

Kyle Beidler  
Cranberry Township  
2525 Rochester Road  
Cranberry Township, PA 16066

February 14, 2020  
REV. February 19, 2021

**RE: Proposal for Sign Design Services  
Graham Park - Master Plan Update**

Dear Kyle,

Kolano Design is pleased to submit this proposal to provide sign design services to update the Sign Master Plan for Graham Park. Following is a description of our services and associated design fees.

**SCOPE OF SERVICES**

***Analysis, Programming & Design Development***

Kolano Design will visit the site to review and document existing conditions of all signs. Any sign(s) in need of repair or replacement will be identified in an analysis report. Newly developed areas within the site will also be documented for the development and implementation of new signs.

Kolano Design will meet with the Client and project team at the Client's offices to discuss and establish the overall project direction, current and future programming, time table and budget, as well as aesthetic and functional considerations. A brief walk of the site may occur for review and discussion of existing sign conditions and issues. Preliminary recommendation of updates to existing signs may be presented at this time for further discussion with the project team.

Kolano Design will develop up to a maximum of four (4) new sign types, as may be required to satisfy current and future programming needs.

Kolano Design will develop a preliminary design intent package to include the following:

- Concepts for new sign types
- Recommended modifications to existing signs
- Updated sign face layouts to show new sponsorship name
- Updated sign face layouts to show new facilities & destinations within the site.
- Sign location plan will be developed to show locations of existing and new proposed signs.

*Two (2) site visits and two (2) design review meetings are included within this phase. One site visit will be conducted to field survey existing signs, and a second may be conducted with the Client to discuss recommended sign updates and modifications in the field. Design review meetings will be conducted in the form of remotely held digital presentations to minimize travel/mileage costs. If on-site meetings are required, additional fees will apply.*

*Up to two (2) rounds of revisions are included within this phase. Additional revisions and/or meetings may be requested, as an out-of-scope service and will be billed additionally.*

**Design Fee:**

**\$10,000 - 12,000**

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### Sign Master Plan Manual

The Sign Master Plan Manual will include all necessary information for the client to cost and fabricate future park sign updates and additions. Specifications will ensure that signs fabricated by different vendors throughout time will remain consistent.

*The Master Plan Manual will include the following information:*

*Accessibility Guidelines & Sign Codes*

*Graphic standards such as fonts, symbols & Township logos*

*Typical sign type drawings described with material/finish specifications, dimensions, details, etc.*

*Recommendation of fabrication techniques*

*Guidelines for locating and installing signs*

Items excluded from the manual include specific message schedules for the sign program or any special one-of-a-kind signs used for specific projects that may require a distinctive design solution.

A draft of the manual will be presented to the Client for review and approval. Necessary revisions will be made per Client's comments until final approval is received. Please note that up to a maximum of (2) rounds of revisions are included in this phase of work. Final copies of the manual will be provided to the client in both digital and printed formats.

Kolano Design will establish approximate unit prices for the fabrication and installation of each sign type to assist with preliminary budgets moving forward. Final costing will depend on the selected sign vendor, specific site conditions, sign locations and final quantities.

Allowances for prototyping is not included within this proposal. If prototypes become necessary, Kolano Design will have them costed by an approved sign fabricator and will obtain client approval prior to production.

Kolano Design will format and provide electronic art files of final sign types for Client use in making future updates and additions to the sign program.

*Up to two (2) rounds of revisions are included within this phase. Additional revisions and/or meetings may be requested, as an out-of-scope service and will be billed additionally.*

### **Design Fee:**

**\$14,000 - 15,500**

### **COST SUMMARY**

Analysis, Programming & Design Development

\$10,000 - 12,000

Sign Master Plan Manual

\$14,000 - 15,500

Construction Bid Documents

TBD, if required

### **DESIGN FEE TOTAL**

**\$ 24,000 - 27,500**

### **Reimbursable Expenses**

The Client shall reimburse Kolano Design for all out-of-pocket expenses incurred by Kolano with respect to the project including, but not limited to, expenditure for: color photocopies, travel time, mileage, mailings, local deliveries, messengers, etc. Reimbursables will be billed at cost plus a surcharge of 15% to cover administrative costs.

Please note that sign prototypes, materials, fabrication, installation and their associated costs are not included within this proposal.

