

AUTHORIZATION FOR ADDITIONAL SERVICES

DATE: September 28, 2016

DESIGNER: Found Design, LLC (d.b.a. MERJE)
120 N. Church St, Suite 208
West Chester, PA 19380
484.266.0648

CLIENT: City of Clearwater, Florida
100 S. Myrtle Ave.
Clearwater, FL 33756

PROJECT: RFQ #65-15 / U.S. 19 Corridor Wayfinding and Signage Master Plan Services

CHANGE ORDER: C.O. #1 Phase 2, Design & Planning for the U.S. 19 Corridor Wayfinding and Signage Master Plan Services (see Exhibit A)

This is authorization to perform additional services on the project as noted above.

- A. DESIGNER agrees to perform the following additional services: See the attached (Exhibit A) Additional Services for Phase 2, Design & Planning for the U.S. 19 Corridor Wayfinding and Signage Master Plan Services, dated July 25, 2016.
- B. CLIENT agrees to compensate DESIGNER for such additional services in accordance with the terms of the initial agreement for additional amount stated below:

Our team will complete the attached Scope of Work on a Fixed Fee basis, for the Compensation outlined in Exhibit A and identified as Base Project and Additional Tasks. The Optional Services, scope of work and fees are not included at this time.

A) DESIGN, PLANNING + REIMBURSABLES:	\$ 129,500	
B) ENGINEERING SERVICES	<u>\$ 75,000</u>	
	\$ 204,500	CHANGE ORDER #1 TOTAL

Any work not described in the attached Scope of Work will not be included in the above Fixed Fee. We will invoice monthly based on the percentage of work completed.

- C. All other terms and conditions of the original agreement shall remain in full force and effect.
- D. A separate project schedule is required for this scope of work and will be developed with the City once amendment approvals are received.
- E. The effective date of this change order is the date on which the City signs below.



By signing below, the parties agree and affirm that each has reviewed and understands the provisions set out above and that each party shall be bound by each and all of said provisions. A copy of this agreement shall serve and may be relied upon as an original.

Accepted By Found Design LLC (d.b.a. MERJE):

A handwritten signature in dark ink, appearing to read 'John Bosio'.

John F. Bosio
Principal

9/28/2016

Date Signed

Accepted By the City of Clearwater:

George N. Cretekos
Mayor

Date Signed

Approved as to form:

Camilo A. Soto
Assistant City Attorney

Date Signed

Attest:

Rosemarie Call
City Clerk

Date Signed



September 28, 2016

EXHIBIT A

Ms. Gina L. Clayton
Assistant Planning and Development Director
City of Clearwater
100 S. Myrtle Ave.
Clearwater, FL 33756

**RE: ADDITIONAL SCOPE OF SERVICES FOR PHASE 2, DESIGN & PLANNING FOR THE U.S.
19 CORRIDOR WAYFINDING AND SIGNAGE MASTER PLAN SERVICES**

Dear Gina,

Thank you for the opportunity to expand our scope of work to the Phase 2 of the U.S. 19 Wayfinding Program.

The U.S. 19 Wayfinding Master Plan lays the groundwork for a successful wayfinding program and provides the framework for the various project elements that can be considered. Based on our meeting, I have outlined a Scope of Work, Methodology and deliverables associated with the phase of work. These tasks will provide you the documents to proceed to implementation of the items outlined, including fabrication / installation of the signage program.

Based on our discussions and the work completed to date, we have developed the following Scope of Work and Service Plan

SCOPE OF WORK

Project Area: The proposal is based on implementing a system within U.S. 19 Business District as outlined in the Wayfinding Master Plan. The following sign types will be considered;

BASE PROJECT

- City Gateways (2 / Pedestrian Bridges)
- Vehicular Directional Signs
- District Identification / Landmark Pylons
- District Identification / Banners
- Pedestrian Directional
- Kiosks
- Orientation Map (for use on kiosk)

OPTIONAL PLACEMAKING ELEMENTS

- Crosswalk Designs
- Brighthouse Field Mural

SERVICE PLAN

For Phase 2 of the design and planning effort, will include 5 primary tasks for planning, design, documentation and implementation of the project. This design process provides a basic structure for advancing through the project and provides opportunities to address individual project issues that are unique to Clearwater.

TASK 1: PROGRAMMING (Sign Locations & Message Schedule)

Prepare preliminary sign location plans, typical messages and general sign types. Only the Base Project sign types shall be planned.

Site check locations, with City representatives, for appropriateness, available space, existing pole conditions and general environment conditions. Note: this does not include detailed field mark-outs; it is a general review only. (TRIP #1)

Removal of Existing Signs: During the field surveys, MERJE will record any existing signs that need to be removed and replaced by new signs. This does not include an inventory of all existing wayfinding signs throughout the City of Clearwater.

PRELIMINARY SUBMITTAL of a message schedule and sign location plans for review and approval by client representatives and destinations. (Submittal #1).

