



Town of Holly Springs

Town Council Meeting Agenda Cover Sheet

Agenda Item #: 8i

Meeting Date: December 18, 2018

Agenda Placement: Consent

(Recognitions (awards, proclamations), Requests & Communications (reports, information presentations), Public Hearings, Consent Agenda, Unfinished Business, New Business, Closed Session or Agenda Addition)

Subject Title: Village District Public Parking Signage

Staff Resource(s): Gina Clapp

Gina.clapp@hollyspringsnc.us

919-557-3908

Action(s):

- Motion to approve and authorize the Town Manager to enter in a contract with ASI to design, fabricate and install signage for the public parking facilities associated with Town Hall Commons and the Village District in the amount of \$48,522.67 inclusive of sales tax.

Background:

The Town of Holly Springs is responsible for public parking in the Village District area. With the construction of the new public parking deck and surface lots, certain signage will be needed for proper identification of such facilities. In addition, the current public parking lot identification signs are beginning to break and fade and need replacement. With the new town-wide wayfinding and Town Hall Commons project- rebranding our public parking lots and providing new signage will assist in identifying and making more visible the location of public parking areas.

Explanation:

The proposed contract with ASI is for three tiers of signs: Parking Deck (as specified in approved Master Plan and Development Plan), Development Agreement, and general Village District public parking signage.

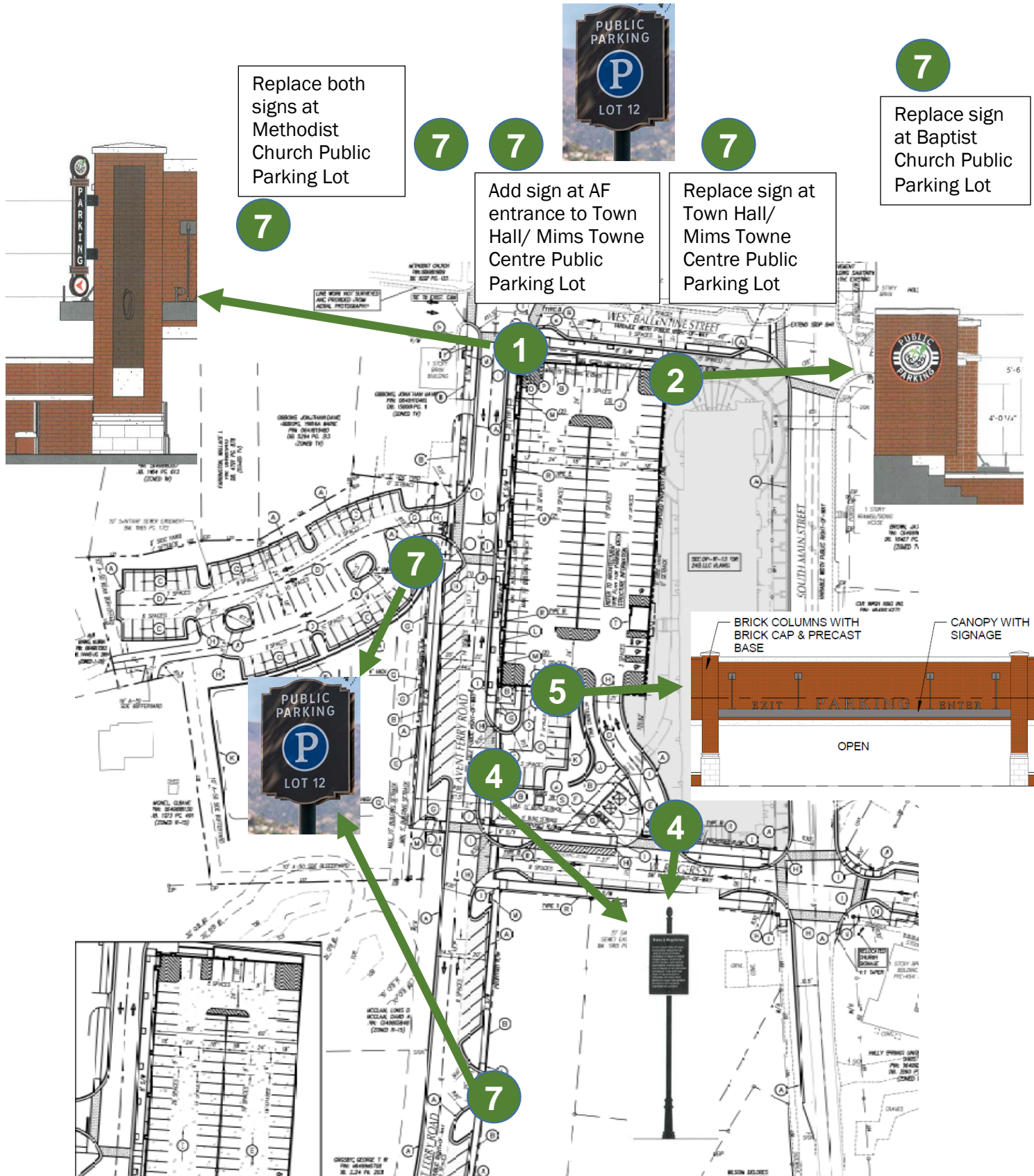
- 1- **Development Agreement** with 242 S. Main specifies that the Town of Holly Springs will provide signage at the entrance to the upper floor of the parking deck designating the spaces as "Reserved for Customers and Tenants of Town Hall Commons" (\$1,748 + install)
- 2- **Master Plan/Development Plan and Public Parking Deck** specified: a "focal point/corner amenity in accordance with the Village District Area Plan for the intersection of W Ballentine Street and Avent Ferry Road". The Development Plan also called out a sign to be located at the stairs and plaza between the Town Hall Commons building and parking deck. The actual feature and sign design were not developed at the time of the approval and are now a part of this contract. (\$26,169 + install)
- 3- **Village District Public Parking Lot identification:** with the new Town Hall Commons project, two new surface parking lots are being constructed- one by the Town and one by The Block which will both require identification signage. The new Town-Wide Wayfinding signage program provides directional arrows to public parking within the Village District. Several of the existing post and arm public parking signs have been damaged and most are fading or have rust and need replacement. We are working on a simplified design as part of this contract to install signs for the new lots and replace the signs at the existing lots (exact design not yet finalized). (\$12,734 + install)

