

August 30, 2017

Mr. Matt Young  
Director of Parks & Recreation  
City of Mansfield, TX  
1200 E Broad Street  
Mansfield, TX 76063

RE: REQUEST FOR ADDITIONAL SERVICES (No. 1) FOR MANSFIELD WAYFINDING PROGRAM  
PHASE 2 / DESIGN & PLANNING

Dear Matt,

As we have discussed, with the completion of the Wayfinding Master Plan, we can move onto the Design and Planning phase of the project. The Master Plan provides a solid understanding of the issues and scope of the project and based on this information we have developed the following Methodology and Compensation to complete the project through to Documentation.

Sign Types to be developed, include;

Street Sign (Historic Downtown)  
Downtown Gateways  
Vehicular Directional Signs (High Speed and Low Speed)  
Parking Directional Signs  
Parking Lot Identification  
Pedestrian Directional Signs  
Information Kiosks  
Orientation Map

Please review the following service plan and tasks and let me know if you have any questions. I can adjust the scope and fee as necessary.

## **METHODOLOGY**

### **Phase I. Task 1 / Master Plan (completed July 2017)**

Based on the Mansfield Wayfinding Master Plan the following design and planning tasks will be completed.

## **PHASE II: DESIGN & PLANNING**

### **Task 2: Schematic Design**

Task 2.1 Analyze architectural/historic elements, including, imagery of the county. marketing materials and additional information needed to formulate sign design concepts.

Task 2.2 Prepare preliminary sign design based on a limited number of sign types. (3 options)

- Task 2.3 Presentation of proposed signage design to Steering Committee (Sub-Committee). This would include typical sign types and systems, location, size, shape and colors. (TRIP #1)
- Task 2.4 Meet with Stakeholders and general public to receive feedback on proposed design concepts. (Includes Community Review #1) (TRIP #1)(2 people)
- Task 2.5 Preliminary budget for fabrication and installation of the signage system. Develop Phasing Plan for priority sign types
- Task 2.6 Meet with TXDOT to review concepts and wayfinding on State roadways.

The Wayfinding Analysis information and Schematic Design concepts are presented together to the different groups as outlined. (Steering Committee and Stakeholders).

- Step 1 & 2 Deliverable Discovery: Based upon our Wayfinding Analysis, we will provide an outline of existing conditions and make recommendations in the form of a report. This report of general maps will establish the criteria upon which the sign system will be based.

### **Task 3 Programming (Sign Location Plans & Message Schedule)**

- Task 3.1 Prepare preliminary sign location plans, typical messages for the Mansfield Wayfinding Program.
- Task 3.2 Site check (drive by) locations for appropriateness, available space, and general conditions. Note: this does not include detailed field mark-outs. (included in TRIP #1)
- Task 3.3 Preliminary Submittal of a message schedule and sign location plans for review and approval by city representatives and (Submittal #1). Client internal review only.  
  
The Message Schedule shall also includes notes indicating which existing wayfinding signs need to be removed, replaced or relocated.
- Task 3.4 Secondary Submittal, revise message schedule and sign location plan for review and approval by city representatives and each destination. (Submittal #2). Client and TXDOT internal review only.
- Task 3.5 Submit revised Sign Location Plans to Client representatives and other required agencies.

Step 3 Deliverables: Based on working meetings and field surveys a sign location plan and message schedule will be developed (and submitted for final approval).

### **Task 4 Design Development**

- Task 4.1 Based on comments received during the Schematic Design phase, MERJE shall refine or revise the selected design option. (OPTION 4)
- Task 4.2 Finalize functional aspects of program, size, materials, contrasts, nomenclature, typography, symbols, hardware, architectural elements, placement requirements.
- Task 4.3 Submit “design development” drawings to fabricators for preliminary pricing and constructability reviews. Value engineer if necessary.



- Task 4.4 Receive preliminary cost estimates from fabricators.
- Task 4.5 Present to Steering Committee (Sub Committee) for review and approval. This includes Community Review #2 (WebEX)
- Task 4.5 Present to City Council review and final approval. (TRIP #2) (1 person). This presentation will also include the original 3 design options, to illustrate the process the Sub-Committee has gone through.

Step 4 Deliverable: Design Development package, which will provide general information regarding material, color, finish, typography installation and sign size.

### **Task 5 Design Intent Drawings (Bid Documents)**

- Task 5.1 Prepare Documentation drawings indicating, material specifications for all sign types, illustrating size, typefaces, graphic elements, pictograms, letter spacing, materials, finishes, construction details, installation methods, colors and locations.
- Task 5.2 Technical Specifications describing materials, products, submittals, coordination, execution, quality assurance, installation, etc.
- Task 5.3 Site Check and Prepare Final Sign Location Plans (TRIP #3)(2 people)
- Task 5.4 Prepare Plans for TXDOT submittal and review. (maximum 2 revisions)
- Task 5.5 Prepare final cost estimate based on final design and sign counts.

