



TOWN COUNCIL MEETING

Irmo Municipal Building
7300 Woodrow Street, Irmo, SC 29063

January 28, 2025 @ 6:30 PM

Live streaming will be available from our YouTube channel at:
<https://www.youtube.com/c/TownofIrmo>

AGENDA

- I. Call to Order
- II. Pledge of Allegiance
- III. Invocation
- IV. Approval of the Agenda
- V. Reading of the Minutes
 - A. December 17, 2024
 - B. January 7, 2025
- VI. Report of Standing
 - A. Administrative Briefing
 - B. New In-town Businesses:
 - Midlands Boat & RV Storage - 10019 Broad River Rd
 - Oceanic Counseling Group - 7520 Irmo Drive
 - Embrace Home Care Agency - 7803 St. Andrews Rd C6

VII. Consideration of Communications

- A. Presentation of a Proclamation honoring Dutch Fork High School as the 2024 South Carolina State 5A Football Champions (Mayor).
- B. Presentation of a Proclamation recognizing Melissa Hall Little and her "Gift for Grands" (Mayor).
- C. Recognition of The Postal Hub as the Small Business of the Month for January 2025.
- D. School Showcase:
Harbison West Elementary School Gifted and Talent Development Magnet, presented by Dr. Thomas Turner, Principal.
- E. Community Connections:
Winter Wellness Series
Irmo's Black History Exhibit
Community Meeting at Friarsgate Park
Health Fair 2025
Summer Enrichment Camp Expo
SC Career Kids Spring Camp
- F. Resident Communications.

VIII. Presentation by Citizens (Agenda Items Only)

IX. Unfinished Business

- A. NONE

X. New Business

- A. **FIRST READING OF ORDINANCE 25-1** to annex 0.52 acres located at 6375 Saint Andrews Road, Lexington County TMS 002799-06-001, and to rezone said property from C1, Neighborhood Commercial (Lexington County) to CG, General Commercial (Town of Irmo). This will annex Burgin Roofing at the corner of St. Andrews and Carriage Lane.
- B. Approval of Resolution 25-01 Adopting the Town's Safety Policy (Staff).
- C. Approval of Resolution 25-02 Supporting an Inclusive Playground & Interactive Art Park Project at Rawls Creek Park (Penfield).
- D. Approval to amend a contract with LCK to perform Project Management Services for the New Town Hall Project (Staff). This will release LCK to proceed with Phase II (executing the approved project).

- E. Approval of a contract with Arnett-Muldraw for a Wayfinding and Signage Design Plan in the amount of \$17,250 (Staff). This would begin the process of designing a comprehensive town-wide signage plan including wayfinding, welcome to town signs, banners, wraps, and neighborhood signage.
- F. Approval to extend the contract with CC&I to perform permitting and inspection services for an additional year with two automatic one year extensions (Staff). The current contract is set to expire in June 2025.
- G. Approval of the 2025 Okra Strut Budget in the amount of \$144,000 (Okra Strut Commission). The 2025 Okra Strut is being planned for September 26 & 27, 2025.
- H. Approval to contract with "Root Doctors" in the amount of \$6,500.00 to perform at the 2025 Okra Strut (Okra Strut Commission).
- I. Approval to contract with "Cowboy Mouth" in the amount of \$19,000.00 to perform at the 2025 Okra Strut (Okra Strut Commission).
- J. Approval to contract with Custom Audio & Lighting in the amount of \$16,000 to provide production services at the 2025 Okra Strut (Okra Strut Commission). This will provide the sound and lighting for Friday night and all-day Saturday during the festival.
- K. Appointment to the Events Committee (Staff). There is one (1) vacancy on the committee. The term will expire March 2026. An application was received from Cynthia Giles.

XI. Presentation by Citizens

XII. Discussion

XIII. Executive Session

Town Council may act on items discussed in the executive session after returning from the executive session.

XIV. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Town of Irmo will not discriminate against qualified individuals with disabilities based on disability in its services, programs, or activities. If you need accommodation to attend the meeting, please contact the Town Administrator or Municipal Clerk for assistance at (803)781-7050, M-F between the hours of 8:30 – 5:00 (closed most Federal and State Holidays).

STATE OF SOUTH CAROLINA)
)
TOWN OF IRMO)

PROCLAMATION

**Honoring Dutch Fork High School
2024 South Carolina State 5A Football Champions**

WHEREAS, the hard work, dedication, sportsmanship, talent, and exceptional team chemistry of the 2024 Dutch Fork High School football team have enabled these student-athletes to earn a State Championship title; and

WHEREAS, on December 6, 2024, the Dutch Fork Silver Foxes defeated the Summerville Green Wave 35-21 at the Oliver C. Dawson Bulldog Stadium at South Carolina State University in Orangeburg, South Carolina; and

WHEREAS, this victory marks Dutch Fork’s third consecutive state championship and ninth overall since 2013, showcasing the program’s continued excellence and dominance in high school football; and

WHEREAS, under the leadership of Head Coach Tom Knotts, who has now secured his 16th career state championship and ninth in South Carolina, the Silver Foxes achieved a perfect season and set a record for their defense with six shutouts and only 94 points allowed throughout the season; and

WHEREAS, key contributions from players like quarterback Ethan Offing, who threw for 252 yards and two touchdowns, and running back Maurice Anderson, who rushed for 146 yards and three touchdowns, were pivotal in the team’s championship performance; and

WHEREAS, the unwavering support of the coaching staff, team members parents, faculty, and student body at Dutch Fork High School played an integral role in the team’s success, bringing honor and pride to the school and the Town of Irmo; and

NOW, THEREFORE, I, Bill Danielson, Mayor of Irmo, do hereby recognize and heartily congratulate Dutch Fork High School and the 2024 State Championship Football Team on their outstanding accomplishments.

IN WITNESS WHEREOF, I have hereunto set my hand on this 28th day of January 2025.

William O. Danielson, *Mayor*

STATE OF SOUTH CAROLINA)

)

PROCLAMATION

TOWN OF IRMO)

PROCLAMATION RECOGNIZING MELISSA HALL LITTLE AND HER “GIFTS FOR GRANDS”.

WHEREAS, the Town of Irmo recognizes individuals who dedicate their time and energy to improving the lives of others and fostering a stronger sense of community; and

WHEREAS, Melissa Hall Little has exemplified such dedication through her remarkable efforts in collecting and delivering gifts to seniors in assisted living facilities across the Columbia area, including many residents of Irmo; and

WHEREAS, under her initiative, known as *Gifts for Grands*, Melissa has demonstrated exceptional compassion and leadership, brightening the lives of seniors during the holiday season and ensuring they feel valued and remembered; and

WHEREAS, over the past four years, *Gifts for Grands* has experienced extraordinary growth, expanding from serving just three locations and 212 residents to now reaching 23 locations and 1,642 individuals, a testament to Melissa’s tireless commitment and the positive impact of her work; and

WHEREAS, Melissa’s unwavering dedication has brought joy and comfort to countless seniors, making a significant difference in the lives of some of the most cherished members of our community;

NOW, THEREFORE, I, Bill Danielson, Mayor of the Town of Irmo, do hereby proclaim recognition and gratitude to Melissa Hall Little for her outstanding contributions to the well-being of seniors in our community and beyond. Her initiative, *Gifts for Grands*, is a shining example of the spirit of generosity and care that defines the Town of Irmo.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Irmo to be affixed this 28 day of January, 2025.

William O. Danielson, Mayor



Staff Report

Amendment to the Official Zoning Map

DATES: Planning Commission & Public Hearing: January 13, 2025
Town Council First Reading: January 28, 2025
Town Council Second Reading & Public Hearing: February 25, 2025

TO: Irmo Planning Commission
Irmo Town Council

FROM: Douglas Polen, Assistant Town Administrator

SUBJECT: Annexation Request

**SUBJECT
PROPERTY:** .52 acres located at 6375 Saint Andrews Road, Lexington County TMS 002799-06-001

**ACTION
REQUESTED:** Consider an ordinance to annex real property into the corporate limits of the Town of Irmo, to zone said property CG, and to amend the official zoning map of the Town to so reflect.

Background

The Town has received an application from Stuart Bergin, owner of Burgin Roofing, to annex his business located at 6375 Saint Andrews Road.

Current Zoning

The subject property is zoned C1, Neighborhood Commercial, which allows a number of typical commercial uses, including office, retail, and restaurant. Speculative shopping centers are not permitted in the C1.

Proposed Zoning

The proposed zoning district, CG, General Commercial, is defined as follows: The CG district is intended to provide for the development and maintenance of commercial and business uses strategically located to serve the community and the larger region of which it is a part. Toward this end, a wide range of business and commercial uses are permitted herein.

Summary of Adjacent Zoning & Uses

Zone		Present Use
North	C1, Neighborhood Commercial (County)	Commercial (IMIC Hotels)
East	R1, Low Density Residential (County)	Residential (Challedon)
South	CG, General Commercial (Irmo)	Commercial (Tina's Nails)
West	C1, Neighborhood Commercial (County)	Commercial (Office Building)

Irmo Comprehensive Plan

The new 2024 Comprehensive Plan has a future land use of Commercial Mixed Use for these lots. As such, the Irmo Comprehensive Plan supports this annexation and rezoning. The Commercial Mixed-Use area is defined as follows:

- Commercial and Mixed-Use areas that include a variety of uses including commercial, service, office and a mix of residential housing types.
- Commercial uses typically serve a larger area than Neighborhood Centers and include larger buildings and retail anchors.
- May include taller buildings (max of 3-4 stories).
- Limited areas of multi-family housing opportunities may be integrated as part of a mix of uses. As with residential uses, should be located in close proximity to shopping and services.

Staff Findings

Staff recommends **APPROVAL** of the annexation and rezoning.

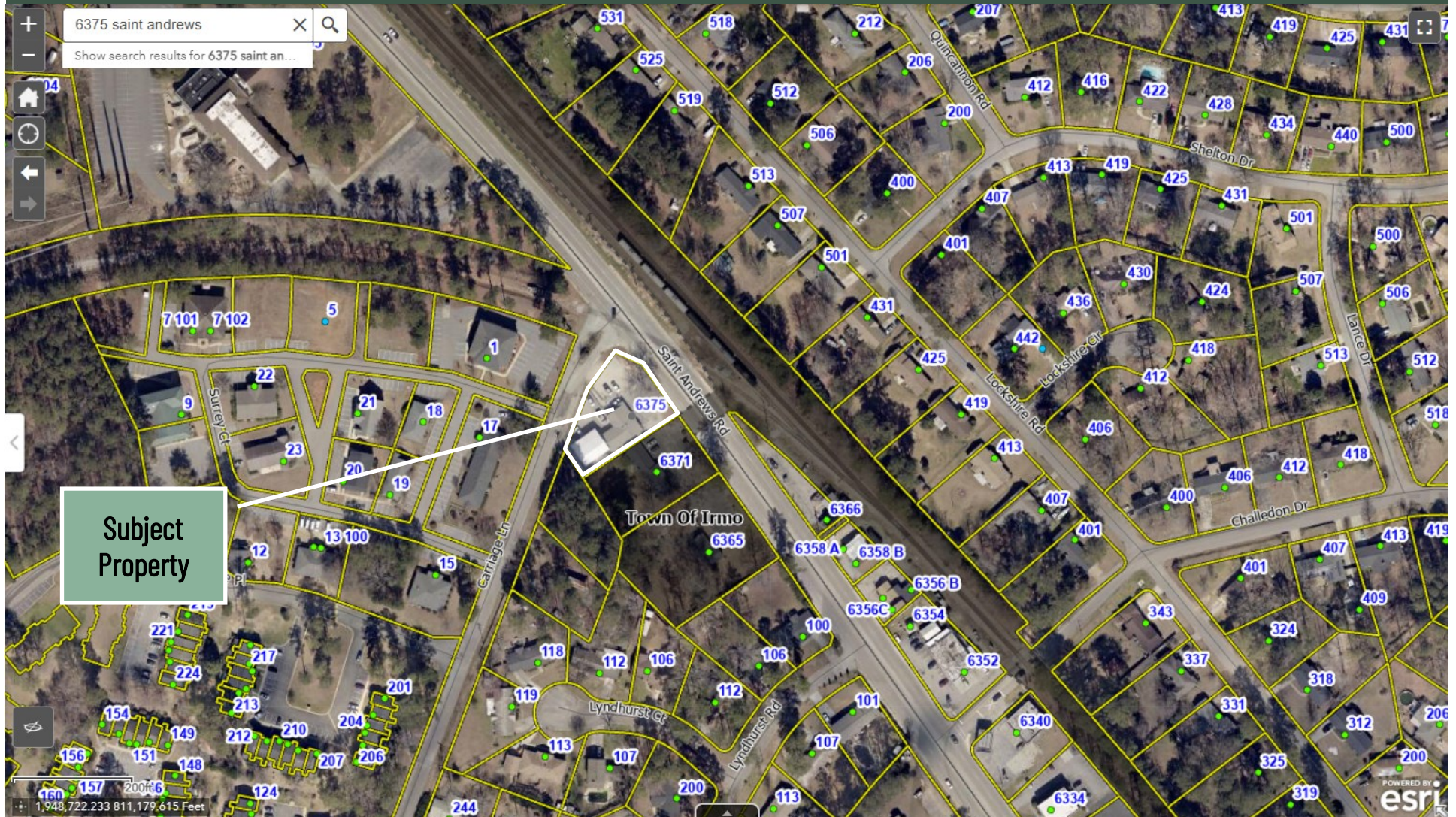
Planning Commission Recommendation

The Planning Commission met on January 13, 2025 and voted 6-0 to recommend **APPROVAL** of the annexation and rezoning to CG, General Commercial.

