Leesburg, Florida
Wayfinding Plan

Revised: January 17, 2013

January 15, 2013
January 9, 2012
October 11, 2012
March 1, 2012
July 20, 2012

Mr. Richard B. Morrow, P.E.
State Traffic Operations Engineer
Florida Department of Transportation
District Five – Traffic Operations
719 S. Woodland Boulevard, MS 562
Deland, Florida 32720-6834

Subject: City of Leesburg Wayfinding Sign System

Dear Mr. Morrow:

The City is requesting permission to implement a new wayfinding sign system within the City of Leesburg as part of the City of Leesburg Master Plan Projects. The first phase of the project will be Vehicular Directional Signs. The wayfinding signs are designed to reduce street congestion by providing clear and consistent guidance to travelers, allowing them to reach their destination with minimum excess circulation.

The City has prepared a Wayfinding Sign Master Plan and worked closely with the Florida Department of Transportation (FDOT) District 5 Traffic Operations Staff, to meet all applicable design requirements for which the concept has been approved. Enclosed are three sets of plans and one electronic version of the wayfinding document for review and approval. The Sign Evaluation Factors and Criteria which has been adopted in support of the Wayfinding Sign System is also included.

Should you have any questions, please contact me or the City's consultant, Shaughnessy Hart, with Shaughnessy Hart & Associated, Inc. at 407-843-2012.

Regards,

[Signature]

Jay M. Evans
City Manager

cc: Chris Cairns, FDOT – 5 District Office
Veronica Grove, FDOT – 5 District Office
What is a wayfinding sign?

A wayfinding sign is a directional sign used for navigation and orientation that efficiently and safely guides motorists and pedestrians to key public facilities including civic, cultural, visitor and recreational destinations within the City of Leesburg. The goal of the program is to provide consistency, physical organization of the signs and to enhance and create a user-friendly environment.

What is the wayfinding sign evaluation process?

1. Complete the Sign Submittal Review Form. Written requests for destinations to be added to the wayfinding signs shall include: contact information; destination information, site plan showing the proposed destination and sign location(s); photographic documentation of the existing sign location(s); elevation drawings of proposed sign additions. Existing destinations shall be listed on proposed sign modification requests. Any proposed new sign locations shall include a site plan displaying neighboring intersections, adjacent directional signs and photographic documentation.

2. Submit a Sign Submittal Review Form and the required documentation to:

   Director of Community Development
   City of Leesburg
   501 W. Meadow Street
   Leesburg, FL 32749

3. The written request shall be evaluated according to the following criteria:
   a. The existing wayfinding sign contains space for additional messages.
   b. The wayfinding sign does not interfere with visibility of existing signs, traffic control devices or conflict with circulation.
   c. The destination shall meet the conditions for top destinations as listed below.

Qualifications for wayfinding signage:

1. Refer to Rule 14-51.030 of the Florida Administrative Code for information on top destinations, which qualify for inclusion on the wayfinding signage.

2. Destinations that are cultural, historic or public use facilities may be included in the list of top destinations if approved by City Commission and space is available on sign panels. Destinations being considered will be evaluated on trip generation, operational hours, and access to the public.

3. Recreational attractions such as public parks that may be considered for signage shall be operated on a non-profit basis and meet ADA accessibility standards for public access.

4. Publicly owned golf courses may be considered for signage under the following requirements: 18 hole course; open to the public with no membership restrictions for a minimum of 5 days per week.

5. Museums and visitor centers may be considered for signage under the following requirement: Open to the public year round, a minimum of 4 days per week, and a minimum of 4 hours per day.
Highway Gothic

ABCDEFGHJKLMNPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

Font: Highway Gothic D or Better

SIGN BORDER: Dk Green
Pantone: 3308C
C92.55/M44.71/Y73.73/K52.16

RULE LINE, ARROW & TEXT: White

SIGN BACKGROUND: Black
Pantone: Black C / C0/M0/Y0/K100

Colors

A Yellow  Pantone: 115/C2.75/M7.84/Y81.57/K0
B Yellow  Pantone: 1205/C3.14/M4.71/Y30.98/K0
C Yellow  Pantone: 131/C8.24/M35.29/Y92.94/K1.18
D Yellow  Pantone: 1235/CVC/ C4.31/M25.88/Y77.25/K0.39
Arrow Form Design

Note: The Arrow Form Design is proportionally the same for each size arrow. Refer to actual sign elevation for specific sizes.

