

**GOVERNING BODY WORKSHOP AGENDA
ROELAND PARK**

**Roeland Park City Hall 4600 W 51st Street, Roeland Park, KS 66205
Tuesday, September 8, 2020 6:00 PM**

- | | | |
|--|---|--|
| <ul style="list-style-type: none">• Mike Kelly, Mayor• Trisha Brauer, Council Member• Benjamin Dickens, Council Member• Jan Faidley, Council Member• Jennifer Hill, Council Member | <ul style="list-style-type: none">• Jim Kelly, Council Member• Tom Madigan, Council Member• Claudia McCormack, Council Member• Michael Rebne, Council Member | <ul style="list-style-type: none">• Keith Moody, City Administrator• Jennifer Jones-Lacy, Asst. Admin.• Kelley Nielsen, City Clerk• John Morris, Police Chief• Donnie Scharff, Public Works Director |
|--|---|--|

Admin

Brauer
Hill

Finance

McCormack
Madigan

Safety

Rebne
Faidley

Public Works

Kelly
Dickens

I. APPROVAL OF MINUTES

A. August 17, 2020

II. DISCUSSION ITEMS:

1. Review Roe Boulevard Monument Sign Proposals
2. Provide Direction on Holding the City-Wide Garage Sale Event- Set to Start September 10
3. Discuss the Allowance of Temporary Banners for Businesses During Federal Emergencies (allow up to 4' x 8' for businesses to announce they are open and allow those to be administratively approved by the Building Inspector during states of emergency)
4. Executive Session - The Council then moved to executive session for consultation with an attorney for the public body pursuant to KSA 75-4319(b)(2)(4)

III. NON-ACTION ITEMS:

IV. ADJOURN

Welcome to this meeting of the Committee of the Whole of Roeland Park.

Below are the Procedural Rules of the Committee

The governing body encourages citizen participation in local governance

processes. To that end, and in compliance with the Kansas Open meetings Act (KSA 45-215), you are invited to participate in this meeting. The following rules have been established to facilitate the transaction of business during the meeting. Please take a moment to review these rules before the meeting begins.

- A. **Audience Decorum.** Members of the audience shall not engage in disorderly or boisterous conduct, including but not limited to; the utterance of loud, obnoxious, threatening, or abusive language; clapping; cheering; whistling; stomping; or any other acts that disrupt, impede, or otherwise render the orderly conduct of the Committee of the Whole meeting unfeasible. Any member(s) of the audience engaging in such conduct shall, at the discretion of the City Council President (Chair) or a majority of the Council Members, be declared out of order and shall be subject to reprimand and/or removal from that meeting. **Please turn all cellular telephones and other noise-making devices off or to "silent mode" before the meeting begins.**
- B. **Public Comment Request to Speak Form.** The request form's purpose is to have a record for the City Clerk. Members of the public may address the Committee of the Whole during Public Comments and/or before consideration of any agenda item; however, no person shall address the Committee of the Whole without first being recognized by the Chair or Committee Chair. Any person wishing to speak at the beginning of an agenda topic, shall first complete a Request to Speak form and submit this form to the City Clerk before discussion begins on that topic.
- C. **Purpose.** The purpose of addressing the Committee of the Whole is to communicate formally with the governing body with a question or comment regarding matters that are on the Committee's agenda.
- D. **Speaker Decorum.** Each person addressing the Committee of the Whole, shall do so in an orderly, respectful, dignified manner and shall not engage in conduct or language that disturbs, or otherwise impedes the orderly conduct of the committee meeting. Any person, who so disrupts the meeting shall, at the discretion of the City Council President (Chair) or a majority of the Council Members, be declared out of order and shall be subject to reprimand and/or be subject to removal from that meeting.
- E. **Time Limit.** In the interest of fairness to other persons wishing to speak and to other individuals or groups having business before the Committee of the Whole, each speaker shall limit comments to two minutes per agenda item. If a large number of people wish to speak, this time may be shortened by the Chair so that the number of persons wishing to speak may be accommodated within the time available.

- F. **Speak Only Once Per Agenda Item.** Second opportunities for the public to speak on the same issue will not be permitted unless mandated by state or local law. No speaker will be allowed to yield part or all of his/her time to another, and no speaker will be credited with time requested but not used by another.
- G. **Addressing the Committee of the Whole.** Comment and testimony are to be directed to the Chair. Dialogue between and inquiries from citizens and individual Committee Members, members of staff, or the seated audience is not permitted. Only one speaker shall have the floor at one time. Before addressing Committee speakers shall state their full name, address and/or resident/non-resident group affiliation, if any, before delivering any remarks.
- H. **Agendas and minutes** can be accessed at www.roelandpark.org or by contacting the City Clerk

The governing body welcomes your participation and appreciates your cooperation. If you would like additional information about the Committee of the Whole or its proceedings, please contact the City Clerk at (913) 722.2600.

Item Number: **APPROVAL OF MINUTES- I.-A.**
Committee **9/8/2020**
Meeting Date:



City of Roeland Park
Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: **August 17, 2020**
Item Type:

Recommendation:

Details:

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
□ August 17, 2020	Cover Memo

GOVERNING BODY WORKSHOP MINUTES
Roeland Park City Hall
4600 W 51st Street, Roeland Park, KS 66205
Monday, August 17, 2020, 6:00 P.M.

- Mike Kelly, Mayor
- Trisha Brauer, Council Member
- Benjamin Dickens, Council Member
- Jan Faidley, Council Member

- Jennifer Hill, Council Member
- Jim Kelly, Council Member
- Tom Madigan, Council Member
- Claudia McCormack, Council Member
- Michael Rebne, Council Member

- Keith Moody, City Administrator
- Jennifer Jones-Lacy, Asst. Admin.
- Kelley Nielsen, City Clerk
- John Morris, Police Chief
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Kelly
Dickens

(Governing Body Workshop Called to Order at 8:19 p.m.)

ROLL CALL

(The roll call was not recorded.)

MODIFICATION OF AGENDA

There were no modifications to the agenda.

I. MINUTES

1. August 3, 2020

The minutes were approved as submitted.

II. DISCUSSION ITEMS

1. Roeland Park Moving Forward 2040 Comprehensive Plan

Ms. Jones-Lacy said that about a month ago the Comprehensive Plan was introduced, prepared, and reviewed by the Planning Commission. After discussions with the Governing Body, there were concerns expressed on some of the discussion points, specifically universal design, residential design standards, in addition to the standard Comprehensive Plan the consultants were charged with reviewing. Chris Shires from Confluence was at the meeting to go through concerns expressed on some of the discussion points.

Chris Shires said the Comprehensive Plan is a guide, a recommendation, and things for the City to consider in their planning. The document itself does not have the effect of law.

The first item addressed was Residential Design Standards. The biggest item of discussion was related to a floor area ratio (FAR) concept based on lot size. The concern was with the reconstruction, redevelopment and/or expansion of single-family homes and making houses much larger than the surrounding homes in the neighborhood. Mr. Shires said one option could be how to define open space and restrict overall home size based on the lot and create a lot merger standard. The feedback from the Planning Commission was that when creating zoning regulations they need to be as least restrictive as possible yet still meet the compelling interest of the City and residents.

CMBR Hill said the lot sizes in the City are vastly different and asked how that would impact the 200 feet notification area of a subject property.

CMBR Kelly asked whether the notification included properties on the facing street or include those behind. Mr. Shires said it would be properties in all directions.

Mayor Kelly said he appreciates adding environmental goals into the Comprehensive Plan. He also likes including the universal design as an intent to lead by example. It is a nice recognition and they should include that for City projects.

CMBR Faidley asked about the definition of open space and accessory structures, sheds, garages, play structures, pools, patios, etc. Mr. Shires said the code is a little soft in its definition and the attempt is to make that clearer in the Comprehensive Plan.

City Administrator Moody reviewed and approved recent construction to consider patios as part of the impervious surface and they are not considered as open space nor is a shed or detached structure. As a matter of practice they have been interpreting the regulation consistent with what the additional detail in the Comprehensive Plan would prescribe regarding pervious surface.

CMBR Hill asked if they could see a property blended that would not equal more than 50 percent of their neighbors. Mr. Shires said he could research for such an example.

CMBR Kelly said in looking at the pool of the house on Buena Vista he finds it hard to believe it meets the guidelines on Buena Vista. City Administrator Moody said the site plan contains the calculations on it and it does meet the guidelines.

CMBR Rebne said the Buena Vista house patio structure has special drainage to count as a permeable surface. They should note that that is the only way a patio can be counted as pervious. City Administrator Moody said they can certainly provide something that includes guidelines in that regard.

CMBR McCormack said she knows the Buena Vista house has been a concern, and she stated the Planning Commission did not want to add on heavy restrictions, but she would like to look again at the percentage of impervious surfaces prescribed in addition to Mr. Shires' recommendation of stricter definitions of pervious surfaces. Ms. Jones-Lacy noted that the home on Buena Vista meets all the requirements of the City.

CMBR Madigan said as a resident of Ward 1, the average home size is 800-1200 square feet and he worries about the restrictions. He said they will have to eliminate those starter homes if they are wanting to build the community. He said that building larger houses and using two lots not only makes the house larger but also increases the property taxes paid. He noted that the Buena Vista house is paying twice as much property tax as the two homes that were there previously. He said if Roeland Park wants to do the things they want to do, their housing stock is going to have to change. Mr. Madigan is also concerned with going overboard on restrictions. He quoted Planning Commissioner Gleason's statement to beware of unintended consequences.

CMBR Hill said the overwhelming theme she is hearing is everyone wants them to be environmentally friendly.

City Administrator Moody said the implementation of these items will require an action by Council as they will have to amend the zoning regulations. What is reflected in the Comprehensive Plan can reflect what they want to see change in the zoning regulations. They will need to work through what the changes will be. For now, the Governing Body needs to finish working on how they want those recommendations articulated in the Comprehensive Plan. If they try to get too detailed now, then they will create more work now that will need to be redone later.

Mr. Shires said they need direction on what to put in the plan, which he views as a list of options and things to consider. Under open design, they could add the consideration of open space and a lot merger standard. This could even be done in lieu of the FAR. These things can be discussed for a future zoning code update. He added that if they start deleting items recommended by the Planning Commission that it be brought back to the Commission to ask for their reconsideration and input.

Mr. Shires addressed the concerns of universal design standards. He went over the new proposed language for the plan which has a purpose to educate, incentivize, and lead by example. Under incentivize, the language is clearer on grant funding, or local match requirement where they are wanting universal design included, which is typically multi-family residential. The City would retain the ability to waive or reduce fees such building permit fees and inspection fees at the direction of the Governing Body. The lead by example concept on City projects or substantial renovation that the City does should employ the universal design principles.

Also, the Comprehensive Plan is designed to continue to implement the policies and procedures of Community for All Ages, to account for a diversity in housing options, incorporating environmental best practices and to support the sustainability efforts of Roeland Park.

CMBR Faidley expressed her appreciation for the time and effort that both staff and Confluence have put into the provisions. She believes they all deserve consideration and would not mind seeing most of them added to the Comprehensive Plan.

Mayor Kelly would also like to see this document approved and for them to later work on the granular details for zoning changes.

CMBR Madigan said the time has come to quit nit-picking this and to move it forward and then they can have code discussions when they're ready.

There was agreement to move this to the City Council meeting and incorporate the redline changes as shown in the packet.

2. Community for All Ages Update - Gold Level Progress

Ms. Jones-Lacy provided an update on how they are maintaining the City's gold level status and provided a brief history on what they have done and ways to keep moving forward.

Ms. Jones-Lacy also address the 50-plus population and the effects isolation from COVID can have on some of the conditions of their older population. She noted that some people are leaving assisted care to get away from some of the concerns of mass outbreaks and isolation and moving back home. She said the 50+ program is a great resource at the Roeland Park Community Center. They have done a good job adopting a lot of their in-person programming both at the Community Center and online.

Michelle Alexander with the 50+ Program said they are looking for ways to stay relevant and be a good resource to their participants. They have increased their e-newsletter which provides resources, entertainment options, special grocery store hours for older adults, and links for technology to try to keep people connected and engaged. They originally started with 5 to 6 participants and it has increased to 20 to 40 depending on the topic.

She has asked the Health Department for their guidance on dealing with the effects of isolation. They have had in-person Bingo and people are very excited to be with other people even with precautions in place. They also have the New Horizons Band, which is a national organization, and they continue to collaborate virtually.

Ms. Alexander asked the Governing Body to share information about their 50+ Program with their neighbors to let them know of the opportunities going on. She said they are also looking for volunteers to help support those programs.

3. Review Solar Installation Options

City Administrator Moody said they have been working on different solar installation scenarios that focused on City Hall, the Aquatics Center, and the shelter in R Park. He reviewed the options outlined in the packet. Option 3 has the shortest payback period, the best return on investment (ROI) for the City and has the least amount of negative cash flow at the beginning of project.

After listening to the presentation, Mayor Kelly said he is a huge proponent of solar and wants to take the most financially lucrative option for Roeland Park and supports Option 3. While it does not have the visibility of carports at the Aquatics Center/Community Center, they would still have an opportunity to make known their use of solar to the citizens.

CMBR Faidley asked if the solar at R Park option would be visible and whether the carport would be providing energy for the pool or the Community Center. City Administrator Moody said the solar would be visible at R Park from the south and would be located on the larger shelter. The carport shelter at the Community Center/Aquatics Center would provide energy for the pump house at the pool, which is the largest energy consumer of the two pool buildings.

CMBR Madigan agreed with the Mayor on Option Number 3 and said he cannot support a negative rate of return for spending money on solar just for people to see that they put up solar. He would also suggest the City pay for the City Hall roof and not finance it out if they have the resources.

CMBR Kelly said he agreed with CMBR Madigan and asked if they could also install a carport at City Hall as an addition to Option Number 3 as it has indirect benefits as far as protecting vehicles. City Administrator Moody said they can add the carport at City Hall and do the roof at City Hall and the Community Center.

City Administrator Moody will get the information for Option 3 and a carport at City Hall.

4. Review Colors for Slides and Shade Structures for the Pool Renovation Project

Tony Nichols, Superintendent of Parks and Recreation presented the three slide and shade color concepts to the Governing Body. He provided the recommendations from the Aquatics Committee, which were

Option 1 for the slide colors and Option 3 for the shade colors and is, therefore, presented to the Council as Option 4.

This item will be moved to the Consent Agenda at the next Council meeting.

5. Update of School Resource Officer at Miego

Police Chief Morris reported the SRO started back August 10th and has been doing some in-service training and safety meetings to get the protocol of how they are going to let students in and out of the building. School is scheduled to resume September 7 and a decision has yet to be made on fall sports. If they have fall sports, attendance will likely be limited to parents.

Chief Morris expressed his appreciation for the contract between the City and school and reminded everyone to stay safe and drive slow.

6. Buena Vista Sidewalk Alignment Discussion - Feedback from BikeWalkKC

City Administrator Moody mentioned that the comments from Thomas Morehead, Community Planner for BikeWalkKC, are included in the packet. They also met with the property owners of the two commercial buildings to the south of 54th on the west side of Buena Vista. They were supportive of Option B-2, which puts the sidewalk to the west of the parking. This would require an easement, but the owners preferred that as it keeps the parking out front intact. Einstein's is in support but asked for an update on what alignment they will pursue. Fairway has indicated that they will participate financially in the cost of the sidewalk extension where it is inside their city limits, Segment A-2, between 53rd and 54th on the east side of Buena Vista so long as it is part of a CARS-funded project. The project would be slated for 2022.

Mayor Kelly said he would advocate for this option.

There was support to move the project forward with Fairway's agreement for 2022.

7. Direction on Street Sign Design

City Administrator Moody said the Governing Body originally chose Option 1 for the street sign.

CMBR Faidley said that after seeing it in person they lose some of the readability of the logo. She likes the way it looks on a computer screen but not in person.

CMBR Dickens asked if they could darken the lettering for Option 1. City Administrator Moody said the Governing Body can do what they choose but it is usually not recommended to alter a logo as is it their brand. They have been having problems with the color of the green not being as visible on other items such as the City flag and shirts.

City Administrator Moody suggested the Governing Body come to Public Works tomorrow and look at the signs as there is a lead time on their purchase and they are getting pressured for a decision.

Councilmembers would go by the Public Works building, look at the signs and email Mr. Moody by noon tomorrow.

III. NON-ACTION ITEMS:

There were no items discussed.

IV. ADJOURN

CMBR Hill adjourned the Governing Body Workshop meeting.

(Roeland Park Governing Body Workshop Adjourned at 8:47 p.m.)

Item Number: DISCUSSION ITEMS- II.-1.
Committee 9/8/2020
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 9/3/2020
Submitted By: Keith Moody
Committee/Department: Admin.
Title: Review Roe Boulevard Monument Sign Proposals
Item Type: Other

Recommendation:

Staff is looking for direction on if the governing body would like to interview sign firms or if they are comfortable selecting a firm based upon the submitted proposals.

Details:

Attached is the request for proposals that the City issued for the Entryway Signs at the north and south end of Roe Boulevard. An RFP process was employed to take advantage of the design experience and creativity of sign companies. The concepts developed by Verio were included in the RFP. We received 4 proposals (3 are attached). One of the proposals is too large to attach in Novus.

Also attached are the composite scores for each proposal as scored by the governing body.

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
☐ Composite Scores for Sign Proposals	Cover Memo
☐ Entryway Sign RFP	Cover Memo
☐ RFP Exhibits	Cover Memo
☐ Proposal #1- Complete Signs	Cover Memo
☐ Proposal #3- Graphic House	Cover Memo

RFQ for Entryway Signs

Composite Proposal Scores

Company Name	#1- Complete Signs	#2- Dimensional Innovations	#3- Graphic House	#4- Star Signs
RFQ Submittal Evaluation	Score 0 to 5, 5 being best			
1. Understanding of project as demonstrated in proposal, including conciseness, thoroughness, and identification of issues and approaches/solutions	2.2	4.5	3.3	3.2
2. Ability to provide design, fabrication, and installation services with a final lump-sum total price	3.3	4.2	3.7	2.1
3. Strength of team qualifications/experience	2.9	4.6	3.5	3.5
4. Extent of experience on similar projects including developing gateway signage and completion of comparable projects	2.5	4.5	3.1	4.1
5. Design/implementation schedule and availability to begin work in a timely manner, as required	2.7	4.4	3.7	3.4
6. References	2.8	4.3	2.5	4.1
7. Quality of sample work	2.4	5.0	3.6	3.2
Subtotal RFP Submittal	18.8	31.5	23.4	23.6



REQUEST FOR PROPOSAL (RFP) FOR ROE BOULEVARD GATEWAY ENTRANCE SIGNAGE

The City of Roeland Park, Kansas is seeking proposals from qualified planning, design, fabrication, and installation firms for **“Roe Boulevard Gateway Entrance Signage.”** Proposals will be received no later than August 26th, 2020, 5:00 p.m. at Roeland Park City Hall, 4600 W 51st St #200, Roeland Park, KS 66205. Proposals received after the above stated date and time, or in any other location other than Roeland Park City Hall will not be considered.

The City of Roeland Park reserves the right to reject any or all proposals when the public interest will be served thereby and to waive technicalities and informalities.