6375 Saint Andrews Road Annexation, Ordinance 25 - 01

Planning Commission | January 13, 2025

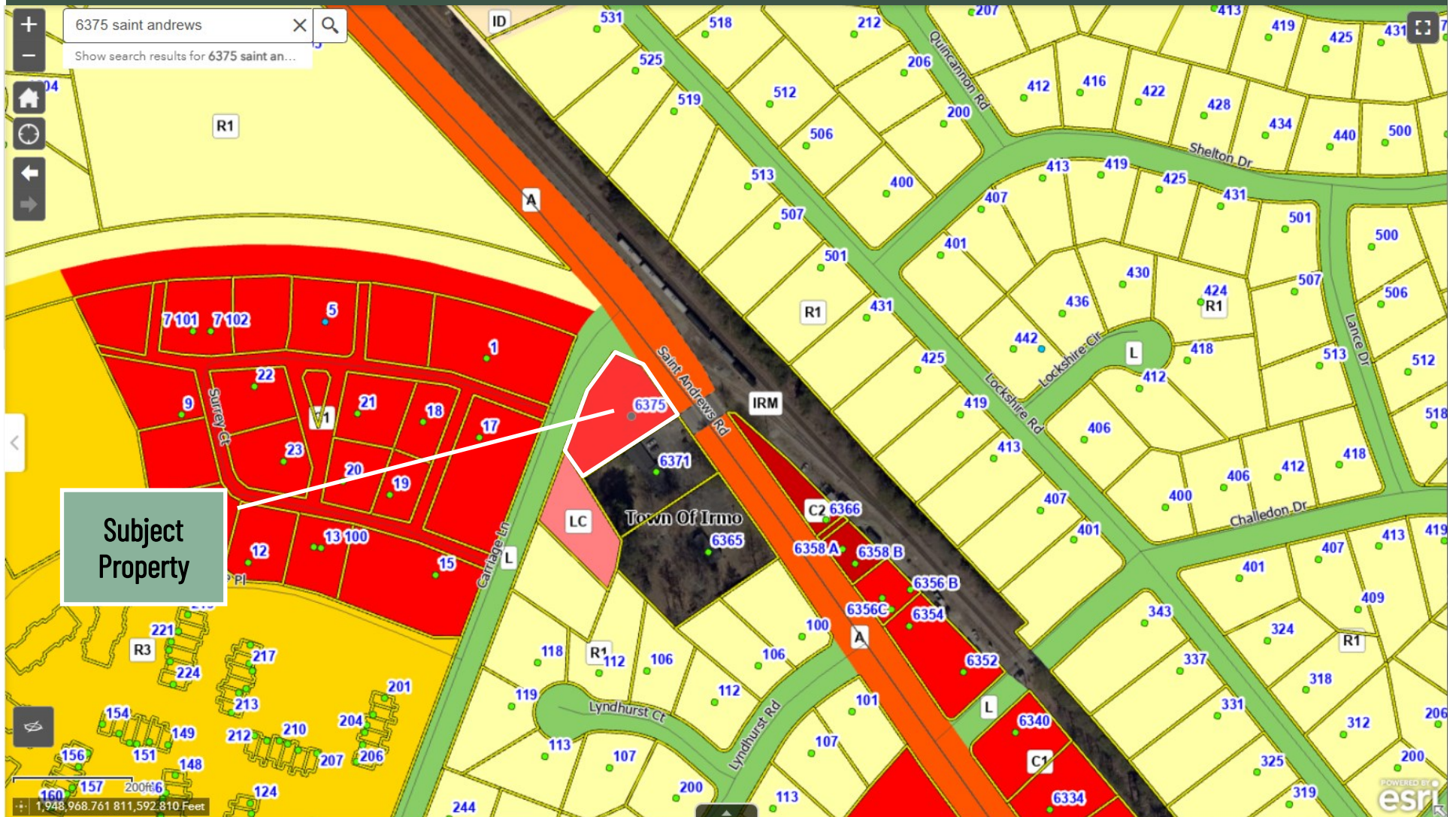
Town Council | January 28, 2025 & February 25, 2025



6375 Saint Andrews Road Annexation, Ordinance 25 - 01

Planning Commission | January 13, 2025

Town Council | January 28, 2025 & February 25, 2025



6375 Saint Andrews Road Annexation, Ordinance 25 - 01

Planning Commission | January 13, 2025

Town Council | January 28, 2025 & February 25, 2025



STATE OF SOUTH CAROLINA)
)
TOWN OF IRMO)

ORDINANCE 25-1

AN ORDINANCE TO ANNEX 0.52 ACRES OF REAL PROPERTY LOCATED AT 6375 SAINT ANDREWS ROAD, TMS 002799-06-001, INTO TO THE LIMITS OF THE TOWN OF IRMO; TO ZONE SAID PROPERTY CG, GENERAL COMMERCIAL; AND TO AMEND THE OFFICIAL ZONING MAP OF THE TOWN OF IRMO TO SO REFLECT

WHEREAS, a request has been presented to the Irmo Town Council by the current record titleholder of property located at 6375 Saint Andrews Road, TMS #002799-06-001, to annex 0.52 acres of real property into Town and to classify the property as CG, General Commercial; and

WHEREAS, the Town and its Planning Commission, per SC Code § 6-29-760 *Procedure for enactment or amendment of zoning regulation or map; notice and rights of landowners; time limit on challenges* met the State's zoning procedural standards. Simply, notice was advertised in The New Irmo News at least fifteen days prior to the public hearing, notice was conspicuously posted on or adjacent to the property, and a public hearing was held; and

WHEREAS, the Irmo Planning Commission, during a meeting held on January 13, 2025, recommended to the Irmo Town Council to annex said property and to classify said property to the appropriate zoning classification of CG, General Commercial.

NOW, THEREFORE, BE IT ORDAINED and ordered by the Mayor and Town Council of the Town of Irmo, South Carolina, in Council duly assembled, that the subject parcel be annexed into the Town of Irmo; and

BE IT FURTHER ORDAINED that the Zoning Classification pertaining to the subject parcel be hereby classified as CG, General Commercial; and

BE IT FURTHER ORDAINED that the official zoning map of the Town of Irmo be, and the same hereby is, amended to so reflect.

PASSED AND ADOPTED this 25th day of February, 2025

William O. Danielson, *Mayor*

ATTEST:

Lisa Hancock, *Municipal Clerk*

1st Reading: January 28, 2025

2nd Reading: February 25, 2025

Public Hearing: February 25, 2025

Annexation Request Form

Print

Submitted by: Stuart Burgin

Submitted On: 2024-12-18 14:55:58

Submission IP: (24.168.192.255)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Courtney Dennis

Due Date: Open

Attachments

- [U64871L1X111801_12182024_145541_003723.pdf](#) - 2024-12-18 02:55:59 pm
- [U64871L1X111801_12182024_145329_003721.pdf](#) - 2024-12-18 02:56:00 pm



FORMS & APPLICATIONS

7300 Woodrow Street, Irmo, SC 29063
p: (803) 781-7050 | info@townofirmosc.com | Follow Us [@TownofIrmoSC](#)

Annexation Request Form

If you live outside of the Town limits but want access to the Town of Irmo amenities, you can request to have your property annexed. In order to be considered for annexation, your property must touch a property within the town limits or be directly across the street. You can check to see where you are in relation to the town limits of Irmo by entering your address into our locator tool. If you are ready to begin the annexation process, please complete and submit this form with the required materials. We will review your application and may require additional information. Welcome to the Town of Irmo!

Questions can be emailed to [Business Licensing & Zoning](#).

SITE/PROPERTY INFORMATION

* What County is the property located?

☒ Lexington ☐ Richland

* Tax Map Number:

002799-06-001

CONTACT INFORMATION

* Applicant Name(s):

Stuart Burgin

* Applicant Phone:

8033099151

* Applicant Email:

burginroofing@gmail.com

* Applicant Address:

6375 Saint Andrews Rd

Street, City, State, Zip

* Property Owner Name(s):

Stuart Burgin

* Owner Phone:

8033099151

* Owner Email

burginroofing@gmail.com

* Owner Address:

6375 Saint Andrews Rd

Street, City, State, Zip

. . .

PROPERTY INFORMATION

* Legal Description

PARCEL B 102X189X57X116X51

* Property Location/Address

6375 Saint Andrews Rd

Street, City, State, Zip

* Current Property Use

Commercial

* Proposed Land Use

Commercial

* Area (Square foot/Acreage) of parcel:

.522 Acre

* Upload the property deed

Choose File No file chosen

The Upload the property deed field is required

Upload the required Deed. You may also include any additional supporting documentation here.

* Upload the property plat:

Choose File

No file chosen

The Upload the property plat: field is required

Upload the required Plat. You may also include any additional supporting documentation here.

* I have uploaded the following documents as required by the State of South Carolina. Please email permits@townofirmosc.com with any issues uploading your required documentation.

- ☒ Plat
- ☒ Deed

. . .

The undersigned, who is the owner(s) of all the real property contiguous to other lands within the Town of Irmo as described above and shown on the attached plat or map, requests annexation of said property into the Town of Irmo so as to become a part thereof in accordance with Section 5-3-150, Code of Laws of South Carolina, 1976, as amended. By signing below, the property owner(s) understand(s) that annexation into the Town of Irmo may not obligate the Town to provide, improve, or install public infrastructure to the annexed property. Public infrastructure includes but is not limited to roads, bridges, sidewalks, water and sewer service or stormwater/drainage facilities. A plat or map depicting the property is required and must be submitted with the legal description and this Petition

The undersigned property owner/applicant does hereby petition to annex into the Town of Irmo. located at the above address, as described by the Lexington County or Richland County tax map number, do hereby petition said property to be annexed into the corporate limits of the Town of Irmo.

The Town of Irmo to annex and incorporate into the limits of the Town of Irmo all that property of the petitioner as indicated in this application and as shown on the attached survey/boundary map. The petitioner does further respectfully request that the Town annex and incorporate this land into the Town under the zoning classification indicated in this application. I do hereby certify as the property owner/authorized agent that the information is shown on this application and any attached forms and/or plans are correct.

I hereby certify that the attached and the completed application contains the information required by the Town of Irmo as specified above. I understand the submission of incomplete or inaccurate information may result in a delay in the processing of this application.

. . .

By typing my name below, I understand and agree that this form of electronic signature has the same legal force and effect as a manual signature.

* First & Last Name

Stuart W Burgin

* Date

12/18/2024

Format: MM/DD/YYYY



Staff Report

Approval of Resolution 25-01 Adopting the Town's Safety Policy (Staff).

DATES: January 28, 2025
TO: Town Council
FROM: Courtney Dennis, Town Administrator
SUBJECT: Consideration of Resolution 25-01 Adopting the Town's Safety Policy
ACTION REQUESTED: Adopt Resolution 25-01 adopting the Town's Safety Policy.

Background

The Town of Irmo has established a Safety Policy which includes a Safety Committee. Its function is to provide as safe a workplace as possible. The Committee meets and discusses issues that may arise about safety including briefings from each department on accidents, safety concerns, seasonal protection (winter, summer), and other safety and health-related issues. Each employee is issued a Safety Policy Statement which they sign and receive a copy of. Each year, we pass a Safety Resolution which shows support from the Town Council on this policy. It is reviewed by our insurance provider when reviewing our policy.

Analysis

Staff Findings

Recommendation: Adopt Resolution 24-01 adopting the Town's Safety Policy.

Attachments

1. R25-01 - Safety Policy
2. Safety Policy Files 2025

STATE OF SOUTH CAROLINA)
TOWN OF IRMO)

RESOLUTION 25-01

RESOLUTION ADOPTING THE TOWN OF IRMO SAFETY POLICY STATEMENT.

WHEREAS, it is the policy of the Town to provide as safe a workplace as possible for all employees. In conjunction with this policy employees are expected to cooperate in keeping the work areas clean and free of hazards; and

WHEREAS, all unsafe conditions should be reported immediately to the chain of command and/or safety committee representatives who in turn shall meet quarterly. Accidents will be investigated, and action taken to prevent recurrence; and

WHEREAS, departments will regularly schedule safety meetings and supervisors will hold safety talks with their employees; and

WHEREAS, managers, supervisors, and employees are responsible for implementing this policy; and

WHEREAS, each new employee will be trained in safe working practices for their specific job and provided with appropriate personal protective equipment to perform his/her job.

BE IT FURTHER RESOLVED that the Town of Irmo fully supports a safe work environment and will diligently monitor all personnel to ensure total compliance.

DONE IN MEETING DULY ASSEMBLED this 28th day of January 2025.

William O. Danielson, *Mayor*

ATTEST:

Lisa Hancock, Municipal Clerk



To: ALL TOWN EMPLOYEES
From: Courtney Dennis – Town Administrator
Re: Safety Policy

A handwritten signature in blue ink, likely belonging to Courtney Dennis, the Town Administrator.

The success of our organization depends upon our efficient use of resources to produce a high-quality product for the citizens of our community. Our most important resource is our employees.