March 1, 2012
**Fabrication Details**

**Sign Details**

**Phase - 1**

<table>
<thead>
<tr>
<th>Spec 3</th>
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<table>
<thead>
<tr>
<th>Sign Type</th>
<th>Sign Size</th>
<th>Face Locations</th>
<th>No. of Poles</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>46 x 84</td>
<td>12</td>
<td>12 (5&quot;)</td>
</tr>
<tr>
<td>B</td>
<td>46 x 60</td>
<td>9</td>
<td>9 (4&quot;)</td>
</tr>
<tr>
<td>C</td>
<td>36 x 36</td>
<td>14</td>
<td>7 (3&quot;)</td>
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</tbody>
</table>

- **2" x 2" x 1/4" Frame**
  - Powder Coat Semi-Gloss Black
  - Pre-drill Holes Alike Top /Bottom/Sides

- **2" x 2" x 1/4" Frame**
  - Powder Coat Semi-Gloss Black
  - Cont Weld to Frame Semi-Gloss Black
  - Provide 1/4" x 1" Slots to Receive Strapping

- **.125 Alum Oval w/ Threaded Insert**
  - Mount thru Face & Frame
  - Vandal Resistant Fasteners
  - Powder Coat Semi-Gloss Black

- **U-Channel 2" x 4" x 1/4"**
  - Cont Weld to Frame Semi-Gloss Black
  - Provide 1/4" x 1" Slots to Receive Strapping

- **1/2" Spacers**

- **.125 Alum Oval w/ Threaded Insert**
  - Mount thru Face & Frame

- **Apply Seamless Reflective Sheeting (By Others)**
Vehicular Directional Sign - Sign Type A Details

Sign Type A
Text: 6" - Arrow: 8"
35-45 mph

REVISED:
October 11, 2012
March 1, 2012
Vehicular Directional Sign - Sign Type B Details

**Sign Type B**

- **Text:** 6" - Arrow: 8"
- **35 mph**

**Sign Type B**

- **Text:** 5" - Arrow: 6"
- **25 mph**
Vehicular Directional Sign - Sign Type C Details

Sign Type C
Text: 4" - Arrow: 6"
20 - 25 mph

Note: Sign Type C is a double-faced sign and is generally located at the entrance or access to the facility.

March 1, 2012
I. GENERAL:
   A. The contractor is responsible for all aspects of fabrication and installation identified in this document.
   B. Any exclusions or substitutions to this document must be stated in writing to the City at the time of the RFP.

II. PROPRIETARY INFORMATION: All ideas, designs, arrangements and plans indicated or presented by these drawings are owned by and are the property of the City and were created, evolved and developed for the use on in connection with the specified project. None of such ideas, designs, arrangements or plans shall be used by or disclosed to any person, firm or corporation without the written permission of the City.

III. DESIGN INTENT DRAWING:
   A. Design intent drawings are for the sole purpose of design intent only and not intended for construction purposes.
   B. Resulting working drawings, shop drawings and contract documents including permit documents are the sole responsibility of the contractor in every respect.
   C. The City shall review the shop drawings only for conformance with general design intents and will in no way be responsible or liable for any results of construction from working drawings, material selection, shop drawings, contract documents or any other agreements other than agreement with the City authorizing these documents.

