



## Legislation Text

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**File #:** 18-0315, **Version:** 1

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Stephanie Katsouleas, Public Works Director

Prem Kumar, City Engineer

Mamerto Estepa Jr., Associate Engineer

**SUBJECT**

Resolution No. 18-0098 Approving Amendment No. 2 with Selbert Perkins Design for Additional Design Services and an Extension on the Terms of Agreement for the Citywide Wayfinding Signage Program and Transfer of \$12,500 from the Unreserved General Fund to the Project Budget (Public Works Director Katsouleas).

a) **ADOPT RESOLUTION NO. 18-0098**

b) **APPROPRIATE FUNDS**

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**RECOMMENDATION:**

Staff recommends that City Council adopt Resolution No. 18-0098 approving:

1. Amendment No. 2 of the Professional Services Agreement with Selbert Perkins Design for additional design services and an extension of the term of Agreement for the Citywide Wayfinding Signage Program (Attachment 2);
2. A transfer of \$12,500 from the unreserved General Fund balance to the Capital Improvement Project Fund and Appropriate \$12,500 from the Capital Improvement Project Fund for the additional services requested.

**FISCAL IMPLICATIONS:**

To complete the additional tasks requested by City Council on June 5, 2018, an additional \$12,500 is needed. This includes \$10,000 for additional design services and up to \$2,500 for materials and incidental costs. The appropriation of \$12,500 from the CIP Fund will be offset by a transfer from the unreserved General Fund balance.

**BACKGROUND:**

Following a comprehensive process in development of the Citywide Wayfinding Signage Program, on June 5, 2018, staff presented the final draft Masterplan inclusive of the Beach Classic theme, along with a prototype sign, for City Council consideration and final approval. At that time, City Council

requested that additional design modifications be made (including color and font options) prior to final approval of the design theme and Master Plan, and asked Selbert Perkins to provide a cost estimate and timeline to complete the additional work. Selbert Perkins estimated that the revisions requested would take 4-6 weeks to complete for approximately \$10,000 (plus reimbursable costs). Shortly thereafter, Selbert Perkins submitted a formal proposal formalizing that fee and estimated that an additional \$2,500 would be needed for reimbursable costs, which is anticipated to include additional prototypes.

#### **DISCUSSION:**

The new scope of work will include production of foam core signage prototypes/mock-ups for vehicle direction, pedestrian, and overhead street name signs, and an updated phasing and budget plan. The models will demonstrate minor design variations involving colors and fonts used on the signs and assist City Council in finalizing the Citywide Wayfinding Sign Program Master Plan.

This work requires executing a second contract amendment, authorizing additional funds and extending the contract timeline, which expired on June 30, 2018. Please note that the first contract amendment for \$8,624 included support for more community meetings, additional design work on the prototype presented to City Council, and additional staff time for these efforts. The second amendment and additional scope of work are included in Attachment 2.

#### **PUBLIC OUTREACH/INTEREST:**

After analysis, staff determined that public outreach was not required for this issue.

#### **ENVIRONMENTAL REVIEW**

The City has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA Guidelines; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines the activity is not subject to CEQA. Thus, no environmental review is necessary.

#### **LEGAL REVIEW**

The City Attorney has reviewed this report and determined that no additional legal analysis is necessary.

#### **Attachment/Attachments:**

1. Resolution No. 18-0098
2. Amendment No. 2 - Selbert Perkins Design
3. Agreement and Amendment - Selbert Perkins Design