To protect this resource, we are committed to providing a safe workplace for all employees by establishing and maintaining an effective safety and health program. We consider safety and health to be a fundamental part of our organization's operations.

The responsibility for safety resides within each of us. We are challenged to stay informed and to take responsibility for our own safety and the safety of our co-workers.

To ensure the success of our safety and health process, we must all give our full participation and support to the safety policies and procedures that have been developed to protect us.

Working safely and in accordance with established safety policies is an absolute requirement for all employees, supervisors, and managers.

A safe work environment can only be accomplished through safety reviews and employee input. The Town's Safety Committee is tasked with monitoring safety procedures and implementation of changes that promote a safe and healthy work environment.

The Town of Irmo has established a Safety Committee to review safety in the workplace.

The following employees have been designated as committee members. This committee will meet quarterly to discuss safety in the workplace.

Safety Coordinator	Administration	Courtney Dennis
Member	Administration	Doug Polen
Member	Public Works	Whitt Cline
Member	Police Department	Chief Bobby Dale
Member	Courts	Olivia Chambers

Accidents are preventable. If you have a safety concern, please report it immediately.



SAFETY & LOSS CONTROL PROGRAM

Roles & Responsibilities

To have an effective safety and loss control program, the roles and responsibilities of the Safety Committee, Safety Coordinator, Town Administrator, Department Heads/supervisors, employees, and elected officials should be clearly defined.

Elected Officials / Management

- Support the safety/loss control program through personnel and budgetary considerations.
- Take a leadership role in promoting risk management throughout the organization.
- Assign responsibility and authority to capable staff.
- Actively support the safety program goals and objectives.

Safety Committee

- Plan and recommend policies and procedures to develop an effective safety program.
- Review loss histories, accident reports, and other matters of safety to plan programs and evaluate effectiveness.
- Report to upper management on a regular basis regarding the safety program.
- Establish procedures for handling suggestions and recommendations.

- Identify and promote training needs, inspections, accident investigations, and proper work procedures by employees.

Safety Coordinator

- Develop goals and objectives for the safety program in conjunction with the safety committee.
- Develop management information reports on claims and incidents to be presented to management, departments, and the safety committee.
- Serve as a resource in the development of safe work practices, training programs, and inspection procedures.
- Serve as a resource to safety committees - participate by providing the agenda and leadership.
- Handle reporting requirements to management, maintain committee meeting minutes, review and maintain reports of training activities, inspections, and departmental safety meetings.

Department Heads/Supervisors

This is the level of management where "the rubber meets the road" in terms of safety responsibilities. Department heads and supervisors need to realize that safety is as much a part of their responsibilities as getting the job done efficiently. Therefore, they must be familiar with and enforce all safety rules and regulations (including the use of personal protective equipment); correct hazardous conditions; require inspection of premises and job sites; provide instruction to employees; conduct safety briefings, set the proper example, and provide safety leadership.

- Make sure all accidents and incidents are promptly reported.
- Investigate all accidents/incidents thoroughly and see that corrective action is taken to prevent recurrence.
- Require good housekeeping and cleanliness of equipment and operations.
- Be accountable for safety performance and reaching goals and objectives.

Employees

- Report unsafe conditions or defects in equipment.
- Report all accidents and incidents (including near misses) as soon as they occur.
- Work according to good safety practices as posted, instructed, and/or discussed.
- Follow safety rules and regulations and use personal protective equipment.
- Refrain from any unsafe behavior or act that might endanger self or fellow worker(s).
- Never operate unfamiliar equipment or equipment not trained to use.
- Participate in safety training, make suggestions as necessary, serve on committees or inspection teams when appropriate.



SAFETY POLICY STATEMENT

It is the policy of the Town of Irmo to provide as safe a workplace as possible for our employees. In conjunction with this policy, all employees are expected to cooperate in keeping all work areas clean and free of hazards. Our policy includes the following:

1. A responsible employee in a position of authority will be appointed as Safety Coordinator. Administrator Courtney Dennis has been appointed to fill this position.
2. Department Heads, supervisors, and employees are responsible for implementing this policy by working in a safe manner.
3. Regularly scheduled safety meetings will be held with all employees.
4. Supervisors will periodically hold 5-minute safety talks with employees.
5. All accidents must be investigated, and actions taken to prevent recurrence.
6. Each new employee will be trained in safe working practices for his/her particular job and closely supervised until it is ascertained that he/she is fully capable of performing his/her duties in a safe manner.
7. Each employee will be provided with and required to use appropriate personal protective equipment.
8. Each employee will be required to immediately report any accident of which he/she is aware to the immediate supervisor.
9. Each employee will be required to report any hazard or unsafe work habit of which he is aware to his immediate supervisor.

Accidents are preventable. Let's work together to prevent accidents and injuries of any kind. Be constantly aware of the dangers of working around moving machinery and equipment. **BE ALERT!**

SIGNED: _____

DATE: _____

STATE OF SOUTH CAROLINA)

)

RESOLUTION 25-02

TOWN OF IRMO)

A Resolution of the Town of Irmo Supporting the Inclusive Playground & Interactive Art Park Project at Rawls Creek Park

WHEREAS, the Town of Irmo recognizes the importance of fostering inclusion, understanding, and friendship among individuals of all abilities; and

WHEREAS, The Door Home, Inc., an Irmo-based nonprofit organization, in partnership with the Friends of Rawls Creek Inclusive Playground Council, has proposed the development of an Inclusive Playground & Interactive Art Park at Rawls Creek Park; and

WHEREAS, Rawls Creek Park, located on land leased by the Town of Irmo from the Richland County Recreation Commission, provides vital recreational and educational opportunities for children, families, seniors, and veterans in the surrounding the Friarsgate neighborhood and beyond; and

WHEREAS, the proposed project seeks to create a state-of-the-art facility designed to meet national safety standards and accommodate children and adults of all abilities through inclusive, nature-based play and interactive art features; and

WHEREAS, the Town of Irmo is committed to supporting this project by investing approximately \$140,000 toward site preparation, park benches, irrigation, and landscaping, with The Door Home, Inc. and its partners raising additional funds to finance playground equipment and construction; and

WHEREAS, this initiative aligns with the Town's goals of enhancing community well-being, promoting social inclusion, and revitalizing neighborhoods.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF IRMO, SOUTH CAROLINA:

1. The Town of Irmo formally expresses its support for The Door Home, Inc. in the development of the Inclusive Playground & Interactive Art Park at Rawls Creek Park.
2. The Town of Irmo commits to contributing \$140,000 for site preparation, park benches, irrigation, and landscaping as part of its investment in this transformative community project.
3. The Town of Irmo acknowledges the efforts of The Door Home, Inc., the Friends of Rawls Creek Inclusive Playground Council, and other partners in raising the additional funds necessary to complete the project.

4. The Town pledges to continue its collaboration with The Door Home, Inc. and the Richland County Recreation Commission to ensure the successful implementation and maintenance of this project.
5. The Town of Irmo encourages residents, local businesses, and organizations to actively support and engage with this initiative to create an inclusive and vibrant community space.

NOW, THEREFORE, BE IT RESOLVED this resolution was formally adopted by a majority vote of the Irmo Town Council of Irmo, South Carolina on the **28th** day of **January 2025**.

ADOPTED IN REGULAR MEETING this 28th day of January 2025.

William O. Danielson, Mayor

ATTEST:

Lisa Hancock, Municipal Clerk

One Irmo/Chapin - Where Parks Work Together

Rawls Creek Park-Playing Together Matters! 2025 Special Interest Park Proposal

The Door Home, Inc. & Friends Seek Bold Partnership with the Town of Irmo
to
build an Inclusive Playground & Interactive Art Park in 24 months.

The Request & Need (Data and existing facilities)

Request

Add an Inclusive playground & Interactive Art Park to Rawls Creek Park that fosters inclusion, friendship, and understanding among children and adults of all abilities using nature-based play elements.

Data Points

Athena Grants Consulting, LLC was contracted in 2023 to conduct a review of community indicators in the Friarsgate Community to include individuals with disabilities under 18 years of age, individuals 18 to 64, and individuals ages 65 and older.

Findings: further research is needed on the specific Disability Characteristics within the Census Tracts of Friarsgate Community particularly of children under the age of 18 and the on-going aging population to determine the need to design programs and infrastructures to meet the desires of individuals with disabilities.

School District 5 of Lexington & Richland County serves 17,000 students.

Census Data – Town of Irmo

Population estimates, 7/1/23	12,033
Persons under 18 years old	21.5 %
With disabilities, under age 65 years, percent, 2019-2023	8.5%

Proposed Park and Existing Facilities/Businesses

On 10/18/24, Rawls Creek Park, a 2-million-dollar safe and secure event-based park, opened on 9 acres located at 113 Friarsgate Blvd in the Friarsgate Neighborhood near HE Corley Elementary and Montessori Magnet School. The new park provides recreational, social, and educational opportunities to more than 3,000 children and their families, seniors, and veterans in the surrounding neighborhood and beyond. HE Corley is a magnet school hosting both the district's Leader in Me and Montessori Magnet programs. As a result, school attendance encompasses students from across the district. The school also hosts a Special Needs 3K & 4K program which focuses on early education for students with both physical and developmental disabilities.

Current Park offers:

- The Green Iceberg Community Garden: 60 raised beds, water fountain, irrigation, & fence. (supported by Alpha Kappa Alpha Sorority, Ivy Heritage Foundation, Irmo Music Academy & Town of Irmo)
- Dog Parks: 2 fenced in areas separated by breed size (small & large). (funded by The Town of Irmo)
- Irmo Skate Park: 8,500 square foot park has a variety of street-style and concrete bowls. (funded by Town of Irmo, built by 5th Pocket Skateparks, & supported by Irmo Skate Park Committee)
- Other areas include reading and meditation areas with benches, quarter mile shaded walking trail, paved basketball court, murals of Rawls Creek Park, and handicapped accessible bathrooms and water fountains.

Parks/Facilities in the Greater Irmo Area

- Rawls Creek Park
- Moore Park (Community Park of Irmo) *
- Friarsgate Park
- Ballentine Park
- Irmo Veterans Park
- Mungo Park
- Saluda Shoals - Leo's Park*
- Seven Oaks Park
- Crooked Creek Park
- Melvin Park
- Carraway Park at River Walk (West Columbia) *
- NorthWest Family YMCA*
- River's Edge Retreat
- Flight Adventure Park *

*AI searched for Inclusive Parks

The Solution (Brief Description of original proposed facility)

BARRS Recreation, LLC. has developed a custom playground configuration based on the requirements as they presented for the Town of Irmo playground project (May 2023). According to the designer, John Uelmen, the proposal # 405-163871-1 is designed with a focus on safety and is fully compliant with ASTM F1487 and CPSC playground safety standards.

User Capacity	169
Age Groups	Ages 5-12 *
Dimensions	72" 9" x 49' 5"

*Seeking clarification on age, weight, and height of the participants

See Attached Drawing - 405-163871-1

Resources Needed (Budget, partnerships, expectation)

Budget: \$500,000

\$250,000	Playground	The Door Home, Inc. & Central Carolina Community Foundation*
\$138,700	Site Preparation	Town of Irmo
\$111,300	Interactive Art Park, Sensory Elements, picnic tables	Pending

*Non-Endowed Designated Fund

Expectation-Funds will not be released without explicit written approval from the Town of Irmo, Friends of the Rawls Creek Inclusive Park Council and The Door Home, Inc.

Resources Committed

- \$10,000 (start-up for non-endowed account)
- \$1,000 (additional research on need)
- \$100,000 (letter of intent)

Partners (Committed and in progress)

Irmo/Chapin Parks Working as One Community – Approach

Purpose for including Parks from Chapin to the St. Andrews Corridor is:
To create a coalition of families, advocates, youth leaders, faith-based organizations, businesses, youth organizations, and schools to ensure a seamless continuum of inclusive programs, services, and activities are designed and provided for OUR children and adults regardless of their ability, gender, age, or neighborhood.

Committed

- The Door Home, Inc.
- Friarsgate Community Hub
- Athena Grants Consulting
- Emmaus Church
- Elizabeth Taylor, Community Advocate
- Meredith Buginske, Founder, Leo’s Landing Inclusive Playground
- Gravelle Wealth Management
- Irmo Chapin Recreation Commission
- Irmo Police Department Community Foundation
- Northwest Family YMCA

Wyche Warren Scarimbolo CPA, LLC
Universal Leadership & Steam Academy
Dr. Rob Hock, USC College of Social Work

In Progress

SC Department of Vocational Rehabilitation
Family Connection South Carolina
Indian Waters Council
Irmo Little League
Understood
SC Department of Education
Sharing God's Love
Richland County Recreation Commission
HE Corley Elementary Leadership Magnet and Montessori Magnet School
Churches, Businesses, Youth Centered Organizations, Neighborhoods and Youth Leaders.

Next Steps & Timeline

Timeline-12-24 months once approved by all parties.

To support a non-binding resolution that allows The Door Home, Inc., and the Friends of Rawls Creek Inclusive Playground Council to update the playground design and fund the construction of an inclusive playground & art park for children and adults of all abilities and ages.

To pledge personnel and financial support to prepare the site for the playground and /art park and maintain the area according to national standards for the next 20 years.

