

Project Name	Informational Signs	Date	12/4/2023
To / Contact info	BCWD Board of Managers		
Cc / Contact info	Karen Kill, BCWD Administrator		
From / Contact info	Britta Hansen, PLA		
Regarding	Sign Design & Procurement Scope: Brown's Creek Stream Restoration		

Background

Based on past experience from the Tributaries Restoration Project and need for signage to inform local residents of project activities, particularly tree harvest, Karen Kill suggested similar signage be considered for the upcoming Brown's Creek Stream Restoration project to inform the scope and benefits of the project to trail users along the Brown's Creek State Trail. The table below includes two tasks to repeat the signage effort that was conducted for the Tributaries Restoration project and includes installation of temporary signage directing trail users and residents to more information on the District's website via a QR code.

Sign Design & Material Scope

Task	Description	Hours	Cost
1. Design small "peg" style sign	Temporary signage will be posted before the project begins (ideally by January 15, 2024). It will feature a simple graphic and QR code to web content about the project. The signs will be approximately 13"x15" in size and should be placed in highly visible locations along the Brown's Creek State Trail.	12	\$1,900
2. Order and install signage	This cost reflects the following printing cost estimate provided by Bayport Printing: QTY 4 - 12"X16" corrugated plastic signs with H stand (2 sided) for \$130.00.	4	\$775
Total:		16	\$2,675

Requested Action

1. Consider approval of this scope of services for an estimated cost of \$2,675.00 from account 910-0000.