



## Notice of Montgomery Economic Development Corporation

### Regular Meeting

**August 20, 2024 at 6:00 PM**

**NOTICE IS HEREBY GIVEN** that a Meeting of the Montgomery Economic Development Corporation will be held on **Tuesday, August 20, 2024, at 6:00 PM** at the City of Montgomery City Hall, 101 Old Plantersville Road, Montgomery, Texas.

THIS MEETING WAS POSTED PURSUANT TO THE TEXAS OPEN MEETING ACT  
V.T.C.A. GOVERNMENT CODE CHAPTER 551.

Members of the public may download the agenda packet and view the meeting live on the City's website under Agenda/Minutes and selecting **Live Stream Page** (located at the top of the page). The meeting will be recorded and uploaded to the City's website.

#### **CALL TO ORDER**

#### **PUBLIC FORUM**

The Montgomery Economic Development Corporation will receive comments from the public on any matters within the jurisdiction of the MEDC. Speakers will be limited to three (3) minutes each. Persons wishing to participate (speak) during the Public Forum portion of the meeting must sign-in to participate prior to the meeting being called to order. Please note that the MEDC's discussion, if any, on subjects for which public notice has not been given, are limited to statements of specific factual responses and recitation of existing policy.

#### **REGULAR AGENDA**

All items on the Regular Agenda are for discussion and/or action.

- [1.](#) Approval of the May 8, 2024 meeting and workshop minutes.
- [2.](#) Approval of the July 31, 2024 Budget Workshop Minutes.
- [3.](#) Consideration and possible action on the Proposed FY25 MEDC Budget.
- [4.](#) Discussion of Economic Development Services by Lacy Beasley of Retail Strategies.
- [5.](#) Discussion, consideration and possible action on an agreement for professional economic development services between the City of Montgomery and Retail Strategies Inc. for Strategic Planning.
- [6.](#) Discussion, consideration and possible action on an agreement for professional economic development services between the City of Montgomery and Retail Strategies Inc. for Retail Recruitment.
- [7.](#) Consideration and possible action regarding an updated on-street parking concept along south McCown on MEDC-owned property and authorizing the city engineers to prepare construction documents and specifications for the project.
- [8.](#) Review and discussion of Special Purpose Districts related to economic development.

- [9.](#) Consideration and possible action on the final design documents as prepared by MERJE Design for the City of Montgomery, Texas Wayfinding Program.
- [10.](#) Discuss the elements of a large city event, logistics, and private event companies.
- [11.](#) Events Report and discussion.
- [12.](#) Discuss MEDC Capital Project Priorities.
- [13.](#) Consideration and possible action on approval of a \$75,000.00 contribution toward the construction and oversizing of a city water main related to MISD's CTE campus development.

### **BOARD INQUIRY**

Pursuant to Texas Government Code Section 551.042, Montgomery Economic Development Corporation members may inquire about a subject not specifically listed on this Agenda. Responses are limited to the recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place on the agenda of a future meeting.

### **ADJOURNMENT**

I do hereby certify that this notice of meeting was posted on the website and bulletin board at City Hall of the City of Montgomery, Texas, a place convenient and readily accessible to the general public at all times. This notice was posted on **August 16, 2024 at 5:00 p.m.** and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

/s/ Diana Titus

Deputy City Secretary

---

*This facility is wheelchair accessible and accessible parking spaces are available. Please contact the City Secretary's office at 936-597-6434 for further information or for special accommodation.*

---



**MINUTES OF MEDC REGULAR AND WORKSHOP MEETING**

**May 8, 2024**

**MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION**

**CALL TO ORDER**

President Jeff Angelo called the meeting to order at 5:30 p.m.

Present: Jeff Angelo – President  
Carol Langley – Treasurer  
Ryan Londeen – Secretary  
Wade Nelson – Board Member  
Casey Olson – Board Member  
Dan Walker – Board Member

Absent: Arnette Easley – Vice President

Also Present: Gary Palmer, City Administrator  
Dave McCorquodale, Director of Planning & Development

**CALL TO ORDER**

**OPEN PUBLIC COMMENT**

No public comments were made.

**CONSIDERATION AND POSSIBLE ACTION:**

1. Consideration and possible action on the March 19, 2024 Regular Meeting Minutes.

Motion to approve the minutes as presented was made by Dan Walker and seconded by Casey Olson. **All in favor. (6-0).**

2. Consideration and possible action on a grant request not to exceed \$3,000 for Freedom Fest 2024.

Motion to approve item #2 as presented was made by Carol Langley and seconded by Dan Walker. **All in favor. (6-0).**

**CONVENE INTO WORKSHOP:**

Convened into workshop presentation at 5:36 p.m.

Ryan Londeen arrived at the meeting at 5:40 p.m.

1. Presentation and discussion with Retail Strategies regarding economic development services.

The City pursued hiring a full-time Economic Development Director in 2023. After unsuccessfully filling the position, city staff reassessed options. Retail Strategies is an economic development consultant that Mr. Gary Palmer has experience with. After an initial web meeting and follow up conversations, staff scheduled a workshop date for Mr. Chris Bontrager of Retail Strategies to introduce himself and Retail Strategies to the MEDC.

A presentation and open discussion took place between MEDC, elected leaders, and an economic development consultant on local conditions, opportunities, and services that could aid in meeting the MEDC’s goal of enhancing economic growth in the City.

Mr. Bontrager covered the recruitment services by Retail Strategies (RS) that market a community’s strengths to potential developers and national brands/companies. He proposed that a team at RS would be able to provide high quality, part-time economic development consulting services. He also discussed their Downtown Strategies (DS) services that focus on a Downtown Strategic Plan & Implementation that supports existing business retention and growth. The plan would complement, not replace or duplicate the MEDC’s efforts in improving downtown in recent years including the completed Downtown Master Plan, ongoing McCown Street Improvements Project, and ongoing City-wide Wayfinding Signage Project.

After discussing the information supplied by Mr. Bontrager and an initial list of needs and factors about the City’s economic development prospects and the historic downtown, all agreed to bring a proposal from Retail Strategies/Downtown Strategies to the 6/18/24 meeting for further discussion and action.

**BOARD INQUIRY**

No board inquiry at this time.

**ADJOURNMENT**

Jeff Angelo, President adjourned the meeting at 7:15 p.m.

Submitted by: \_\_\_\_\_  
Dave McCorquodale  
Director of Planning & Development

Date Approved: \_\_\_\_\_

\_\_\_\_\_  
Jeff Angelo, MEDC President

## MINUTES OF MEDC BUDGET WORKSHOP MEETING

July 31, 2024

### MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION

#### CALL TO ORDER

President Jeff Angelo called the meeting to order at 5:00 p.m.

Present: Jeff Angelo – President  
 Arnette Easley – Vice President  
 Carol Langley – Treasurer  
 Wade Nelson – Board Member  
 Casey Olson – Board Member  
 Dan Walker – Board Member

Absent: Ryan Londeen – Secretary

Also Present: Gary Palmer, City Administrator  
 Dave McCorquodale, Director of Planning & Development  
 Katherine Vu, WGA - City Engineer

#### WORKSHOP ITEMS:

##### 1. Review and discussion of Wayfinding Project documents.

Mr. McCorquodale said the consultant is still making final changes and that is why it is not included in the agenda. He said there are two sizes of signs he will discuss but they will not be reviewing the monument signs as that is a different entity. MEDC authorized this project and signed a contract for \$70,000 that consists of the Wayfinding design package, which is a design of the signs, the content, construction specs, as well as a map of the City showing where the signs will go. From the outset, the idea was not to install every sign. He does not think the intent of the EDC was to say what does it cost to put all these signs in. He thinks the intent was the consultant was going to recommend some phasing. There is a two-post sign and a one-post sign and it is all related to the speed of the highway. He noted if he were budgeting these he would plan on \$10,000 each. Carol Langley asked \$10,000 for one sign. Mr. McCorquodale said yes it is a general estimate. He said the consultant is vastly more experienced than himself in dealing with signs so he is going to trust him when he tells him this is what these signs are going to cost.

Mr. McCorquodale said the benefit of what the EDC gets out of this is a completely designed sign with a set of specs that you can give that same sign package to any sign contractor and get the exact same quote for the exact same sign. He stated EDC began this project in absence of Council and what really needs to happen is if you were happy with the project it needs to go to Council because you are sponsoring a city-wide Wayfinding sign. Carol Langley said they are ready to go to Council with it. Jeff Angelo asked if there is an anticipated date for returning them. Mr. McCorquodale said no. McCorquodale said when you get the final project back EDC will need to approve it first.

Jeff Angelo said he knows this is different but \$8,000-\$10,000 per sign sounds crazy.

Mr. McCorquodale said if he were to make a recommendation it would be to find out what amount of money EDC wants to spend on this and find out what the most bang for the buck is going to be.

Carol Langley asked if the package they are getting will show them all the signs that are supposed to be on SH 105. Mr. McCorquodale said yes. Jeff Angelo said he thinks SH 105 is their priority that they originally spoke about.

Carol Langley asked if Mr. McCorquodale thinks they need to get a total. Mr. McCorquodale said the first thing they need to do is get the final product from the consultant. Carol Langley said what if they are half way in the year and do not have the money to pay for it. Mr. McCorquodale said if you want to budget for signs now would be the time for it. Mr. McCorquodale said they probably will not get anywhere if they try and put a number on it now but put in what they want to budget for signs. Mr. McCorquodale said to be clear the very next step they need to do is accept the project. Jeff Angelo said they are ready to move forward.

Mr. Palmer asked while they are awaiting final plans from the contractor are they anticipating putting this on the next agenda if they can get it back in time. Mr. McCorquodale said yes.

Jeff Angelo asked how long does it take to finish a project like this as it looks complete to him. He asked what are they missing and what they are waiting on. Mr. McCorquodale said they sent them some feedback and picked some stone from new England somewhere where he knows that is not what everyone said they wanted. There were also some minor things to clean up that he had given them because it just did not look right. Jeff Angelo asked if it possible to have the consultant expedite the final piece to them and get it to Council before they have their next meeting. Mr. McCorquodale said no, this needs to go to Council to be approved once EDC approves it. Mr. Palmer said the next step is going to be to make a recommendation for Council to approve. Once Council approves they can use that to solicit bids. He said whatever time of year they do it should be a quick turnaround. Jeff Angelo said they will call a special meeting if they need to. Mr. Palmer said they will aim to get this on the next agenda for August 20<sup>th</sup>.

## 2. Review and Discuss the Draft FY25 MEDC Budget.

Maryann Carl said regarding the sales tax revenue she would like to give some background as to how they came up with this number. They took into consideration the Crime Control and Prevention District and the impact that would have on the EDC budget. What you see is what they estimate the EDC's sales tax portion to be. The first few months of the fiscal year is still going to be at the full rate and if the CCPD passes then it would be half that for the remainder of the fiscal year so that is taken account into this budget. Carol Langley said so their money is gone out of there if it passes. Maryann Carl said correct. She said if it does not pass they will come back to the EDC with a budget amendment and in all likelihood they do not have to come back with a budget amendment because your revenues are going to be exceeding what they have estimated. She said just so EDC knows they did already back it out instead of having to come to EDC with a budget amendment. Maryann Carl said interest rates are up and they are still seeing the projection that they should be getting greater interest so they went ahead and included that and the amount they receive with some of the events.

Mr. Palmer said for the parade they charge \$25.00 per entry as a flat fee. The major cost is public safety as they have 30-40 officers out there and that it why it is that expensive.

Maryann Carl said they have taken out the next two lines for a couple of reasons. The first one, the downtown development improvement line the expenditure you are seeing in there in the 2022-2023 column is actually for Wayfinding. It is a general consultant and that is where they should be budgeting that. The utility extension they have historically not spent anything here and budgeting it year after year she did not put anything in this budget for that knowing that if there is something that you decide you want to spend it can come from fund balance as it is a capital project. Maryann Carl said they have left the transfer to capital as that has been happening annually where the EDC puts funds into the City's overall capital project fund. For streets and sidewalks it is the same. You see an entry for 2021-2022

and there is an entry in the books that was a transfer but it was not for any particular item. Maryann Carl said for sales tax reimbursement they reduced this line just keeping in line historically with where they have been and what they are anticipating in this next year. They do not expect to be up to the \$250,000 this year. In looking at those numbers and working with Dave McCorquodale they feel comfortable at the \$180,000.

Maryann Carl said they left the economic development grant program at \$20,000.

Maryann Carl said they took out the downtown façade as they have not been expending anything there. In the event that you decide you want to it is okay, it is just it is not a part of the normal operations and the same with the invest incentives and growth.

Maryann Carl said regarding the removal of blight if you recall last year they put that under general consulting and then they take a cumulative amount for the quality of life events. There is a supplement that goes along with that as far as what events are looked at being funded and that totals to \$71,000 and they added an extra \$5,000 for a potential other event that might come along. Mr. McCorquodale said in general you can see the events Patricia Campuzano is having she is asking for a little bit more funding for each event. He said on the unanticipated events they ended up with \$19,000.

Carol Langley asked if the Texas Flag Celebration is now called Lonestar Flag Festival. Mr. McCorquodale said those were holdovers there that when Patricia Campuzano came on board she did not know what those were. Mayor Countryman stated that all started with the Spirit of Texas Bank and they wanted the town to celebrate the Texas flag. Mr. McCorquodale said the other one was the more historical one that had the original signed Texas flag that was at Fernland. He said he thinks the one there is where everyone puts out Texas flags. Carol Langley asked if instead of it being \$700 from last year should they set it at \$4,000. Mayor Countryman asked if they were talking about the Texas flag. Carol Langley said the Lonestar Flag Festival. She said at one time they had it at \$10,000. Mr. Palmer said they will get an answer. Carol Langley said she is not going to agree to \$4,000 until she knows what is happening. Mr. Palmer said they will table it for tonight and bring it back next week.

Jeff Angelo said he is a bit confused about the whole thing. He said basically they just bundled everything into one number and called it quality of life at \$76,000 but it equals \$71,000. Maryann Carl said it is those greyed out. Jeff Angelo said he noticed the downtown enhancement project is not in there as they budgeted it last year. He also said these Wayfinding signs are in a bunch of different places. Maryann Carl said if they look at the downtown development improvement line the expense you see in 2022-2023 those were expenses toward Wayfinding. In the world of this budget it does not matter if it is for downtown development or streets or sidewalks, you are using a consultant for that purpose. The downtown development has been moved to the general consulting. The utility extension is streets and sidewalks, downtown façade improvements those they have taken out with the idea they are not part of your general operations and they are not routinely making those expenditures annually. If there is something that comes along and the EDC would like to fund it they have the ability as there is a mechanism to do that. Jeff Angelo asked how long those items stay on. Maryann Carl said three years. Jeff Angelo asked if they are just taking them out for now. Maryann Carl said they are taking them out. She said this is your operating budget so if you say we want that monument sign and you know it will be \$100,000 and there is no way that works in your operating budget, they can use fund balance for that.

Maryann Carl said for brochures and printed literature they have set it to \$1,500 just looking at historically where they have been the last two years and feeling like that is a solid number. Carol Langley asked if they think 1,500 is enough. Mr. McCorquodale said based on what they have spent they do. Maryann Carl said as of today they have spent \$177.50 on brochures. Carol Langley said they could leave it at \$1,500 and see. Mr. Palmer said when you are looking at the budget think about it as more of a fund and not so much as a line item. If there is something they need to spend we program \$1,500 and say we have an opportunity to do some advertising that may cost an additional \$3,000 then

we would come back to EDC. They can either move some money internally and let EDC know about it which does not have to have any official action and they can always pull it out from some other line item.

Maryann Carl said regarding website and social media advertising they are proposing to rename this to digital advertising and also reduce it to \$3,400 cumulatively because they are not getting anywhere near the \$9,500 that has been budgeted.

Maryann Carl said historical signage is at \$1,000 and has not been spent for the last couple of years. Mr. Palmer asked what it was used for. Mr. McCorquodale said his best guess is the literal signs they made for some of the homes in the historic district. Jeff Angelo asked Carol Langley what they should do. Carol Langley said to leave it alone.

Maryann Carl said next on the budget is transfer to general. This is reduced from the previous year and part of that is going to be based on what is budgeted in the consulting and professional service.

Maryann Carl said they have added a new line for dues and subscriptions. They have membership dues to the Texas Economic Development Council and Texas Downtown Association.

Maryann Carl continued with consulting and professional services. They went with another entity that does the sales tax analytics for \$4,800 a year versus \$16,000 a year. The EDC consultant is one of the things you have been working on with RFP so this would be taking into account the contract underneath that. The Wayfinding the last portion of the Wayfinding payments and then the McCown Street design. This was something that started two budget years ago and so those funds have been committed and it could be completed this next fiscal year and there would be a payment that would have to be made. As a result of utilizing a consultant it backs off of some of the expenses that were in last year's general fund transfer. It reduces the amount that was coming from the Administrator's salary. It still keeps the total compensation cost for the events person, Patricia Campuzano because EDC does not have payroll and also offsets covering the meeting space, City Secretary services, a portion of annual audit, and a portion for herself for doing this kind of thing.

Jeff Angelo asked if there is anything new Patricia Campuzano is working on. Mr. Palmer said right now she is working on the Quilt Walk but he will have her come to the meeting next week.

Jeff Angelo said the transfer in the general fund is going down a bit but is it commensurate with the reduction in the budget overall. Maryann Carl said they have taken into account that you are going to be getting reduced funds as well so yes. For example last year they divided out the portion of City Hall cleaning and cleaning of the office space that is used. Instead of it funding 20 percent of City Secretary services they backed it down to 10 percent and did the same thing on the finance side. If you have the consultant in place some of those things will be offset.

Maryann Carl said the last line is the travel and training expense which they reduced to \$6,000. Jeff Angelo said with the consultant they may end up spending that this next year.

Jeff Angelo said overall the budget recommended is \$931,000. Maryann Carl said correct. It includes your expenses. The revenue comes in at \$952,000 and the projected net surplus would be \$20,000.

Mr. Palmer said concerning the consultant and professional services he knows they have been discussing what path they want to go down with regard to needing a director or type of consultant. They are coming down to the budget cycle and they are going to bring this budget back to you at the next meeting for the final budget for final approval. He said they program about \$140,000 of that \$254,000 for consulting fees whether that be Retail Strategies, some other company, or whatever consulting firm EDC decides to go with. If you decide to go down the path of an EDC Director then they would have to pull that out of there and program it in as a position. Jeff Angelo asked if that money would come

out of the general fund or the City fund. Mr. Palmer said it would come out of the EDC budget. Jeff Angelo asked if it would come out of the transfers to the general fund. Mr. McCorquodale said it would be transferred to the general fund. Jeff Angelo said but they do not have that money in there right now. Mr. Palmer said correct, there is no line item in there for an ED Director. Mr. Palmer said if between now and when they come back at the next meeting they will finalize the budget. He said he is going to have Retail Strategies come in and present to EDC to have an understanding of what services are out there with the pros and cons. Retail Strategies will be here August 20<sup>th</sup>. If you decide you do not want to go down that path and still want to go with an ED Director then they would pull that out and amend the budget with that in there as a transfer out. Council would have to approve that budget in the organizational chart and then put it in the City budget. Jeff Angelo asked if he is anticipating \$140,000 would be the cost of a consultant. Mr. Palmer said right now that is the proposal they have from Retail Strategies. Jeff Angelo asked if they have to settle the budget at the next meeting. Mr. Palmer said they can always have a special meeting. The budget is balanced but it is just a matter of how you want to allocate it and whether you want to do go with a consultant or an ED Director.

Jeff Angelo asked when does the budget need to be approved. Maryann Carl said they are posting the proposed budget on August 14<sup>th</sup>. The budget sits out there for 30 days and the budget must be adopted in September. After the proposed budget sits out there for 30 days people can make comments and they have a hearing and then the budget is adopted. At the public hearing if there are any adjustments that need to be made that is where they can come forward. Jeff Angelo asked if minor changes here or there can be made. Maryann Carl said it would need to be something that is significant like property tax, or sales tax. Minor changes are taken care of during the year of the budget.

Casey Olson said in regard to fall events he does not see one on the list. Jeff Angelo said it is his understanding Kambra Drummond is attempting to put together a wine festival event. Mr. Palmer said if they are going to entertain something like that they will need to farm it out and have professional help to do it right. He said he will get together with Shannan Reid and get some information. Mayor Countryman said she knows Kambra Drummond is talking with wineries now to bring them in for this October or November. Discussion continued on possibilities for hosting a wine festival event in the fall and also enhancing the Christmas events.

Mr. Palmer said he will research information regarding the wine fest, have answers on why the cost increase for events, the wine fest will be added to the next agenda, and will attempt to have the final project for Wayfinding on the next agenda if possible.

### 3. Discuss MEDC Capital Project Priorities and Project Initiation Process.

Mr. Palmer said EDC can do a lot of capital projects around the City. There are some opportunities they have where EDC could partner with the City or could take on a project of their own that they have in the que that they have as a priority that they do not necessarily have the money for. Mr. Palmer asked what are EDC's priorities with their capital projects within the City and what the EDC would be interested in taking on. He said he would like to review a couple of the projects they have right now. They could build a capital plan along with the operating budget where they manage it over the next couple years to build in funds for these projects and have it as part of the regular budget process. Instead of transferring money to the capital project fund for the City, the EDC would have their own capital projects and the City would manage it, but because the EDC would be funding it, it can remain as a part of your budget and EDC would have the ownership of it and be able to point to what the EDC has been doing. Mr. Palmer asked what capital project priorities does the EDC have. Jeff Angelo said McCown is the very first item they have been working on. He said he thinks it would be best to see what capital projects you think would be helpful. Mr. Palmer said he has different projects that are utility extensions or drainage related. The first is the MISD project with the City improvement waterline extension cost share for \$75,000. This would not be a project but an expense the EDC could pay for. The other project is the College Street drainage. This last project he and Mr. Muckleroy have been dealing with for the past six months is to improve the parking stalls in front of the building, some work

could also be done on the gazebo, and there is always downtown maintenance issues. He said it could be a beautification project the EDC could take on. Mr. Muckleroy said the cost for beautification would be around \$10,000-15,000. Mr. McCorquodale said the design would begin sometime this fall and early 2025 they have a project that is ready to go they just need to have the funds. Casey Olson said right now the City is \$1.4 million behind on capital projects to just get sewer and water up to speed and next year they need to find \$16 million somewhere. Mr. McCorquodale said early when this started he remembers the City was going to focus on the underground stuff and the EDC would focus on the above-ground stuff. Discussion continued concerning parking downtown and using the property the City owns to create more parking spaces. Mr. Palmer said they need to have a priority setting session where they discuss what priorities EDC wants to pursue regarding capital projects and then start discussing these individual projects including what they will cost based on EDC's priorities. It also needs to align with the City's priorities but thinks they can quickly put a capital plan together and start chasing down different funding sources to see what is available.

Jeff Angelo said their priority project is Wayfinding and thinks they should step up with the CTE since they were promised \$75,000. If they could put in parking, which has always been an issue, that would definitely go a long way. Jeff Angelo said they have the money in the general fund and should be able to use it. He is glad for it to go toward something worthy and helping out the City but they are growing and they need to show they have the ability to take the growth and do something with it. Mr. Palmer said Carol Langley has been waiting for years for College Street to be repaired. They have it in next year's budget but again the City is broke and our CIP is in trouble unless they can get creative and start finding funding sources. Jeff Angelo asked how do most cities approach CIP issues. Casey Olson said taxes and bonds. Wade Nelson spoke briefly on MMD, Municipal Management Districts where taxes are collected from each business which then goes into a fund. Katherine Vu said part of the sell to business owners is that yes it is an extra tax but this money will come back to this area to be able to make it more beautiful, redo the parking, the road, or whatever it may be. Jeff Angelo asked if it is passed through tax like a sales tax. Katherine Vu said she will research it further and present at their next meeting.

**BOARD INQUIRY**

No board inquiry at this time.

**ADJOURNMENT**

Motion by Carol Langley and seconded by Arnette Easley to adjourn at 6:52 p.m. All in favor. (5-0)

Submitted by: \_\_\_\_\_  
Diana Titus, Deputy City Secretary

Date Approved: \_\_\_\_\_

\_\_\_\_\_  
Jeff Angelo, MEDC President



City of Montgomery - MEDC  
 FY24-25 Budget - PROPOSED  
 August 13, 2024

Fund: 400 - Montgomery Economic Development Corporation

		2021-2022 Total Activity	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity AS OF 3/31/24	2024-2025 Department Request	Percent Change FY24/FY25
<b>Revenue</b>							
400-00-44110-0000000	Sales Tax Revenue	1,182,904	1,228,543	1,100,000	690,072	865,000	-21%
400-00-44230-0000000	Interest Income	9,259	86,320	60,000	52,966	80,000	33%
400-00-44240-0000000	Miscellaneous Income	-	-	-	-		
400-00-44300-0000000	Events Revenue	16,796	6,752	7,000	3,390	7,000	0%
<b>TOTAL REVENUE</b>		<b>1,208,958</b>	<b>1,321,615</b>	<b>1,167,000</b>	<b>746,427</b>	<b>952,000</b>	<b>-18%</b>
<b>Expense</b>							
400-40-46103-0000000	Downtown Dev. Imp.	-	39,956	90,000	-	-	-100%
400-40-46104-0000000	Utility Extensions	-	-	50,000	-	-	
400-40-46107-0000000	Transfer to Capital Proj	160,000	200,000	200,000	100,000	200,000	0%
400-40-46111-0000000	Streets & Sidewalks	40,000	-	40,000	-	-	-100%
400-40-46205-0000000	Sales Tax Reimb	162,767	153,708	250,000	-	180,000	
400-40-46206-0000000	Econ Dev Grant Prog	9,000	-	20,000	-	20,000	0%
400-40-46209-0000000	Dntwn & Cor. Fac & Env Enh.	-	-	50,000	-	-	-100%
400-40-46210-0000000	Invest Incentives Growth	-	-	-	-	-	
400-40-46302-0000000	Removal of Blight	-	175	-	-		
400-40-46303-0000000	Quality of Life - Events	2,559	13,216	113,200	41,757	76,000	-33%
400-40-46304-0000000	Neighborhood Water Party	2,598	2,635	-	-		
400-40-46308-0000000	Light up Montgomery	2,849	3,599	-	-		
400-40-46310-0000000	Mudbugs and Music	8,300	8,000	-	-		
400-40-46311-0000000	Christmas Parade	6,826	10,245	-	-		
400-40-46312-0000000	Contests / Prizes	31	-	-	-		
400-40-46313-0000000	Equipment	6,470	384	-	-		
400-40-46314-0000000	Montgomery Quilt Walk	2,519	5,327	-	-		
400-40-46315-0000000	Montgomery Antiques Festival	11,616	-	-	-		

City of Montgomery - MEDC  
 FY24-25 Budget - PROPOSED  
 August 13, 2024

Fund: 400 - Montgomery Economic Development Corporation		2021-2022	2022-2023	2023-2024	2023-2024	2024-2025 Department Request	Percent Change FY24/FY25
		Total Activity	Total Activity	Total Budget	YTD Activity AS OF 3/31/24		
400-40-46316-0000000	Movie Night	2,686	2,904	-	-		
400-40-46318-0000000	Pet Parade	1,344	-	-	-		
400-40-46319-0000000	Montgomery Fall Festival	8,000	8,000	-	-		
400-40-46320-0000000	Snow in Historic Mont TX	14,368	13,223	-	-		
400-40-46321-0000000	Lonestar Flag Fest	2,923	1,000	-	-		
400-40-46322-0000000	Downtown Enhancement Proj	-	-	-	-		
400-40-46338-0000000	Fall Heritage Festival	-	-	-	-		
400-40-46339-0000000	Trick or Treat Historic Mont.	1,441	4,898	-	-		
400-40-46340-0000000	Ruck for Veterans	-	500	-	-		
400-40-46505-0000000	Brochures / Printed Lit	2,783	980	4,000	30	1,500	-63%
400-40-46511-0000000	Website	1,038	1,223	6,500	1,056	-	-100%
400-40-46514-0000000	Social Media Advertising	777	1,380	3,000	291	3,400	13%
400-40-46515-0000000	Historical Signage	1,550	-	5,000	-	1,000	-80%
400-40-46516-0000000	Dues & Subscriptions	-	-	-	-	1,200	
400-40-46601-0000000	Transfers to General Fund	55,000	55,000	275,000	137,500	187,354	-32%
400-40-46603-0000000	Miscellaneous Expenses	187	195	500	580	500	0%
400-40-46604-0000000	Consulting/Professional Serv	42,221	-	51,800	8,400	254,164	391%
400-40-46607-0000000	Travel & Trainings Expenses	2,410	3,985	8,000	(410)	6,000	-25%
400-40-46611-0000000	Legal Notices	304	-	-	-	-	
400-40-46612-0000000	Trf to Gen Parks & Rec Salary	-	34,008	-	-	-	
<b>TOTAL EXPENSES</b>		<b>552,568</b>	<b>564,540</b>	<b>1,167,000</b>	<b>289,204</b>	<b>931,118</b>	<b>-20%</b>

Net Surplus

20,882

Montgomery Economic Development Corp.  
**AGENDA REPORT**

<b>Meeting Date:</b> August 20, 2024	<b>Budgeted Amount:</b> N/A
<b>Department:</b> Administration	<b>Prepared By:</b> G. Palmer

**Subject**

Discussion of Economic Development Services by Lacy Beasley of Retail Strategies

**Recommendation**

Listen to what Ms. Beasley, President of Retail Strategies, has to offer regarding the retail industry and her experience in economic development. Discuss the merits of contracting economic development services out to a private firm vs in-house. Consider services offered by Retail Strategies.

I recommend engaging the services of Retail Strategies.

**Discussion**

**History**

Shortly after my arrival in the City, the City Council undertook at priority setting session to determine the priorities of the City for the next 1-3 years. One of the priorities identified was getting an Economic Development Strategic Plan drafted, adopted and priorities set for the EDC. To that end, early on I contacted several private firms that offer local government planning services. I worked successfully with Retail Strategies (Lacy) in Tennessee, so I reached out to her for guidance. Retail Strategies had expanded and now has Texas offices, so I asked her to put me in touch with that office. You may recall Chris Bontrager from the Retail Strategies Dallas Office presented their services this past May (Strategic Planning and Retail Development/Recruitment) and the guidance coming out of that meeting was to get the agreements drafted. We needed to issue an RFQ so Between May and July, the city issued a Request for Qualifications (RFQ) for ED planning services. We received several responses with Retail Strategies being the most qualified firm for the City of Montgomery work.

The EDC seems to have “cooled” on the idea of contract services and is reconsidering hiring a full time ED Director (city employee). At this time in the City’s ED evolution, I recommend against this for many reasons.

**August 20<sup>th</sup> Presentation**

I asked Lacy to come for a discussion with you all regarding the national economic development industry, trends in local government economic development, Retail Strategies specific services as it relates to the City of Montgomery, and some of the work they have done in Texas.

**Recommendation:**

You may recall from the May presentation; we have the ED work divided into two scopes. One is for Strategic Planning Services and the other is for Retail Development/Recruitment. Lacy will review that work in depth. Should the EDC decide they want to engage the services of Retail Strategies, consideration of those corresponding contracts will be on the August 20<sup>th</sup> agenda. We have the money in this year’s budget and have programmed funds for consulting services for next year.

**Approved By**

City Administrator	G. Palmer	Date: 08-09-2024

Montgomery Economic Development Corp.  
**AGENDA REPORT**



## **Request for Qualifications (RFQ) for Professional Services Economic Development Consulting**

### **Introduction**

The City of Montgomery Texas Economic Development Corporation (MEDC) invites qualified firms to submit their qualifications to provide comprehensive economic development services. The scope of work includes the development of a 5-year strategic plan, analytics, and retail recruitment services.

### **Project Overview**

The MEDC seeks to engage a professional private firm with a proven track record in municipal strategic economic development planning and retail recruitment. The selected firm will work closely with the MEDC, city staff, local businesses, community stakeholders, and other government officials to formulate a strategic plan that aligns with our city's goals and attracts quality retail businesses to our area.

### **Scope of Work**

#### **1. Strategic Planning**

- Conduct a thorough assessment of the current economic landscape.
- Engage with stakeholders through surveys, interviews, and public meetings to gather input.
- Analyze economic data and market trends to identify opportunities and challenges.
- Develop a comprehensive 5-year strategic plan with clear goals, objectives, and action steps.
- Provide implementation strategies and performance metrics to monitor progress.

#### **2. Retail Recruitment**

- Conduct a retail market analysis to identify potential retail opportunities.
- Develop a targeted retail recruitment strategy tailored to the community's needs.
- Identify and engage potential retailers, developers, and brokers.
- Provide marketing materials and presentations to attract retail businesses.
- Assist in facilitating negotiations and securing commitments from retail businesses.

### **Submission Requirements**

Interested firms must submit a statement of qualifications that includes the following:

1. Cover Letter: A brief introduction to the firm, including the primary contact person's name and contact information.
2. Firm Profile: Overview of the firm, including size, structure, and location.
3. Experience and Expertise: Detailed description of relevant experience and expertise in economic development, strategic planning, and retail recruitment. Include examples of similar projects completed in the last five years.
4. Key Personnel: Resumes and roles of key personnel who will be assigned to this project.
5. Approach and Methodology: Outline of the proposed approach and methodology for completing the scope of work.

6. References: Contact information for at least three references from similar projects.

**Submit the complete qualifications packet through a combined PDF to Gary Palmer, City Administrator: [gpalmer@ci.montgomery.tx.us](mailto:gpalmer@ci.montgomery.tx.us) Be sure to confirm receipt.**

### **Submission Deadline**

All submissions must be received by **3pm Friday July 12, 2024**. Late submissions will not be considered.

### **Evaluation Criteria**

Submissions will be evaluated based on the following criteria:

1. Relevant experience and expertise.
2. Quality and clarity of the proposed approach and methodology.
3. Qualifications and experience of key personnel.
4. References and past performance on similar projects.
5. Familiarity with Montgomery Texas and the MEDC's Economic Development Challenges; past experience with city staff.

### **General Conditions**

- The MEDC reserves the right to accept or reject any or all submissions, to waive any informality, and to select the firm that best meets the needs of the MEDC.
- The selected firm will be required to enter into a contract with the MEDC, which will outline the terms and conditions of the services to be provided.

### **Contact Information**

For any questions or additional information, please contact:

Gary Palmer  
City Administrator  
[gpalmer@ci.montgomery.tx.us](mailto:gpalmer@ci.montgomery.tx.us)

or

Dave McCorquodale  
Assistant City Administrator  
[dmccorquodale@ci.montgomery.tx.us](mailto:dmccorquodale@ci.montgomery.tx.us)



# Economic Development Consulting

RFQ for Professional Services



July 12, 2024

**Prepared by:**

Lacy Beasley

President

Retail Strategies

[lacy@retailstrategies.com](mailto:lacy@retailstrategies.com)



RFQ for Professional Services Economic Development Consulting

# Table of Contents

---

<b>3</b>	Cover Letter
<b>4</b>	Firm Profile
<b>5</b>	Experience & Expertise
<b>7</b>	Key Personnel
<b>12</b>	Approach & Methodology
<b>26</b>	References



RFQ for Professional Services Economic Development Consulting

# Cover Letter

## City of Montgomery, Texas Economic Development Corporation [MEDC]

---

Retail Strategies, founded 2011, exists to measurably improve the quality of life for municipalities across the United States. We give our community partners an advantage in business recruitment and downtown revitalization by applying human effort, consistency, and expertise from experienced practitioners. Retail Strategies has a proven track record in municipal strategic economic development planning and retail recruitment. Since establishing our Fort Worth office in 2018, Retail Strategies has attracted more than \$20 Million of new local sales tax dollars to Texas Client communities.

**If given the privilege of being your partner, Retail Strategies will work with city staff, local businesses, community stakeholders, and other government officials to formulate a strategic plan that aligns with the City of Montgomery's goals and attract quality retail businesses to the community.**

Our partnership will involve two separate teams that will complement each other and achieve the holistic approach MEDC desires for quality-of-life improvements through a community development consultant partnership.

1. Strategic Planning provided by the **Downtown Strategies** team
  - Conduct a thorough assessment of the current economic landscape
  - Engage with stakeholders through surveys, interviews, and public meetings
  - Analyze economic data and market trends to identify opportunities and challenges
  - Develop a comprehensive 5-year strategic plan with clear goals, objectives, and action steps
  - Provide implementation strategies and performance metrics to monitor progress
2. National Restaurant and Retail Recruitment provided by the **Retail Recruitment** team
  - Conduct a retail market analysis to identify potential retail opportunities
  - Develop a targeted retail recruitment strategy tailored to the community's needs
  - Identify and engage potential retailers, developers, and brokers
  - Provide marketing materials and presentations to attract retail businesses
  - Assis in facilitating negotiations and securing commitments for retail businesses

Retail Strategies is bullish on both fostering local entrepreneurship through downtown revitalization and national business recruitment. Downtown serves as the heart, soul, and character of a community. National businesses fill a need for daily goods and an economic tax base that fuels the municipal budget. The approach, methodologies, and professional experience required for each service vary. That is why we have separate teams of dedicated practitioners to consult MEDC on each of these services, running parallel complimenting paths.

Thank you for this opportunity.



**Lacy Beasley**  
President  
615-330-7987  
lacy@retailstrategies.com



RFQ for Professional Services Economic Development Consulting

# Firm Profile

## Our Partnership

**Retail Strategies** is the national expert in recruiting businesses and strategically developing communities. Our mission is to provide the real estate expertise, tools, and human effort that position deserving towns as alluring locations for national businesses and destinations for tourism and quality of life amenities. With confidence, we pursue this mission by delivering unparalleled customer service as a unified team with unmatched real estate and community development expertise.

**Downtown Strategies**, a division of Retail Strategies, exists to provide realistic, implementable strategies to communities for revitalizing their downtowns. Led by a team of former downtown revitalization practitioners, our combination of real-world experience, plus expertise in retail uniquely qualify us to assist communities with backfilling vacancies, increasing tourism, and enhancing the sense of place in their downtowns. Serving communities in 25 states, Downtown Strategies is the leading national firm for downtown revitalization planning with an emphasis on real estate and retail.

## Industry Involvement



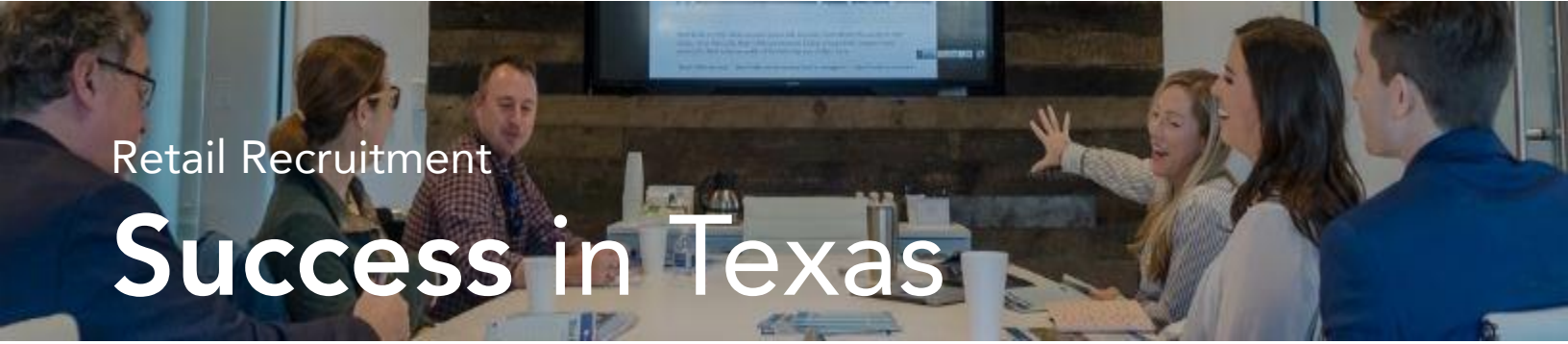
**800** Clients & Counting

**48** Dedicated Employees

**500+** Businesses Recruited

Since our inception in 2011, Retail Strategies has grown to 48 dedicated employees, 5 offices (Fort Worth, Birmingham, Atlanta, Auburn, and Starkville), 4 customized solution models (Retail Recruitment, Retail Academy, Downtown Strategies and Small Business Support), and has served over 800 communities.

MEDC will have 6 dedicated team members working directly with the City of Montgomery partnership. Downtown revitalization led by Jenn Gregory, president of Downtown Strategies, will be supported by 2 additional team members. National retail recruitment will be led by Madison Neal, Portfolio Director, who will be supported by two additional team members. Both team will have the support of marketing, research and the executive team.



Retail Recruitment

# Success in Texas

- 21 Current Retail Recruitment Partnerships in Texas
- 4 Current Recruitment, Downtown, and Retail Academy partnerships
- Connections with retailers, brokers, and developers throughout the state

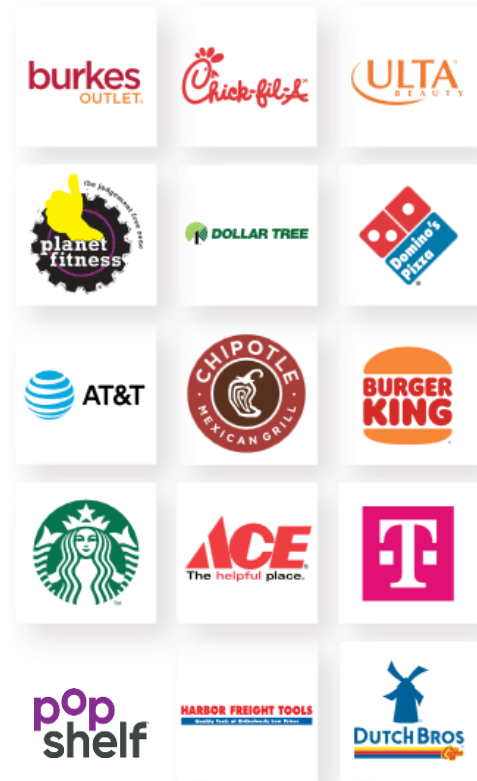
## Experience in Texas



★ Current Retail Community Partner

- Argyle
- Bay City
- Bridgeport
- Buda
- Dumas
- Forest Hill
- Edinburg
- El Campo
- Freeport
- La Marque
- Lamesa
- Orange County
- Pflugerville
- Pittsburg
- Plainview
- Selma
- Snyder
- Springtown
- Wharton
- Wilmer
- Wolfforth

## Retail Recruited to Texas



**\$20M**

Annual Local Sales  
Tax Revenue Collected

**\$107M**

New Annual Retail Sales  
in Client Communities

**896**

Jobs Created  
(Estimated)

Downtown Strategies

# Success in Texas

**Jasper, TX** through the EDC, partnered with Retail Strategies in the fall of 2020 for a 5 Year Strategic Plan and extended the partnership to include implementation from the Downtown Strategies team.

The first strategy implemented was a façade grant improvement for property owners who utilized the exterior commercial paint palette assembled specifically for the downtown corridor based on their historical and natural resources. As of 2022, the city has completed 3 rounds of funding for the program impacting 10 buildings and offering a total of \$100,000 to property owners.

- Create a boundary: Welcome banners displayed to better define the downtown and historic district.
- Recruit businesses: Pop-up market held in a vacant building to allow 10 entrepreneurs to test the market in hopes of opening a full-time location.
- Raise Funds: Farm-to-Table dinner fundraiser for the Downtown, raising over \$7,500!



Retail Strategies' Downtown Strategies team has assisted **175+ communities** in **25 states** identifying implementable solutions for downtown revitalization and supporting local communities to action steps and implementation success. From communities with a population of 500 to those of nearly 100,000, our process has generated success because it works.

## Downtown Strategies Partners in Texas

- |            |              |
|------------|--------------|
| Alvarado   | Jasper       |
| Boerne     | Lake Houston |
| Crockett   | Snyder       |
| Freeport   | Stephenville |
| Humble     | Tahoka       |
| Huntsville |              |





# Key Personnel

For our partnership we will dedicate a team of Professionals to serve as your day to day points of contact. These practitioners are supported by a full marketing team, research staff, and executive oversight and support.

Most importantly, your team will be building a relationship with you so that we can leverage your local knowledge with our network of industry professionals.

**4:1**

Client to Staff Ratio

**18**

Licensed Real Estate Professionals

**250**

Years of Real Estate Experience

## Downtown Strategies Professionals



**Jenn Gregory**

President



**Jeremy Murdock**

Community Development Specialist



**Laura Marinis**

Director of Client Services



**Taylor Turner**

Client Services Manager

## Retail Recruitment Professionals



**Madison Neal**

Portfolio Director



**Megan Jiminez**

Retail Development Coordinator



**Matt Jaeger**

Director, Client Services



**Ashton Rosen**

Communications Coordinator

## Executive Support



**Robert Jolly**

CEO



**Mead Silsbee**

CFO



**Lacy Beasley**

President



**Scott vonCannon**

COO



**Clay Craft**

VP, Client Services



**Joe Strauss**

VP, Retail Development



**Courtney Hall**

CMO



**Amanda Timko**

VP, Operation



# Downtown Key Personnel



**Jenn Gregory**  
President  
jgregory@retailstrategies.com

Jenn is the president of Downtown Strategies, where her focus is on community development for our client communities. Through her Downtown Strategic Visioning Workshop process, Jenn advises communities on market analysis, tourism, economic vitality, and design updates for downtown areas. She also directly assists small businesses in client communities with elevating their digital presence, enhancing their omnichannel marketing strategies, and understanding market challenges in a post-COVID world.



**Jeremy Murdock**  
Community Development Specialist  
jmurdock@retailstrategies.com

As the Community Development Specialist for the Downtown Strategies Team, Jeremy utilizes his background in landscape architecture and urban design to analyze the physical condition of our clients' downtown areas. In addition to facilitating strategic visioning workshops and developing strategic plans, he helps community leaders take action by coordinating efforts with our downtown implementation clients.



**Taylor Turner**  
Client Services Manager  
[334] 488-1722  
tturner@retailstrategies.com

As the Manager of Client Services for Downtown Strategies As client services manager, Taylor serves as the main point of contact between Downtown Strategies and client communities, managing a busy schedule of presentations, in-market visits, travel, and touchpoints. In addition, Taylor assists on the Small Business Support platform by providing technical assistance to small business owners going through the program.



**Laura Marinos**  
Director of Client Services  
[205] 482-1347  
lmarinos@retailstrategies.com

As the Director of Client Services, Downtown Strategies Laura oversees the day-to-day management and implementation of services for downtown clients. She specializes in market research, strategic plans, project coordination, and team operations for the Downtown Strategies division of Retail Strategies. Acting as a liaison between clients and the operations team, Laura's attention to detail and knack for processes make for an excellent client experience.