To support the engagement of 8-10 family members, youth, neighbors, and advocates as citizen leaders who serve each other and use their voices to advocate for the updated design, construction, funding, and evaluation of the proposed park. This group is known as the *Friends of Rawls Creek Inclusive Playground Council* and will partner with The Door Home committee until the park is opened.

To help develop a Memorandum of Understanding with Rawls Creek Park event-based partners with the purpose of supporting, advocating, and integrating activities that promote the park and neighborhood engagement.

For Additional Information about the initiative or being a Friend, please contact Stacey Atkinson, Jeannie Gravelle, or Ja-Nae Epps at Thedoorhome2019@gmail.com.



Staff Report

Approval to amend a contract with LCK to perform Project Management Services for the New Town Hall Project (Staff). This will release LCK to proceed with Phase II (executing the approved project).

DATES: January 28, 2025
TO: Town Council
FROM: Courtney Dennis, Town Administrator
SUBJECT: Request for Approval to Amend Project Management Services Agreement
ACTION REQUESTED: Approval to Amend Project Management Services Agreement

Background

Staff requests Council approval for Amendment No. 1 to the Agreement between the Town of Irmo and LCK, LLC, dated and approved by the Town Council December 5, 2023. The amendment formalizes the commencement of Phase II Basic Services for the management of the Town Hall and Meeting Center project, as outlined in the original agreement.

The original agreement with LCK, LLC, outlined the provision of Phase I and Phase II project management services for the design and construction of a 10,000-square-foot Town Hall and Meeting Center. Phase I Basic Services are wrapping up completion, including site analysis, procurement of design services, and preparation of conceptual designs.

This amendment initiates Phase II Basic Services to oversee the project through final design, construction, and completion, ensuring adherence to the approved budget, procurement, schedule, and project objectives.

Analysis

DETAILS OF THE AMENDMENT

1. Phase II Services:

- Includes detailed coordination of construction administration, contract compliance, and reporting on project progress.
- Commences January 1, 2025, and concludes on June 30, 2026.

2. Fee Structure:

- The total estimated fee for Basic Services (Phases I and II) is \$208,800. Phase I fees of \$50,000 have been paid, leaving \$158,800 for Phase II.

- Phase II fees are payable in 18 equal installments of \$8,822.22, with the first due on January 31, 2025, and the final payment on June 30, 2026.
- Adjustments to the Phase II fee will be made based on actual construction costs, with final reconciliation occurring upon project completion.

3. No Changes to Terms:

- All terms and conditions of the original agreement remain unchanged.

Staff Findings

The amendment commits the Town to the Phase II project management fees outlined above. These costs align with the project's budget presented to the Council.

RECOMMENDATION

Staff recommends that the Council approve Amendment No. 1 to the Agreement with LCK, LLC, authorizing the commencement of Phase II Basic Services and the associated fee structure.

Attachments

1. Town of Irmo PjM - Amendment No. 1
2. Town of Irmo - Moore Park 12.31 Plan Conceptual Budget 1.06.2024

Staff Report

Contract

DATES: January 28, 2025

TO: Irmo Town Council

FROM: Douglas Polen, Assistant Town Administrator

SUBJECT: Contract for Wayfinding and Signage Plan Services

ACTION REQUESTED: Consideration of acceptance of a contract with Arnett-Muldrow for a Wayfinding and Signage Plan in the amount of \$17,250

Background

As part of the Town's Strategic Plan, Staff released a Request for Quotations for a townwide signage and wayfinding plan on December 5, 2024. Quotes and qualifications were due back on January 10. Due to the ice storm, the Town did accept submittals as late as January 14 that clearly stated on the mailing envelope that they were to be delivered by noon of January 10.

The Town received 12 quotes from firms throughout the nation, ranging from a low of \$17,250 to a high of \$98,000. The lowest bid came from Arnett-Muldrow, a well-respected firm based in Greenville, SC. Arnett-Muldrow has performed similar studies for over 500 communities in 35 states and three countries, including Fort Mill, Lake City, Greenwood, West Columbia, and Travelers Rest in South Carolina. Furthermore, Mr. Polen worked with them in Moncks Corner on a branding and wayfinding project.

Staff has met with Arnett-Muldrow and Mr. Edwards, Town Attorney, has reviewed the contract.

Staff Findings

Staff recommends **ACCEPTANCE** of this contract.

TOWN OF IRMO BID TABULATION



Project: Wayfinding & Signage Plan

Contractor	Address	City / State	Zip Code	Point of Contact	Phone	Bid
Corbin Design	415 S Union	Traverse City, MI	49684	Shelley Steele	231-360-5228	\$68,370.00
sky design	55 Ivan Allen Blvd	Atlanta, GA	30308	Tiffany Chen	404-353-4909	\$47,500.00
Short Street Studio	2202 S. Figueroa St	Los Angeles, CA	90007	Sean Christensen	323-791-2959	\$98,000.00
Walker Consultants	3545 Whitehall Park	Charlotte, NC	28273	Leslie Jo Hurwitz	704-247-6230	\$36,500.00
fd2s	14205 N Mopac	Austin, TX	78728	Curtis Roberts	512-476-7733	\$49,865.00
ESP Associates	3475 Lakemont Blvd	Fort Mill, SC	29708	Matt Mandle	803-802-2440	\$35,000-\$43,500
Merje	5 W Gay	West Chester, PA	19380	John Bosio	484-266-0487	\$69,950.00
BCT Design Group	100 N Charles	Baltimore, MD	21201	Frank Christian	410-837-2727	\$34,800.00
Arnett Muldrow	620 Rutherford	Greenville, SC	29607	Shawn Terpack	864-593-4996	\$17,250.00
Guide Studio	34149 Aurora	Cleveland, OH	44139	Cathy Fromet	216-921-0750	\$37,000.00
Destination by Design	136 Furman	Boone, NC	28607	Eric Woolridge	828-719-1109	\$85,000.00
KMA Design	1276 McEwan	Canonsburg, PA	15317	Barbara Martin	412-429-4071	\$51,055.00

I certify the above information to be true and accurate

Town of Irmo Signature

Witness Signature

January 10, 2025*
Opened

Douglas R. Polen
Print Name

Courtney Dennis
Print Name

*Due to impending ice storm, submittals postmarked to arrive by 1/10 were accepted until 1/14.

TOWN OF IRMO, SOUTH CAROLINA
REQUEST FOR QUOTATIONS
TOWN WAYFINDING & SIGNAGE PLAN

RFQ NO.
2024-02



620 RUTHERFORD STREET
GREENVILLE, SC 20607
ARNETTMULDROW.COM

December 12, 2024

Town of Irmo
Attn: Courtney Dennis
7300 Woodrow Street
Irmo, SC 29063

RE: RFQ No. 2024-02: Town Wayfinding & Signage Plan

Dear Ms. Dennis:

Arnett Muldrow & Associates is pleased to submit this proposal in response to RFQ No. 2024-02 for the development of a comprehensive wayfinding and signage plan for the Town of Irmo. Our team has extensive experience in crafting creative and functional signage systems that reflect the unique identity of communities while improving navigation and boosting tourism.

We bring a proven track record of delivering high-quality wayfinding solutions, and our tailored approach ensures that the Town of Irmo's goals—enhancing town identity, improving accessibility, and integrating innovative design elements—are fully realized.

We appreciate the opportunity to assist the Town of Irmo with this exciting project and look forward to discussing our approach in more detail. Please feel free to contact us with any questions or for further clarification.

Kind regards,



Shawn Terpack
Art Director
Arnett Muldrow & Associates, Ltd.

shawn@arnettmuldrow.com
864.593.4996

TEAM QUALIFICATIONS



Arnett Muldrow & Associates offers a collaborative, integrated approach to the Wayfinding process. We have assembled a team of two firms experienced in master planning, transportation planning, civil engineering and wayfinding design.

Arnett Muldrow & Associates of Greenville, SC is a Registered Vermont Business that specializes in master planning, economic development, and wayfinding. Our firm has completed wayfinding plans in seven states and two foreign countries. AMA has completed projects in over 500 communities in 35 states and 3 countries. This includes wayfinding plans in:

- | | | |
|--------------------------------|-------------------------------------|---------------------------------|
| • AeroPark Innovation District | • Shawnee, OK | Parks & Recreation |
| • Leonardtown, MD | • Cayce, SC | • High Knob, VA Recreation Area |
| • Gulfport, MS | • Fort Mill, SC | • Lynchburg, VA Downtown |
| • Oxford, MS | • Greenville, SC | • Waterbury, VT |
| • Pascagoula, MS | • Greenville, SC Parking Wayfinding | • Fairlee, VT |
| • Tupelo, MS | • Greenwood, SC | • Barre, VT |
| • Eden, NC | • Lake City, SC | • Ellensburg, WA |
| • Graham County, NC | • Travelers Rest, SC | • Ritzville, WA |
| • Kinston, NC | • West Columbia, SC | • Belize City, Belize |
| • Rutherford County, NC | • Knoxville, TN | • Swift Current, SK Canada |
| • Town of Marvin, NC | • Urban Wilderness, TN | |
| | • Blacksburg, VA | |

Tripp Muldro, FAICP, Principal - Project Manager

Shawn Terpack, Art Director, Wayfinding Specialist

Relevant AMA References

Lake City Wayfinding Plan

Randy Wilson, Project Architect
Greater Lake City Community Dev. Office
108 E Main St., Lake City SC, 29560
randylwilson@me.com
803.240.9050
Jan- Nov 2018

Albemarle Wayfinding Plan

Nyki Hardy
Assistant City Manager
City of Albemarle
P.O. Box 190
Albemarle, NC 28002
704.984.9408
nhardy@ci.albemarle.nc.us
April 2020 - March 2021

Fort Mill Wayfinding Plan

LeAnne Burnett Morse, Executive Director
Fort Mill Economic Council
101 S White St., Fort Mill SC, 29715
leannebmorse@fortmillec.com
704.258.4958
May - Dec 2018

Firm Name & Contact Information

Arnett Muldrow & Associates, LTD
www.arnettmuldrow.com
PO Box 4151
Greenville, SC 29609
Aaron Arnett, Principal
aaron@arnettmuldrow.com 864.915.7101

Arnett Muldrow is an S-Corporation with locations in Greenville, SC and Milford, DE.

PROJECT SCOPE

PART I : PROJECT COORDINATION

Task 1: Information Gathering & Background Review

Prior to our first site visit, we will coordinate with the Town of Irmo and its partners to discuss basic project elements and expectations for both the branding and wayfinding components. Topics will include establishing the steering committee, delineation of the project area as well as sign system elements, requirements, and constraints. We will review the “Midlands Connection Plan” and use available mapping information provided by the Town to examine traffic, circulation, and land use patterns, as well as potential system destinations and parking facilities that may be signed. We will pay special attention to the client-identified corridors and destinations. We will review existing community branding standards, wayfinding system elements, and MUTCD/SCDOT sign guidelines and requirements.

PART II : KICKOFF, ANALYSIS, & ENGAGEMENT

Task 2: Project Kickoff: Visioning Workshop

We will conduct a kick-off visit to meet and work with Town Staff & local SCDOT representative if available, and key committee team partners as selected by the Client. This could include representatives of key recreation destinations, private developments, school district, and cultural resources, among others. During this visit, we will use these discussions to inform the creative direction for the community identity, establish the strategic wayfinding framework as well as a comprehensive list of destinations to be signed (to be refined throughout the planning process.) We will discuss conceptual elements such as information hierarchies and sign design elements including sign typologies. We will also learn about budget priorities for the project, as financial considerations will have a strong impact on the size, phasing, and general characteristics of the overall system.

A key outcome of this visit will be establishing qualification criteria for ranking destinations and determining eligibility in the signage system. These criteria will be based on local priorities, State, Federal, and local requirements, as well as best practices for system design. This tool will be used throughout the comprehensive wayfinding process, and will serve as a mechanism for the Town to determine future eligibility as the wayfinding system grows over time.

Task 3: Existing Conditions Analysis

Having worked extensively in South Carolina, including numerous communities in the Midlands, our team has familiarity with Irmo and its surroundings. During our first visit, we will conduct a visual tour to document the unique character of Irmo as inspiration for the design elements that will be used in the design of the wayfinding plan. This will also afford us the opportunity to perform a general windshield survey of existing signs and their site locations, including existing markers for destinations and locations in the Town. We will assess major traffic circulation patterns, visitor attractions, parking resources, and verify preliminary locations where signs may be placed, as well as potential signage that could be consolidated or removed to help beautify streets and limit sidewalk obstructions. We will then create a list of key intersections and locations for wayfinding signs. Online maps will be developed showing relevant sign conditions, key traffic thoroughfares and destinations. Our team uses Google Maps as an open-source tool to plan the wayfinding system that can also for be imported into GIS for future planning and management by the Town.

PROJECT SCOPE

Task 4: Preliminary System Development

After the initial site visit, we will develop a preliminary working system for the wayfinding program. This will encompass draft maps outlining primary, secondary, and destination routes, an initial framework for decision access points, and refinements to qualification criteria and destination rankings. This early stage will provide a solid foundation for the system's design while remaining flexible to stakeholder input. One product of this task will include destination mapping and tiers, identifying the locations of those destinations that will ultimately be included in the sign system. This could include:

Civic: Irmo Town Hall, Irmo Branch Library, etc.

Cultural: Harbison Theatre.

Recreational: Irmo Town Park, Moore Park, Saluda Shoals Park, etc.

Educational: Irmo High School, Midlands Technical College.