The funding for this signage contract is available in the Department of Planning & Zoning Capital Outlay account as a result of lower than anticipated costs associated with the town-wide wayfinding signage fabrication and installation project, so the monies are still going to expended on Town signage. This contract is for the design, fabrication and installation of 12 signs and designing the standard details for various ancillary signs associated with the public parking deck and various public parking lots within the Village District.

The attached map shows the location of each sign. The numbers on the map relate to the numbers of the specific signs outlined on the contract document by ASI.

Funding Source(s):

10-417 90.01 Capital Outlay (Planning & Zoning)



Signage Locations

Numbers match the numbers on the contract document

Note: Sign designs are still being finalized by consultant and staff. Images here are for example purposes and will be finalized upon execution of contract.

Quote No. RALE 22871-01

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Customer Town of Holly Springs
Location Primary Location
Reference Parking Garage

Bill to
Town of Holly Springs
Gina Clapp
128 S. Main Street
Holly Springs, NC 27540
US
T: 919-557-29033
Email: sean.ryan@hollyspringsnc.us

Ship to
Town of Holly Springs
Sean Ryan
128 S. Main Street
Holly Springs, NC 27540
US
T: 919-557-29033
Email: sean.ryan@hollyspringsnc.us

Valid Until	12/27/2018	Revision Date	12/04/2018	Lead Time	6 - 7 Weeks	SR	John Dalpe
F.O.B.	N/A	Revision No	1	Ship Method		PM	Terry Patsel
Terms	1/2 Deposit balance Net 30						