Community Background: The City of Roeland Park is a community of approximately 7,000 in northeast Johnson County, Kansas. It is bisected by Roe Boulevard, a major north-south thoroughfare that connects to Interstate 35 to the north, beyond which point it transitions to US-69. To the south, Roe Boulevard has connections to Johnson Drive and US-169. Roeland Park is predominately comprised of single-family homes, with a commercial core situated on either side of Roe Boulevard between 48th Street and 52nd Terrace. Roeland Park is currently engaged in a multi-year design and construction project related to the improvement of the Roe Boulevard corridor. Design for the Roe 2020 Corridor Livability Improvements project was completed by the end of 2019, with construction having begun in spring 2020.

Project Purpose: The City of Roeland Park, Kansas is soliciting qualifications and proposals from qualified firms to design, fabricate, and install gateway monument signs at various entrance locations to the City of Roeland Park along Roe Boulevard and Johnson Drive. Three (3) locations have been identified for the new gateway signs. See the attached *Exhibit A: Gateway Sign Location Plans* for additional information on the proposed locations. It is expected that the Roe Boulevard Gateway Entrance Signage project will dovetail with the Roe 2020 Corridor Livability Improvements project, with installation of the gateway signs completed by the end of 2020. The City of Roeland Park seeks a qualified firm to design, fabricate, and install the signs and all related landscape and hardscape surrounding each of the signs. It is expected that the signs will integrate with landscape improvements being installed as part of the Roe 2020 Corridor Livability Improvements project. The selected firm will be expected to coordinate with both the City of Roeland Park and the landscape architect for the Roe 2020 Corridor project regarding the proposed designs, including the gateway signs and all related landscape and hardscape improvements around each sign. Conceptual designs have already been completed for the three (3) gateway signs. See the attached *Exhibit B: Conceptual Gateway Renderings* for additional information. Although additional design development is expected to occur, it is expected that the general design

intent shown in the conceptual renderings will be reflected in the final design of the gateway signs. These plans are available on the City website (www.Roelandpark.net)

Project Overview: The gateway sign locations have been identified as “North Gateway,” where the text “Roeland Park” will appear, and “South Gateway West” and “South Gateway East” locations, where the abbreviated “RP” will appear.

Roeland Park is seeking design development drawings for all three locations.

- The North Gateway sign is to be situated in the Roe Boulevard roadway median, approximately 800 feet north of the 48th Street intersection.
- The South Gateway West sign is to be situated on the northwest corner of the Roe Boulevard and Johnson Drive intersection, directly south from the Commerce Bank building, between the sidewalk and the Johnson Drive curb line. Design, fabrication, and installation of the “South Gateway West” sign shall be bid as Add Alternate 1.
- The South Gateway East sign is to be situated on the northeast corner of the Roe Boulevard and Johnson Drive intersection, adjacent to the proposed development at that location. The gateway sign shall not conflict with proposed improvements at this location. Preliminary site development plans are available for reference upon request.

The successful firm will incorporate field verification into the scope to confirm all site conditions prior to beginning design work.

Design Guidelines: It is anticipated that designs will incorporate natural stone, metal, and/or colored acrylic. All three sign locations should provide for LED up-lighting. An electrical stub-out connection will be provided as part of the Roe 2020 Corridor project. The North Gateway and South Gateway signs should be complementary of each other. Materials should be standardized to create a consistent look that enhances each gateway site and fosters a unique sense of arrival to the community of Roeland Park. Proposed designs should be proportionate to the site. Any proposed landscape improvements related to the gateway signs should be developed in collaboration with the landscape architect for the Roe 2020 Corridor project, to ensure consistency and uniformity with Roe 2020 landscape improvements elsewhere along the Roe Boulevard corridor. Firms are also encouraged to submit multiple design concepts within their proposal.

Firms should consider incorporating all or a portion of the Roeland Park logo into the sign design. Roeland Park will provide vector artwork of the Roeland Park logo upon request. The successful firm will demonstrate the design’s compliance with Roeland Park’s brand, structural soundness, quality of materials, ease of installation, and ease of maintenance.

Scope of Work: The successful firm will be expected to provide the following:

1. Preliminary meetings with Roeland Park staff to discuss designs and visual preferences for Roe Boulevard gateway entrance signage.
2. Draft sketches for staff feedback.

Anticipated Meetings: The successful firm will be expected to attend preliminary and final meetings with Roeland Park staff and elected officials to discuss designs and visual preferences for the gateway monuments preferred. Anticipate attending 3 meetings and providing sketches for staff and elected official feedback during each of these meetings.

Submission Requirements: The following must be included in the proposal:

1. Narrative demonstrating an understanding of the project.
2. Example design drawings for North Gateway and South Gateway sign types.
3. Background information on the firm including project team and qualifications.
4. References
5. Timeline: The successful firm shall provide a project timeline compatible with the Roe 2020 Corridor Livability Improvement project construction timeline.

Evaluation Criteria will include:

- Understanding of project as demonstrated in proposal, including conciseness, thoroughness, and identification of issues and approaches/solutions
- Ability to provide design, fabrication, and installation services with a final lump-sum total price
- Strength of team qualifications/experience
- Extent of experience on similar projects including developing gateway signage and completion of comparable projects
- Design/implementation schedule and availability to begin work in a timely manner, as required
- References
- Quality of sample work
- Identified conflicts of interest and/or resolution of same

Selection Process: Final selection of the design/fabrication/installation firm/team will follow a two-step process. First, the qualifications and costs provided under this RFP will be thoroughly reviewed with the top candidate(s) selected by a Review Team. Second, the top candidate(s) may be interviewed by the Review Team and the finalist selected. The price is of importance to the City of Roeland Park, but may not be considered the priority in the final award of the Roe Boulevard Gateway Entrance Signage contract, among other criteria. The cost provided is to be a “not to exceed” lump sum cost. Responses received after close of business on the specified date will not be considered. The City of Roeland Park reserves the right to short-list (up to two) firms and request more detailed technical proposals or

schedule interviews with the short-listed firms. The City of Roeland Park reserves the right to select the second-ranked consultant if negotiations with the first consultant are unsuccessful.

GENERAL INSTRUCTIONS TO BIDDERS

1. The following instructions are to be considered an integral part of this proposal. Unless otherwise requested, only one copy of the proposal needs to be submitted. The person signing the bid form must initial any changes or corrections made to this proposal.
2. Proposal Response Format
 - a. COVER LETTER: The cover letter should exhibit the Respondent's understanding and approach to the project. It should contain a summary of Respondent's ability to perform the services described and confirm that the Respondent is willing to perform those services and enter into a contract with the City of Roeland Park.
 - b. QUALIFICATIONS AND CAPABILITIES: General firm information, experience of project team, documentation of previous projects
 - c. TECHNICAL APPROACH: Illustrate and describe proposed technical solution and compliance with the RFP, including turn-key implementation of the signage project
 - d. TIMELINE: Detailed description of project milestones with specific dates of completion
 - e. OUTLINE OF DELIVERABLES: Description of meetings, sketches, refined drawings included in the cost
 - f. PROPOSAL COST: Lump sum cost to complete project as specified. Design, fabrication, and installation of the "South Gateway West" sign shall be bid as Add Alternate 1.

The person, firm, or corporation making the proposal shall submit their bid for RFP for Roe Boulevard Gateway Entrance Signage, complete with the firm's company name, bid title, and bid date.

3. The following bid shall be awarded to one "responsible" bidder on a total price basis. An award shall be made to one firm for the total bid.

The City of Roeland Park shall accept and evaluate all responses and determine which company best meets the qualifications while maximizing benefits. Proposals will be reviewed by members of staff and a recommendation shall be forwarded to the City of Roeland Park for approval, if

necessary. Upon review of the proposals submitted, the City of Roeland Park may conduct interviews with respondents to supplement the information necessary for the selection process.

4. The City of Roeland Park desires delivery of the material or services specified at the earliest possible time after the date of award. An unreasonable timeline of delivery may be cause for disqualification of a bid.
5. The City of Roeland Park reserves the right to accept or reject any and all bids, and waive any informality.

THE UNDERSIGNED ON THE BID PROPOSAL CERTIFIES THAT HE/SHE HAS CAREFULLY EXAMINED THE INSTRUCTIONS TO BIDDERS, TERMS, AND SPECIFICATIONS APPLICABLE TO AND MADE A PART OF THIS PROPOSAL. HE/SHE FURTHER CERTIFIES THAT THE PRICES SHOWN ARE IN ACCORDANCE WITH THE CONDITIONS, TERMS, AND SPECIFICATIONS OF THE PROPOSAL AND THAT ANY EXCEPTION TAKEN THERETO MAY DISQUALIFY THE BID.

SIGNATURE: _____

DATE: _____

NOTICE TO BIDDERS

Proposals for Roe Boulevard Gateway Entrance Signage will be received at Roeland Park City Hall, 4600 W 51st St, #200, Roeland Park, KS 66205 until August 26th, 2020, 5:00 pm.

The bid must clearly identify the firm, individual, or organization that is submitting the bid.

Bid documents may be obtained at <https://www.roelandpark.net/Bids.aspx> . Any questions regarding the bid requirements can be directed to:

Keith Moody
City Administrator
City of Roeland Park
4600 W 51st St, #200
Roeland Park, KS 66205

Contractors and subcontractors shall comply with all provisions and requirements as stipulated in the specifications and bid submittal packets for this project. The City of Roeland Park reserves the right to waive any irregularities and/or technicalities, and to accept or reject any or all bids of any part thereof.

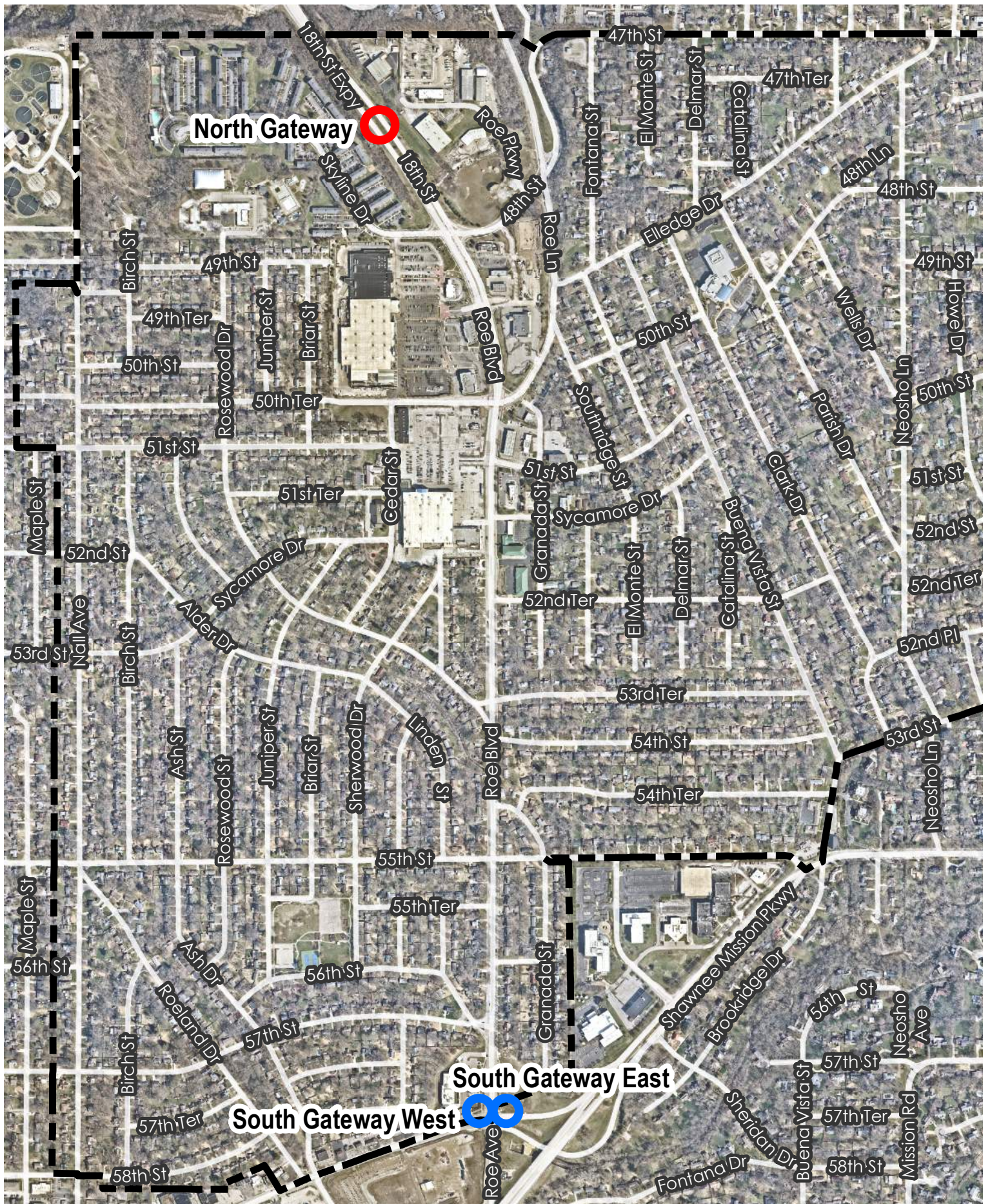
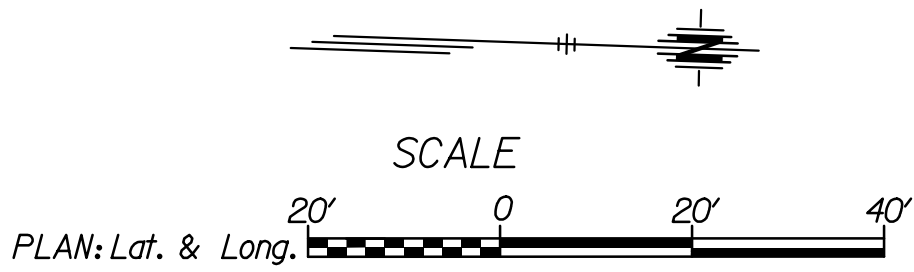


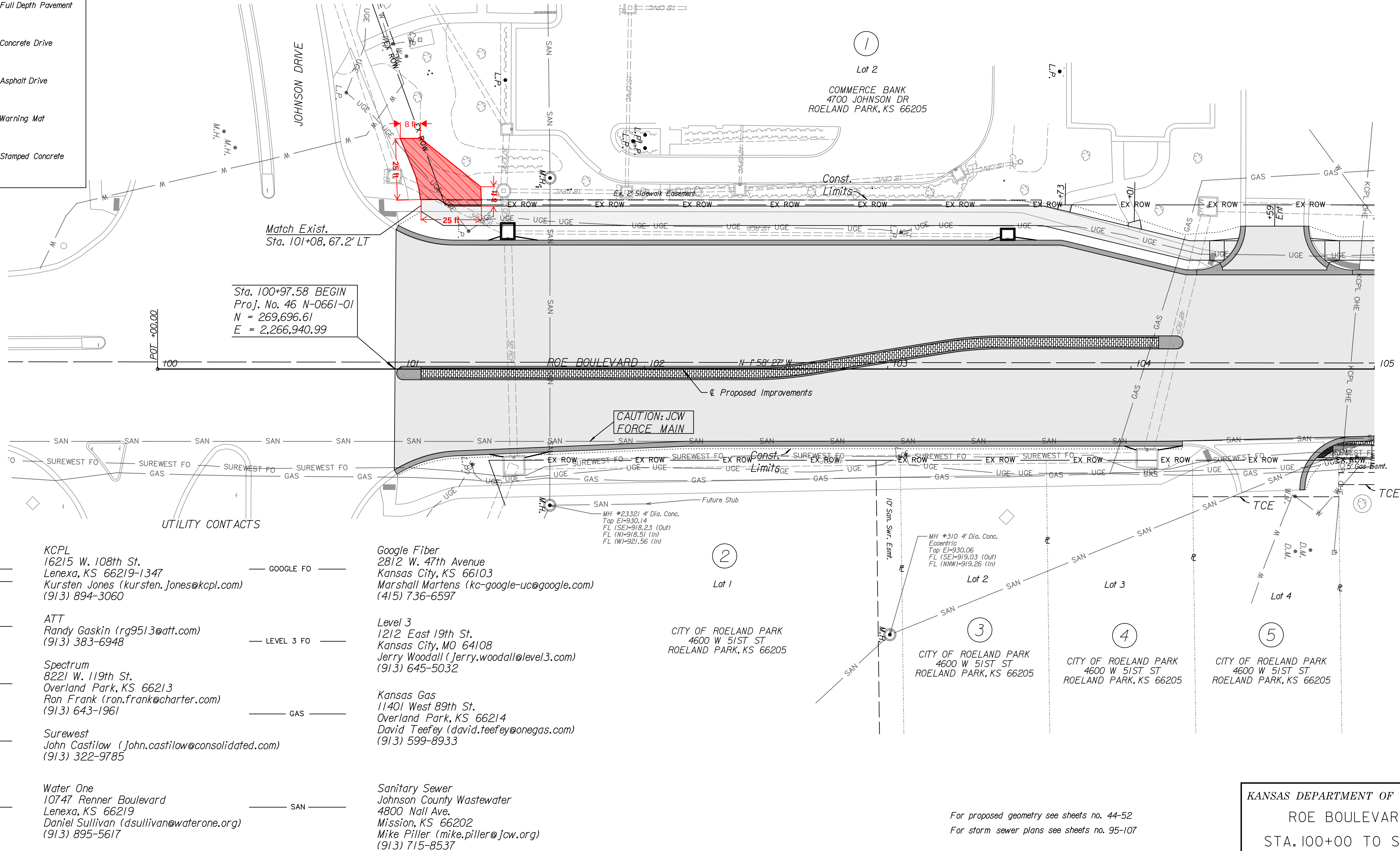
EXHIBIT A | GATEWAY SIGN LOCATION PLAN

STATE	PROJECT NO.	YEAR	SHEET NO.	TOTAL SHEETS
KANSAS	46 N-0661-01	2019	12	393



DATE	BY	REFERENCES NOTED	REFERENCES CHECKED

LEGEND	
	Proposed Mill & Overlay
	Proposed Curb & Gutter
	Proposed Sidewalk
	Proposed Full Depth Pavement
	Proposed Concrete Drive
	Proposed Asphalt Drive
	Proposed Warning Mat
	Proposed Stamped Concrete



Plotted : 25-APR-2019 12:53

Drawn By : Irosenbaum
File : 13668R1301.dgn

KCPL
16215 W. 108th St.
Lenexa, KS 66219-1347
Kurstien Jones (kurstien.jones@kcpl.com)
(913) 894-3060

ATT
Randy Gaskin (rg9513@att.com)
(913) 383-6948

Spectrum
8221 W. 119th St.
Overland Park, KS 66213
Ron Frank (ron.frank@charter.com)
(913) 643-1961

Surewest
John Castilow (john.castilow@consolidated.com)
(913) 322-9785

Water One
10747 Renner Boulevard
Lenexa, KS 66219
Daniel Sullivan (dsullivan@waterone.org)
(913) 895-5617

GOOGLE FO

LEVEL 3 FO

GAS

SAN

Google Fiber
2812 W. 47th Avenue
Kansas City, KS 66103
Marshall Martens (kc-google-uc@google.com)
(415) 736-6597

Level 3
1212 East 19th St.
Kansas City, MO 64108
Jerry Woodall (jerry.woodall@level3.com)
(913) 645-5032

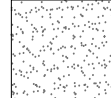
Kansas Gas
11401 West 89th St.
Overland Park, KS 66214
David Teefey (david.teefey@onegas.com)
(913) 599-8933

Sanitary Sewer
Johnson County Wastewater
4800 Nall Ave.
Mission, KS 66202
Mike Piller (mike.piller@jcw.org)
(913) 715-8537

For proposed geometry see sheets no. 44-52
For storm sewer plans see sheets no. 95-107

