

EXHIBIT A

PROCUREMENT MANAGEMENT DEPARTMENT

**BID WAIVER REQUEST FORM**

TO: City Manager

FROM: Kerlyne McHenry
Department Head (Name & Signature)

VIA: Chief Procurement Officer

DATE: _____

RE: Vehicular Wayfinding, Community, and Gateway Signage Project Development & Management

Annual Expenditure not to Exceed: \$ 111,000 Vendor # 530252

Fiscal Impact / Account Number(s): 104220-552630

Section 3-4.5 Exemptions for Bidding, Purchase of the following materials and services shall be exempt from the bidding process and subject to the spending limitations provided in subsection 3-3.14, unless otherwise provided by **State law: f. Formal bidding waiver. Purchases for which formal bidding has been waived, as determined by the City Commission to be in the best interest of the City. Purchases of, and contracts for, supplies or services shall be exempt from competitive bidding/competitive proposals with a five-sevenths (5/7) affirmative vote of the City Commission declaring the waiver of competitive bidding/competitive proposals to be in the best interests of the City. If competitive bidding and competitive proposals are waived under this paragraph, the open market procedure set forth in subsection 3-4.4 shall be utilized. For those contracts which the City Manager is otherwise authorized to award, he/she may waive competitive bidding and competitive proposals.**

Waiver of Bids Justification: Select the one that applies and provide justification in the box.

- ☐ (a) The health, safety, or welfare of the citizens or employees is at stake.
- ☐ (b) To get a vehicle or equipment vital to the operations of the City back into service.
- ☐ (c) If equipment needs to be taken apart to give an estimate or price.
- ☐ (d) For the purchase or rental of real estate when location is important.
- ☐ (e) Emergencies and natural disasters.
- ☐ (f) When specifications must not be made public due to covert or confidential operations of the Police Department.
- ☐ (g) When advertising must be done in a specific publication such as a trade journal, local publication, etc.
- ☐ (h) To obtain materials, equipment, or services which cannot be purchased under normal bid procedures, as confirmed by the Purchasing Agent. **(CPO SIGNATURE REQUIRED)**
- ☐ (i) When an essential government service would be interrupted.
- ☐ (j) When additional loss to public or private property might occur.
- ☐ (k) When, after notice in accordance with ordinance, no bids or proposals are received.

MERJE will provide design, structural engineering, and project & construction administration services. Their scope includes the preparation of detailed design intent drawings that outline material specifications, sign dimensions, typefaces, graphic elements, pictograms, letter spacing, finishes, construction details, installation methods, colors, and proposed sign locations.

Finance Director

Approved

Date

Chief Procurement Officer (Up to \$25,000)

City Manager (Up to \$50,000)

Purchases exceeding \$50,000.00 will be placed on the next Commission Agenda pending City Manager review.



TO: City Manager

VIA: Chief Procurement Officer

FROM: **Kerlyne McHenry**
Director

Public Works Director
Title/Department

Signature

Date

RE: Vehicular Wayfinding, Community, and Gateway Signage Project Development & Management

Fiscal Amount not to Exceed: \$ 111,000.00

Vendor # 530252

Purpose (How does it align with City NMB Strategic Plan?):

Development of the City's Vehicular Wayfinding Signs, Community Signs, and Gateway Signs. This project supports the City's goals of enhancing navigation, strengthening community identity, and improving the overall aesthetic of public spaces

Background:

MERJE has extensive experience working with municipalities on comprehensive wayfinding systems.. The firm has provided services for several cities, including Miami Beach, Downtown Miami, Ocala, and Tampa, demonstrating a strong track record in urban environments similar to ours. MERJE will provide design, structural engineering, and project & construction administration services. Their scope includes the preparation of detailed design intent drawings that outline material specifications, sign dimensions, typefaces, graphic elements, pictograms, letter spacing, finishes, construction details, installation methods, colors, and proposed sign locations.

Recommendation:

Approval

Fiscal Impact / Account Number(s):

\$111,000.00/ 104220-552630

Contact Person(s):

Kerlyne McHenry

17011 N.E.19th Ave., Suite 315 North Miami Beach, FL 33162 • P: 305-948-2946 • bids@citynmb.com

March 9, 2026

Kerlyne McHenry
Interim Director, Public Works
City of North Miami Beach
17011 NE 19th Avenue
North Miami Beach, FL 33162

RE: PROPOSAL TO THE CITY OF NORTH MIAMI BEACH GATEWAY & WAYFINDING PROGRAM
THRU A COOPERATIVE AGREEMENT UTILIZING THE CITY OF WILLIAMSBURG, VIRGINIA
WAYFINDING PROJECT CONTRACT.