The Graphics Sign Standards Manual developed during this phase of work, shall will provide the City of Mansfield with a comprehensive guide to implementing a consistent sign program. This document also provides the necessary Sign Location Plans and drawings necessary for WSDOT approvals.

## **PHASE III. IMPLEMENTATION (FUTURE)**

### **Task 6 Bidding & Construction Administration (Bids shall be issued by the City)**

#### **BID ANALYSIS**

- Prepare minimum requirements for qualification of bidders
- Provide a list of fabricators
- Attend bid meeting (via tele-conference)
- Provide clarification or addendum to bidders
- Review bids and provide recommendations

#### **CONSTRUCTION ADMINISTRATION**

- Review shop drawings & samples prior to fabrication
- Confer with fabricators
- Attend construction meetings (via-teleconference)
- In field review of locations (2 days) (TRIP #4)(1 person)
- Review of the installation (2 days)

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.



Step 6 Deliverable:

Punch-list document, hard copies and electronic files of all necessary information and drawings.  
Provide a final maintenance and management plan.

**ANTICIPATED SCHEDULE**

<u>TASK</u>	<u>DATE</u>
Notice to Proceed	September
Schematic Design (Sub-Committee / 3 options)	October
Schematic Design (Sub-Committee / Revised Design)	November
Present Design to City Council) (Design Process + Final)	November / December
Documentation	December / January
Bidding / City of Mansfield	January / February
Award Bid	February
Fabrication / Installation: Street Signs	March - April*
Fabrication / Installation: Downtown Gateways	March - May*
Fabrication / Installation: Parking and Pedestrian Signs	March - June
Fabrication / Installation: Downtown Vehicular Signs	March - July

\* If the Street Signs and Downtown Gateways are approved by City Council in November, these items can be fast-tracked for early Documentation, Bidding and Implementation.

**COMPENSATION**

Thank you for considering MERJE for the development of the Mansfield Wayfinding Program. We are deeply appreciative of this opportunity and based on the scope of the project, your requirements, and the services outlined in our Project Approach, we propose the following Compensation:

PHASE II: PLANNING AND DESIGN

Task 2 Schematic Design	\$ 10,000
Orientation Map Design (Downtown and City/Simplified)	\$ 7,000
Task 3 Programming (Downtown & Citywide)	\$ 18,000
Task 4 Design Development	\$ 9,000
Task 5 Documentation	\$ 14,000
Structural Engineering	\$ 7,400
Prepare Plans for TXDOT Submittal	\$ 4,900
Bid Assistance & Construction Administration (Downtown)	\$ 10,000
<b>DESIGN &amp; PLANNING TOTAL</b>	<b>\$ 80,300</b>
REIMBURSABLES	\$ 9,500
<b>PHASE II TOTAL</b>	<b>\$ 89,800</b>

OPTIONAL WAYFINDING ELEMENTS

Bid Assistance and Construction Admin (Additional Implementation Phases)	\$ 8,000 per phase
Trails (Sign Location Planning)	\$ 20,000
Mobile Application	\$15,000 - \$75,000



#### REIMBURSABLE EXPENSES

Reimbursable expenses, not to exceed the amounts identified per Phase, without prior written approval, are in addition to the basic compensation outlined above and will be billed to the client at 1.10 as incurred by MERJE and our consultants in the interest of the project. These expenses include, but are not limited to: CADD machine plots, photocopies, travel (a total of 4 trips to Mansfield) , airfare, lodging, meals, fares, tolls, auto rental, parking, art materials, foam-core mock-ups, first-class mail, special overnight mail and delivery services, long distance telephone calls, and messenger services.

Costs of services such as fabrication of models or mock-ups, renderings, printing, and cost of sign permits or plan reviews will be considered reimbursable expenses.

#### ADDITIONAL SERVICES

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

- Meetings / presentations beyond the quantity identified in this proposal.
- Structural, electrical or civil engineering (beyond \$7,400 allowance)
- Interpretive signage for historic areas (scope, quantity to be determined).
- Historic markers or special historic walking tour (scope, quantity to be determined).
- Design of print material design, websites or other non-signage wayfinding tools.
- Design of wall murals, super graphics or other sign types outside the agreed upon menu.
- Landscape or lighting design.
- Documentation and specification of highway signage.
- Trail or Bicycle Signage
- Mobile phone applications and any other digital wayfinding tools.

If you have any questions regarding the above, please feel free to contact me. If you find everything in order in this proposal, please indicate your acceptance by signing and returning a copy of this letter.

Thank you very much for the opportunity. We look forward to working with you on this project

Sincerely,

A handwritten signature in dark ink that reads 'John Bosio'.

John Bosio  
Principal

APPROVED BY

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Mr. Matt Young  
Director of Parks & Recreation  
City of Mansfield, TX

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Date