



## Cover Memorandum/Staff Report

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**File #:** 18-0333 CRA

**Agenda Date:** 5/14/2019

**Item #:**

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**TO:** CRA Board of Commissioners  
**FROM:** Ivan Cabrera, Project Manager  
**THROUGH:** Jeff Costello, CRA Executive Director  
**DATE:** May 14, 2019

WORK ASSIGNMENT - KIMLEY-HORN AND ASSOCIATES, INC - WAYFINDING SIGNAGE DESIGN

**Recommended Action:**

Approve the attached Work Assignment with Kimley-Horn and Associates, Inc. for the Wayfinding Signage Design Project at a cost not to exceed \$147,850.00, in substantially the attached form.

**Background:**

The City, CRA, and DDA are partnering to develop a wayfinding and identity system to improve connectivity and mobility throughout the CRA's District and the City as a whole. The system will be designed to project a consistent image, ease vehicular congestion, promote destination areas, enhance walkability and be sustainable as well as expandable. The process will be managed by the CRA in partnership with the DDA and City, with guidance from a Steering Committee comprised of community and business stakeholders appointed by the Project Team.

On March 7, 2019, the City of Delray Beach issued a Request for Proposals (RFP) for Wayfinding Signage Design and Implementation Services. However, on March 29, 2019, the RFP was cancelled and the CRA explored the option of obtaining the services from an architect on the CRA's Consultant on a Continuing Contract Basis list. Thereafter, CRA staff contacted Kimley-Horn and Associates, Inc. (KH), who has experience in providing wayfinding signage design, to provide a quote.

Attached is the Work Assignment between the CRA and KH, Inc., which describes the Scope of Services from design development to bidding assistance including meetings, design development, construction/ bidding documents, permitting, and bidding assistance. This proposal excludes construction administration services.

The Scope of Services should be completed within 365 days from the time a notice to proceed is provided by the CRA. The cost for the services is a not to exceed cost of \$147,850.00.

Attachment(s): Exhibit A - Work Assignment

**CRA Attorney Review:**

The CRA Attorney has reviewed the Work Assignment for legal sufficiency and form and determined it to be acceptable.

**Finance Review:**

N/A

**Funding Source/Financial Impact:**

Funding is available in the amount of \$400,000 - GL# 5236 - Wayfinding Signage

**Timing of Request:**

N/A