# Retail Recruitment Key Personnel



**Madison Neal**  
Portfolio Director  
mneal@retailstrategies.com

Madison serves as the main point of contact for the partnership. Prior to becoming a Portfolio Director, Madison spent years as a Retail Recruiter, forging relationships with all the industry contacts critical for successful partnerships in Texas. He has an extensive background in real estate working on the residential side as well at RealtySouth & Keller Williams where he gained hands-on experience in the real estate industry negotiating contracts and marketing properties. Before getting into real estate, Madison spent several years in the banking industry, where he served as a financial services representative for NBC Bank.



**Megan Jimenez**  
Retail Development Coordinator  
jjimenez@retailstrategies.com

As retail development coordinator, Megan specializes in retail recruitment and development in Texas. She focuses on the identification of retail, restaurant, and hospitality companies to fill the product and service gaps within each of her client community's trade area. Her primary role is to leverage industry relationships with the brokerage and development community to assist retailers' expansion efforts.

She holds a bachelor's degree in marketing with a minor in international business and is currently obtaining her master's degree in digital marketing.



**Ashton Rosen**  
Communications Coordinator  
arosen@retailstrategies.com

Ashton supports communications between our Retail Development Coordinators, Portfolio Directors, and municipal clients, ensuring they are well-informed about the latest retail trends. He will work with clients in in a dozen states.

Ashton began as an intern, gaining valuable insights into the world of retail real estate. His dedication and passion for the industry were evident from the start. With a focus on effective communication and a deep understanding of our company's mission, Ashton is a crucial asset to our team.



**Matt Jeager**  
Director of Client Services  
mjeager@retailstrategies.com

As director of client services for Retail Strategies, Matt uses his background and experience to support all the retail recruitment teams on processes, negotiations and retailer connections.

Before joining Retail Strategies, Matt worked as director of operations at Premiere Property Management. Matt also worked as property manager for Shannon Waltchack, where he managed properties ranging from traditional retail to adaptive reuse and mixed-use properties. Throughout his career, he has also been successful in asset management, development, and leasing of retail commercial real estate.



# Executive Support Team



**Robert Jolly**  
Principal & CEO  
[205] 913-0276  
robert@retailstrategies.com

Robert Jolly co-founded Retail Strategies in 2011 and since then has overseen development of numerous retail projects and has assisted some of the most well-known tenants in the United States with their expansion into new markets.

Robert brings years of experience with previous sales and management positions at Eason, Graham, and Sandner, Inc. and Black and Decker Corporation. He was the Birmingham Commercial Rookie of the Year in 1998, named one of the "Top 40 Under 40" in 2004, and "Who's Who of Commercial Real Estate" in 2005 and 2010. Over the course of his career Robert has leased, managed, and developed millions of square feet of retail space.

Robert graduated from the University of Alabama majoring in marketing and English. He is a member of ICSC and in 2008 earned the coveted Certified Commercial Investment Member (CCIM) designation from the Commercial Real Estate Investment Institute. Robert holds a broker's license in Alabama, Mississippi, Georgia, Florida, Tennessee, Louisiana, South Carolina and Oklahoma



**Mead Silsbee**  
Principal & CFO  
[205] 410-9456  
mead@retailstrategies.com

Mead Silsbee co-founded Retail Strategies in 2011 and brings over a decade of real estate experience to the company. Most recently Mead worked on the retail team at Eason, Graham, and Sandner, Inc. in Birmingham, Alabama. Over the course of his career Mead has leased, managed, and developed millions of square feet of retail space.

Mead graduated from the Randolph-Macon College in Ashland, Virginia where he earned a bachelor's degree in history and economics. In 2008, he earned the coveted Certified Commercial Investment Member (CCIM) designation from the Commercial Real Estate Investment Institute and is a member of the International Council of Shopping Centers (ICSC).



**Lacy Beasley**  
President  
[615] 330-7987  
lacy@retailstrategies.com

Lacy serves as President of Retail Strategies. She has been involved in retail real estate since 2005. Her experience with The Shopping Center Group and the Dickson County Chamber of Commerce prior to joining Retail Strategies provides her with the insight to understand the connections needed from the public and private side of the conversation.

A graduate of Lipscomb University, she earned her double major in Marketing and Management. Beasley is the ICSC TN Government Relations Chair and has served on committees with CCIM, EDAA, and multiple ICSC planning committees. Her articles have been published in Shopping Centers Today, Site Selection Magazine and AL Retail Federation.

Lacy has spoken on retail trends and best practices in retail recruitment at more than 75 events including ICSC, American Association of Retirement Communities, American Public Power Association, Tennessee Valley Authority, Electricities of NC, Georgia Power, Southeastern Economic Development Council and state-wide economic development and municipal associations in AZ, LA, OK, TN, AL, MS, KY and GA.



**Scott vonCannon**  
COO  
[205] 482-1347  
scott@retailstrategies.com

Scott vonCannon came to Retail Strategies from Nashville, TN with an extensive background handling economic and community development marketing initiatives. He brings over 6 years of experience working with State officials, Economic Developers, Chambers of Commerce, and municipalities to help promote business growth within Cities, States and Regions around the Country. Scott graduated from Auburn University with a bachelor's degree in Business Administration with a concentration on Marketing. Scott has been an ICSC member for over 3 years and serves as the ICSC P3 Retail Private Sector Chair in Alabama. He also serves on the AL EDAA Retail Committee. Scott is a licensed real estate professional and has completed working to obtain his CCIM designation.

Scott has presented on retail trends and best practices to over 50 municipal, economic development, chamber of commerce and regional groups throughout the Southeast. He has worked with numerous developer, retailers and brokers throughout the Southeast and Sun Belt region. He and his team has assisted in the recruitment of over 45 retailers to our client markets.





# Executive Support Team



**Joe Strauss**  
Vice President, Retail Development  
jstrauss@retailstrategies.com

Joe joined Retail Strategies in 2014 with a background in real estate. He specializes in retail recruitment and

focuses on the identification of companies to fill the product and service gaps within each county's trade area. He brings over 9 years of real estate experience to Retail Strategies. Joe has represented over 60 municipal, economic development, Chambers of Commerce, and regional groups throughout the Southeast and Midwest. Joe has worked with numerous developers, retailers, brokers, and property owners assisting in finding retail tenants in his territory. He and his team has assisted in the recruitment of over 60 retailers to our client markets and have many more in the pipeline for 2017.

Joe graduated from the University of Alabama with a bachelor's degree in Finance and a concentration in Real Estate and got into the business when he was a sophomore at the University. Joe is a licensed real estate professional and is also working on getting his CCIM designation, which is a Certified Commercial Investment Member.



**Courtney Hall**  
Chief Marketing Officer  
chall@retailstrategies.com

Courtney joined the Retail Strategies team in 2019. In her role as Chief Marketing Officer, she is responsible

for overseeing the planning, development and execution of the company's marketing initiatives.

Prior to working for Retail Strategies, Courtney worked for Buxton where she worked with county officials as well as retail and healthcare executives to help with site selection and real estate growth. She graduated from Texas Tech University with a degree in Marketing. She is an avid runner and enjoys spending time with her twin daughters.



**Clay Craft**  
Vice President, Client Services  
ccraft@retailstrategies.com

As Vice President of Client Services, Clay serves as the face of the company for Retail Strategies clients

in the Midwest and Florida. He began his career with Retail Strategies in retail development where he has assisted retailers in opening new stores in 12 states and now leverages that deal making experience to find new opportunities for development and redevelopment in his client cities. Clay's experience and contacts within the industry allows him to strategically identify retail users that will not only prosper within his engaged cities, but also make them better places to live.

Clay has a passion for sustainable growth and design and combines those skills with a deep understanding of the needs of his clients to make responsible retail growth happen.

Clay graduated with honors from Auburn University with a master's degree in landscape architecture in 2010. Clay is a licensed Real Estate Professional and a member of the International Council of Shopping Centers (ICSC).



**Amanda Timko**  
Vice President of Operations  
amanda@retailstrategies.com

As Vice President of Operations,

Amanda oversees the internal operations of the organization with a focus on human capital and culture. She is instrumental in the design and implementation of company processes including onboarding, talent development, and performance management. By establishing best policies and practices, Amanda helps to build the optimal environment for team members to reach their full potential.

Previously in her role at Retail Specialists, Amanda was the Director of Marketing where she worked with both the Tenant Representation and Third-Party Leasing teams. During her time in marketing, she developed company marketing collateral, site selection packages, third-party leasing and sales brochures, and development plans.

Amanda received her bachelor's degree in marketing from the University of Alabama. She started her career in residential marketing before making the move to commercial real estate in 2012 as a marketing associate for The Shopping Center Group.

#5 APPROACH & METHODOLOGY

# Downtown Process

Upon reviewing the unique opportunities and challenges in Montgomery, Texas Retail Strategies is pleased to propose our **Downtown Action Planning & Implementation Support** program for consideration to provide a holistic approach to the Historic Business District in Downtown Montgomery's overall vitality. This three-year partnership is focused on short-term planning plus immediate action and implementation.



Most communities know what they want to see in their downtown. Vibrant and busy streets, unique locally-owned businesses, a beautiful and colorful built environment, and people enjoying downtown as a gathering space.

The challenge is knowing what first step to take. There's generally no shortage of ideas, but where do you start? What's most important? Our Downtown Action Planning & Implementation Support partnership is boosted by collaboration and generates a 5-Year Strategic Action Plan, followed by dedicated implementation services and support to ensure that you see action in your community.

## Discovery

**DISCOVERY** is key to ensure our efforts build on your existing program of work. We'll analyze data, review current plans, then come to your market to meet with your local leaders and gather input from stakeholders.

## Plan

The heart of our process is the creation of the custom **5-YEAR STRATEGIC ACTION PLAN** focused on short-term strategies that are practical and implementable, given your current capacity and resources.

## Implementation

A plan is just a plan if it's not followed by immediate **IMPLEMENTATION**. Following delivery of the plan, we facilitate the launch of **Local Action Teams** in your community to create a sustainable framework of implementation.

We also provide technical support to your team for the initiatives that you undertake.



RFQ for Professional Services Economic Development Consulting

# Scope of Work

## Discovery | Thorough assessment of economic landscape

- Kick-off call & partnership overview
- Review of documents (existing plans, ordinances, incentives)
- Electronic community input survey

## In-market strategic visioning workshop | Stakeholder engagement

- Core group meeting
- Walking/windshield tour
- Stakeholder input session

## 5-year downtown strategic action plan & economic data

- **Custom downtown market analysis**
  - Identification of market trade area using mobile data analysis
  - Trade area demographics (population, income, housing, etc.)
  - Market and retail gap analysis for trade area (i.e. Leakage and surplus)
  - Tapestry lifestyles – psychographic profile of trade area
  - Commute patterns report
  - Identification of priority business categories for entrepreneurship, recruitment and/or local expansion
  - Downtown walkability assessment
  - Downtown neighborhood demographics
- **5-year downtown strategic action plan deliverable**
  - Focusing on policy & administration, design, tourism & promotion, and economic vitality recommendations
  - Implementation matrix with goals, objectives, and action steps

## Launch of local action teams & action plan jumpstart

- **Consultant team will launch our process of local action teams to encourage community support and engagement for incremental implementation.**
  - Project mapping workbook deliverable
  - Project mapping workshop
  - First action team meeting
- **Consultant team will provide support to the core team for implementation of a strategy in 5-year downtown strategic action plan.**
  - Strategy will be determined collaboratively depending on traction in local action teams and subject matter expertise within consultant team.



RFQ for Professional Services Economic Development Consulting

# Scope of Work (cont.)

---

## Year Two (2)

### Action plan implementation

- **Monthly Office Hours**
    - Opt-in time with consultant team to discuss specific challenges, roadblocks, or for additional support.
  - **Ongoing Technical Support**
    - Consultant team will provide a mix of:
      - Templates & Trainings
      - Examples & Case Studies
      - Connections to Partners
  - **Collaboration Calls**
    - 3 (tri-annual) collaboration calls with core team to discuss success, troubleshoot teams that are off-track, and confirm strategy roadmap for remainder of year.
  - **Expansion of Local Action Teams (if desired)**
    - Project Mapping Workbook
    - Project Mapping Workshop
    - First Action Team Meeting (for new team(s))
- 

## Year Three (3)

### Action plan implementation

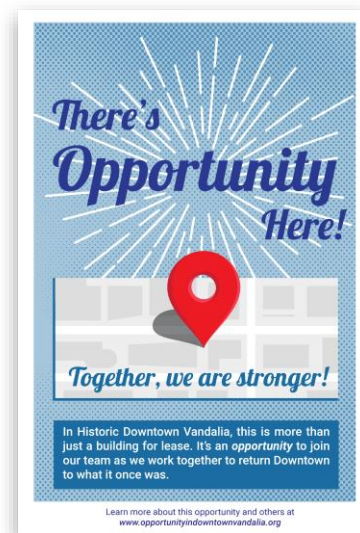
- **Monthly Office Hours**
  - Opt-in time with consultant team to discuss specific challenges, roadblocks, or for additional support.
- **Ongoing Technical Support**
  - Consultant team will provide a mix of:
    - Templates & Trainings
    - Examples & Case Studies
    - Connections to Partners
- **Collaboration Calls**
  - 3 (tri-annual) collaboration calls with core team to discuss success, troubleshoot teams that are off-track, and confirm strategy roadmap for remainder of year.
- **Expansion of Local Action Teams (if desired)**
  - Project Mapping Workbook
  - Project Mapping Workshop
  - First Action Team Meeting (for new team(s))



## DISCOVERY

# Downtown Discovery: Building on your existing investments & efforts

Discovery is key to ensure our efforts build on your existing program of work. We'll analyze data, review current plans, then we'll come to your market to meet with your local leaders and gather input from stakeholders.



### Kick-off Call & Onboarding

We begin our process with a **kick-off call** to introduce our teams and review the **timeline and key milestones**. Then, we'll ask you to complete our **Onboarding Form**, which allows us to understand the current state of your downtown on a detailed level. We'll review any existing plans or work plans, as well as incentives or other programs your community offers.

### Market Analysis

Next, we'll perform a detailed **Market Analysis**, identifying your market trade area and demographics of those that reside within the trade area. Utilizing mobile data technology, we'll analyze supply and demand of retail categories, as well as provide a walkability score and psychographics of your local population.

### Community Input Survey

In addition, we'll supply an electronic **Community Input Survey** for you to circulate to your entire community, which provides collaboration and gives the consultant team insights into satisfaction of your downtown area.

### Strategic Visioning Workshop

The final milestone of this Discovery phase is the in-market **Strategic Visioning Workshop**, where a leader of our team visits your community, meets with the Core Team, participates in a walking tour, and facilitates a Stakeholder Input Session, which allows property owners, business leaders, and the greater community to participate in imagining what the downtown can become in the next five years.



# PLAN

## Downtown 5-Year Plan: An action-oriented plan that tells you where to start

The heart of our process is the creation of the custom **5-Year Strategic Action Plan**, focused on short-term strategies that are practical and implementable, given your current capacity and resources.

After returning from your market, our team collaborates and develops your custom **5-Year Strategic Action Plan**. The plan will entail strategic recommendations that fall within four focus areas.



### Focus Areas for successful implementation:

Policy	Design	Tourism & Promotion	Economic Vitality
Sets the foundation for the change you want to see. Guiding future change typically involves a balance of "carrots" (incentives) and "sticks" (policies).	Rather than master plan drawings and renderings, we highlight short-term interventions that can be made to improve the aesthetics, walkability, and overall vibrancy of the downtown area.	Tourism is about connecting the dots between visitors and the downtown businesses and attractions. It is about creating a unique and authentic experience for visitors.	A key component of downtown revitalization efforts is assisting the private sector and arming them with the tools necessary to compete in the current economy.

An **implementation matrix** will also accompany the plan, detailing the order and investment required for successful implementation of each strategy.

While you're waiting on delivery of the plan, our team will present the **Market Analysis deliverable** virtually, which will set the stage for the virtual presentation of the 5-Year Strategic Action Plan to your team. Your team will have several weeks to review the draft and provide feedback for revisions. Once revisions are made, we finalize the plan and move into our next phase.





## IMPLEMENT

# Downtown Strategies Implementation: Building a sustainable framework for long-term action

A plan is just a plan if it's not followed by immediate action. Following delivery of the plan, we facilitate the launch of Local Action Teams in your community to create sustainable framework of **implementation**. We also provide technical support to your team for the initiatives that you undertake.

### Implementation Jumpstart

---

Once the plan is approved, we move into the Implementation phase of our partnership. This phase begins with an **Implementation Jumpstart call**. On this call, we'll discuss early ideas for focus strategies, provide an overview of our process for launching Local Action Teams, and we'll schedule the Project Mapping Workshop.

### Technical Support

---

Additional support from our team can include **technical support, templates and trainings, connections to strategic partners, or other assistance** to your team in order to get additional strategies implemented.

Implementation Support continues for the duration of Years 2 & 3 with **tri-annual collaboration calls, opt-in monthly office hours, and technical support**. If desired, at the end of Year 2, additional Local Action Teams can be launched with our support through a second Project Mapping Workshop.

### Local Action Team

---

City leaders will then formulate their first **Local Action Team**, with our team facilitating the **Project Mapping Workshop**, which utilizes our **Action Planning Workbook**. Following this workshop, the Local Action Team will hold their first **30/30 meeting**, which focuses on what's happened the last 30 days and identifying what the priorities are for the next 30 days.

If available, our team will virtually attend the first 30/30 meeting to provide support and troubleshoot if needed.

### Communication

---

Through regular communication, we'll keep up with the success of your Local Action Teams throughout the partnership and will be here to support them, as well as your core team with your own priority projects.

Finally, our team will host a **Wrap-up Call** to review progress and discuss next steps, such as renewing our partnership for additional years of support.



#5 APPROACH & METHODOLOGY

# Retail Recruitment Process

Developed over the last decade, this process has been implemented in hundreds of community nationwide. Retail Recruitment is the proactive outreach to property owners and retail prospects with reports back to MEDC on the results of the connections made.



## 1. Data Analysis

The Discovery Phase starts with a data analysis. The first step is to understand who your consumers are, not just your constituents. Utilizing mobile data, we can uncover where people are coming from and what is their buying power.

## 2. Real Estate Analysis

Every retail site in your market will be catalogued by your team at Retail Strategies; shopping centers needing to be backfilled, open land ready for development, or under-utilized retail space all will be assessed by a licensed real estate professional

## 3. Retail Recruitment Plan

Based off your data, real estate assets, community input and retail trends, we will develop a Retail Recruitment Plan with specific restaurant, grocery, home improvement, entertainment, and hospitality targets.

## National Recruitment and Representation

This is where the rubber meets the road. Montgomery will receive a dedicated team that will implement the Retail Recruitment Strategy by connecting with retailers, brokers, property owners, tenant reps and any other industry players to get new retail to open in your market.





# Scope of Work

## 1. Research | Comprehensive market analysis

- Identify market retail trade area using political boundaries, drive times and radii and custom boundary geographies
- Perform market and retail leakage analysis for trade area, renewed annually
- Conduct retail peer market analysis
- Competition analysis of identified target zones trade area(s)
- Tapestry lifestyles – psychographic profile of trade area / market segmentation analysis
- Retail competitor mapping/analysis
- Advise on the economic development strategic plan section related to retail
- Identification of at minimum 30 retail prospects to be targeted for recruitment over three-year engagement
- Suggestions on marketing brochures, social media posts and website.
- Custom on-demand demographic research
- Customized retail market guide including aerial map with existing national retailer brands and traffic counts

## 2. Real estate analysis | Local brokerage outreach | Boots on the ground

- Identify/evaluate/catalog priority commercial properties, including commercial properties for development, re-development, and highest and best-use opportunities by licensed real estate professionals
- Identification of priority business categories for recruitment and/or local expansion
- Training and support to the economic development team
- Active outreach to local brokers and landowners, especially on the proposed interchanges.

## 3. Retail strategy | Recruitment | Representation | Outreach

- Proactively market Montgomery to prospective retailers and commercial developers for targeted zones
- Will contact a minimum of 30 qualified retail and restaurant prospects – whether that is through the broker, real estate manager and/or developer
- Updates on new activity will be provided to client's designated primary point of contact via basecamp, telephone, or email on a quarterly and/or as needed basis
- One market visit per calendar year included in agreement, any travel outside of the agreement shall be approved and paid for by the contracting entity
- ICSC conference representation- updates provided according to the yearly conference schedule



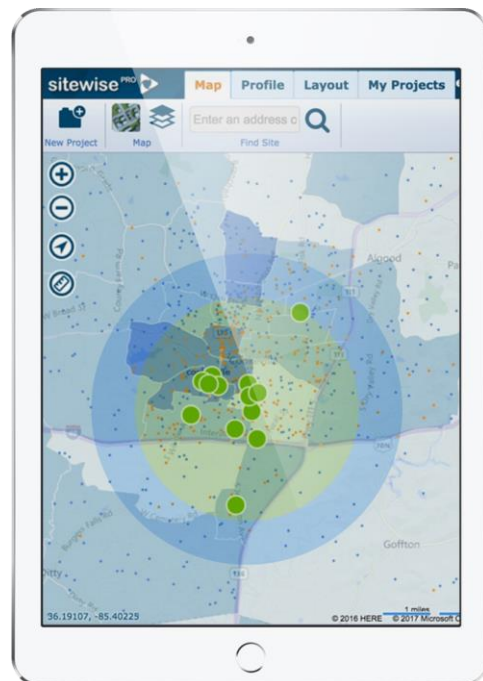


## 1. DISCOVER

# Retail Recruitment Discover: Research

The cycle begins with market analysis. We take the deep dive into data, advanced analytics, and proprietary tools developed in house to uncover and define the potential in your community.

After interviewing more than a dozen research firms, Retail Strategies chose STI Popstats (Synergos Technologies) as our primary data source. This data source consistently delivers the highest level of accuracy and allows our team to analyze and deliver over 3,365 individual variables (per geography) providing the deepest, most reliable, information possible to our Clients.



### Trade Area Identification

By utilizing mobile data collection, data and analytics, and real estate acumen, our team will identify shopping patterns within your community that will answer key questions for retailers.

### Business Recruitment Categories

After reviewing key demographic information, we will deliver a list of uses, businesses, and opportunities for your community. These potential businesses will elevate your downtown.

### Mobile Data Collection

An industry leading report which utilizes cell phone data to identify the home and work location of consumers that visit a defined shopping area within the community.

### Psychographic Analysis

Defines the type of consumers in your market by breaking down consumers demographic characteristics, consumer preferences, consumer expenditures, and cultural ideals.

### GAP Analysis

Examining the market supply and market demand within the trade area to uncover the categories of retail being desired by your community.

### Consumer Expenditures

Drilling down into each retail segment to identify and understand what your consumers spending patterns are.



## 1. DISCOVER

# Retail Recruitment Discover: Real Estate Analysis & Communication

Real Estate is the key to every business expansion. Our team features over 150+ years of retail real estate experience and we utilize our collective experience to provide the most thorough, and creative, assessment of your community.

To accomplish this, we bring our team of retail real estate professionals to your community to uncover your strategic and underutilized real estate assets. The inventory of properties our team believes is viable for new development, redevelopment highest and best use or vacancies that need to be filled are logged and recorded in our custom software program to be used by your team during the recruitment process.

The information we gather is immediately put to work through making outreach to the property owners, developers, and brokers who represent these properties to learn their goals for the property and how Retail Strategies can assist them on behalf of the community leaders.



- LOCAL BROKERS
- COMMERCIAL DEVELOPERS
- COMMUNITY LEADERS
- RETAILERS & TENANT REPS
- PROPERTY OWNERS

### Community Input

Throughout the life of our partnership, we will always be ready to listen to your feedback, suggestions, opinions, and requests. Below are items and actions we take to ensure we are providing information and action toward the betterment of the community.

### Communication: The Key to Our Partnerships

During our onboarding process we will schedule a time to speak with you to get a first-hand understanding of your goals, desired businesses, past experiences, etc. In addition, we send a questionnaire that can be filled out by one, or many, community leaders to provide Retail Strategies further information on your goals and vision.

From day one, our process is built around creating a relationship with you and getting communication and information flowing to one another. This is partnership. We know that no one knows your community better than you. Through our partnership we will be able to harness your local knowledge and pair it with our resources and connections to make an economic impact. In addition, this free flow of communication will allow you to always share feedback with our team which we will utilize on your behalf.



## 2. CONNECT

# Connect: Retail Recruitment

## Retail Recruitment

This is where we take the information we have collected for your community, package it in the appropriate format, and begin showcasing opportunities in your community. The benefit of partnering with Retail Strategies is that we do not just hand you fancy gadgets and a CRM tool to conduct recruitment, our Illinois management team will conduct every piece of outreach to the appropriate contact on your behalf.

Your team will be reaching out to property owners, brokers, developers, retailers, restaurants, and all other industry players to connect the dots to your market. We utilize the resources we have gathered and will continue to seek additional information throughout our partnership to further define the opportunities in your market.

## Conference Representation

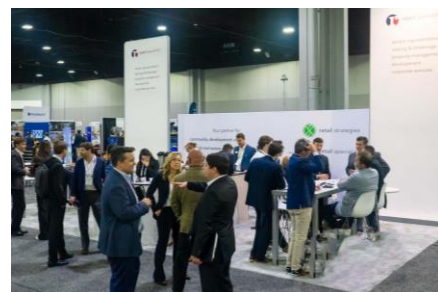
Each year our team attends more than a dozen retail real estate conferences. Retail Strategies attends all of these shows annually and vows to continue to attend to meet with industry leaders and market the opportunities in Winters.

At the conferences we will set up and have meetings with targeted retailers, restaurants, brokers, and developers on your behalf. Following each conference, you will receive Recap Report on who we met with, what was said, and what our next steps are.

“Retail Strategies' extensive connections in the commercial real estate industry and with retailers will be invaluable in attracting top-notch businesses to our area. Their positive reputation with the retail brokerage community in the state of Texas gives us the confidence and assurance that we are partnering with a team that truly understands the market and can deliver exceptional results.

**Amy Madison**

Executive Director, Pflugerville Community Development Corporation





## 3. ADVANCE

# Advance: Reporting & Collaboration

## Reporting & Collaboration

Reporting and Communicating is the key to any partnership. We dedicate multiple points of contact to you so that we ensure: 1) effective outreach and 2) that your questions, feedback, and other information can be answered, collected, and utilized.

## Reporting

Through our partnership, we will establish regular communication with you. We will conduct Quarterly Business Reviews with updates from our recruitment efforts, industry news, and other information that will allow you to become more of an expert on your market and the industry.

Your team will be reaching out to property owners, brokers, developers, retailers, restaurants, and other industry players on your behalf. These conversations will be summarized and provided to you to keep you in the know on our efforts.

In addition, through our experience, we know we can learn as much from a “no” as we can from the “yes”. We provide you information on why it is a yes and why it was a no so that your community can better understand how prospective businesses and industry leaders view your community.

## Basecamp

Retail Strategies utilizes Basecamp, a project management and collaboration web platform, to record and store conversations and information shared with our Clients. This platform is username and password protected and keeps our partnership organized.

We understand that your team will adjust and grow overtime and Basecamp allows new members of your team the ability to get up to speed quickly with our efforts.



## Retail Trends & Access

Retail is constantly evolving and changing. Everyday we are processing new information and converting it into insights for our Client Communities. Throughout the life of our partnership, we will continuously provide updates on industry trends and expansion.





# Downtown Strategies References

---

## Jodi Diaz

Economic Development Director  
Roosevelt County Community Development Corp  
(575) 356-5354  
[Jodi.diaz@portales.com](mailto:Jodi.diaz@portales.com)

## David Rowlands

City Manager  
Fillmore, California  
(805) 524-1500 ext 209  
[Drowlands@fillmoreca.gov](mailto:Drowlands@fillmoreca.gov)

## Greg McCunn

Mayor  
Chewelah, Washington  
(509) 935-8311  
[mayor@cityofchewelah.org](mailto:mayor@cityofchewelah.org)

# Retail Recruitment References

---

## Christian Kurtz

Director of Business Development  
Pflugerville, Texas CDC  
(512) 990-3725  
[christiank@pfdevelopment.com](mailto:christiank@pfdevelopment.com)

## Raudel Garza

Executive Director  
Edinburg, Texas EDC  
(956) 252-0909  
[Raudel@edinburgedc.com](mailto:Raudel@edinburgedc.com)

## Carolyn Gibson

Executive Director  
El Campo, Texas  
(979) 320-7727  
[cgibson@elcampoeco.org](mailto:cgibson@elcampoeco.org)





retail strategies



[retailstrategies.com](http://retailstrategies.com) | (205) 314-0386 | [info@retailstrategies.com](mailto:info@retailstrategies.com)  
2200 Magnolia Ave South, Suite 100, Birmingham, AL

Montgomery Economic Development Corp.  
**AGENDA REPORT**

<b>Meeting Date:</b> August 20, 2024	<b>Fiscal Impact:</b> FY24: \$40,000 FY25: \$25,000 FY26: \$25,000
<b>Department:</b> Administration	<b>Prepared By:</b> G. Palmer

**Subject**  
Discussion, consideration and possible action on an agreement for professional economic development services between the City of Montgomery and Retail Strategies Inc. for Strategic Planning.

**Recommendation**  
Approve the agreement for services as proposed

**Discussion**

**History**  
Shortly after my arrival in the City, the City Council undertook at priority setting session to determine the priorities of the City for the next 1-3 years. One of the priorities identified was getting an Economic Development Strategic Plan drafted, adopted and priorities set for the EDC. To that end, early on I contacted several private firms that offer local government planning services. I worked successfully with Retail Strategies (Lacy) in Tennessee, so I reached out to her for guidance. Retail Strategies had expanded and now has Texas offices, so I asked her to put me in touch with that office. You may recall Chris Bontrager from the Retail Strategies Dallas Office presented their services this past May (Strategic Planning and Retail Development/Recruitment) and the guidance coming out of that meeting was to get the agreements drafted. We needed to issue an RFQ so Between May and July, the city issued a Request for Qualifications (RFQ) for ED planning services. We received several responses with Retail Strategies being the most qualified firm for the City of Montgomery work.

The EDC seems to have “cooled” on the idea of contract services and is reconsidering hiring a full time ED Director (city employee). At this time in the City’s ED evolution, I recommend against this for many reasons.

**August 20<sup>th</sup> Presentation**  
I asked Lacy to come for a discussion with you all regarding the national economic development industry, trends in local government economic development, Retail Strategies specific services as it relates to the City of Montgomery, and some of the work they have done in Texas.

**Recommendation:**  
You may recall from the May presentation; we have the ED work divided into two scopes. One is for Strategic Planning Services and the other is for Retail Development/Recruitment. Lacy will review that work in depth. Should the EDC decide they want to engage the services of Retail Strategies, consideration of those corresponding contracts will be on the August 20<sup>th</sup> agenda. We have the money in this year’s budget and have programmed funds for consulting services for next year.

<b>Approved By</b>		
City Administrator	G. Palmer	Date: 08-09-2024



Montgomery Economic Development Corp.  
**AGENDA REPORT**

2024



retail strategies

# Downtown Revitalization Partnership

DOWNTOWN FIVE-YEAR STRATEGIC PLAN & IMPLEMENTATION SUPPORT



MONTGOMERY TEXAS

Prepared for Montgomery, Texas

April 2nd, 2024

Strictly Private & Confidential

Pricing Valid for 60 Days



# Executive Summary

Downtown Strategies exists to provide **realistic** and **implementable** solutions for communities to revitalize their downtowns. Led by a team of practitioners and real estate experts, our combination of real-world experience uniquely qualifies us to assist with placemaking, backfilling vacancies, and increasing tourism. Serving rural communities in 25 states, Downtown Strategies is *the* leading national firm for downtown revitalization planning.

Communities do not suffer from a lack of ideas; they struggle with knowing where to start when it comes to implementing. With our approach, we focus on a **five-year** timeframe rather than brainstorming everything you could ever potentially do within your downtown. We believe that **action** and **implementation** are more important than a flashy twenty-year vision.

We've been in your shoes as community leaders and know what it's like to manage downtown revitalization efforts. Our plan will identify where your community should focus its energy and efforts **right now**. Implementing our short-term, feasible strategies will incrementally shift the trajectory of your downtown and create the spark that you and your community desire.



retail strategies



## IN THE NEWS

# ICSC Names Lacy Beasley to Board of Trustees

December 14, 2021



Lacy Beasley, President of Retail Strategies, was appointed to ICSC's Board of Trustees for an initial three-year term. She was one of 16 new trustees added to the board, and one of only two members representing the public sector.

The board provides input in helping ICSC achieve its goal of serving its more than 70,000 members globally by proactively advocating and communicating the critical social, civic, and economic role played by the retail real estate industry across the world.

Lacy has cemented herself as a go-to source in the commercial real estate world, developing a niche working with municipalities on their retail development strategies. View the full list of the Board of Trustees [here](#).

DOWNTOWN STRATEGIES

# Our Process

## Downtown Roadmap

Creating a strategic plan is a crucial first step in determining the vision and path for your downtown.

Oftentimes, community leaders are fearful of investing in a master plan that will ultimately "sit on a shelf."

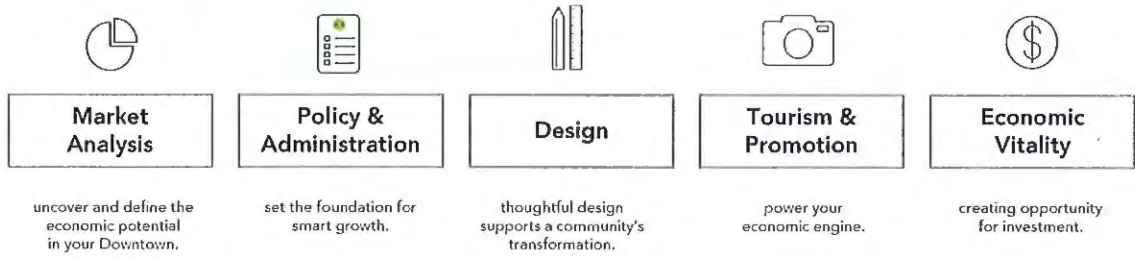
With Downtown Strategies, we meet communities where they are. We build on your existing plans and ideas rather than reinventing the wheel and duplicating efforts. *What we deliver, you can implement.*

**Critical factors for successful implementation:**

- Community Buy-In
- Communication
- Support
- Resources

## The Five Pillars

Through our Downtown Strategic Visioning process, we assess the five pillars of your downtown's mix to provide a true downtown roadmap.



### IN THE NEWS

## Downtown Strategies sanctioned by USDA as a national technical assistance provider

June 8, 2022



On May 31, 2022, USDA unveiled a free digital toolkit to help rural leaders build placemaking plans in small towns and communities across America. As part of that toolkit, USDA has identified sanctioned technical assistance providers as national or regional partners to assist communities in building strategic plans, of which Downtown Strategies is included.



## DOWNTOWN STRATEGIES

# Scope of Services: Downtown Strategic Plan

Support from your immediate team isn't enough to see transformational change within your community. Our workshops generate the needed community buy-in from stakeholders to ensure that all parties with a vested interest believe in the vision and are committed to successful implementation.

Once stakeholders leave our session, they're excited, eager, and ready to contribute to the successful implementation of the overall vision. Consistent communication between our team, your team, and stakeholders is critical to maintain the momentum and commitment.

## Strategic Visioning Workshop + Tour of Study Area

- We begin the process with a **kick-off call** to introduce our team and examine the current status of your Downtown.
- An electronic **community input survey** will be circulated to gain insight on your Downtown's past, present, and future.
- Our team will host an **in-market stakeholder input session** with property owners, merchants, business owners, community leaders, and elected officials to gain feedback and allow open dialogue.
- During the in-market visit our team will also conduct a **walking tour** of the defined **study area** with your team

## Custom Market Analysis

- Identification of market trade area using mobile data analysis
- Trade area demographics (population, income, housing, etc.)
- Market and retail GAP analysis for trade area (i.e. leakage and surplus)
- Tapestry lifestyles – psychographic profile of trade area
- Consumer Spending Pattern Reports
- Commute Patterns Report
- Identification of priority business categories for entrepreneurship, recruitment and/or local expansion
- Downtown Walkability Assessment
- Downtown Neighborhood Demographics

## Downtown Five-Year Strategic Plan - Strategies & Recommendations

Your downtown will be evaluated and a customized, strategic, asset-based, and market driven plan will be presented to your team. This plan will include practical, actionable, and transformational **strategies & recommendations** based on the following timeframes:



**NOW**  
no cost

These recommendations can be implemented now with **minimal cost and immediate impact**.



**YEAR 1-2**  
minimal investment

Plan now to implement these recommendations in the next 1-2 years.

With **proper partnerships & persistence**, these initiatives will elevate your community with minimal investment.



**YEAR 3-5**  
long-term investment

These recommendations represent substantial projects requiring long-term investment.

Position your community for **transformational change**.

DOWNTOWN STRATEGIES

# Scope of Services: Implementation Support

Our **implementation support** keeps your team on track by providing accountability, benchmarks, and success stories to share with the community and stakeholders throughout the life of the partnership. Our strategies and recommendations are based on three stages of time and monetary investment:

- **little to no cost with immediate impact** – just time and energy!
- **minimal investment** that requires proper partnerships & persistence
- **long-term investment** for substantial projects

This allows for your team to build capacity, assemble funds, and generate partnerships and **resources** that allow for the successful implementation of our plan.

## Strategic Vision Implementation Support

- Implementation support of **one (1) – Year 1 recommendation** from strategic plan - collaboratively identified - and development of associated documents, collateral and resources necessary for successful implementation.
- Support via email and Zoom to provide collaboration, assess progress, troubleshoot roadblocks, and provide accountability for implementation.
- Data and analytics available upon request

## Downtown Real Estate Analysis + Property Owner Toolkit

- Real Estate analysis deliverable identifying approximately five (5) pieces of real estate prime for adaptive re-use, infill, higher and better use, or new development within the downtown.
- **One (1) hour** virtual property owner training to deliver custom market analysis, business recruitment outlook, and marketing toolkit overview.

### Marketing Toolkit:

- Custom Site-Specific Property Flyers
- Custom Downtown Community Flyer
- Custom Downtown “There’s Opportunity Here” window signs to promote opportunity rather than vacancy.



Item 5.

Item 3.

DOWNTOWN STRATEGIES

# Sample: Walkability Assessment

# 55

## What's your Community's Walk Score?

A walkable downtown is highly desirable by consumers, local businesses, and municipal leaders. But what makes a walkable downtown and how do you improve your community's walkability?

A community's walk score is determined by analyzing 3 factors: **walkable distance** between boundaries, presence of a **comprehensive network of pathways** designed for pedestrians and cyclists, and variety of restaurants, retailers, and service providers **necessary for regular life**.

KEY FACTS			INCOME		
718 Population	44.2 Median Age	2.8 Average Household Size	\$118,164 Median Household Income	\$62,461 Per Capita Income	\$469,113 Median Net Worth
BUSINESSES			EMPLOYMENT		
142 Total Businesses	1,196 Total Employees		79% White Collar	8% Blue Collar	12% Services
				2.4% Unemployment Rate	
EDUCATION			HOUSING STATS		
2% No High School Diploma	24% High School Graduates	32% Some College	41% Bachelor's/Grad/Prof Degree	\$463,043 Median Home Value	\$1,074 Median Contract Rent
				73% Owner Households with a Mortgage	

**90-100 Walker's Paradise**  
Daily errands do not require a car

**70-89 Very Walkable**  
Most errands can be accomplished on foot

**50-69 Somewhat Walkable**  
Some errands can be accomplished on foot

**25-49 Car-Dependent**  
Most errands require a car

**0-24 Car-Dependent**  
Almost all errands require a car

The following demographics represent the **population of residents** within a **20-minute walk time** of the Downtown Study Area. A walk time from one Downtown boundary to the next that exceeds 20 minutes is not considered walkable.

Keep these figures in mind when imagining the possible economic impacts of developing your Downtown into a walkable destination.

31

49



### DOWNTOWN STRATEGIES

# Partnership Timeline & Communication



Day 1 - 60

#### DISCOVERY

Kick-off Call  
Workshop Scheduled  
Community Input Survey



Day 60 - 90

#### WORKSHOP & WALKING TOUR

An **in-market process** where our team engages stakeholders, merchants, and community leaders in thought provoking conversation, combined with independent discovery and market analysis, to provide a strategic, asset-based and market driven plan.



Day 90 - 180

#### FIVE-YEAR DOWNTOWN STRATEGIC VISION

Strategic Plan created and delivered

**Includes:**

- Market Analysis
- Community input survey results
- Market driven and asset-based transformation strategies



Day 180 - 365

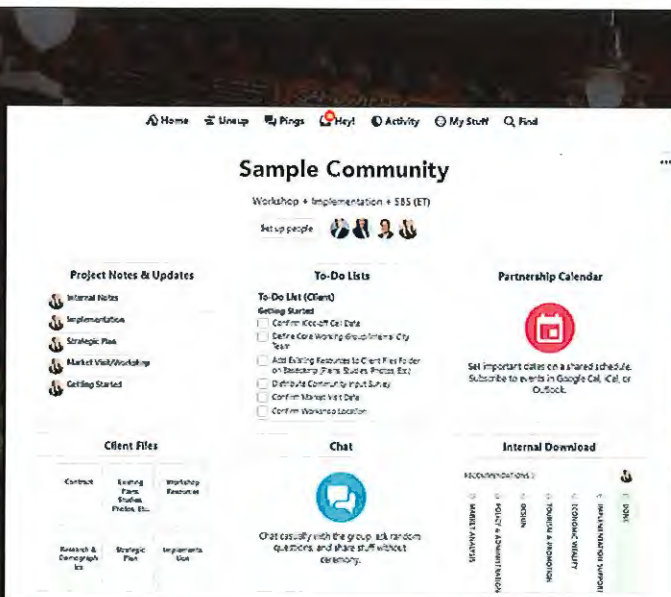
#### IMPLEMENTATION SUPPORT – JUMPSTART

- Implementation support of one (1) – Year 1 recommendation from strategic plan.
- Downtown Real Estate Analysis & Property Owner Training Toolkit

Keeping our clients informed is pivotal to the success of our partnerships. We cover a lot during our six (6) & twelve (12) month timeframes - but thanks to Basecamp, we keep everyone up to date and on track throughout the process.



Feeling overwhelmed or deterred by a learning curve with this platform? Don't worry! We were once in your shoes. We're confident you'll get the hang of it and learn to love this platform as much as we do!



**Project Notes & Updates:** Think of this section as individual email threads. We're trying to keep all communication within Basecamp and out of our email inboxes. Use this feature if you have a question that might involve several back-and-forth responses between our team and yours.

**To-Do Lists:** The "homework" section! Once we've established our timeline, we'll start tagging and assigning tasks to your team. We'll add deadlines to these tasks and Basecamp will automatically send reminders to keep us all on track. This virtual to-do list will be updated throughout our partnership.

**Partnership Calendar:** If you ever have a question about when a call, presentation, meeting, or deadline is - **check this section.** We will also send separate Outlook calendar invites.

**Client Files:** We all hate digging through emails to find a document. To eliminate this hassle and frustration, we'll keep all of our files organized here.

**Chat:** Want to say "hello!" or ask a quick question? Shoot us a message using the chat feature. Think of this section as a quick text message to our team.

**Hey!** Keep an eye on this section – it might be the most important tab! Anytime you're tagged or mentioned in something you'll be alerted here (and via email).



RETAIL STRATEGIES

# Your Team

**Jenn Gregory, President**



Jenn is the president of Downtown Strategies, where her focus is on community development for our client communities. Through her Downtown Strategic Visioning Workshop process, Jenn advises communities on market analysis, tourism, economic vitality, and design updates for downtown areas. She also directly assists small businesses in client communities with elevating their digital presence, enhancing their omni-channel marketing strategies, and understanding market challenges in a post-COVID world.

**Jeremy Murdock, Community Development Specialist**



As the Community Development Specialist for the Downtown Strategies Team, Jeremy utilizes his background in landscape architecture and urban design to analyze the physical condition of our clients' downtown areas. In addition to facilitating strategic visioning workshops and developing strategic plans, he helps community leaders take action by coordinating efforts with our downtown implementation clients.

**Elliott Cook, Director of Real Estate**



As the director of real estate, Elliott conducts workshops and executes our Downtown Strategic Plans with a focus on local real estate assets. Elliott specializes in retail recruitment and focuses on the identification of companies to fill the product and service gaps within each city's trade area. His primary role is to leverage industry relationships and knowledge to assist retailers' expansion in our client communities.

**Laura Marinos, Director of Client Services**



As the Director of Client Services, Downtown Strategies Laura oversees the day-to-day management and implementation of services for downtown clients. She specializes in market research, strategic plans, project coordination, and team operations for the Downtown Strategies division of Retail Strategies. Acting as a liaison between clients and the operations team, Laura's attention to detail and knack for processes make for an excellent client experience.

**Taylor Turner, Client Services Representative**



As a client services representative, Taylor helps manage all Downtown Strategies client communities. In this position, she works closely with the real estate and marketing teams. She is currently obtaining her real estate license to continue her growth in commercial real estate.

## Timeline & Investment

The timeline of our overall partnership(s) will be established upon execution of a contract and further defined during the partnership kick-off call(s).

The total fee for completion of work is due upon execution of agreement. Project fees are due within 30 days of receipt of the invoice.

Should the Client request a special assignment, additional work, and/or additional travel needs not specifically referenced in the contract, we will prepare written authorization to be signed by the Client in advance of commencing any additional work.

Pricing Valid for 60 Days and Subject to Change

**Product Investment**

**Downtown Revitalization Partnership**  
 Downtown Five-Year Strategic Plan.... \$25,000  
 Implementation Support (add-on).... \$25,000

**\$50,000**  
 (-\$5,000 bundled discount)

**\$45,000**

\*Additional \$5,000.00 off the price of the first year if combined with Retail Recruitment Service

**PROFESSIONAL SERVICES AGREEMENT TO PROVIDE  
CONSULTING SERVICES**

This Professional Services Agreement to Provide Consulting Services (this "Agreement") sets forth the mutual understanding of (the "Client") Montgomery Economic Development Corporation and Retail Strategies, LLC, an Alabama limited liability company (the "Consultant") on this \_\_\_ Day of \_\_\_\_\_ (the "Execution Date"), for the provision of professional consulting services as more fully set forth below.

**RECITALS:**

The Consultant possesses a high degree of professional skill and experience and is a unique provider of professional consulting services.

The Client desires to hire the Consultant to provide professional consulting services because of its professional skill and experience.

**NOW, THEREFORE**, in consideration of the foregoing and the mutual covenants and agreements set forth in this Agreement, the Client and the Consultant, intending to be legally bound, do hereby agree as follows:

1. **CONSULTING SERVICES.** The Consultant agrees to provide professional consulting services to the Client (the "Services") detailed in Exhibit A.
  
