



DOWNTOWN SIGNAGE COMMITTEE MEETING

Minutes of the Tuesday, December 15, 2015

Public Works Conference Room, Government Center

The twelfth meeting of the Downtown Signage Committee was held on December 15, 2015. Co-Chair Tricia Stiller convened the meeting at 8:02. Members present were co-chair Russel Francois, Beth Whisman, Chrystal Howard, Dave Park, Thom Jones, Vicki Tilton, Members absent were Kyle Ham, Kyle Boehn, Carl Teichman and Tom Krieger. City staff present were Austin Grammer, Russ Waller and Kevin Kothe.

Public Comment was offered with none being made.

Thom noted the minutes referenced a staff bid sheet that was to be attached, but was not included. A motion was made to accept the minutes of the November 24th meeting with this correction and seconded. Motion passed unanimously.

Discussion continued about contracting with a Wayfinding Consultant for developing a plan for the Downtown. At Tricia's request Kevin gave a brief overview of the differences between a RFP – Request for Proposals and a RFQ – Request for Qualifications. The City normally follows the QBS – Qualification Based Selection process which uses an RFQ approach. A written scope of services would be developed by City staff and the committee along with selection criteria. An advertisement for the RFQ would be published the Pantagraph as well as posted on the City's website and mailed or emailed to a list of consultants that the City maintains. Submittals would be due by a certain date and evaluated according to the defined criteria. A short list would be created of typically 2 or 3 firms to interview. Based on the interviews the top firm would be selected to enter into negotiations for their services to complete the defined scope of work.

It was mentioned that the Town of Normal Council approved gateway signage for College and Mulberry in Uptown Normal on December 7, 2015. Valley City Sign of Comstock Park, Michigan will create the sign package for \$37,000. Champaign Signal will install the signs for \$21,000.

Tricia suggested having Wayne Aldrich, Director of Public Works for the Town of Normal come to a future meeting to talk about the process they went through to get to this point. The committee concurred and Tricia will reach out to Wayne.



Russ Waller presented revised information from Fast Signs for the 15 signs for the three parking decks at a cost for the signs and installation in the amount of \$5792.90 which was less than previously announced. Russ worked with Fast Signs to ensure they were quoting what we wanted. The arrows will be a bent sign which will save some money since a separate mounting bracket is not needed. Russ showed pictures of an ATM sign that was done this way for the ISU Credit Union branch on Airport Road. The committee concurred that was acceptable and agreed the City should proceed with the revised Fast Sign quote. Funding is to be provided by half from the CVB and half from the City.

The next meeting will be announced via email because of the holidays the next City Council Meeting is next Monday, December 21, 2015 and there may not be a need to meet on the 22nd.

Motion to adjourn was made by Thom, seconded by Beth, all were in favor at 8:53 AM.