



Executive Summary

City Council – Rebranding Committee

AGENDA ITEM: Monument Signage - RFP

PREPARED BY: Kevin Larson – Assistant City Administrator

RECOMMENDED ACTION: Discussion & Decision

Summary:

On July 3, staff distributed a Request for Proposals (RFP) for monument sign replacement to nine companies. Of those contacted, two firms—Bolton & Menk and Scenic Sign Corp.—submitted proposals. Three companies declined to participate, citing concerns about working with a committee, and four did not respond. The RFP requested the following components in each proposal: project approach, company background, certifications and licensing, scope of work, two design mockups, proposed project schedule, and pricing.

Quote overview

Documents provided by the company.	Company	Bolton & Menk	Scenic Sign
	Approach	Submitted	Did not submit
	Company Desc	Submitted	Did not submit
	3 References	Submitted	Did not submit
	Certificat	Submitted	Did not submit
	SOW	Submitted	Did not submit
	Mockup Designs	Submitted	Submitted
	Schedule	Submitted	Did not submit
	Pricing Design	\$ 22,200	\$ -
	Pricing design 1	\$ 35,000	\$ 21,995
	Pricing design 2	\$ 50,000	\$ 22,995
	Total for the complete project	\$ 212,200	\$ 110,975
	Comments	Submitted all of the document requested in a professional manor	Only submitted proposal prices and their terms and conditions

Staff has reached out to Scenic Sign Corp. to request additional details regarding their approach, scope of work, and proposed schedule. As of the preparation of this packet, that information has not yet been received. Staff will share any updates as they become available.

Direction needed:

Staff is seeking committee discussion regarding the selection of a provider for the monument design and installation project.

Reference Documents

- Exhibit A – Bolton & Menk Proposal
- Exhibit B – Scenic Sign Corp. Proposal