2. **TERM.** The Consultant's engagement and provision of Services will commence upon the Execution Date. The Consultant's engagement and this Agreement will terminate automatically three (3) years after the Execution Date.
  
3. **CONSULTING FEE.**
  - A. **Consulting Fee.** In consideration for providing the Services, the Client agrees to pay the Consultant a consulting fee (the "Consulting Fee") in an amount equal to \$90,000 according to an invoice schedule as below:
    - Upon Execution of the Contract - \$40,000
    - 12 Months After the Execution Date - \$25,000
    - 24 Months After the Execution Date - \$25,000
  - B. **Payment Default.** If the Client fails to pay any portion of the Consulting Fee on the requisite payment date, the Consultant will immediately cease all Services.
  
4. **CLIENT INFORMATION AND ACCESS.**
  - A. To the extent permitted by law, the Client will provide the Consultant with access to relevant personnel, facilities, records, reports and other information (including any information specified in the Consultant's proposal to the Client) accessible by the Client that the Consultant may reasonably request from time-to-time during the Term. The Client acknowledges and agrees that the Consultant's scheduled delivery of the Services

is dependent upon the timely access to such personnel, facilities, records, reports and other requested information.

- B. To facilitate such access and Consultant's delivery of the Services, the Client designates the following (the "Client Representatives:")

Gary Palmer, City Administrator

- C. The Client Representative will serve as the primary liaison between the Consultant and the Client. The Client Representative will have responsibility for regular communications between the Client and the Consultant, including providing updates in a timely manner through Basecamp. The Client Representative will also be responsible for disseminating updates relative to consultants' activities related to scope of work to members of local stakeholder groups of the Client (e.g. City Council, Economic Development Boards, and Chamber of Commerce etc.).
- D. The Client hereby authorizes the Client Representative(s) (i) to act on behalf of the Client in the day-to-day administration and operation of this Agreement and the arrangements it contemplates and (ii) to execute and deliver, on behalf of the Client, such notices, approvals, consents, instruments, amendments or other documents as may be necessary or desirable to facilitate or assist the Consultant with the provision of the Services.

5. **INTELLECTUAL PROPERTY.** As part of the Services, the Consultant will prepare periodic and final reports including demographic and other research reports and strategic action plans that will become the property of the Client upon delivery from the Consultant. Any other reports, trainings, video resources, presentation decks, electronic mail, facsimile transmissions or other written documents prepared or used by the Consultants in connection with the Services will remain the property of the Consultant. With the Consultant's prior permission, the Client may use other information provided by the Consultant for internal purposes while taking reasonable steps to so limit the use of such materials and maintain its confidentiality.

6. **TERMINATION.**

- A. **By the Client At-Will.** The Client may terminate this Agreement at any time for any or no reason upon delivery of 30 days' prior written notice to the Consultant. Any portion of the Consulting Fee paid prior to such termination of this Agreement is earned when paid and nonrefundable.

**By the Client Upon the Consultant's Default.** The Client may notify the Consultant within 90 days of the day that the Client knows or should have known that the Consultant breached this Agreement. The Consultant will have 30 days following receipt of such notice to cure any alleged breach. If the Consultant fails to cure any alleged breach within that 30-day period, then the Client may terminate this Agreement. Within 30 days of such termination of this Agreement, the Consultant will refund a pro rata portion of the installment of the Consulting Fee previously paid for the contract period during which such termination occurs based upon the number of days remaining in such contract period.

- B. **By the Consultant At-Will.** The Consultant may terminate this Agreement at any time for any or no reason upon delivery of 30 days' prior written notice to the Client. Within

30 days of such termination of this Agreement, the Consultant will refund a pro rata portion of the installment of the Consulting Fee previously paid for the period during which such termination occurs based upon the number of days remaining in such period.

- C. **By the Consultant Upon the Client's Default.** The Consultant may notify the Client within 90 days of the day that the Consultant knows or should have known that the Client breached this Agreement. The Client will have 30 days following receipt of such notice to cure any alleged breach. If the Client fails to cure any alleged breach within that 30-day period, then the Consultant may terminate this Agreement. Any portion of the Consulting Fee paid prior to such termination of this Agreement is earned when paid and nonrefundable.

7. **NOTICES.** Any notice or communication in connection with this Agreement will be in writing and either delivered personally, sent by certified or registered mail, postage prepaid, delivered by a recognized overnight courier service, or transmitted via facsimile or other electronic transmission, addressed as follows:

Client:           Montgomery Economic Development Corporation  
                       101 Old Plantersville Road  
                       Montgomery, TX 77356  
                       Email: gpalmer@ci.montgomery.tx.us  
                       Attention: Gary Palmer

Consultant:      Retail Strategies, LLC  
                       2200 Magnolia Ave. South, Suite 100  
                       Birmingham, AL 35205  
                       Email: sleara@retailstrategies.com  
                       Fax: (205) 313-3677  
                       Attention: Stephen P. Leara, Esq – EVP | General Counsel

or to such other address as may be furnished in writing by either party in the preceding manner. Notice shall be deemed to have been properly given for all purposes: (i) if sent by a nationally recognized overnight carrier for next business day delivery, on the first business day following deposit of such notice with such carrier, (ii) if personally delivered, on the actual date of delivery, (iii) if sent by certified U.S. Mail, return receipt requested postage prepaid, on the third business day following the date of mailing, or (iv) if sent by facsimile or email of a PDF document (with confirmation of transmission), then on the actual date of delivery if sent prior to 5 p.m. Central Time, and on the next business day if sent after such time.

8. **INDEPENDENT CONTRACTOR.** The Consultant, in its capacity as a professional consultant to the Client, is and will be at all times an independent contractor. The Consultant does not have the express, implied or apparent authority either (A) to act as the Client's agent or legal representative or (B) to legally bind the Client, its officers, agents or employees.

## 9. STANDARD TERMS.

- A. **Affiliated Services:** The Client acknowledges that certain affiliates of the Consultant provide real estate brokerage and management services for which they are paid brokerage, development, leasing, management and similar fees. In connection with the Services and with the prior written permission of the Client, such affiliates may be engaged to provide such services in consideration for the payment of such fees.
- B. **Applicable Laws:** The Consultant will abide by all laws, rules and regulations applicable to the provision of the Services.
- C. **Insurance:** The Consultant will carry all employee insurance necessary to comply with applicable state and federal laws.
- D. **Third Party Beneficiaries:** This Agreement is for the sole benefit of the parties to this Agreement and their permitted successors and assigns. Nothing in this Agreement, whether express or implied, is intended to or will confer upon any other person or entity any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.
- E. **Publicity:** The Client agrees that the Consultant may, from time-to-time, use the Client's name, logo and other identifying information on the Consultant's website and in marketing and sales materials.
- F. **Entire Agreement:** This Agreement, together with any exhibits or amendments hereto, constitutes the entire agreement of the parties, as a complete and final integration thereof with respect to its subject matter. Any prior written or oral understandings and agreements between the parties are merged into this Agreement, which alone fully and completely expresses their understanding. No representation, warranty, or covenant made by any party which is not contained in this Agreement or expressly referred to herein has been relied on by any party in entering into this Agreement.
- G. **Further Assurances:** Each party hereby agrees to perform any further acts and to execute and deliver any documents which may be reasonably necessary to carry out the provisions of this Agreement.
- H. **Force Majeure:** Neither party to this Agreement will hold the other party responsible for damages or delay in performance caused by acts of God, strikes, lockouts or other circumstances beyond the reasonable control of the other or the other party's employees, agents or contractors.
- I. **Limitation on Liability; Sole Remedy:** Each party's liability to the other party arising out of or related to this Agreement or the Services will not exceed the amount of the Consulting Fee. The Client's sole remedy in the event of any alleged breach of this Agreement by the Consultant will be the notice, cure and refund provisions of Section 6(B) of this Agreement.
- J. **Amendment in Writing:** This Agreement may not be amended, modified, altered, changed, terminated, or waived in any respect whatsoever, except by a further agreement

in writing, properly executed by a duly authorized officer of the Consultant and the Client Representative, acting for and on behalf of the Client.

- K. **Binding Effect:** This Agreement will bind the parties and their respective successors and assigns. If any provision in this Agreement will be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions will not in any way be affected or impaired thereby.
- L. **Captions:** The captions of this Agreement are for convenience and reference only, are not a part of this Agreement and in no way define, describe, extend, or limit the scope or intent of this Agreement.
- M. **Construction:** This Agreement will be construed in its entirety according to its plain meaning and will not be construed against the party who provided or drafted it.
- N. **Prohibition on Assignment:** No party to this Agreement may assign its interests or obligations hereunder without the written consent of the other party obtained in advance of any such assignment. No such assignment will in any manner whatsoever relieve any party from its obligations and duties hereunder and such assigning party will in all respects remain liable hereunder irrespective of such assignment.
- O. **Waiver:** Non-enforcement of any provision of this Agreement by either party will not constitute a waiver of that provision, nor will it affect the enforceability of that provision or of the remaining terms and conditions of this Agreement.
- P. **Survival:** Section 5 and Section 9(H) will survive termination of this Agreement.
- Q. **Counterparts; Electronic Transmission:** This Agreement may be executed in counterparts, each of which will be deemed to be an original, and such counterparts will, together, constitute and be one and the same instrument. A signed copy of this Agreement delivered by telecopy, electronic transmission or other similar means will be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

[SIGNATURE PAGES FOLLOW]

IN WITNESS WHEREOF, the Client and the Consultant have caused this Agreement to be executed by their duly authorized officers to be effective as of the Execution Date.

**CLIENT:**  
MONTGOMERY ECONOMIC  
DEVELOPMENT CORPORATION

By: \_\_\_\_\_  
Name:  
Title:  
Date:

**CONSULTANT:**  
RETAIL STRATEGIES, LLC

By: \_\_\_\_\_  
Name:  
Title:  
Date:



## EXHIBIT A

### **I. CONSULTANT AGREEMENT – DOWNTOWN STRATEGIES**

*This section outlines what Retail Strategies (the "consultant") will provide to Montgomery Economic Development Corporation (the "client").*

#### **A. Discovery (months 1-3)**

1. Kick-off Call & Partnership Overview
2. Review of Documents (existing plans, ordinances, incentives)
3. Electronic Community Input Survey

#### **B. In-market Downtown Strategic Visioning Workshop (months 4-5)**

1. Core Group Meeting
2. Walking/Windshield Tour
3. Stakeholder Input Session

#### **C. 5-Year Downtown Strategic Action Plan Deliverable (months 6-8)**

1. Custom Downtown Market Analysis
  - a. Identification of market trade area using mobile data analysis
  - b. Trade area demographics (population, income, housing, etc.)
  - c. Market and retail GAP analysis for trade area (i.e. leakage and surplus)
  - d. Tapestry lifestyles – psychographic profile of trade area
  - e. Commute Patterns Report
  - f. Identification of priority business categories for entrepreneurship, recruitment and/or local expansion
  - g. Downtown Walkability Assessment
  - h. Downtown Neighborhood Demographics
2. 5-Year Downtown Strategic Action Plan Deliverable
  - a. Focusing on policy & administration, design, tourism & promotion, and economic vitality recommendations
  - b. Implementation matrix

#### **D. Launch of Local Action Teams & Action Plan Jumpstart (months 9-12)**

1. Consultant team will launch our process of Local Action Teams to encourage community support and engagement for incremental implementation.
  - a. Action Planning Workbook Deliverable
  - b. Project Mapping Workshop
  - c. First Action Team Meeting
2. Consultant team will provide support to the Core Team for implementation of a strategy in 5-Year Downtown Strategic Action Plan.
  - a. Strategy will be determined collaboratively depending on traction in Local Action Teams and subject matter expertise within Consultant team.

**E. Action Plan Implementation (year 2)**

1. Monthly Office Hours
  - a. Opt-in time with consultant team to discuss specific challenges, roadblocks, or for additional support.
2. Ongoing Technical Support
  - a. Consultant team will provide:
    - i. Templates & Trainings
    - ii. Examples
    - iii. Connections to Partners
3. Collaboration Calls
  - a. Three (3) tri-annual collaboration calls with Core Team to discuss success, troubleshoot teams that are off-track, and confirm strategy roadmap for remainder of year.
4. Expansion of Local Action Teams (if desired)
  - a. Action Planning Workbook
  - b. Project Mapping Workshop
  - c. First Action Team Meeting (for new team(s))

**F. Action Plan Implementation (year 3)**

1. Monthly Office Hours
  - a. Opt-in time with consultant team to discuss specific challenges, roadblocks, or for additional support.
2. Ongoing Technical Support
  - a. Consultant team will provide:
    - i. Templates & Trainings
    - ii. Examples
    - iii. Connections to Partners
3. Collaboration Calls
  - a. Three (3) tri-annual collaboration calls with Core Team to discuss success, troubleshoot teams that are off-track, and confirm strategy roadmap for remainder of year.
4. Expansion of Local Action Teams (if desired)
  - a. Action Planning Workbook
  - b. Project Mapping Workshop
  - c. First Action Team Meeting (for new team(s))

**G. Partnership Wrap-up**

1. Partnership Wrap-up Call to recap progress, discuss next steps, and discuss renewal of Downtown Implementation contract.

## **II. CLIENT AGREEMENT – DOWNTOWN STRATEGIES**

*This section outlines what the Montgomery Economic Development Corporation (the “Client”) will provide for Retail Strategies (the “Consultant”).*

### **A. Point of Contact**

1. One individual shall be specifically designated by Client and identified to Consultant as the Primary Point of Contact (POC.)
2. POC will be responsible for regular communications between Client and Consultant
3. POC will be responsible for communicating all of Consultants updates and activities to Client as necessary
4. POC will be the primary facilitator of communication as it relates to concerns from board members, city council and/or other decision-making community leaders
5. POC will be competent to aid Consultant in navigation of local political landscape
6. POC will have access to Basecamp and will post and check messages and on – going local updates in a timely manner

### **B. Information and Material Requested by Consultant:**

1. Client/ POC understands that Consultant’s ability to stay on schedule will depend on receiving requested information by the requested deadline
2. If Client is a no-show for a scheduled presentation, the presentation will be recorded and posted to Basecamp but not rescheduled live
3. Client recognizes that if the partnership timeline derails because of non-responsiveness of the Client, the partnership will move forward and deliverables or scheduled presentations may be foregone in an effort to remain on schedule





City of Montgomery, TX

# Budget Report Account Summary

For Fiscal: 2023-2024 Period Ending: 07/31/2024

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 400 - MEDC</b>						
<b>Revenue</b>						
<a href="#">400-00-44110-0000000</a>						
Sales Tax Revenue	1,100,000.00	1,100,000.00	89,061.60	1,144,401.40	44,401.40	104.04 %
<a href="#">400-00-44230-0000000</a>						
Interest Income	60,000.00	60,000.00	9,240.53	89,095.93	29,095.93	148.49 %
<a href="#">400-00-44300-0000000</a>						
Events Revenue	7,000.00	7,000.00	0.00	7,176.34	176.34	102.52 %
<b>Revenue Total:</b>	<b>1,167,000.00</b>	<b>1,167,000.00</b>	<b>98,302.13</b>	<b>1,240,673.67</b>	<b>73,673.67</b>	<b>6.31%</b>
<b>Expense</b>						
<a href="#">400-40-46103-0000000</a>						
Downtown Dev. Imp.	90,000.00	90,000.00	0.00	22,822.50	67,177.50	74.64 %
<a href="#">400-40-46104-0000000</a>						
Utility Extensions	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
<a href="#">400-40-46107-0000000</a>						
Transfer to Capital Proj	200,000.00	200,000.00	16,666.67	166,666.70	33,333.30	16.67 %
<a href="#">400-40-46111-0000000</a>						
Streets & Sidewalks	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00 %
<a href="#">400-40-46205-0000000</a>						
Sales Tax Reimb	250,000.00	250,000.00	0.00	0.00	250,000.00	100.00 %
<a href="#">400-40-46206-0000000</a>						
Econ Dev Grant Prog	20,000.00	20,000.00	0.00	1,300.00	18,700.00	93.50 %
<a href="#">400-40-46209-0000000</a>						
Dntwn & Cor. Fac & Env Enh.	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
<a href="#">400-40-46303-0000000</a>						
Quality of Life - Events	113,200.00	113,200.00	3,972.07	48,016.03	65,183.97	57.58 %
<a href="#">400-40-46505-0000000</a>						
Brochures / Printed Lit	4,000.00	4,000.00	0.00	177.50	3,822.50	95.56 %
<a href="#">400-40-46511-0000000</a>						
Website	6,500.00	6,500.00	28.25	1,112.34	5,387.66	82.89 %
<a href="#">400-40-46514-0000000</a>						
Social Media Advertising	3,000.00	3,000.00	0.00	291.25	2,708.75	90.29 %
<a href="#">400-40-46515-0000000</a>						
Historical Signage	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<a href="#">400-40-46601-0000000</a>						
Transfers to General Fund	275,000.00	275,000.00	22,916.67	229,166.70	45,833.30	16.67 %
<a href="#">400-40-46603-0000000</a>						
Miscellaneous Expenses	500.00	500.00	0.00	580.00	-80.00	-16.00 %
<a href="#">400-40-46604-0000000</a>						
Consulting/Professional Serv	51,800.00	51,800.00	0.00	16,400.00	35,400.00	68.34 %
<a href="#">400-40-46607-0000000</a>						
Travel & Trainings Expenses	8,000.00	8,000.00	717.83	2,296.57	5,703.43	71.29 %
<b>Expense Total:</b>	<b>1,167,000.00</b>	<b>1,167,000.00</b>	<b>44,301.49</b>	<b>488,829.59</b>	<b>678,170.41</b>	<b>58.11%</b>
<b>Fund: 400 - MEDC Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>54,000.64</b>	<b>751,844.08</b>	<b>751,844.08</b>	<b>0.00%</b>
<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>54,000.64</b>	<b>751,844.08</b>	<b>751,844.08</b>	<b>0.00%</b>

Budget Report

For Fiscal: 2023-2024 Period Ending: 07/31/2024

**Group Summary**

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
					Favorable (Unfavorable)	Percent Remaining
<b>Fund: 400 - MEDC</b>						
Revenue	1,167,000.00	1,167,000.00	98,302.13	1,240,673.67	73,673.67	6.31%
Expense	1,167,000.00	1,167,000.00	44,301.49	488,829.59	678,170.41	58.11%
<b>Fund: 400 - MEDC Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>54,000.64</b>	<b>751,844.08</b>	<b>751,844.08</b>	<b>0.00%</b>
<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>54,000.64</b>	<b>751,844.08</b>	<b>751,844.08</b>	<b>0.00%</b>

### Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
400 - MEDC	0.00	0.00	54,000.64	751,844.08	751,844.08
Report Surplus (Deficit):	0.00	0.00	54,000.64	751,844.08	751,844.08



Montgomery Economic Development Corp.  
**AGENDA REPORT**

<b>Meeting Date:</b> August 20, 2024	<b>Fiscal Impact:</b> FY24: \$40,000 FY25: \$45,000 FY26: \$45,000
<b>Department:</b> Administration	<b>Prepared By:</b> G. Palmer

**Subject**

Discussion, consideration and possible action on an agreement for professional economic development services between the City of Montgomery and Retail Strategies Inc. for Retail Recruitment.

**Recommendation**

Approve the agreement for services as proposed

**Discussion**

**History**

Shortly after my arrival in the City, the City Council undertook at priority setting session to determine the priorities of the City for the next 1-3 years. One of the priorities identified was getting an Economic Development Strategic Plan drafted, adopted and priorities set for the EDC. To that end, early on I contacted several private firms that offer local government planning services. I worked successfully with Retail Strategies (Lacy) in Tennessee, so I reached out to her for guidance. Retail Strategies had expanded and now has Texas offices, so I asked her to put me in touch with that office. You may recall Chris Bontrager from the Retail Strategies Dallas Office presented their services this past May (Strategic Planning and Retail Development/Recruitment) and the guidance coming out of that meeting was to get the agreements drafted. We needed to issue an RFQ so Between May and July, the city issued a Request for Qualifications (RFQ) for ED planning services. We received several responses with Retail Strategies being the most qualified firm for the City of Montgomery work.

The EDC seems to have “cooled” on the idea of contract services and is reconsidering hiring a full time ED Director (city employee). At this time in the City’s ED evolution, I recommend against this for many reasons.

**August 20<sup>th</sup> Presentation**

I asked Lacy to come for a discussion with you all regarding the national economic development industry, trends in local government economic development, Retail Strategies specific services as it relates to the City of Montgomery, and some of the work they have done in Texas.

**Recommendation:**

You may recall from the May presentation; we have the ED work divided into two scopes. One is for Strategic Planning Services and the other is for Retail Development/Recruitment. Lacy will review that work in depth. Should the EDC decide they want to engage the services of Retail Strategies, consideration of those corresponding contracts will be on the August 20<sup>th</sup> agenda. We have the money in this year’s budget and have programmed funds for consulting services for next year.

**Approved By**

City Administrator	G. Palmer	Date: 08-09-2024

Montgomery Economic Development Corp.  
**AGENDA REPORT**



# Retail Recruitment is Economic Development

## Retail Recruitment

Retail Strategies dedicates Real Estate Professionals to your community to perform the heavy lifting of retail recruitment. We leverage our extensive experience and connections to position your community in front of expanding businesses.

## Extending Your Team

Retail Recruitment is a complex, time-intensive effort. Acting as an extension of your team, we are built to scale so that we can connect with all parties locally and nationally to position your market for success.



"I've worked with retail consultants before, and they helped with demographics and statistics, but it was nothing like the partnership we have with Retail Strategies. I have a team of experienced retail recruiters who assist us with the things we are unable to do. It's like having another whole department in our office."



**Carolyn Gibson,**  
Executive Director,  
El Campo, Texas



# Beyond Data Active Recruitment



## Real Estate Analysis

Finding the right site is critical. Every retail site in your market will be cataloged - shopping centers with vacancies, land ready for development, and underutilized retail space will be assessed by a licensed real estate professional.

## Data Analysis

The first step is to understand who your consumers are and where they live. Using mobile data and other datasets, we uncover where people are coming from and their buying power.

## Creating a Strategy Unique to Your Community

Based on your data and real estate assets we will develop a Retail Recruitment Strategy with specific restaurant, grocery, home improvement, entertainment, and hospitality targets.

## National Recruitment and Representation

Your community will have a dedicated team implementing the Retail Recruitment Strategy by connecting with retailers, brokers, property owners, tenant reps, and other industry players to get new retail open in your market.

### DISCOVER

We are an investment for your community.

- Retail GAP Analysis
- Peer Community Analysis
- Mobile Data Collection
- Real Estate Analysis
- Retail Strategy & Prospects
- Marketing Guide

### CONNECT

We make sure your community's story is heard.

- Boots on the Ground
- Conference Representation
- National Representation
- Retailer Outreach
- Developer Outreach
- Property Owner Outreach

### ADVANCE

We multiply and enhance your staff.

- Ongoing Retail Recruitment
- Reporting to City Leaders
- Feedback from Retailers
- Real Estate Advisor
- Community Development

### AGREEMENT TO PROVIDE CONSULTING SERVICES

This Agreement to Provide Consulting Services (this “Agreement”) sets forth the mutual understanding of (the “Client”) the Montgomery Economic Development Corporation and Retail Strategies, LLC, an Alabama limited liability company (the “Consultant”) on this \_\_\_\_\_ day of \_\_\_\_\_ 2024 (the “Execution Date”), for the provision of professional consulting services as more fully set forth below.

#### R E C I T A L S:

The Consultant possesses a high degree of professional skill and experience and is a unique provider of professional consulting services in retail recruitment.

The Client desires to hire the Consultant to provide professional consulting services because of its professional skill and experience.

**NOW, THEREFORE**, in consideration of the foregoing and the mutual covenants and agreements set forth in this Agreement, the Client and the Consultant, intending to be legally bound, do hereby agree as follows:

**1. CONSULTING SERVICES.** The Consultant agrees to provide the following professional services to the Client as detailed in Exhibit A (a copy of which is attached hereto and incorporated herein by reference) (the “Services”):

**2. TERM.** The Consultant’s engagement and provision of Services will commence upon the Execution Date as set forth above. The Consultant’s engagement and this Agreement will terminate automatically on the third anniversary of the Execution Date (the “Term”) unless earlier terminated as provided in Section 6 below. At the end of the Term, the Client, acting by and through the Client Representative, may extend the Term at its option for successive periods on such terms and conditions as the Client Representative, acting for and on behalf of the Client, and the Consultant may agree upon in writing.

**3. CONSULTING FEE.**

**A. Consulting Fee.** In consideration for providing the Services, the Client agrees to pay the Consultant a consulting fee (the “Consulting Fee”) in an amount equal to \$130,000.00 The Consulting Fee will be paid in installments of immediately available funds as follows:

Contract Period	Payment Date	Payment Amount
Year One	Upon execution of this agreement	\$40,000
Year Two	On or before the 1st anniversary of the Execution Date	\$45,000
Year Three	On or before the 2 <sup>nd</sup> anniversary of the Execution Date	\$45,000

- B. Payment Default.** If the Client fails to pay any portion of the Consulting Fee on the requisite payment date, the Consultant will immediately cease all Services identified in Exhibit A.

**4. CLIENT INFORMATION AND ACCESS.**

- A. To the extent permitted by law, the Client will provide the Consultant with access to relevant personnel, facilities, records, reports, and other information (including any information specified in the Consultant's proposal to the Client) accessible by the Client that the Consultant may reasonably request from time-to-time during the Term. The Client acknowledges and agrees that the Consultant's scheduled delivery of the Services is dependent upon the timely access to such personnel, facilities, records, reports and other requested information.
- B. To facilitate such access and Consultant's delivery of the Services, the Client designates the City Administrator (the "Client Representative"), currently Gary Palmer. The Client Representative will serve as the primary liaison between the Consultant and the Client. The Client Representative will have responsibility for regular communications between the Client and the Consultant, including providing updates in a timely manner through Basecamp. The Client Representative's communications to the Consultant will include information regarding retail growth and development, such as actual and prospective business openings and closings, changes in economic drivers (e.g., significant increases or decreases in workforce of major employers, school enrollments, housing or healthcare services) and changes in the ownership of targeted real estate (e.g., transfers of real estate or changes in the finances of ownership). The Client Representative will also be responsible for disseminating updates relative to consultants' activities related to scope of work to members of local stakeholder groups of the Client (e.g. City Council, Economic Development Boards, and Chamber of Commerce etc.).
- C. The Client hereby authorizes the Client Representative (i) to act on behalf of the Client in the day-to-day administration and operation of this Agreement and the arrangements it contemplates and (ii) to execute and deliver on behalf of the Client, such notices, approvals, consents, instruments, amendments or other documents as may be necessary or desirable to facilitate or assist the Consultant with the provision of the Services.

- 5. INTELLECTUAL PROPERTY.** As part of the Services, the Consultant will prepare periodic and final reports including demographic and other research reports that will become the property of the Client upon delivery from the Consultant. Any other reports, memoranda, electronic mail, facsimile transmissions, or other written documents prepared or used by the Consultants in connection with the Services will remain the property of the Consultant. With the Consultant's prior permission, the Client may use other information provided by the Consultant, such as specifics related to retailers, developers, site information or other "confidential information" for internal purposes while taking reasonable steps to so limit the use of such materials and maintain its confidentiality.

**6. TERMINATION.**

- A. **By the Client At-Will.** The Client may terminate this Agreement at any time for any or no reason upon delivery of 30 days' prior written notice to the Consultant. Any portion of the Consulting Fee paid prior to such termination of this Agreement is earned when paid and nonrefundable.
- B. **By the Client Upon the Consultant's Default.** The Client may notify the Consultant within 90 days of the day that the Client knows or should have known that the Consultant breached this Agreement. The Consultant will have 30 days following receipt of such notice to cure any alleged breach. If the Consultant fails to cure any alleged breach within that 30-day period, then the Client may terminate this Agreement. Within 30 days of such termination of this Agreement, the Consultant will refund a pro rata portion of the installment of the Consulting Fee previously paid for the contract period during which such termination occurs based upon the number of days remaining in such contract period.
- C. **By the Consultant At-Will.** The Consultant may terminate this Agreement at any time for any or no reason upon delivery of 30 days' prior written notice to the Client. Within 30 days of such termination of this Agreement, the Consultant will refund a pro rata portion of the installment of the Consulting Fee previously paid for the period during which such termination occurs based upon the number of days remaining in such period.
- D. **By the Consultant Upon the Client's Default.** The Consultant may notify the Client within 90 days of the day that the Consultant knows or should have known that the Client breached this Agreement. The Client will have 30 days following receipt of such notice to cure any alleged breach. If the Client fails to cure any alleged breach within that 30-day period, then the Consultant may terminate this Agreement. Any portion of the Consulting Fee paid prior to such termination of this Agreement is earned when paid and nonrefundable.
7. **NOTICES.** Any notice or communication in connection with this Agreement will be in writing and either delivered personally, sent by certified or registered mail, postage prepaid, delivered by a recognized overnight courier service, or transmitted via facsimile or other electronic transmission, addressed as follows:

Client:           Montgomery Economic Development Corporation  
                     101 Old Plantersville Road  
                     Montgomery, TX 77356  
                     Email: gpalmer@ci.montgomery.tx.us  
                     Attention: Gary Palmer

Consultant:      Retail Strategies, LLC  
                     2200 Magnolia Ave. South, Suite 100  
                     Birmingham, AL 35205  
                     Email: sleara@retailstrategies.com  
                     Fax: (205) 313-3677  
                     Attention: Stephen P. Leara, Esq – EVP | General Counsel

or to such other address as may be furnished in writing by either party in the preceding manner. Notice shall be deemed to have been properly given for all purposes: (i) if sent by a nationally recognized overnight carrier for next business day delivery, on the first business day following



deposit of such notice with such carrier, (ii) if personally delivered, on the actual date of delivery, (iii) if sent by certified U.S. Mail, return receipt requested postage prepaid, on the third business day following the date of mailing, or (iv) if sent by facsimile or email of a PDF document (with confirmation of transmission), then on the actual date of delivery if sent prior to 5 p.m. Central Time, and on the next business day if sent after such time.

8. **INDEPENDENT CONTRACTOR.** The Consultant, in its capacity as a professional consultant to the Client, is and will be at all times an independent contractor. The Consultant does not have the express, implied or apparent authority either (A) to act as the Client's agent or legal representative or (B) to legally bind the Client, its officers, agents or employees.

9. **STANDARD TERMS.**

- A. **Affiliated Services:** Client acknowledges that affiliates of consultant act in the capacity of a real estate brokerage service business and may earn fees for services including brokerage, development, leasing and management fees in the performance of such affiliates services which may encompass a portion of the Project. In no event will the Client be responsible for any such fees, to the extent they are earned pursuant to this paragraph.
- B. **Applicable Laws:** The Consultant will abide by all laws, rules and regulations applicable to the provision of the Services.
- C. **Insurance:** The Consultant will carry all employee insurance necessary to comply with applicable state and federal laws.
- D. **Third Party Beneficiaries:** This Agreement is for the sole benefit of the parties to this Agreement and their permitted successors and assigns. Nothing in this Agreement, whether express or implied, is intended to or will confer upon any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement.
- E. **Publicity:** The Client agrees that the Consultant may, from time-to-time, use the Client's name, logo and other identifying information on the Consultant's website and in marketing and sales materials.
- F. **Entire Agreement:** This Agreement, together with any exhibits or amendments hereto, constitutes the entire agreement of the parties, as a complete and final integration thereof with respect to its subject matter. Any prior written or oral understandings and agreements between the parties are merged into this Agreement, which alone fully and completely expresses their understanding. No representation, warranty, or covenant made by any party which is not contained in this Agreement or expressly referred to herein has been relied on by any party in entering into this Agreement.
- G. **Further Assurances:** Each party hereby agrees to perform any further acts and to execute and deliver any documents which may be reasonably necessary to carry out the provisions of this Agreement.
- H. **Force Majeure:** Neither party to this Agreement will hold the other party responsible for damages or delay in performance caused by acts of God, strikes, lockouts or other

circumstances beyond the reasonable control of the other or the other party's employees, agents or contractors.

- I. **Limitation on Liability; Sole Remedy:** Each party's liability to the other party arising out of or related to this Agreement or the Services will not exceed the amount of the Consulting Fee. The Client's sole remedy in the event of any alleged breach of this Agreement by the Consultant will be the notice, cure, and refund provisions of Section 6(B) of this Agreement.
- J. **Amendment in Writing:** This Agreement may not be amended, modified, altered, changed, terminated, or waived in any respect whatsoever, except by a further agreement in writing, properly executed by a duly authorized officer of the Consultant and the Client Representative, acting for and on behalf of the Client.
- K. **Binding Effect:** This Agreement will bind the parties and their respective successors and assigns. If any provision in this Agreement will be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions will not in any way be affected or impaired thereby.
- L. **Captions:** The captions of this Agreement are for convenience and reference only, are not a part of this Agreement and in no way define, describe, extend, or limit the scope or intent of this Agreement.
- M. **Construction:** This Agreement will be construed in its entirety according to its plain meaning and will not be construed against the party who provided or drafted it.
- N. **Prohibition on Assignment:** No party to this Agreement may assign its interests or obligations hereunder without the written consent of the other party obtained in advance of any such assignment. No such assignment will in any manner whatsoever relieve any party from its obligations and duties hereunder and such assigning party will in all respects remain liable hereunder irrespective of such assignment.
- O. **Waiver:** Non-enforcement of any provision of this Agreement by either party will not constitute a waiver of that provision, nor will it affect the enforceability of that provision or of the remaining terms and conditions of this Agreement.
- P. **Survival:** Section 5 and Section 9(H) will survive termination of this Agreement.
- Q. **Counterparts; Electronic Transmission:** This Agreement may be executed in counterparts, each of which will be deemed to be an original, and such counterparts will, together, constitute and be one and the same instrument. A signed copy of this Agreement delivered by telecopy, electronic transmission or other similar means will be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

[SIGNATURE PAGES FOLLOW]

IN WITNESS WHEREOF, the Client and the Consultant have caused this Agreement to be executed by their duly authorized officers to be effective as of the Executed Date.

**CLIENT:**  
MONTGOMERY ECONOMIC  
DEVELOPMENT CORPORATION

By: \_\_\_\_\_  
Name:  
Title:  
Date:

**CONSULTANT:**  
RETAIL STRATEGIES, LLC

By: \_\_\_\_\_  
Name:  
Title:  
Date:

**EXHIBIT A**  
**RETAIL RECRUITMENT**

**I. CONSULTANT AGREEMENT**

*This section outlines what Retail Strategies (the "consultant") will provide to the Montgomery Economic Development Corporation (the "client").*

**A. RESEARCH**

1. Identify market retail trade area using political boundaries, drive times and radii and custom boundary geographies
2. Perform market and retail GAP analysis for trade area (i.e. leakage and surplus)
3. Conduct retail peer market analysis
4. Tapestry lifestyles – psychographic profile of trade area / market segmentation analysis
5. Customized retail market guide including aerial map with existing national retailer brands and traffic counts
6. Identification of at minimum 30 retail prospects to be targeted for recruitment
7. Updates provided on retail industry trends
8. Custom on-demand demographic research – historical, current, and projected demographics – to include market trade areas by radius/drive time, and custom trade area

**B. REAL ESTATE ANALYSIS**

1. Identify/Evaluate/Catalog priority commercial properties for development, re-development and higher and best use opportunities
2. Identification of priority business categories for recruitment and/or local expansion
3. Active outreach to local brokers and landowners

**C. RETAIL RECRUITMENT**

1. Retail recruitment plan delivered to client summarizing all customized analytics, target zones for real estate and retail categories for recruitment focus.
2. Pro-active retail recruitment for targeted zones
3. Will contact a minimum of 30 retailers, restaurants, brokers and/or developers
4. Updates on new activity will be provided to Client's designated primary point of contact via Basecamp, telephone, or email on a monthly and/or as needed basis
5. One market visit per calendar year included in agreement, any travel outside of the agreement shall be approved and paid for by the contracting entity
6. Conference representation- updates provided according to the yearly conference schedule

EXHIBIT A (Continued)

## **II. CLIENT AGREEMENT**

*This section outlines what the Montgomery Economic Development Corporation (the "Client") will provide for Retail Strategies (the "Consultant").*

### **A. Point of Contact**

1. One individual shall be specifically designated by Client and identified to Consultant as the primary point of contact ("POC")
2. POC will be responsible for regular communications between Client and Consultant
3. POC will be responsible for communicating all of Consultants updates and activities to Client as necessary
4. POC will be the primary facilitator of communication as it relates to concerns from board members, city council and/or other decision making community leaders
5. POC will be competent to aid Consultant in navigation of local political landscape
6. POC will have access to Basecamp and will post messages and on –going local updates in a timely manner

### **B. Information and Material Requested by Consultant:**

1. Consultant will provide POC with no less than 3 business days' notice before materials and other information are needed
2. Client/ POC understands that Consultant's ability to stay on schedule will depend on receiving requested information by the requested deadline
3. Client/ POC will provide consultant with ongoing updates related to retail growth and development, including but not limited to: (i) businesses that open, close, or rumors associated, as such; (ii) changes in economic drivers (i.e. significant increase or decrease in employees for major employment, school enrollments, housing or medical); (iii) new ownership of real estate or changes in the owner's personal situation that may affect willingness to sell property
4. Client/ POC will inform Consultant of plans to attend ICSC conferences providing ample time to assist in planning

### **C. Information and Material Requested by Client:**

1. POC will provide Consultant with no less than 3 business days' notice before a full update is needed
2. Client/ POC understand the confidentiality of communication containing retailer specific information and will notify Consultant before sharing such information publicly

**Montgomery MEDC  
AGENDA REPORT**

<b>Meeting Date:</b> August 20, 2024	<b>Budgeted Amount:</b> \$0
<b>Department:</b> N/A	<b>Prepared By:</b> Dave McCorquodale

**Subject**

Consideration and possible action regarding an updated on-street parking concept along south McCown on MEDC-owned property and authorizing the city engineers to prepare construction documents and specifications for the project.

**Recommendation**

Staff recommends authorizing the city engineers to prepare construction documents and specifications for the south McCown parking project.

**Discussion**

The MEDC Board requested the city engineers develop a conceptual plan and rough cost estimate to add on-street parking spaces along the southern end of McCown Street in downtown. They presented a conceptual design at the June meeting that included:

- Nine (9) asphalt parking spaces
- 5-ft wide concrete sidewalk in front of spaces
- Storm sewer area drain and extension to accommodate stormwater
- Approximately \$100K-\$115K estimated project cost

After reviewing the concept, the Board asked the city engineers to review the existing layout and determine if additional parking spaces could be added to the project. That information is attached here for review and the city engineers will be at the meeting to discuss the proposed project.

**Approved By**

Director of Planning & Development	Dave McCorquodale	Date: 8/14/2024



# McCown Street Parking Addition

## City of Montgomery

**Request:** Council Authorization on August 13, 2024

This proposal is submitted pursuant to and in accordance with that certain Professional Services Agreement dated May 25, 2021, by and between Ward, Getz & Associates, LLP and the City of Montgomery (the "City").

WGA understands that the City has an interest in adding parking capacity to the area near the Downtown area. We understand the City has identified the tract of land sitting northwest of the intersection of McCown St and State Highway 105 as an area suitable for a parking addition. We understand the Montgomery Economic Development Corporation (the "MEDC") owns the land where improvements are to be made and will allow the parking addition to be made. It is also our understanding that the City wishes to close the entrance to the road at SH 105. WGA recommends moving forward with the below scope for the parking addition project in the City's downtown area.

### SCOPE OF WORK

- *Preliminary Phase Services*
  - *WGA will create a preliminary parking layout and coordinate with the City' staff to finalize the plan.*
  - *Coordinate with TxDOT on installation of the proposed sidewalk that falls partially within the ROW of State Highway 105.*
  - *Determine final scope of work with City staff.*
- *Design Phase Services*
  - *Update scope and engineer's opinion of probable construction cost as needed.*
  - *Coordinate with City staff for efforts to determine and receive funding for costs associated with the project.*
  - *Attend periodic meetings with the MEDC to coordinate the planning, design, and construction of the project.*
  - *Determine applicability for closure of McCown Street at State Highway 105, and coordinate with TxDOT for the most economical option under their jurisdiction.*
  - *WGA will develop drawings and specifications for the successful construction of the McCown Street Parking Addition project. Design changes initiated by the City after the design is complete may result in a request for additional authorization. Also, additional authorization may be requested for any TxDOT required design requirements due to work being performed within their right-of-way.*
- *Construction Administration*
  - *Coordinate advertising for bids, hold a pre-bid conference, answer questions from bidders, hold bid opening, prepare bid tabulation, and prepare recommendation of award.*
  - *Prepare construction contracts and coordinate execution of the same.*
  - *Issue notice to proceed and hold pre-construction meeting.*
  - *Review of construction submittals and RFIs.*





- Preparation of pay estimates, change orders, and other associated construction documents.
- General oversight and coordination of construction contracts.
- **Field Project Representation**
  - Onsite inspection by a Field Project Representative for approximately 3 hours per week (including travel time) during active construction for the duration of the projected contract period of performance (45 calendar days.)
  - Onsite inspection by the project team throughout the duration to attend periodic site visits, final walkthrough inspections, etc.
- **Reimbursable Expenses**
  - Includes construction materials testing, advertising expenses, and other reimbursable expenses.
  - Includes surveying services to be performed by a subconsultant.
  - Includes geotechnical investigation to be performed by a subconsultant.

**ENGINEERING COST**

The cost to perform the scope of services described above is as follows:

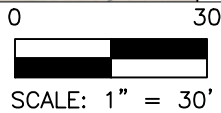
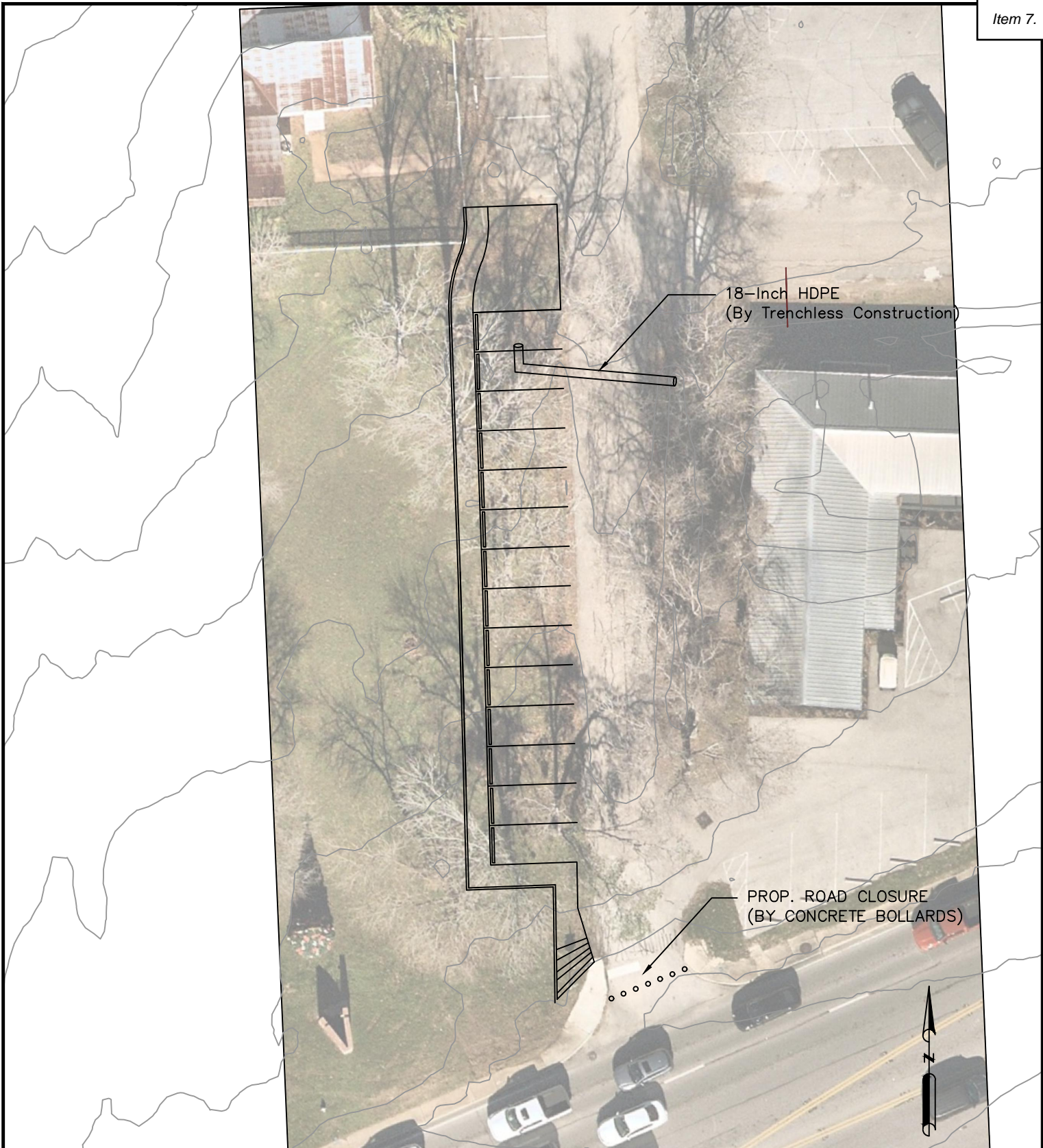
Preliminary Phase	\$ 4,500	(Time and Material)
Design Phase (Not including drainage)	\$ 22,500	(Time and Material)
Bid Phase	\$ 7,000	(Time and Material)
Construction Administration	\$ 8,000	(Time and Material)
Field Project Representation	\$ 7,000	(Time and Material)
Reimbursable Expenses	\$ 13,750	(Time and Material)

**WGA requests the City’s authorization to proceed with the design of the parking addition project along McCown St. on a time and materials basis, as described above, for a total estimated cost of \$62,750.**

**SCHEDULE**

Authorization to Proceed	1 Calendar Day*
Preliminary (Survey, TxDOT Discussions)	30 Calendar Days
Design	45 Calendar Days
Approvals & Permitting	45 Calendar Days
Bid Phase	30 Calendar Days
Contracts	21 Calendar Days
Construction	45 Calendar Days
<b>TOTAL DURATION</b>	<b>217 Calendar Days</b>

\*If approved, the effective start date is the day after authorization is received.



