

Montgomery MEDC  
**AGENDA REPORT**

<b>Meeting Date:</b> October 17, 2022	<b>Budgeted Amount:</b>
<b>Department:</b>	<b>Prepared By:</b>

**Subject**

Consideration and possible action on selection of a proposal for the wayfinding signage project.

**Recommendation**

Consider the proposal and cost; if MEDC wants to move forward with the project, authorize the Interim City Administrator to negotiate and execute a services agreement with Merje Design.

**Discussion**

The MEDC Board of Directors authorized the publication of a Request for Proposals (RFP) for a wayfinding signage project at the May 16<sup>th</sup> regular meeting. Two proposals were received. A proposal was submitted by Merje Design, a design firm from Pennsylvania. A proposal was received from CRTKL, Inc., a design firm based in Washington D.C. who also has an office in Dallas.

Of the two RFP's provided, staff recommends proceeding with the proposal from Merje Design after an evaluation of the two proposals by the MEDC President, Interim City Administrator, and Director of Public Works. Some of the criteria used in evaluating the RFP's was:

- Demonstration of comparable past projects (both scale and historical context). Six of the Merge projects were Texas-based projects, including Fredericksburg, TX.
- Project understanding reflected in proposed scope of work.
- Overall submission presentation.

The cost of the scope of services proposed by Merje Design is \$69,115, which would be paid from lime item 400-40-46103 Downtown and Corridor Development Improvements. A detailed explanation of the scope of services can be found the attached RFP. The scope of services does not include fabrication or installation of signs. The implementation of the signs will be based on a phasing plan provided by Merje and likely funded by a combination of MEDC and City funds, as well as other sources such as grants. Full implementation of the signage program will likely be in the \$200K-\$400K range depending on the final scope of the project. Two examples of potential grant funding are:

- T-Mobile's Hometown Grants Program (up to \$50K per town)
- Anice Read Fund (Texas Downtown Association; up to \$5,000 per year)

**Approved By**

		Date:
Interim City Administrator	Dave McCorquodale	Date: 10/13/2022