Dear Ms. McHenry,

Thank you for contacting MERJE regarding the development of a wayfinding program for the City of North Miami Beach. MERJE focuses exclusively on wayfinding and signage projects, with a specific expertise in Community Wayfinding programs.

Having developed programs for more than 200 communities nationwide, we can share with you not only the best practices for designing a wayfinding program, but also the strategies associated with obtaining funding, long-term maintenance and FDOT regulations.

As we discussed, the City of North Miami Beach would like to enter into a contract with Found Design, LLC (d.b.a. MERJE) thru a cooperative agreement utilizing the attached City of Williamsburg, Virginia Wayfinding Project contract.

SCOPE OF WORK

The following sign types shall be designed and planned for this project.

Sign Type	Configuration / Sizes	Estimated Quantity of Signs (Limit)
Gateways (City Entrances)	2 sizes	2
Neighborhood Identification	2- 3 sizes	16
Vehicular Directional	6 sizes	20
Pedestrian Directional	2 sizes	15
Information Kiosks	2 sizes	6

METHODOLOGY

MERJE will utilize the following methodology for the strategy, and planning of the Wayfinding Program. This design process provides a basic structure for advancing through the project and provides opportunities to address individual project issues that are unique to the City.

TASK 1.0 PRE-DESIGN & SITE CHECK

TASK 1.1 Kick Off meeting with Steering Committee and Stakeholder Group. This may include City representatives, the FDOT and representatives from the destinations. (TRIP #1)

TASK 1.2 INFORMATION GATHERING

Tour and photograph sign locations. (TRIP #1)

Review existing relevant documents and planning work accomplished to date. (i.e. Downtown Master Plans, branding studies, tourism/marketing initiatives, etc.)

TASK 1.3 STAKEHOLDER INTERVIEWS

To provide the design team with an understanding of the issues, we suggest a series of brief working meetings with wayfinding participants and user groups to review program criteria and information provided in the original Wayfinding Report.

Conduct Stakeholder Interviews: Working meetings with wayfinding participants and user groups are conducted to review program criteria: primary and secondary routes, circulation, State & County roadways, assigned speed limits, parking facilities, pedestrian requirements, districts/zones, transition points, decision points, information hierarchy, create a general menu of sign types, terminology/nomenclature, audience considerations, daytime vs. evening travel, design criteria, image, marketing goals, functional requirements, flexibility, vandal resistance and maintenance. Interviews will be held over a 1-2 day period, small groups of 4-5 participants, typically for 45min – 1 hour each. (TRIP #1)

TASK 1.4 GATEWAYS: The design team will identify 2 -3 typical gateway locations and through the use of case study images, present potential approaches, materials and overall design intent. This will include a plan view, photographs of existing conditions and visual example of solutions from other places with similar situations. Note these are not formal concepts, simply examples that show design intent, in-order to build consensus for placement and overall aesthetic direction. (See Task 4.0 for concepts).

This would also include an outline of “opportunities” and “challenges” associated with each type of gateway presented. This information will also be formatted to be included in the Summary Wayfinding Report

TASK 1.5 Confirm traffic engineering and design criteria with FDOT and approving agencies. Identify a preliminary budget based on information gathered to date.

TASK 1.6 Finalize Destination List and determine terminology (or abbreviations) necessary for each destination/attraction. (based on the original Wayfinding Report.)

TASK 2.0 SCHEMATIC DESIGN

TASK 2.1 Schematic Design (3 options):

GATEWAYS: based on the preferences identified during the Pre-Design Phase, concepts will be developed for 2 -3 gateway locations. This may include site plans, photo-renderings and/or illustrations. Design elements may include: signage, lighting, landscaping, architectural structures, public art, landscaping, etc.

In addition to the designs, a phasing plan will be developed, that will identify priorities.

WAYFINDING SIGNAGE: Analyze tourism initiatives, historic elements, imagery, local architecture and culture, marketing materials and additional information needed to formulate sign design concepts. Develop conceptual menu of sign types and other elements. This would include typical designs and systems, location, size, shape and colors. 3 design options shall be included.

- TASK 2.2 Develop Preliminary Budgets based on design options presented.
- TASK 2.3 Prepare Schematic Design Presentation / Conduct Preview with client Project Manager.
- TASK 2.4 Presentation to Steering Committee to receive feedback on design concepts. (virtual meeting)
- TASK 2.5 Meet with FDOT to review signage concepts / wayfinding on State roadways.

