

## PROJECT TIMELINE

July – September 2024: Draft and issue RFP for interpretive signage project, interview applicants, and award a contract for an interpretive signage design consultant.

September 1, 2024: First Report to MOOR.

Late September 2024: Kickoff meeting between staff, Community Geographics, KELT, and consultant to review background and updates on projects and players; review schedule, set goals and review miles stones, develop a plan a communication.

October 1, 2024: Kickoff meeting with the Community Development Advisory Committee, staff, Community Geographics and consultant for introductions; review of project goals, principles, needs and expectations; committee to review and deliver any relevant existing reports or studies; discuss project fabrication budget; set dates for future meetings, including a date for the public information meeting. Consultant and Community Geographics to review schedule, goals, and milestone dates for deliverables.

November 2024: First Public Informational Meeting – Consultant and Community Geographics to meet with public to gather input on locations, concepts, and proposed sign messages.

December 3, 2024: Second meeting with Community Development Advisory Committee. Consultant to present draft Analysis and Recommendations document with the goal of having completed an existing conditions inventory, understanding of primary destinations, and access points; Committee and consultant to discuss any questions and work to refine potential areas which require additional information in the document; discuss phasing and budget information; discuss how to incorporate public input into document.

Late December 2024: Delivery of Phase I Analysis and Recommendations document; delivery date dependent on whether or not the scope as outlined in the agreement has changed, ability for Committee and consultant to meet as outlined in this schedule, and amount of revisions required to document.

January 7, 2025: Third meeting with Community Development Advisory Committee - Consultant and Community Geographics to present draft/outline for Wayfinding and Interpretive Signage Plan Document; Committee to discuss feedback; discuss how to best present concepts at second public informational meeting.

Late January 2025: Second Public Informational Meeting - Consultant to present two design concepts for feedback and comments.

February 4, 2025: Fourth meeting with Community Development Advisory Committee - Consultant to present second round of refinement to design concepts; discuss how public comments were incorporated. Committee and Community Geographics to provide feedback for Consultant to apply design to remaining sign types.

March 4, 2025: Fifth meeting with Community Development Advisory Committee – Consultant and Community Geographics to present final package.

March 1, 2025: Second Report to MOOR.

Late March – April: Draft and issue RFP for signage fabrication and installation, interview applicants, and award a contract for a fabricator.

May - June 2025: Sign creation and installation, and close out.

June 2025 – August 18, 2025: Collection of visitor traffic and sales data from waterfront park events and Town kayak storage and mooring data.

September 1, 2025: Final Report to MOOR.