IV. QUALITY ASSURANCE:
   A. The contractor shall be responsible for the quality and delivery of all materials and workmanship required for the execution of the contract including the materials and workmanship of any firms or individuals who act as subcontractors. Contractors shall be responsible for providing subcontractors with complete and up-to-date drawings, performance and material requirements, graphic schedule, and other information.
   B. PERFORMANCE: The contractor shall base his proposal on the performance of all services, including all items of labor, materials, equipment, supervision, communication and insurance required for the complete fabrication and installation of the specified work within the time frame agreed to by the contractor and the City.
   C. DIMENSIONS: Written dimensions on the drawings shall take precedence over scaled dimensions. The contractor shall verify and be responsible for all dimensions and conditions shown by these drawings.
   D. Signage Plan Message Schedule Copy, quantities and references shown on the “Wayfinding Signage Plan” shall take precedence over drawings. The large-scale details shall take precedence over the smaller-scale drawings.
   E. EXECUTION: The contractor shall notify the City of any discrepancies in the drawings or Message Schedule, in field dimensions or conditions, and/or changes required in construction details. Problems such as messages being too long to fit into the required formats, difficulty in accurately reproducing logo or logotype components, etc., must be brought to the attention of the City prior to execution. The contractor shall not resolve any discrepancies without consulting the City.
   F. CONTRACTOR RECOMMENDATIONS: The contractor shall carefully study the detailed drawings and make specific recommendations for changes if those changes will improve the quality of any fabrication. Any recommendations including changes in contract amount shall be approved in writing by the City prior to preparation of shop drawings or fabrication.
   G. ARTWORK: CD or DVD with electronic artwork as required by the sign contractor for symbols or custom-designed graphics (i.e. logos, logo types, arrows) will be provided in Adobe Illustrator CS format at a scaled percentage of the final size. Adobe Photoshop .tif files will also be provided if necessary. All required copy layouts and text for the sign system is the responsibility of the sign contractor. The contractor shall submit an itemized list of all artwork at the time of the contract award.
   H. LABELING: There shall be no visible labels, manufacturer’s or otherwise, code permitting, on the completed signs or other objects. If labels are required, a sample label and intended location along with an explanation of the requirement must be submitted to the City, prior to the application and/or installation.
   I. STOCK: All materials, hardware, components, finishes, etc. used to fabricate any and all components shall be “NEW” (not previously used or operated in any other application), from the most recent original manufacturer’s production run/supply and appropriately matched to the service conditions required of the site.

V. SUBMITTALS:
   A. The contractor shall submit three (3) sets of 11” x 17” detailed shop drawings and two (2) sets CD or DVD with electronic versions of the same. The drawings will indicate all materials, finishes, construction details, installation details, artwork and structure, including mounting, hardware and devices. The contractor shall make all corrections required and resubmit for final review and sign approval before production starts.
V. SUBMITTALS (Continued)

B. Shop drawings will be reviewed for compliance with design intent only. The contractor is responsible for engineering each object to meet all load and wind requirements with sealed drawings and calculations by certified engineers. The contractor is responsible for all other aspects of fabrication, including engineering, procedure, installation techniques and performance as well as coordination with site conditions and related trades.

C. PRODUCT DATA: The contractor shall provide identification of all materials used, including manufacturer’s technical data and installation instructions.

D. SPECIFIC SAMPLES: The contractor shall submit a minimum of three (3) samples (minimum size 6” x 6” or as request by the City) of each color and finish on the specified materials. Samples must be submitted in a timeframe allowable for review, multiple adjustments and approval without delay to the project. The City’s review of samples will be for color, texture, finish and aesthetic compatibility with existing or adjacent materials. Compliance with all other requirements is the exclusive responsibility of the contractors. When specified, furnish full-size samples of objects, partial objects and/or materials. Resubmit samples if requested until required finish, sheen, color, texture and compliance with requirements is accepted.

E. STRUCTURE SUBMITTAL: Design of installation, internal structure, mounting assemblies and foundations are the responsibility of the contractor. The contractor shall submit three (3) sets of prints of comprehensive engineering drawings to the City incorporating an adequate foundation and/or mounting structure for all sign components to meet all load and wind requirements and given site conditions. The contractor shall, at his expense, submit for the City’s review calculations, sealed by certified engineers registered in the state, for all structural members including foundations.

F. MAINTENANCE SUBMITTAL: The contractor shall provide the City with complete finish/component care instructions as specified by the manufacturer or on-going cosmetic cleaning and maintenance. Three sets are to be submitted in an 8-1/2” x 11” 3-ring binder with contact information and supplier listing of components. Provide the City one (1) unopened gallon of each color/finish used on the project clearly marked with color reference and supplier listing of components. Provide the City one (1) unopened gallon of each color/finish indicated and with not less than the strength and durability properties specified as ASTM B109 for 5005-H15. Aluminum Sheet is not less than 0.125” thick and must be plumb, level, true and geometrically correct and produced by a consistent mechanical method.