CITY OF MONTGOMERY

**McCOWN STREET PARKING**

JULY 2024

JOB No.  
00574-900-00

DRAWN BY: AKG

**WGA**

TEXAS REGISTERED ENGINEERING FIRM F-9756

2500 Tanglewilde, Suite 120 | 4526 Research Forest, Suite 360  
Houston, Texas 77063 | The Woodlands, Texas 77381  
713.789.1900 | 713.789.1900

**XHIBIT 1**



**Engineer's Opinion of Probable Cost**  
**McCown St Parking**  
**City of Montgomery**  
7/10/2024

Item No.	Description	Quantity	Unit	Unit Price	Cost
<b>General</b>					
1	Mobilization, Bonds, and Insurance	1	LS	\$ 5,000	5,000
2	Site Preparation & Restoration	1	LS	6,380	7,000
3	Traffic Control	1	LS	6,000	6,000
<b>Paving &amp; Drainage Items</b>					
4	18" HDPE Storm Pipe via Trenchless Construction	30	LF	165	5,000
5	Grading and Compaction with Import Fill	125	CY	85	11,000
6	2" Asphalt with 6" Crushed Concrete Base	280	SY	112	32,000
7	6" Concrete with Subgrade	50	SY	250	13,000
8	5' Concrete Sidewalk	195	LF	105	21,000
9	6" Curb Stops	14	EA	600	9,000
10	Bollards for Road Closure	1	LS	10,000	10,000
				<b>Subtotal</b>	\$ 109,000
				<b>Contingencies (20%)</b>	\$ 22,000
				<b>Engineering (Design, Constr., etc.)</b>	\$ 49,000
				<b>Reimbursable Expenses</b>	\$ 13,750
				<b>Total</b>	<b>\$ 193,750</b>

## Notes:

- 1 All values rounded up to the nearest thousand.
- 2 This estimate is based on my best judgement as a design professional familiar with the construction industry. We cannot and do not guarantee that bids will not vary from this cost estimate.

**Montgomery MEDC  
AGENDA REPORT**

<b>Meeting Date:</b> August 20, 2024	<b>Budgeted Amount:</b> \$0
<b>Department:</b> N/A	<b>Prepared By:</b> Dave McCorquodale

**Subject**

Review and discussion of Special Purpose Districts related to economic development.

**Recommendation**

No formal action needed.

**Discussion**

The city engineers will provide an overview of Special Purpose Districts that are commonly used for economic development purposes. Two of the most common districts used are Tax Increment Reinvestment Zones (TIRZ) and Municipal Management Districts (MMD). Special Districts are funded through property taxes or sales taxes collected within the defined area the makes up the district.

The next step if the Board wishes to pursue a Special Purpose District is to have a consultant provide a more in-depth presentation of the subject and refine a scope of work to base anticipated costs and benefits from.

**Approved By**

Director of Planning & Development	Dave McCorquodale	Date: 8/16/2024

**Montgomery MEDC  
AGENDA REPORT**

<b>Meeting Date:</b> August 20, 2024	<b>Budgeted Amount:</b> \$69,115
<b>Department:</b> N/A	<b>Prepared By:</b> Dave McCorquodale

**Subject**

Consideration and possible action on the final design documents as prepared by MERJE Design for the City of Montgomery, Texas Wayfinding Program.

**Recommendation**

Staff recommends reviewing the documents and acting as you see fit.

**Discussion**

The MEDC began a city-wide wayfinding project with Merje Design in late 2022/early 2023. The project consultants have submitted a 75%-complete project drawing set for review. Staff has reviewed and provided several small formatting comments to the design team that are immaterial to the project design.

The consultant will not be in attendance at the meeting. Staff will answer questions as possible at the meeting and get answers from the consultant to share with the Board.

**Approved By**

Director of Planning & Development	Dave McCorquodale	Date: 8/16/2024

# Montgomery, TX

Wayfinding Program

## DESIGN INTENT DRAWINGS

**R1- April 26, 2024**

**R2- August 16,2024 - FINAL**

merJe

ENVIRONMENTS & EXPERIENCES

5 W. Gay Street

West Chester, PA 19380

T 484.266.0648

[www.merjedesign.com](http://www.merjedesign.com)

Section 1 – SIGN SYSTEM STANDARDS

- A. Graphic Standards
  - Typography Specifications.....A.1
  - Project Artwork.....A.5
  - Color Chart .....A.6
- B. Placement Guidelines
  - Vehicular Signage .....B.1
  - Lateral Clearance.....B.2

Section 2 – SIGNAGE DRAWINGS

- C. Menu of Sign Types
  - Sign Overview Menu .....C.1
- D. Design Intent Drawings
  - GATE.1.....D.1
  - GATE.2 .....D.2
  - VDIR.1.....D.3
  - VDIR.2.....D.4
  - VDIR.3 .....D.5
  - VDIR.4 .....D.6
  - VDIR.5.....D.7
  - VDIR.6 .....D.8
  - VDIR.3 TXDOT.....D.9
  - VDIR.5 TXDOT.....D.10
  - VDIR.6 TXDOT.....D.11
  - RES.1 .....D.12
  - PARK.ID.1 .....D.13
  - PARK.2 .....D.14
  - PARK.ID.2.....D.15
  - KIOSK.1 .....D.16
- E. Graphic Layouts
- F. Construction Details
  - Section Details .....F.1
  - TRANSPO PoleSafe Details .....F.4
  - Decorative Base Details .....F.7
  - TXDOT SlipBase Details .....F.8
  - Match Plate Details.....F.9
  - Footer Placement.....F.10
  - Vinyl Application.....F.11
  - KIOSK Sections.....F.12
  - Base Details .....F.13
  - GATE Sections.....F.14
  - Product Details .....F.15
  - Product Details .....F.16

Section 3 – TECHNICAL SPECS (Appendix)

# Table of Contents



**SECTION 1** | Sign System Standards

# **A** | Graphic Standards

**TYPEFACE FOR: VEHICULAR GUIDE SIGNS**

Clearview Highway  
 ABCDEFGHIJKLMNOPQRSTUVWXYZ  
 abcdefghijklmnopqrstuvwxyz  
 1234567890 " ! @ # \$ % ^

Amongst the several mechanical Arts that have engaged my attention, there is no one which I have pursued with so much steadiness and pleasure, as that of Letter Founding.

<p><b>Downtown</b> acceptable</p>	<p><b>Downtown</b> NOT acceptable</p>	<p><b>Downtown</b> NOT acceptable</p>
<p><b>123A</b> acceptable</p>	<p><b>123A</b> NOT acceptable</p>	<p><b>123A</b> NOT acceptable</p>


**SPECIFICATIONS**


The Clearview typeface is the required message font for vehicular sign types

All type shall be set exactly as specified. Substitutions will only be accepted, at the DESIGNER'S discretion, where they match the specified typeface in every detail. The FABRICATOR should be aware that different versions of typesetting equipment may not satisfactorily match specified typefaces and in such instances will not be acceptable.


Sometimes the Foot mark is mistaken for an apostrophe and an inch mark is mistaken for quotations. Below are examples of correct and incorrect apostrophes for each typeface.

**Clearview Highway**

 This apostrophe is CORRECT.  
**PARK'S**

 This apostrophe is INCORRECT.  
**PARK'S**

**NOTES**

ENVIRONMENTS & EXPERIENCES   5 W. Gay Street West Chester, PA 19380 T 484.266.0648 <a href="http://www.merjedesign.com">www.merjedesign.com</a>		CLIENT / PROJECT	
		<b>Montgomery, TX</b> Wayfinding Program	
SUBCONSULTANT		PROJECT NO.	
DATE	DRAWN BY:	SHEET TITLE	
4/26/24	KRD		
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.	REVISIONS	<b>Typography Specifications</b>	
			8/16/24
		SHEET NO.	

**TYPEFACE FOR: GATEWAYS / IDENTIFICATION**

**Avenir Next Bold**

**ABCDEFGHIJKLMNOPQRSTUVWXYZ**

**abcdefghijklmnopqrstuvwxyz**

**1234567890 “!@#\$%^**

**Amongst the several mechanical arts that have engaged my attention, there is no one which I have pursued with so much steadiness and pleasure, as that of Letter Founding.**

**Downtown**  
acceptable

**Downtown**  
NOT acceptable

**Downtown**  
NOT acceptable

**123A**  
acceptable

**123A**  
NOT acceptable

**1 2 3 A**  
NOT acceptable

**SPECIFICATIONS**

**The Avenir Bold typeface is the required message font for Gateway and ID Sign Types**

**All type shall be set exactly as specified. Substitutions will only be accepted, at the DESIGNER'S discretion, where they match the specified typeface in every detail. The FABRICATOR should be aware that different versions of typesetting equipment may not satisfactorily match specified typefaces and in such instances will not be acceptable.**

Sometimes the Foot mark is mistaken for an apostrophe and an inch mark is mistaken for quotations. Below are examples of correct and incorrect apostrophes for each typeface.

**Avenir Next Bold**

**/'** This apostrophe is CORRECT.  
**PARK'S**

**✕'** This apostrophe is INCORRECT.  
**PARK'S**

**NOTES**

ENVIRONMENTS & EXPERIENCES  <b>merJe</b> 5 W. Gay Street West Chester, PA 19380 T 484.266.0648 <a href="http://www.merjedesign.com">www.merjedesign.com</a>	CLIENT / PROJECT  <b>Montgomery, TX</b> Wayfinding Program
	PROJECT NO.

SUBCONSULTANT		SHEET TITLE  <b>Typography Specifications</b>
DATE 4/26/24	DRAWN BY: KRD	
REVISIONS 8/16/24		SHEET NO.
<small>These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.</small>		

**TYPEFACE FOR: GATEWAYS / IDENTIFICATION**

Avenir Next Regular  
 ABCDEFGHIJKLMNOPQRSTUVWXYZ  
 abcdefghijklmnopqrstuvwxyz  
 1234567890 " ! @ # \$ % ^

Amongst the several mechanical arts that have engaged my attention, there is no one which I have pursued with so much steadiness and pleasure, as that of Letter Founding.

Downtown	Downtown	Downtown
acceptable	NOT acceptable	NOT acceptable

123A	123A	123A
acceptable	NOT acceptable	NOT acceptable

**SPECIFICATIONS**


The Avenir Regular typeface is the required message font for Gateway and ID Sign Types

All type shall be set exactly as specified. Substitutions will only be accepted, at the DESIGNER'S discretion, where they match the specified typeface in every detail. The FABRICATOR should be aware that different versions of typesetting equipment may not satisfactorily match specified typefaces and in such instances will not be acceptable.


Sometimes the Foot mark is mistaken for an apostrophe and an inch mark is mistaken for quotations. Below are examples of correct and incorrect apostrophes for each typeface.

**Avenir Next Regular**

 This apostrophe is CORRECT.  
 PARK'S

 This apostrophe is INCORRECT.  
 PARK'S

**NOTES**

ENVIRONMENTS & EXPERIENCES   5 W. Gay Street West Chester, PA 19380 T 484.266.0648 <a href="http://www.merjedesign.com">www.merjedesign.com</a>		CLIENT / PROJECT  <b>Montgomery, TX</b> Wayfinding Program
SUBCONSULTANT		PROJECT NO.
DATE	DRAWN BY:	SHEET TITLE
4/26/24	KRD	
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.		<b>Typography Specifications</b>
REVISIONS 8/16/24		
		SHEET NO.

### LETTER-SPACING

Inconsistencies in Letter Spacing

TYPEFACE 1

# City Hall

Corrected Letter Spacing

TYPEFACE 1

# City Hall

**IMPORTANT: Individual spacing of each letter needs to be evaluated.** See Examples Above.  
Kern all Copy so that **each character is optically centered** between the center of each of the surrounding characters.

### SIGN TEXT STANDARDS

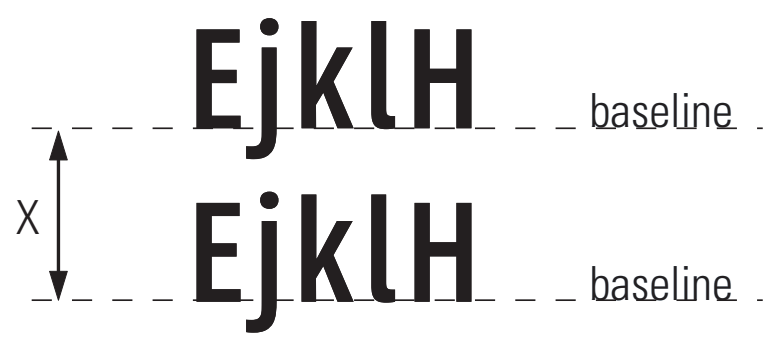
#### COPY HEIGHT

When measuring copy height, measure only the height of the Capital letters to determine your overall copy height (shown in illustration below as "X")  
Some of the other letters have an extended height beyond the average height of the letters.



#### LINE SPACING

When measuring line spacing, always measure from the baseline of the topmost text line to the baseline of the text line below (shown as "X")



**SPECIFICATIONS**

Individual spacing of each letter needs to be evaluated. All copy shall be kerned so that each character is optically centered between the center of each of the surrounding characters.

**NOTES**

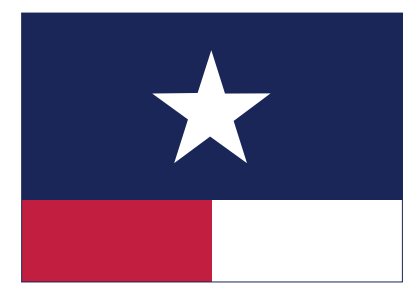
ENVIRONMENTS & EXPERIENCES <b>merje</b> 5 W. Gay Street West Chester, PA 19380 T 484.266.0648 <a href="http://www.merjedesign.com">www.merjedesign.com</a>		CLIENT / PROJECT <b>Montgomery, TX</b> Wayfinding Program
SUBCONSULTANT		PROJECT NO.
DATE 4/26/24	DRAWN BY: KRD	SHEET TITLE <b>Typography Specifications</b>
<small>These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.</small>		
REVISIONS 8/16/24		SHEET NO.

## LOGO ELEMENTS / ENHANCEMENT MARKERS

Utilized in Vehicular & Pedestrian signage



Star Logo



Flag Pattern



Header Band

## PICTOGRAPH

Utilized in Vehicular & Pedestrian signage



Library



Shopping



Food



Information



Parking



Pedestrian Trail



Playground



Covered Picnic Area



Baseball



Basketball



Volleyball

## ARROWS

Utilized in Vehicular Directional signage



Left Arrow



Up-Left Arrow



Straight Arrow



Up-Right Arrow



Right Arrow



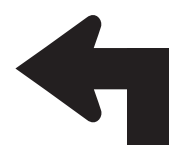
Straight Arrow



Left Arrow



Right Arrow



Straight-Left Arrow



Up-Straight-Left Arrow



Up-Straight-Right Arrow



Straight-Right Arrow

### Arrow Sequence

When multiple directions are required on a sign, the following directional hierarchy shall take precedent. See example above.

## SPECIFICATIONS

All artwork pictured on this page will be provided to the sign fabricator by the designer and/or client. This artwork must be used for all sign applications in this provided documentation. **Do NOT substitute with any other artwork!**


## NOTES








ENVIRONMENTS & EXPERIENCES  <b>merje</b> 5 W. Gay Street West Chester, PA 19380 T 484.266.0648 <a href="http://www.merjedesign.com">www.merjedesign.com</a>		CLIENT / PROJECT  <b>Montgomery, TX</b> Wayfinding Program
SUBCONSULTANT		PROJECT NO.
DATE	4/26/24	SHEET TITLE
DRAWN BY:	KRD	
REVISIONS	8/16/24	<b>Project Artwork</b>  SHEET NO.
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.		

**SPECIFICATIONS**



The FABRICATOR must submit three (3) identical sets of each color specified for approval prior to any painting. Sample paint swatches must be produced on .080" aluminum sheet, approximately 3" x 6", including primer and free of defects. Sample material swatches should be the same approximate size. Samples MUST have project and color specifications attached to back side.

The colors must look exactly the same every time they are used so that people associate them with the Wayfinding Program. All media, vinyl, paint, and inks must be produced so that the colors match as specified on this page.

R REFLECTIVE VINYL	NAME	SPECIFICATION	APPLICABLE	PROCESS
R1		White 3M High Intensity Prismatic Reflective Sheeting 3930 Color: White	Standard for System (typ.)	Knockout White: Background and Characters 3M custom inks direct to 3930 with 3M approved Clear UV/Graffiti overlamine. *Applied according to Manufacturers Spec to aluminum sheet.
R2		Charcoal 3M High Intensity Prismatic Reflective Sheeting 3930 Color Match: PANTONE 446C	Standard for System (typ.)	Custom Color: Background and Characters 3M custom inks direct to 3930 with 3M approved Clear UV/Graffiti overlamine. *Applied according to Manufacturers Spec to aluminum sheet.
R3		Texas Red 3M High Intensity Prismatic Reflective Sheeting 3930 Color Match: PANTONE 193C	Standard for System (typ.)	Custom Color: Background and Characters 3M custom inks direct to 3930 with 3M approved Clear UV/Graffiti overlamine. *Applied according to Manufacturers Spec to aluminum sheet.
R4		Texas Navy 3M High Intensity Prismatic Reflective Sheeting 3930 Color Match: PANTONE 281C	Standard for System (typ.)	Custom Color: Background and Characters 3M custom inks direct to 3930 with 3M approved Clear UV/Graffiti overlamine. *Applied according to Manufacturers Spec to aluminum sheet.
R5		Park Green 3M High Intensity Prismatic Reflective Sheeting 3930 Color Match: PANTONE 575C	Standard for System (typ.)	Custom Color: Background and Characters 3M custom inks direct to 3930 with 3M approved Clear UV/Graffiti overlamine. *Applied according to Manufacturers Spec to aluminum sheet.
R6		Park Brown 3M High Intensity Prismatic Reflective Sheeting 3930 Color Match: PANTONE 477C	Standard for System (typ.)	Custom Color: Background and Characters 3M custom inks direct to 3930 with 3M approved Clear UV/Graffiti overlamine. *Applied according to Manufacturers Spec to aluminum sheet.
R7		Black 3M High Intensity Prismatic Reflective Sheeting 3930 Color Match: PANTONE BLACK	Standard for System (typ.)	Custom Color: Background and Characters 3M custom inks direct to 3930 with 3M approved Clear UV/Graffiti overlamine. *Applied according to Manufacturers Spec to aluminum sheet.


P PAINTS	NAME	SPECIFICATION	APPLICABLE	PROCESS
R1		White Color Match: Pantone® white	Standard for System (typ.)	Surface applied, exterior sign paint and protective top coat: MATTHEWS Acrylic Polyurethane with Clear Coat Satin finish. Corrosion resistant primer, color coat, and clear anti-graffiti topcoat to seal and protect the entire system. *
R2		Charcoal Color Match: PANTONE 446C	Standard for System (typ.)	Surface applied, exterior sign paint and protective top coat: MATTHEWS Acrylic Polyurethane with Clear Coat Satin finish. Corrosion resistant primer, color coat, and clear anti-graffiti topcoat to seal and protect the entire system. *
R3		Texas Red Color Match: PANTONE 193C	Standard for System (typ.)	Surface applied, exterior sign paint and protective top coat: MATTHEWS Acrylic Polyurethane with Clear Coat Satin finish. Corrosion resistant primer, color coat, and clear anti-graffiti topcoat to seal and protect the entire system. *
R4		Texas Navy Color Match: PANTONE 281C	Standard for System (typ.)	Surface applied, exterior sign paint and protective top coat: MATTHEWS Acrylic Polyurethane with Clear Coat Satin finish. Corrosion resistant primer, color coat, and clear anti-graffiti topcoat to seal and protect the entire system. *
R5		Park Green Color Match: PANTONE 575C	Standard for System (typ.)	Surface applied, exterior sign paint and protective top coat: MATTHEWS Acrylic Polyurethane with Clear Coat Satin finish. Corrosion resistant primer, color coat, and clear anti-graffiti topcoat to seal and protect the entire system. *
R6		Park Brown Color Match: PANTONE 477C	Standard for System (typ.)	Surface applied, exterior sign paint and protective top coat: MATTHEWS Acrylic Polyurethane with Clear Coat Satin finish. Corrosion resistant primer, color coat, and clear anti-graffiti topcoat to seal and protect the entire system. *
R7		Black Color Match: PANTONE BLACK	Standard for System (typ.)	Surface applied, exterior sign paint and protective top coat: MATTHEWS Acrylic Polyurethane with Clear Coat Satin finish. Corrosion resistant primer, color coat, and clear anti-graffiti topcoat to seal and protect the entire system. *

\* MUST comply with MUTCD section Table 2A-3 – Minimum maintained retroreflectivity levels. Approved process: Durst RHO 161 TS printer. Sherine Industries: (604) 513-1887.  
NOTE: All 3M products are to be processed and applied according to 3M specifications. The seaming of material is NOT preferred. If the height of a sign panel is greater than 48 inches, the 3M 3930 material should be oriented vertically with stripes at 0 degrees, to avoid the seaming of material. If seaming is required, it should occur at the rule line or between messages.

M MATERIALS	NAME	SPECIFICATION	APPLICABLE	PROCESS
M1		Masonry Base Austin Limestone-Sawn Face Veneer-Cream-Split Face Pattern-Chopped Stone Surface	Gateway Signage, Kiosk, ParkID	Stone Surfacing over Concrete / CMU Base Use mortar at all joints
M2		Capstone COLOR: Baja C-015 / FINISH: Smooth	Gateway Signage, Kiosk, ParkID	2" Empire Pre-Cast Concrete Cap installed on top of Masonry Base. Use mortar at all joints

**NOTES**

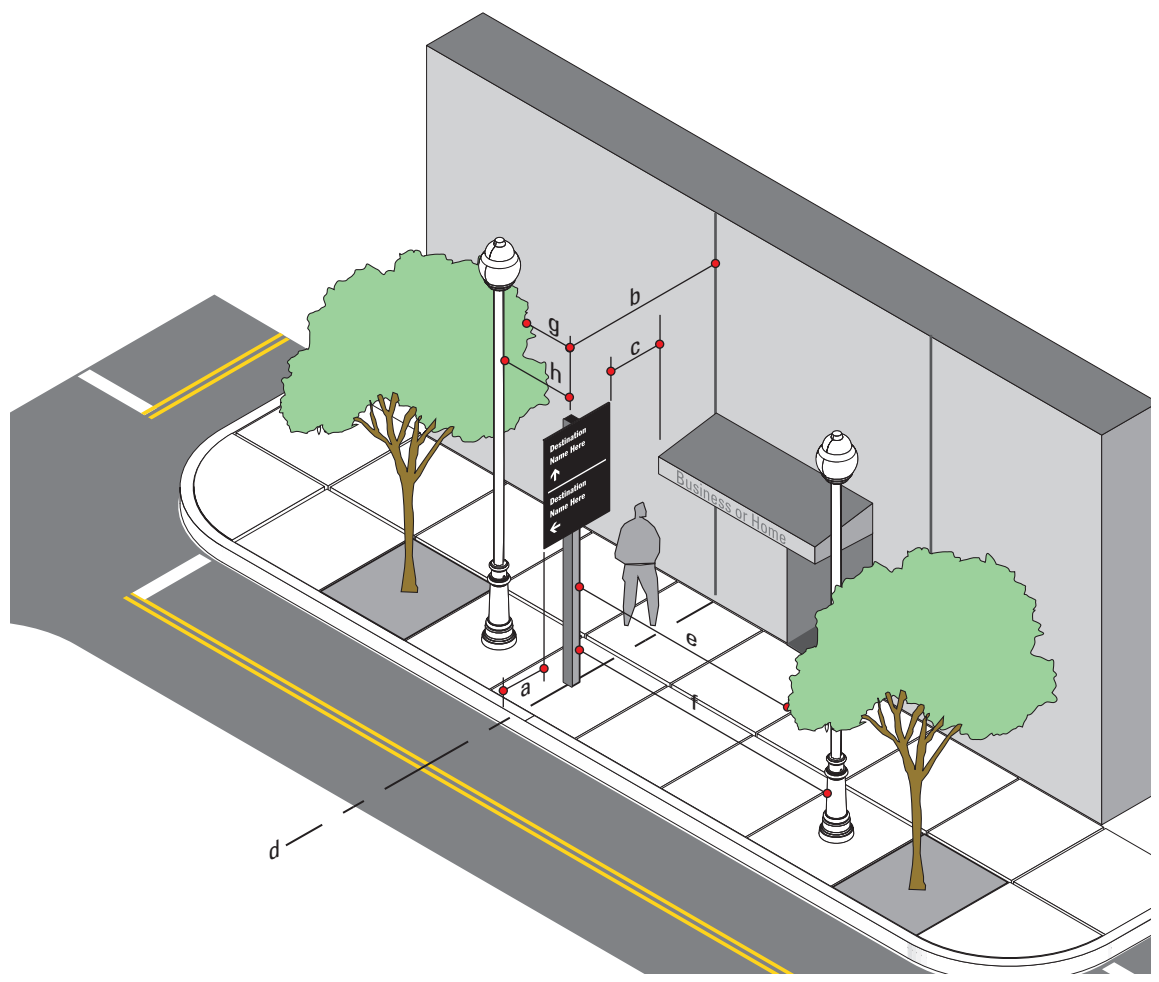
---

ENVIRONMENTS & EXPERIENCES   5 W. Gay Street West Chester, PA 19380 T 484.266.0648 <a href="http://www.merjedesign.com">www.merjedesign.com</a>	CLIENT / PROJECT
	Montgomery, TX Wayfinding Program
PROJECT NO.	
SUBCONSULTANT	
DATE	SHEET TITLE
4/26/24	Color Chart
DRAWN BY: KRD  REVISIONS 8/16/24	SHEET NO.
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.	



## **B** | Placement Guidelines

Figure 1  
Not to Scale



SIGN TYPE	MEASURE	PREFERRED DISTANCE	MINIMUM DISTANCE
a	Distance from Edge of Sign Panel to Edge of Curb	2'-0" or more	1' - 0"
b	Distance from Sign Post to Nearest Obstruction	4' - 0" or more	3' - 0"
c	Distance from Edge of Sign Panel to Nearest Overhead Obstruction	4' - 0" or more	1' - 0"
d	Sign Placement in Relation to Adjacent Building	align to building Edge	Do Not obstruct Entrance
e	Distance from Face of Sign to Nearest Tree Branch	20' - 0" or more	15' - 0"
f	Distance from Face of Sign to Nearest Utility Pole	15' - 0" or more	10' - 0"
g	Distance from Back of Sign to Nearest Tree Branch	8' - 0" or more	3' - 0"
h	Distance from Back of Sign to Nearest Utility Pole	15' - 0" or more	10' - 0"

Measurements and Distances shown are guidelines only prevailing local and state codes shall supersede information presented.

**SPECIFICATIONS**

**FIGURE 1 - Lateral Clearance Guidelines**

Within some of the Downtown areas of the Wayfinding Project, urban conditions and narrow sidewalks may cause deviation from the standards articulated in the previous figures. Conditions may include less lateral clearance for the 2'-0" or 5'-0" preferred distance from edge of sign panel to curb, or placement at 2'-0" or 5'-0" would create an obstacle (i.e. post positioned in middle of the side walk) or create situations of non-compliance to ADA clearances.

In these cases guidelines must be consistent with MUTCD Section 2A.19 options for urban areas.

Suggested recommendations for relocation of signs if placement is in conflict with guidelines.

**OPTION A:** Position the sign at a minimum of 2'-0" or 5'-0" (face of curb to edge of sign panel) as required.

**OPTION B:** If the sign can be moved, without disrupting routing or sequencing, then it should be repositioned to achieve the 2'-0" or 5'-0" min.

If 2'-0" is not physically possible, then the following options should be allowed:

**OPTION C:** The sign set back should be position at 1'-6". If that is not possible then...

**OPTION D:** Utilize a minimum 1'- 0", in accordance with MUTCD, only as a final option.

**NOTES**

ENVIRONMENTS & EXPERIENCES  
**merje**  
5 W. Gay Street  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

CLIENT / PROJECT  
**Montgomery, TX**  
Wayfinding Program

SUBCONSULTANT

DATE 4/26/24

DRAWN BY: KRD

These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.

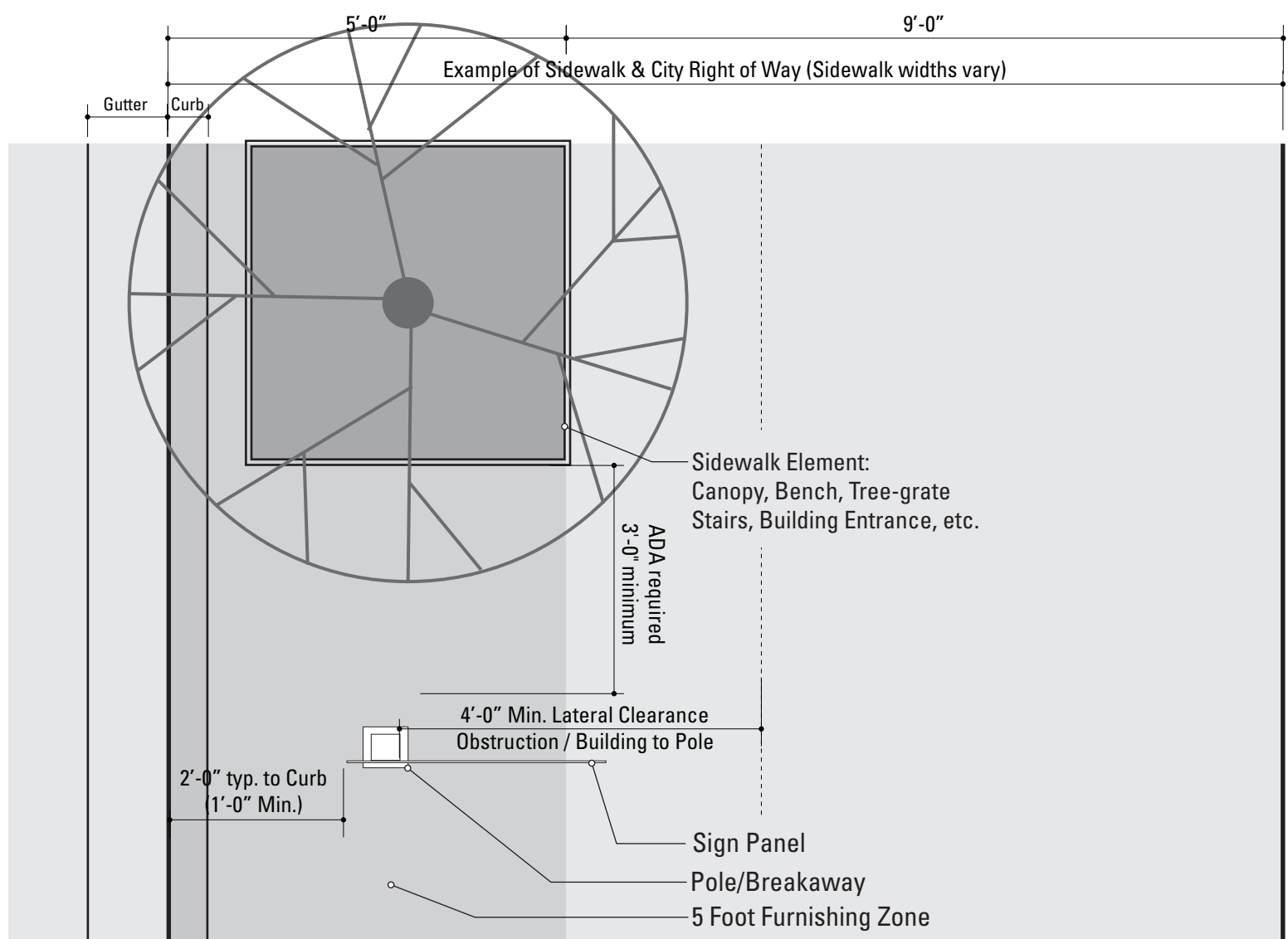
REVISIONS 8/16/24

PROJECT NO.

SHEET TITLE

**Sign Placement Guidelines**

SHEET NO.



**NOTE:**

All locations shall be installed within the City ROW. If during the initial survey it is determined any part of the sign (pole or panel) extends outside of the City's Right of Way vertical plane and into private property, the installer must notify the city prior to fabrication/installation.

**1** Reference View: Example - 5 foot Furnishing Zone / City Right of Way  
SCALE: Not To Scale

Note: Top View of VDIR.1-3 shown as example.

**Figure 2**  
Not to Scale

Unless approved by the Client or its designated agent, all signs shall be installed to the right of the direction of traffic and where sufficient space is available.

(a) Signs shall be located to take advantage of natural terrain, to minimize impacts on scenic environment and to avoid visual conflicts with other signs, trees and lampposts within the town's right-of-way.

(b) Signs shall be located so as not to interfere with, obstruct or divert driver's attention from any other Official Traffic Control Device. Other Official Traffic Control Devices placed at intersection approaches, subsequent to the placement of a Wayfinding Sign, shall have precedence as to location and may require the relocation of the Wayfinding Sign. In the locations where Official Traffic Control Devices are integrated into the Wayfinding Signage System, the Official Traffic Control Devices shall take precedence with regard to order, space and location, over other information.

(c) Wayfinding Signs shall be positioned in such a manner that does not restrict driver's attention or view when making turns or driving through an intersection.

(d) There shall be a goal of one sign per block, although two are permissible, where necessary.

The following pages illustrate installation guidelines for the location and spacing of the various sign types and the lateral clearance guidelines.

**SPECIFICATIONS**

**FIGURE 2 - Lateral Clearance Guidelines**

Within some of the Downtown areas, urban conditions and narrow sidewalks may cause deviation from the standards articulated in the previous figures. Conditions may include less lateral clearance for the 2'-0" or 5'-0" preferred distance from edge of sign panel to curb, or placement at 2'-0" or 5'-0" would create an obstacle (i.e. post positioned in middle of the side walk) or create situations of non-compliance to ADA clearances.

**NOTES**

ENVIRONMENTS & EXPERIENCES		CLIENT / PROJECT	
merJE		5 W. Gay Street West Chester, PA 19380 T 484.266.0648 <a href="http://www.merjedesign.com">www.merjedesign.com</a>	
		<p><b>Montgomery, TX</b> Wayfinding Program</p>	
SUBCONSULTANT		PROJECT NO.	
DATE	4/26/24	SHEET TITLE	
DRAWN BY: KRD		<p><b>Sign Placement Guidelines</b></p>	
REVISIONS 8/16/24			
<p>These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.</p>		SHEET NO.	
		<b>B.2</b>	

## **C** | Menu of Sign Types

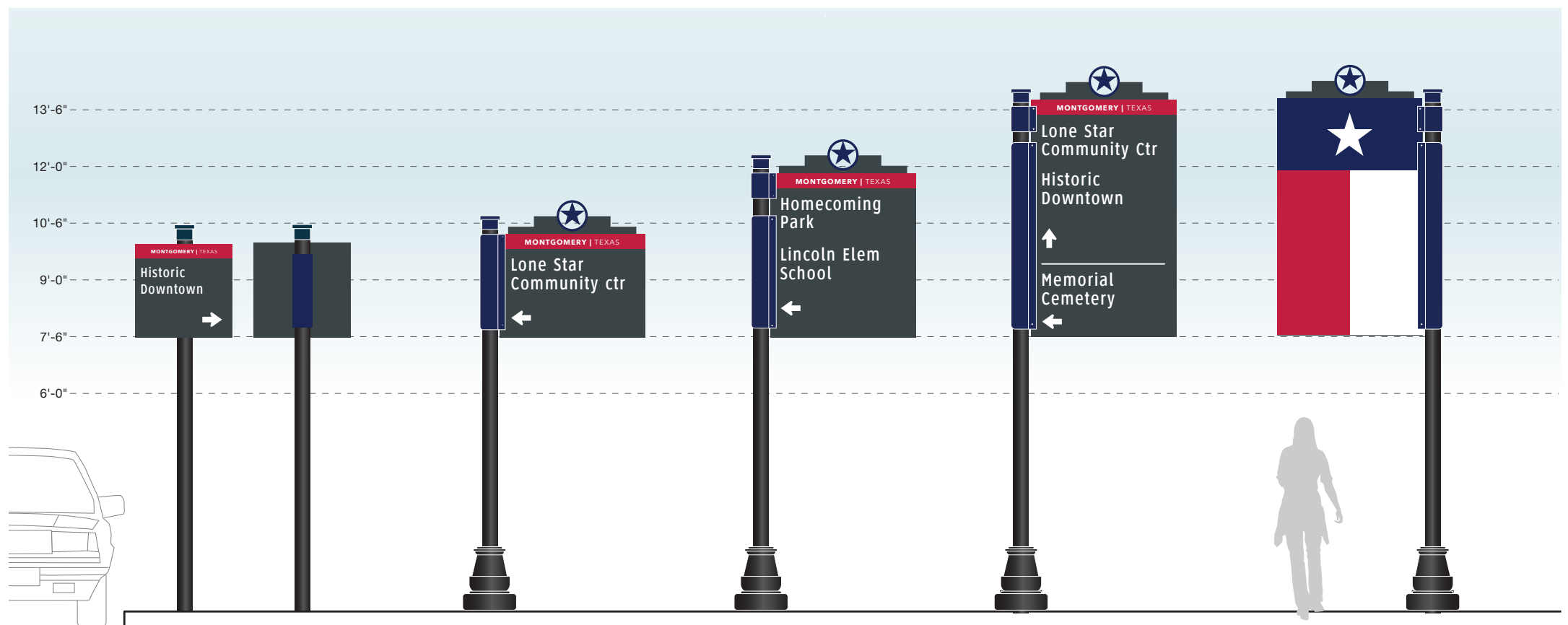
**SPECIFICATIONS**



Scale: 3/8"=1'-0"

**GATE.1**  
Large Gateway  
Double Sided

**GATE.2**  
Gantry Gateway  
Double Sided



Scale: 3/8"=1'-0"

**RES.1**  
Vehicular Directional  
(Low Speed - 25 MPH & Less)

**VDIR.1**  
Vehicular Directional  
(Low Speed - 25 MPH & Less)

**VDIR.2**  
Vehicular Directional  
(Low Speed - 25 MPH & Less)

**VDIR.3**  
Vehicular Directional  
(Low Speed - 25 MPH & Less)

**VDIR.1-3**  
Reverse View - Typ.

- NOTES:**
1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
  2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
  3. Hardware: All exposed hardware shall be tamper proof fasteners.
  4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

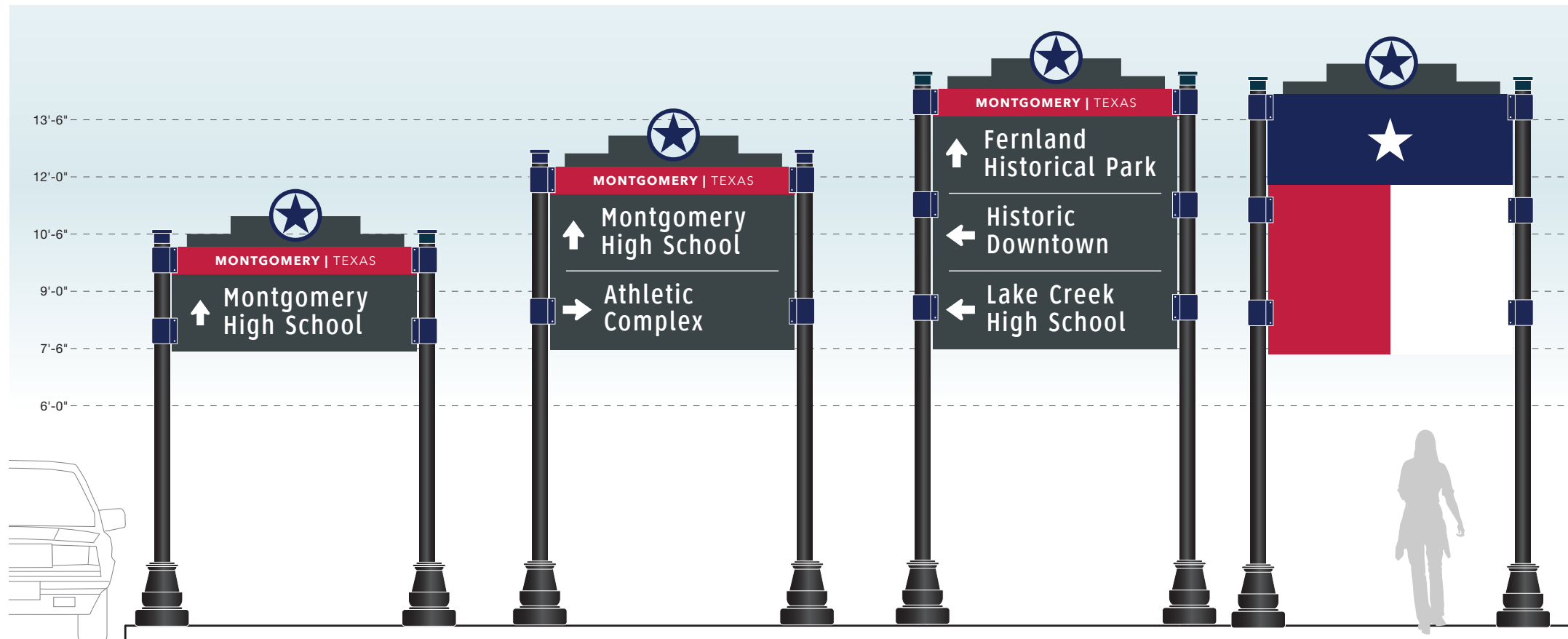
ENVIRONMENTS & EXPERIENCES

**merJe**

5 W. Gay Street  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE 4/26/24	CLIENT / PROJECT <b>Montgomery, TX</b> Wayfinding Program
DRAWN BY: KRD	PROJECT NO.
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.	SHEET TITLE <b>Overview Gateway / Vehicular Signs</b>
	SHEET NO.
REVISIONS 8/16/24	

**SPECIFICATIONS**

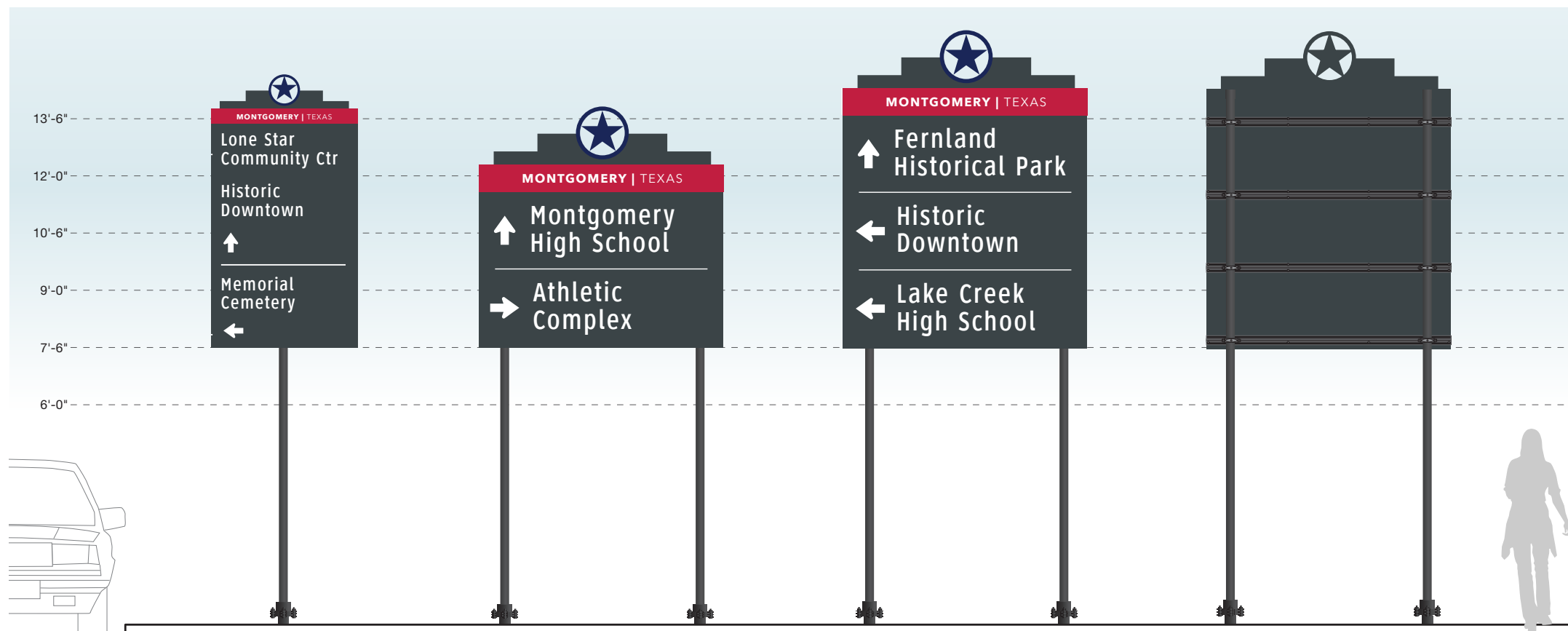


Scale: 3/8"=1'-0"  
**VDIR.4**  
 Vehicular Directional  
 (High Speed - 25 MPH & Less)

**VDIR.5**  
 Vehicular Directional  
 (High Speed - 25 MPH & Less)

**VDIR.6**  
 Vehicular Directional  
 (High Speed - 25 MPH & Less)

**VDIR.4-6**  
 Reverse View - Typ.



Scale: 3/8"=1'-0"  
**VDIR.3 TXDOT**  
 Vehicular Directional  
 (Low Speed - 25 MPH & Less)

**VDIR.5 TXDOT**  
 Vehicular Directional  
 (Low Speed - 25 MPH & More)

**VDIR.6 TXDOT**  
 Vehicular Directional  
 (Low Speed - 25 MPH & More)

**VDIR.3-6 TXDOT**  
 Reverse View - Typ.

- NOTES:**
1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
  2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
  3. Hardware: All exposed hardware shall be tamper proof fasteners.
  4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

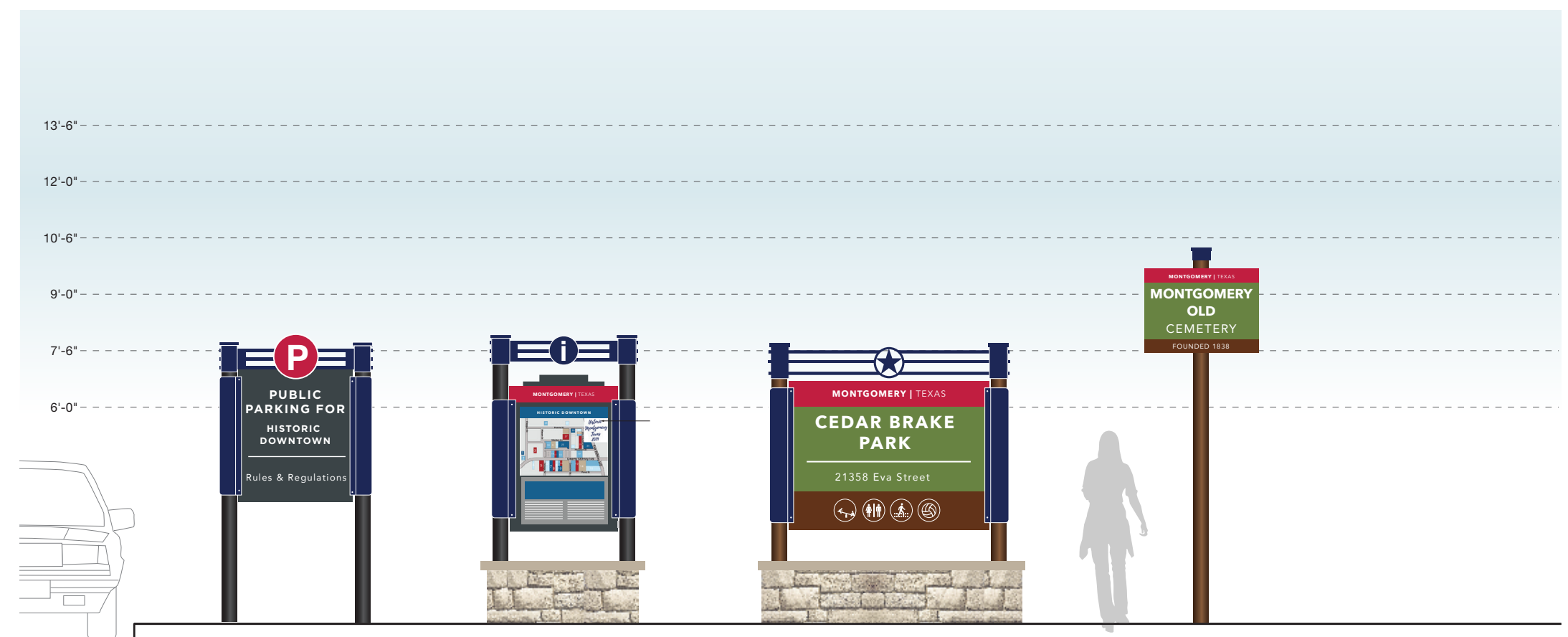
ENVIRONMENTS & EXPERIENCES

**merJe**

5 W. Gay Street  
 West Chester, PA 19380  
 T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE 4/26/24	CLIENT / PROJECT  <b>Montgomery, TX</b> Wayfinding Program
DRAWN BY: KRD	
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.	
REVISIONS 8/16/24	PROJECT NO.
	SHEET TITLE  <b>Overview Vehicular Signs</b>
	SHEET NO.