SECONDARY SUBMITTAL, revise message schedule and sign location plan for review and approval by client representatives and each destination. (Submittal #2). Client internal review only, no formal meetings with stakeholders.

Submit revised Sign Location Plans to client representatives and other required agencies.

If necessary, review in the field all locations with City representatives and other required agencies. Note: this does not include detailed field mark-outs, it is a general review only. (TRIP #2)

Programming deliverable: Based on working meetings and project reviews a sign location plan and message schedule will be developed and submitted for final approval. This will include typical sign locations, messages/terminology and required sign types.

TASK 2: DESIGN DEVELOPMENT

Based on field surveys, refine Wayfinding Master Plan design concepts as necessary and expand the design across a full range of required sign types and scenarios.

Finalize functional aspects of program, size, materials, contrasts, nomenclature, typography, symbols, hardware, architectural elements, placement, construction details, mounting methods and installation.

Submit “design development” drawings to fabricators for preliminary pricing and constructability reviews. Value engineer design if necessary.

Receive preliminary cost estimates from fabricators.

Preliminary Orientation Map design for review and comment. (see below: Orientation / Map Scope of Work)

Present to Steering Committee and Stakeholders for review and approval. (TRIP #2)

Additional Trip: This will be utilized as a opportunity for additional presentations to groups listed previously or to other outside groups as necessary. It may also be used for additional site checking of specific field conditions or requirements. (TRIP #3)

Design Development deliverable: Design Development package, which will provide general information regarding material, color, finish, typography installation and sign size. This Task includes The following formal presentations (1) Steering Committee (1) Stakeholders, and (1) Community. Presentations shall be scheduled on same days or consecutive days.

TASK: 3 DOCUMENTATION STAGE

Complete Documentation Drawings for all Base Project sign types, including; final design, fabrication, construction details and installation methods. (Bid Document)

Field Surveys of Base Project sign locations. This task includes visiting each sign location, and gathering final placement information, including, photographing the location, preparing a simple site drawing (when applicable) and noting any field conditions that need to be considered prior to or during installation. The appropriate City of Clearwater, FDOT and Pinellas County staff are required to attend the field survey.

City, FDOT and County staff shall provide final approval on placement within their representative right-of-way and assist with all additional coordination issues that may arise. Depending on the quantity of signs and number of teams required to site check, typically (1-2) representatives from each group should attend; along with a member Wayfinding Committee or City Planning Department. Depending on the quantity of sign locations that need to be checked, this usually takes 1 -2 days (TRIP #4)

Based on field surveys, prepare Final Sign Location Plans (final dimensions / individual site drawings and photographs) as described in Task 1.

Prepare final cost estimate based on final design and sign counts.

Write Technical Specifications describing materials, products, submittals, coordination, execution, quality assurance, installation, etc.

Documentation deliverable: The U.S. 19 Wayfinding Program Bid Document will provide the City with the necessary drawings and specifications for bidding the project.

TASK 4: ORIENTATION MAP / BROCHURE DESIGN

The U.S. 19 District orientation map will be designed in layers, which will allow the City of Clearwater to utilize it for many different purposes, including signs, print materials and multi-media.

Map Boundaries

Per the U.S. 19 Wayfinding Master Plan the district boundaries are as follows:

North: Curlew Rd.
South: Belleair Rd.
East: McMullen Booth Rd.
West: Hercules Rd.

Map Elements

The maps will include the following information and be similar in style to the example provided in the U.S. 19 Wayfinding Master Plan. Maps will be produced in Adobe Illustrator and the following “layers” will be available as required;

- Base map (streets, street names, parks, etc.)
- Destinations and Attractions (keyed to a list)
- Major Buildings and Structures
- Public Parking Lots
- Parks, Recreational Areas and Trails
- Amenities (restrooms, ATM, Shopping areas, Visitor Info, etc.)
- Landmarks
- Legend

The base map will be designed with a North up orientation. We will also convert the maps to additional East, West and South compass orientations as required for “heads-up” viewing, which will be used on signage and kiosks.

Map Schematic Design: Develop preliminary orientation map graphics – draft submittal (50%) to client for general review and comments. This will be based on a limited area of the map and will include color, typography, roadways and primary destinations. Design options will be presented and will be utilized to establish the basis for design for the overall map. (Schematic Design Revisions: 3 Max)

Map Design Development: Based on client comments and approvals of the 50% map, an expanded full version will be submitted as 75% and 90% completion progress, (Submittal #1 and #2).

Final Map Artwork: Receive comments and prepare FINAL MAP ARTWORK. This digital file will be prepared for use on various design elements as outlined in the agreed scope and deliverables. (Submittal #3).

