



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Connie Goodall
DATE: 22/08/2016
SUBJECT: Wingham Wayfinding Signs
ATTACHMENTS:

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby authorize the staff to hire Cox Signs of Walkerton to design a wayfinding sign program for Wingham for the price of \$10,000 using the negotiated method.

EXECUTIVE SUMMARY

The Township of North Huron received \$10,000 from the Wingham Homecoming Committee to put towards a wayfinding signage program for the town. The \$10,000 was been held in reserves and has been included in the 2016 budget as a transfer from reserves. Due to the specialized nature of the project, staff have determined that it would be more cost effective to engage a company that has a capacity to complete both phases of the multi-phased project. Staff is requesting to procure the signs using the negotiated method of purchasing, to allow for a “design/build” process.

DISCUSSION

North Huron received \$10,000 from the proceeds of Wingham Homecoming to put towards a wayfinding sign program for the town. There are two phases for the planning of a wayfinding program.

The first phase would include the development of a Wayfinding Sign Report including a recommendation for the sign system, a review of required sign inventory and placement of signs (to meet the safety requirement for both vehicular and pedestrian traffic). This phase can be completed by a consultant and the resulting report can be sent with a request for proposals to create and erect the signs as directed (Phase 2). In completing the project in two phases as described, a cost would be incurred for both.

As an alternative, staff is requesting to use the negotiated method of purchasing in accordance with Section 5 of the Purchasing and Procurement Policy. In this case, Cox Signs would include the design program and Wayfinding Sign Report in the cost of manufacturing and installing the signs. The negotiated method of purchasing is permitted if it is deemed in the best interest of the Township. By single sourcing the project to Cox Signs, both phases of the project can be completed together, reducing the timelines for completion and minimizing the separate cost of hiring a consultant to design the project and complete the project specs. This will allow for more signs to be erected within the \$10,000 budget.

FINANCIAL IMPACT

There is \$10,000 in reserves for this project (as received from the Homecoming Committee). The request is to spend the \$10,000 from the reserves to get the sign program designed and to start on the implementation of signs up to a total cost of \$10,000.

FUTURE CONSIDERATIONS

Additional signs, if needed, can be budgeted for in future years. The Wingham BIA has expressed interest in partnering with the municipality to complete the Wayfinding Sign Program.

RELATIONSHIP TO STRATEGIC PLAN

Our administration is fiscally responsible and strives for operational excellence.

Connie Goodall, EDO

A handwritten signature in black ink, appearing to read 'Sharon Chambers', is positioned above a horizontal line.

Sharon Chambers, CAO