

CITY OF BETHLEHEM
INTER-DEPARTMENTAL CORRESPONDENCE

SUBJECT: Request for Approval by City Council of Contract Award or Contract Price Increase Pursuant to City Ordinance, Article 121.05 (a)

Project or Contract Reference: Amendment to the Tangram Design contract for the Signage and Wayfinding program to include development of a directional map, interpretive signs and some logo redesign.

TO: City Council, all members, and Council Solicitor

FROM: Darlene Heller, Director of Planning and Zoning

DATE: February 10, 2016

On behalf of the Administration, pursuant to City Ordinances, Article 121.05, I request City Council's approval of the following recommendation of the referenced contract award or price increase.

- Check Type of Contract or Change:

_____ The contract is for over \$50,000 and required to be bid under the Third Class City Code. We have advertised the above referenced project and received qualified bids. We recommend award of the contract to the bidder identified and for the reasons stated below.

_____ The recommendation is for a price increase of 10% or more for an existing contract over \$50,000 that was previously bid and awarded under the Third Class City Code.

X The contract is for the engagement of professional services. We are already under contract with Tangram Design for the signage/wayfinding program and propose to amend the contract for additional services to supplement the program.

- Is the contract appropriation or price increase included in this year's budget? X yes ___ no
- Identify contract funding sources (general fund, grants, loans, etc.....):
Non-Utility Capital Budget
Account #69999-66033 "Signage"
- The name and address of the recommended Professional Service Provider are:

Tangram Design LLC
820 Santa Fe Drive
Denver CO 80204

- Term of contract or estimated completion date, subject to standard extensions:

The contract will be extended through June 30, 2017.

- Description of project or scope of services to be provided:

Development of a directory map to accompany the overall wayfinding program, development of interpretive signage to supplement the directional signs, and SouthSide logo and Eastern Gateway redesigns.

- State the actual or estimated price to the City or the proposed Department budget allowance for the initial term; and state payment rate per unit of service if applicable:

Contract amendment price \$36,080

- Number of renewal term options and duration of each renewal, if any:

None.

- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:

\$0.00

- Reasons for recommendation of Administration and Council approval of contract:

Tangram Design LLC is nationally known for their municipal sign design and installation work. They were originally selected following a publicly advertised Request for Proposal process and interviews with a selection committee. A significant amount of work has already been completed including sign design, completion of the destination list and near completion of the sign location plan. This contract amendment will allow for supplemental work to enhance the signage program with coordinated logos, interpretive signs and a destination map. The wayfinding committee has determined that these supplemental items are critical to the quality of the overall signage program.

Please approve this recommendation by passing the accompanying resolution. A vote of final approval is requested at the first City Council agenda listing of this matter.

By: _____
Department Head

Copies To: Mayor
Director of Budget and Finance
Purchasing Bureau
Director of Administration
Law Bureau
Controller

Attachment: proposed resolution

RESOLUTION NO. _____

Authorization for Contract or Amendment under Article 121.05(a)

BE IT RESOLVED by the Council of the City of Bethlehem that the Mayor and the Controller and/or such other City officials as deemed appropriate by the City Solicitor, are hereby authorized to execute a Contract or Amendment and such other agreements and documents as are deemed by the City Solicitor to be necessary and/or related thereto, with the following named contractor, for the uses and purposes indicated in the supporting Recommendation of Award of Bid or Contract:

1. Name of Contractor: Tangram Design LLC
2. Project or Contract Reference: Contract amendment to the current Tangram Design contract for Signage and Wayfinding to include the development of a Directory Map, Interpretive Signage and redesign of SouthSide and Eastern Gateway signage and logos.

Sponsored by _____

ADOPTED by Council this _____ day of _____, 20__.

President of Council

ATTEST:

City Clerk

Additional Services - Project Fee



BETHLEHEM ADDITIONAL SERVICES

The below chart provides work hours, hourly rates, and total cost per each task. Hourly rates are based on an average sum of the principle and staff hourly rates combined. Cost is subject to change if requirements of the project scope are altered or revised.

TASK	WORK HOURS	HOURLY RATE	TOTAL COST
1. Directory Map			
Conceptual Design	40	\$80	\$3,200
Design Development	80	\$80	\$6,400
Final Design Development	40	\$80	\$3,200
Prepare Final Art	80	\$80	\$6,400
Total Cost for Task 1			\$19,200

2. Interpretive Signage (includes 4 Interpretive Panels)			
Review Images /Edit Text	16	\$80	\$1,280
Drop / Load Images and Text	40	\$80	\$3,200
Sign Location Plan / Message Schedule	20	\$80	\$1,600
Prepare Final Art	40	\$80	\$3,200
Total Cost for Task 2			\$9,280

3. SouthSide Logo Redesign			
Logo Redevelopment	8	\$80	\$640
Inserting into DI drawings / Message Schedule	4	\$80	\$320
Total Cost for Task 3			\$960

4. Eastern Gateway Redesign			
Gateway Concept Redesign	30	\$80	\$2,400
Design Intent Drawing	8	\$80	\$640
Total Cost for Task 4			\$3,040

REIMBURSABLE EXPENSES	RATE	TOTAL COST
Flight	\$1,000 / trip (includes 2 people)	\$1,000*
Rental Car	\$50 / day	\$200*
Lodging	\$87 / day	\$250*
Meals and Incidentals	\$46 / day	\$150*
Deliverables: Printing / Mailing	\$20 / hour	\$2,000*

* Cost may be less than indicated, but price is not-to-exceed amount shown throughout the duration of the project.

Total Cost for Reimbursable Expenses	\$3,600*
Subtotal of Tasks 1-4	\$32,480
TOTAL COST	\$36,080