Some destinations may be outside the municipal boundaries of Irmo but will be considered for inclusion in the wayfinding system if they significantly contribute to the community's character or enhance the system's overall effectiveness. Examples of such external destinations include popular parks or cultural sites in unincorporated areas. A threshold for visitor traffic, as determined by the steering committee, will guide the inclusion of these destinations.

Not all destinations will be included in the system, so we will establish qualification ranking criteria based on local priorities, State, Federal, and local requirements. The criteria will be used throughout the comprehensive wayfinding process and will serve as a mechanism for the Town to determine future eligibility and sign content as the wayfinding system grows over time.

PART III : WAYFINDING DESIGN

Task 5: System Sign Schedule

We will develop a sign schedule document detailing all necessary communication elements for the wayfinding system, including primary gateways and high-speed trailblazers, secondary gateways and low-speed trailblazers, parking signs, street signs, neighborhood signs, banners, and utility wraps.

The sign schedule will include location, directional sign-type, sign-specific destinations, consistent destination naming conventions, direction of sign face (i.e., east or westbound), and turn direction (straight, left, right). Accompanying the schedule will be maps that identify all signage locations. Sign locations themselves will be determined based on the system design, as well as placement criteria including ideal distance ranges from intersections and other signage, existing access points, etc. Locations will be specific yet approximate, as precise locations can only be determined during the permitting (through SCDOT) and installation process.

PROJECT SCOPE

Task 6: System Design Development

Utilizing the Town's established brand identity, we will develop up to wayfinding concepts, including conceptual designs for recommended wayfinding elements, color palette, typefaces, and symbol systems, if needed. These designs will incorporate the community brand and take inspiration from the architectural and environmental characteristics of the community. The system design development will be an internal discussion with the client regarding creative design details that will be accommodated within MUTCD and SCDOT standards. Ancillary design concepts will be created for welcome signs, street signs, neighborhood signs, utility box wraps, and banners.

Upon approval of the design concept, specifications will be developed for sign size, number of lines of text, font/style, size of text, signpost dimensions, mounting height, and break-away standards for signpost.

Task 7: Draft Plan Development & Presentation

We will create the draft report, collating all of the plan components including destination list and map, route maps, vehicular wayfinding sign design, content, and locations, along with preliminary phasing and asset management strategies.

Task 8: SCDOT Review

Coordination with SCDOT early in the process is important to identify any concerns, achieve their cooperation and ultimate buy-in. During development of the draft plan, a coordination meeting will be held with the SCDOT District 1 Transportation Administrator or their assigned designee to review concepts, project goals and purpose. In addition, confirmation of standards and location issues will be discussed. The draft plan will then be submitted to SCDOT for review. Ultimately, final approval of individual signs and locations will be determined through the SCDOT Encroachment Permit process, but this task provides an opportunity to improve coordination with SCDOT regarding potential considerations and revisions while plans are more flexible. This will result in reduced time and effort during the permitting process and potentially eliminate costly re-work.

Task 9: Plan Revisions and Final Wayfinding Report

Upon review of the draft wayfinding plan by the client and input from SCDOT, we will create a final wayfinding plan containing a map and sign schedule, final sign system visual, graphic, and dimensional standards to a level required by a sign fabricator. The report will also include a wayfinding system cost estimate guide, system phasing, and ongoing maintenance strategy.

Task 10: Implementation Workshop

We will return to Irmo to present the final plan and deliverables to the Town Council as well as hold an implementation meeting with Town staff. This two to three-hour meeting will include reviewing the plan components and a discussion on short, medium, and long term implementation strategies such as fabrication, installation, maintenance, and future system expansion. This will also include a review of potential funding strategies, including available grant resources.

PROJECT SCHEDULE

The scope of work detailed above can be completed in a five-month time-frame for a total budget of \$17,250 inclusive of travel expenses. Our team would be available to begin February 10, 2025 with an anticipated finish date of August 1, 2025. A more detailed project schedule can be developed as needed.

Task #	Task Name	Schedule
Task 1:	Information Gathering & Background Review	Month 1
Task 2:	Project Kickoff: Visioning Workshop	Month 1
Task 3:	Existing Conditions Analysis	Month 1
Task 4:	Preliminary System Development	Month 2
Task 5:	System Sign Schedule	Month 2
Task 6:	System Design Development	Month 2
Task 7:	Draft Plan Development & Presentation	Month 3
Task 8:	SCDOT Review	Month 4
Task 9:	Plan Revisions and Final Wayfinding Report	Month 5
Task 10:	Implementation Workshop	Month 6

AMA RESUMES



Aaron Arnett,
AICP, Principal

Education

Master of City and Regional
Planning, Clemson University (1996)

Bachelor of Arts, English, Clemson
University (1993)

Tripp Muldrow is an accomplished urban planner with over twenty years experience in a broad range of areas in the planning profession. Tripp's focus has been linking planning and urban design projects with successful economic development and community revitalization strategies in small and medium sized communities.

Tripp has authored downtown market studies, neighborhood master plans, tourism development plans, economic development strategies, and community marketing plans for over 300 places in thirty states, Canada, and Belize. He has also worked "on the ground" implementing these plans as an urban economic developer working for cities, redevelopment authorities, and Main Street programs. Tripp is a skilled public facilitator and talented writer. He is equally comfortable conducting public meetings, facilitating community groups, writing technical reports, and distilling complex technical information for general audiences.

Tripp has served on the faculty of the South Carolina Mayor's Institute for Community Design and has lectured at Clemson University, the University of Georgia, the University of Oklahoma, Universidad De San Carlos De Guatemala, and conducted sessions for the South Carolina Advanced Symposium for Economic Developers. Tripp is passionate about the communities where he works and stays involved in his own community where he is a past president of the South Carolina American Planning Association chapter, a former vice-chairman of the Greenville City Planning Commission, and as a member of the Board of Regents for Leadership Greenville.



Shawn Terpack
Art Director,
Wayfinding SPecialist

Education

Associates in Graphic Communication,
Piedmont Technical College (2001)

Shawn Terpack has been honing his design skills for over 25 years. From his early days as the Advertising Design Director of an international textile manufacturer to being the Senior Production Designer of a national real estate publisher and most recently the Creative Designer for The Greenville News, Shawn has a vast understanding of design, branding, and marketing. He has worked with hundreds of clients over the past two decades of every size and specialty. He brings with him a strong sense of curiosity and eager drive to solve problems.

Since joining Arnett Muldrow in 2014, Shawn has been instrumental in over 80 community branding and 20 wayfinding projects. His work has been recognized by the South Carolina Press Association, the South Carolina Association of Counties, and North Carolina Main Street.

Tupelo, Mississippi

COMMUNITY WAYFINDING



240"



66"

120"



60"

In late 2014, Arnett Muldrow was hired by Tupelo Convention and Visitors Bureau to design a comprehensive wayfinding master plan. AMA worked with the Tupelo CVB, the City of Tupelo, and the National Park Service throughout the process.

Tupelo, Mississippi is a town of over 35,000 that entertains thousands of visitors every year. Whether they are in town to visit Elvis' birthplace, catch a show at the BancorpSouth Arena, or hopping off the beautiful and historic Natchez Trace Scenic Highway to do some shopping, Tupelo offers a wide variety of destinations.

By meeting with community and business leaders, and residents, AMA were able to define three tiers of points of interest. This list provided the data to create a broad system of maps highlighting key ingress points and intersections. A physical tour the community and surrounding areas allowed us to refine our design and material recommendations using elements

AMA created a robust system reaching from the edges of the community on the state highways and the historic Natchez Trace, to their downtown consisting of nearly 150 unique vehicular trailblazer signs as well as monumental Primary Gateways for Downtown Tupelo and three individual districts, and a pedestrian wayfinding system.

Working with local engineering firm, Civil Link, the final report also included engineering drawings for the client to use in their bidding and fabrication process.



Travelers Rest, South Carolina

COMMUNITY BRANDING & WAYFINDING



Over the last decade, Arnett Muldrow & Associates has completed several projects in Travelers Rest. In 2009, AMA conducted a community branding initiative that turned the city's previously undesirable moniker "TR" into a positive attribute.

In 2011, AMA completed a wayfinding master plan designed to draw visitors into downtown and promote community assets. AMA worked closely with municipal officials to ensure that the wayfinding system aligned with the community's vision as a home to the arts and outdoor activities. One of the key elements

of the project was the development of a strategy to promote downtown and its visitor assets, especially the recently-completed Swamp Rabbit Trail. The wayfinding system was carefully designed to emphasize the importance of the trail to the community and to create a strong connection between the trail and downtown Travelers Rest.

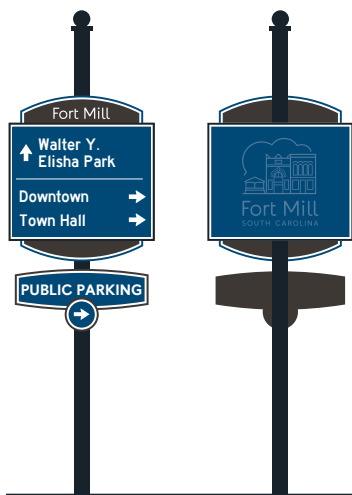
Project tasks included study area mapping and route analysis, design development and refinement, and coordination with local government and Department of Transportation officials.



Fort Mill, South Carolina

COMMUNITY WAYFINDING

LeAnne Burnett Morse
Executive Director
PO Box 1911
Fort Mill, SC 29716
leannebmorse@fortmillec.com



In 2017, the Fort Mill Economic Council hired Arnett Muldrow to develop a wayfinding master plan for Fort Mill, South Carolina.

Fort Mill has become one of the fastest growing communities in all of South Carolina. Proximity to Charlotte has made the Fort Mill area a desirable location for destinations with a multi-state draw such as Carowinds, Knights Castle, and the Charlotte Bobcats training facility.

The goal of the wayfinding master plan was to cultivate the visitor experience, generate community

pride, and develop an attractive, consistent signage system to help direct motorists around the downtown core, the many local parks, and other destinations. This plan also included pedestrian signage, gateways, and parking signs.

Our process included conducting stakeholder roundtable sessions, identifying system infrastructure and system destinations, designing sign typology, developing a sign schedule, and providing phasing and cost estimates for implementation.



Kinston, North Carolina

COMMUNITY BRANDING & WAYFINDING



In July of 2018, the Lenoir County Tourism Development Authority secured Arnett Muldrow & Associates of Greenville, South Carolina to develop the wayfinding master plan.

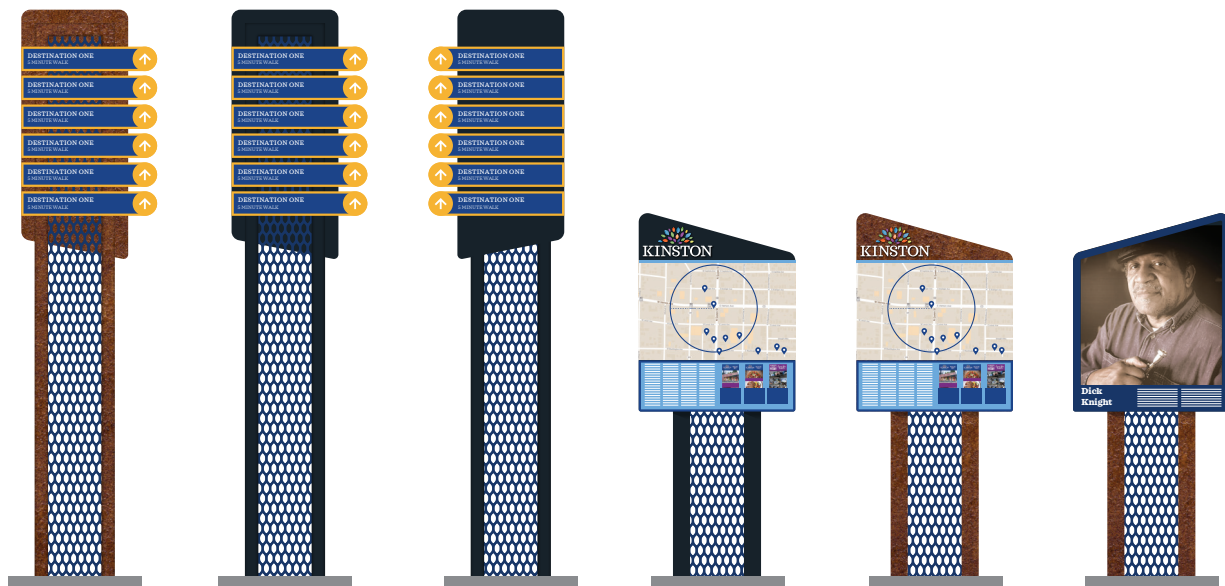
Working with the City, the team created a plan that included destination mapping, route planning, designs, and sign locations. The draft plan was revised based on input from the City. Prior to the wayfinding planning exercise, Arnett Muldrow worked with the community to establish a new destination brand identity, which was ultimately included in the design of wayfinding signage.

Kinston, the seat of Lenoir County, has heritage is deeply rooted in agrarian culture, and throughout its history has maintained a constant relationship to the land. Its location on the Neuse River has made Kinston a destination for visitors and residents for many years. Kinston benefits from

its proximity to Highway 70 as a primary corridor bringing thousands of visitors to the region every year to visit their many destinations.