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**GENERAL CONDITIONS:** Client will provide full information as to its requirements and will authorize a single representative from whom KD shall accept instructions. Any authorization for work beyond the scope in this agreement and/or which would increase/decrease KD's fee must be in writing. Client will examine data and documentation submitted and render prompt decisions to avoid unreasonable delay in the progress of the work. If Client observes or becomes aware of any problems in the project, Client agrees to give prompt written notice. Should Client instruct KD in writing to make changes to work previously approved in writing or the "Final Design Specifications" or to provide additional services not covered by this agreement KD is to be reimbursed therefore, at a fee negotiated in advance which shall be based upon the hourly rate for time engaged to make authorized changes. If during the process of the work Client should decide to discontinue or postpone indefinitely this project, KD shall require notice in writing, then KD's work will cease and KD shall be reimbursed accordingly.

KD shall provide services for your project consisting of consultation, creative and design intent drawings. Presentation boards, material samples, drawings and written specifications will enable the design to be fabricated, installed or otherwise be implemented by others.

2.1 Implementation: KD's services under this agreement do not include fabrication, construction management, installation or implementation of the design.

The Client and KD agree that any such services are to be provided by others, and KD's services with respect to such implementation shall be restricted to providing specifications, coordination, and quality checking. Unless otherwise specified in this agreement, KD shall have no responsibility for the providers of such implementation or their schedules. Contracts are directly between fabricator/installer and client. Client is responsible for supervision of fabricator, negotiating payment terms, obtaining certificates of insurance and all other terms of their business relationship. KD shall not guarantee the performance of any vendor or its contracts. KD will consult on overcoming any production difficulties and endeavor to guard Client against any defects and deficiencies in the work of vendors. KD is not responsible or accountable to check or monitor schedules and examine vendor's progress. If additional supervisory services are necessary due to fabrication errors, delays or improper installation, KD shall be entitled to reimbursement from the Client.

### COMPENSATION

3.1 Fees: The Client shall pay KD for the services as described in the first section 'Project Scope' of this contract. Principals are billed at \$200/hour. Project managers are billed at \$115-130/hour. Design staff is billed at \$75-90/hour.

3.2 Payment Schedule: After receipt of an invoice, the Client agrees to make payments within thirty (30) days. KD shall render invoices on a monthly basis.

3.3 Revisions & Additions: Revisions and additions will be completed as requested by the client.

3.4 Reimbursable Expenses: The Client shall reimburse KD for all out-of-pocket expenses incurred by KD with respect to the Project including, but not limited to, expenditure for: photocopies, large prints, photography, presentation materials, mailing, shipping, messenger and out-of-town travel. Reimbursable expenses will be billed actual cost plus 15%. The Client shall pay any sales, use, or other transfer taxes that may be applicable to the out of pocket costs.

3.5 Reimbursable & Implementation Budgets: Any budget figures or estimates for Reimbursable Expenses or Implementation charges such as fabrication or installation are for planning purposes only. KD shall use its best efforts to work within stated budgets.

### CLIENT OBLIGATIONS

4.1 Materials to be Provided by Client: The Client shall be responsible for the accuracy and completeness of all information and materials so provided. The Client guarantees that all information supplied to KD is owned by the Client or that the Client has all necessary rights to permit KD to use them. The Client shall indemnify, defend, and hold KD harmless from and against claim, suit, damages, and expense.

4.2 KD Liability: KD shall take reasonable precautions to safeguard original or other materials provided by the Client.

### MISCELLANEOUS

Confidentiality: The Client shall inform KD in writing if any portion of information provided by the Client or if any portion of the Project is confidential.

Termination: Either party may terminate this Agreement upon giving written notice to the other as specified below. Upon termination of this Agreement by the Client or by KD for cause, KD may retain any initial payment and the Client shall pay KD for all hours expended on the Project, up to the date of termination, at KD's standard rates together with all other amounts due thereunder. The amount of written notice to be given by either party shall be thirty days.

Entire Agreement: This Agreement represents the entire agreement between the Client and Kolano Design and may be changed or modified only in writing.

Your acceptance of this agreement and the signing of same shall constitute an agreement between us. Please sign one (1) copy and forward it back to us for our files. The other copy is for your records.

Representations: The Client represents that it has the full power and authority to enter into the Agreement and that it is binding upon the Client and enforceable with its terms. Kolano Design represents that it has the full power and authority to enter into the Agreement and that it is binding upon KD and enforceable with its terms.

Your acceptance of this agreement and the signing of same shall constitute an agreement between us. Please sign one (1) of this proposal and forward it back to us for our files. You may retain the other copy for your records.

ACCEPTED AND AGREED TO:

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Client Representative Signature

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Date