G. COPY/TEXT LAYOUTS: The contractor shall provide a full-size copy layout of each sign type. Scaled layouts and drawings shall be provided for all signs for approval of text, spacing and format. Layouts must be submitted in a timeframe allowable for review, multiple adjustments and approval without delay to the project.

H. LARGE FORMAT DIGITAL OUTPUT SUBMITTAL: A 12” x 24” portion of the final full size computer output of each image is required to be submitted to the City for approval prior to final production.

VI. FINISHES:

A. All colors shall match exactly the color and finish requirements provided by the City. For exposed signage materials with applied colors or other characteristics related to appearance, the contractor shall provide color matches indicated, or if not indicated, as selected, reviewed and approved by the City.

B. SURFACE PREPARATION: All surfaces shall be thoroughly cleaned and free from dust, dirt, rust, scale, mill scale, oil, greasy materials or residue from cleaning. All coating shall be applied in strict accordance with the manufacturer’s recommendations. All painted products shall conform to local codes. All finishes shall present uniform opaque color appearance unless specifically indicated otherwise by the City.

C. PAINTED FINISH:

1. 735 Metal Pretreat @ .25 mils DFT, 1 coat Matthews Acrylic Polyurethane 1 mil DFT (min.). Observe specification regarding specularity (matt to gloss).

2. Aluminum: Using Matthews paint products finish, with 1 coat 74-734 & 74-735 Metal Pretreat @ .25 mils DFT or 1 coat 74-793 Spray Bond @ .15 to .25 mils DFT and 1 coat Matthews Acrylic Polyurethane 1 mil DFT (min.).

3. Ferrous Surfaces: Using Matthews paint products, finish with 1 coat 74-734 & 74-Bright Metals: Match finish (polished, satin, brushed, etc.) details on drawings. If specified, finish with a polyurethane clear coat warranted against yellowing for seven (7) years. All applications of color/coating are to be equal and of consistent cover with no streaking, spotting, gradation or other variations within and from each similar application. Contractor shall utilize materials, coatings and processes to minimize as much as possible any noticeable fading of pigmented coatings. All painted sign surfaces shall have Matthews Paint Company 6178SP High Performance Clear coat. 3.5 VOC high gloss clear which offers outstanding chemical, graffiti resistance and produces an unsurpassed hard, durable finish with excellent gloss, scratch and chemical resistance.

D. ALUMINUM SHEET: Provide aluminum sheet of alloy and temper recommended by the aluminum producer or finisher for the type of use and finish indicated and with not less than the strength and durability properties specified as ASTM B109 for 5005-H15. Aluminum Sheet is not less than 0.125” thick unless noted otherwise. Fabricate by the Heliarc or MIG welding process with all visible seams continuously welded, filled and ground smooth. All sheets to be plumb, level, true and geometrically correct and produced by a consistent mechanical method.
E. ALUMINUM EXTRUSIONS: provide aluminum extrusions of alloy and temper recommended by the aluminum producer or finisher for the type of use and finish indicated and with not less than the strength and durability properties specified in ASTM B-221 for 6063-T5.

F. STRUCTURAL STEEL: Provide structural steel as required to meet requirements of the permanent installation.

G. FASTENERS: Unless otherwise indicated, provide concealed fasteners fabricated from metals that are non-corrosive to either the signage materials or the mounting surface. Fasteners on all visible surfaces shall not be exposed, except where noted. All fasteners shall be resistant to oxidation or other corrosive action completely through their cross sections. Fasteners shall be utilized in strict accordance with their manufacturer’s specifications directions recommendations and as indicated on design intent drawings. Paint out all fasteners to match adjacent surfaces. Surfaces shall not be deformed, distorted or discolored by attachment of concealed fasteners.

H. VINYL MACHINE-CUT COPY: Vinyl machine-cut copy, where specified, shall be of 3M Scotchcal brand film or approved equal.

I. POWDER COATING: Powder coating shall be equivalent to Tiger Drylac Series 3B: Super durable, highly weather and UV resistant. Apply finish according to manufacturer’s specifications.