The focus of this comprehensive wayfinding strategy is to:

- bring awareness to the civic, recreation, visitor, and cultural destinations within the community;
- encourage effective circulation patterns throughout the community;
- strengthen Kinston's community identity with strategic gateway entrances and signage systems;
- design a platform for a signage system that can grow as new destinations are added;
- provide a framework for phased implementation that can be conducted in the most efficient manner.





620 RUTHERFORD STREET
GREENVILLE, SC 20607
ARNETTMULDROW.COM

AGREEMENT FOR PLANNING SERVICES

THIS AGREEMENT is entered into between the Town of Irmo, South Carolina (Client) with Arnett Muldrow & Associates Ltd. (Planner), for the following reasons:

1. The Client intends to conduct the Town Wayfinding & Signage Plan for the Town of Irmo (Project).
2. The Client requires certain planning, economic development, marketing and urban planning services in connection with the Project; and,
3. The Planner is prepared to provide the Services, as more fully defined in Attachment A, Scope of Services.

In consideration of the promises contained in this Agreement, the Client and the Planner agree:

ARTICLE 1 - EFFECTIVE DATE

The effective date of this Agreement shall be January 15, 2025.

ARTICLE 2 - GOVERNING LAW

This Agreement shall be governed by the laws of the State of South Carolina.

ARTICLE 3 - SCOPE OF SERVICES

The Planner shall provide the services described in Attachment A, Scope of Services, included herewith and made part of this agreement.

ARTICLE 4 - SCHEDULE

The Planner shall exercise its reasonable efforts to perform the Services according to the Schedule set forth in Attachment A, Scope of Services.

ARTICLE 5 - COMPENSATION

The Client shall pay The Planner in accordance with Attachment A, Scope of Services.

Invoices shall be due and payable upon receipt. The Client shall give prompt written notice of any disputed amount and shall pay the remaining amount. Invoice amounts not paid within 30 days after receipt shall accrue interest at the rate of 1.5% per month (or the maximum rate permitted by law, if less), with payments applied first to accrued interest and then to unpaid principal.

ARTICLE 6 – CLIENT’S RESPONSIBILITIES

The Client shall be responsible for all matters described as Client responsibilities in Attachment A, Scope of Services.

ARTICLE 7 - STANDARD OF CARE

The Planner shall exercise the same degree of care, skill, and diligence in the performance of the Services as is ordinarily possessed and exercised by a member of the Planner’s profession, currently practicing, under similar circumstances. No other warranty, express or implied, is included in this Agreement or in any drawing, specification, report, opinion, or other instrument of service, in any form or media, produced in connection with the Services.

ARTICLE 8 - INDEMNIFICATION AND LIABILITY

General. Having considered the potential liabilities that may exist during the performance of the Services, the relative benefits and risks of the Project, and the Planner’s fee for the Services, and in consideration of the promises contained in this Agreement, The Client and The Planner agree to allocate and limit such liabilities in accordance with this Article.

Indemnification. The Planner agrees to indemnify and hold harmless the Client and its successors and assigns, from and against any and all claims, demands, actions, charges, losses, liabilities, judgments, damages, and expenses, (including, specifically, the Client’s reasonable attorneys’ fees) (collectively “Claims”) to the extent such Claims are caused by the Planner’s willful or intentional misconduct, negligent acts, errors, or omissions arising out of its performance of the Services.

Limitation of Liability. To the fullest extent permitted by law, the total aggregate liability of The Planner and its subconsultants to the

Client for all Claims resulting in any way from the performance of the Services shall not exceed the insurance limits set forth in Article 9 of this Agreement.

Consequential Damages. To the fullest extent permitted by law, The Planner shall not be liable to the Client for any consequential damages resulting in any way from the performance of the Services.

Survival. The terms and conditions of this Article shall survive completion of the Services, or any termination of this Agreement.

ARTICLE 9 - INSURANCE

During the performance of the Services under this Agreement, The Planner shall maintain the following insurance:

- (a) General Liability Insurance, with a combined single limit of \$1,000,000 per occurrence and \$2,000,000 aggregate.
- (b) Professional Liability Insurance, with a limit of \$1,000,000 annual aggregate.

The Planner shall, upon written request, furnish the Client certificates of insurance which shall include a provision that such insurance shall not be canceled without at least thirty days' written notice to the Client.

ARTICLE 10 - LIMITATIONS OF RESPONSIBILITY

The Planner shall not be responsible for the failure of any contractor, subcontractor, vendor, or other Project participant, not under contract to The Planner, to fulfill contractual responsibilities to the Client or to comply with federal, state, or local laws, regulations, and codes.

ARTICLE 11 - OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY

Except as otherwise provided herein, the documents, drawings, and specifications prepared by the Planner and furnished to the Client as part of the Services shall become the property of the Client; provided, however, that the Planner shall have the unrestricted right to their use in marketing material with the understanding that no endorsement on

the part of the Client is implied in such use. The Planner shall assign Copyright of all final design material developed for this project to the Client. The Planner shall retain its copyright and ownership rights in its databases, computer software, and other proprietary property.

ARTICLE 12 - TERMINATION AND SUSPENSION

This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement; provided, however, the nonperforming party shall have 14 calendar days from the receipt of the termination notice to cure or to submit a plan for cure acceptable to the other party.

The Client may terminate or suspend performance of this Agreement for the Client's convenience upon written notice to the Planner. The Planner shall terminate or suspend performance of the Services on a schedule acceptable to the Client, and the Client shall pay the Planner for all the Services that have been performed in accordance with this Agreement as of the date of termination or suspension. Upon restart of suspended Services, an equitable adjustment shall be made to the Planner's compensation and the Project schedule.

ARTICLE 14 - DELAY IN PERFORMANCE

Neither the Client nor The Planner shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and delay in or inability to procure permits, licenses, or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either the Client or the Planner under this Agreement. The Planner shall be granted a

reasonable extension of time for any delay in its performance caused by any such circumstances.

Should such circumstances occur, the nonperforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

ARTICLE 15 - RELATIONSHIP OF PARTIES

The Planner and the Client hereby agree that their relationship is that of independent contractors, and nothing in this Agreement shall create nor be deemed to create a joint venture, partnership, principal/agent, employer/employee, or any other form of relationship other than that of independent contractors.

ARTICLE 16 - NOTICES

Any notice required by this Agreement shall be made in writing to the address specified below:

The Client:

The Town of Irmo

Doug Polen, AICP, CFM

Assistant Town Administrator

(803) 781-7050 ext 108

7300 Woodrow Street

Irmo, SC 29063

The Planner:

Arnett Muldrow & Associates, Ltd.

Tripp Muldrow, FAICP, President

Post Office Box 4151

Greenville, SC 29608

864.233.0950

tripp@arnettmuldrow.com

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of the Client and the Planner.

ARTICLE 17 - DISPUTES

In the event of a dispute between the Client and The Planner arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. If the parties cannot thereafter resolve the dispute, each party shall nominate a senior officer of its management to meet to resolve the dispute by direct negotiation or mediation.

Should such negotiation or mediation fail to resolve the dispute, either party may pursue resolution of the dispute in a court of competent jurisdiction in South Carolina.

During the pendency of any dispute, work may stop until all disputes are resolved.

ARTICLE 18 - WAIVER

A waiver by either the Client or the Planner of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

ARTICLE 19 - SEVERABILITY

The invalidity, illegality, or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement, and the balance of this Agreement shall be construed and enforced as if it did not contain the particular portion or provision held to be void. The parties further agree to amend this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this Article shall not prevent this entire Agreement from being void should a provision which is of the essence of this Agreement be determined void.

ARTICLE 20 - INTEGRATION

This Agreement, including Attachment A incorporated by this reference represents the entire and integrated agreement between the

Client and The Planner. It supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this Agreement.

ARTICLE 21 - SUCCESSORS AND ASSIGNS

The Client and the Planner each binds itself and its successors, executors, administrators, and permitted assigns, to the other party to this Agreement and to the successors, executors, administrators, and permitted assigns of such other party in respect to all provisions of this Agreement.

ARTICLE 22 - ASSIGNMENT

Neither the Client nor the Planner shall assign any rights or duties under this Agreement without the prior written consent of the other party, which consent shall not be

unreasonably withheld; provided, however, The Planner may assign its rights to payment without the Client's consent. Unless otherwise stated in the written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this Agreement. Nothing contained in this Article shall prevent the Planner from engaging independent consultants, associates, and subcontractors to assist in the performance of the services.

ARTICLE 23 - NO THIRD PARTY RIGHTS

The Services provided for in this Agreement are for the sole use and benefit of the Client and the Planner. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the Client and the Planner.

IN WITNESS WHEREOF, the Client and the Planner have executed this Agreement.

Irmo, SC
(The Client)

Arnett Muldrow & Associates, Ltd.
(The Planner)

By _____

By _____
Tripp Muldrow, President

Its _____

Date:

Date _____

PART I : PROJECT COORDINATION

Task 1: Information Gathering & Background Review

Prior to our first site visit, we will coordinate with the Town of Irmo and its partners to discuss basic project elements and expectations for both the branding and wayfinding components. Topics will include establishing the steering committee, delineation of the project area as well as sign system elements, requirements, and constraints. We will review the “Midlands Connection Plan” and use available mapping information provided by the Town to examine traffic, circulation, and land use patterns, as well as potential system destinations and parking facilities that may be signed. We will pay special attention to the client-identified corridors and destinations. We will review existing community branding standards, wayfinding system elements, and MUTCD/SCDOT sign guidelines and requirements.

PART II : KICKOFF, ANALYSIS, & ENGAGEMENT

Task 2: Project Kickoff: Visioning Workshop

We will conduct a kick-off visit to meet and work with Town Staff & local SCDOT representative if available, and key committee team partners as selected by the Client. This could include representatives of key recreation destinations, private developments, school district, and cultural resources, among others. During this visit, we will use these discussions to inform the creative direction for the community identity, establish the strategic wayfinding framework as well as a comprehensive list of destinations to be signed (to be refined throughout the planning process.) We will discuss conceptual elements such as information hierarchies and sign design elements including sign typologies. We will also learn about budget priorities for the project, as financial considerations will have a strong impact on the size, phasing, and general characteristics of the overall system.

A key outcome of this visit will be establishing qualification criteria for ranking destinations and determining eligibility in the signage system. These criteria will be based on local priorities, State, Federal, and local requirements, as well as best practices for system design. This tool will be used throughout the comprehensive wayfinding process, and will serve as a mechanism for the Town to determine future eligibility as the wayfinding system grows over time.

Task 3: Existing Conditions Analysis

Having worked extensively in South Carolina, including numerous communities in the Midlands, our team has familiarity with Irmo and its surroundings. During our first visit, we will conduct a visual tour to document the unique character of Irmo as inspiration for the design elements that will be used in the design of the wayfinding plan. This will also afford us the opportunity to perform a general windshield survey of existing signs and their site locations, including existing markers for destinations and locations in the Town. We will assess major traffic circulation patterns, visitor attractions, parking resources, and verify preliminary locations where signs may be placed, as well as potential signage that could be consolidated or removed to help beautify streets and limit sidewalk obstructions. We will then create a list of key intersections and locations for wayfinding signs. Online maps will be developed showing relevant sign conditions, key traffic thoroughfares and destinations. Our team uses Google Maps as an open-source tool to plan the wayfinding system that can also for be imported into GIS for future planning and management by the Town.

PROJECT SCOPE

Task 4: Preliminary System Development

After the initial site visit, we will develop a preliminary working system for the wayfinding program. This will encompass draft maps outlining primary, secondary, and destination routes, an initial framework for decision access points, and refinements to qualification criteria and destination rankings. This early stage will provide a solid foundation for the system's design while remaining flexible to stakeholder input. One product of this task will include destination mapping and tiers, identifying the locations of those destinations that will ultimately be included in the sign system. This could include:

Civic: Irmo Town Hall, Irmo Branch Library, etc.

Cultural: Harbison Theatre.

Recreational: Irmo Town Park, Moore Park, Saluda Shoals Park, etc.

Educational: Irmo High School, Midlands Technical College.

Some destinations may be outside the municipal boundaries of Irmo but will be considered for inclusion in the wayfinding system if they significantly contribute to the community's character or enhance the system's overall effectiveness. Examples of such external destinations include popular parks or cultural sites in unincorporated areas. A threshold for visitor traffic, as determined by the steering committee, will guide the inclusion of these destinations.

Not all destinations will be included in the system, so we will establish qualification ranking criteria based on local priorities, State, Federal, and local requirements. The criteria will be used throughout the comprehensive wayfinding process and will serve as a mechanism for the Town to determine future eligibility and sign content as the wayfinding system grows over time.

PART III : WAYFINDING DESIGN

Task 5: System Sign Schedule

We will develop a sign schedule document detailing all necessary communication elements for the wayfinding system, including primary gateways and high-speed trailblazers, secondary gateways and low-speed trailblazers, parking signs, street signs, neighborhood signs, banners, and utility wraps.

The sign schedule will include location, directional sign-type, sign-specific destinations, consistent destination naming conventions, direction of sign face (i.e., east or westbound), and turn direction (straight, left, right). Accompanying the schedule will be maps that identify all signage locations. Sign locations themselves will be determined based on the system design, as well as placement criteria including ideal distance ranges from intersections and other signage, existing access points, etc. Locations will be specific yet approximate, as precise locations can only be determined during the permitting (through SCDOT) and installation process.

