



# Administrative Report

H.11., File # 24-1910

Meeting Date: 12/17/2024

**To: MAYOR AND CITY COUNCIL**

**From: GREG KAPOVICH, WATERFRONT & ECONOMIC DEVELOPMENT DIRECTOR**

## **TITLE**

APPROVE AN AMENDMENT TO THE AGREEMENT WITH DOUGLAS DECASTRO, DBA SIGNVERTISE, FOR THE FABRICATION AND INSTALLATION OF ALUMINUM STRUCTURE BLADE SIGNS FOR THE TENANTS OF INTERNATIONAL BOARDWALK TO INCREASE THE NOT TO EXCEED AMOUNT BY \$9,000, TO ACCOMMODATE PREVAILING WAGE REQUIREMENTS, FOR A NEW TOTAL NOT TO EXCEED AMOUNT OF \$43,000 AND TO EXTEND THE TERM THROUGH FEBRUARY 28, 2025

## **EXECUTIVE SUMMARY**

As part of the FY 2023-24 budget adoption process, the City Council approved Budget Response Report (BRR) #67 directing staff to explore the purchase and installation of more attractive signage along International Boardwalk. On August 6, 2024, the City Council approved a contract with Signvertise for the fabrication and installation of blade signs for each tenant on the Boardwalk for a total not-to-exceed cost of \$34,000.

The proposed amendment to the contract would increase the amount by \$9,000, for a new not-to-exceed total of \$43,000, and extend the existing contract term by six weeks, to February 28, 2025. The proposed amendment is needed to account for increases in prevailing wage costs and provide additional time for sign fabrication. The project is funded by the Storefront Improvement Program budget which has a sufficient balance to accommodate the \$9,000 increase.

## **BACKGROUND**

During the City's FY 2023-24 budget cycle, BRR #67 identified estimated purchasing and installation costs for business blade signs ranging from \$750 to \$2,000, depending on the complexity and features of the sign. City Council then directed staff to pursue an agreement with a contractor to design and install up to 18 blade signs on the International Boardwalk.

On August 6, 2024, a contract with Douglas DeCastro DBA Signvertise, in an amount not to exceed \$34,000 and a term through January 17, 2025, was approved by Council to execute the project identified in BRR #67. The proposed first amendment to the Agreement would add an additional \$9,000 to the contract's not to exceed amount and extend the term to February 28, 2025. The increase to the not to exceed amount would account for the updated prevailing wage rate required by the Department of Industrial Relations, which was not included in the original Agreement. The extension to the contract term is needed because the contractor required more time than was originally anticipated in procuring logo designs from the individual tenants of International Boardwalk. The extension also provides for adequate time for plan check and permit review by City staff prior to

sign installation.

Staff recommends approval of the proposed amendment to allow the contractor to continue services with the appropriate prevailing wage rates.

**COORDINATION**

The amendment was reviewed and approved as to form by the City Attorney's Office.

**FISCAL IMPACT**

Funding for the proposed amendment is available through the Storefront Improvement Program, which initially received a \$200,000 General Fund appropriation. The available program balance is approximately \$119,843, after allocating funds to various planned tenant improvement projects on the International Boardwalk, and can accommodate the \$9,000 project cost increase.

**APPROVED BY:**

*Mike Witzansky, City Manager*

**ATTACHMENTS**

- Agmt - First Amendment to Agreement with Douglas DeCastro DBA Signvertise
- Agmt - Douglas DeCastro DBA Signvertise, August 6, 2024