**SPECIFICATIONS**



Scale: 3/8"=1'-0"

**PARK.2**  
Parking Lot ID  
Double Sided

**KIOSK.1**  
Pedestrian Information  
Double Sided

**PARK.ID.1**  
Park Identification (Large)  
Double Sided

**PARK.ID.2**  
Recreational ID (Small)  
Double Sided

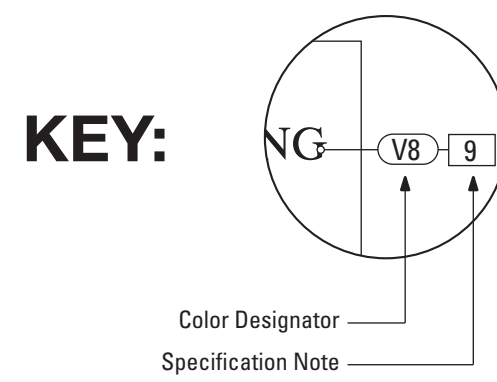
- NOTES:**
1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
  2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
  3. Hardware: All exposed hardware shall be tamper proof fasteners.
  4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES

**merJe**

5 W. Gay Street  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE 4/26/24	CLIENT / PROJECT  <b>Montgomery, TX</b> Wayfinding Program
DRAWN BY: KRD	
<p>These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.</p>	PROJECT NO.
REVISIONS 8/16/24	SHEET TITLE  <b>Overview Parking / Kiosk Signs</b>
	SHEET NO.



The Color Designator Chart is found in the Graphic Standards section.  
The Specification Notation is found on the same page as the drawings.

# D | Design Intent Drawings



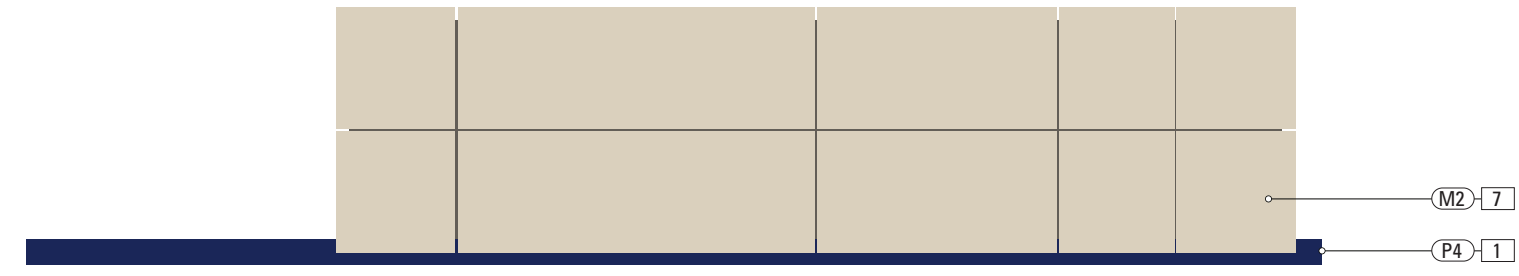
**SECTION 2** | Signage Drawings

- 1. SIGN FRAME**  
 MATERIAL: .5" x 5" Alum. Tube Frame w/ 4" Internal Frame Dividers  
 FABRICATION PROCESS: Custom Fabricated w/ all welds ground smooth  
 SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish  
 FASTENERS: Secure Sign Frame to Masonry Base w/ Mounted Angle Bracket
- 2. SIGN FACE**  
 MATERIAL: 3" D, .125" Thk. Fabricated Alum. construction inlay sign panels to Sign Frame  
 FABRICATION PROCESS: Custom Fabricated  
 EDGES: Smooth  
 SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
 FASTENERS: Secure to interior returns of Sign Frame w/ concealed fasteners
- 3. LETTERING - 01**  
 MATERIAL: Aluminum Lettering, 1/2" thk.  
 FABRICATION PROCESS: Custom router cut  
 COLOR: Custom, as noted  
 SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
 FASTENERS: Bonded to surface of Sign Face
- 4. LETTERING - 02**  
 MATERIAL: Aluminum Lettering, 1/4" thk.  
 FABRICATION PROCESS: Custom router cut  
 COLOR: Custom, as noted  
 SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
 FASTENERS: Bonded to surface of Sign Face
- 5. STAR LOGO**  
 MATERIAL: Fabricated Aluminum, 5" D  
 FABRICATION PROCESS: Custom Fabricated  
 FINISH: Satin Brushed Aluminum  
 SURFACE PROCESS: Mechanical Finish, Brushed Satin w/ Vertical Grain  
 FASTENERS: Secure to interior returns of Sign Frame w/ concealed fasteners
- 6. MASONRY BASE**  
 SURFACING: Austin Limestone Sawn Face Veneer-Cream-Split Face Pattern-Choped Stone Surface  
 BASE: CMU block with reinforced concrete footer below grade
- 7. CAPSTONE**  
 MATERIAL: 2-Piece Empire Cast Concrete Cap  
 Color: Baja C-015 / Finish: Smooth
- 8. PLANTINGS**  
 Low-lying (12"-18" Mx.) Ground Plantings at base of sign - by Client / GC
- 9. GROUND LIGHTING**  
 Hadco B9 FlexScape LED B9-D-W-A-SP1 3000k Warm White / Black Finish (19w / 155mA / 1903 LM. ea.)  
 120VAC Line Voltage Supply within 5' of location  
 Provide Photocell w/ Timer for On-Off Operation

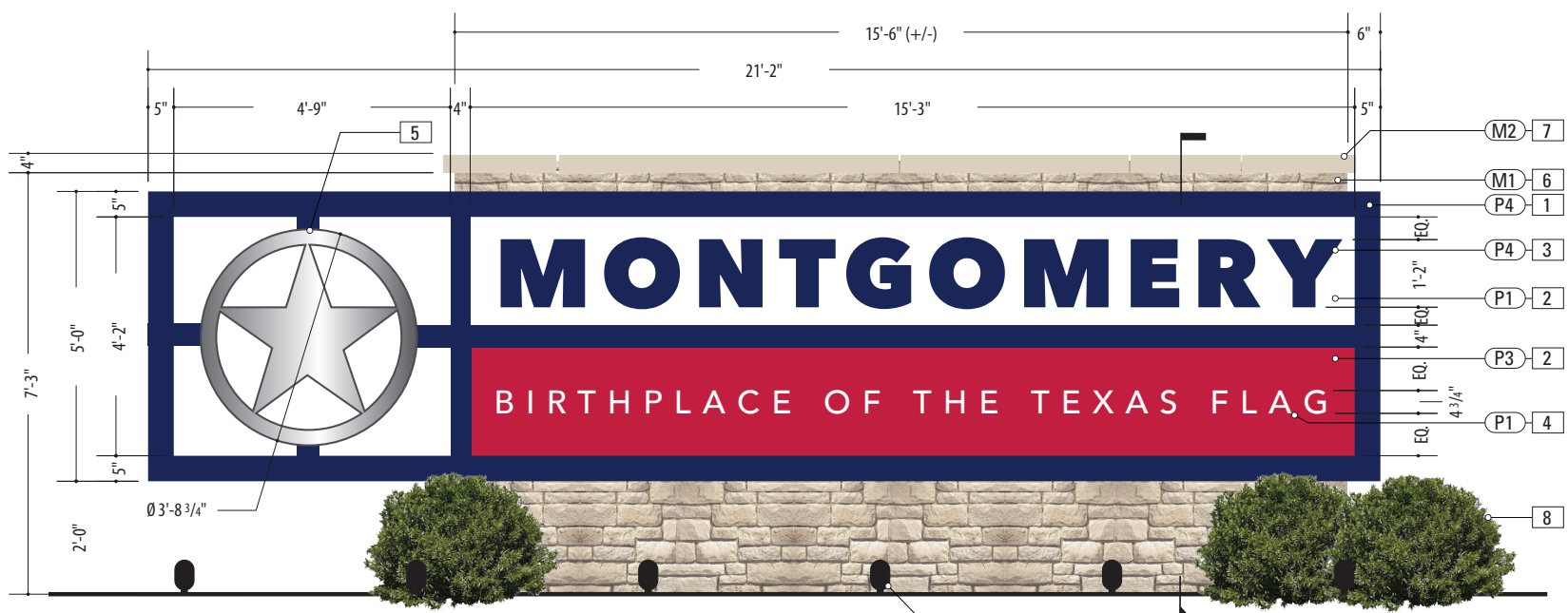
**NOTES**

1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
3. Hardware: All exposed hardware shall be tamper proof fasteners.
4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

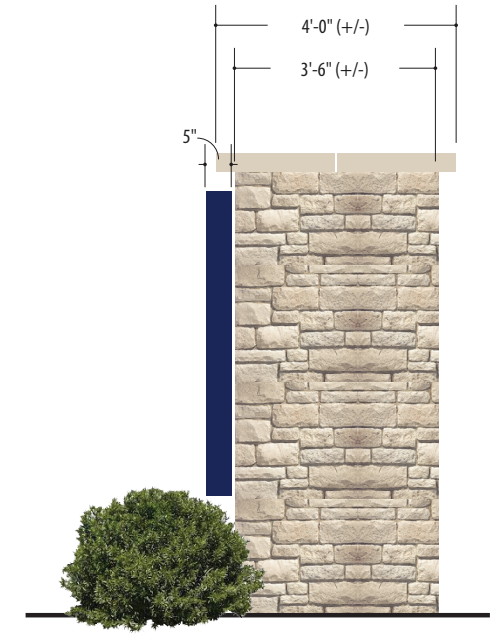
ENVIRONMENTS & EXPERIENCES  		CLIENT / PROJECT  <p style="text-align: center;"><b>Montgomery, TX</b> Wayfinding Program</p>
5 W. Gay Street West Chester, PA 19380 T 484.266.0648 <a href="http://www.merjedesign.com">www.merjedesign.com</a>		PROJECT NO.  SHEET TITLE  <p style="text-align: center;"><b>GATE.1</b> <b>Gateway ID</b></p>
SUBCONSULTANT  DATE      4/26/24  DRAWN BY:      KRD  REVISIONS      8/16/24		SHEET NO.
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.		SHEET NO.



Plan View



**1** Front View: GATE.1  
SCALE: 3/8" = 1'-0"



Side View

- 1. SUPPORT POST**  
 MATERIAL: 5" Dia. Alum. tube, .5" wall  
 FABRICATION PROCESS: Extruded  
 EDGES: Smooth  
 COLOR: Custom, as noted  
 SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
 FOOTER: Welded Plate / Breakaway Attachment (Per Detail Dwg.)
- 2. DECORATIVE BASE**  
 PRODUCT: "Arlen 17" by Hapco  
 TYPE: 2-Piece Clamshell for Round Straight Pole  
 FABRICATION PROCESS: 356 Cast Aluminum  
 COLOR: as noted
- 3. BREAKAWAY ATTACHMENT**  
 Transpo PoleSafe #5075 Breakaway Assembly  
 Installed Per Engineer Req. (See Detail Page)
- 4. SIGN PANEL**  
 MATERIAL: .125" Thk. Aluminum Panel over 1 3/4" x 1 3/4" Alum. Tube Frame  
 FABRICATION PROCESS: Router Cut panel + Custom Fabricated  
 EDGES: Smooth  
 GRAPHIC BACKGROUND PROCESS: Mask + Spray with Matthews Acrylic Polyurethane, with clear coat satin finish.  
 FASTENERS: Secure through Flag Bracket w/ Thru-Bolts + washer Secure w/ locknut + washer - Quantity as structurally required
- 5. FLAG BRACKET**  
 MATERIAL: 2 1/2" x 2 1/2 x 1/4" Alum. Channel welded to to 1/4" Thk. Formed Alum. Mounting Bracket  
 FABRICATION PROCESS: Custom Fabricated  
 EDGES: Smooth  
 SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
 FASTENERS: Secure through Flag Bracket + Sleeve to Structural Post w/ Thru-Bolts + washer Secure w/ locknut + washer - Quantity as structurally required
- 6. ACCENT SLEEVE**  
 MATERIAL: Aluminum Sheet, 1/8" thk.  
 FABRICATION PROCESS: Custom router cut shape w/ 90° brake form bend  
 COLOR: Custom, as noted  
 SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
 FASTENERS: Secure through Flag Bracket + Sleeve to Structural Post w/ Thru-Bolts + washer Secure w/ locknut + washer - Quantity as structurally required
- 7. POST CAP**  
 MATERIAL: Exterior Grade ABS / Nylon  
 FABRICATION PROCESS: Custom FDM 3D Printed  
 COLOR: Custom, as noted  
 SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
 FASTENERS: Secure w/ concealed fasteners

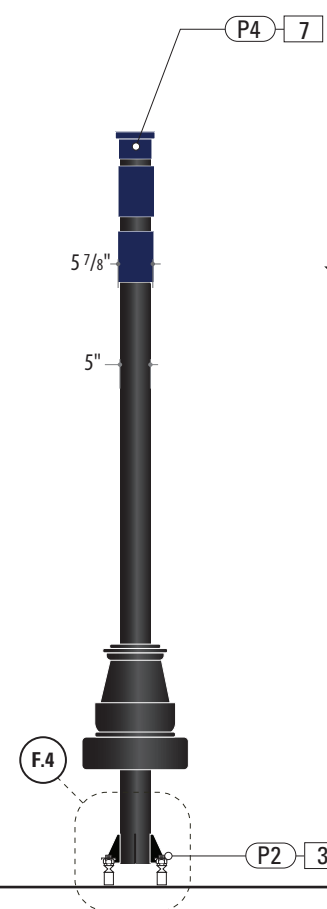
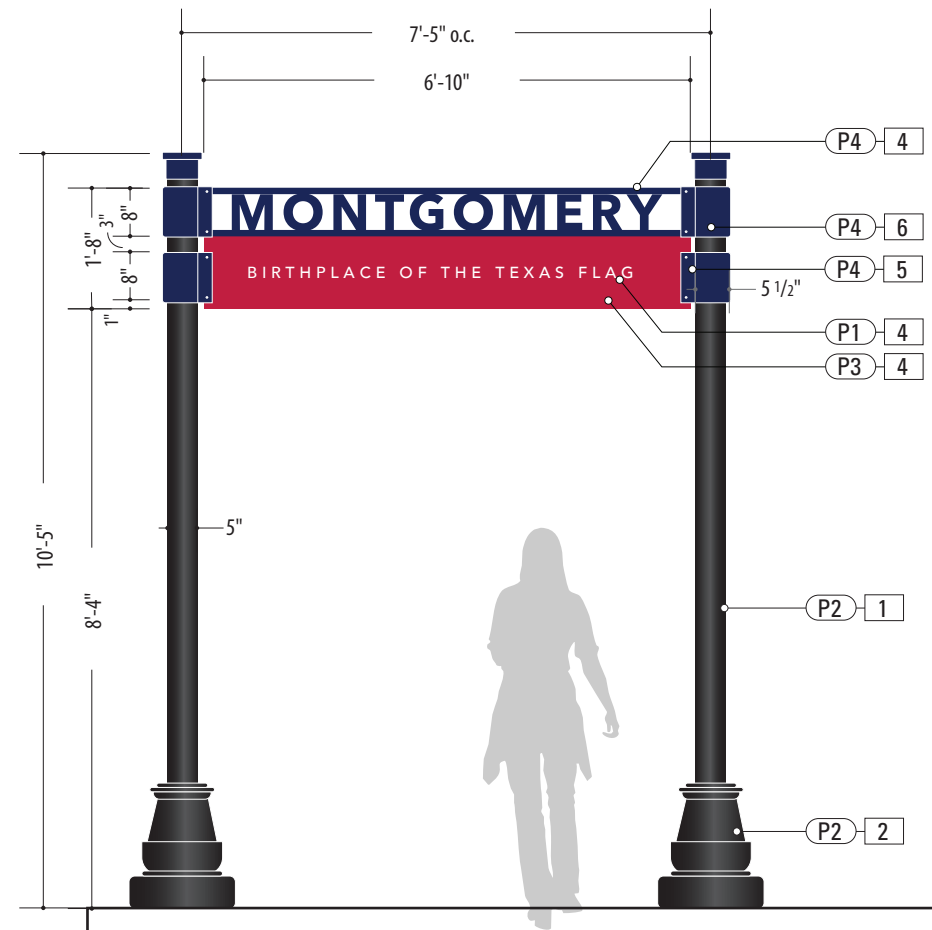
**NOTES**

1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and U/V) clear coat or vinyl over laminate.
3. Hardware: All exposed hardware shall be tamper proof fasteners.
4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES  		CLIENT / PROJECT  <p style="text-align: center;"><b>Montgomery, TX</b> Wayfinding Program</p>
5 W. Gay Street West Chester, PA 19380 T 484.266.0648 <a href="http://www.merjedesign.com">www.merjedesign.com</a>		PROJECT NO.  
DATE: 4/26/24 DRAWN BY: KRD REVISIONS: 8/16/24		SHEET TITLE  <p style="text-align: center;"><b>GATE.2</b> <b>Gateway ID</b></p>
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.		SHEET NO.  



Plan View



Side View      Back View

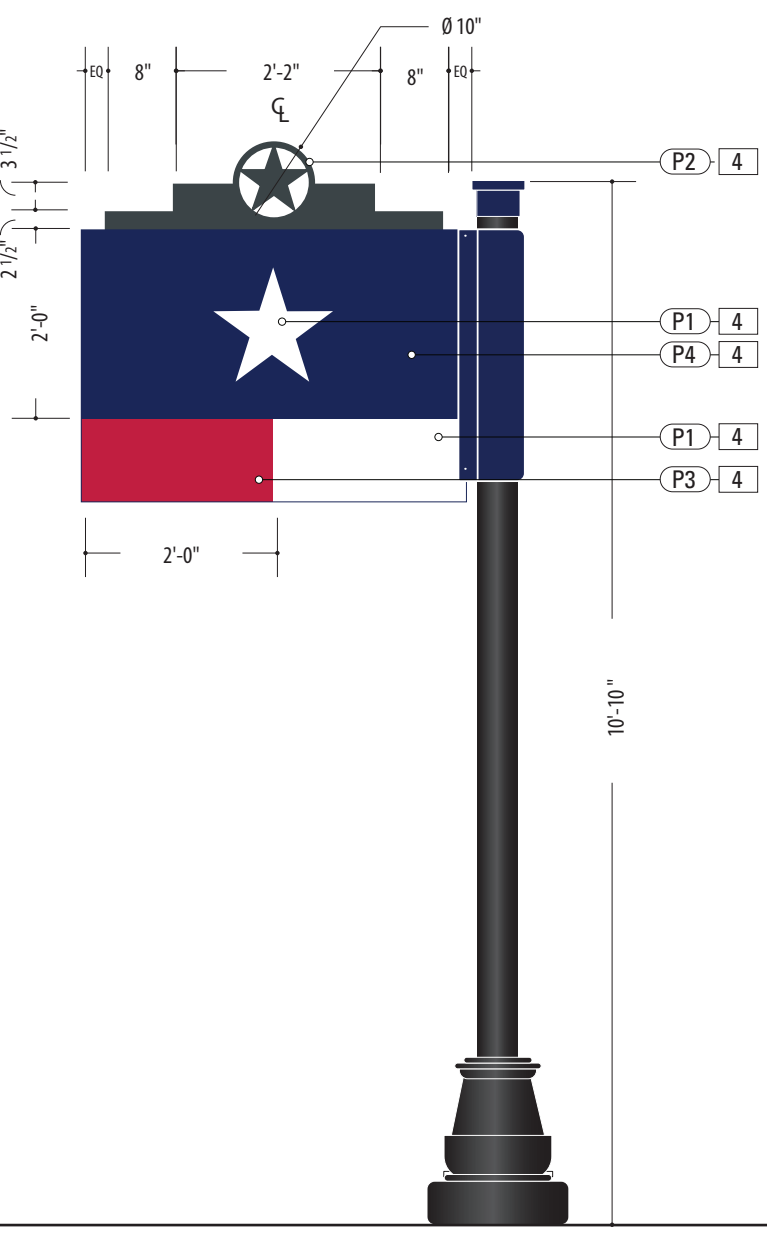
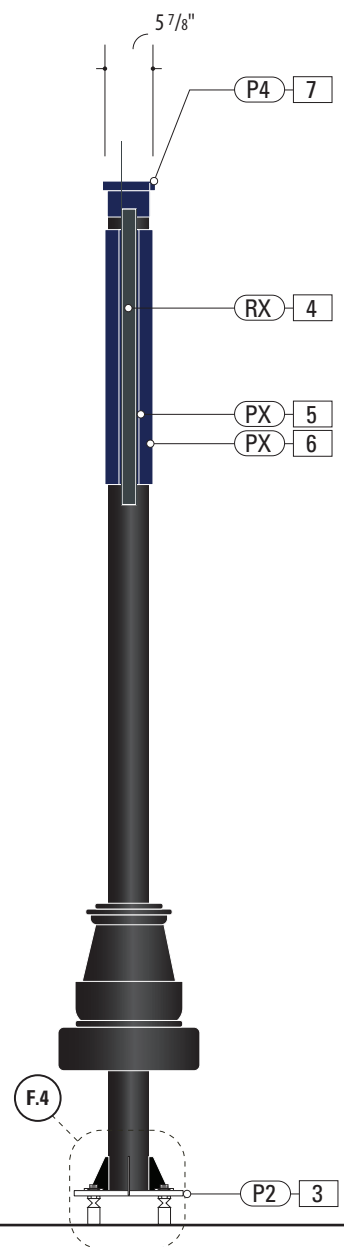
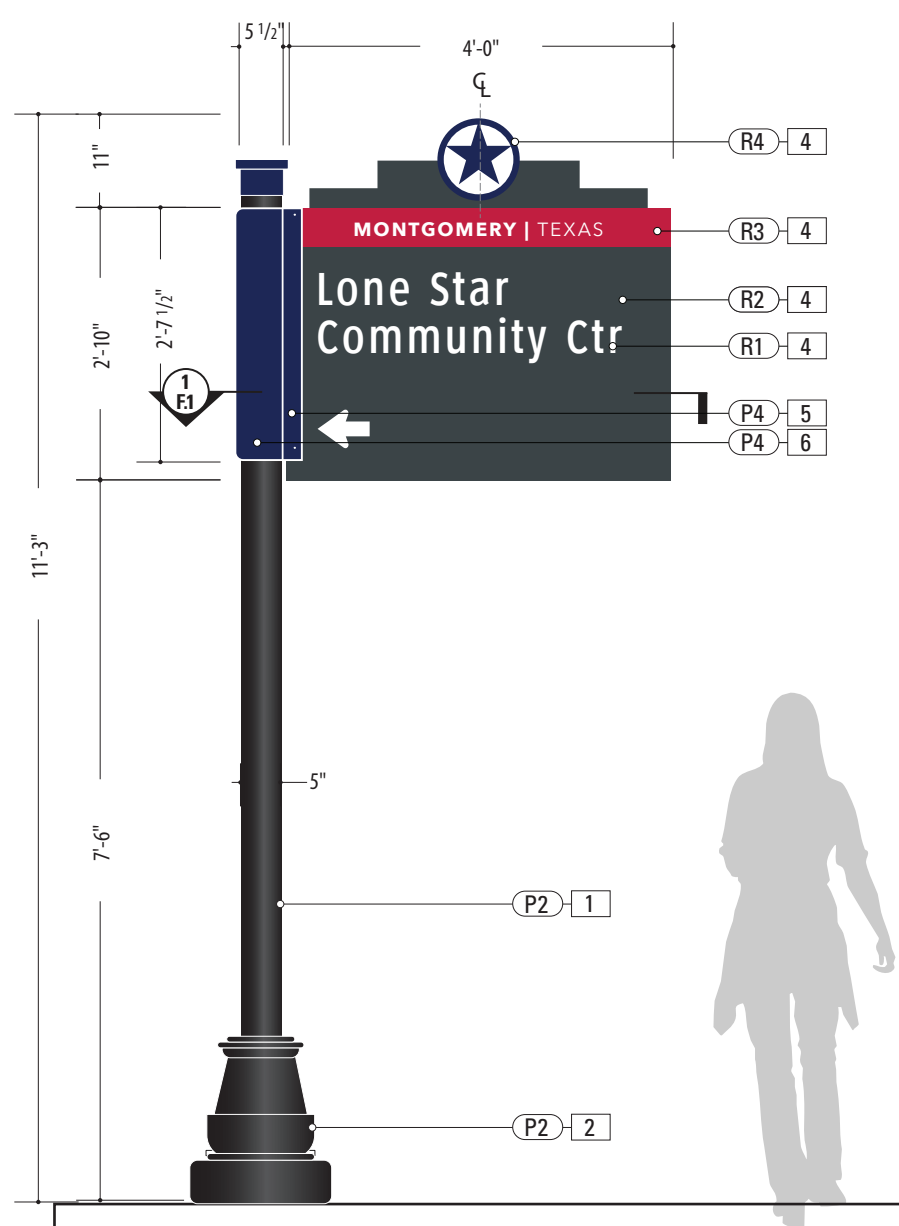
**1** Front View: GATE.2  
SCALE: 3/8" = 1'-0"

- 1. SUPPORT POST**  
 MATERIAL: 5" Dia. Alum. tube, .5" wall  
 FABRICATION PROCESS: Extruded  
 EDGES: Smooth  
 COLOR: Custom, as noted  
 SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
 FOOTER: Welded Plate / Breakaway Attachment (Per Detail Dwg.)
- 2. DECORATIVE BASE**  
 PRODUCT: "Arlen 17" by Hapco  
 TYPE: 2-Piece Clamshell for Round Straight Pole  
 FABRICATION PROCESS: 356 Cast Aluminum  
 COLOR: as noted
- 3. BREAKAWAY ATTACHMENT**  
 Transpo PoleSafe #5075 Breakaway Assembly  
 Installed Per Engineer Req. (See Detail Page)
- 4. SIGN PANEL**  
 MATERIAL: .125" Thk. Aluminum Panel over 1 3/4" x 1 3/4" Alum. Tube Frame  
 FABRICATION PROCESS: Router Cut panel + Custom Fabricated  
 EDGES: Smooth  
 GRAPHIC BACKGROUND AND COPY PROCESS: 3M custom inks print direct to 3930 with 3M approved UV/Graffiti Vinyl Over-laminate (See Color Sheet for all color and material specifications)  
 REAR PANEL GRAPHIC BACKGROUND PROCESS: Mask + Spray Rear Sign Panel with Matthews Acrylic Polyurethane, with clear coat satin finish.  
 FASTENERS: Secure through Flag Bracket w/ Thru-Bolts + washer Secure w/ locknut + washer - Quantity as structurally required
- 5. FLAG BRACKET**  
 MATERIAL: 2 1/2" x 2 1/2 x 1/4" Alum. Channel welded to to 1/4" Thk. Formed Alum. Mounting Bracket  
 FABRICATION PROCESS: Custom Fabricated  
 EDGES: Smooth  
 SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
 FASTENERS: Secure through Flag Bracket + Sleeve to Structural Post w/ Thru-Bolts + washer Secure w/ locknut + washer - Quantity as structurally required
- 6. ACCENT SLEEVE**  
 MATERIAL: Aluminum Sheet, 1/8" thk.  
 FABRICATION PROCESS: Custom router cut shape w/ 90° brake form bend  
 COLOR: Custom, as noted  
 SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
 FASTENERS: Secure through Flag Bracket + Sleeve to Structural Post w/ Thru-Bolts + washer Secure w/ locknut + washer - Quantity as structurally required
- 7. POST CAP**  
 MATERIAL: Exterior Grade ABS / Nylon  
 FABRICATION PROCESS: Custom FDM 3D Printed  
 COLOR: Custom, as noted  
 SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
 FASTENERS: Secure w/ concealed fasteners

**NOTES**

1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and U/V) clear coat or vinyl over laminate.
3. Hardware: All exposed hardware shall be tamper proof fasteners.
4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

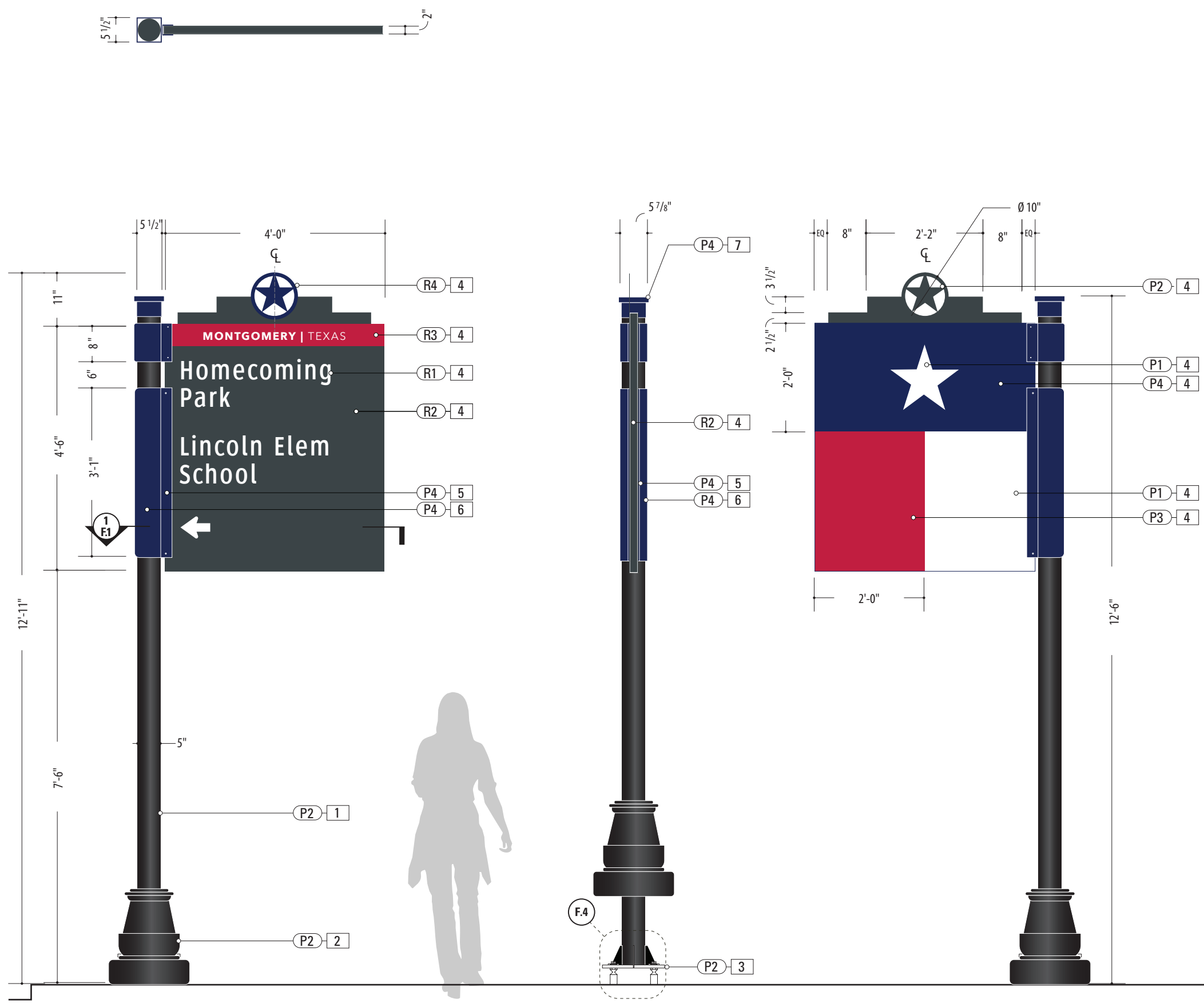
ENVIRONMENTS & EXPERIENCES  		CLIENT / PROJECT  <p style="text-align: center;"><b>Montgomery, TX</b> Wayfinding Program</p>
5 W. Gay Street West Chester, PA 19380 T 484.266.0648 <a href="http://www.merjedesign.com">www.merjedesign.com</a>		PROJECT NO.  
SUBCONSULTANT  DATE: 4/26/24 DRAWN BY: KRD REVISIONS: 8/16/24 <small>These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.</small>		SHEET TITLE  <p style="text-align: center;"><b>VDIR.1</b> <b>Vehicular Directional</b></p>
SHEET NO.		SHEET NO.



**1** Front View: VDIR.1  
SCALE: 1/2" = 1'-0"

Side View

Back View



**1** Front View: VDIR.2  
SCALE: 1/2" = 1'-0"

Side View

Back View

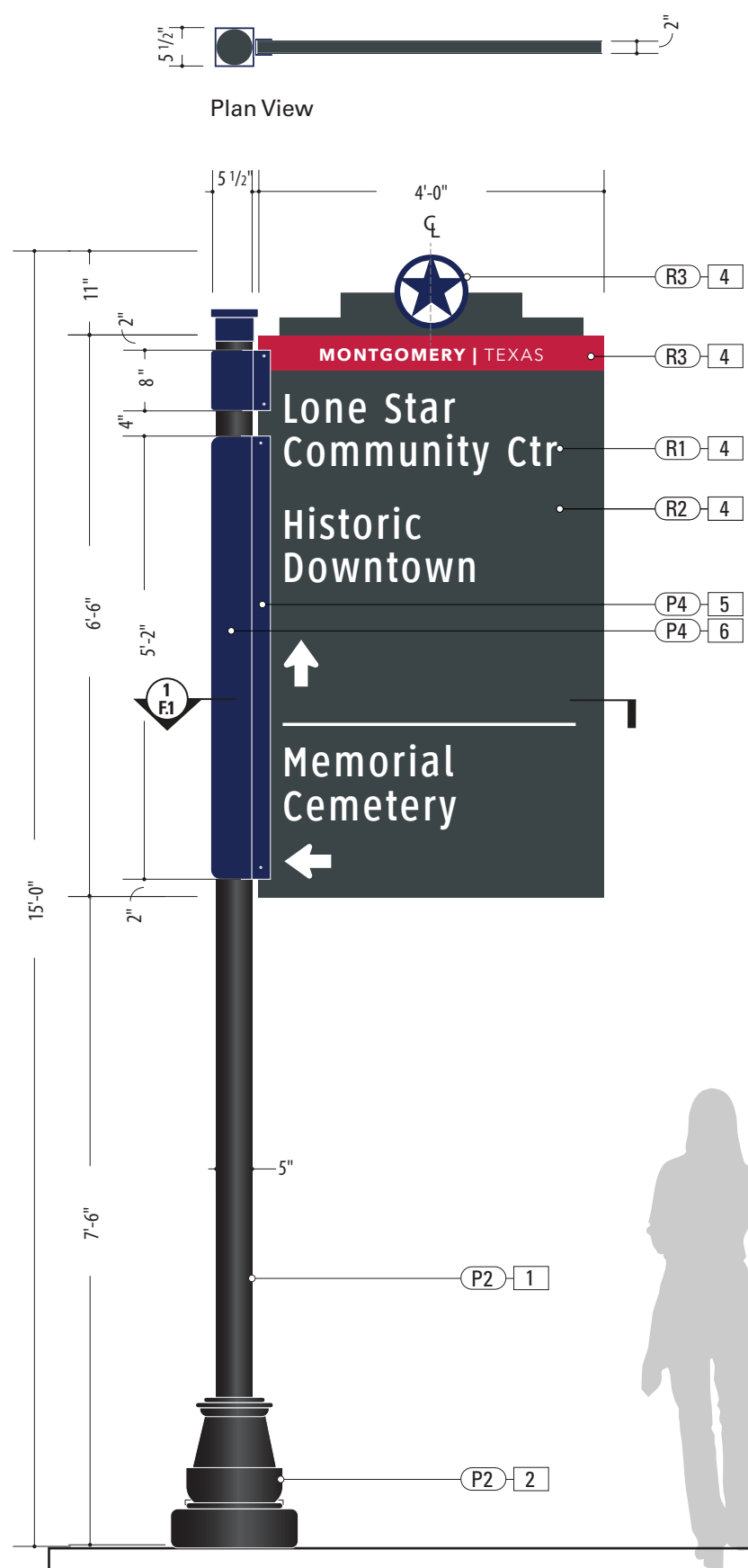
- 1. SUPPORT POST**  
MATERIAL: 5" Dia. Alum. tube, .5" wall  
FABRICATION PROCESS: Extruded  
EDGES: Smooth  
COLOR: Custom, as noted  
SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FOOTER: Welded Plate / Breakaway Attachment (Per Detail Dwg.)
- 2. DECORATIVE BASE**  
PRODUCT: "Arlen 17" by Hapco  
TYPE: 2-Piece Clamshell for Round Straight Pole  
FABRICATION PROCESS: 356 Cast Aluminum  
COLOR: as noted
- 3. BREAKAWAY ATTACHMENT**  
Transpo PoleSafe #5075 Breakaway Assembly  
Installed Per Engineer Req. (See Detail Page)
- 4. SIGN PANEL**  
MATERIAL: .125" Thk. Aluminum Panel over 1 3/4" x 1 3/4" Alum. Tube Frame  
FABRICATION PROCESS: Router Cut panel + Custom Fabricated  
EDGES: Smooth  
GRAPHIC BACKGROUND AND COPY PROCESS: 3M custom inks print direct to 3930 with 3M approved UV/Graffiti Vinyl Over-laminate (See Color Sheet for all color and material specifications)  
REAR PANEL GRAPHIC BACKGROUND PROCESS: Mask + Spray Rear Sign Panel with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FASTENERS: Secure through Flag Bracket w/ Thru-Bolts + washer Secure w/ locknut + washer - Quantity as structurally required
- 5. FLAG BRACKET**  
MATERIAL: 2 1/2" x 2 1/2 x 1/4" Alum. Channel welded to to 1/4" Thk. Formed Alum. Mounting Bracket  
FABRICATION PROCESS: Custom Fabricated  
EDGES: Smooth  
SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FASTENERS: Secure through Flag Bracket + Sleeve to Structural Post w/ Thru-Bolts + washer Secure w/ locknut + washer - Quantity as structurally required
- 6. ACCENT SLEEVE**  
MATERIAL: Aluminum Sheet, 1/8" thk.  
FABRICATION PROCESS: Custom router cut shape w/ 90° brake form bend  
COLOR: Custom, as noted  
SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FASTENERS: Secure through Flag Bracket + Sleeve to Structural Post w/ Thru-Bolts + washer Secure w/ locknut + washer - Quantity as structurally required
- 7. POST CAP**  
MATERIAL: Exterior Grade ABS / Nylon  
FABRICATION PROCESS: Custom FDM 3D Printed  
COLOR: Custom, as noted  
SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FASTENERS: Secure w/ concealed fasteners

**NOTES**

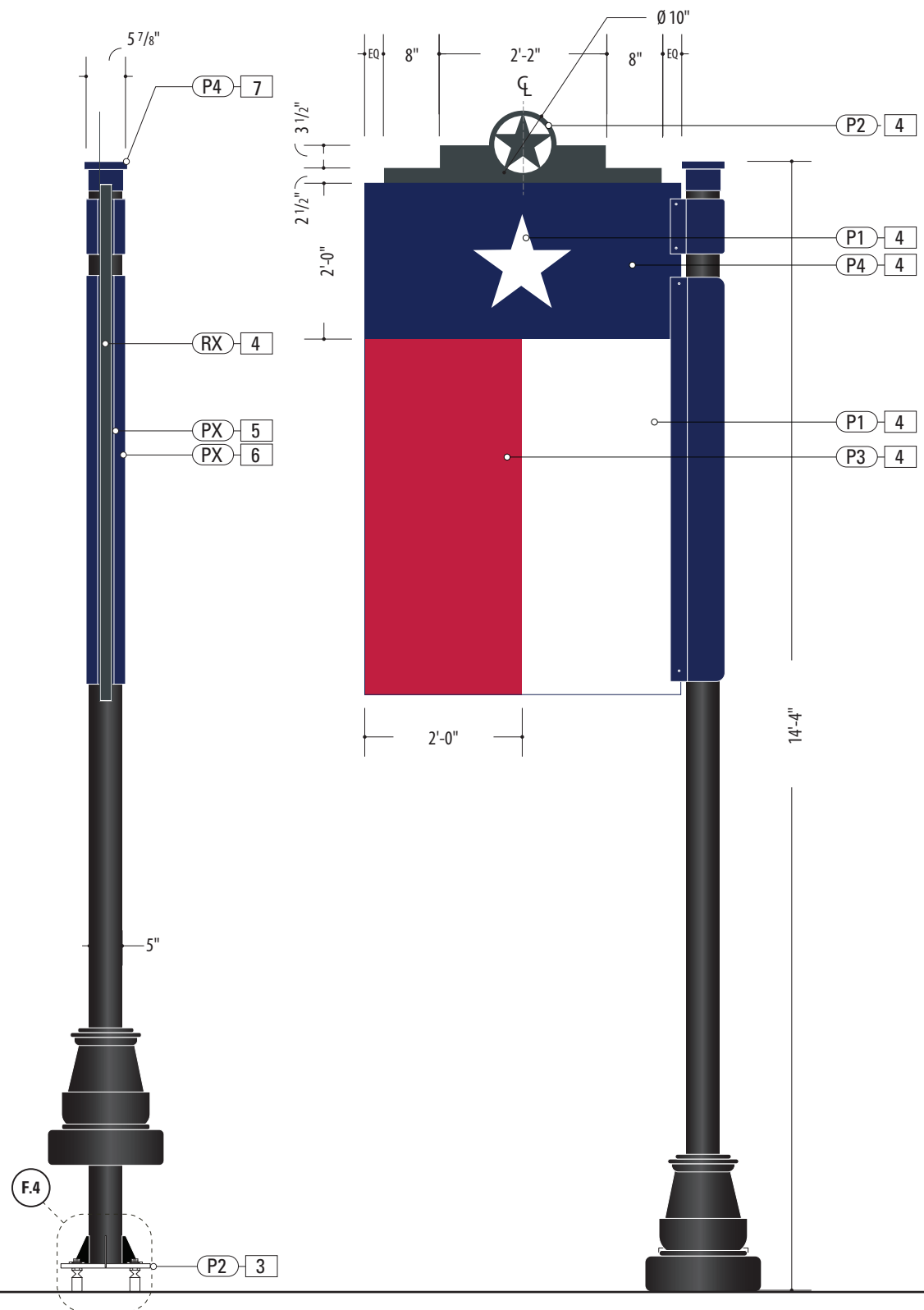
1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and U/V) clear coat or vinyl over laminate.
3. Hardware: All exposed hardware shall be tamper proof fasteners.
4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES  		CLIENT / PROJECT  <b>Montgomery, TX</b> Wayfinding Program
5 W. Gay Street West Chester, PA 19380 T 484.266.0648 <a href="http://www.merjedesign.com">www.merjedesign.com</a>		PROJECT NO.
SUBCONSULTANT		SHEET TITLE
DATE 4/26/24	DRAWN BY: KRD	<b>VDIR.2</b> <b>Vehicular Directional</b>
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.		
REVISIONS 8/16/24		SHEET NO.