PROJECT SCOPE

Task 6: System Design Development

Utilizing the Town's established brand identity, we will develop up to wayfinding concepts, including conceptual designs for recommended wayfinding elements, color palette, typefaces, and symbol systems, if needed. These designs will incorporate the community brand and take inspiration from the architectural and environmental characteristics of the community. The system design development will be an internal discussion with the client regarding creative design details that will be accommodated within MUTCD and SCDOT standards. Ancillary design concepts will be created for welcome signs, street signs, neighborhood signs, utility box wraps, and banners.

Upon approval of the design concept, specifications will be developed for sign size, number of lines of text, font/style, size of text, signpost dimensions, mounting height, and break-away standards for signpost.

Task 7: Draft Plan Development & Presentation

We will create the draft report, collating all of the plan components including destination list and map, route maps, vehicular wayfinding sign design, content, and locations, along with preliminary phasing and asset management strategies.

Task 8: SCDOT Review

Coordination with SCDOT early in the process is important to identify any concerns, achieve their cooperation and ultimate buy-in. During development of the draft plan, a coordination meeting will be held with the SCDOT District 1 Transportation Administrator or their assigned designee to review concepts, project goals and purpose. In addition, confirmation of standards and location issues will be discussed. The draft plan will then be submitted to SCDOT for review. Ultimately, final approval of individual signs and locations will be determined through the SCDOT Encroachment Permit process, but this task provides an opportunity to improve coordination with SCDOT regarding potential considerations and revisions while plans are more flexible. This will result in reduced time and effort during the permitting process and potentially eliminate costly re-work.

Task 9: Plan Revisions and Final Wayfinding Report

Upon review of the draft wayfinding plan by the client and input from SCDOT, we will create a final wayfinding plan containing a map and sign schedule, final sign system visual, graphic, and dimensional standards to a level required by a sign fabricator. The report will also include a wayfinding system cost estimate guide, system phasing, and ongoing maintenance strategy.

Task 10: Implementation Workshop

We will return to Irmo to present the final plan and deliverables to the Town Council as well as hold an implementation meeting with Town staff. This two to three-hour meeting will include reviewing the plan components and a discussion on short, medium, and long term implementation strategies such as fabrication, installation, maintenance, and future system expansion. This will also include a review of potential funding strategies, including available grant resources.

PROJECT SCHEDULE

The scope of work detailed above can be completed in a five-month time-frame for a total budget of \$17,250 inclusive of travel expenses. Our team would be available to begin February 10, 2025 with an anticipated finish date of August 1, 2025. A more detailed project schedule can be developed as needed.

Task #	Task Name	Schedule
Task 1:	Information Gathering & Background Review	Month 1
Task 2:	Project Kickoff: Visioning Workshop	Month 1
Task 3:	Existing Conditions Analysis	Month 1
Task 4:	Preliminary System Development	Month 2
Task 5:	System Sign Schedule	Month 2
Task 6:	System Design Development	Month 2
Task 7:	Draft Plan Development & Presentation	Month 3
Task 8:	SCDOT Review	Month 4
Task 9:	Plan Revisions and Final Wayfinding Report	Month 5
Task 10:	Implementation Workshop	Month 6



620 RUTHERFORD STREET
GREENVILLE, SC 29607
ARNETTMULDROW.COM

TOWN OF IRMO | SOUTH CAROLINA
REQUEST FOR QUOTATION
RFQ NO. 2024-02



TOWN WAYFINDING &
SIGNAGE PLAN

Due: Friday, Jan. 10, 2025 | 11:00 AM



TOWN OF IRMO, S.C.
REQUEST FOR QUOTATIONS
TOWN WAYFINDING & SIGNAGE PLAN
RFQ NO. 2024-02

Title: Town Wayfinding & Signage Plan

Issue Date: December 5, 2024

Issuing Agency: Town of Irmo, S.C.

General Information:

The purpose of this Request for Quotations (RFQ) is to solicit sealed RFQ responses to establish a contract through competitive negotiations with a professional firm that can develop a townwide signage plan for the Town of Irmo.

To qualify for consideration, a firm must possess appropriate experience and licenses and be prepared to provide full consulting & design services in a timely and responsive manner.

The Town will accept responses until 11:00 a.m. on January 10, 2025, when the responses will be publicly opened. The response shall consist of one (1) hard copy and one (1) digital copy on a thumb drive or download link clearly listed on the submittal form. Submittals shall be sent to Irmo Town Hall, 7300 Woodrow Street, Irmo, S.C. 29063.

Please limit your completed response to fifty (50) pages or less, including all pages, covers, backs, tabs and forms. Duplex or two-sided print proposals should be 25 pages or less. Proposals shall be marked with the RFQ number on the outside package or envelope. Questions may be submitted in writing only to dpolen@townofirmosc.com. All email communications shall contain "RFQ 2024-02" in the subject line followed by the offeror's name. No site visits or meetings shall be held at this time in the process. Attempts to contact other Town staff, Council Members, or other officials may result in disqualification of your proposal.

**RFQ # 2024-02
SUBMITTAL FORM**

Please complete this form and include it as the first page inside your proposal.

In compliance with this RFQ, and with all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish Wayfinding & Signage Plan Services to the Town of Irmo in accordance with the attached signed proposal, or as mutually agreed upon by subsequent negotiations.

NAME OF FIRM: _____

ADDRESS OF FIRM: _____

TELEPHONE: _____

EMAIL ADDRESS: _____

DOWNLOAD LINK (OPTIONAL): _____

FEI/EIN NUMBER: _____

QUOTATION AMOUNT: _____

SIGNATURE: _____

NAME: _____

TITLE: _____

TOWN OF IRMO REQUEST FOR QUOTATIONS FOR WAYFINDING & SIGNAGE PLAN SERVICES

INTRODUCTION

The Town of Irmo, South Carolina, is seeking quotations from qualified firms to conduct a comprehensive wayfinding & signage study and implementation plan. This project aims to enhance the town's identity, improve navigation, and boost tourism through effective signage and branding.

PROJECT DESCRIPTION

The project involves:

- Conducting a study to assess current signage and identify areas for improvement.
- Designing a comprehensive signage system, including
 - Wayfinding signs
 - Welcome to Town signs
 - Bespoke street signs
 - Neighborhood signs
 - Utility wraps
 - Banners
- Aiding the Town with an implementation plan and budget.
- Incorporating innovative elements such as QR codes and interactive maps.
- Ensuring the system is accessible to people with disabilities.

SCOPE OF WORK

The selected firm will be responsible for:

- Performing a thorough assessment of the town's signage needs.
- Developing a comprehensive wayfinding & signage plan.
- Designing signage that reflects the town's branding and identity.
- Aiding with the installation of the wayfinding elements.
- Providing a maintenance plan for the wayfinding system.

DELIVERABLES

- Detailed wayfinding & signage study report.
- Design mock-ups for all signage elements.
- Implementation plan with a timeline.
- Maintenance plan for the system.
- Cost estimates for plan implementation.

SUBMISSION REQUIREMENTS

Interested firms should submit the following:

- A cover letter expressing interest in the project.
- A detailed proposal outlining the approach to the project.
- Examples of previous similar projects.
- A proposed timeline for completion.
- A cost breakdown for the project.
- A signed submittal form as found on page 2 of this packet.

EVALUATION CRITERIA

Proposals will be evaluated based on:

- Experience and qualifications of the firm.
- Quality and creativity of the proposed approach.
- Ability to meet the project timeline.
- Cost-effectiveness of the proposal.

The Town reserves the right to cancel this request at any time or to not choose from any submittals.

SUBMISSION INSTRUCTIONS

Please submit your proposal by 11:00 a.m., January 10, 2025 to:

Town of Irmo Signage RFQ
Attn: Courtney Dennis
7300 Woodrow Street
Irmo, S.C. 29063

All proposals will be opened and publicly read in the Town Administrator's Office at this time and location.

QUESTIONS

Please direct any questions concerning this RFQ to Doug Polen, Assistant Town Administrator dpolen@townofirmosc.com or 803-781-7050, ext. 108. Answers will be posted on Town's Website RFQ page: https://www.townofirmosc.com/business/resources/bids__grant_opportunities.php

Current Signage



Welcome to Town Signs – The Town would like to redesign and perhaps relocate



Bespoke Street Signs – The Town is considering bespoke street signs throughout Town to better delineate our borders



Utility Box Wraps – the Town, in coordination with Irmo Future Growth, is wrapping signal boxes around town. Can this project be expanded to other types of utility boxes?



Neighborhood Signs: Over time, some neighborhood HOAs have dissolved and the signage is older and sometimes falling into disrepair. The Town is maintaining some of these signs, including lighting and landscaping. The Town is considering replacing and modernizing these signs.

ADMINISTRATIVE INFORMATION AND CONDITIONS FOR SUBMITTAL

Compliance: all participating Offerors shall agree to comply with all conditions, requirements and instructions of this RFQ as stated or implied herein. Should the Town of Irmo omit anything from this packet which is necessary to the clear understanding of the requirements, or should it appear that various instructions are in conflict, the Offerors shall secure instructions from the Town prior to the date and time of the submittal deadlines shown in this RFQ.

Acceptance of Proposal Content: the contents of the proposal of the successful Offeror shall become contractual obligations if acquisition action ensues. Failure of the successful Offeror to accept these obligations in a contract shall result in cancellation of the award.

Altering Submittals: Any alterations made prior to opening date and time must be initialed by the signer of the submittal, guaranteeing authenticity. Submittals cannot be altered or amended after submission deadline without express approval from the Town of Irmo.

Withdrawal of Proposal: Submittals may be modified or withdrawn by an authorized representative of the vendor or by formal written notice prior to the final due date and time specified for proposal submission. Submittals will become the property of the Town of Irmo after the submission deadline. A submittal must be firm and valid for award and may not be withdrawn or canceled by the Offeror prior to the ninety-first (91st) day following the submittal deadline data and only prior to award.

Exceptions and Substitutions: All submittals meeting the intent of this RFQ shall be considered for award. Offerors taking exception to the specifications shall do so at their own risk. The Town of Irmo reserves the right to accept or reject any or all substitutions or alternatives. When offering substitutions and/or alternatives, Offeror must state these exceptions separately. Exceptions or substitutions, if accepted, must meet or exceed the stated intent and/or specifications. The absence of such a list shall indicate that the Offeror has not taken exceptions, and if awarded a contract, shall hold the Offeror responsible to perform in strict accordance with the specifications or scope of work contained herein.

Confidentiality of Documents: All responses to the RFQ submitted by vendors shall be deemed public documents at the time opened by Town of Irmo. The RFQ is intended to be worded in a manner so as not to elicit proprietary information from the vendor. If proprietary information is submitted as part of the proposal, such information is to be labeled proprietary and be accompanied with a request that the information is to be returned by the Town of Irmo to the submitter.

Any proposal that is submitted with a blanket statement or limitation that would prohibit or limit

such public inspection shall be considered non-responsive and shall be rejected.

Addenda: No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract.

Minimal Standards for Responsible Prospective Offerors: a prospective Offeror must affirmably demonstrate their responsibility. A prospective Offeror must meet the following requirements:

- a. Have adequate financial resources, or the ability to obtain such resources as required
- b. Be able to comply with the required or proposed completion schedule
- c. Have a satisfactory record of performance
- d. Have a satisfactory record of integrity and ethics
- e. Be otherwise qualified and eligible to receive an award and enter into a contract with the Town of Irmo
- f. Be able to pass a background check as may be conducted by the Town of Irmo

Assignment: The vendor shall not sell, assign, transfer or convey any contract resulting from this RFQ, in whole or in part, without the prior written approval from the Town of Irmo.

Acquisition of Business License: The successful vendor to this request will be required to obtain a Town of Irmo Business License prior to commencing work on the project.

Indemnification and Insurance: The successful vendor(s) shall indemnify and hold the Town of Irmo and its officers, agents, employees and assigns, harmless from any liability imposed for injury whether arising before or after completion of work hereunder, or in any manner directly or indirectly caused, occasioned or contributed to, or claimed to be caused, occasioned or contributed to, in whole or in part, by reason of any act or omission, including strict liability or negligence of vendor, or of anyone acting under vendor's direction or control or on its behalf, in connection with or incident to, or arising out of the performance of this contract. The successful vendor shall maintain and shall require all of its subcontractors to maintain general aggregate insurance with limits of not less than \$1,000,000 per accident.

Contract: This Request, submitted documents, and any negotiations, when properly accepted by the Town of Irmo, shall constitute a contract equally binding between the Town of Irmo and the Vendor. Any and all verbal communications and/or commitments made during negotiation process that are deemed agreeable to both the Town of Irmo and selected Offeror shall be submitted in written form and made part of any resulting contract. No different or additional terms shall become a part of the

Contract with the exception of an Addenda.

Statement of Non-Discrimination: The Town of Irmo complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex (including pregnancy, sexual orientation, and gender identity).

Costs of Response: All costs borne by the Offeror in submitting a response to this RFQ shall remain the sole responsibility of the Offeror.



Staff Report

Approval to extend the contract with CC&I to perform permitting and inspection services for an additional year with two automatic one year extensions (Staff). The current contract is set to expire in June 2025.