KANSAS DEPARTMENT OF TRANSPORTATION
ROE BOULEVARD PLAN
STA. 100+00 TO STA. 105+00

PLANT SCHEDULE—L9

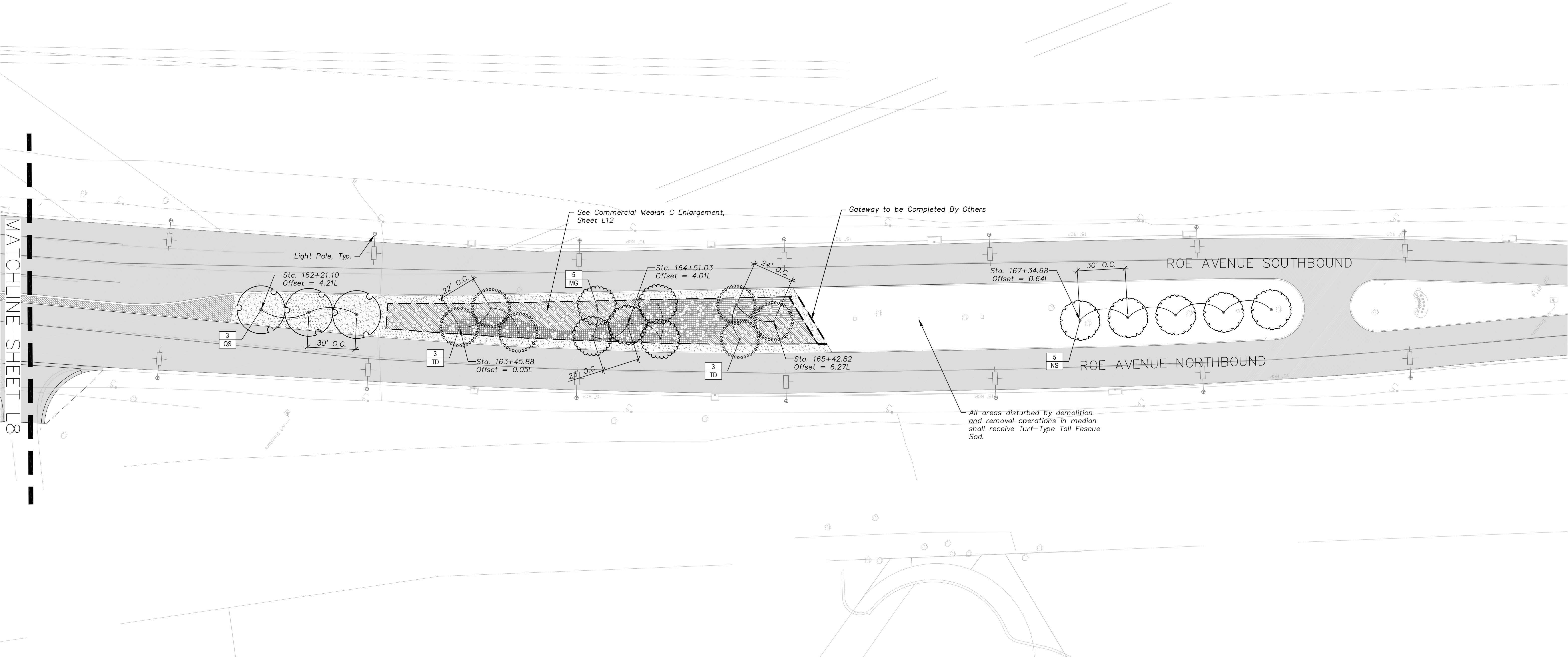
TREES	QTY	BOTANICAL NAME	COMMON NAME	CONT	CAL
MG	5	Metasequoia glyptostroboides	Dawn Redwood	B & B	2.5" CAL., 10' MIN. HT.
NS	5	Nyssa sylvatica "Wildfire"	Wildfire Black Gum	B & B	2.5" Cal.
QS	3	Quercus shumardii	Shumard Oak	B & B	2.5" Cal.
TD	6	Taxodium distichum	Bald Cypress	B & B	2.5" CAL., 10' MIN. HT.
TURFGRASS	QTY	BOTANICAL NAME	COMMON NAME	CONT	
	4,993 sf	Festuca arundinacea "Turf-Type"	Turf-Type Tall Fescue	sod	

LEGEND

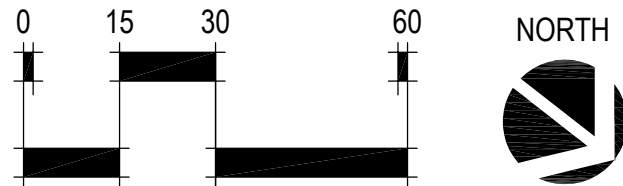
Shovel Cut Edge, See Detail 04/L17

STATE	PROJECT NO.	YEAR	SHEET NO.	TOTAL SHEETS
KANSAS	46 N-0661-01	2020	293	429

DATE	BY	REFERENCES NOTED	REFERENCES CHECKED



Note: Station Offsets shown are based on Proposed Road C as shown on Civil Sheets.



Drawn By : bspangler 8/15/2018 2:54 PM
File : L2 LANDSCAPE PLAN.dwg

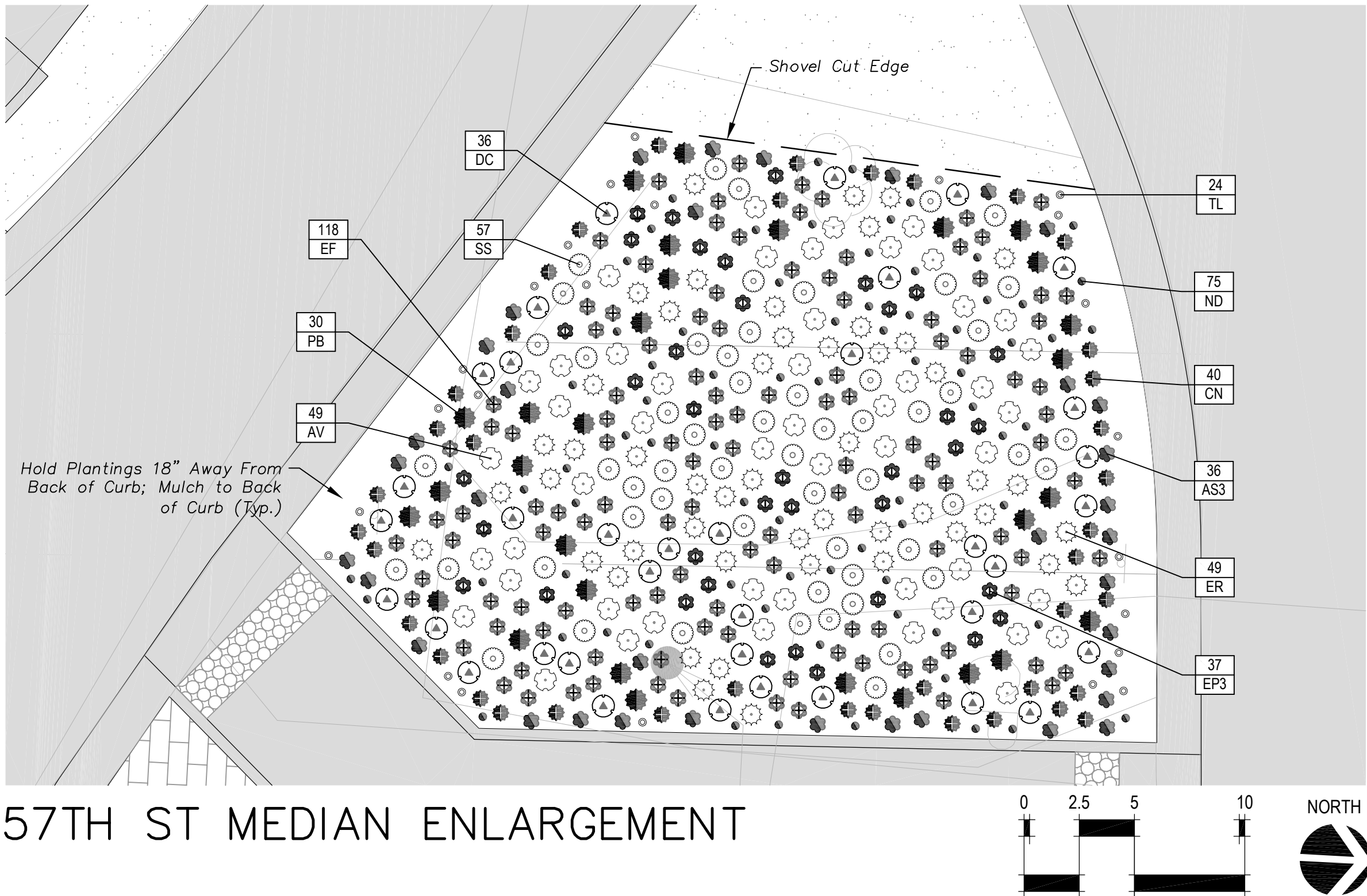
DATE	
BY	
REFERENCES NOTED	
REFERENCES CHECKED	

PLANT SCHEDULE—L2

TREES	QTY	BOTANICAL NAME	COMMON NAME	CONT	CAL
AS	3	Acer miyabei 'Morton'	State Street Maple	B & B	2.5' Cal.
AN	3	Acer truncatum x. A. plat. 'Keithsform'	Norwegian Sunset® Maple	B & B	2.5' Cal.
QB	1	Quercus bicolor	Swamp White Oak	B & B	2.5' Cal.
TURFGRASS	BOTANICAL NAME	COMMON NAME	CONT		
	Festuca arundinacea "Turf-Type"	Turf-Type Tall Fescue	sod		

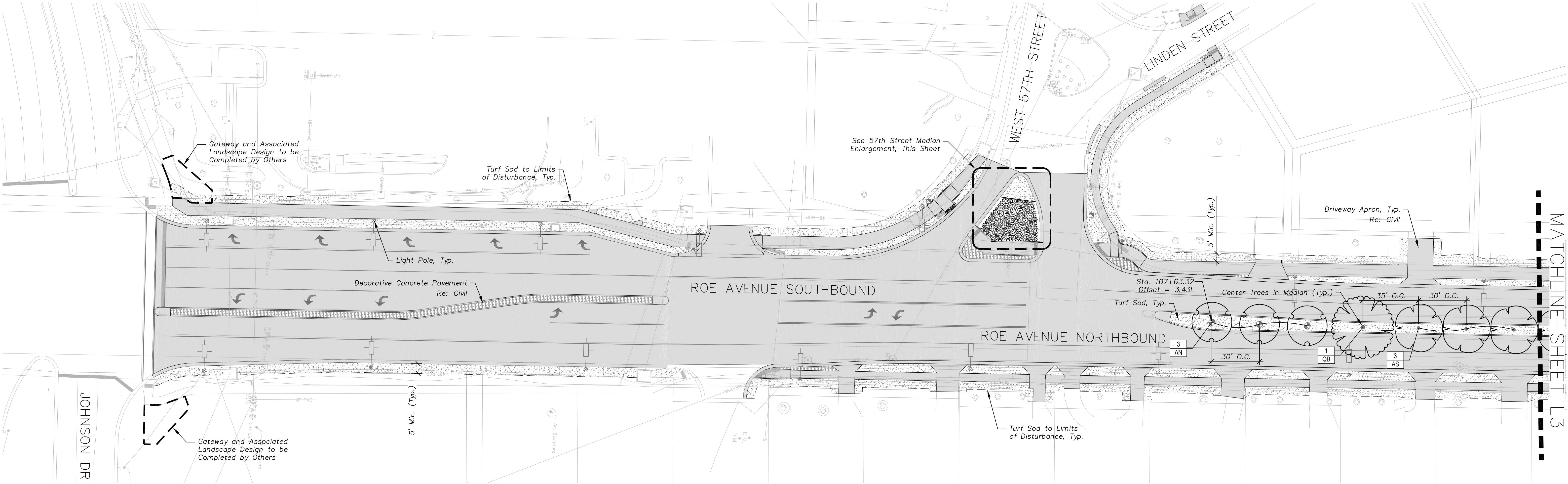
LEGEND

Shovel Cut Edge, See Detail 04/L17

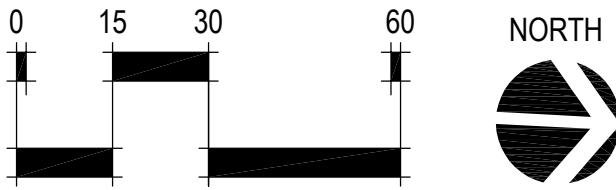


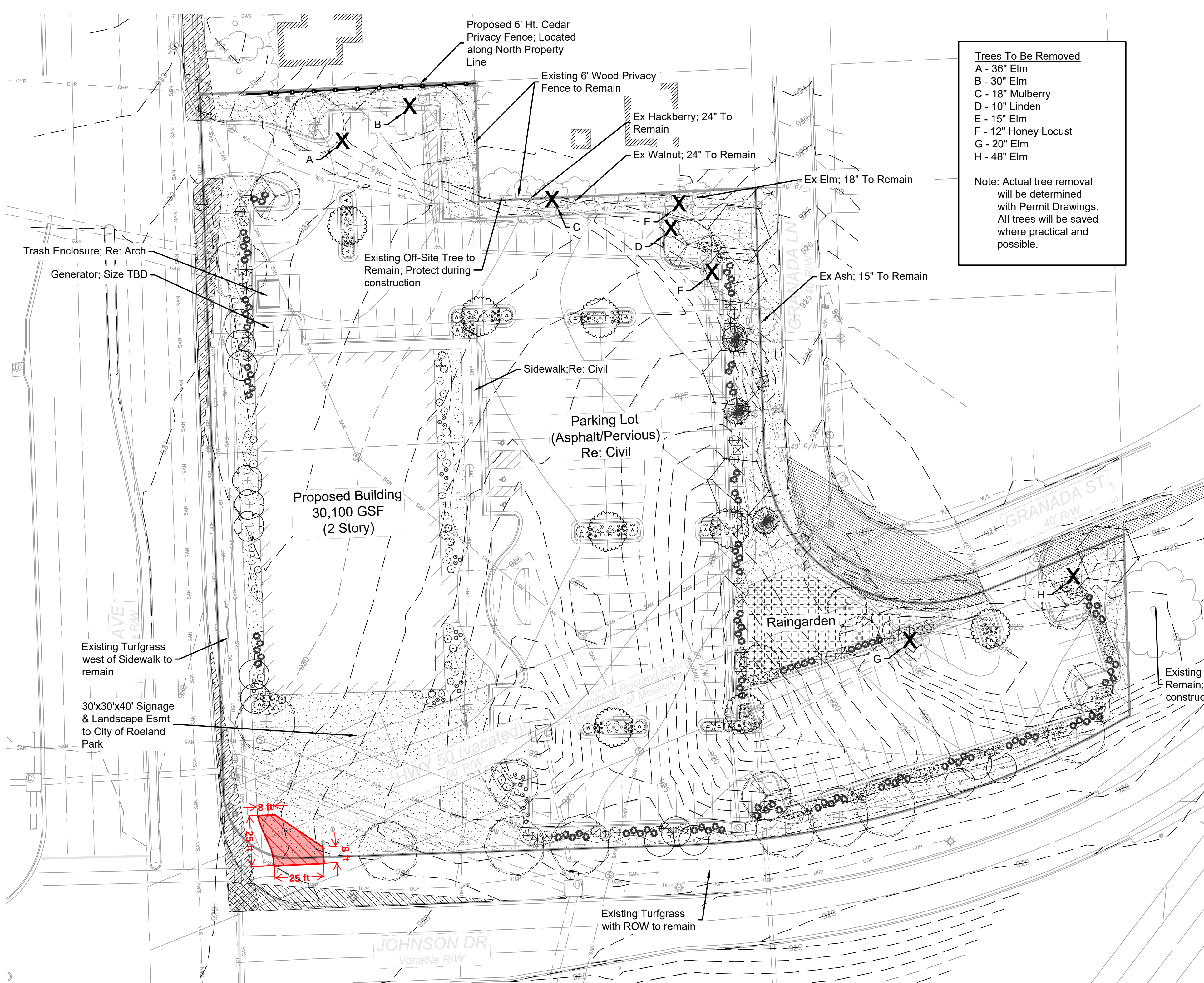
PLANT SCHEDULE—57TH ST MEDIAN

BULBS	CODE	QTY	BOTANICAL NAME	COMMON NAME	CONT
	ND	75	Narcissus x 'Dutch Master'	Dutch Master Large Yellow Daffodil	4 Bulbs per symbol
	TL	24	Tulipa x 'Little Beauty'	Little Beauty Tulip	10 Bulbs per symbol
GRASSES & PERENNIALS	CODE	QTY	BOTANICAL NAME	COMMON NAME	CONT
	AS3	36	Allium x 'Summer Beauty'	Summer Beauty Allium	4" pot
	AV	49	Andropogon virginicus	Broomsedge Bluestem	1 Qt.
	CN	40	Calamintha nepeta 'Montrose White'	Montrose White Dwarf Calamint	4" pot
	DC	36	Dianthus carthusianorum	Clusterhead Pink	1 Qt.
	EP3	37	Echinacea paradoxa	Bush's Coneflower	4" pot
	EF	118	Echinacea purpurea 'Fatal Attraction'	Fatal Attraction Coneflower	4" pot
	ER	49	Echinops ritro	Globe Thistle	1 Qt.
	PB	30	Penstemon barbatus	Beardlip Penstemon	1 Qt.
	SS	57	Solidago speciosa	Showy Goldenrod	1 Qt.



Note: Station Offsets shown are based on Proposed Road C as shown on Civil Sheets.