Plan View




Side View

Back View

**1** Front View: VDIR.3  
SCALE: 1/2" = 1'-0"

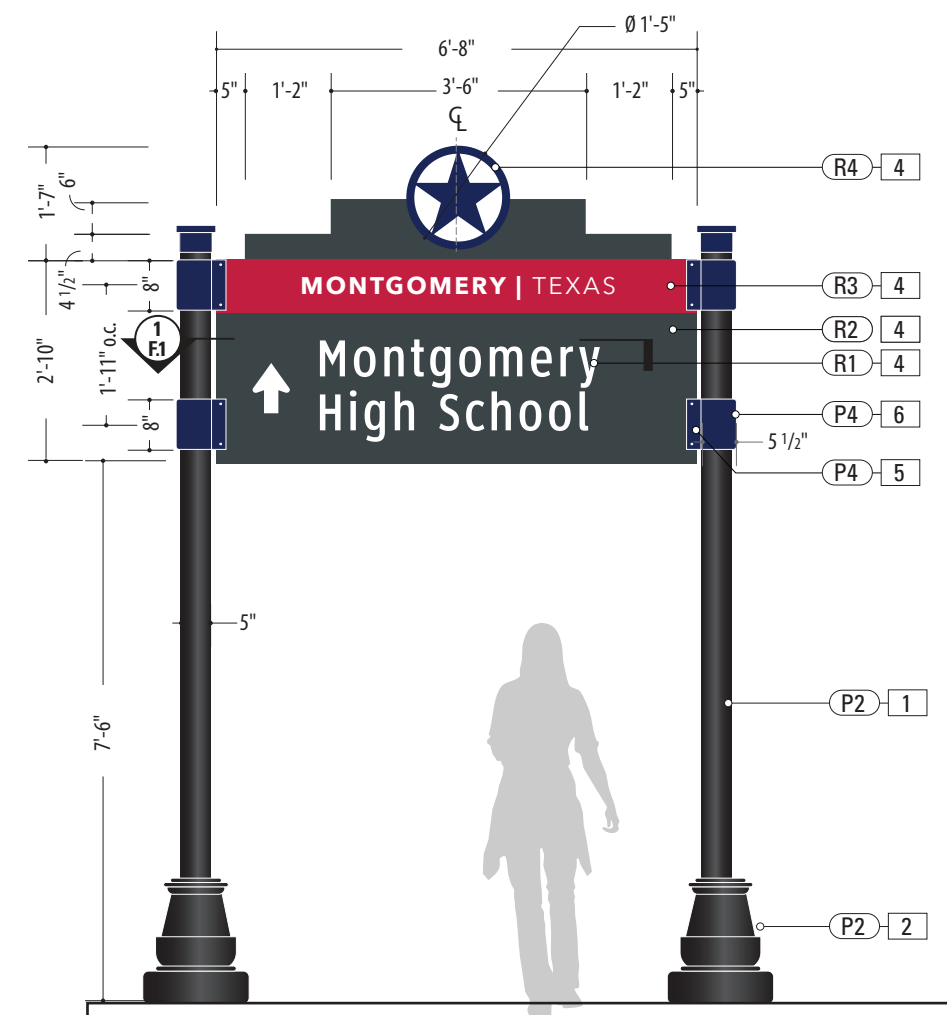
- 1. SUPPORT POST**  
MATERIAL: 5" Dia. Alum. tube, .5" wall  
FABRICATION PROCESS: Extruded  
EDGES: Smooth  
COLOR: Custom, as noted  
SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FOOTER: Welded Plate / Breakaway Attachment (Per Detail Dwg.)
- 2. DECORATIVE BASE**  
PRODUCT: "Arlen 17" by Hapco  
TYPE: 2-Piece Clamshell for Round Straight Pole  
FABRICATION PROCESS: 356 Cast Aluminum  
COLOR: as noted
- 3. BREAKAWAY ATTACHMENT**  
Transpo PoleSafe #5075 Breakaway Assembly  
Installed Per Engineer Req. (See Detail Page)
- 4. SIGN PANEL**  
MATERIAL: .125" Thk. Aluminum Panel over 1 3/4" x 1 3/4" Alum. Tube Frame  
FABRICATION PROCESS: Router Cut panel + Custom Fabricated  
EDGES: Smooth  
GRAPHIC BACKGROUND AND COPY PROCESS: 3M custom inks print direct to 3930 with 3M approved UV/Graffiti Vinyl Over-laminate (See Color Sheet for all color and material specifications)  
REAR PANEL GRAPHIC BACKGROUND PROCESS: Mask + Spray Rear Sign Panel with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FASTENERS: Secure through Flag Bracket w/ Thru-Bolts + washer Secure w/ locknut + washer - Quantity as structurally required
- 5. FLAG BRACKET**  
MATERIAL: 2 1/2" x 2 1/2" x 1/4" Alum. Channel welded to 1/4" Thk. Formed Alum. Mounting Bracket  
FABRICATION PROCESS: Custom Fabricated  
EDGES: Smooth  
SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FASTENERS: Secure through Flag Bracket + Sleeve to Structural Post w/ Thru-Bolts + washer Secure w/ locknut + washer - Quantity as structurally required
- 6. ACCENT SLEEVE**  
MATERIAL: Aluminum Sheet, 1/8" thk.  
FABRICATION PROCESS: Custom router cut shape w/ 90° brake form bend  
COLOR: Custom, as noted  
SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FASTENERS: Secure through Flag Bracket + Sleeve to Structural Post w/ Thru-Bolts + washer Secure w/ locknut + washer - Quantity as structurally required
- 7. POST CAP**  
MATERIAL: Exterior Grade ABS / Nylon  
FABRICATION PROCESS: Custom FDM 3D Printed  
COLOR: Custom, as noted  
SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FASTENERS: Secure w/ concealed fasteners

- NOTES**
1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
  2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and U/V) clear coat or vinyl over laminate.
  3. Hardware: All exposed hardware shall be tamper proof fasteners.
  4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

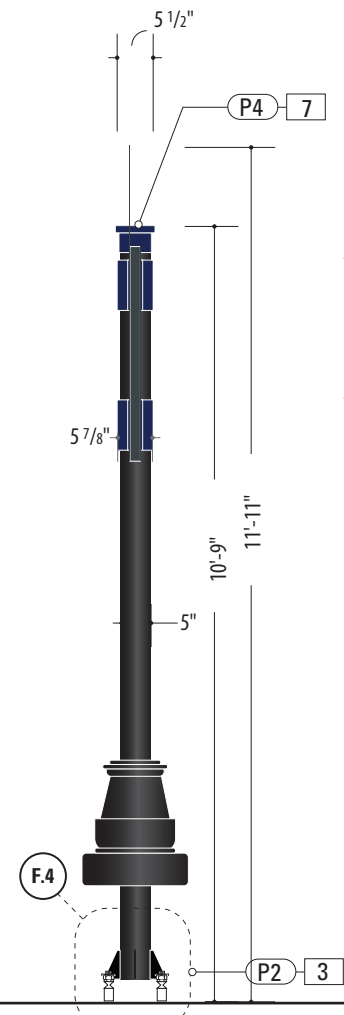
ENVIRONMENTS & EXPERIENCES		CLIENT / PROJECT
 5 W. Gay Street West Chester, PA 19380 T 484.266.0648 <a href="http://www.merjedesign.com">www.merjedesign.com</a>		<b>Montgomery, TX</b> Wayfinding Program
		PROJECT NO.
SUBCONSULTANT		SHEET TITLE
DATE	4/26/24	<b>VDIR.3</b> <b>Vehicular Directional</b>
DRAWN BY:	KRD	
REVISIONS	8/16/24	SHEET NO.
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.		



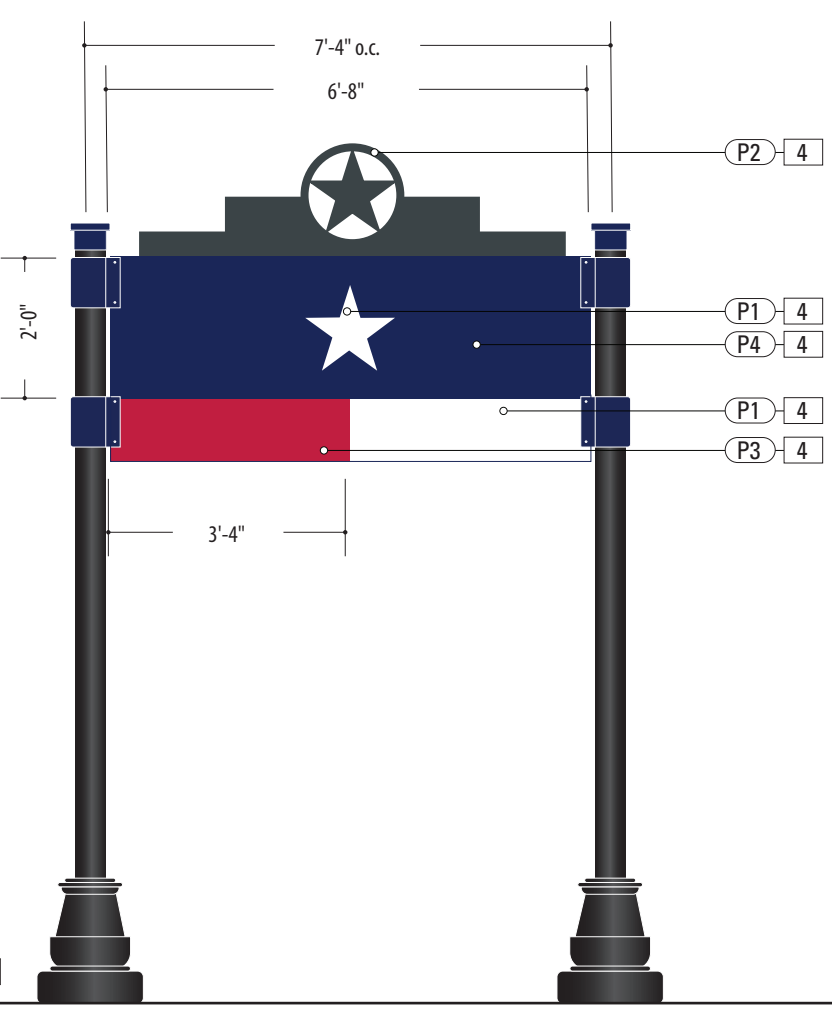
Plan View



**1** Front View: VDIR.4  
SCALE: 3/8" = 1'-0"



Side View



Back View

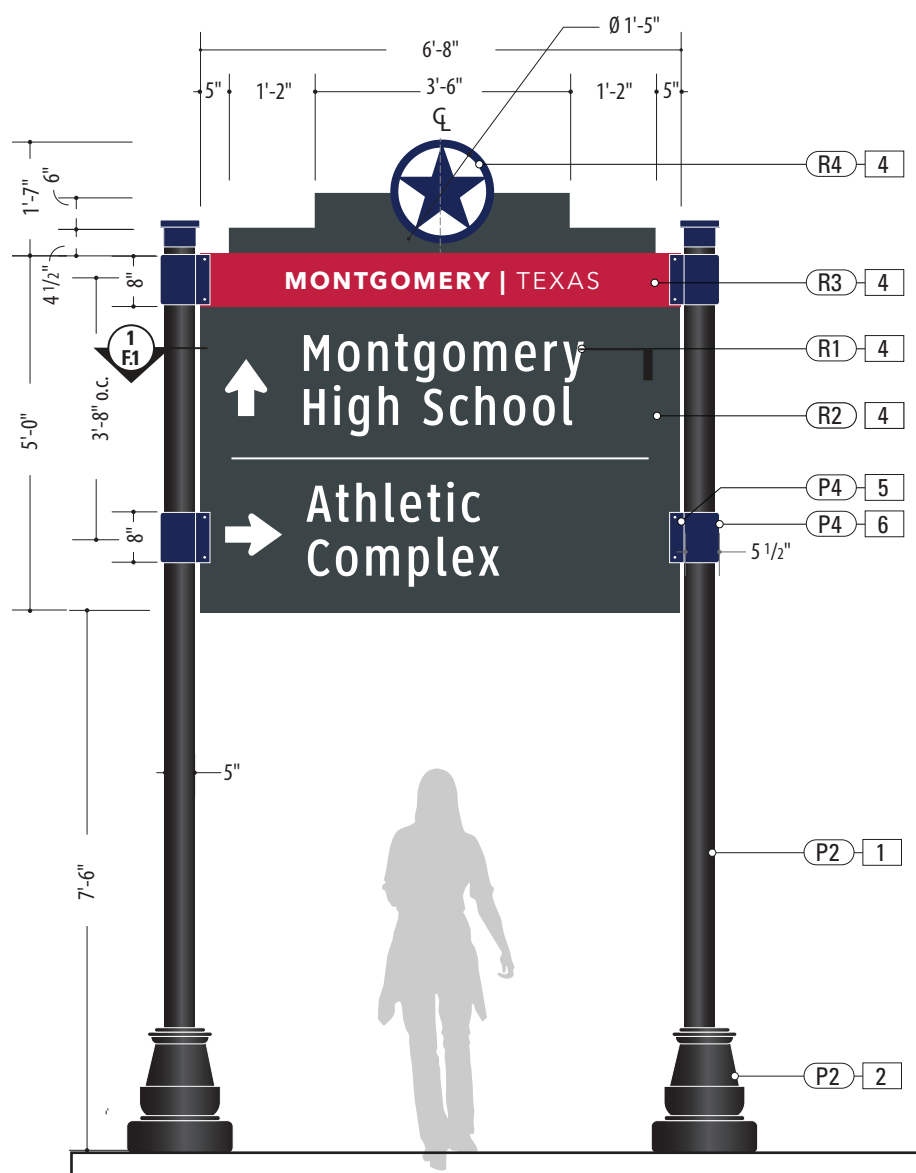
- 1. SUPPORT POST**  
MATERIAL: 5" Dia. Alum. tube, .5" wall  
FABRICATION PROCESS: Extruded  
EDGES: Smooth  
COLOR: Custom, as noted  
SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FOOTER: Welded Plate / Breakaway Attachment (Per Detail Dwg.)
- 2. DECORATIVE BASE**  
PRODUCT: "Arlen 17" by Hapco  
TYPE: 2-Piece Clamshell for Round Straight Pole  
FABRICATION PROCESS: 356 Cast Aluminum  
COLOR: as noted
- 3. BREAKAWAY ATTACHMENT**  
Transpo PoleSafe #5075 Breakaway Assembly  
Installed Per Engineer Req. (See Detail Page)
- 4. SIGN PANEL**  
MATERIAL: .125" Thk. Aluminum Panel over 1 3/4" x 1 3/4" Alum. Tube Frame  
FABRICATION PROCESS: Router Cut panel + Custom Fabricated  
EDGES: Smooth  
GRAPHIC BACKGROUND AND COPY PROCESS: 3M custom inks print direct to 3930 with 3M approved UV/Graffiti Vinyl Over-laminate (See Color Sheet for all color and material specifications)  
REAR PANEL GRAPHIC BACKGROUND PROCESS: Mask + Spray Rear Sign Panel with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FASTENERS: Secure through Flag Bracket w/ Thru-Bolts + washer Secure w/ locknut + washer - Quantity as structurally required
- 5. FLAG BRACKET**  
MATERIAL: 2 1/2" x 2 1/2 x 1/4" Alum. Channel welded to to 1/4" Thk. Formed Alum. Mounting Bracket  
FABRICATION PROCESS: Custom Fabricated  
EDGES: Smooth  
SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FASTENERS: Secure through Flag Bracket + Sleeve to Structural Post w/ Thru-Bolts + washer Secure w/ locknut + washer - Quantity as structurally required
- 6. ACCENT SLEEVE**  
MATERIAL: Aluminum Sheet, 1/8" thk.  
FABRICATION PROCESS: Custom router cut shape w/ 90° brake form bend  
COLOR: Custom, as noted  
SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FASTENERS: Secure through Flag Bracket + Sleeve to Structural Post w/ Thru-Bolts + washer Secure w/ locknut + washer - Quantity as structurally required
- 7. POST CAP**  
MATERIAL: Exterior Grade ABS / Nylon  
FABRICATION PROCESS: Custom FDM 3D Printed  
COLOR: Custom, as noted  
SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FASTENERS: Secure w/ concealed fasteners

- NOTES**
1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
  2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
  3. Hardware: All exposed hardware shall be tamper proof fasteners.
  4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

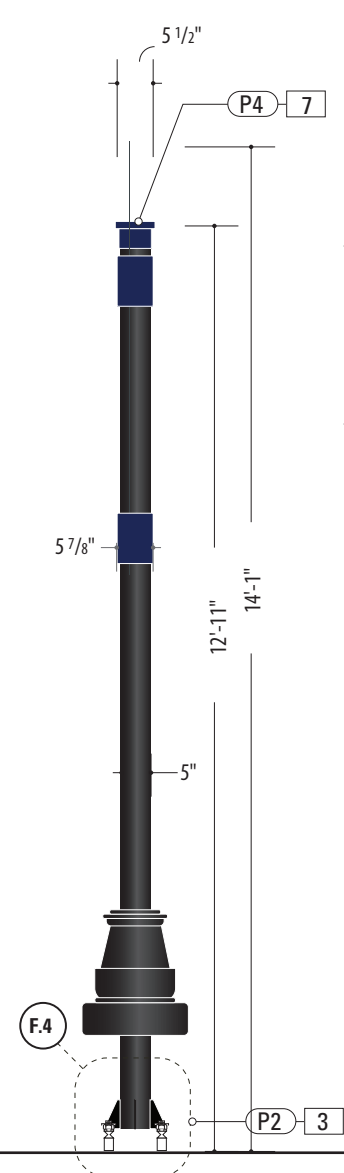
ENVIRONMENTS & EXPERIENCES  		CLIENT / PROJECT  <p style="text-align: center;"><b>Montgomery, TX</b> Wayfinding Program</p>
5 W. Gay Street West Chester, PA 19380 T 484.266.0648 <a href="http://www.merjedesign.com">www.merjedesign.com</a>		PROJECT NO.
SUBCONSULTANT		SHEET TITLE
DATE 4/26/24	DRAWN BY: KRD	<b>VDIR.4</b> <b>Vehicular Directional</b>
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.		
REVISIONS 8/16/24		SHEET NO.



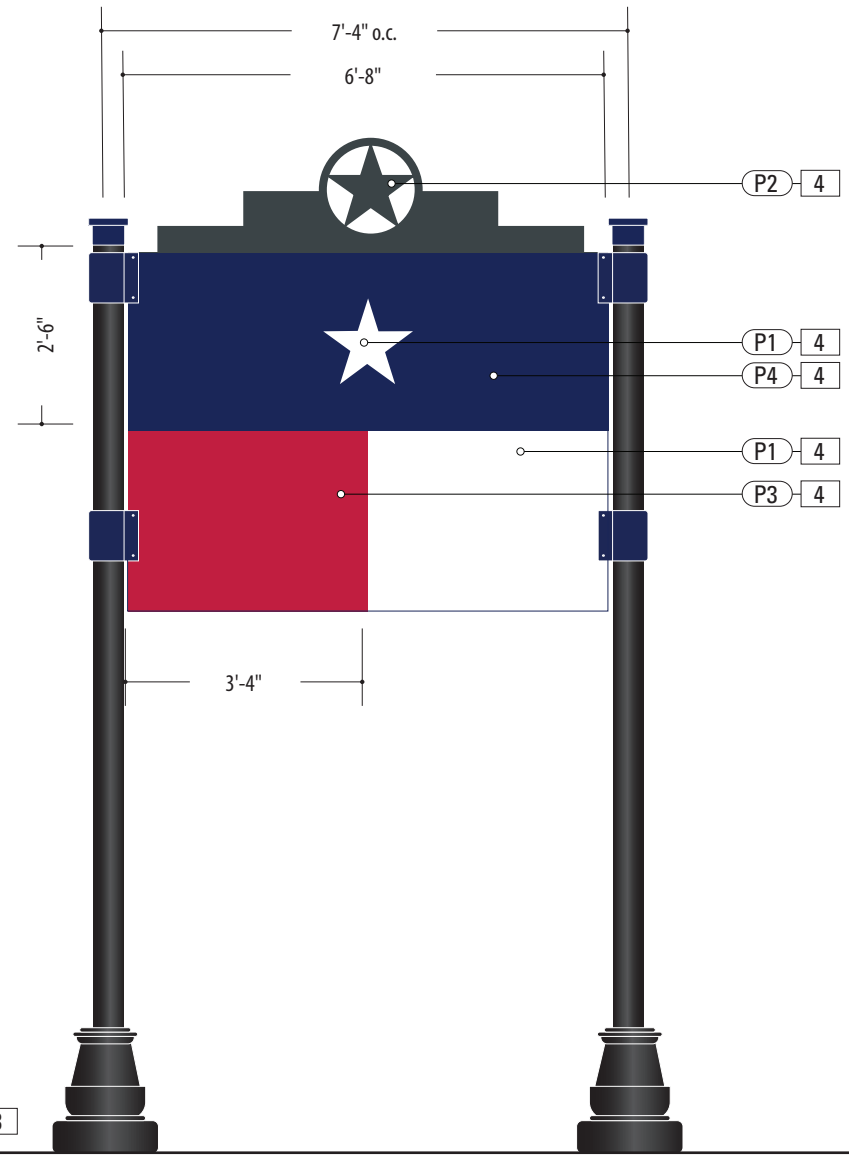
Plan View



**1** Front View: VDIR.5  
SCALE: 3/8" = 1'-0"



Side View



Back View

- 1. SUPPORT POST**  
MATERIAL: 5" Dia. Alum. tube, .5" wall  
FABRICATION PROCESS: Extruded  
EDGES: Smooth  
COLOR: Custom, as noted  
SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FOOTER: Welded Plate / Breakaway Attachment (Per Detail Dwg.)
- 2. DECORATIVE BASE**  
PRODUCT: "Arlen 17" by Hapco  
TYPE: 2-Piece Clamshell for Round Straight Pole  
FABRICATION PROCESS: 356 Cast Aluminum  
COLOR: as noted
- 3. BREAKAWAY ATTACHMENT**  
Transpo PoleSafe #5075 Breakaway Assembly  
Installed Per Engineer Req. (See Detail Page)
- 4. SIGN PANEL**  
MATERIAL: .125" Thk. Aluminum Panel over 1 3/4" x 1 3/4" Alum. Tube Frame  
FABRICATION PROCESS: Router Cut panel + Custom Fabricated  
EDGES: Smooth  
GRAPHIC BACKGROUND AND COPY PROCESS: 3M custom inks print direct to 3930 with 3M approved UV/Graffiti Vinyl Over-laminate (See Color Sheet for all color and material specifications)  
REAR PANEL GRAPHIC BACKGROUND PROCESS: Mask + Spray Rear Sign Panel with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FASTENERS: Secure through Flag Bracket w/ Thru-Bolts + washer Secure w/ locknut + washer - Quantity as structurally required
- 5. FLAG BRACKET**  
MATERIAL: 2 1/2" x 2 1/2 x 1/4" Alum. Channel welded to to 1/4" Thk. Formed Alum. Mounting Bracket  
FABRICATION PROCESS: Custom Fabricated  
EDGES: Smooth  
SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FASTENERS: Secure through Flag Bracket + Sleeve to Structural Post w/ Thru-Bolts + washer Secure w/ locknut + washer - Quantity as structurally required
- 6. ACCENT SLEEVE**  
MATERIAL: Aluminum Sheet, 1/8" thk.  
FABRICATION PROCESS: Custom router cut shape w/ 90° brake form bend  
COLOR: Custom, as noted  
SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FASTENERS: Secure through Flag Bracket + Sleeve to Structural Post w/ Thru-Bolts + washer Secure w/ locknut + washer - Quantity as structurally required
- 7. POST CAP**  
MATERIAL: Exterior Grade ABS / Nylon  
FABRICATION PROCESS: Custom FDM 3D Printed  
COLOR: Custom, as noted  
SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FASTENERS: Secure w/ concealed fasteners

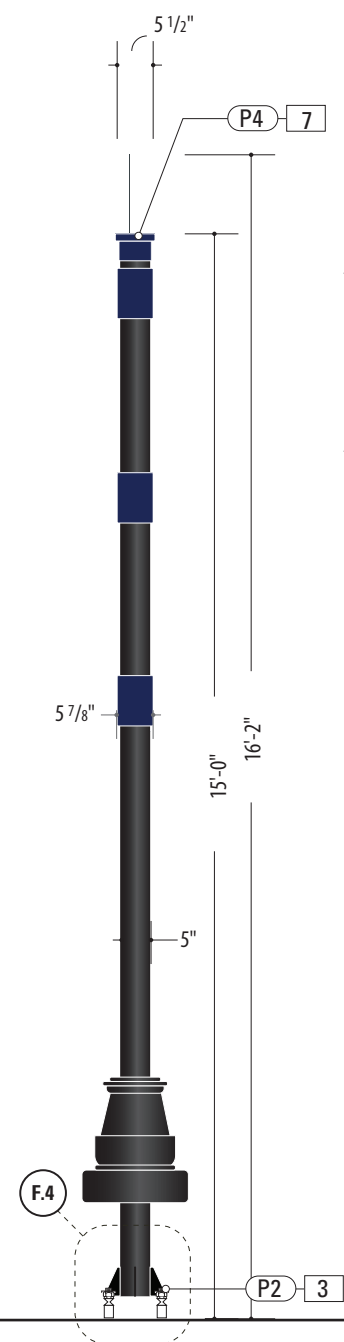
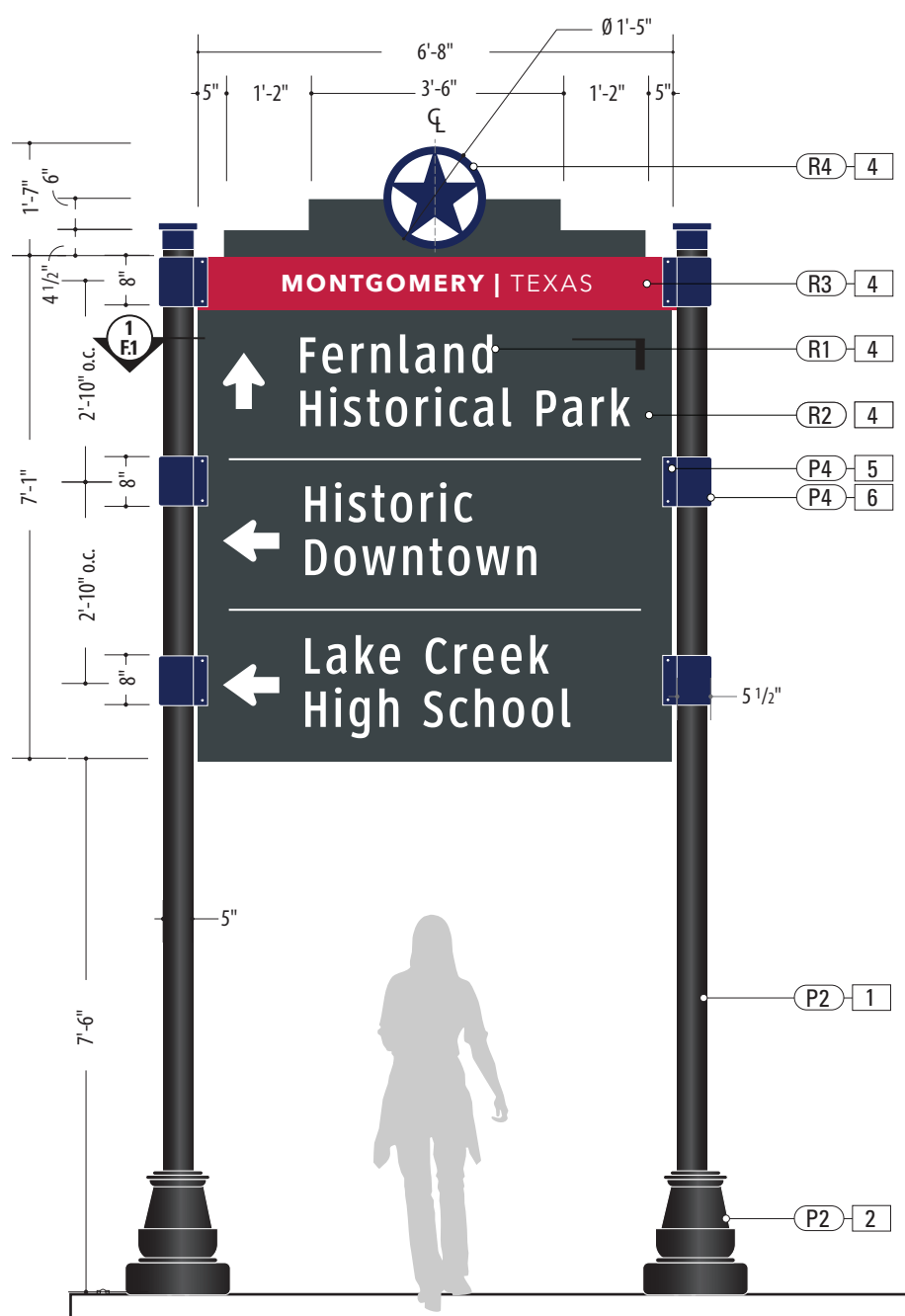
- NOTES**
- 1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
  - 2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and U/V) clear coat or vinyl over laminate.
  - 3. Hardware: All exposed hardware shall be tamper proof fasteners.
  - 4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES  		CLIENT / PROJECT  <p style="text-align: center;"><b>Montgomery, TX</b> Wayfinding Program</p>
5 W. Gay Street West Chester, PA 19380 T 484.266.0648 <a href="http://www.merjedesign.com">www.merjedesign.com</a>		PROJECT NO.
DATE: 4/26/24		DRAWN BY: KRD
REVISIONS: 8/16/24		SHEET TITLE
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.		<b>VDIR.5</b> <b>Vehicular Directional</b>
SHEET NO.		D 7

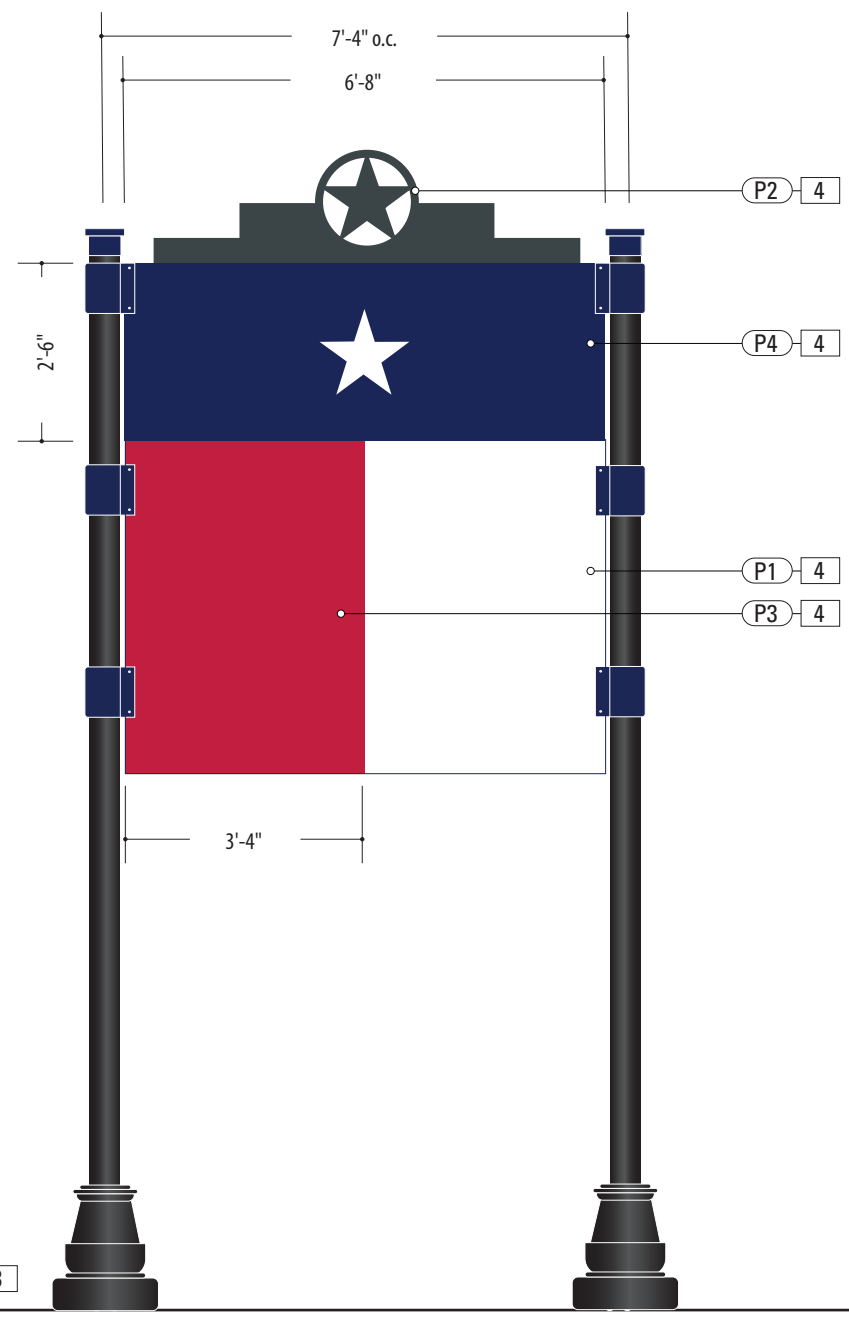




Plan View



Side View



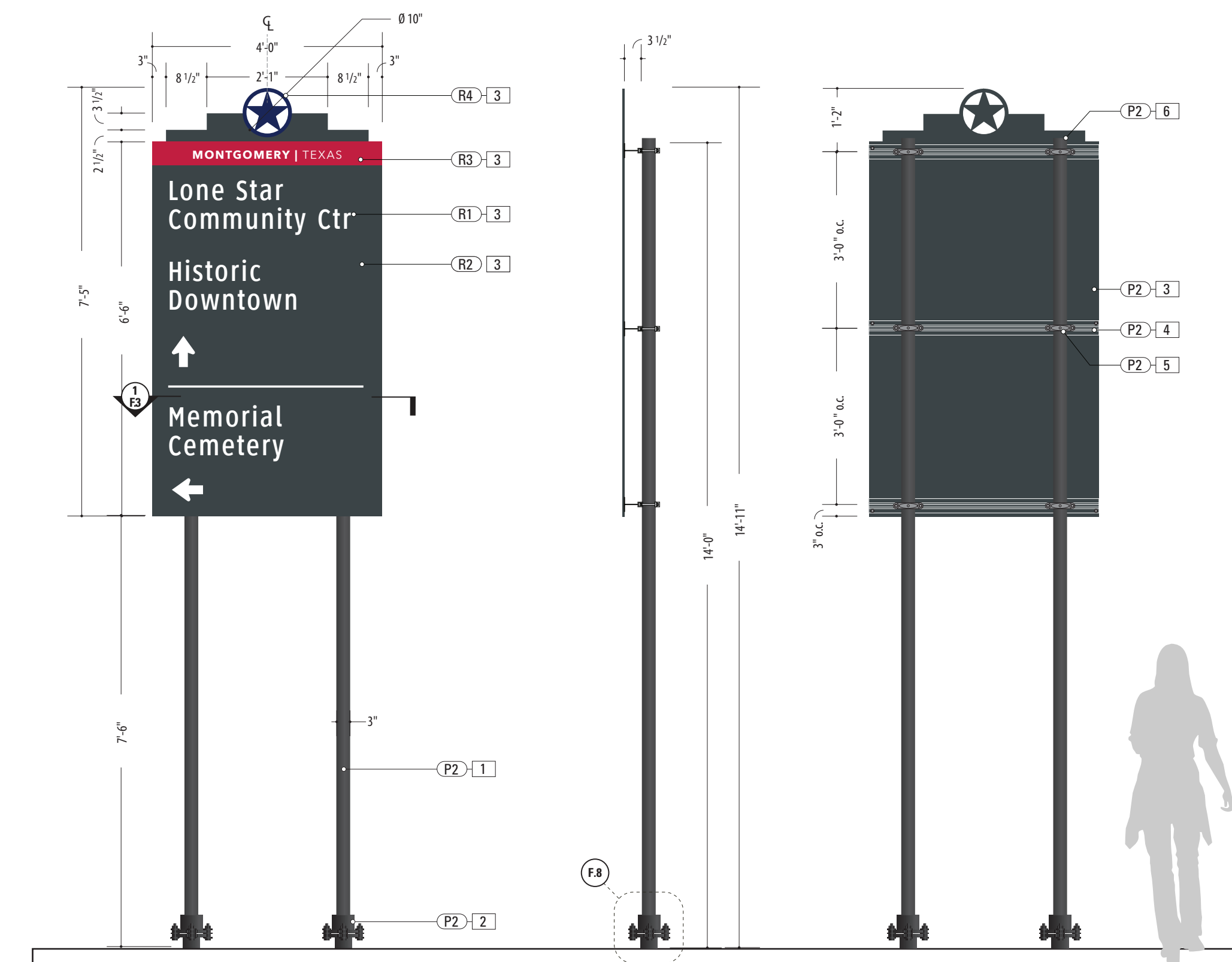
Back View

**1** Front View: VDIR.6  
SCALE: 3/8" = 1'-0"

- 1. SUPPORT POST**  
MATERIAL: 5" Dia. Alum. tube, .5" wall  
FABRICATION PROCESS: Extruded  
EDGES: Smooth  
COLOR: Custom, as noted  
SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FOOTER: Welded Plate / Breakaway Attachment (Per Detail Dwg.)
- 2. DECORATIVE BASE**  
PRODUCT: "Arlen 17" by Hapco  
TYPE: 2-Piece Clamshell for Round Straight Pole  
FABRICATION PROCESS: 356 Cast Aluminum  
COLOR: as noted
- 3. BREAKAWAY ATTACHMENT**  
Transpo PoleSafe #5075 Breakaway Assembly  
Installed Per Engineer Req. (See Detail Page)
- 4. SIGN PANEL**  
MATERIAL: .125" Thk. Aluminum Panel over 1 3/4" x 1 3/4" Alum. Tube Frame  
FABRICATION PROCESS: Router Cut panel + Custom Fabricated  
EDGES: Smooth  
GRAPHIC BACKGROUND AND COPY PROCESS: 3M custom inks print direct to 3930 with 3M approved UV/Graffiti Vinyl Over-laminate (See Color Sheet for all color and material specifications)  
REAR PANEL GRAPHIC BACKGROUND PROCESS: Mask + Spray Rear Sign Panel with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FASTENERS: Secure through Flag Bracket w/ Thru-Bolts + washer Secure w/ locknut + washer - Quantity as structurally required
- 5. FLAG BRACKET**  
MATERIAL: 2 1/2" x 2 1/2 x 1/4" Alum. Channel welded to to 1/4" Thk. Formed Alum. Mounting Bracket  
FABRICATION PROCESS: Custom Fabricated  
EDGES: Smooth  
SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FASTENERS: Secure through Flag Bracket + Sleeve to Structural Post w/ Thru-Bolts + washer Secure w/ locknut + washer - Quantity as structurally required
- 6. ACCENT SLEEVE**  
MATERIAL: Aluminum Sheet, 1/8" thk.  
FABRICATION PROCESS: Custom router cut shape w/ 90° brake form bend  
COLOR: Custom, as noted  
SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FASTENERS: Secure through Flag Bracket + Sleeve to Structural Post w/ Thru-Bolts + washer Secure w/ locknut + washer - Quantity as structurally required
- 7. POST CAP**  
MATERIAL: Exterior Grade ABS / Nylon  
FABRICATION PROCESS: Custom FDM 3D Printed  
COLOR: Custom, as noted  
SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FASTENERS: Secure w/ concealed fasteners

- NOTES**
1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
  2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
  3. Hardware: All exposed hardware shall be tamper proof fasteners.
  4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES  		CLIENT / PROJECT  <b>Montgomery, TX</b> Wayfinding Program
5 W. Gay Street West Chester, PA 19380 T 484.266.0648 <a href="http://www.merjedesign.com">www.merjedesign.com</a>		PROJECT NO.
SUBCONSULTANT		SHEET TITLE
DATE 4/26/24	DRAWN BY: KRD	<b>VDIR.6</b> <b>Vehicular Directional</b>
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.		
REVISIONS 8/16/24		SHEET NO.



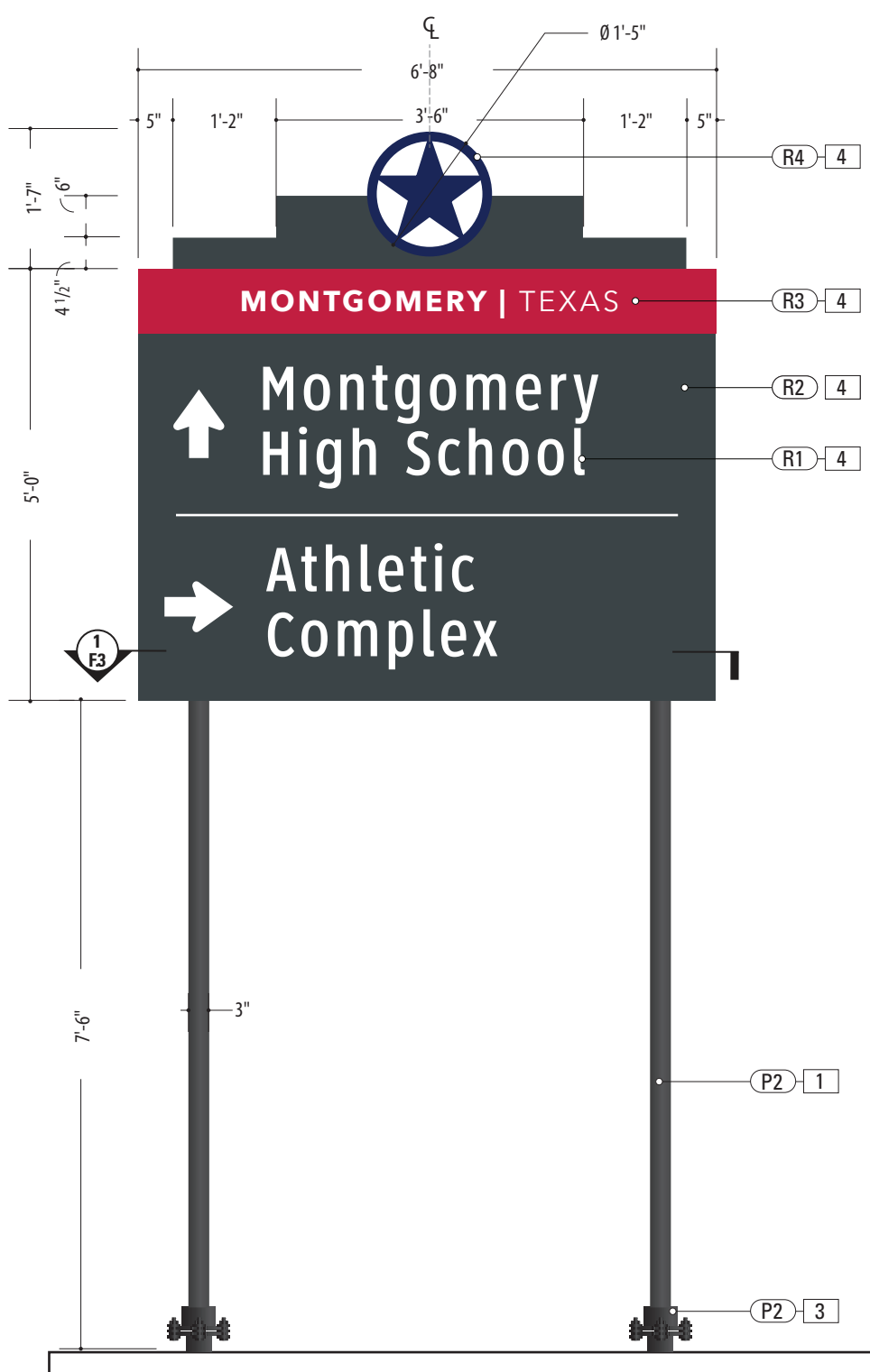
- 1. SUPPORT POST**  
 MATERIAL: 2 7/8" Dia. A500 Grade C Sch-80 Steel Pipe, .276" wall  
 FABRICATION PROCESS: Extruded  
 EDGES: Smooth  
 COLOR: Custom, as noted  
 SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
 FOOTER: TXDOT Triangular SlipBase Breakaway Assembly (Per Detail Dwg.)
- 2. BREAKAWAY ATTACHMENT**  
 TXDOT Triangular SlipBase Breakaway Assembly Installed Per Engineer Req. (See Detail Page)
- 3. SIGN PANEL**  
 MATERIAL: .125" Thk. Aluminum Panel  
 FABRICATION PROCESS: Router Cut panel + Custom Fabricated  
 EDGES: Smooth  
 GRAPHIC BACKGROUND AND COPY PROCESS: 3M custom inks print direct to 3930 with 3M approved UV/Graffiti Vinyl Over-laminate (See Color Sheet for all color and material specifications)  
 FASTENERS: Secured w/ S.S. mechanical fasteners (per Detail) to flange of TXDOT extruded aluminum Windbeam
- 4. WINDBEAM**  
 MATERIAL: TXDOT Extruded Alum. Windbeam - Cut to Length per Engineer Requirements.  
 FABRICATION PROCESS: Extruded  
 EDGES: Smooth  
 SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
 FASTENERS: Secure to Universal Sign Clamp at Support Post w/ Square Head Bolt, Nut + washer(s) (See Detail Page)
- 5. SIGN CLAMP**  
 MATERIAL: TXDOT Universal Sign Clamp  
 FABRICATION PROCESS: Cast Steel  
 COLOR: Custom, as noted  
 SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
 FASTENERS: Secure to TXDOT Windbeam at Support Post w/ Square Head Bolt, Nut + washer(s) (See Detail Page)
- 6. POST CAP**  
 MATERIAL: TXDOT Pressure-Cap for 2 7/8"  
 FABRICATION PROCESS: Rolled Steel  
 COLOR: Custom, as noted  
 SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
 FASTENERS: Press-Seal to top of Support Post

**NOTES**

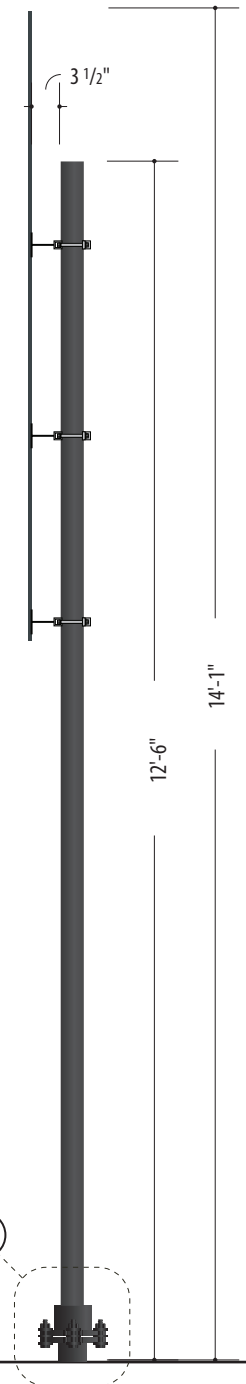
1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and U/V) clear coat or vinyl over laminate.
3. Hardware: All exposed hardware shall be tamper proof fasteners.
4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES  		CLIENT / PROJECT  <b>Montgomery, TX</b> Wayfinding Program
5 W. Gay Street West Chester, PA 19380 T 484.266.0648 <a href="http://www.merjedesign.com">www.merjedesign.com</a>		PROJECT NO.
SUBCONSULTANT		SHEET TITLE
DATE 4/26/24	DRAWN BY: KRD	<b>VDIR.3 TXDOT</b> <b>Vehicular Directional</b>
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.		
REVISIONS 8/16/24		SHEET NO.