DATES: January 28, 2025
TO: Town Council
FROM: Courtney Dennis, Town Administrator
SUBJECT: Contract Extension for CC&I
ACTION REQUESTED: Approval to extend the contract with CC&I

Background

The Town of Irmo entered into an agreement with CC&I Services, LLC on June 17, 2020, for South Carolina Code Compliance services. The current agreement is set to expire on June 30, 2025. Under this arrangement, CC&I has consistently provided quality permitting and inspection services, meeting the needs of the Town.

To ensure continuity of service and operational efficiency, the proposed addendum outlines an extension of the contract for a one-year term beginning June 30, 2025. The agreement also provides for two subsequent one-year extensions unless either party opts to terminate with at least 90 days' notice. This approach minimizes administrative disruption and allows the Town to maintain critical services without interruption.

Analysis

The addendum, drafted by the Town Attorney, Will Edwards, outlines the following key points:

1. **Term Extension:** The contract will extend for one year, with automatic renewal for two additional one-year terms unless terminated by either party with written notice at least 90 days before expiration.
2. **Negotiation Period:** Should the automatic renewal be declined, both parties agree to negotiate a renewal at least 90 days before seeking alternative bids or proposals for service.

This structured extension ensures the Town retains flexibility while securing dependable service continuity.

Staff Findings**Financial Impact:**

The extension terms will maintain the existing financial framework, with no anticipated increase in budgetary adjustments required.

Attachments

1. Town of Irmo - Addendum RE-CC&I Services, LLC



Staff Report

Approval of the 2025 Okra Strut Budget in the amount of \$144,000 (Okra Strut Commission). The 2025 Okra Strut is being planned for September 26 & 27, 2025.

DATES: January 28, 2025
TO: Town Council
FROM: Courtney Dennis, Town Administrator
SUBJECT: Approval of the 2025 Okra Strut Budget
ACTION REQUESTED: Approval of the 2025 Okra Strut Budget

Background

The Irmo Okra Strut is a signature community event overseen by the Okra Strut Commission, authorized by Town Ordinances. Per ordinance requirements, the Commission is authorized to prepare and manage its budget and submit it for council approval before February each year.

The proposed balanced budget reflects projected revenue and expenses based on historical performance and anticipated adjustments for the 2025 festival. The most notable adjustment for 2025 is to the schedule of the festival. This year, the Commission has recommended that the Saturday festivities end at 6 pm and not include a band performance that evening.

The Irmo Okra Strut Commission has the following Commissioners:

Chairman Mike Ward - term expires 12/2025
Vice-Chair Lauren Sherr - term expires 12/2026
Secretary Phyllis Hawkins - term expires 12/2025
Kimberly Snipes - term expires 12/2027
Sandra Fulmer - term expires 12/2027
Michelle Carpenter - term expires 12/2027
Dawn Cilley - term expires 12/2026

Analysis

Under Sections 2-265 and 2-266, the Okra Strut Commission must ensure expenditures remain within the approved budget. Additionally, the Okra Strut Chairman, Mike Ward, is responsible for ensuring the budget remains balanced and reporting any necessary adjustments throughout the year.

The Town Ordinances also mandate compliance by the Okra Strut Commission with the town's administrative financial procedures, ensuring fiscal responsibility and proper oversight.

Staff Findings

The presented budget has been prepared in consultation with the Town Administrator and approved by the Okra Strut Commission.

Chairman Mike Ward will be present at the Council Meeting to present the budget to the Town Council for approval and to answer any questions.

Attachments

1. 2025 Okra Strut Budget



**Okra Strut
2025 Budget**

REVENUE:	2023 BUDGET	2023 ACTUAL	2024 BUDGET	2024 ACTUAL	2025 BUDGET	2025 ACTUAL
Account Name						
Lexington Cnty Hosp. Tax (40110)	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	
Richland Cnty Hosp. Tax (40120)	\$ 20,000.00		\$ 10,000.00		\$ 10,000.00	
Food Booth Rentals/Privilege(40320)	\$ 13,000.00	\$ 15,547.75	\$ 15,000.00	\$ 1,380.00	\$ 13,000.00	
Booth Rentals (40321)	\$ 15,000.00	\$ 12,698.15	\$ 13,500.00	\$ 1,221.45	\$ 13,000.00	
Parade Fees (40325)	\$ 3,000.00	\$ 4,961.50	\$ 5,000.00	\$ 1,595.00	\$ 4,000.00	
Pod Shop Sales (40330)	\$ 750.00	\$ 2,064.00	\$ 1,500.00		\$ 1,000.00	
Beer/Wine Sales (40335)	\$ 7,500.00	\$ 4,184.00	\$ 7,000.00		\$ 5,000.00	
Soft Drink/Ice Sales (40340)	\$ 4,000.00	\$ 3,861.00	\$ 4,000.00		\$ -	
Amusement Commissions (40350)	\$ 3,000.00	\$ 16,644.68	\$ 3,000.00		\$ 25,000.00	
Parking (40620)	\$ 12,500.00	\$ 7,150.00	\$ 8,500.00	\$ (40.00)	\$ 5,000.00	
ATM Surcharge (40635)	\$ 500.00	\$ 418.00	\$ 500.00		\$ 500.00	
Corporate Sponsorship (40625)	\$ 60,000.00	\$ 48,025.00	\$ 60,000.00	\$ 27,000.00	\$ 55,000.00	
Transfer from Fund 55 Acct. (40915) (ABC Permit Fund)					\$ -	
Transfer in from General (40920) (Accommodations Tax)	\$ 30,000.00	\$ 10,000.00	\$ 20,000.00		\$ 10,000.00	
Okra Strut Reserves (40905)			\$ 25,000.00		\$ -	
TOTAL	\$ 171,750.00	\$ 128,054.08	\$ 175,500.00	\$ 33,656.45	\$ 144,000.00	\$ -
EXPENSES:	2023 BUDGET	2023 ACTUAL	2024 BUDGET	2024 ACTUAL	2025 BUDGET	2025 ACTUAL
Account Name						
Town Staff Overtime (5000-50175)	\$ 15,000.00	\$ 19,725.06	\$ 20,000.00		\$ 16,000.00	
Postage (5000-50200)	\$ 100.00	\$ 74.88	\$ 600.00	\$ 149.70	\$ 1,000.00	
Marketing/Media (5000-50230)	\$ 20,000.00	\$ 16,700.00	\$ 20,000.00	\$ 18,804.92	\$ 20,000.00	
Trolley/Shuttles (5000-50233)	\$ 8,000.00	\$ 4,225.00	\$ 5,000.00	\$ 1,162.50	\$ 6,000.00	
Rentals (5000-50335)	\$ 16,000.00	\$ 34,196.59	\$ 25,000.00	\$ 16,889.50	\$ 35,000.00	
Stage Technical Support (5000-50340)	\$ 12,000.00	\$ 12,100.00	\$ 23,500.00	\$ 21,265.00	\$ 16,000.00	
Law Enforcement (5000-50350)	\$ 8,000.00	\$ 5,858.35	\$ 7,000.00	\$ 1,391.00	\$ 5,500.00	
Site Clean Up/Trash/Recycling (5000-50715)					\$ 2,000.00	
Miscellaneous Expenses (5000-50901)	\$ 15,900.00	\$ 5,009.12	\$ 6,000.00	\$ 1,910.22	\$ 35,000.00	
Entertainment (5000-50907)	\$ 60,000.00	\$ 33,722.96	\$ 60,000.00	\$ 29,662.80	\$ 6,000.00	
Donations/Scholarships/Charities/Volunteers (5000-50911)	\$ 8,000.00	\$ 9,906.10	\$ 6,000.00	\$ 2,932.70	\$ 1,500.00	
Resale Items - Expense (5000-50936)	\$ 4,250.00	\$ 4,861.41	\$ 2,400.00	\$ 1,363.40	\$ -	
Website Support (5000-50970)	\$ 4,500.00	\$ 4,550.00				
TOTAL	\$ 171,750.00	\$ 150,929.47	\$ 175,500.00	\$ 95,531.74	\$ 144,000.00	\$ -
REVENUE / (LOSS)	\$ -	\$ (22,875.39)	\$ -	\$ (61,875.29)	\$ -	\$ -



Staff Report

Approval to contract with "Root Doctors" in the amount of \$6,500.00 to perform at the 2025 Okra Strut (Okra Strut Commission).

DATES: January 28, 2025
TO: Town Council
FROM: Courtney Dennis, Town Administrator
SUBJECT: Approval to contract with "Root Doctors" in the amount of \$6,500.00 to perform at the 2025 Okra Strut.
ACTION REQUESTED: Approval to contract with "Root Doctors" in the amount of \$6,500.00 to perform at the 2025 Okra Strut.

Background

The Irmo Okra Strut Commission has voted to recommend the Irmo Town Council contract with "Root Doctors" to perform as the opening act for the 2025 Irmo Okra Strut.

Analysis

Chairman Mike Ward will be present at the Town Council Meeting to present the details of this request.

Staff Findings

Attachments

None



Staff Report

Approval to contract with "Cowboy Mouth" in the amount of \$19,000.00 to perform at the 2025 Okra Strut (Okra Strut Commission).

DATES: January 28, 2025
TO: Town Council
FROM: Courtney Dennis, Town Administrator
SUBJECT: Approval to contract with "Cowboy Mouth" in the amount of \$19,000.00 to perform at the 2025 Okra Strut.
ACTION REQUESTED: Approval to contract with "Cowboy Mouth" in the amount of \$19,000.00 to perform at the 2025 Okra Strut.

Background

The Irmo Okra Strut Commission has voted to recommend the Irmo Town Council contract with "Cowboy Mouth" to perform as the headliner for the 2025 Irmo Okra Strut.

Analysis

Chairman Mike Ward will be present at the Town Council Meeting to present the details of this request.

Staff Findings

Attachments

None



Staff Report

Approval to contract with Custom Audio & Lighting in the amount of \$16,000 to provide production services at the 2025 Okra Strut (Okra Strut Commission). This will provide the sound and lighting for Friday night and all-day Saturday during the festival.

DATES: January 28, 2025
TO: Town Council
FROM:
SUBJECT:
ACTION
REQUESTED:

Background

The Irmo Okra Strut Commission has voted to recommend the Irmo Town Council contract with Custom Audio & Lighting to provide sound and lighting for the 2025 Irmo Okra Strut.

Analysis

Chairman Mike Ward will be present at the Town Council Meeting to present this item.

Staff Findings

Attachments

None



Staff Report

Appointment to the Events Committee (Staff). There is one (1) vacancy on the committee. The term will expire March 2026. An application was received from Cynthia Giles.

DATES: January 28, 2025
TO: Town Council
FROM: Courtney Dennis, Town Administrator
SUBJECT: Appointment to the Events Committee - One (1) vacancy
ACTION Nominate and approve an appointment to the Events
REQUESTED: Committee

Background

The Events Committee is comprised of seven (7) voting members including two (2) Irmo Town Council members. The current members and terms are:

Mayor Bill Danielson
Councilman Gabriel Penfield
Marie Ryan
George Fraizer (Chair)
Chelsea Christiansen
Jada Powell
Melissa Clements (resigned)

Analysis

In accordance with Section 2-302 of the Irmo Town Code, each committee member shall "Own or be employed by a business within the town limits or be a resident of the town at the time of their appointment and for so long as they serve."

Staff Findings

On 12/11/2024, Melissa Clements submitted her resignation by email to me. It was forwarded to the Events Chairman, George Fraizer for notification of the vacancy.

Staff requested applications through social media and received numerous applicants who did not meet the criteria to be considered.

We have received one qualified application from Cynthia Giles. She owns and operates a business in the Town of Irmo and has previously served with the Okra Strut Commission.

Attachments

1. Cynthia Giles - Events Committee

2. Resignation of Melicca Clements



DATE

Irmo

Board, Commission & Committee Application

Submit Application

Name

Email

Phone

Are you a resident of the Town of Irmo?

If you are an Irmo resident, how long have you lived in Town?

OPTIONAL

Do you own, operate, or work in a business located in the Town of Irmo?

If so, please list the business and its address

OPTIONAL

7522 irmo drive suite 3, columbia sc 29212

Do you live with Lexington Richland School District 5?

Yes

Do you own property within the Town of Irmo?

No

Are you a registered voter?

Yes

Which Board, Commission, or Committee are you applying for?

Events Committee

Which additional Board, Commission or Committee are you applying for?

Select 1 or more.

- ✓ A-Tax Committee
- × Board of Zoning Appeals
- × Events Committee
- × Okra Strut Commission
- ✓ Planning Commission

From time to time the Town has other Board Opportunities. If you are interested in one of these opportunities, please list the Board, etc. below.

OPTIONAL

No Value

Why are you qualified to serve on a Town Board, Commission, or Committee?

Because I run a marketing firm in the town of Irmo and I want to help it be successful

How many Board, Commission, or Committee meetings have you attended in the last six months?

Describe your education

College degree

Describe your work experience

Programmer who builds websites

Please list any other community activities in which you take part

All of them. Sit on the board of the irmo chamber, chamber diplomat

Any additional comments

OPTIONAL

Pick me!

Conflict of interest agreement

Conflict of Interest Agreement

I understand that sometimes a Board, Commission, or Committee may discuss a matter in which members or families might benefit financially from a Board, Commission, or Committee's decision. This would constitute a "conflict of interest". If either my employment or my family's investments put me in this category, I understand that I should not take part in the discussion of such a matter, and should not vote on the issue.

Yes