SUITE

SIGN TYPE LEGEND

- B. SINGLE SIDED DOUGLAS DIRECTIONAL SIGN ON INDEPENDENT POST
- C. SINGLE SIDED DOWNTOWN DIRECTIONAL SIGN ON INDEPENDENT POST
- D. DOUBLE SIDED PARKING DIRECTIONAL SIGN ON INDEPENDENT POST



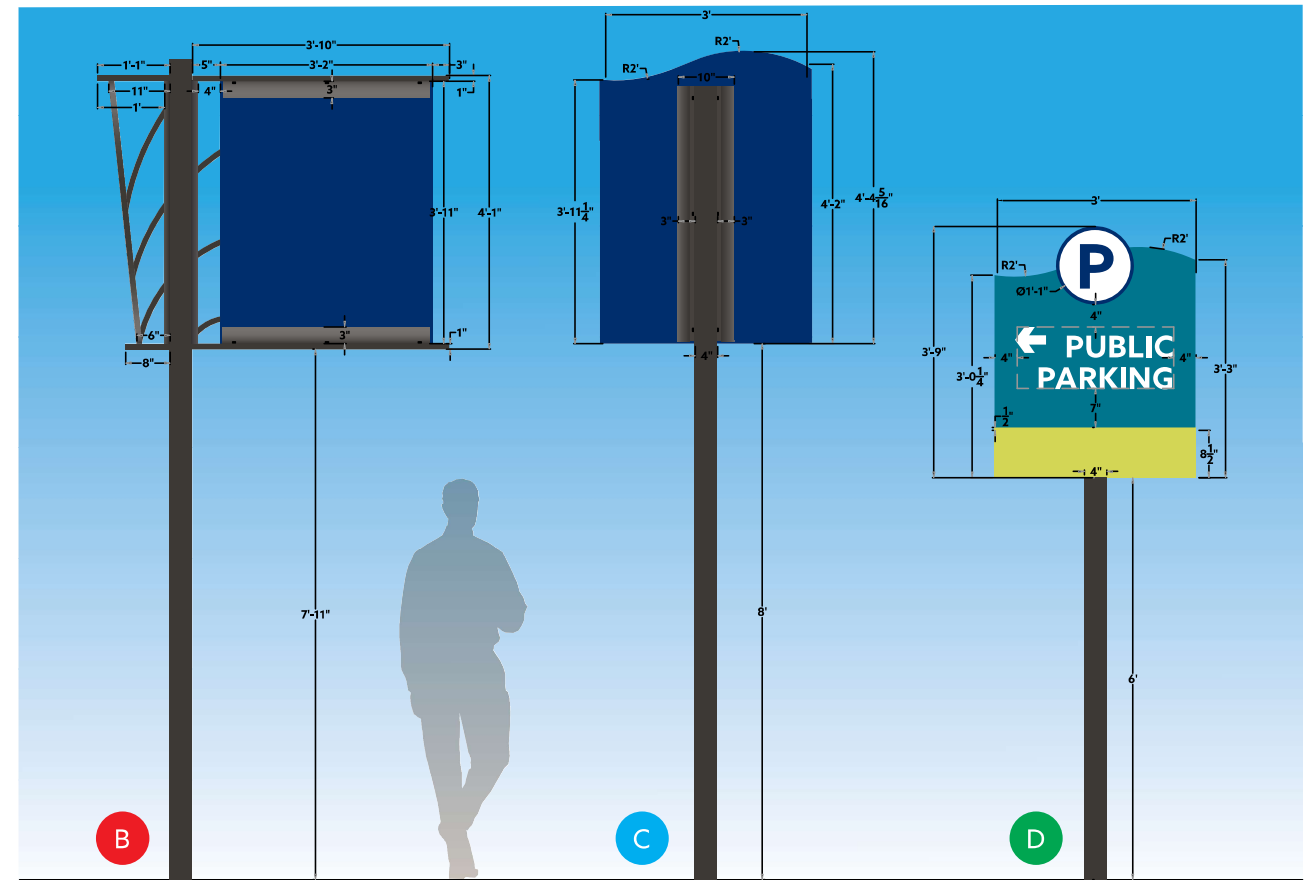
