

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: Feb. 3, 2025

Topic:

Approve a Professional Services Agreement with Westwood Professional Services, Inc. for conceptual design services for wayfinding signs, for a not-to-exceed amount of \$32,000.00, approve the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the purchase. This expenditure is included in the Fiscal Year 2024-2025 Budget.

Background:

As part of the FY 2024-2025 Budget, Council approved a supplemental funding request in the amount of \$130,000 for the design, fabrication, and installation of wayfinding signs. Tomball’s wayfinding sign program is a comprehensive initiative designed to enhance navigation, promote accessibility, and highlight key attractions and services. By strategically placing visually consistent, easy-to-read signs, this program aims to improve the overall experience for residents, visitors, and businesses while reflecting the city's brand and character.

To enhance the overall effectiveness of the program, staff recommends working with Westwood Professional Services, Inc. for the design phase services. Westwood is already under contract with the City to provide design services for the gateway monument project. As part of this project, the City intends to invite key stakeholders and the community as a whole to participate in the design process. By aligning the gateway project and wayfinding signage project, the City can have a more cohesive approach to the design and consolidate public meetings allowing the community to conveniently provide feedback on both projects.

The City has received a proposal from Westwood for the design phase of the wayfinding sign program in the amount of \$32,000. The scope of work includes public engagements and working with stakeholders to develop designs as well as working with the City on types of signs and possible locations.

Project Phase	Budget	Contract Amount
Design	\$30,000	\$32,000
Fabrication and Installation	\$100,000	TBD
Total	\$130,000	TBD

Funding for this project was allocated in Fund 240, the Hotel Occupancy Tax fund as wayfinding signs are an eligible use of HOT funds.

Origination: City Manager’s Office

Recommendation:

Staff recommends approval of the Professional Services Agreement with Westwood Professional Services, Inc. for the design phase services of the wayfinding signage project in an not-to-exceed amount of \$32,000.

Party(ies) responsible for placing this item on agenda: Jessica Rogers, Assistant City Manager

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____ If yes, specify Account Number: # 240-243-6329

If no, funds will be transferred from account: # _____ To Account: # _____

Signed: Jessica Rogers 1/28/2025 **Approved by:** _____
Staff Member Date City Manager Date