

Legislation Text

File #: 16-4492, **Version:** 1

WAYFINDING CONSULTANT CONTRACT

COUNCIL INITIATIVE ADDRESSED:

Strengthen economic conditions and create new opportunities

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

The Project Longview Committee has been working toward implementing a Council directed goal of establishing a Master Wayfinding Signage System (MWS) for Longview. Early in the process the committee engaged the City of Kelso to consider efficiencies and benefits of cooperation in the creation of the MWS for both communities. Kelso representatives have actively participated in the process. A Request For Qualifications was issued on May 12, 2016. Beckwith Consulting Group has been selected by the Project Longview Committee and Kelso representatives as the recommended consultant for the MWS project. We are now prepared to initiate Task 1 of the proposed scope of work consisting of conducting a workshop with the Longview and Kelso City Councils, Project Longview Committee and Kelso representatives, and other key stakeholder representatives from the Longview and Kelso community.

The proposed budget for the MWS design is \$50,000. Tasks 1-8, identified in the proposed scope of work (attached), represent \$32,350 in costs to be split equally between Longview and Kelso. Tasks 9-12 represent \$17,650 in costs to be split 2/3 Longview and 1/3 Kelso, or \$11,766 and \$5,883 respectively.

The source of funding for the MWS design and implementation is the Tourism Fund, including the "Big Idea Money" allocated in 2015 -16, for a total of \$85,000. The total estimated cost for the design phase of the MWS project for Longview will be \$27,941 with \$57,059 remaining to implement the construction and installation of wayfinding signs for our community.

Longview will serve as the lead for the project and bill Kelso for their portion of the consultant costs. An interlocal agreement has been prepared to establish this relationship for the project. Once the initial workshop has been held and a final scope of work has been agreed upon, a contract will be executed with the Beckwith Consulting Group for the MWS design.

FINANCIAL SUMMARY:

Master Wayfinding System Design estimated cost - \$27,941

Source of funding - Tourism Fund

Authorized by Council in the 2015-16 budget

RECOMMENDED ACTION:

Motion to authorize the City Manager to execute a contract with Beckwith Consulting Group once the scope of work has been finalized.

STAFF CONTACT:

John Brickley, Director of Community Development