FRONT VIEW

Pantone Sign Colors

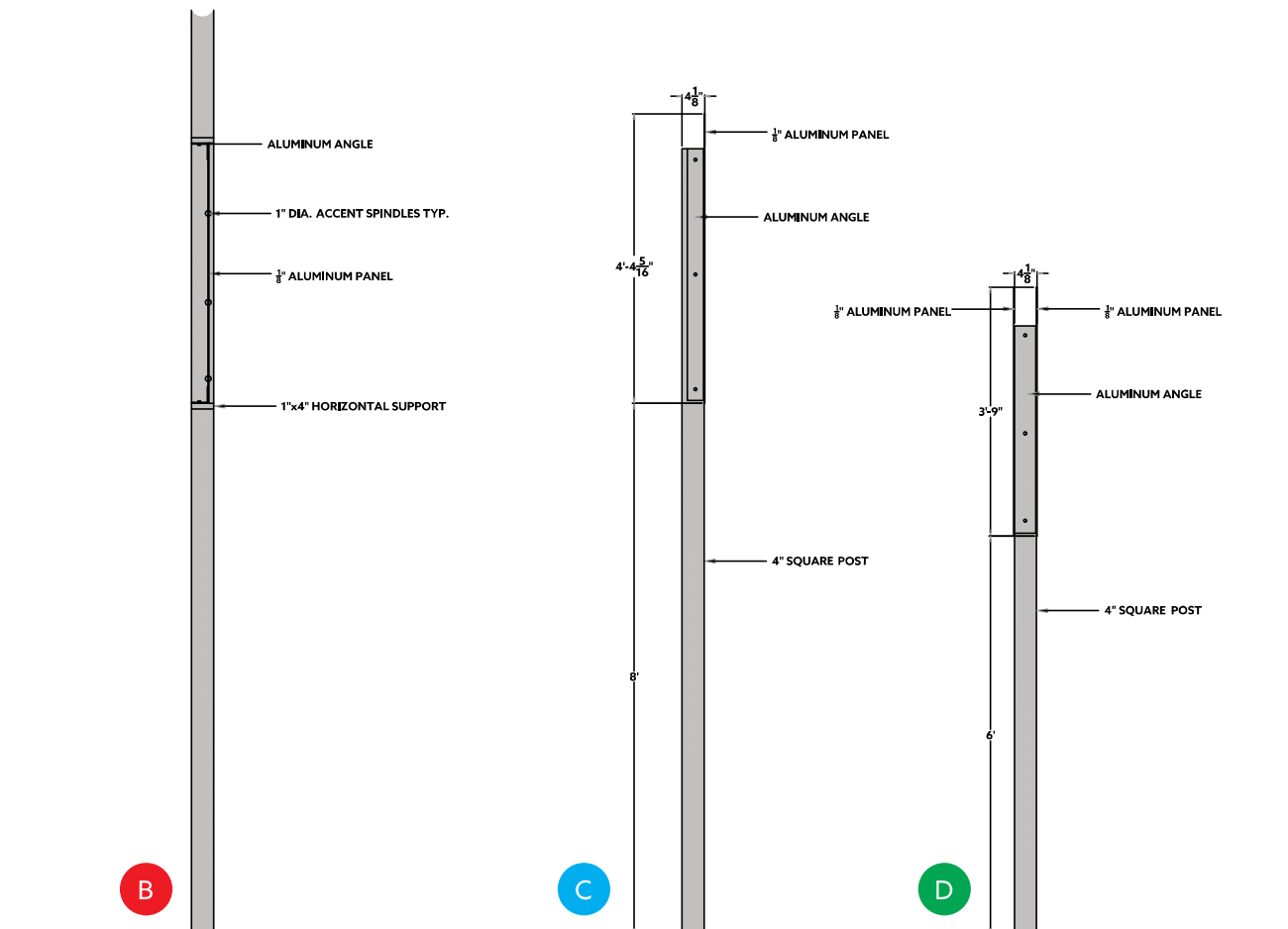


Sign Fonts

- Azo Sans Bold**
- Azo Sans Medium**
- Azo Sans Regular**



REAR VIEW



SIDE VIEW

SECTION 7 - ATTACHMENT A - CITY OF DOUGLAS WAYFINDING DESIGN SUITE CONT.