LANDSCAPE NOTES

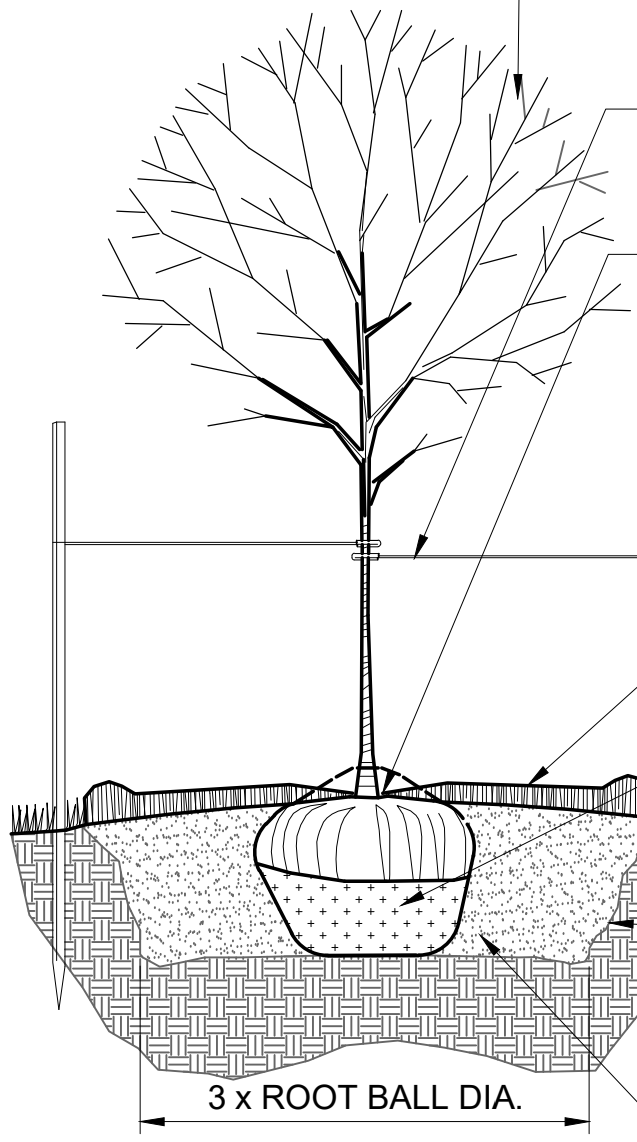
1. LOCATE UTILITIES PRIOR TO COMMENCING LANDSCAPE OPERATIONS. ALL TREES SHALL BE FIELD POSITIONED AS TO AVOID CONFLICTS WITH EXISTING AND PROPOSED UTILITIES. NOTIFY LANDSCAPE ARCHITECT OF ANY CONFLICTS OR OBSTRUCTIONS.
2. CONTRACTOR SHALL STAKE ALL PLANTING AREAS IN THE FIELD PRIOR TO PLANTING FOR APPROVAL OF THE OWNER OR THEIR REPRESENTATIVE.
3. CONTRACTOR SHALL VERIFY ALL PLANT QUANTITIES PRIOR TO PLANTING. ANY DISCREPANCIES WITH THE PLAN SHALL BE BROUGHT TO THE ATTENTION OF THE LANDSCAPE ARCHITECT. THE PLAN QUANTITIES SHALL SUPERCEDE SCHEDULED QUANTITIES.
4. ALL PLANT MATERIAL SHALL BE SPECIMEN QUALITY AND SHALL COMPLY WITH RECOMMENDATIONS AND REQUIREMENTS OF ANSI Z60.1 THE 'AMERICAN STANDARD FOR NURSERY STOCK'.
5. ALL PLANTING BEDS & NATIVE GRASS STANDS SHALL BE EDGED AS SHOWN IN PLAN.
6. PREPARE PLANTING BEDS AND INCORPORATE AMENDMENTS ACCORDING TO PLANS.
7. SHREDDED HARDWOOD MULCH, PER SPECIFICATIONS SHALL BE USED AS A THREE INCH (3") TOP DRESSING IN ALL PLANTING BEDS AND AROUND ALL TREES. SINGLE TREES AND SHRUBS SHALL BE MULCHED TO THE OUTSIDE EDGE OF THE SAUCER OR LANDSCAPE ISLAND.
8. ALL TREES SHALL BE STAKED PER DETAIL.
9. ALL PLANT MATERIAL SHALL BE INSTALLED TO ALLOW A ONE FOOT (1') CLEARANCE BETWEEN PLANT AND ADJACENT PAVEMENT.
10. THE LANDSCAPE CONTRACTOR SHALL NOT COMMENCE WORK UNTIL THE SITE IS FREE OF DEBRIS CAUSED BY ON-GOING CONSTRUCTION OPERATIONS. REMOVAL OF DEBRIS SHALL BE THE RESPONSIBILITY OF THE GENERAL CONTRACTOR. LANDSCAPE WORK SHALL NOT BEGIN UNTIL THE LANDSCAPE ARCHITECT AND OWNER HAVE GIVEN WRITTEN APPROVAL FOR SUCH. THERE SHALL BE NO DELAYS DUE TO LACK OF COORDINATION FOR THIS ACTIVITY.
11. THE LANDSCAPE ARCHITECT AND OWNER SHALL APPROVE GRADES AND CONDITION OF SITE PRIOR TO SODDING/SEEDING OPERATIONS.
12. ALL AREAS DISTURBED DURING CONSTRUCTION AND NOT DESIGNATED FOR OTHER PLANTINGS OR LANDSCAPE SHALL BE SODDED WITH BUFFALO GRASS. ALL AREAS OUTSIDE OF THE BUFFALO PLANTING ZONE SHALL BE SODDED WITH TURF TYPE TALL FESCUE.
13. ALL SHRUB BED AREAS SHALL BE IRRIGATED BY DRIP IRRIGATION. BUFFALO SOD AREAS SHALL BE IRRIGATED BY QUICK COUPLE ACCESS AT 100 FT O.C OR WITHIN 50' OF A BUILDING HOSE BIB. IRRIGATION SYSTEM SHALL INCLUDE AUTOMATIC RAIN-SENSOR DEVICE. IRRIGATION SHOP DRAWINGS SHALL BE PROVIDED BY THE CONTRACTOR FOR APPROVAL PRIOR TO CONSTRUCTION.
14. RAINGARDEN PLANTINGS SHALL BE GROUPED IN NO LESS THAN 10 PLANTS PER GROUP. FINAL DESIGN OF RAINGARDEN SHALL BE PROVIDED WITH PERMIT DRAWINGS.

LANDSCAPE REQUIREMENTS

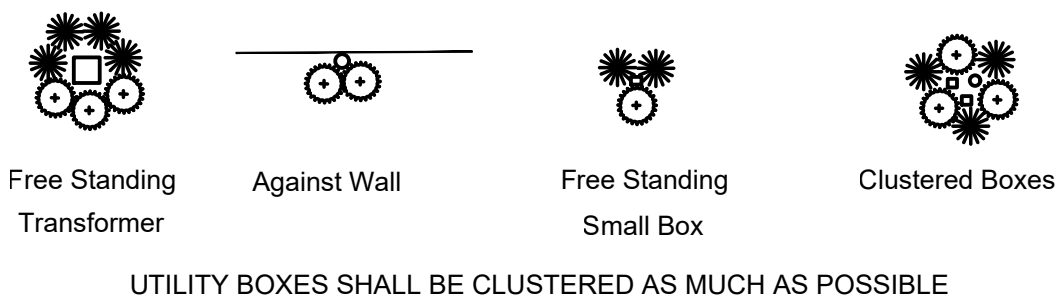
- Proposed Zoning: CP-O
- Minimum Tree Requirements (Sec 16-1005)
- Street Frontage: 1 Tree / 40 lf
 - Open Space: 1 Tree / 3,000 sf Open Space
- Vehicular Use Areas Requirements (Sec 16-1007)
- Min. 6% Interior Of Parking Lot (Spaces x 280)
- Screening Requirements (Sec 16-1010)
- Trash Enclosures shall be screened and appropriately landscaped
 - Exterior ground/building mounted equipment shall be screened from public view
 - Adjacent to Residential (SFR) shall provide a solid screen or wall not less than 6' in height along the rear and side property lines which are common to subject property to the building line. The screening shall not be required where similar screening exists on the abutting residential property.
- Provided Street Trees
- Street Frontage: Roe Blvd: 377 LF / 40 = 9.42 Trees Provided: 10 Trees
 - Street Frontage: Johnson Dr.: 430 LF / 40 = 10.75 Trees Provided: 13 Trees
 - Street Frontage: Grenada: 359 LF / 40 = 8.98 Trees Provided: 9 Trees
- Provided Open Space
- Total Open Space: 36,363.47 sf / 3,000 sf = 12 Trees
 - Open Space Trees (including parking lot trees): 17 Trees
- Provided Vehicular Use Areas
- Total Parking Spaces = 161 x 280 = 45,080 x 6% = 2,704.8 sf
 - Total Area Provided = 3,724 sf

1. TREES THAT DO NOT MEET THE SIZE REQUIREMENT WILL BE REJECTED
2. TREES SHALL BE INSPECTED BY OWNERS REPRESENTATIVE PRIOR TO INSTALLATION.

PRUNE OUT ANY DEAD OR BROKEN BRANCHES AND REMOVE DEBRIS FROM SITE.



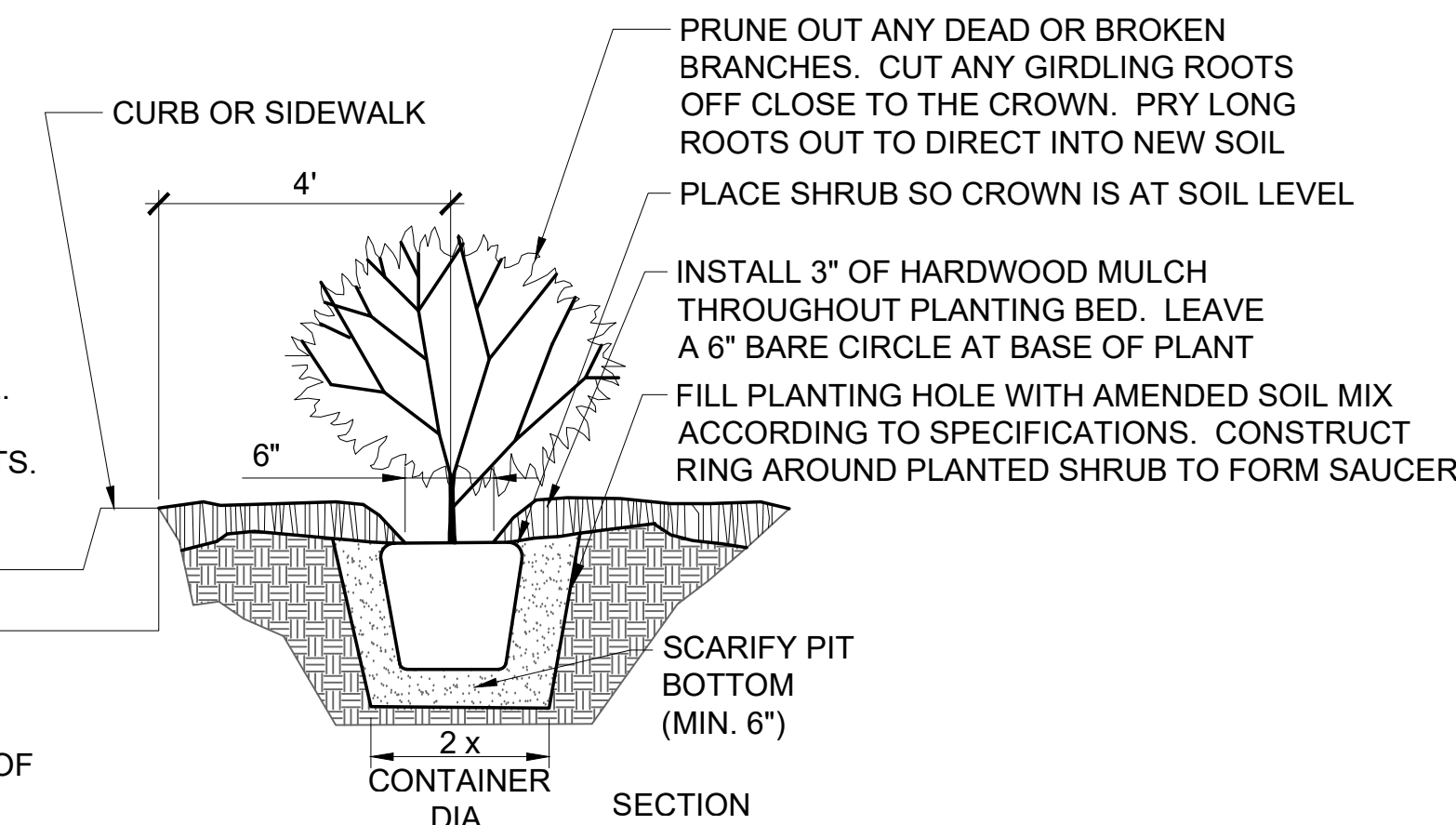
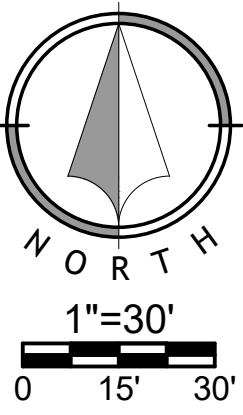
DECIDUOUS TREE PLANTING DETAIL - NTS



TYPICAL UTILITY BOX SCREENING DETAILS - NTS

PLANT SCHEDULE

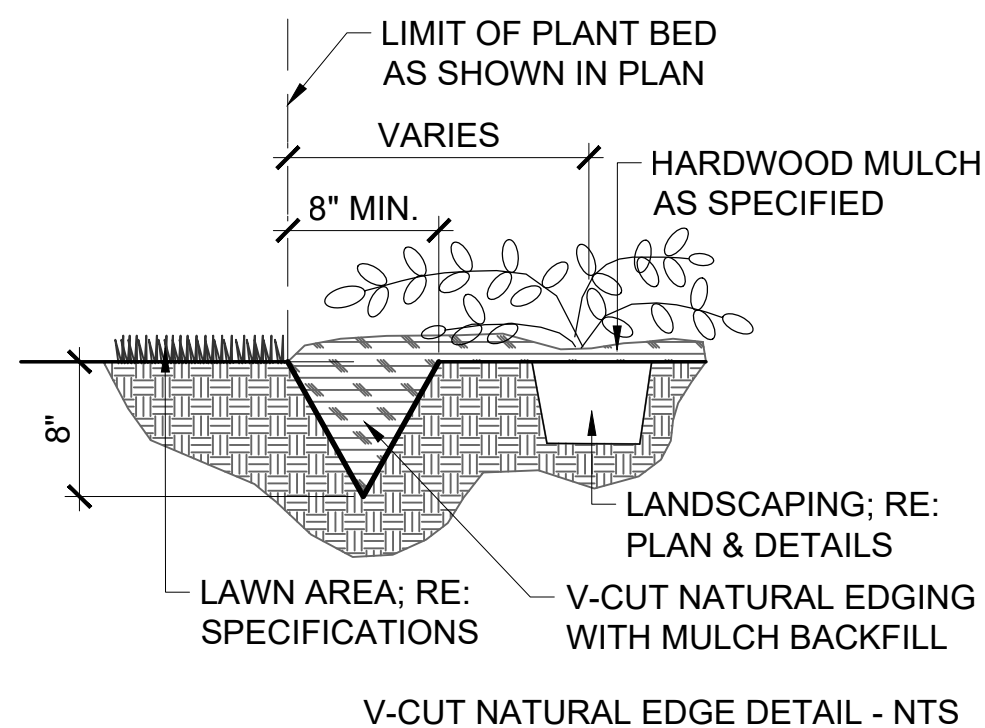
TREES	BOTANICAL / COMMON NAME	CONT	CAL	SIZE	QTY
	Amelanchier x grandiflora 'Autumn Brilliance' / 'Autumn Brilliance' Serviceberry	B&B	1.5" Cal.		11
	Betula nigra 'Heritage' / Heritage River Birch	B&B	2.5" Cal.		3
	Cercis canadensis 'Forest Pansy' TM / Forest Pansy Redbud	B&B	1.5" Cal.		3
	Ginkgo biloba 'Autumn Gold' TM / Maidenhair Tree	B&B	2.5" Cal.		8
	Picea pungens 'Hoopsii' / Hoopsii Blue Spruce	B&B		6' Ht. Min.	3
	Quercus bicolor / Swamp White Oak	B&B	2.5" Cal.		10
	Ulmus americana 'Valley Forge' / American Elm	B&B	2.5" Cal.		5
	Zeikova serrata 'Green Vase' / Sawleaf Zeikova	B&B	2.5" Cal.		6
SHRUBS	BOTANICAL / COMMON NAME	CONT			QTY
	Aronia melanocarpa 'Morton' TM / Iroquis Beauty Black Chokeberry	3 Gal.			17
	Calamagrostis x acutiflora 'Karl Foerster' / Feather Reed Grass	3 Gal.			30
	Cornus stolonifera 'Arctic Fire' / Arctic Fire Dogwood	3 Gal.			12
	Hemerocallis x 'Stella de Oro' / Stella de Oro Daylily	1 Gal.			123
	Hydrangea paniculata 'Little Lime' / Little Lime Hydrangea	3 Gal.			8
	Hypericum frondosum 'Sunburst' / Sunburst Hypericum	3 Gal.			10
	Juniperus chinensis 'Sea Green' / Sea Green Juniper	5 Gal.			60
	Juniperus sabin 'Buffalo' / Buffalo Juniper	3 Gal.			20
	Juniperus virginiana 'Skyrocket' / Skyrocket Juniper	5 Gal.			19
	Miscanthus sinensis 'Gracillimus' / Maiden Grass	5 Gal.			104
	Sedum x 'Autumn Joy' / Autumn Joy Sedum	1 Gal.			36
GROUND COVERS	BOTANICAL / COMMON NAME	CONT		SPACING	QTY
	Bouteloua Dactyloides Cody / Cody Buffalo Sod	SOD			26,768 sf
	Rain Garden See Species List / Rain Garden RE: Notes	D.C.P.		15" o.c.	1,687
Upper Fringe Zone:					
- Prairie Drop Seed - 20%					
- Black Eyed Susan - 10%					
- Blazing Star - 20%					
- Switchgrass - 50%					
Lower Flood Zone:					
- Blue Flag Iris - 25%					
- Soft Rush - 25%					
- Switchgrass - 50%					



- NOTES:
1. REFER TO SPECIFICATIONS FOR TOPSOIL BACKFILL MIX.
 2. CONTRACTOR TO WATER THOROUGHLY AFTER PLANTING
 3. INSTALLATION TO BE IN ACCORDANCE WITH PLANTING SPECIFICATIONS

SHRUB PLANTING DETAIL - NTS

- NOTES:
1. CONTRACTOR SHALL LOCATE AND MARK ALL PLANTBED LOCATIONS PRIOR TO EXCAVATING FOR FINAL APPROVAL BY OWNER OR LANDSCAPE ARCHITECT.
 2. TRANSITION TO MULCH CONTAINMENT DETAIL AT ALL LOCATIONS ADJACENT TO CURBS & SIDEWALKS. RE: DETAIL, THIS SHEET.
 3. CONTRACTOR TO VERIFY ALL UTILITY LOCATIONS PRIOR TO TRENCHING OR LANDSCAPE INSTALLATION.



V-CUT NATURAL EDGE DETAIL - NTS

CIVIL CONSULTANT

Renaissance Infrastructure Consulting
132 Abbie Ave.
Kansas City, Kansas 66103
Licensee's Certificate of Authority Number:

Phone Number: 913-317-9500

STRUCTURAL CONSULTANT

Bob D. Campbell
4338 Bellevue
Kansas City, Missouri
Licensee's Certificate of Authority Number:

Phone Number: 816-531-4144

MEP CONSULTANT

Smith & Boucher Engineers
25501 Valley Parkway, Suite 200
Olathe, Kansas
Licensee's Certificate of Authority Number:

Phone Number: 913-345-2127

LANDSCAPE CONSULTANT

Renaissance Infrastructure Consulting
132 Abbie Ave.
Kansas City, Kansas 66103
Licensee's Certificate of Authority Number:

Phone Number: 913-317-9500

Date	8/7/19
Job Number	3-19133
Drawn By	AG
Checked By	AG

Revision		
Number	Date	Description
1	08-07-19	FDP/PDP

EXHIBIT B – CONCEPTUAL GATEWAY RENDERINGS

NORTH GATEWAY:



SOUTH GATEWAY WEST:



SOUTH GATEWAY EAST:



PROPOSAL

- to -

City of Roeland Park, KS

- by -

Complete Signs, LLC.

www.completesigns.net

Telephone: 888.823.9005



Justin Holland
cell: 334.797.1201

tel: 888.823.9005 x3
web: completesigns.net
email: justin@completesigns.net

DESCRIPTION OF FIRM:

Complete Signs truly appreciates the opportunity to bid on this sign project. We view all of our sign projects as life-long relationships, and we are excited about building a mutually beneficial relationship with your city.

