

Subject: DES- Signage Cost Comparison

**FY 2019 Proposed Budget
Budget Work Session Follow-up**

3/29/2018

The following information is provided in response to a request made by Katie Cristol at the work session on 3/9/2018, regarding the following question:
Please provide the cost data and comparison information for producing traffic signage in-house versus contracting this service.

The County acquires the signs we install and maintain in County right-of-way through multiple methods:

1. Arlington purchases (contracts out) standard traffic signs such as STOP signs or No Turn On Red signs.
2. Arlington purchases signs with standard components and assembles them based on our needs. For example, No Parking signs are ordered, and the left or right arrow is then added to the prefabricated sign as dictated per site condition.
3. Arlington designs and fabricates signs internally when needed. For example, construction project information signs and Street Name signs are fully made in-house.

Standard traffic signs are purchased at a single contracted price for the completed sign and are kept in stock for installation as needed. Non-standard contracted signs include a design fee for each requested sign in addition to the sign itself. The design fee is based on an hourly design rate, which is \$50 per hour under the current contract.

Example:

To contract out a 12" x 30" Street Name sign would cost \$15.40 for the produced sign in addition to the hourly design rate for that sign, which would be approximately \$16. In total, this contracted sign would cost approximately **\$31.40** and would take **two to four weeks** to receive. Expedited (2-day) delivery would cost an additional \$185 per order. The cost of materials to fabricate a 12" x 30" Street Name sign is approximately \$12.65, the labor cost of in-house fabrication is \$19.20, which puts the in-house fabricated sign at **\$31.85** total. In-house fabricated signs are **ready for use immediately**, which gives the County greater flexibility and responsiveness especially when street name signs are damaged by vehicles, for example.

The County has two employees who can perform both sign installation and fabrication along with emergency tasks when needed, further leveraging the in-house resource.