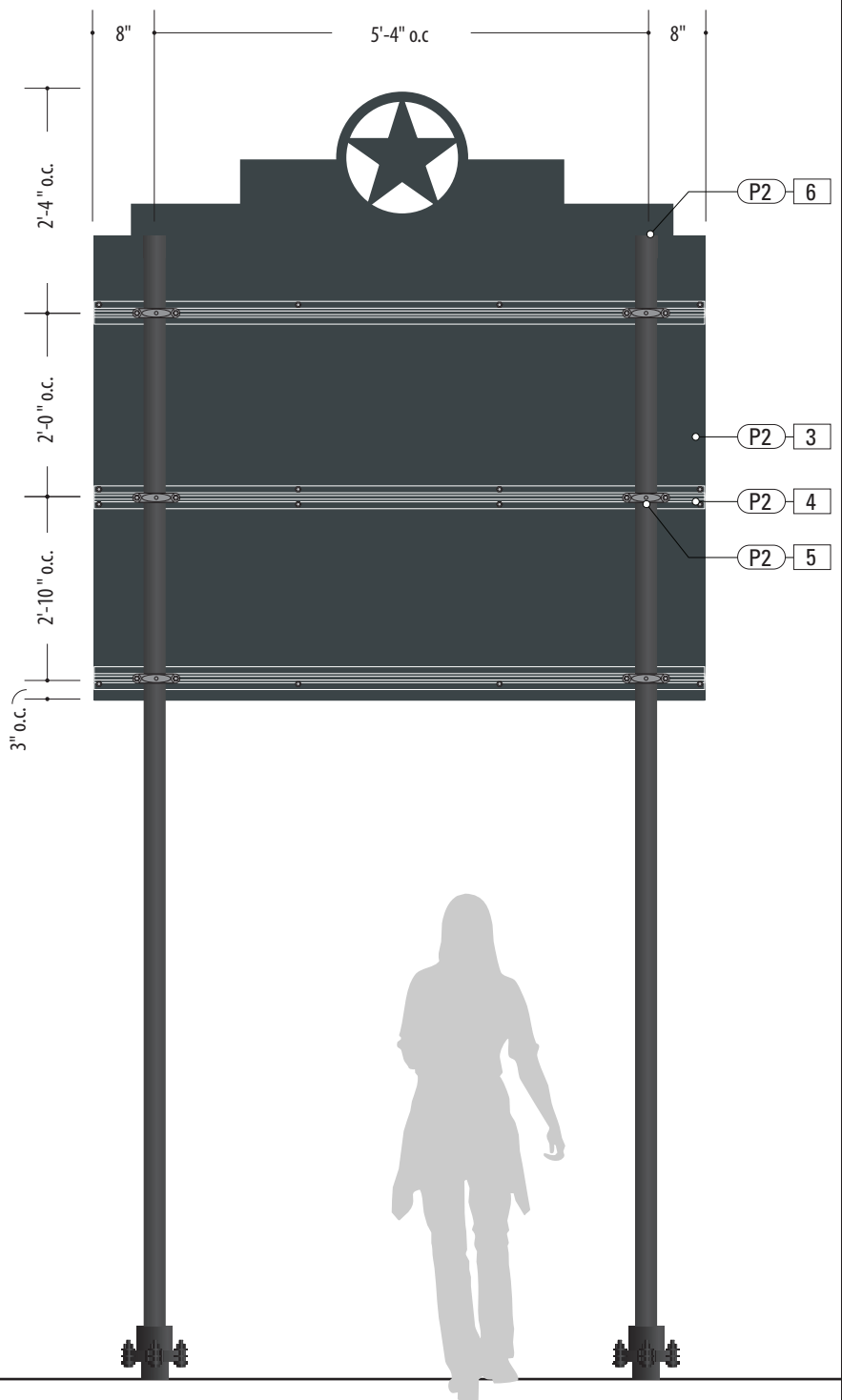
**1** Front View: VDIR.3 TXDOT  
SCALE: 1/2" = 1'-0"



Plan View



Side View




Back View

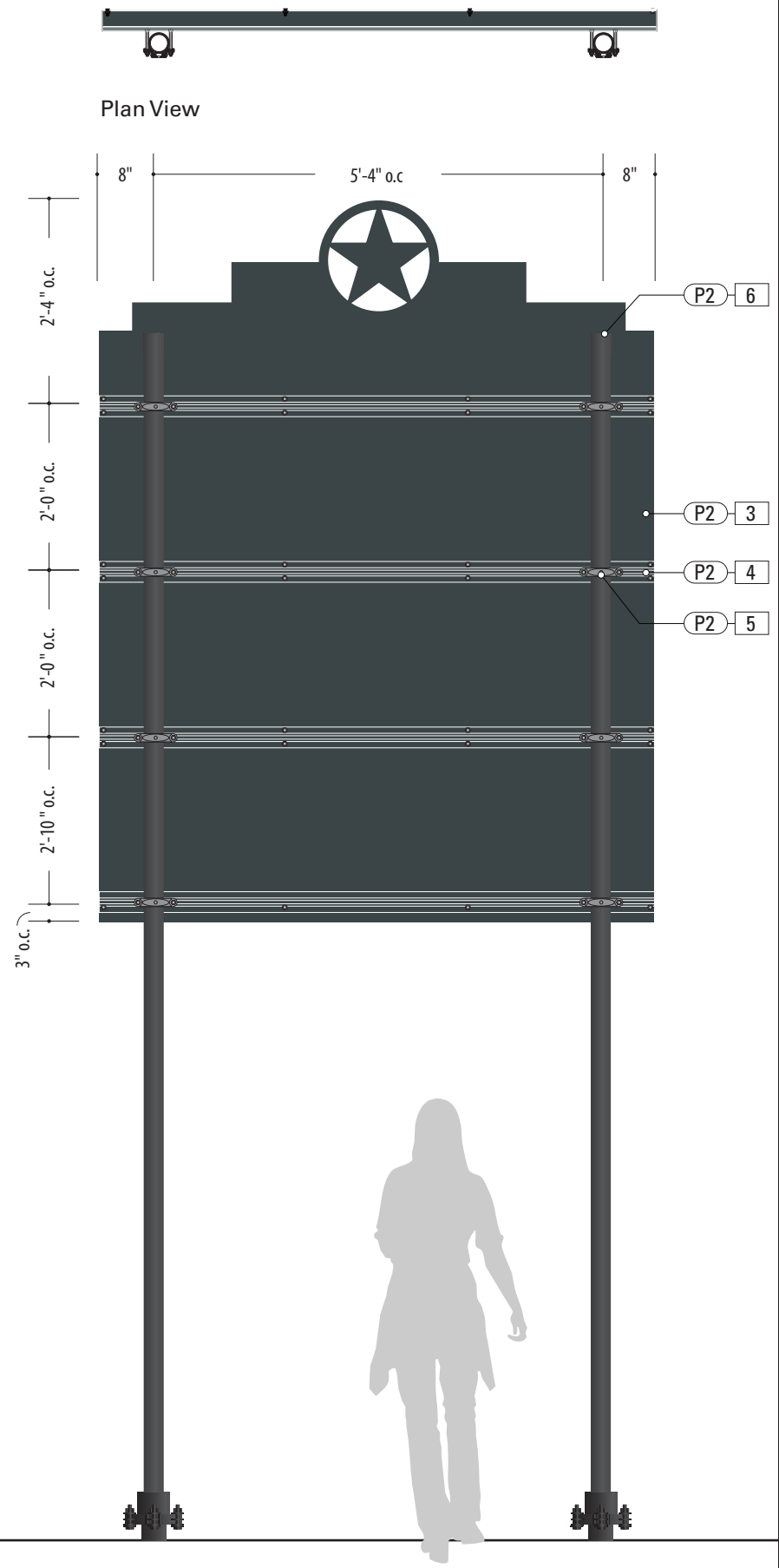
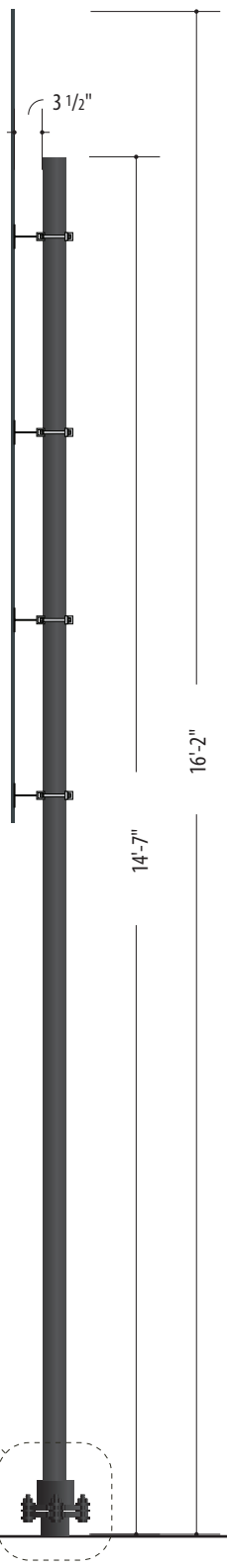
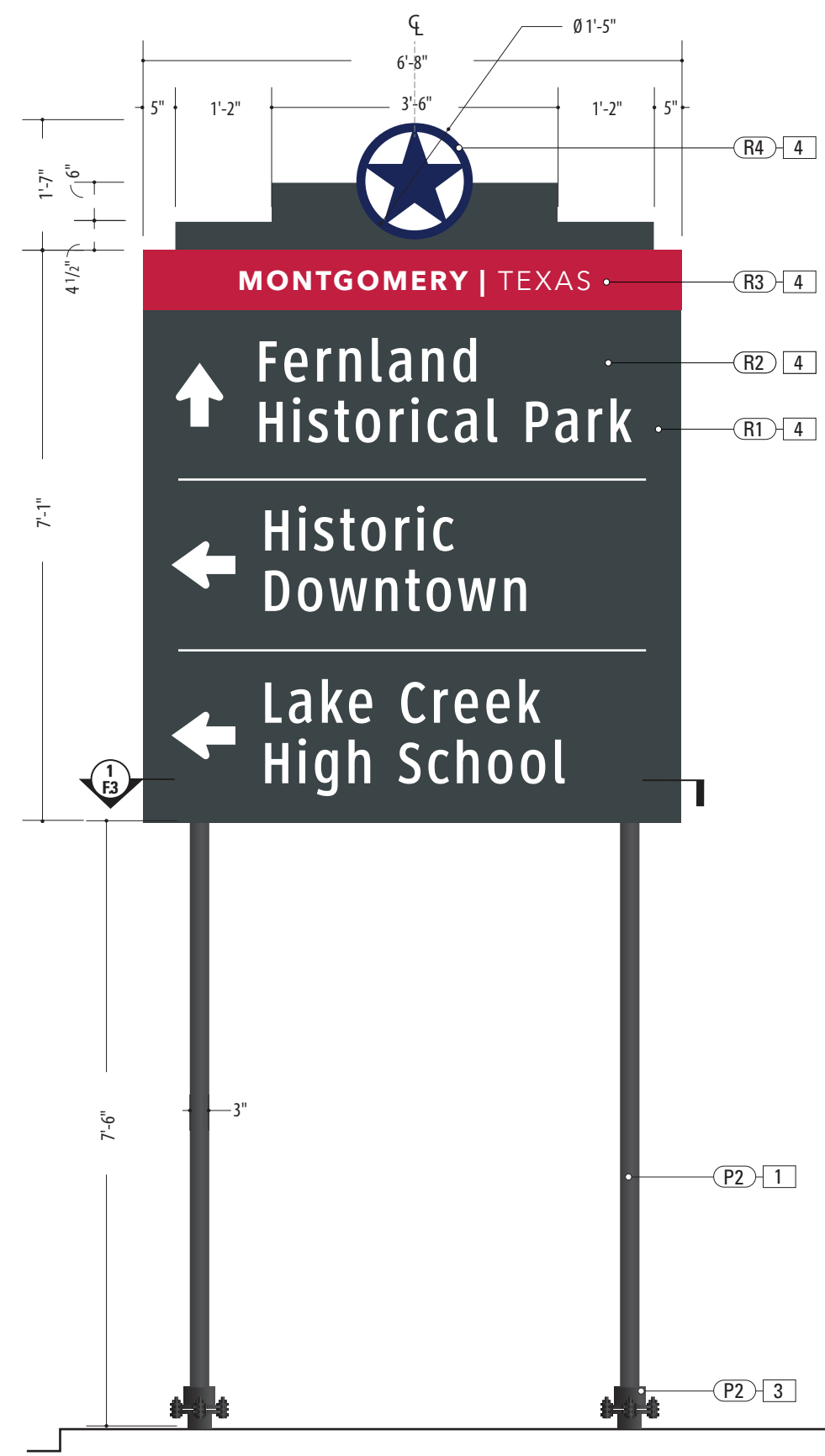
- 1. SUPPORT POST**  
 MATERIAL: 2 7/8" Dia. A500 Grade C Sch-80 Steel Pipe, .276" wall  
 FABRICATION PROCESS: Extruded  
 EDGES: Smooth  
 COLOR: Custom, as noted  
 SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
 FOOTER: TXDOT Triangular SlipBase Breakaway Assembly (Per Detail Dwg.)
- 2. BREAKAWAY ATTACHMENT**  
 TXDOT Triangular SlipBase Breakaway Assembly Installed Per Engineer Req. (See Detail Page)
- 3. SIGN PANEL**  
 MATERIAL: .125" Thk. Aluminum Panel  
 FABRICATION PROCESS: Router Cut panel + Custom Fabricated  
 EDGES: Smooth  
 GRAPHIC BACKGROUND AND COPY PROCESS: 3M custom inks print direct to 3930 with 3M approved UV/Graffiti Vinyl Over-laminate (See Color Sheet for all color and material specifications)  
 FASTENERS: Secured w/ S.S. mechanical fasteners (per Detail) to flange of TXDOT extruded aluminum Windbeam
- 4. WINDBEAM**  
 MATERIAL: TXDOT Extruded Alum. Windbeam - Cut to Length per Engineer Requirements.  
 FABRICATION PROCESS: Extruded  
 EDGES: Smooth  
 SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
 FASTENERS: Secure to Universal Sign Clamp at Support Post w/ Square Head Bolt, Nut + washer(s) (See Detail Page)
- 5. SIGN CLAMP**  
 MATERIAL: TXDOT Universal Sign Clamp  
 FABRICATION PROCESS: Cast Steel  
 COLOR: Custom, as noted  
 SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
 FASTENERS: Secure to TXDOT Windbeam at Support Post w/ Square Head Bolt, Nut + washer(s) (See Detail Page)
- 6. POST CAP**  
 MATERIAL: TXDOT Pressure-Cap for 2 7/8" FABRICATION PROCESS: Rolled Steel  
 COLOR: Custom, as noted  
 SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
 FASTENERS: Press-Seal to top of Support Post

**NOTES**

1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
3. Hardware: All exposed hardware shall be tamper proof fasteners.
4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES   5 W. Gay Street West Chester, PA 19380 T 484.266.0648 <a href="http://www.merjedesign.com">www.merjedesign.com</a>		CLIENT / PROJECT  <b>Montgomery, TX</b> Wayfinding Program
SUBCONSULTANT		PROJECT NO.
DATE	DRAWN BY:	SHEET TITLE
4/26/24	KRD	
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.		<b>VDIR.5 TXDOT</b> <b>Vehicular Directional</b>
REVISIONS	8/16/24	
		SHEET NO.

**1** Front View: VDIR.5 TXDOT  
 SCALE: 1/2" = 1'-0"



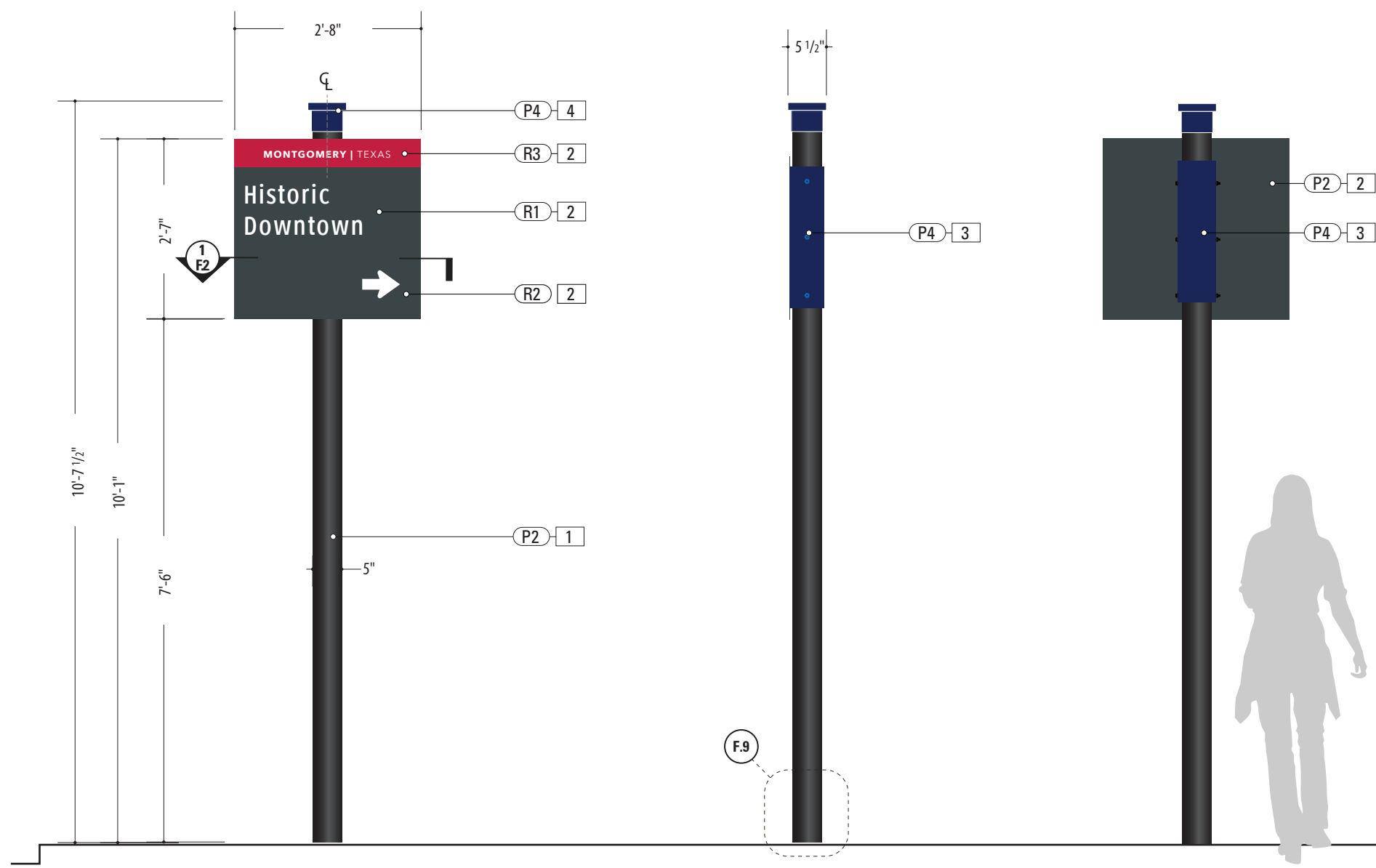
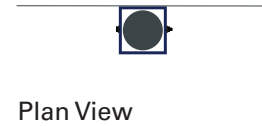
**SPECIFICATIONS**      **SIGN TYPE:** VDIR.6.TXDOT      **FUNCTION:** Vehicular Directional

- 1. SUPPORT POST**  
 MATERIAL: 2 7/8" Dia. A500 Grade C Sch-80 Steel Pipe, .276" wall  
 FABRICATION PROCESS: Extruded  
 EDGES: Smooth  
 COLOR: Custom, as noted  
 SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
 FOOTER: TXDOT Triangular SlipBase Breakaway Assembly (Per Detail Dwg.)
- 2. BREAKAWAY ATTACHMENT**  
 TXDOT Triangular SlipBase Breakaway Assembly Installed Per Engineer Req. (See Detail Page)
- 3. SIGN PANEL**  
 MATERIAL: .125" Thk. Aluminum Panel  
 FABRICATION PROCESS: Router Cut panel + Custom Fabricated  
 EDGES: Smooth  
 GRAPHIC BACKGROUND AND COPY PROCESS: 3M custom inks print direct to 3930 with 3M approved UV/Graffiti Vinyl Over-laminate (See Color Sheet for all color and material specifications)  
 FASTENERS: Secured w/ S.S. mechanical fasteners (per Detail) to flange of TXDOT extruded aluminum Windbeam
- 4. WINDBEAM**  
 MATERIAL: TXDOT Extruded Alum. Windbeam - Cut to Length per Engineer Requirements.  
 FABRICATION PROCESS: Extruded  
 EDGES: Smooth  
 SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
 FASTENERS: Secure to Universal Sign Clamp at Support Post w/ Square Head Bolt, Nut + washer(s) (See Detail Page)
- 5. SIGN CLAMP**  
 MATERIAL: TXDOT Universal Sign Clamp  
 FABRICATION PROCESS: Cast Steel  
 COLOR: Custom, as noted  
 SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
 FASTENERS: Secure to TXDOT Windbeam at Support Post w/ Square Head Bolt, Nut + washer(s) (See Detail Page)
- 6. POST CAP**  
 MATERIAL: TXDOT Pressure-Cap for 2 7/8" Steel Pipe  
 FABRICATION PROCESS: Rolled Steel  
 COLOR: Custom, as noted  
 SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
 FASTENERS: Press-Seal to top of Support Post

- NOTES**
1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
  2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and U/V) clear coat or vinyl over laminate.
  3. Hardware: All exposed hardware shall be tamper proof fasteners.
  4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES  <b>merje</b> 5 W. Gay Street West Chester, PA 19380 T 484.266.0648 <a href="http://www.merjedesign.com">www.merjedesign.com</a>		CLIENT / PROJECT
		<b>Montgomery, TX</b> Wayfinding Program
SUBCONSULTANT		PROJECT NO.
DATE	4/26/24	SHEET TITLE
DRAWN BY:	KRD	
REVISIONS	8/16/24	<b>VDIR.6 TXDOT</b> <b>Vehicular Directional</b>
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.		
		SHEET NO.

**1** Front View: VDIR.6 TXDOT  
 SCALE: 1/2" = 1'-0"



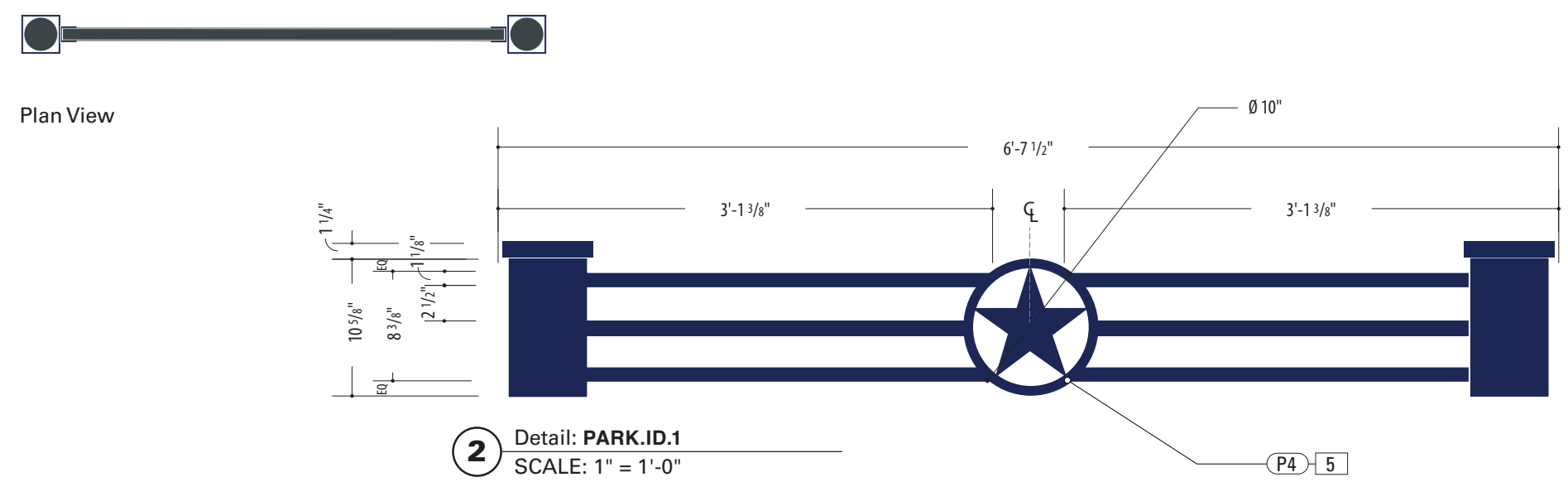
SPECIFICATIONS	SIGN TYPE: RES.1	FUNCTION: Vehicular Directional
<p><b>1. SUPPORT POST</b>                      MATERIAL: 5" Dia. Alum. tube, .5" wall                      FABRICATION PROCESS: Extruded                      EDGES: Smooth                      COLOR: Custom, as noted                      SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.                      FOOTER: Match Plate w/ Direct Bury post into concrete footer (Per Detail Dwg.)</p> <p><b>2. SIGN PANEL</b>                      MATERIAL: .25" Thk. Aluminum Panel                      FABRICATION PROCESS: Router Cut                      EDGES: Smooth                      GRAPHIC BACKGROUND AND COPY PROCESS:                      3M custom inks print direct to 3930 with 3M approved UV/Graffiti Vinyl Over-laminate (See Color Sheet for all color and material specifications)                      FASTENER: Welded mounting bracket at 2nd Surface for Support Post Attachment (Per Detail)</p> <p><b>3. ACCENT SLEEVE</b>                      MATERIAL: Aluminum Sheet, 1/8" thk.                      FABRICATION PROCESS: Custom router cut shape w/ 90° break form bend                      COLOR: Custom, as noted                      SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.                      FASTENERS: Secure through Cover / Structural Post w/ Thru-Bolts + washer Secure w/ locknut + washer - Quantity as structurally required</p>	<p><b>4. POST CAP</b>                      MATERIAL: Exterior Grade ABS / Nylon                      FABRICATION PROCESS: Custom FDM 3D Printed                      COLOR: Custom, as noted                      SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.                      FASTENERS: Secure w/ concealed fasteners</p>	

**NOTES**

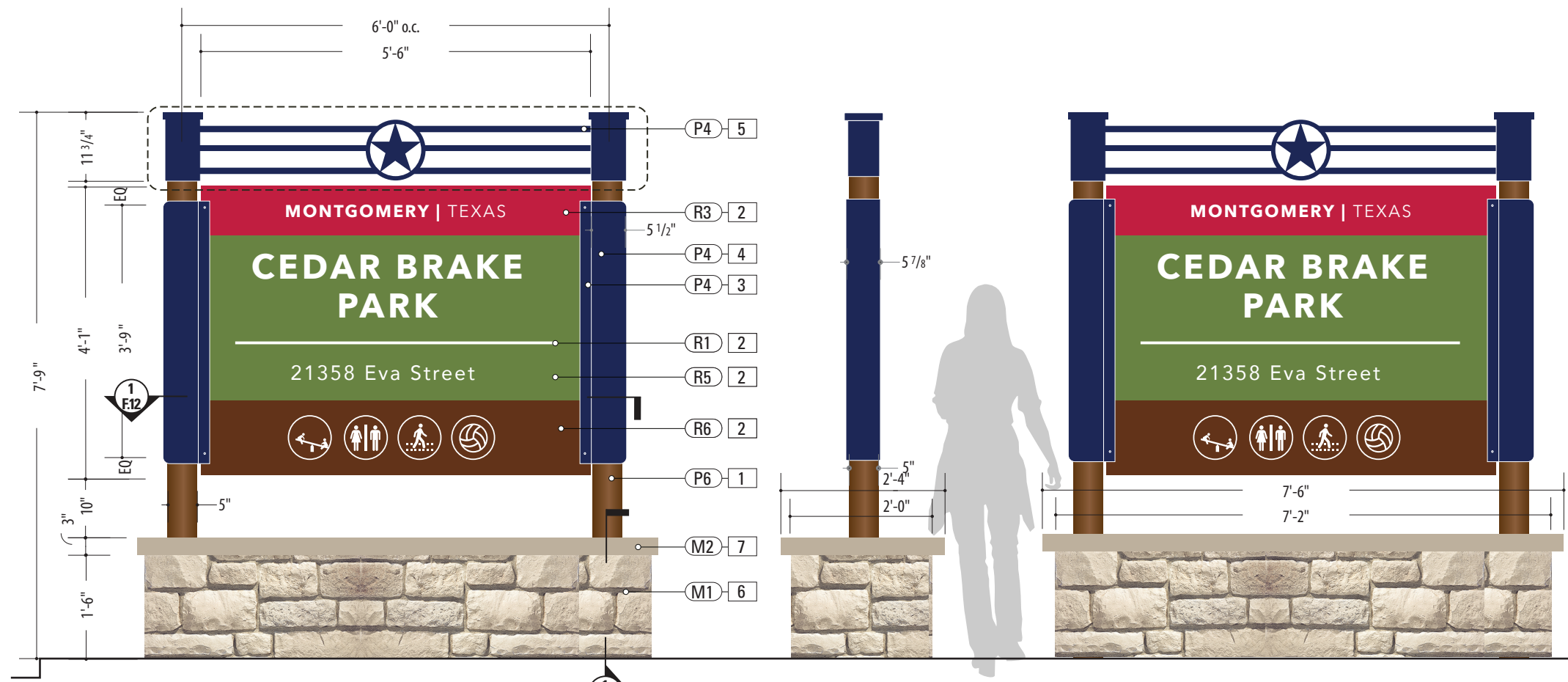
- Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
- All vinyl and painted surfaces must receive a compatible anti-graffiti (and U/V) clear coat or vinyl over laminate.
- Hardware: All exposed hardware shall be tamper proof fasteners.
- Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES  5 W. Gay Street West Chester, PA 19380 T 484.266.0648 <a href="http://www.merjedesign.com">www.merjedesign.com</a>		CLIENT / PROJECT  <b>Montgomery, TX</b> Wayfinding Program
SUBCONSULTANT		PROJECT NO.
DATE	4/26/24	SHEET TITLE
DRAWN BY:	KRD	
REVISIONS	8/16/24	<b>RES.1</b> <b>Vehicular Directional</b>
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.		
SHEET NO.		





**2** Detail: PARK.ID.1  
SCALE: 1" = 1'-0"



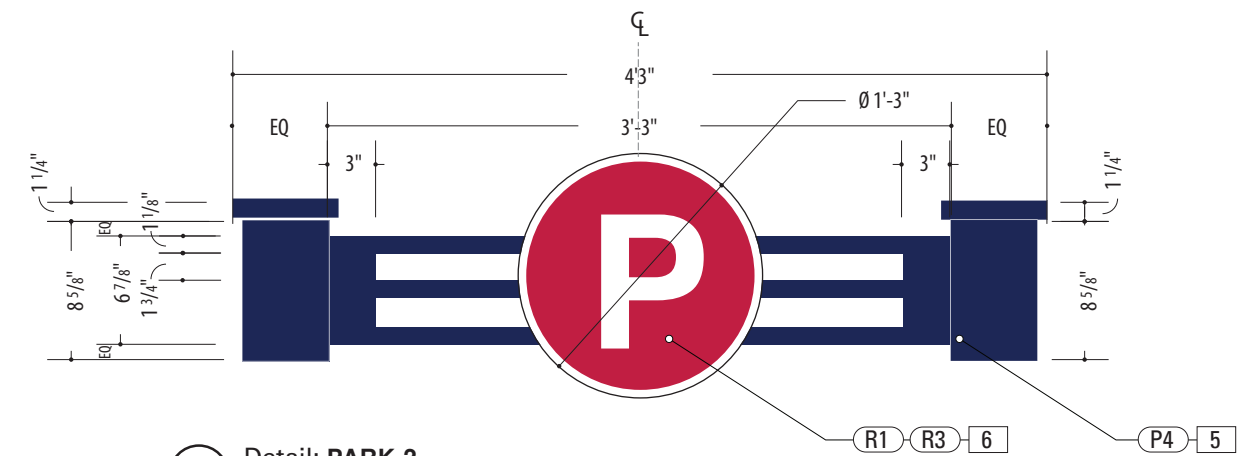
**1** Front View: PARK.ID.1  
SCALE: 1/2" = 1'-0"

- 1. SUPPORT POST**  
MATERIAL: 5" Dia. Alum. tube, .5" wall  
FABRICATION PROCESS: Extruded  
EDGES: Smooth  
COLOR: Custom, as noted  
SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FOOTER: Direct Bury post into concrete footer (Per Detail Dwg.)
- 2. SIGN PANEL**  
MATERIAL: .125" Thk. Aluminum Panel over 1 3/4" x 1 3/4" Alum. Tube Frame  
FABRICATION PROCESS: Router Cut panel + Custom Fabricated  
EDGES: Smooth  
GRAPHIC BACKGROUND AND COPY PROCESS: 3M custom inks print direct to 3930 with 3M approved UV/Graffiti Vinyl Over-laminate (See Color Sheet for all color and material specifications)  
FASTENERS: Secure through Mounting Bracket w/ Thru-Bolts + washer Secure w/ locknut + washer - Quantity as structurally required
- 3. MOUNTING BRACKET**  
MATERIAL: 2 1/2" x 2 1/2 x 1/4" Alum. Channel welded to 1/4" Thk. Formed Alum. Mounting Bracket  
FABRICATION PROCESS: Custom Fabricated  
EDGES: Smooth  
SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FASTENERS: Secure through Flag Bracket + Sleeve to Structural Post w/ Thru-Bolts + washer Secure w/ locknut + washer - Quantity as structurally required
- 4. ACCENT SLEEVE**  
MATERIAL: Aluminum Sheet, 1/8" thk.  
FABRICATION PROCESS: Custom router cut shape w/ 90° brake form bend  
COLOR: Custom, as noted  
SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FASTENERS: Secure through Flag Bracket + Sleeve to Structural Post w/ Thru-Bolts + washer Secure w/ locknut + washer - Quantity as structurally required
- 5. HEADER**  
6" Sq. Custom fabricated aluminum tube sleeve w/ Cap. 1" x 1" welded tube cross-bracing and stencil-cut Star icon.  
SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FASTENERS: Secure to Support Post w/ concealed fasteners
- 6. MASONRY BASE**  
SURFACING: Austin Limestone Sawn Face Veneer-Cream-Split Face Pattern-Choped Stone Surface  
BASE: CMU block with reinforced concrete footer below grade
- 7. CAPSTONE**  
MATERIAL: 2-Piece Empire Cast Concrete Cap  
Color: Baja C-015 / Finish: Smooth

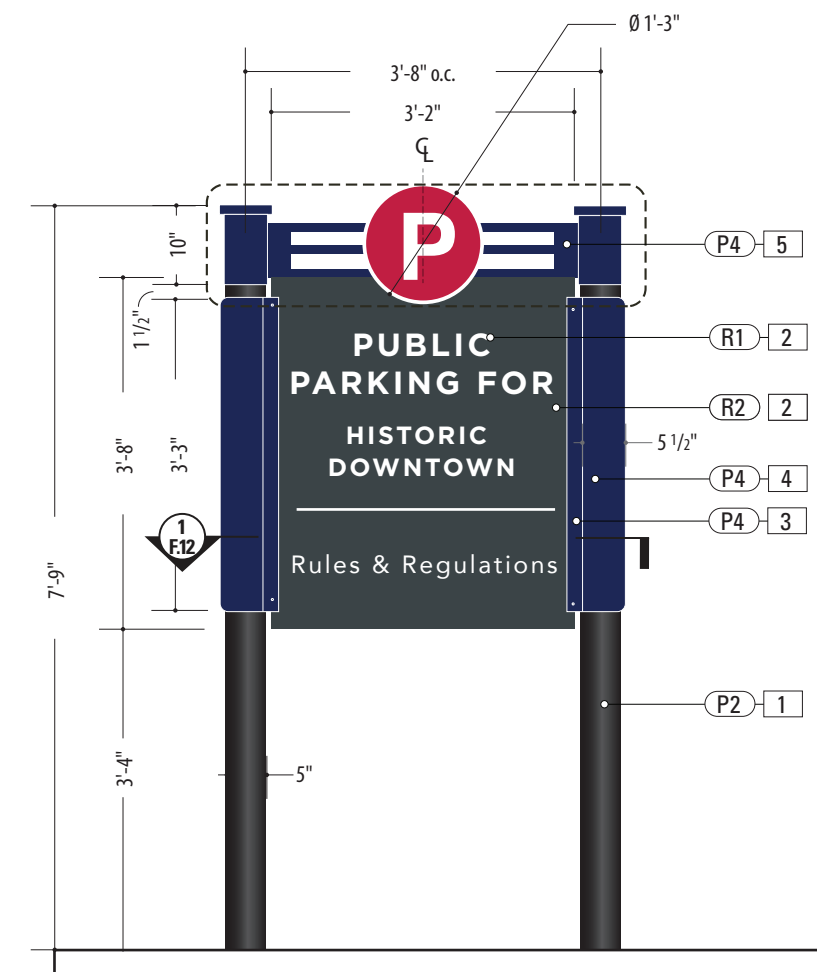
- NOTES**
1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
  2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
  3. Hardware: All exposed hardware shall be tamper proof fasteners.
  4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES		CLIENT / PROJECT	
<p>5 W. Gay Street West Chester, PA 19380 T 484.266.0648 <a href="http://www.merjedesign.com">www.merjedesign.com</a></p>		<p><b>Montgomery, TX</b> Wayfinding Program</p>	
		PROJECT NO.	
SUBCONSULTANT		SHEET TITLE	
DATE	4/26/24	DRAWN BY:	KRD
<p>These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.</p>		REVISIONS	8/16/24
		SHEET NO.	
		<p><b>PARK.ID.1</b> <b>Parking Identification</b></p>	
		<p><b>D.13</b></p>	

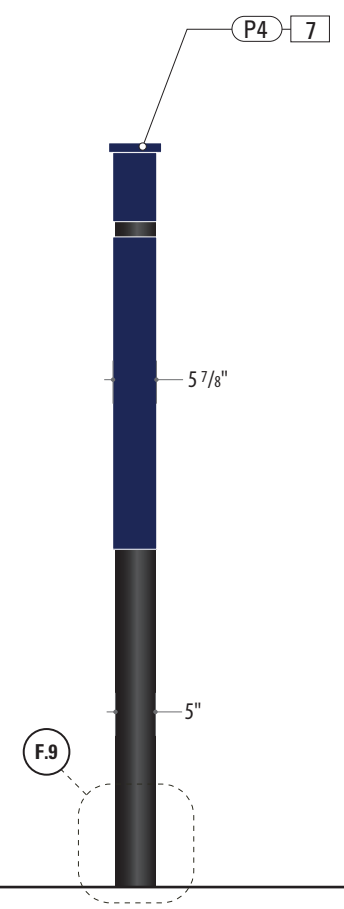




**2** Detail: **PARK.2**  
SCALE: 1" = 1'-0"



**1** Front View: **PARK.2**  
SCALE: 1/2" = 1'-0"




Side View

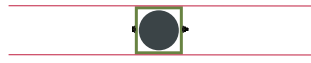


Back View

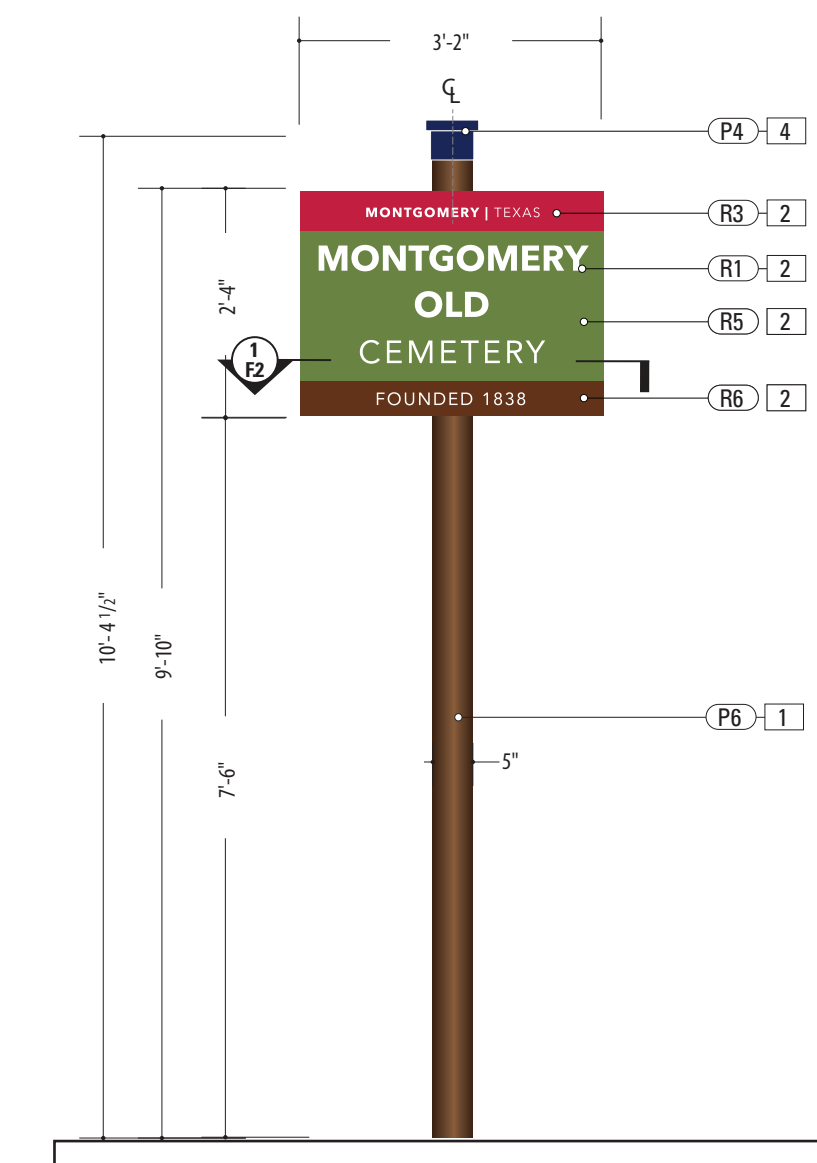
- 1. SUPPORT POST**  
MATERIAL: 5" Dia. Alum. tube, .5" wall  
FABRICATION PROCESS: Extruded  
EDGES: Smooth  
COLOR: Custom, as noted  
SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FOOTER: Match Plate w/ Direct Bury post into concrete footer (Per Detail Dwg.)
- 2. SIGN PANEL**  
MATERIAL: .125" Thk. Aluminum Panel over 1 3/4" x 1 3/4" Alum. Tube Frame  
FABRICATION PROCESS: Router Cut panel + Custom Fabricated  
EDGES: Smooth  
GRAPHIC BACKGROUND AND COPY PROCESS: 3M custom inks print direct to 3930 with 3M approved UV/Graffiti Vinyl Over-laminate (See Color Sheet for all color and material specifications)  
FASTENERS: Secure through Mounting Bracket w/ Thru-Bolts + washer Secure w/ locknut + washer - Quantity as structurally required
- 3. MOUNTING BRACKET**  
MATERIAL: 2 1/2" x 2 1/2" x 1/4" Alum. Channel welded to 1/4" Thk. Formed Alum. Mounting Bracket  
FABRICATION PROCESS: Custom Fabricated  
EDGES: Smooth  
SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FASTENERS: Secure through Flag Bracket + Sleeve to Structural Post w/ Thru-Bolts + washer Secure w/ locknut + washer - Quantity as structurally required
- 4. ACCENT SLEEVE**  
MATERIAL: Aluminum Sheet, 1/8" thk.  
FABRICATION PROCESS: Custom router cut shape w/ 90° brake form bend  
COLOR: Custom, as noted  
SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FASTENERS: Secure through Flag Bracket + Sleeve to Structural Post w/ Thru-Bolts + washer Secure w/ locknut + washer - Quantity as structurally required
- 5. HEADER**  
6" Sq. Custom fabricated aluminum tube sleeve w/ Cap. 1" x 1" welded tube cross-bracing  
SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FASTENERS: Secure to Support Post w/ concealed fasteners
- 6. PARKING ICON**  
MATERIAL: Aluminum Sheet, 1/4" thk.  
FABRICATION PROCESS: Custom router cut  
COLOR: Custom, as noted  
GRAPHIC BACKGROUND AND COPY PROCESS: 3M custom inks print direct to 3930 with 3M approved UV/Graffiti Vinyl Over-laminate (See Color Sheet for all color and material specifications)  
FASTENERS: Secure to Header cross-bracing w/ concealed Fasteners

- NOTES**
- Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
  - All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
  - Hardware: All exposed hardware shall be tamper proof fasteners.
  - Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES		CLIENT / PROJECT	
 5 W. Gay Street West Chester, PA 19380 T 484.266.0648 <a href="http://www.merjedesign.com">www.merjedesign.com</a>		<b>Montgomery, TX</b> Wayfinding Program	
		PROJECT NO.	
SUBCONSULTANT		SHEET TITLE	
DATE	4/26/24	DRAWN BY:	KRD
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.		REVISIONS	8/16/24
		SHEET NO.	
		<b>PARK.2</b> <b>Parking Identification</b>	
		<b>D.14</b>	



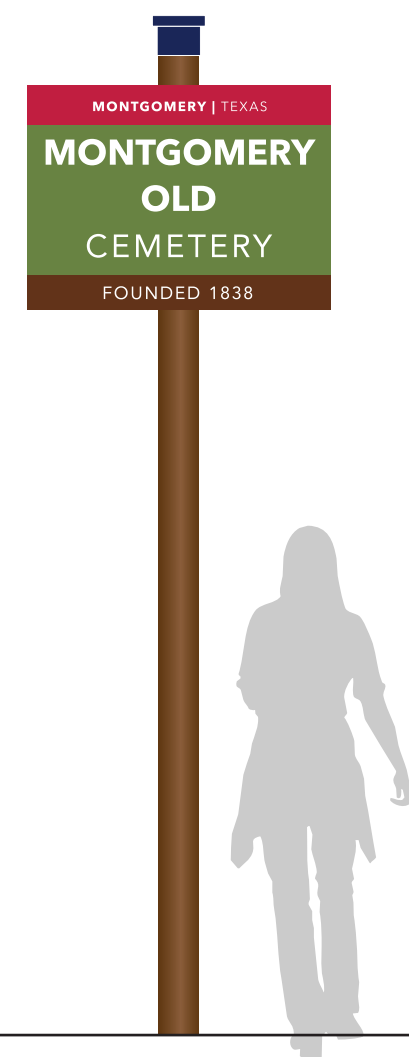
Plan View



1 Front View: PARK.ID.2  
SCALE: 1/2" = 1'-0"



Side View




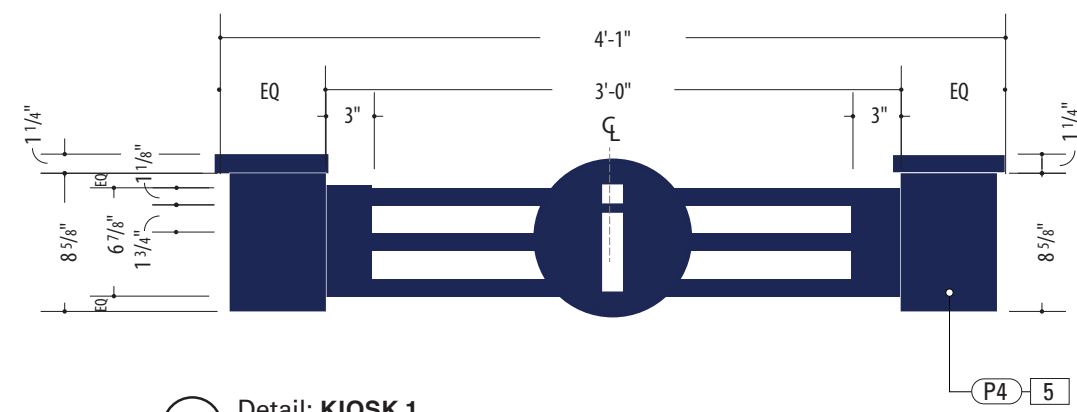
Back View

**SPECIFICATIONS**      **SIGN TYPE:** PARK.ID.2      **FUNCTION:** Parking ID

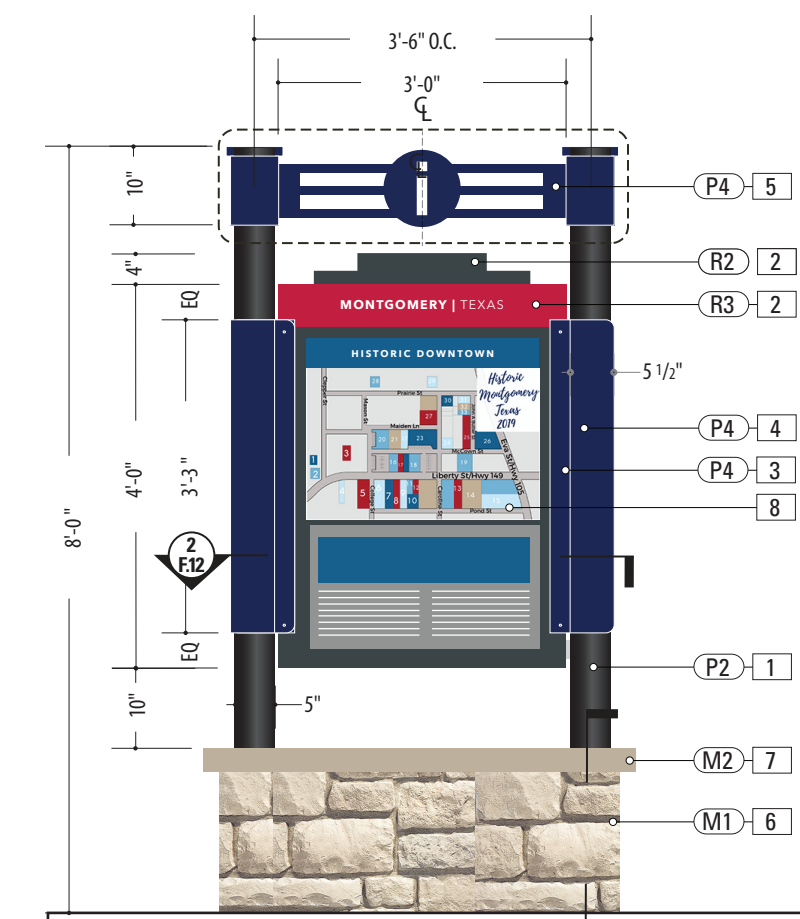
- 1. SUPPORT POST**  
MATERIAL: 5" Dia. Alum. tube, .5" wall  
FABRICATION PROCESS: Extruded  
EDGES: Smooth  
COLOR: Custom, as noted  
SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FOOTER: Match Plate w/ Direct Bury post into concrete footer (Per Detail Dwg.)
- 2. SIGN PANEL**  
MATERIAL: .25" Thk. Aluminum Panel  
FABRICATION PROCESS: Router Cut  
EDGES: Smooth  
GRAPHIC BACKGROUND AND COPY PROCESS: 3M custom inks print direct to 3930 with 3M approved UV/Graffiti Vinyl Over-laminate (See Color Sheet for all color and material specifications)  
FASTENER: Welded mounting bracket at 2nd Surface for Support Post Attachment (Per Detail)
- 3. ACCENT SLEEVE**  
MATERIAL: Aluminum Sheet, 1/8" thk.  
FABRICATION PROCESS: Custom router cut shape w/ 90° break form bend  
COLOR: Custom, as noted  
SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FASTENERS: Secure through Cover / Structural Post w/ Thru-Bolts + washer Secure w/ locknut + washer - Quantity as structurally required
- 4. POST CAP**  
MATERIAL: Exterior Grade ABS / Nylon  
FABRICATION PROCESS: Custom FDM 3D Printed  
COLOR: Custom, as noted  
SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish.  
FASTENERS: Secure w/ concealed fasteners

- NOTES**
- Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
  - All vinyl and painted surfaces must receive a compatible anti-graffiti (and U/V) clear coat or vinyl over laminate.
  - Hardware: All exposed hardware shall be tamper proof fasteners.
  - Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

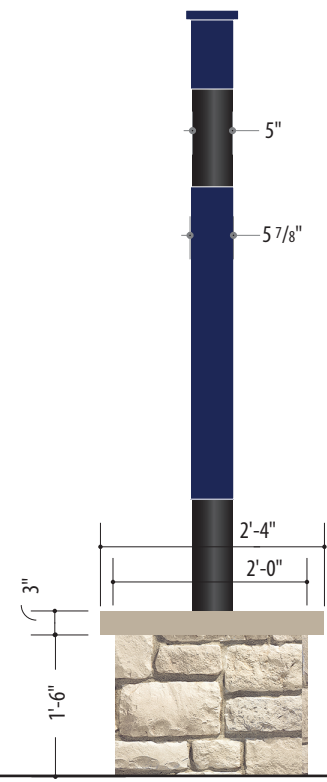
ENVIRONMENTS & EXPERIENCES   5 W. Gay Street West Chester, PA 19380 T 484.266.0648 <a href="http://www.merjedesign.com">www.merjedesign.com</a>		CLIENT / PROJECT  <b>Montgomery, TX</b> Wayfinding Program
SUBCONSULTANT		PROJECT NO.
DATE	4/26/24	SHEET TITLE
DRAWN BY:	KRD	
REVISIONS	8/16/24	<b>PARK.ID.2</b> <b>Parking Identification</b>
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.		
SHEET NO.		



