

75848

DATE: April 7, 2020

TO: Board of Acquisition and Contract

FROM: Norma V. Drummond
Commissioner of Planning

SUBJECT: Resolution authorizing an agreement between the County of Westchester and Found Design LLC, d.b.a. Merje, for an integrated signage and wayfinding system at the Valhalla Campus at Grasslands.

The attached resolution, if approved by your Honorable Board, authorizes the County of Westchester (the "County") to enter into an agreement with Found Design LLC, d.b.a. Merje ("Merje"), to provide an integrated signage and wayfinding system to provide users of the Valhalla Campus at Grasslands a welcoming, attractive and easy navigation experience (the "Project"). Merje will create/design exterior signage and way finding guidelines for Grasslands. The Project will include, but not be limited to, signage that identifies areas such as parking lots; provides pedestrian directions; design information kiosks; and identify traffic regulators (i.e. stop, one way and no parking). The total amount of the agreement shall not exceed \$49,950, payable pursuant to an approved budget. The term of the agreement is June 1, 2020 to May 31, 2021.

The goal and objective of this agreement is to develop signage at the Valhalla Campus at Grasslands that will make it easier for visitors to find their way around. The Planning Department will monitor the project to ensure all contractual requirements are met.

In accordance with the Westchester County Procurement Policy and Procedures, a Request for Proposal was issued by the Department of Planning requesting proposals for an integrated signage and wayfinding system to allow users of the Valhalla Campus at Grasslands a welcoming, attractive and easy way to navigate the campus. The proposals were due on January 21, 2019. Three organizations submitted proposals. 1. KMA Design - bid amount of \$40,000, 2. AB Design - the bid amount of \$40,930 and 3. Merje – bid amount of \$49,950.

The project is being awarded to Merje as they have more demonstrated experience in designing Hospital wayfinding and signage. Merje also has experience integrating multiple organizations into a master wayfinding strategy. Additionally they offered more technical information than the other two firms. This technical information includes the software that will be used and the files that will be part of the deliverables. These documents will allow flexibility as the campus tenant's change in the future.

I recommend approval of this agreement.

NVD/cp/
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/30/2020 - LISA MRIJAJ, SECRETARY

RESOLUTION

UPON A COMMUNICATION FROM THE COMMISSIONER OF PLANNING, BE IT HEREBY

RESOLVED, that the County of Westchester is hereby authorized to enter into an agreement with Found Design LLC, d.b.a. Merje, to develop signage for the Valhalla Campus at Grasslands that will make it easier for visitors to find their way around the Campus, for an amount not to exceed \$49,950.00, to be paid pursuant to an approved budget for a period beginning June 1, 2020 and ending May 31, 2021; and be it further

RESOLVED, that this agreement is subject to County appropriations; and be it further

RESOLVED, that this agreement is also subject to further financial analysis of the impact of any New York State Budget ("State Budget") proposed and adopted during the term of the agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State budget and/or adoption of a State budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s) to conduct an analysis of the impact of any such budget(s) on County finances. After such analysis, the County shall retain the right to either terminate the agreement, or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the contractor then the contractor shall have the right to terminate the agreement upon reasonable prior written notice, and be it further

RESOLVED, that the County Executive or his duly authorized designee is authorized to execute any agreements, documents and take any actions necessary to effectuate purposes hereof.

Account to be Charged/Credited

		Major Program, Program & Phase	Object/	Trust	
Fund	Dept.	Or Unit	Sub Object	Account	Dollars
101	19	0100	4420	N/A	\$49,950.00

Budget Funding Year(s) FY 2020 Start Date: June 1, 2020 End Date: May 31, 2021
 (must match resolution)

Funding Source Tax Dollars \$49,950.00
 State Aid _____
\$49,950.00 Federal Aid _____
 (must match resolution) Other _____