After working at one of the world's largest and state of the art sign companies, Brian Lumbatis, Jason Lumbatis, and Justin Holland, individuals with over 40 years of sign-making experience, established Complete Signs in October of 2000. We currently serve clients across the U.S. and have quickly grown into one of the largest LED dealers in the nation.

We place a great deal of emphasis on quality, service, and professionalism. When working with Complete Signs you will quickly notice we go to great lengths to stand apart from our competition.

Although we gladly work with any business, organization, or municipality requiring signage, we have naturally gravitated towards Schools, Churches, and Government Agencies. Perhaps the diverse skills obtained over the years have helped us provide a competitive service to these agencies, while understanding how to meet some of the unique needs arising in this line of work.

Our primary line of business is the design, manufacture, and installation of custom signs containing LED electronic message centers. We've installed hundreds of large outdoor signs nationwide, and are uniquely positioned to partner with you on this project. Unlike most traditional sign companies, we are staffed with a team that understands the world of digital signage. Following is a brief list of services provided by Complete Signs:

- LED / Digital Signs
- Architectural Custom Signs
- Pylons and Monuments
- Building Signage
- Site Work / Installation & Service
- Interior ADA Signage
- Engineering / Drafting
- Graphic Design.

PERSONNEL:

The following team members are highly experienced, and will play an important role in the success of this project.

Jason Lumbatis – Vice President of Operations

- Jason will oversee the design, installation, & purchasing

Kathi Ivey – Project Management / Project Manager

- Kathi will coordinate all field work, and customer contact during the project

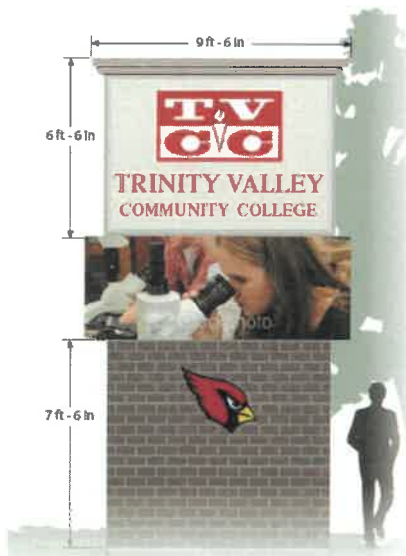
Justin Holland – Vice President of Sales & Marketing

- Justin will handle the set-up, software, training, and graphic support

EXPERIENCE:

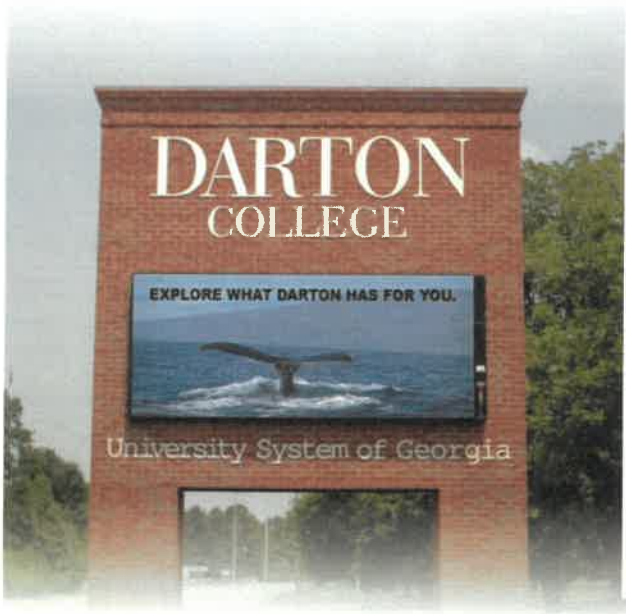
Following is a brief description of three recent projects demonstrating relevant experience. Additional details can be promptly provided upon request.

1. Trinity Valley Community College – Athens, TX.



- Design Pylon Sign
- Survey location to determine proper size LED display
- Manufacture and Install Sign
- Excavate Foundation
- Wireless Communication
- Software Support & Training
- Design custom graphics for LED
- Warranty and Preventive Maintenance

2. Darton College - Albany, GA.



- Write Bid Specs for College
- Design Pylon, Brick, LED, Structure
- Manufacture and Install Sign
- Excavate Foundation
- Design / Provide Brick Structure
- Fiber Optic Data Communication
- Design custom graphics for LED
- Warranty and Preventive Maintenance

3. Gadsden State Community College – Gadsden, AL.



- Work with GC and architect on project from inception to completion
- Fabricate sign and LED
- Manufacture and Install Sign
- Work closely with college masonry group to complete brick process.
- Software training for multiple college contacts.

PROJECT APPROACH:

In order for a job of this scope to become a success, it must be micro-managed, and handled by someone with the experience needed to anticipate potential problems. Our team has years of experience successfully handling similar projects all over the United States.

The following list identifies some of the unique things we do to ensure your project is completed on time and according to your expectations:

- Site Survey to gather detailed measurements of sign
- Pre-Permitting process. Includes developing site plan, other documents required for pulling the sign permit
- Engineering of the sign cabinet, LED, and pole structure
- Determine final mounting height of LED sign
- Determine whether LED signs need to be angled to the road to achieve maximum visibility/impact
- Develop shop drawings for sign cabinet, faces, and LED
- Coordinate with subcontractors involved in the project.
- Provide weekly updates to our point of contact.
- Develop custom graphics for your LED sign.
- Prepare communication ahead of LED delivery.
- Set up software account access and prepare for training.
- Schedule and conduct software training #1. We typically do one initial training session, and then 1-2 after the LED is installed to dive into more of the advanced features of the software. We do FREE software training for life, so there is never a charge for this service!
- Test LED sign in our shop for 24-48 hours before shipment.
- Inspect all items before crating / shipping.
- Deliver sign and LED to the job site for installation.
- Inspect sign at job site prior to installation.
- Install sign and LED
- Inspect sign with site representative to determine any punch list items.
- Confirm all computers can communicate with the LED sign.

PRODUCT BROCHURES:

Attached you will find a few product brochures for our LED signs, and a link to our websites for more information.

Vantage LED: www.vantageled.com

Complete Signs: www.completesigns.net

PRODUCT WARRANTY:

Warranty for LED Sign

- Industry Leading 7 Year Comprehensive Parts & On-Site Labor Warranty
- No “Fine Print” Loop Holes
- Lifetime warranty on LED frame structure
- Toll Free number & service email to expedite warranty calls
- Fast response time for warranty calls
- Parts stocked locally

Warranty for Main ID Sign

- 1 Year Parts & Labor
- No “Fine Print” Loop Holes
- Additional warranty for individual components
 - Ballast - 3 years
 - Vinyl Graphics - 5 years
 - Paint Finish - 5 years
 - Steel and Frame - Lifetime

Service / Maintenance

- Maintenance contracts available (when warranty ends)
- Repairs done in a timely manner
- Insurance claims handled on your behalf
- Service handled in 24-72 hours in most cases

- Emergency contact numbers for 24 hour access

PROJECT SCHEDULE:

Complete Signs will keep you updated at least weekly on the detailed progression of all aspects of this project. Our production team works closely with our sales team to keep our customers up to date, and informed of all activity associated with the project. Following is a typical timeline for a project like this.

- Design, Shop Drawings, Engineering (1-2 Weeks)
- Permitting (1-2 Weeks)
- Manufacturing (8-10 Weeks)
- Shipping & Installation (1-2 Weeks)



P. O. Box 8861 Dothan, AL 36304 P 888.823.9005
F 334.556.0218 signs@completesigns.net www.completesigns.net

References

Raising Cane's

Brad Sanders
Baton Rouge, LA
225-383-7400

Darton College

Bengie Cravey
Albany, GA
229-430-6750

Best Western

Aubrey Tenney
Destin, FL
850-650-8003

A Plus Insurance

Ann Vickery
Chipley, FL
850-638-7010

The Hangar

Jennifer Dyson
Daleville, AL
334-598-9533

Ridgecrest Baptist Church

Charles Olive
Dothan, AL
334-792-9406

Arlington Car Wash

Mark Pfister
Jacksonville, FL
904-753-2282

Wulf Outdoor Sports

Virginia Solgot
Center, TX
936-598-5141

Century 21 - Coastal Realty

Bob Hudgens
Fort Walton, FL
(850) 244-2100

Ascent Aviation

Holly Harding
Parish, NY
800-272-3681

Good Neighbor Pharmacy

Patrick Kittoe
Orlando, FL
800-540-3991 x6559

Waid Parrish & Assoc.

Andy Gosselin
Dothan, AL
334-793-0683

Wallace Community College

Tom Sizemore
Dothan, AL
334-556-0241

Wyland Galleries

Jay Sweeney
Dothan, AL
850-650-1800

Pensacola Airport

Steve Schultz
Pensacola, FL
850-436-5000

Lewis & Co. Jewelers

Keith Lewis
Crestview, FL
888-573-8269

Wiregrass Electric Cooperative

Cary Hatcher
Hartford, AL
334-588-2223

David Rutherford

Gold Cup Bowling Centers
Warner Robbins, GA
478-781-2096

Rowland Publishing

Brian Rowland
Tallahassee, FL
850-878-0554

Alabama Power

Charles Ivey
Quinton, AL
205-488-2036

Allergy & Asthma

Robert Grubbe
Oxford, AL
256-835-1009

Grace Tabernacle Church

Dave Malheiro
Fort Walton Beach, FL
850-314-0700

Micatrotto Restaurant Group

Joe Micatrotto
Las Vegas, NV
702-365-9221

Alcovy High School

Dave Easterday
Covington, GA
770-784-4995



P.O. Box 8861 Dothan, AL 36304 P 888.823.9005
F 334.556.0218 signs@completesigns.net www.completesigns.net

Quotation

To: City of Roeland Park
Pres101-102

Date: 8/24/2020

Item	QTY	Description	Unit Price	Sub Total
1	1	3' non-illuminated aluminum letters "Roeland Park"	\$ 4,242.00	\$ 4,242.00
2	2	4'6 non-illuminated aluminum letters "RP"	\$ 1,157.00	\$ 2,314.00
3	1	Install of letters on existing base	\$ 3,650.00	\$ 3,650.00
4	1	Shipping to KS	\$ 850.00	\$ 850.00
5	1	Permitting	\$ 550.00	\$ 550.00
6	1	Sales Tax (TBD)		\$ -
Total				\$ 11,606.00

Buyer is also responsible for the following items (when applicable) which are not included in the above price but will be included in the final invoice: sales tax; permit fees; the cost of securing permits; sealed engineered drawings; final electrical connections. Complete Signs is not responsible for running power to the sign location. Installation pricing is based on anticipated normal wall and soil conditions. Buyer also acknowledges that the final price may be adjusted for unanticipated conditions (such as, but not limited to, poor access behind walls or unstable and/or rocky soil conditions.) A technical survey is required in order to obtain detailed measurements, mounting details, and confirm site conditions. For replacement faces, the price could vary if the existing size is different from size listed on our quotation. The price would go up or down proportionally based on a cost of \$20 per square foot. Existing steel poles/support structure will be surveyed and Complete Signs will advise if it is adequate for the cities wind load requirements. If any structural changes are required, Complete Signs will advise and present an updated quote for approval. Payment for all charges shall be in accordance with paragraph 6 of this Agreement. (Install cost includes installation of wireless kit and cable within 20ft of computer) hub. Any additional cables, labor to install cables and or kits may be additional charges)

UPON SIGNATURE OF THE PARTIES (BELOW) THIS QUOTATION IS INCORPORATED IN THE AGREEMENT OF THE PARTIES (AS ATTACHMENT 1) AND SUPERSEDES ALL PRIOR QUOTATIONS.

Customers Signature _____

Complete Signs, LLC Signature _____

Note: Quotation must be
signed within 30 days or
prices are subject to change.

ATTACHMENT 1

Complete Signs, LLC Sales Installation Contract

Page A1



Proposed:
Individual Channel Letters : Bottom Mounted To Masonry Base (Masonry By Others)
Fabricated Brushed Aluminum w/ Clear Coat
Externally illuminated w/ LED Flood Lamps (Up Lighting)
brushed alum.

Face View



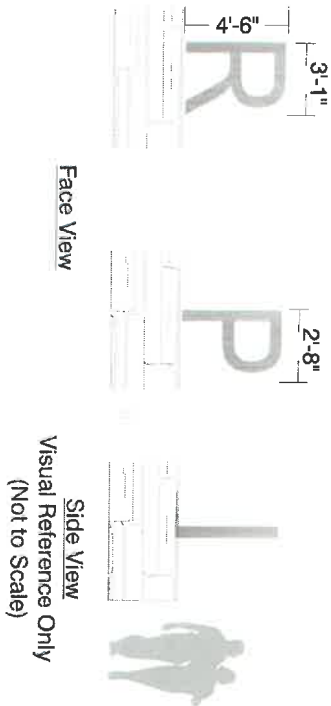
Note: The colors reflected on your computer screen or printed media are approximations of the actual colors that appear on color charts and catalogs. When ordering a colored product, please make your selections based on how color appears in the appropriate color chart.
Prior to Manufacturing and Installation: Actual Sign Placement To Be Field Verified (Dimensions and Placement Shown is Approximate and for illustration only). Location To Be Approved by Customer.
(Survey / equipment i.e bucket truck maybe required at additional cost) Actual Artwork/Colors/Font to be Supplied or Approved By Customer. (Artwork/ Color/ Font Shown is for illustration/pricing only).
Be Advised! Production of Product Will Not Begin Until The Drawing or Subsequent Drawing is Approved by Customer or Authorized Representatives Signature and Dated. Artwork, Colors & Dimensions Listed on Final Approved Drawing Will Be Used To Produce Product. These Drawings Reflect Exactly What Complete Signs LLC Plans To Fabricate For This Project. Please Carefully Review ALL Pages and Content as These Drawings supersede all prior written or verbal communications. If these drawings accurately represent the project, and you would like us to proceed with the job as illustrated, please sign and date below. if there are changes please note them, and return unsigned. You will receive a new set of drawings for your review and approval.

Color renderings are for presentation only and should not be considered as manufacturing drawings.



PROPOSED ELEVATION SIZE & PLACEMENT ILLUSTRATION IS APPROXIMATED
All Sizes & Exact Placement To be Field Verified Survey Required
Shown For Illustration / Concept

 Complete Signs P. O. Box 8861 Dothan, AL 36304 P 888.823.9005 F 334.556.0218 sign@completesigns.net www.completesigns.net	City of Roeland Park Roeland Park, KS	Customer: City of Roeland Park Created: 08.20.2020 Revised: Dwg: Pres. 101 Scale: Proportional Illustrated by: Roland	This is an original unpublished drawing created by Complete Signs. It is submitted for your personal use, in connection with a project being planned for you. It is not to be shown to anyone outside your organization, nor is it to be used, copied, or otherwise reproduced in any fashion without the written consent of Complete Signs. This proposal remains the exclusive property of Complete Signs until approved and accepted thru purchase by the client named.
Approve:	Date:		

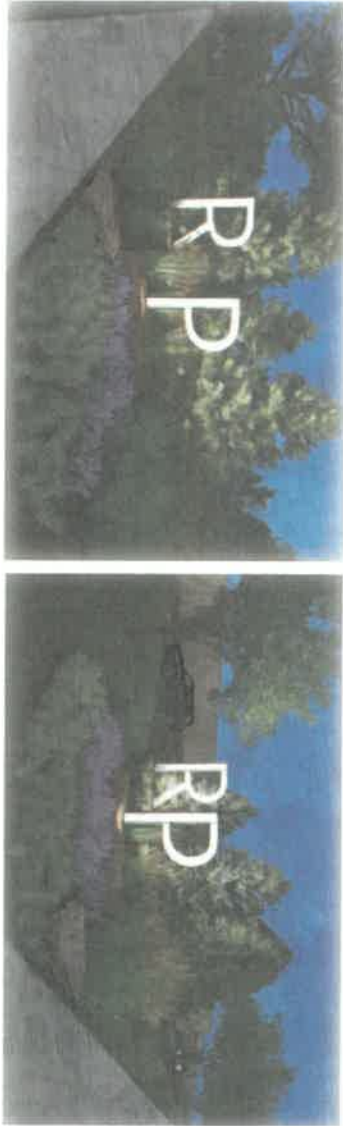


Proposed: Qty: 2 Ea.
Individual Channel Letters ; Bottom Mounted To Masonry Base (Masonry By Others)
Fabricated Brushed Aluminum w/ Clear Coat
Externally Illuminated w/ LED Flood Lamps (Up Lighting)
brushed alum.



Note: The colors reflected on your computer screen or printed media are approximations of the actual colors that appear on color charts and catalogs. When ordering a colored product, please make your selections based on how color appears in the appropriate color chart.
Prior to Manufacturing and Installation: Actual Sign Placement To Be Field Verified (Dimensions and Placement Shown is Approximate and for illustration only). Location To Be Approved by Customer.
(Survey / equipment i.e bucket truck maybe required at additional cost) Actual Artwork/Colors/Font to be Supplied or Approved By Customer. (Artwork/ Color/ Font Shown is for illustration/pricing only).
Ba Additional Production of Product Will Not Begin Until The Drawing or Subsequent Drawing is Approved by Customer or Authorized Representatives Signature and Dated. Artwork, Colors & Dimensions Listed on Final Approved Drawing Will Be Used To Produce Product. These Drawings Reflect Exactly What Complete Signs L.L.C Plans to Fabricate For This Project. Please Carefully Review ALL Pages and Content as these drawings supersede all prior written or verbal communications. If these drawings accurately represent the project, and you would like us to proceed with the job as illustrated, please sign and date below. If there are changes please note them, and return unsigned. You will receive a new set of drawings for your review and approval.

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PROPOSED ELEVATION SIZE & PLACEMENT ILLUSTRATION IS APPROXIMATED
All Sizes & Exact Placement To be Field Verified Survey Required
Shown For Illustration / Concept

 F 334,556.0218 signs@completesigns.net www.completesigns.net	P. O. Box 8861 Dothan, AL 36304 P 888.823.9005 City of Roeland Park Roeland Park, KS	Customer: City of Roeland Park Created: 08.20.2020 Revised: Dwg: Pres 102 Scale: Proportional Illustrated by: Roland	This is an original unpublished drawing created by Complete Signs. It is submitted for your personal use. It is not to be shown to anyone outside your organization, nor is it to be used, reproduced, copied, or distributed in any fashion without written consent of Complete Signs. This proposal remains the exclusive property of Complete Signs until approved and accepted thru purchase by the client named.
Approve:	Date:		

1. Proposal Response Format

1. COVER LETTER: The cover letter should exhibit the Respondent's understanding and approach to the project. It should contain a summary of Respondent's ability to perform the services described and confirm that the Respondent is willing to perform those services and enter into a contract with the City of Roeland Park.
2. QUALIFICATIONS AND CAPABILITIES: General firm information, experience of project team, documentation of previous projects
3. TECHNICAL APPROACH: Illustrate and describe proposed technical solution and compliance with the RFP, including turn-key implementation of the signage project
4. TIMELINE: Detailed description of project milestones with specific dates of completion
5. OUTLINE OF DELIVERABLES: Description of meetings, sketches, refined drawings included in the cost
6. PROPOSAL COST: Lump sum cost to complete project as specified. Design, fabrication, and installation of the "South Gateway West" sign shall be bid as Add Alternate 1.
The person, firm, or corporation making the proposal shall submit their bid for RFP for Roe Boulevard Gateway Entrance Signage, complete with the firm's company name, bid title, and bid date.

1. The following bid shall be awarded to one "responsible" bidder on a total price basis. An award shall be made to one firm for the total bid.