No.	Item	Description	Qty	UOM	Unit Price	Extension
1.	Art Deco - Parking Sign	Exterior Parking Deck (Parking Illumination Sign) installed on the exterior of the Garage at the corner of Ballantine and Avent Ferry Rds	1	each	12,978.76	12,978.76
2.	Circle Parking Sign	Circle Illuminated Sign with Acrylic Face	1	Each	2,415.89	2,415.89
3.	Design of Standard Parking ID Signs	The price includes up to 4 hours of design time. The design of the parking directional signs and the design of the parking ID signs will be become the property of the town at such time as payment in full is made by the Town of Holly Springs and received by ASI, North Carolina.	1	each	500.00	500.00
4.	Parking Rules Sign on Pole		2	Each	1,747.77	3,495.54
5.	Parking Letters on Awning - Illuminated	24"h x 1.5"d PARKING Letters, Returns and backs painted black , faces to be covered with engineer grade reflective vinyl. Sign to be up illuminated with led lighting and mounted to the top of the lower parking area awning	1	Each	9,018.00	9,018.00
6.	Installation - Parking Structure Signage	Installation of all Parking Structure Signage. Includes 2 trips.	1	Each	3,200.00	3,200.00
7.	Public Parking ID signs	Similar in size to the parking rules signs. Signs to be designed and approved by the Town of Holly Springs	7	Each	1,747.77	12,234.39
8.	Installation - Parking ID Signs	Installation will initially be 6 signs throughout the town. The 7th sign will be installed at a later date upon request of the Town.	1	Each	1,400.00	1,400.00

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Customer Town of Holly Springs
Location Primary Location
Reference Parking Garage

Subtotal	45,242.58
Sales Tax (7.25 %)	3,280.09
Total (USD)	48,522.67

I grant ASI the right to utilize photographs of quoted signage for promotional materials. Opt out []

Quote Valid Until: December 27, 2018

By signing below, I approve and authorize this quote and acknowledge that I have read and agree to the attached terms and conditions.

Submitted by _____	Date _____	Approved by _____	Date _____
		Print Name	
		sean.ryan@hollyspringsnc.us	
		Email Address	

Please confirm Billing Information and Email Address.

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Customer Town of Holly Springs
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Conditions

ASI will not be responsible for copyright infringement when using logos and/or trademarks. Client approves the use of all brand identity by ASI and assumes all liability for any copyright infringement.

Client will provide all necessary artwork such as, logos, brand identity, colors and designs in EPS or AI format. Other artwork charges may appear on final invoice for graphic reconstruction, touch-ups or additional design work specified and not provided by Client. Client will provide PMS colors required in all artwork, otherwise ASI will provide Client with a color match sample for approval.

All production requirements including: colors, timesteps, maps, plaques, layouts, and designs must be approved by Client in writing prior to production.

Lead time is approximate and based on production and installation schedule after receipt of the following: Deposit, Signed PO or Quotation, Approved Artwork ">Additionally, the Town of Holly Springs (the Town) shall inform the ASI, North Carolina approximately 30 days prior to the time the Town is ready for sign installation ("Install Ready Date"). So long as the Install Ready Date is with within the 7 week lead time for sign construction, the ASI, North Carolina shall have 14 days to install the signs from the date indicated by the Town. In the event that the Install Ready Date chosen by the Town is prior to 7 weeks from this Agreement's execution, Contractor shall install all signs within 9 weeks of this Agreement.

Client agrees to provide ASI with a complete Message Schedule including: names, room names, room numbers, build locations for all signage in a XLS or CSV file format. Client ensures that Message Schedule, once submitted, will be accurate and final. ASI is not responsible for items misspelled when submitted nor the translation of messages into foreign languages, but may do so at an additional charge. Client acknowledges that incomplete or delayed Message Schedule submission could compromise Lead Time.

ASI installation to include Electrical Connections Only, all other wiring and running electrical to site is the responsibility of Client.

Client acknowledges that, upon removal of existing signs, ASI not responsible for the patching, repair, painting or re-papering of walls.

This contract is sum certain and shall not exceed \$48,522.67 including sales tax..