



**STAFF REPORT**  
**City of Dripping Springs**  
**PO Box 384**  
**511 Mercer Street**  
**Dripping Springs, TX 78620**

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**Submitted By:** Lisa Sullivan, People & Communications Director

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**Council Meeting Date:** July 15, 2025

**Agenda Item Wording:** **Discuss and consider approval of draft bid package for wayfinding signage.** *Sponsor: Mayor Bill Foulds, Jr.*

**Agenda Item Requestor:** Lisa Sullivan

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**Summary/Background:** As part of the City's ongoing efforts to enhance visitor experience, support local businesses, and improve traffic flow and connectivity, the need for a cohesive wayfinding signage system has been identified. A well-designed wayfinding program will help guide residents and visitors to key destinations including City Hall, the Visitor Center, historic Mercer Street and shops, parks, trails and other sites.

City staff has reviewed similar programs in peer cities and has been working with Studio 16:19 on design and implementation. We have our final design that was also approved by TxDOT. Studio 16:19 also worked on park signage, so the designs will complement each other and follow the brand guideline. This bid package will allow the City to now seek proposals from qualified firms with expertise to create and install the signage.

**Budget:** Half of the funding for the wayfinding signage installation package is included in the approved FY 2024-2025 Hotel Tax budget. The remaining amount is currently in the draft FY 2025-2026 budget. Staff will ensure that proposals fall within allocated funds and will bring a final contract to Council for approval before any work begins.

**Commission  
Recommendations:**

**Recommended  
Council Actions:** Staff recommends that City Council authorize the issuance of an RFP for the wayfinding signage package to move this important project forward.

**Attachments:** Wayfinding Bid Documents: Front End; Technical Specs; and Additional Conditions

**Next Steps/Schedule:**

If approved, the following timeline will be set:

- July 21: 1st Notice sent to newspaper
- July 23: Notice printed by newspaper and all documents available online (Second notice printed July 30).
- July 30, 2:00pm: Optional Pre-Bid meeting
- August 5: Last chance for questions
- August 18, 2:00pm: Bid Opening
- September 2: On City Council meeting agenda for possible approval on recommended bid acceptance.