The City of Roeland Park shall accept and evaluate all responses and determine which company best meets the qualifications while maximizing benefits. Proposals will be reviewed by members of staff and a recommendation shall be forwarded to the City of Roeland Park for approval, if necessary. Upon review of the proposals submitted, the City of Roeland Park may conduct interviews with respondents to supplement the information necessary for the selection process.

1. The City of Roeland Park desires delivery of the material or services specified at the earliest possible time after the date of award. An unreasonable timeline of delivery may be cause for disqualification of a bid.
1. The City of Roeland Park reserves the right to accept or reject any and all bids, and waive any informality.

THE UNDERSIGNED ON THE BID PROPOSAL CERTIFIES THAT HE/SHE HAS CAREFULLY EXAMINED THE INSTRUCTIONS TO BIDDERS, TERMS, AND SPECIFICATIONS APPLICABLE TO AND MADE A PART OF THIS PROPOSAL. HE/SHE FURTHER CERTIFIES THAT THE PRICES SHOWN ARE IN ACCORDANCE WITH THE CONDITIONS, TERMS, AND SPECIFICATIONS OF THE PROPOSAL AND THAT ANY EXCEPTION TAKEN THERETO MAY DISQUALIFY THE BID.

SIGNATURE: _____



DATE: _____

8/24/2020

RECEIVED
AUG 26 2020
BY: DC

Bid Title:	Roe Boulevard Gateway Entrance Signage
Category:	Construction - Street
Status:	Open

Description:

**REQUEST FOR PROPOSAL (RFP) FOR
ROE BOULEVARD GATEWAY ENTRANCE SIGNAGE**

The City of Roeland Park, Kansas is seeking proposals from qualified planning, design, fabrication, and installation firms for "**Roe Boulevard Gateway Entrance Signage.**" Proposals will be received no later than August 26th, 2020, 5:00 p.m. at Roeland Park City Hall, 4600 W 51st St #200, Roeland Park, KS 66205. Proposals received after the above stated date and time, or in any other location other than Roeland Park City Hall will not be considered.

The City of Roeland Park reserves the right to reject any or all proposals when the public interest will be served thereby and to waive technicalities and informalities.

Community Background: The City of Roeland Park is a community of approximately 7,000 in northeast Johnson County, Kansas. It is bisected by Roe Boulevard, a major north-south thoroughfare that connects to Interstate 35 to the north, beyond which point it transitions to US-69. To the south, Roe Boulevard has connections to Johnson Drive and US-169. Roeland Park is predominately comprised of single-family homes, with a commercial core situated on either side of Roe Boulevard between 48th Street and 52nd Terrace. Roeland

Park is currently engaged in a multi-year design and construction project related to the improvement of the Roe Boulevard corridor. Design for the Roe 2020 Corridor Livability Improvements project was completed by the end of 2019, with construction having begun in spring 2020.

Project Purpose: The City of Roeland Park, Kansas is soliciting qualifications and proposals from qualified firms to design, fabricate, and install gateway monument signs at various entrance locations to the City of Roeland Park along Roe Boulevard and Johnson Drive. Three (3) locations have been identified for the new gateway signs. See the attached *Exhibit A: Gateway Sign Location Plans* for additional information on the proposed locations. It is expected that the Roe Boulevard Gateway Entrance Signage project will dovetail with the Roe 2020 Corridor Livability Improvements project, with installation of the gateway signs completed by the end of 2020. The City of Roeland Park seeks a qualified firm to design, fabricate, and install the signs and all related landscape and hardscape surrounding each of the signs. It is expected that the signs will integrate with landscape improvements being installed as part of the Roe 2020 Corridor Livability Improvements project. The selected firm will be expected to coordinate with both the City of Roeland Park and the landscape architect for the Roe 2020 Corridor project regarding the proposed designs, including the gateway signs and all related landscape and hardscape improvements around each sign. Conceptual designs have already been completed for the three (3) gateway signs. See the attached *Exhibit B: Conceptual Gateway Renderings* for additional information. Although additional design development is expected to occur, it is expected that the general design intent shown in the conceptual renderings will be reflected in the final design of the gateway signs. These plans are available on the City website (www.Roelandpark.net)

Project Overview: The gateway sign locations have been identified as "North Gateway," where the text "Roeland Park" will appear, and "South Gateway West" and "South Gateway East" locations, where the abbreviated "RP" will appear.

Roeland Park is seeking design development drawings for all three locations.

- The North Gateway sign is to be situated in the Roe Boulevard roadway median, approximately 800 feet north of the 48th Street intersection.
- The South Gateway West sign is to be situated on the northwest corner of the Roe Boulevard and Johnson Drive intersection, directly south from the Commerce Bank building, between the sidewalk and the Johnson Drive curb line. Design, fabrication, and installation of the "South Gateway West" sign shall be bid as Add Alternate 1.
- The South Gateway East sign is to be situated on the northeast corner of the Roe Boulevard and Johnson Drive intersection, adjacent to the proposed development at that location. The gateway sign shall not conflict with proposed improvements at this location. Preliminary site development plans are available for reference upon request.

The successful firm will incorporate field verification into the scope to confirm all site conditions prior to beginning design work.

Design Guidelines: It is anticipated that designs will incorporate natural stone, metal, and/or colored acrylic. All three sign locations should provide for LED up-lighting. An electrical stub-out connection will be provided as part of the Roe 2020 Corridor project. The North Gateway and South Gateway signs should be complementary of each other. Materials should be standardized to create a consistent look that enhances each gateway site and fosters a unique sense of arrival to the community of Roeland Park. Proposed designs should be proportionate to the site. Any proposed landscape improvements related to the gateway signs should be developed in collaboration with the landscape architect for the Roe 2020 Corridor project, to ensure consistency and uniformity with Roe 2020 landscape improvements elsewhere along the Roe Boulevard corridor. Firms are also encouraged to submit multiple design concepts within their proposal.

Firms should consider incorporating all or a portion of the Roeland Park logo into the sign design. Roeland Park will provide vector artwork of the Roeland Park logo upon request. The successful firm will demonstrate the design's compliance with Roeland Park's brand, structural soundness, quality of materials, ease of installation, and ease of maintenance.

Scope of Work: The successful firm will be expected to provide the following:

1. Preliminary meetings with Roeland Park staff to discuss designs and visual preferences for Roe Boulevard gateway entrance signage.
2. Draft sketches for staff feedback.

Anticipated Meetings: The successful firm will be expected to attend preliminary and final meetings with Roeland Park staff and elected officials to discuss designs and visual preferences for the gateway monuments preferred. Anticipate attending 3 meetings and providing sketches for staff and elected official feedback during each of these meetings.

Submission Requirements: The following must be included in the proposal:

1. Narrative demonstrating an understanding of the project.
2. Example design drawings for North Gateway and South Gateway sign types.
3. Background information on the firm including project team and qualifications.
4. References
5. Timeline: The successful firm shall provide a project timeline compatible with the Roe 2020 Corridor Livability Improvement project construction timeline.

Evaluation Criteria will include:

- Understanding of project as demonstrated in proposal, including conciseness, thoroughness, and identification of issues and approaches/solutions
- Ability to provide design, fabrication, and installation services with a final lump-sum total price
- Strength of team qualifications/experience
- Extent of experience on similar projects including developing gateway signage and completion of comparable projects
- Design/implementation schedule and availability to begin work in a timely manner, as required
- References
- Quality of sample work
- Identified conflicts of interest and/or resolution of same

Selection Process: Final selection of the design/fabrication/installation firm/team will follow a two-step process. First, the qualifications and costs provided under this RFP will be thoroughly reviewed with the top candidate(s) selected by a Review Team. Second, the top candidate(s) may be interviewed by the Review Team and the finalist selected. The price is of importance to the City of Roeland Park, but may not be considered the priority in the final award of the Roe Boulevard Gateway Entrance Signage contract, among other criteria. The cost provided is to be a "not to exceed" lump sum cost. Responses received after close of business on the specified date will not be considered. The City of Roeland Park reserves the right to short-list (up to two) firms and request more detailed technical proposals or schedule interviews with the short-listed firms. The City of Roeland Park reserves the right to select the second-ranked consultant if negotiations with the first consultant are unsuccessful.

GENERAL INSTRUCTIONS TO BIDDERS

1. The following instructions are to be considered an integral part of this proposal. Unless otherwise requested, only one copy of the proposal needs to be submitted. The person signing the bid form must initial any changes or corrections made to this proposal.

1. Proposal Response Format

1. COVER LETTER: The cover letter should exhibit the Respondent's understanding and approach to the project. It should contain a summary of Respondent's ability to perform the services described and confirm that the Respondent is willing to perform those services and enter into a contract with the City of Roeland Park.
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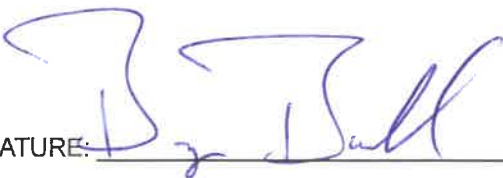
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SIGNATURE: _____



DATE: 8-25-20



ROE Boulevard Gateway Entrance Signage Bid



ROE 2020 IMPROVEMENTS PROJECT UNDERSTANDING



We understand that the city started a planning and visioning process in 2017. The project started with visioning where the city engaged a resident task-force in order to determine the best course for improvements. The city recently wrapped up design of the project in 2018. In 2019, the city worked with an appraiser to acquire easements, and worked with utilities to relocate facilities within the city's right of way in preparation for construction in 2020.



You're looking for a firm to design, engineer, fabricate, and install three Gateway signs by the end of 2020.



Signage should be turnkey, fabricated to last, and easy to maintain.



Firm will work with Landscape Architect.



We are planning at least two meetings where we will present designs/drawings to members, along with one final meeting where we will provide shop drawings and our installation plans.

Identification of Possible Issues and Solutions

After review of your plans and possible scope, we evaluated your project with our team of experienced designers, fabricators, and project managers to help us identify some common issues that may arise before a field verification.

- **Traffic Control:**

In our experience we must control traffic on busy intown streets to insure a safe and successful installation.

- **Site Surveys:**

We have done thousands of site surveys and every job has its own challenges; some may arise with other contractors on site.

- **Permits:**

Even with city, municipality, or government projects permits may be a second thought and could possibly delay the project.

- **Utilities:**

Above ground and below ground utilities.

- **Materials Used:**

We have run into projects where the client wanted materials that are below industry standards.

- **Location Discrepancies:**

Making sure the location plans are set and if any other agencies need to be involved (DOT, city, county etc.)

ESTIMATED PROJECT TIMELINE

No.	Task	Duration	Start	Finish	Department	Sep-20					10/1/2020-11/1/2020					Dec-20				
						4 - 8	11 - 15	18 - 22	25 - 29		1 - 15	15 - 31	1 - 19	22 - 26	29 - 2	5 - 9	7 - 11	14 - 18	21 - 25	28 - 1
01	Notice to Proceed Issued - Project Review	24 Days			City															
02	Confirmation of Project Details/meetings	5 Days			Sales															
03	Final Clarification on Project Design Scope	12.5 Days			Sales															
04	GHI Department Review	2 Days			Sales/Design															
05	Design Finalization and Confirmation	5 Days			Sales/City / Engineering															
06	Client Authorization on Manufacturing	UNK			City															
07	Materials and Supplies	12 Days																		
08	Ordering of Materials and Supplies	1 Days			Purchasing															
09	Shipment of Orders	10 Days			Purchasing															
10	Receive Orders, QC Check	1 Days			Purchasing															
11	Manufacturing Process	52.5 Days																		
12	Review Blueprints	3.5 Days			Operations															
13	Routing and Machining	11 Days			Manufacturing															
14	Material Assembly and Prep	23 Days			Manufacturing															
15	Vinyl, Staining and Painting	10 Days			Commercial and Paint Dept.															
16	Quality Control Inspection	3 Day			Manufacturing															
17	Inventory and Crating of Signage	2 Days			Manufacturing															
18	Shipping of Materials	10 Days			Estimated Allowance															
19	Site Verification/surveys	4 Days																		
20	Installation	4-6 Days																		
21	Multiple Locations	3 Days			Install crew															
22	Final Inspection of Installation and SOW	1 Day			PM / Sales															

Scope of Work Review

Design Meetings
Large Gateway
Small Gateways x 2
Installation

Special Considerations

Client to Handle All Permitting
Tax Exempt Project
Shipping and Installation
Meetings



DESIGN CONCEPTS

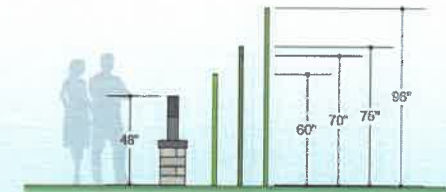
CUSTOM SIGNS
GRAPHIC HOUSE
 NATIONAL SIGN FIRM
 ** SINCE 1976 **

6101 International Dr
 Watou, VT 54401 715 842 0402
 www.graphichouseinc.com

CLIENT:
 ROELAND PARK, KS

SALES REP NATIONAL	DATE 8-17-2020	QUOTE NUMBER 20388-B	JOB NUMBER XXX
SALES TOTAL		DESIGNER JH	APPROVED BY 8-17-2020

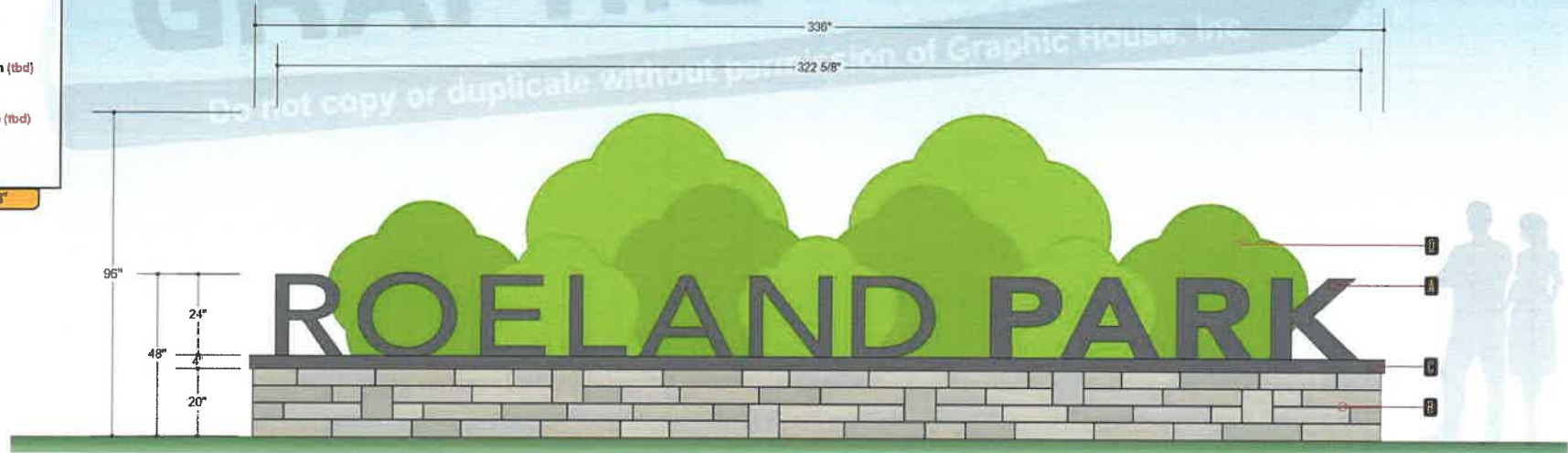
2020-2021 National Sign Association Member
 Member # 10000401



Fabrication & Installation
Cost
\$57,359



- LARGE 4'x4' GATEWAY SIGN**
- A ALUM. FORMED LETTERS MOUNTED TO TOP OF BASE STRUCTURE
 - B STANDARD STYLE STONE VENEER w/ STANDARD GREY MORTAR
 - C PAINTED ALUM. CAP
 - D FREE-STANDING ALUM. FORMED TREES
- LANDSCAPE LIGHTING SUPPLIED BY OTHERS
 (ACTUAL PLACEMENT DETERMINED BY OTHERS)
- P1 - Grey (tbd)
 - P2 - Light Green (tbd)
 - P3 - Dark Green (tbd)
- Letter Heights = 147.8"



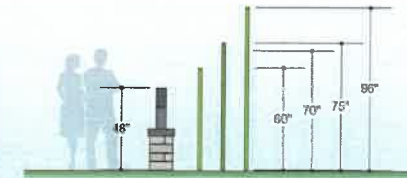
CUSTOM SIGNS
GRAPHIC HOUSE
 NATIONAL SIGN FIRM
 SINCE 1976

8101 International Dr.
 Wausau, WI 54401
 715-842-8402
 www.graphichouseinc.com

CLIENT:
 ROELAND PARK, KS

SALES REP: NATIONAL	DATE: 8-17-2020	QUOTE NUMBER: 20388-B	POD NUMBER: XXX
SALES AUTH:	XX	REVISION: 001	DATE: 8-25-2020-B

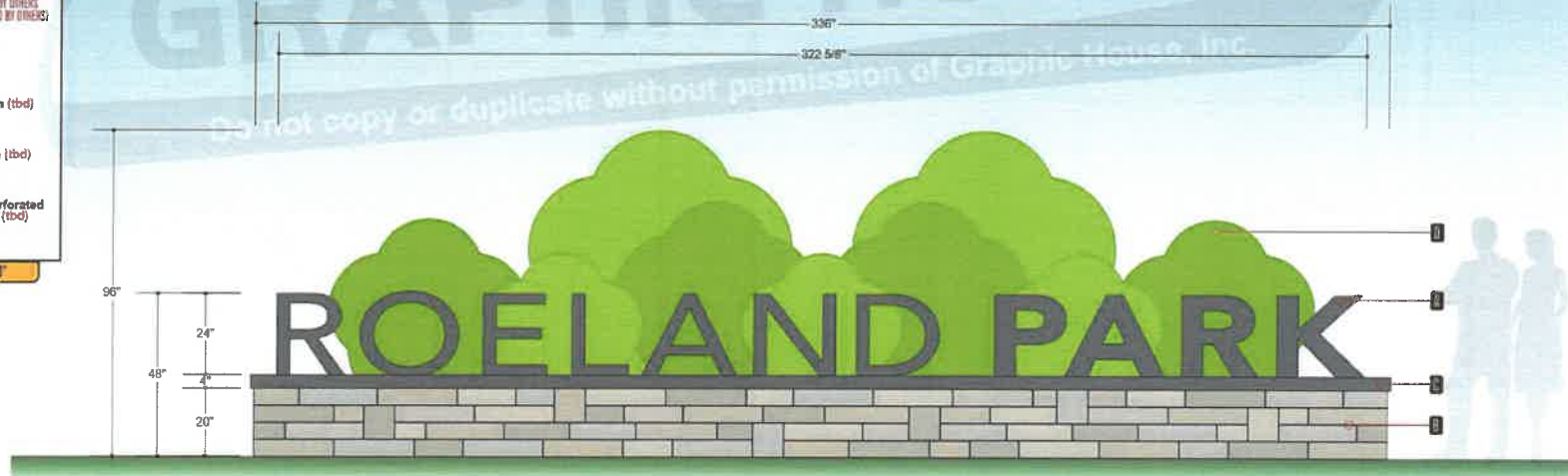
Not to Scale. Subject to change without notice. Reproduction of this drawing is prohibited.