TASK 3 PROGRAMMING (Sign Locations Plans / Messages) (See Scope of Work for Qty)

- TASK 3.1 Prepare preliminary sign location plans, typical messages and general sign types.
- TASK 3.2 Site check (walk/drive by) locations for appropriateness, available space, and general environment conditions. Note: this does not include detailed field mark-outs, it is a general review only. (TRIP #1)
- TASK 3.3 Update plans based on field survey and existing conditions
- TASK 3.4 Preliminary Submittal of a message schedule and sign location plans for review and approval by client representatives and destinations. (Submittal #1). The preliminary submittal includes a maximum of a 1-day working session with selected stakeholders (small groups @ 1 hour).
- TASK 3.5 Update Plans based on client comments
- TASK 3.6 Secondary Submittal, revise message schedule and sign location plan for review and approval by client representatives and each destination. (Submittal #2). City internal review only.
- TASK 3.7 Update plans and provide Final Submittal, revise message schedule and sign location plan for review and approval by client representatives and other required agencies. (Submittal #3)

TASK 4 DESIGN DEVELOPMENT

Task 4.1 Refine or revise selected design options for each element

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

TASK 4.2 Develop Design Development Budget and Project Phasing Plan

TASK 4.3 Present elements for final review and approval, Steering Committee, Stakeholders and Community Review #2 (virtual)

TASK 4.4 Present final design to City Council and other approving agencies (TRIP #2)

** Fabrication and installation schedule is an estimate only. The selected Contractor shall provide a detailed mobilization, fabrication and installation schedule as part of their contract.*

A maximum of 3 formal presentations (Steering Committee, Community Review #2 and Government Officials). Note: Approval Steering Committee and Community Review meetings shall be coordinated on the same day.

TASK 5 DOCUMENTATION

TASK 5.1 WAYFINDING SIGNAGE: Design intent 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.

GATEWAYS: For purposes of this Base Project, documentation of a menu of 2 – 3 standard gateway signage elements is included. This is based on the development of a similar and consistent gateway/sign design throughout the Downtown, with minor adjustments necessary based on placement, identity and location specific requirements. Custom or individual designs for each gateway location is not included.

Elements such as landscaping, lighting, public art, or architectural elements are not included, until a better understanding of the priorities, funding, design, scope and level of difficulty can be determined. These elements will be completed only to the level outlined under Task 4 Design Development. Greater design investigation, engineering and documentation of these types of elements may require additional fees based on the level of simplicity or complexity required at each location.

TASK 5.2 Prepare Final Sign Location Plans: Field survey and mark-out of sign locations with City representatives (Trip #2 / Site Check)

TASK 5.3 Provide Final Budget and Project Phasing Plan

TASK 6 BID ASSISTANCE & CONSTRUCTION ADMINISTRATION (NOT IN CONTRACT)

- Attend bid meeting (via tele-conference)
- Provide clarification or addendum to bidders
- Review bids and provide recommendations
- Review shop drawings & samples prior to fabrication
- Attend construction meetings (via-teleconference)
- In field review of locations (max 2 days) (TRIP #3)
- Review of the installation (max 3 days) (TRIP #4)

ESTIMATED PROJECT SCHEDULE

DESIGN & PLANNING SCHEDULE: (1 GATEWAY SIGN)

Pre Design & Site Check

Schematic Design Concepts

City Council (Design) Approval

Documentation & Engineering

Bidding

City Council Contract Award

Fabrication & Installation*

April 2026

April 2026

May Council Meeting

June 2026

July 2026

July Council Meeting

August - November 2026*

COMPENSATION

BASE PROJECT

TASK 1: Pre Design & Site Check	\$ 11,800
TASK 2: Schematic Design	\$ 13,000
TASK 3: Programming	\$ 10,980
TASK 4: Design Development	\$ 17,600
TASK 5: Documentation	\$ 14,000
Reimbursables (2 Trips)	<u>\$ 5,500</u>
PROJECT TOTAL	\$ 72,880

OPTIONAL SERVICES

TASK 6: Bid Assistance & Construction Administration	\$ 18,500
Structural Engineering	\$ 12,000
Orientation Maps	\$ 7,500

SERVICES NOT INCLUDED

- Fabrication and Installation of Signs
- Structural, Electrical or Civil Engineering
- Orientation Map Artwork
- Interpretive Signage for historic areas (scope, quantity to be determined)
- Design of print material design, websites or other non-signage tools
- Mobile Phone Applications and other Digital Tools
- Travel / Trips to North Miami Beach beyond those outlined in this proposal (2 Maximum)

Engineering Note: MERJE shall design all items required for this project including specifications for materials and construction details. However, it is understood by the City of North Miami Beach that the designer is not a licensed engineer or architect, and that responsibility for the interpretation of design drawings and design and engineering of all work performed under this contract to yield an effective and safe product is the responsibility of the client and its architect, engineer or fabricator.

We appreciate you considering MERJE to provide the design services for this project. 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,



John Bosio
Principal

APPROVED BY:

Signature

Date

Print Name

Title