J. PAINT: Paint shall be the highest grade for best ultraviolet light resistance, weatherability and overall longevity of finish and color. Where possible, use water-based, 100% solids high performance acrylic instead of solvent-based paints. If solvent-based paints must be used, use products that are low-VOC (<380 g/l) and <1% aromatic hydrocarbons by weight. Paint shall have a written warranty against premature fading and be approved by the City prior to construction. Prior to close-out, the contractor shall turn over to the City three (3) copies of a complete paint schedule indicating all colors used.

K. LARGE FORMAT COMPUTER OUTPUT: All high resolution large format computer output indicated in the design intent drawings must comply with the following: Minimum resolution: 300 dpi; Process: 3M Scotchprint (or City approved equal); Substrate: Opaque or Translucent 3M Scotchcal film (or City approved equal); Finish: 2 mil Matte overlaminate; Input: Electronic art as specified; Warranty: Product must be warranted against color fading, UV damage, delamination, shrinkage or peeling for a minimum of seven (7) years from date of installation.

VII. INSTALLATION:

A. The contractor shall be responsible for determining the erection and dismantling of all barricade or protective coverings necessary to safeguard the public and property during the performance and durations of the work.

B. The contractor shall attach objects to substrates in accordance with the project structural engineer’s and the manufacturer’s instructions. Install level, plumb and at proper height. Repair or replace damaged units as directed by the City. Visible abrasions to finished surfaces must be repaired so that damage is not visible.

C. Installation of all items shall be by the contractor. Installation includes provision of any required footings, all anchor bolts, fastenings, attachment metals and other miscellaneous metal items embedded in concrete as required and security of units in place with no visible fasteners.

D. The contractor will be responsible for any damage caused to building, site, and adjacent objects or elements during installation. The contractor shall be responsible for cleaning up all work areas upon the completion of their work, on a daily basis.

E. The contractor is responsible for compliance with all applicable environmental and OSHA regulations.

F. The contractor shall be responsible for coordination of all elements with sub-contractors and trades people relative to this work. These coordination efforts will include, but are not limited to: deliveries, work schedules and installation. Storage space at the job site is limited and will also require coordination and/or approval. Materials or finished work stored at the job site without prior permission may be relocated at the contractor’s expense. The contractor shall have total and complete responsibility for the security of all equipment, materials and sign components until reviewed and accepted by the City.

VIII. CLEANING/PROTECTION AND WARRANTIES:

A. All items to be installed by the contractor shall be left in a clean and as-new condition. Upon completion of the installation, clean all soiled surfaces and touch up all finishes in accordance with the manufacturer’s instructions. All debris and packing material shall be removed and disposed of in a legal manner.

B. All excavation and site work shall be returned to its original grade configuration after contract items are installed.
IX. WARRANTIES FINISH SURFACES:

A. The contractor shall provide the City with three (3) copies of the written warranty prior to installation guaranteeing to correct, to the City’s satisfaction, at the contractor’s sole expense, all defects in fabrication and installation of the work for a period of one (1) year after the City’s acceptance of the completed installation.

B. All units and finishes (except large-format computer output, see above) shall be warranted in writing by the contractor for a period of no less than five (5) years from the date of the City acceptance.
   1. No delamination of any portion of the object including vinyl graphics and copy.
   2. No cupping, warping or dishing.
   3. No bubbling, crazing, chalking, rusting or other disintegration of surfaces, message or edge finishes.
   4. No corrosion developing beneath the powder-coated surface of the support systems, except as the result of obvious vandalism.
   5. No corrosion of the fasteners.
   6. No movement of objects from their foundations. The object must remain true and plumb on their foundations, except when obvious post-installation external damage has occurred.
   7. No fading of colors when matched against a sample of the original color and material.

X. PERMITS:

A. Securing and paying for all permits required by governmental agencies is the responsibility of the contractor. Inspections and test necessary for the construction and placement of all work required by the applicable governing agencies is the responsibility of the contractor.

B. The contractor shall secure and pay for all insurance required by law including: Liability, Worker’s Compensation, Comprehensive, Personal Injury, Comprehensive Auto and Property on and off site and any other insurance as required by the City.

A. The contractor shall not reveal or disseminate any information to any person(s), private or public, other than the City or contractor’s personnel necessary to execute the contract without first contacting the City for permission.
Vehicular Directional Sign - Sign Type C