Fabrication & Installation
Cost
\$60,400



- LARGE 5'x7' GATEWAY SIGN**
- A. ALUM. FORMED FACE-UP LETTERS MOUNTED TO TOP OF BASE STRUCTURE. LIT w/ WHITE LED's. LIT WHITE FACES w/ CUSTOM PERFORATED DAY/NIGHT VINYL & GREY TIGER-CAPI
 - B. STANDARD STYLE STONE VENEER w/ STANDARD GREY MORTAR
 - C. PAINTED ALUM. CAP
 - D. FREE-STANDING ALUM. FORMED TREES
- LANDSCAPE LIGHTING SUPPLIED BY OTHERS.
 ACTUAL PLACEMENT DETERMINED BY OTHERS.
- P1 - Grey (tbd)
 - P2 - Light Green (tbd)
 - P3 - Dark Green (tbd)
 - V1 - Custom Perforated Day/Night Vinyl (tbd)
- Lattice Refracts = 1478"



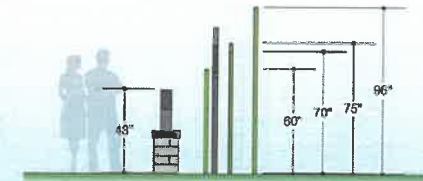
CUSTOM SIGNS
GRAPHIC HOUSE
 NATIONAL SIGN FIRM
 SINCE 1970

8187 International Dr.
 Waukegan, WI 54981 715 942 6402
 www.graphichouseinc.com

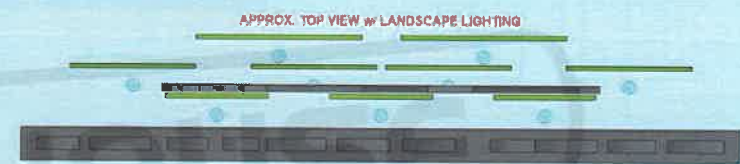
CLIENT
 ROELAND PARK, KS

SALES REP NATIONAL	DATE 8-17-2020	QUOTE NUMBER 20366-9	PO# NUMBER XXX
SALES AUTH:	DESIGNED BY XX	DESIGNED BY MN	PROCESSED BY 9-2-2020

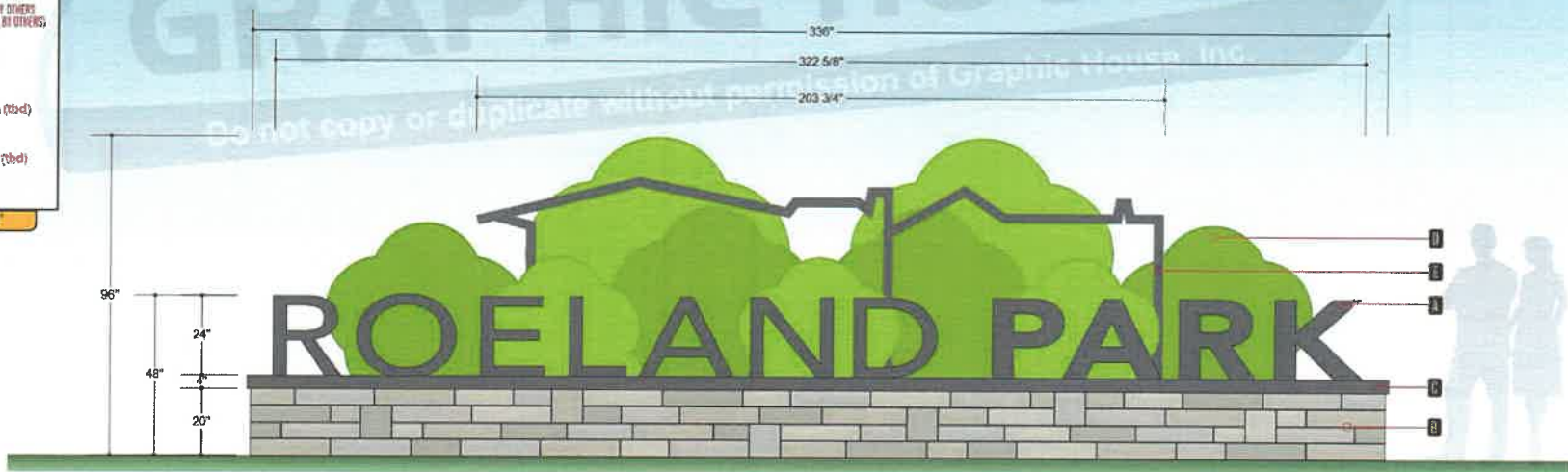
THIS OFFER, INCLUDING ALL TERMS, IS SUBJECT TO THE GRAPHIC HOUSE INC. STANDARD TERMS & CONDITIONS.



Fabrication & Installation
Cost
\$62,735



- LARGE 5'-6" GARDEN SIGN**
- A ALUM. FORMED LETTERS MOUNTED TO TOP OF BASE STRUCTURE
 - B STANDARD STYLE STONE VENEER w/ STANDARD GREY MORTAR
 - C PAINTED ALUM. CAP
 - D FREE-STANDING ALUM. FORMED TREES
 - E FREE-STANDING 3" SQUARE TUBE CITY OUTLINE
- LANDSCAPE LIGHTING SUPPLIED BY OTHERS
 TACTICAL PLACEMENT DETERMINED BY OTHERS
- P1 - Grey (tbd)
 - P2 - Light Green (tbd)
 - P3 - Dark Green (tbd)
- Letter Heights = 1470"



CUSTOM SIGNS
GRAPHIC HOUSE
 NATIONAL SIGN FIRM
 SINCE 1976

8101 International Dr.
 Wausau, WI 54981 715-842-8402
 www.graphic-house.com

CLIENT
 ROELAND PARK, KS

SALES REP NATIONAL	DATE 8-17-2020	QUOTE NUMBER 20367	JOB NUMBER XXX
SALES MGR.	SALES	DESIGNER	INSTALLER

Small 1/2 Gateway Sign

Fabrication & Installation Cost

R = \$16,674.00

P = \$16,674.00

Total Set: \$33,348.00



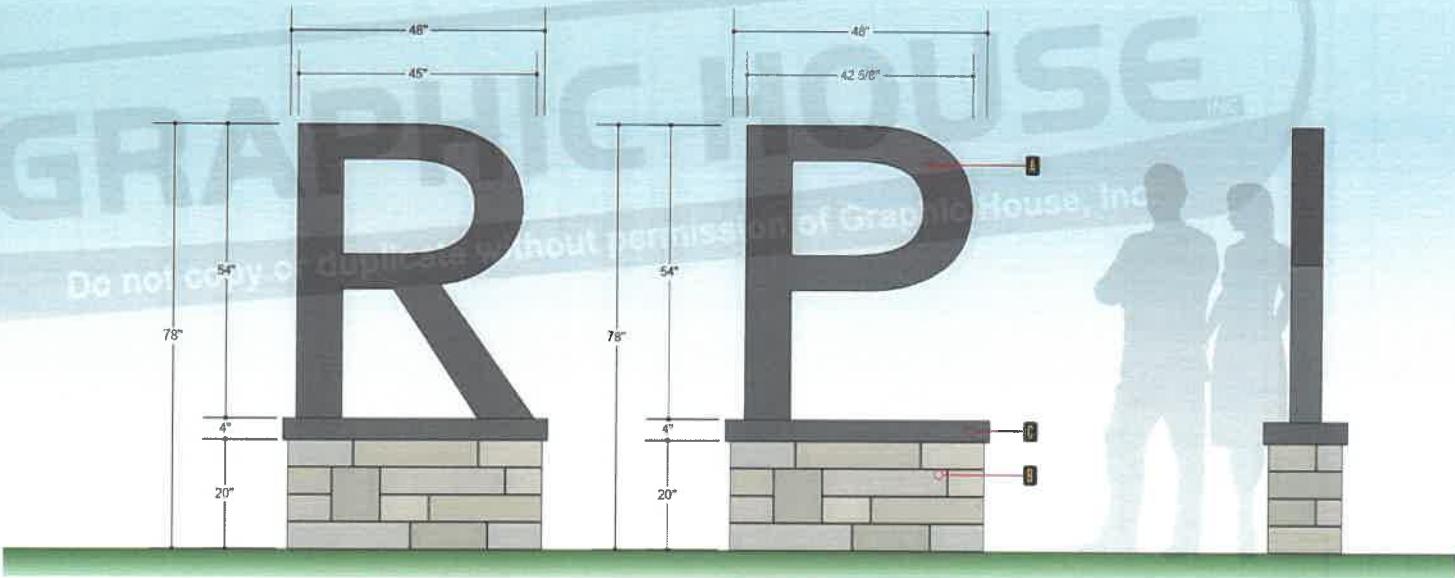
SMALL 1/2 GATEWAY SIGN

- ALUM. FORMED LETTERS MOUNTED TO TOP OF BASE STRUCTURE
- STANDARD STYLE STONE VENEER w/ STANDARD GREY MORTAR
- PAINTED ALUM. CAP

LANDSCAPE LIGHTING SUPPLIED BY OTHERS (FACTUAL PLACEMENT DETERMINED BY OTHERS)

P1 - Grey (std)

Letter Returns - 585"



CUSTOM SIGNS
GRAPHIC HOUSE
 NATIONAL SIGN FIRM
 SINCE 1976

8101 International Dr
 Wauwatosa, WI 54001 713.842.0482
 www.graphichouseinc.com

CLIENT
 ROELAND PARK, KS

SALES REP: NATIONAL	DATE: 6-17-2020	QUOTE NUMBER: 20366	JOB NUMBER: XXX
SALES NOTE:		PROJECT: XX	REVISIONS: REV 1-0-2020

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LARGE S&B GATEWAY SIGN

- ALUM. FORMED LETTERS MOUNTED TO TOP OF BASE STRUCTURE
- STANDARD STYLE STONE VENEER w/ STANDARD GREY MORTAR
- PAINTED ALUM. CAP

LANDSCAPE LIGHTING SUPPLIED BY OTHERS (ACTUAL PLACEMENT DETERMINED BY OTHERS)

P1 - Grey (tbd)

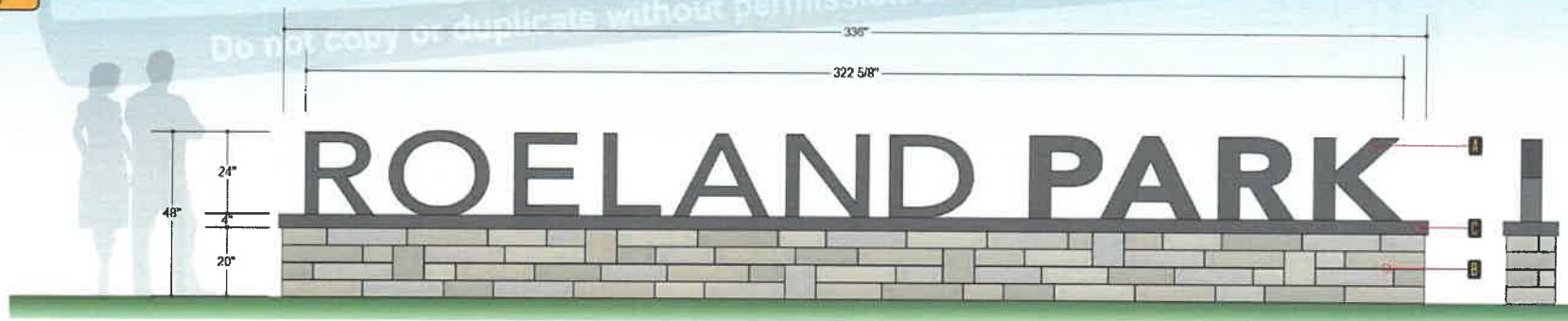
Letter Radius = 1478"



Fabrication & Installation

Cost

\$23,909.00



Estimated Costs

Single Face Externally Lit Formed Letters Monument Sign with Base :

(External lights not included), (2) 54" formed aluminum letters with custom returns to read "R P", mounted to aluminum cap on bottom, (2) 20" x 48" standard cultured veneer base with aluminum drip cap, steel supports, direct set at 78" overall height, manufactured.

\$33,348.00

Single Face Externally Lit Formed Letters Monument Sign with Base:

(External lights not included), 24" formed aluminum letters with 100mm returns and open backs to read "ROELAND PARK", mounted to aluminum cap on bottom, 20" x 336" standard cultured veneer base with a aluminum drip cap, steel supports, direct set at 48" overall height, manufactured.

\$23,909.00

Additional for internally lit letters w/ Day night vinyl:

\$3,000.00

Tree Logo Sign: (No house), approx. 72" x 300" formed aluminum panels with returns, (2) large trees (4) medium trees, (3) small trees, direct set into standard soil, manufactured.

\$60,400.00

Tree and House Logo Sign: Approx. 72" x 300" formed aluminum panels with returns and tube support with 3" aluminum tube frame house detail, (2) large trees (4) medium trees, (3) small trees, and (1) house detail, direct set into standard soil, manufactured.

\$62,735.00

Graphic House Surveys, onsite meeting's and Mobilization:

\$19,800.00



Qualifications and Experience



GRAPHIC HOUSE, INC.

SIGNS AND GRAPHIC SYSTEMS

JOHN & LOIS ESKENAZI HOSPITAL

EMERGENCY

ESKENAZI



“To always exceed our client’s expectation.”

is much more than a tagline, it drives every decision we make.



In business for more than 40 years, Graphic House Inc. is a Woman-Owned Business Enterprise(WBE).

We have evolved into a leading National Architectural Signage fabrication and construction management firm.

We take pride in providing our customers with innovative signage fabrication, installation services, creative designs, the ability to provide cost saving construction solution's that exceed your everyday signage firm.

Fabrication

- 90,000+ sq ft of manufacturing space.
- Fabricators average 30+ yrs. experience.
- Custom fabrication processes.
- Non-assembly line production.
- No additional assembly required.
- Nationally certified welders.

Painting

- Done with in-house paint booths.
- Use Matthew's Certified Paint.
- Increases UV protection.
- Adds depth and vibrancy to overall color.
- Ease of graffiti removal with solvent prevents finish damage.
- Matte to high-gloss finishes available.
- Softens tape lines on multi-color applications.

Installation

- 40+ yrs. of installation experience.
- Multitude of installation techniques.
- Capability to install anywhere.
- Nationwide.
- Manage subcontract installations.

Flexible Preconstruction

- Dedicated team of project managers.
- Nationwide permitting expertise.
- In-house engineering.
- Manage and coordinate all surveys and civil engineering when required.
- Extensive knowledge of city, state and DOT signage regulations.
- 3D designs and shop drawings.
- In-depth project schedules, including charts and graphs.

General Contracting

- Licensed in 7 states.
- Registered to work in over 20 states.
- Handle overall coordination of project.
- Perform site visits.
- Execute project assessments.
- Vet and hire all subcontractor's, or work with pre-selected subs.
- Secure job sites.
- Monitor all schedules and maintain accurate records.



- We can handle anything from a single sign, to an entire campus or hundreds of franchises.
- We specialize in services that bring your signage projects all the way from custom design to final installation.



WHAT MAKES US UNIQUE

FULL - TIME PROJECT MANAGEMENT TEAM

- Every client is assigned a dedicated project manager.
- Our project managers assist in the entire process and are your personal go-to contact.
- They handle permitting to installation responsibilities (and everything in between).



40+ YEARS OF EXPERIENCE

- Bren Hartinger started Graphic House, Inc. in 1976. Bren, along with other employees throughout our team, have been here for decades and collaborate to create innovative solutions for signage needs.



WHAT MAKES US UNIQUE

IN-HOUSE DESIGN TEAM

We hire top graphic designers to turn your vision into a reality. Every project is custom, and our team is educated in fabrication and design principles to ensure every detail of your sign looks beautiful and functions properly for years to come.



FULL-SERVICE FACILITIES

We are based out of Wausau, WI, just south of the beautiful Northern WI forests. Our company spans across two manufacturing facilities, an office capable of large national projects, and a fleet of installation vehicles.



WHO WE WORK WITH

DESIGNERS

Take design elements from concepts to finished product, with the highest quality of manufacturing.

BRANDING AND MARKETING FIRMS

Manufacture large scale and high quantity projects. Organize shipping and installation nationwide.

GENERAL CONTRACTORS

Handle the entire signage process, to eliminate the need of multiple subcontractors.

BUSINESS OWNERS

Business owners have a busy schedule, so Graphic House, Inc. makes it easy to purchase new signage. We handle design, permitting, and installation.





Star Signs LLC
801 East Ninth Street
Lawrence, Kansas 66044
(785) 842-4892

Branch Office
Maryland Heights, MO
(785) 312-1020

www.starsignsllc.com

RECEIVED
AUG 26 2020
BY: *DC*

City of Roeland Park

REQUEST FOR PROPOSAL



Roe Boulevard Gateway Entrance Signage

August 26, 2020

Contact:

Shelley Rosdahl
Vice President/Sales & Marketing
(785)856-2435



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August 26, 2020

Mr. Keith Moody, City Administrator
City of Roeland Park
4600 W. 51st Street #200
Roeland Park, KS 66205

**RE: Request for Proposal
Roe Boulevard Gateway Entrance Signage**

Dear Mr. Moody,

On behalf of Star Signs, LLC, I am pleased to submit the enclosed proposal in response to the above referenced RFP.

Effective gateway design should address both the functional issues of custom signage while creating an image that reflects the brand and personality of the City of Roeland Park. The design intent drawings provided in the RFP not only define the main entrances to the City, but also help to foster a unique sense of arrival to the community.

In this proposal, we offer our recommendations on how best to approach a design/build project of this scope based on the design intent drawings and current information available.

Star Signs LLC specializes in custom signage and graphics. Our capabilities range from design services and programming, to custom fabrication, and complete installation of both interior and exterior signage and graphics. Our projects have ranged from sports arenas, theaters, and casinos to wayfinding and branding for corporate headquarters, shopping centers, and hospitals. Our constant goal is to provide excellent customer service and on-time installations. We are a full service sign company and manufacture most all products in-house. This gives us the distinct advantage of having complete control over costs, quality, and delivery.

Star Signs appreciates the opportunity to respond to this request and hope you find our qualifications well suited for your needs. We feel very confident in our ability to provide the City of Roeland Park level of professional service and quality you expect.

Please call me if you have any questions or need further information regarding this proposal.

Thank you,

Shelley Rosdahl
Vice President Sales

Excellence in Environmental Graphics



PROJECT APPROACH & SCHEDULE

Description of work performed in each phase of the Roe Boulevard Gateway Entrance Signage Project:

Phase I—Research and Review

- ◆ Interview key members of the project team to define major goals of the project
- ◆ Discussion will include:
 - Further review and understanding of the Gateway Signage Plan
 - Functional criteria, code and ADA requirements, sequence, illumination; vandal-resistance, and maintenance
 - Site surveys of proposed sign locations to determine correct proportions of the new signage and landscaping, right of way access, potential obstacles, and possible removals needed
- ◆ Review initial research findings with team members

Phase II—Design Development

- ◆ Development and refinement of initial design scheme as provided in the RFP documents
- ◆ Production of design drawings showing final design direction including dimensions, colors, and materials for all three sign locations
- ◆ While designing, consider the integration of the signs with the landscape improvements being installed as part of the Roe 2020 Livability Improvements project.
- ◆ Presentation for review and approval by the project team

Phase III – Shop Drawings

- ◆ Production of shop drawings with complete specifications for fabricated structures, signage components, illumination, wiring/electrical diagrams for primary power, concrete footings, hardscape design and landscaping
- ◆ Finalize locations for all three signs
- ◆ Production of material, finish, and color samples (if required)
- ◆ Review for approval

Phase IV—Fabrication & Site Readiness

- ◆ Procurement of permits from City
- ◆ Utility locates
- ◆ Fabrication of all signage as per approved and final design drawings
- ◆ Excavation, soil preparation, footings for hardscape as required
- ◆ Coordination of primary electrical location with the City

Phase V—Installation

- ◆ Complete installation of signage by Star Signs personnel
- ◆ Final placement and hook-up of light fixtures
- ◆ Coordination of final grade work and landscaping

Preliminary Project Schedule:

Phase I	2 weeks
Phase II	2 weeks
Phase III	3 weeks
Phase IV	4-6 weeks
Phase V	1 weeks
TOTAL	12 weeks / 3 - 4 months

Please Note: Certain phases can overlap, or run con-current, to accelerate the schedule if necessary.