Client Acceptance of Map Artwork

Deliverable: Production ready map artwork and digital files that will allow the City of Clearwater the ability to edit the map as required in the future. The following maps are included;

- Base Maps (North / Heads-Up)
- 3 additional Orientation (South, East and West / Heads-Up)

Upon acceptance of the artwork, the designer shall provide the City with a digital file (Adobe Illustrator) for their use and for any future updates that are necessary.

TASK 5: BID ASSISTANCE & CONSTRUCTION ADMINISTRATION

A. Bid Assistance / Review

- Attend Pre-Bid Meeting (via tele-conference)
- Answer Bidder Questions and respond to Requests For Information (RFI's)
- Provide information necessary for City of Clearwater to release Addendums to Bid (if necessary)
- Review Bids with City of Clearwater to confirm compliance to drawings and budgeted unit prices.

B. Construction Administration

- Field verify all final sign locations/placement with installer (Trip #5)
- Attend Construction Meetings (via tele-conference)
- Review shop drawings, product info and samples – provide approvals of submitted materials.



- Confer with fabricator as required. Provide information to vendor upon request.
- Review locations with installer, prior to installation.
- Be available to answer questions during installation.

Upon substantial completion of the signage, punch-list (on-site) all items that must be Completed and/or corrected prior to final acceptance by the City of Clearwater
Deliverable: Punchlist Document (TRIP #6)

PROJECT SCHEDULE: SEE EXHIBIT B

SUMMARY OF TRAVEL

Trip #1	Task 1 / 2	Field Survey #1 / Preliminary Review of Sign Locations
Trip #2	Task 1 / 2	Field Survey #2* and Design Dev. Presentations
Trip #3	Task 2	Open based on project progress and requirements
Trip #4	Task 3	Final Field Mark-Outs*
Trip #5	Task 5	Review sign locations with contractor prior to installation*
Trip #6	Task 6	Punchlist installed items

* Requires attendance by City, County and/or FDOT Staff*

COMPENSATION

Thank you for considering MERJE for the development of U.S. 19 Wayfinding Program. Based on the services outlined, we propose the following compensation

A) DESIGN & PLANNING SERVICES

Task 1: Programming	\$ 32,000
Task 2: Design Development	\$ 18,000
Task 3: Documentation	\$ 42,000
Task 4: Orientation Map and Brochure Design	\$ 7,500
Task 5: Bid Assist / Construction Administration	\$ 18,000
Reimbursable (6 trips)	<u>\$ 12,000</u>
Design & Planning Sub-Total	\$ 129,500

B) ENGINEERING SERVICES

FDOT Permitting Drawings / Community Wayfinding Signs	\$ 25,000
FDOT Permitting Drawings / Gateway Signs	\$ 10,000
Structural Engineering / Community Wayfinding Signs	\$ 15,000
Structural Engineering / Gateway Signs	<u>\$ 25,000</u>
Engineering Services Sub-Total	\$ 75,000

CHANGE ORDER #1 TOTAL \$ 204,500

Reimbursable Expenses

Reimbursable expenses are in addition to the basic compensation cited above and will be billed to the client at 1.10 times the expenses incurred by MERJE and our consultants in the interest of the project. These expenses include, but are not limited to, CAD machine plots, photocopies, photography, models, renderings, travel, food, lodging, facsimiles, art materials, typesetting, first-class mail, special overnight mail and delivery services, long distance telephone calls, and messenger services.

POTENTIAL ADDITIONAL SERVICES

The following items are potential additional signage services, and if authorized by the client, a separate proposal will be developed to address a specific project requirement.

Additional Destinations / Sign Quantity

This proposal is based on the quantity of destinations identified in the City of Clearwater Wayfinding Master Plan and the quantity of signs identified in the Master Plan Order of Magnitude budget. Wayfinding is considered to be the “front door” of the destination’s building or campus.

Additional Consultation and Design (not in contract)

- Trips / Meetings beyond those outlined in this proposal (6 Trips to Clearwater)
- Wayfinding for Downtown Clearwater, Clearwater beaches or other areas outside of the U.S. 19 District.
- Interpretive Signage for historic areas (scope, quantity to be determined)
- Historic Markers or special historic walking tour (scope, quantity to be determined)
- Design of Banners, wall murals, super graphics or other sign types outside the agreed upon menu.
- Inventory and/or Removal Plan of existing signs throughout the City of Clearwater.
- Advertising or individual Marketing Materials
- Digital Wayfinding: Web Sites, Mobile Apps or other digital elements.
- Structural, Civil, Traffic or Electrical Engineering
- Landscape or Lighting Design

Presentation of project to parties outside the core client group, that would require additional trips, such as art commission, historic commission, planning board, etc.; preparation of additional presentation materials for such meetings.

If you have any questions regarding the above, please feel free to contact me. Thank you very much for the opportunity. We look forward to working with you on this exciting project.

Sincerely,

A handwritten signature in dark ink, appearing to read "John Bosio". The signature is fluid and cursive, with the first name "John" and last name "Bosio" clearly distinguishable.

John Bosio
Principal