STAR SIGNS OVERVIEW

Star Signs, LLC is a regional and national leader in the environmental graphics and commercial signage. Drawing on its experience dating back to 1979, Star has built a strong reputation with its customers as a highly creative and cost effective provider of custom signage and graphics projects.

We combine expertise in creative design, custom manufacturing and hands-on project management to deliver to our customers signage and graphics products that realize their vision. Our commitment to close communication throughout the project ensures that our work is streamlined, efficient, and cost effective.

Project Management. Star builds a team to manage and complete every signage and graphics project it undertakes. Each project team brings together individuals with proven experience in each applicable phase of custom signage and environmental graphics fabrication and installation. Each project is managed by an experienced project manager who works closely with our customer and customer representatives to ensure that our design, fabrication and installation work fulfills the expectations of our customer.

Graphic Design. Our graphic designers are uniquely qualified and specialize in graphic design and the incorporation of graphics into a working sign system. They have extensive experience in selecting the optimal typography, materials and colors to be used, and in

planning the specific fabrication, mounting and installation techniques needed for each particular custom signage and graphics product. Our designers are experienced with Adobe Illustrator CC, Adobe Photoshop CC, SketchUp, Fusion 360 and OnShape among other programs in both Windows and Macintosh platforms. Their experience also includes scanning, digital photography, and raster-to-vector conversion.

Production Management. Our production management team works closely with our project managers to ensure that fabrication and installation are accomplished in a timely and professional manner. The team has 45 years of combined production management experience. They have been serving national and regional accounts for many years and we are organized to handle challenging custom signage and environmental graphics projects as well as the more straight forward projects typical to our industry. We constantly strive to provide excellent customer service and on-time installation.

Fabrication. Star Signs' fabrication team consists of talented craftsmen/women with extensive experience in fabricating custom signage and graphics.

Installation Expertise. Our four person installation team has 55 years of sign installation expertise.





THE STAR SIGNS TEAM

Star Signs, LLC builds a team to manage and complete every signage and graphics project it undertakes. Each project team brings together individuals with proven experience in each applicable phase of custom signage and environmental graphics fabrication and installation.

The Star team has been serving national and regional accounts for many years and we are organized to handle the most challenging custom signage and environmental graphics projects as well as the more straight forward signage projects typical to our industry. We constantly strive to provide excellent customer service and on-time installation.

Senior Management

Bob Terry

President & CEO

30+ years of senior/executive management experience with Farmland Industries, Inc. and KC Southern

Purchased assets of Star Signs & Graphics, Inc. and founded Star Signs LLC in May 2007

Doctorate of Law, University of Missouri

Bob Underwood

Vice President / Pre-Production

40+ years of executive and operational experience in the sign industry

Responsible for estimating, design, and production consult

Bachelor of Architecture, University of Kansas

Shelley Rosdahl

Vice President / Sales & Marketing

30+ years experience in the sign industry

25 years experience in architectural and environmental graphics project management and handling of national accounts

Bachelor of Interior Design, Kansas State University

Project Management

Each project is managed by an experienced project manager who works closely with our customer and customer representatives to ensure that our design, fabrication, and installation work fulfills the expectations of our customer.

Ron Bowen

Project Manager

♦ 40+ years in the sign & graphics industry

Astine Bose

Project Manager

♦ 10+ years in the architecture & signage industry

Erik Miller

Project Manager

♦ 10+ years in the construction industry



THE STAR SIGNS TEAM—Continued

Production Management

Our production management team manages an average of 60 – 80 projects in production at any given time. They work closely with our project managers to ensure that fabrication and installation are accomplished in a timely and professional manner. The three member team has 30+ years of combined production management experience.

Graphic Design

Our environmental graphic designers are uniquely qualified and specialize in graphic design and incorporation of graphics into working sign systems. They have extensive experience in selecting the optimal typography, materials and colors to be used, and in planning the specific fabrication, mounting, and installation techniques needed for each particular custom signage and graphics product. Our designers are experienced with Adobe Illustrator, Adobe Photoshop, SketchUp and Alibre Design among other programs in both Windows and Macintosh platforms. Their experience also includes scanning, digital photography, and raster-to-vector conversion.

Fabrication

Star Signs' fabrication team consists of talented craftsmen/women with extensive experience in fabricating custom signage and graphics.

Installation

Our four person installation team has 60 years of combined sign installation expertise. Their skills not only include interior and exterior signage and graphic installation, but also welding, electrical, concrete finishing, and exceptional customer service.



STAR SIGNS CLIENT REFERENCES



City of North Kansas City, Kansas City, MO

Scope: Fabrication & installation of new gateway arch identification sign, columns, and lighting

Client: City of North Kansas City
2010 Hewell Street
North Kansas City, MO 64116

Contact: Sara Copeland
816.412.7855
scopeland@nkc.org

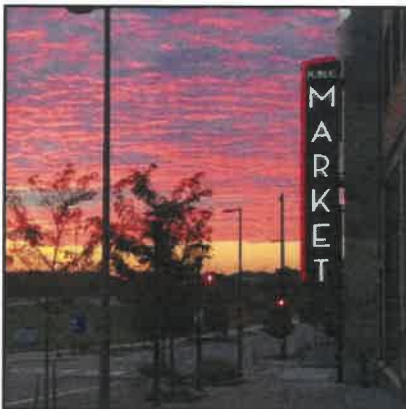


Folly Theater, Kansas City, MO

Scope: Design/build project for new exterior identification sign for historic downtown theater

Client: Folly Theater
P.O. Box 26505
Kansas City, MO. 64106

Contact: Gale Tallis
816.842.5500
gale@follytheater.org



Lenexa Civic Center, Lenexa, KS

Scope: Exterior identification signage and branding for Public Market, City Hall, Recreation Center, and Parking Garage

Client: City of Lenexa
1701 W. 87th Street Parkway
Lenexa, KS 66219

Contact: Michelle Kaiser
913.221.0930
mkaiser@bensonmethod.com



Nieman Now! Shawnee, KS

Scope: Custom fabricated gateway signs, custom shade pergola, and column light fixtures

Client: City of Shawnee
11110 Johnson Drive
Shawnee, KS 66203

Contact: Neil Holmann
913.742.6446
nholman@cityofshawnee.org



PROJECT EXPERIENCE

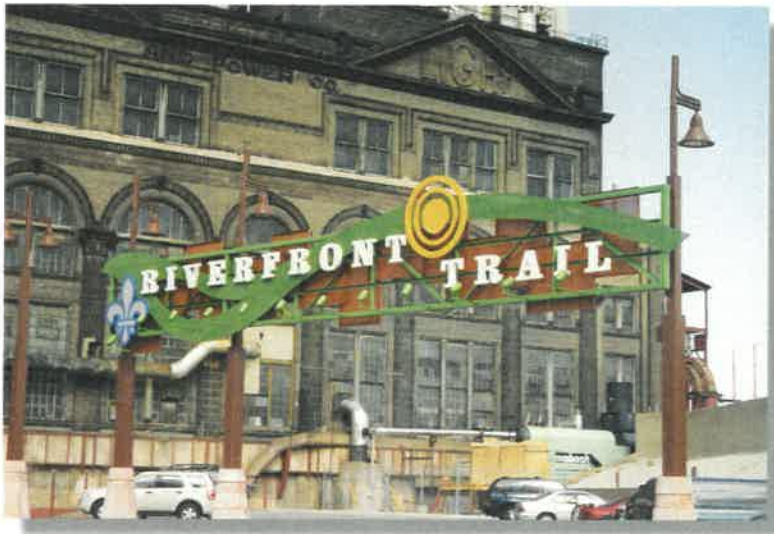
North Kansas City Gateway—North Kansas City, Missouri





PROJECT EXPERIENCE—Continued

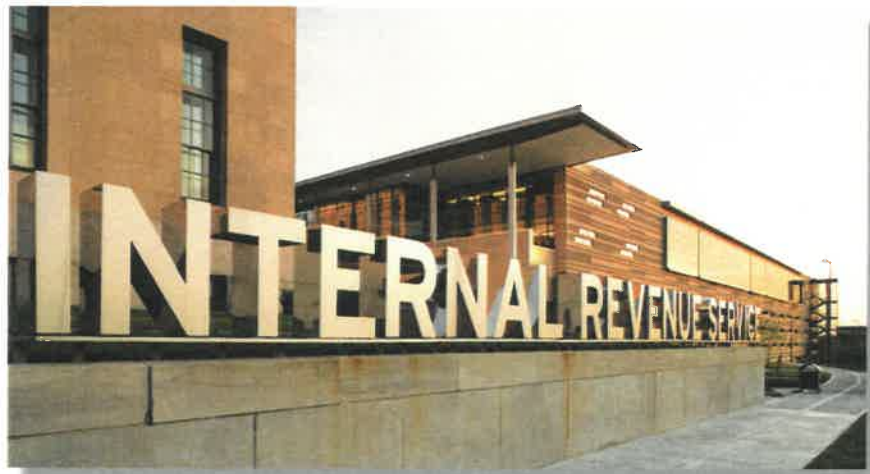
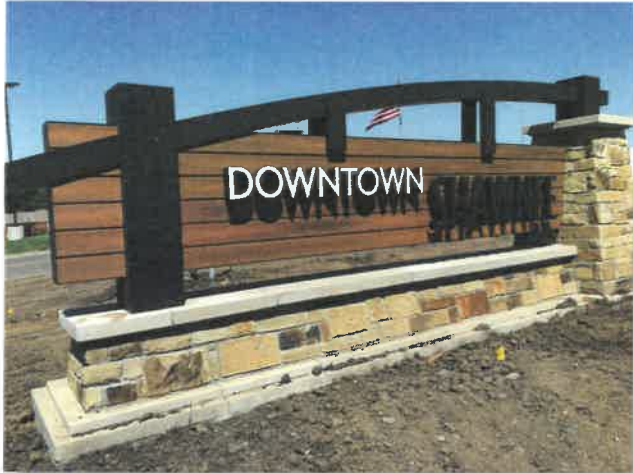
Great Rivers Greenway—St. Louis, Missouri





PROJECT EXPERIENCE—Continued

Gateway Signage Examples





COST PROPOSAL

To Provide:

Design, fabrication, and installation of two (2) custom gateway signs for the City of Roeland Park:

- ◆ Develop final design for the proposed gateway signs
- ◆ Provide shop drawings with complete specifications and dimensions for fabricated structures, signage components, illumination, and footings
- ◆ Work with landscape architect on landscape design in relation to sign designs and locations
- ◆ Procurement of permits from City
- ◆ Production of material, finish, or color samples for approval
- ◆ Fabrication of all signage as per approved shop drawings
- ◆ Installation of signs and light fixtures
- ◆ Coordination of hardscape and landscaping as per approved design
- ◆ Final grade work and clean up

Add Alternate 1:

Design, fabrication, and installation of the "South Gateway West" sign

We understand the project budget is \$200,000. The final pricing is dependent on a variety of factors:

- ◆ We understand you may want our input on design options for both signage and landscaping
- ◆ We are happy to work with you on that basis and to provide pricing information on various options
- ◆ Until the project is more defined, we are not able to provide even budgetary pricing at this time
- ◆ We are confident we can make a very attractive solution within the price limit you have identified

Project Cost Not to Exceed.....\$ 200,000.00

THE UNDERSIGNED ON THE BID PROPOSAL CERTIFIES THAT HE/SHE HAS CAREFULLY EXAMINED THE INSTRUCTIONS TO BIDDERS, TERMS, AND SPECIFICATIONS APPLICABLE TO AND MADE A PART OF THIS PROPOSAL. HE/SHE FUTURE CERTIFIES THAT THE PRICES SHOWN ARE IN ACCORDANCE WITH THE CONDITIONS, TERMS, AND SPECIFICATIONS OF THE PROPOSAL AND THAT ANY EXCEPTION TAKEN THERETO MAY DISQUALIFY THE BID.

SIGNATURE: _____

Shelly Losh

DATE: _____

8/26/20

Excellence in Environmental Graphics

Item Number: DISCUSSION ITEMS- II.-2.
Committee Meeting 9/8/2020
Date:



City of Roeland Park

Action Item Summary

Date: 9/3/2020
Submitted By: Keith Moody
Committee/Department: Admin.
Title: **Provide Direction on Holding the City-Wide Garage Sale Event- Set to Start September 10**
Item Type: Other

Recommendation:

Council asked that the topic be discussed again at the 9/8 workshop closer to the scheduled date of the event in order to consider current COVID transmission data. Link below takes you to the JOCO COVID dashboard:
https://public.tableau.com/profile/mapper.of.the.day.mod#!/vizhome/covid19_joco_public/Dashboard

Details:

The City wide garage sale was postponed from this spring to 9/10/10 tentatively. The City's participation in the event consists of marketing through our social media outlets and waiving the standard \$5 fee for a garage sale permit.

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

Item Number: DISCUSSION ITEMS- II.-3.
Committee 9/8/2020
Meeting Date:



City of Roeland Park

Action Item Summary

Date: 9/2/2020
Submitted By: John Jacobson Building Official
Committee/Department: Neighborhood Services
Title: **Discuss the Allowance of Temporary Banners for Businesses During Federal Emergencies (allow up to 4' x 8' for businesses to announce they are open and allow those to be administratively approved by the Building Inspector during states of emergency)**
Item Type: Discussion

Recommendation:

Staff would suggest an accommodation to local businesses that have requested temporary banners on their respective sites due to construction. Aldi, McDonalds and Burger King have inquired about temporary signage to notify the general public about new services.

In staff's opinion, reasonable accommodation to allow a single 4'x8' temporary banner per site accommodates the requests and safeguards the character of the respective neighborhoods.

***If approved staff would suggest an administrative permitting process with a term of three months. This puts the temporary exemption outside the completion date of Roe improvements.**

Details:

This request stems from construction on Roe which has diverted traffic and closed some lanes during the process. While access to all businesses remains available, they want to ensure that it is clear to the public that they are open for business. Given the timeline for construction completion (December 2020), it makes sense to allow a temporary exception without changing the sign ordinance. This accommodates these requests without leaving a lasting impact to policy once the project is completed.

How does item relate to Strategic Plan?

No impact.

How does item benefit Community for all Ages?

No impact.

Financial Impact

Amount of Request: NA	
Budgeted Item?	Budgeted Amount: NA
Line Item Code/Description: NA	

ATTACHMENTS:

Description		Type
	Staff Report	Cover Memo



September 1, 2020

STAFF REPORT

Completed By: John Jacobson, Building Official

REQUEST: Temporary Exception for Temporary Sign Square Footage for businesses located on Roe Boulevard due to construction

RECOMMENDATION: Staff would suggest an accommodation to local businesses that have requested temporary banners on their respective sites due to construction. Aldi, McDonalds and Burger King have inquired about temporary signage to notify the general public about new services.

In staff's opinion, reasonable accommodation to allow a single 4'x8' temporary banner per site accommodates the requests and safeguards the character of the respective neighborhoods.

This request stems from construction on Roe which has diverted traffic and closed some lanes during the process. While access to all businesses remains available, they want to ensure that it is clear to the public that they are open for business. Given the timeline for construction completion (December 2020), it makes sense to allow a temporary exception without changing the sign ordinance. This accommodates these requests without leaving a lasting impact to policy once the project is completed.

*If approved staff would suggest an administrative permitting process with a term of three months. This puts the temporary exemption outside the completion date of Roe improvements.

BACKGROUND:

Local businesses have made requests for temporary banners in their respective properties to accommodate current sales promotions and new services. Specifically, Aldi made a request for a 4'x8' banner to notify customers of grocery pick up areas.

Both McDonalds and Burger King have made similar requests to reflect that the businesses are still open and current sales changes emphasizing drive through/carryout/delivery options. These businesses are concerned about the restriction of turning movements into their sites as a result of the Roe 2020 project.

These signs can be allowed under a special event permit but are limited to 10 days a few times a year. This, in the opinion of the effected businesses is inadequate for the intended purpose.

The current limitation on temporary signage is three (3) square feet. Staff has no authority to allow sizes in excess of the limitation and a variance to accommodate the request is a bit cumbersome for these types of business to complete in a timely manner.

ANALYSIS:

Banner and small advertising signs are a staple for retail business. When these types of sign are being erected without permitting and outside the requirements, they become an enforcement issue and are subject to general timelines for compliance that can take up to 30 days to address per occurrence.

If a temporary stay of enforcement on temporary sign size up to a single banner of thirty -two square feet for the business district on Roe Boulevard is approved by the governing body, it will be viewed as a sign of a good faith action to assist local business during construction.

IMPACTS: A temporary increase in maximum temporary signage size will have little or no impact to adjoining properties.

POLICY ISSUES: Current policy restricts temporary signage to maximum of three-square feet.

Sec. 16-911. - Signs Permitted In Commercial and Industrial Districts.

(a)

To the extent that a residential land use is permitted in a commercial or industrial zoning district, signs for a residential land use shall be permitted as in the single-family, duplex residential and multi-residence districts.

(b) In all commercial and industrial districts, one window sign is permitted in lieu of any sign permitted by this article, provided that, the window sign shall not have a sign surface exceeding eight square feet.

(c) In all commercial and industrial districts, one temporary sign is permitted on any developed lot. All temporary signs shall have a sign surface **no larger than three square feet**, shall be no more than two and one-half linear feet wide, and with a maximum height of three and one-half feet above grade. All temporary signs shall be set back a minimum of five feet from the street line. No temporary signs shall obstruct or impair access to a public sidewalk, public or private street or driveway, traffic control sign, bus stop, fire hydrant or any type of street furniture, or otherwise create a hazard, including a tripping hazard. Temporary signs shall not be posted on trees or utility poles. No temporary signs shall be illuminated or painted with light-reflecting paint. A

temporary sign may be posted for so long as it remains in good condition. Once a temporary sign is worn or otherwise is no longer in good condition, it shall be removed or replaced. If the Building Inspector determines that a temporary sign is not in good condition, the property owner shall be notified of that determination and shall remove or replace the sign within three days of such notification. Signs which are not removed or replaced within three days of such notification shall be deemed a nuisance and shall be subject to abatement in accordance with the provisions of Chapter VIII, Article 3, of the Code. The Building Inspector's determination that a temporary sign is not in good condition may be appealed to the Board of Zoning Appeals. Any appeal to the Board of Zoning Appeals shall stay any abatement proceedings during the time the matter is pending before the Board of Zoning Appeals.

Item Number: DISCUSSION ITEMS- II.-4.
Committee
Meeting Date: 9/8/2020



City of Roeland Park
Action Item Summary

Date:

Submitted By:

Committee/Department:

Title:

Executive Session - The Council then moved to executive session for consultation with an attorney for the public body pursuant to KSA 75-4319(b)(2)(4)

Item Type:

Recommendation:

Details:

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?