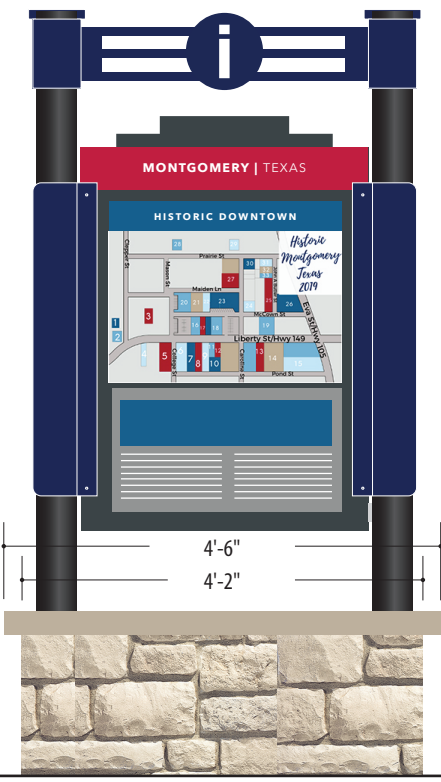
**2** Detail: KIOSK.1  
SCALE: 1" = 1'-0"



**1** Front View: KIOSK.1  
SCALE: 1/2" = 1'-0"



Side View



Back View

SPECIFICATIONS	SIGN TYPE: KIOSK.1	FUNCTION: Information Kiosk	Item 9.
<p><b>1. SUPPORT POST</b> MATERIAL: 5" Dia. Alum. tube, .5" wall FABRICATION PROCESS: Extruded EDGES: Smooth COLOR: Custom, as noted SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish. FOOTER: Direct Bury post into concrete footer (Per Detail Dwg.)</p>			
<p><b>2. PANEL FRAME</b> MATERIAL: .125" Thk. Aluminum Panel over 1 1/2" x 1 1/2" Alum. Tube Frame FABRICATION PROCESS: Router Cut panel w/ Window-Cut + Custom Fabricated Central Frame EDGES: Smooth SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish FASTENERS: Secure through Mounting Bracket w/ Thru-Bolts + washer Secure w/ locknut + washer - Quantity as structurally required</p>			
<p><b>3. MOUNTING BRACKET</b> MATERIAL: 2 1/2" x 2 1/2 x 1/4" Alum. Channel welded to to 1/4" Thk. Formed Alum. Mounting Bracket FABRICATION PROCESS: Custom Fabricated EDGES: Smooth SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish. FASTENERS: Secure through Flag Bracket + Sleeve to Structural Post w/ Thru-Bolts + washer Secure w/ locknut + washer - Quantity as structurally required</p>			
<p><b>4. ACCENT SLEEVE</b> MATERIAL: Aluminum Sheet, 1/8" thk. FABRICATION PROCESS: Custom router cut shape w/ 90° brake form bend COLOR: Custom, as noted SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish. FASTENERS: Secure through Flag Bracket + Sleeve to Structural Post w/ Thru-Bolts + washer Secure w/ locknut + washer - Quantity as structurally required</p>			
<p><b>5. HEADER</b> 6" Sq. Custom fabricated aluminum tube sleeve w/ Cap. 1" x 1" welded tube cross-bracing and stencil-cut Information icon. SURFACE PROCESS: Paint all exposed surfaces with Matthews Acrylic Polyurethane, with clear coat satin finish. FASTENERS: Secure to Support Post w/ concealed fasteners</p>			
<p><b>6. MASONRY BASE</b> SURFACING: Austin Limestone Sawn Face Veneer-Cream-Split Face Pattern-Choped Stone Surface BASE: CMU block with reinforced concrete footer below grade</p>			
<p><b>7. CAPSTONE</b> MATERIAL: 2-Piece Empire Cast Concrete Cap Color: Baja C-015 / Finish: Smooth</p>			
<p><b>8. SIGN PANEL</b> MATERIAL: .125" Thk. PVC Insert FABRICATION PROCESS: Router Cut EDGES: Smooth GRAPHIC BACKGROUND AND COPY PROCESS: Custom UV print direct to substrate FASTENERS: Top-Load Insert to Panel Frame</p>			

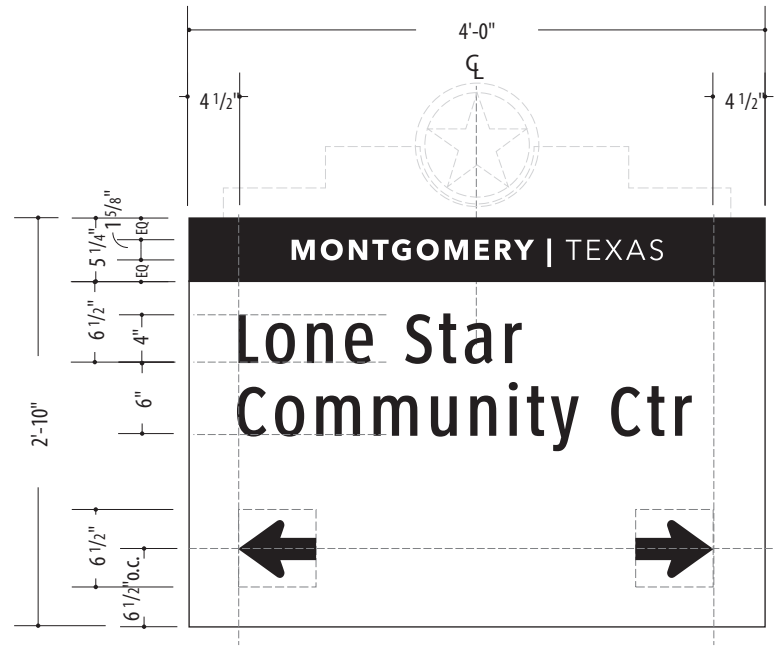
- NOTES**
- Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
  - All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
  - Hardware: All exposed hardware shall be tamper proof fasteners.
  - Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES  5 W. Gay Street West Chester, PA 19380 T 484.266.0648 <a href="http://www.merjedesign.com">www.merjedesign.com</a>		CLIENT / PROJECT  <b>Montgomery, TX</b> Wayfinding Program
DATE: 4/26/24 DRAWN BY: KRD REVISIONS: 8/16/24		PROJECT NO.  SHEET TITLE  <b>KIOSK.1</b> <b>Informational Kiosk</b>
SUBCONSULTANT  These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.		SHEET NO.  <b>D.16</b>

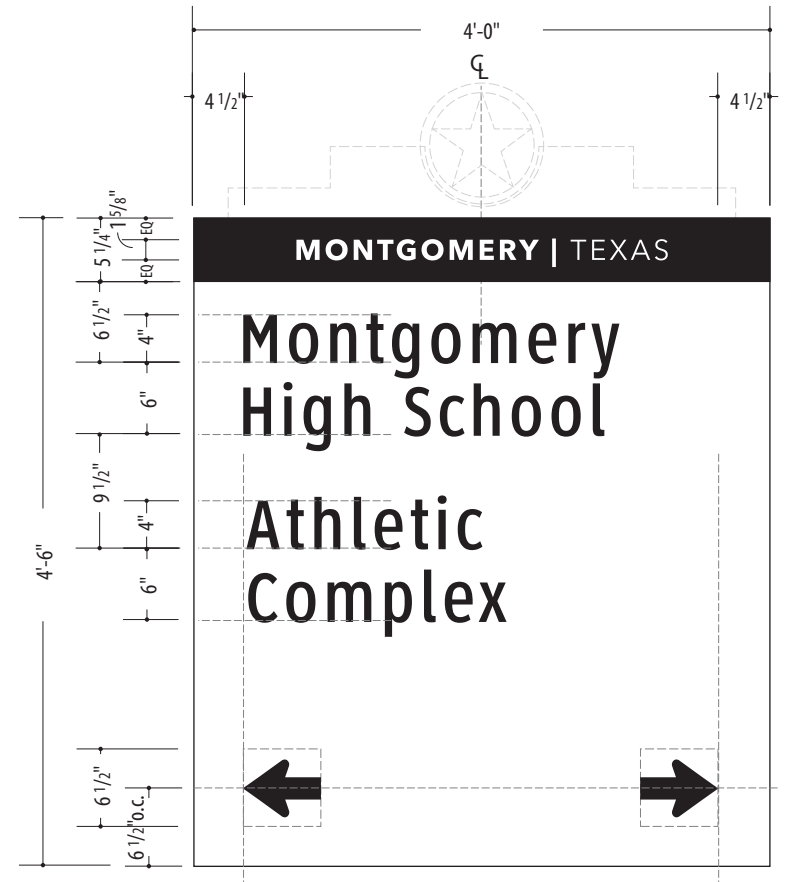
# **E** | Graphic Layouts

**SPECIFICATIONS**

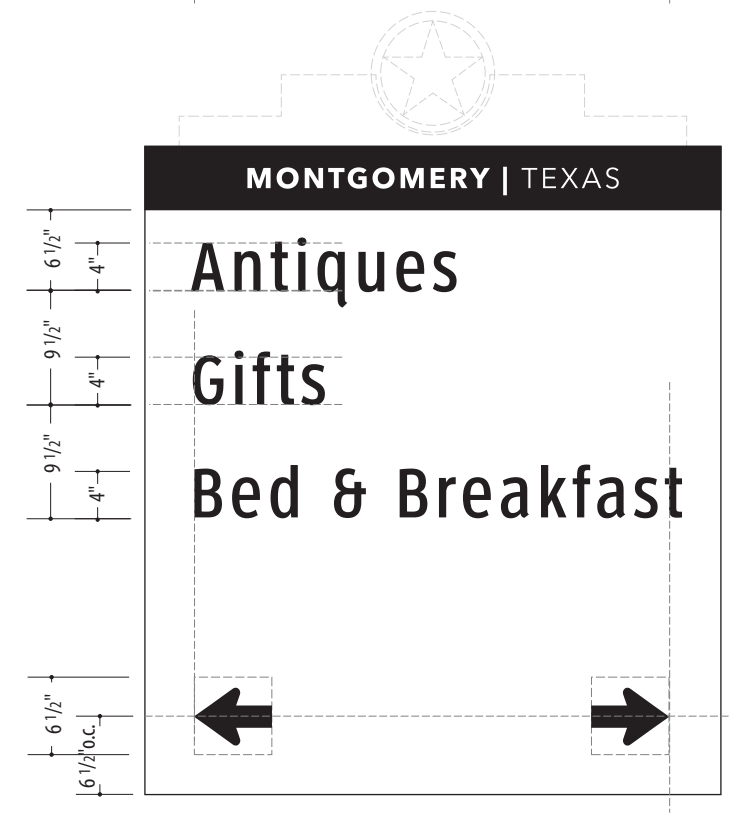
VDIR.1  
VDIR.2



**1** Layout: VDIR.1  
SCALE: 3/4" = 1'-0"



**2** Layout: VDIR.2  
SCALE: 3/4" = 1'-0"



- NOTES:
1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
  2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
  3. Hardware: All exposed hardware shall be tamper proof fasteners.
  4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES

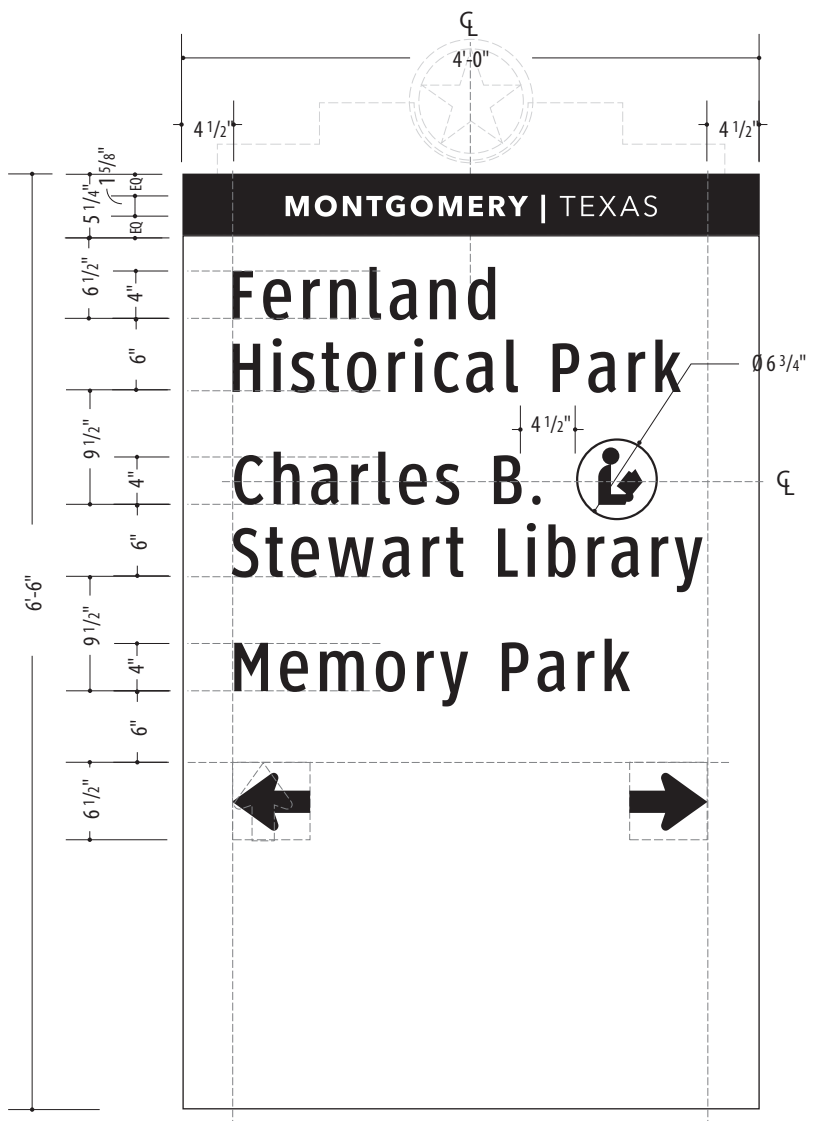
**merJe**

5 W. Gay Street  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

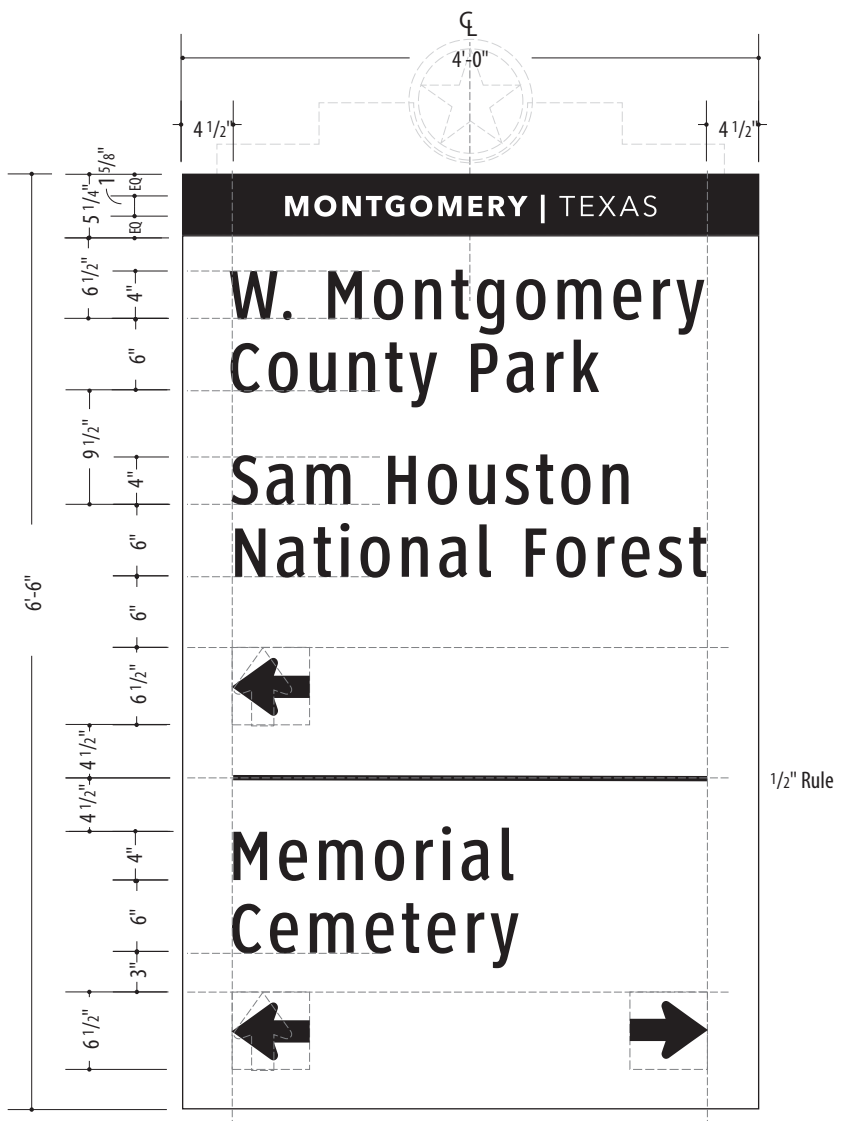
DATE 4/26/24	CLIENT / PROJECT  <b>Montgomery, TX</b> Wayfinding Program
DRAWN BY: KRD	
<p>These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.</p>	
REVISIONS 8/16/24	PROJECT NO.
	SHEET TITLE  <b>Graphic Layout</b>
	SHEET NO.

**SPECIFICATIONS**

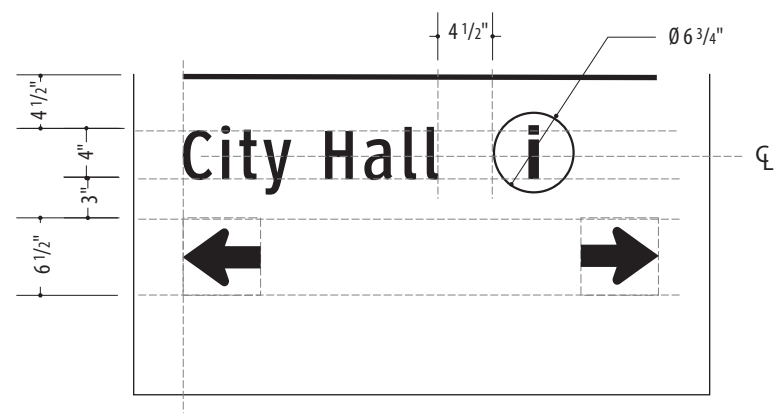
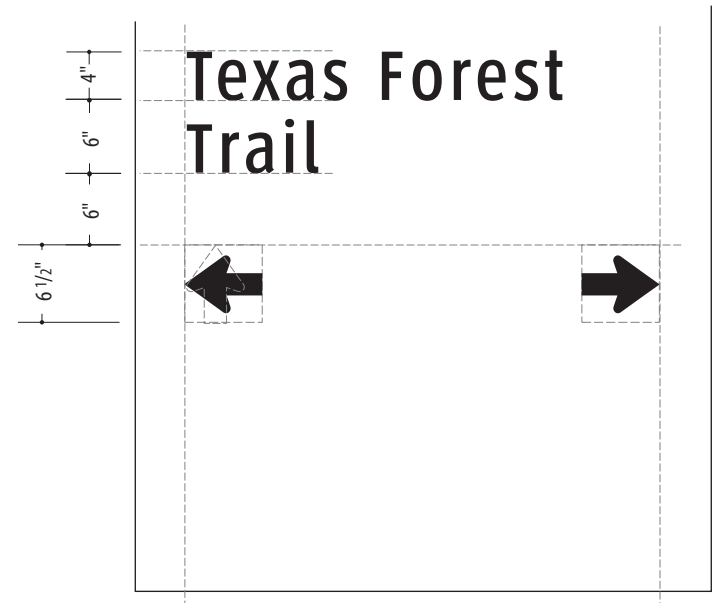
VDIR.3  
VDIR.3 TXDOT



**1** Layout: VDIR.3 / VDIR.3.TXDOT (3/0) Listing / 1 Direction  
SCALE: 3/4" = 1'-0"



**2** Layout: VDIR.3 (2/1 Listing - 2 Direction)  
SCALE: 3/4" = 1'-0"



- NOTES:**
1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
  2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
  3. Hardware: All exposed hardware shall be tamper proof fasteners.
  4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

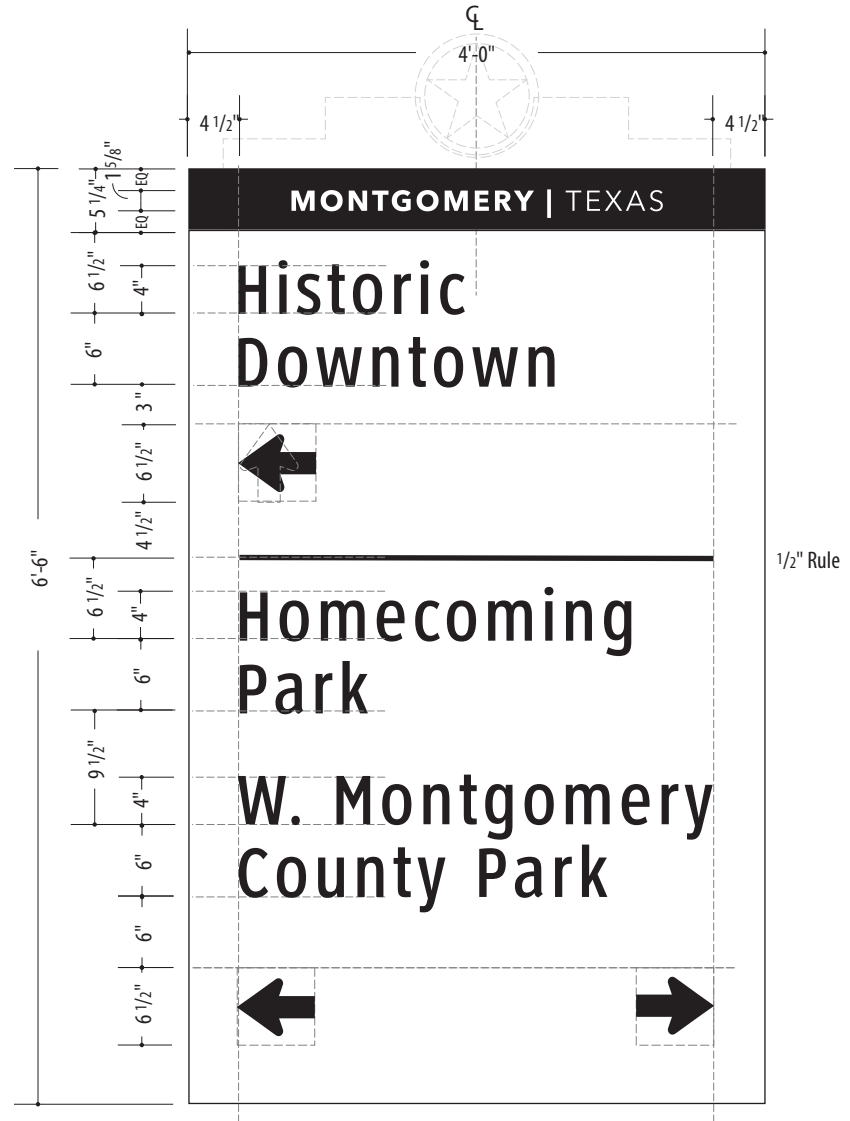
ENVIRONMENTS & EXPERIENCES

**merJe**

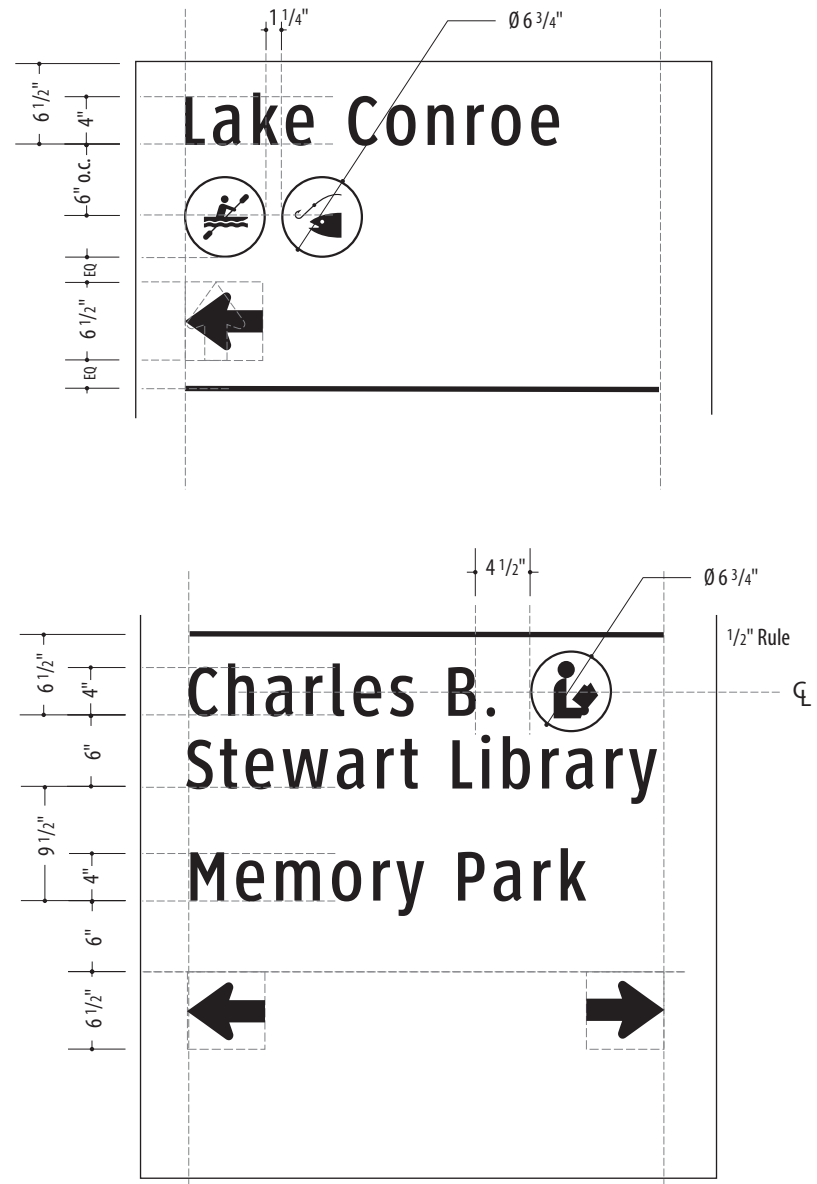
5 W. Gay Street  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE 4/26/24	CLIENT / PROJECT <b>Montgomery, TX</b> Wayfinding Program
DRAWN BY: KRD	PROJECT NO.
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.	SHEET TITLE <b>Graphic Layout</b>
REVISIONS 8/16/24	SHEET NO.





1 Layout: VDIR.3 (1/2 Listing - 2 Direction)  
SCALE: 3/4" = 1'-0"



**SPECIFICATIONS**

VDIR.3

- NOTES:
1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
  2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
  3. Hardware: All exposed hardware shall be tamper proof fasteners.
  4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES

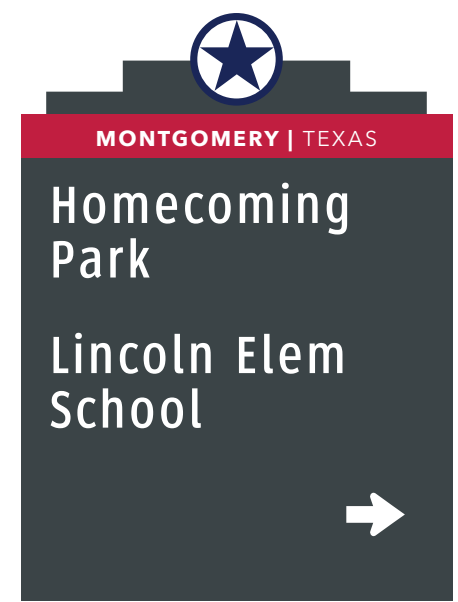
**merJe**

5 W. Gay Street  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

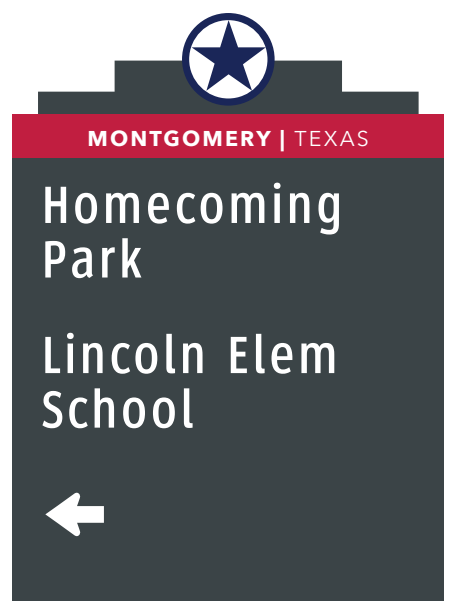
DATE 4/26/24	CLIENT / PROJECT  <b>Montgomery, TX</b> Wayfinding Program
DRAWN BY: KRD	
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.	PROJECT NO.
REVISIONS 8/16/24	SHEET TITLE  <b>Graphic Layout</b>
	SHEET NO.

**SPECIFICATIONS**

VDIR.1  
VDIR.2  
VDIR.2.TXDOT



113



114



133



144  
(TXDOT)

1 Graphic Layouts: VDIR.2  
SCALE: 3/4" = 1'-0"



131



132

1 Graphic Layouts: VDIR.1  
SCALE: 3/4" = 1'-0"

**NOTES:**

1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
3. Hardware: All exposed hardware shall be tamper proof fasteners.
4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES

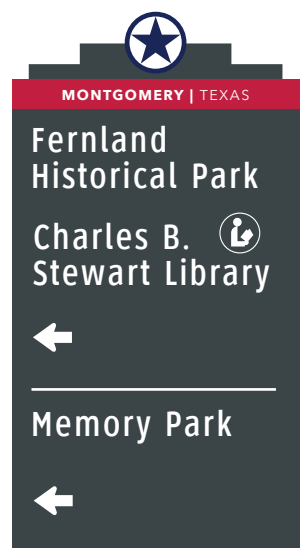
**merJe**

5 W. Gay Street  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

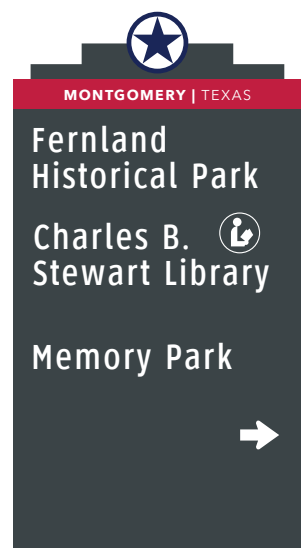
DATE 4/26/24	CLIENT / PROJECT  <b>Montgomery, TX</b> Wayfinding Program
DRAWN BY: KRD	
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.	PROJECT NO.
REVISIONS 8/16/24	SHEET TITLE  <b>Graphic Layout</b>
	SHEET NO.

**SPECIFICATIONS**

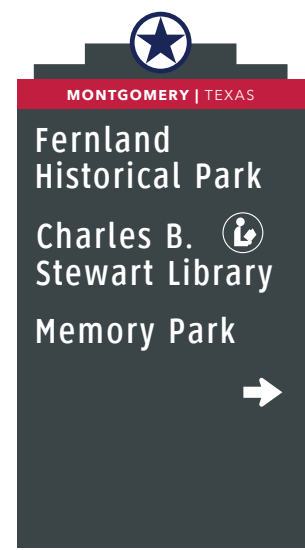
VDIR.3  
VDIR.3 TXDOT



104



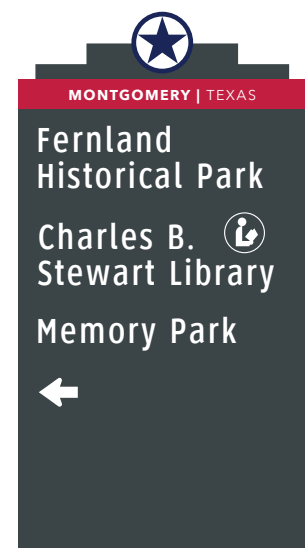
105



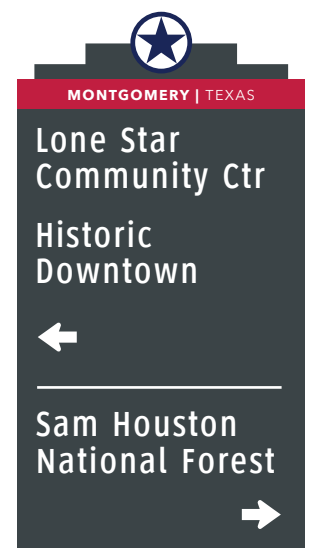
106



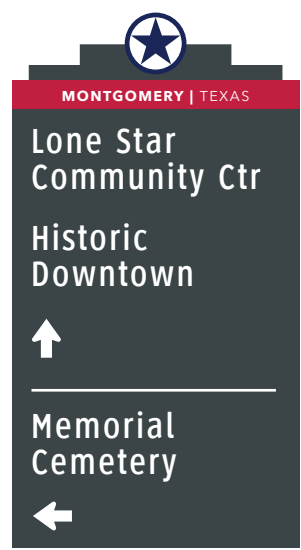
107



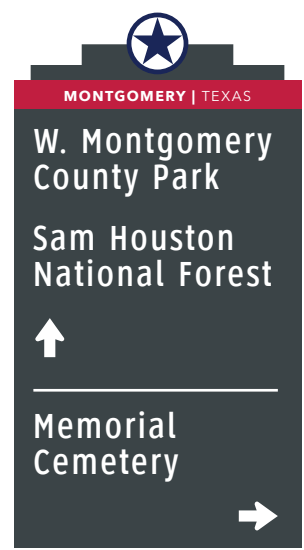
108



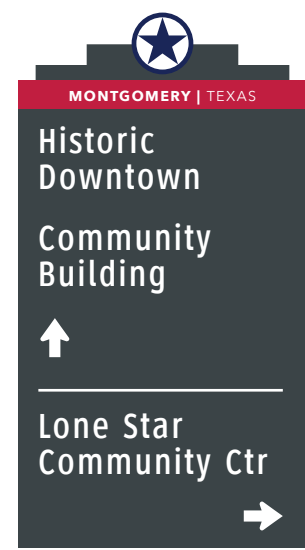
110



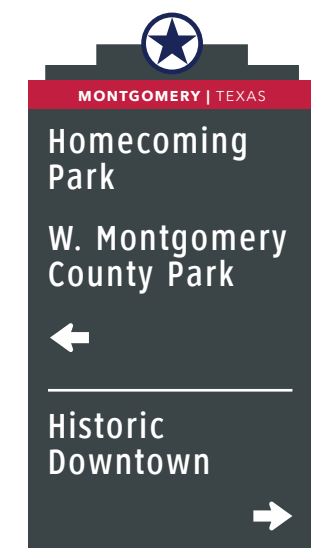
111



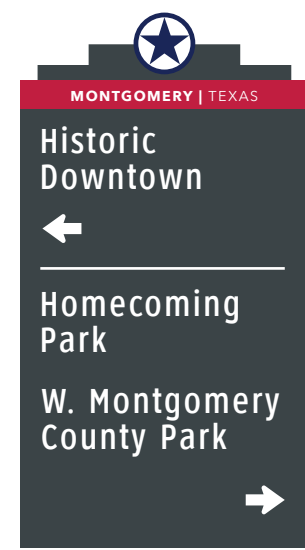
112



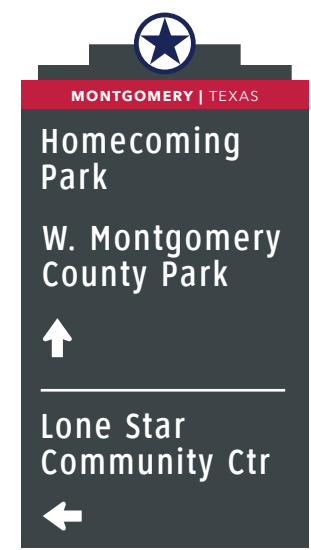
115



116



117



118

1 Graphic Layouts: VDIR.3  
SCALE: 1/2" = 1'-0"

- NOTES:
1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
  2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
  3. Hardware: All exposed hardware shall be tamper proof fasteners.
  4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES

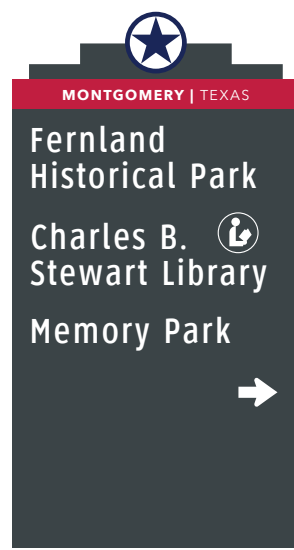
**merJe**

5 W. Gay Street  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

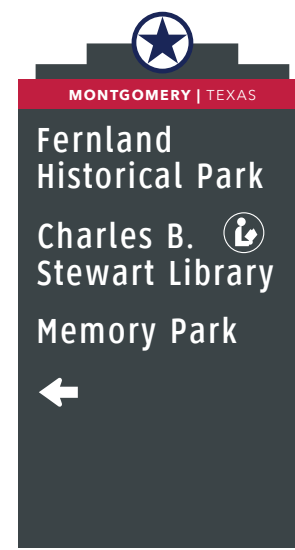
DATE 4/26/24	CLIENT / PROJECT <b>Montgomery, TX</b> Wayfinding Program
DRAWN BY: KRD	PROJECT NO.
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.	SHEET TITLE <b>Graphic Layout</b>
	REVISIONS 8/16/24

**SPECIFICATIONS**

VDIR.3  
VDIR.3 TXDOT



119



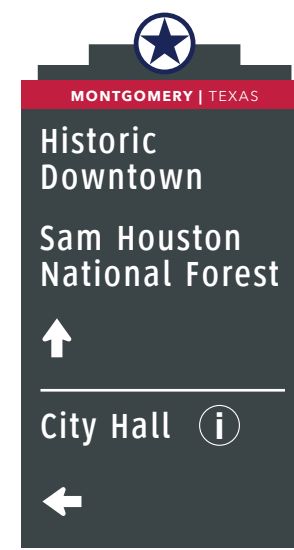
120



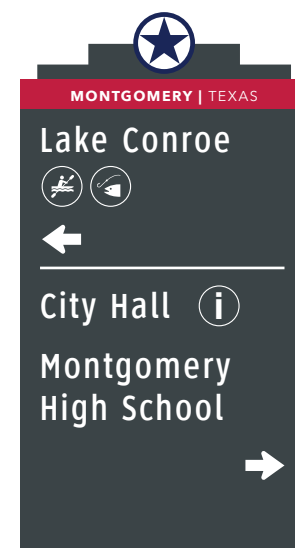
121



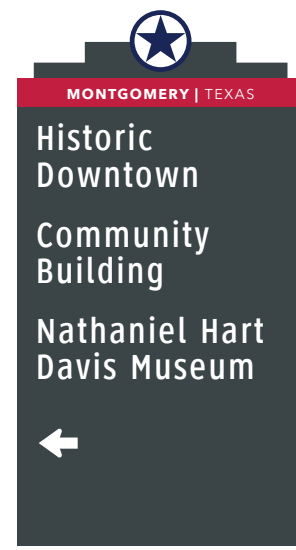
122



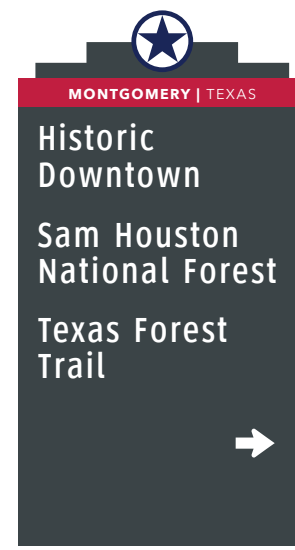
127



128



139



125  
(TXDOT)



126  
(TXDOT)

**1** Graphic Layouts: VDIR.3  
SCALE: 1/2" = 1'-0"

**3** Graphic Layouts: VDIR.3.TXDOT  
SCALE: 1/2" = 1'-0"

**NOTES:**

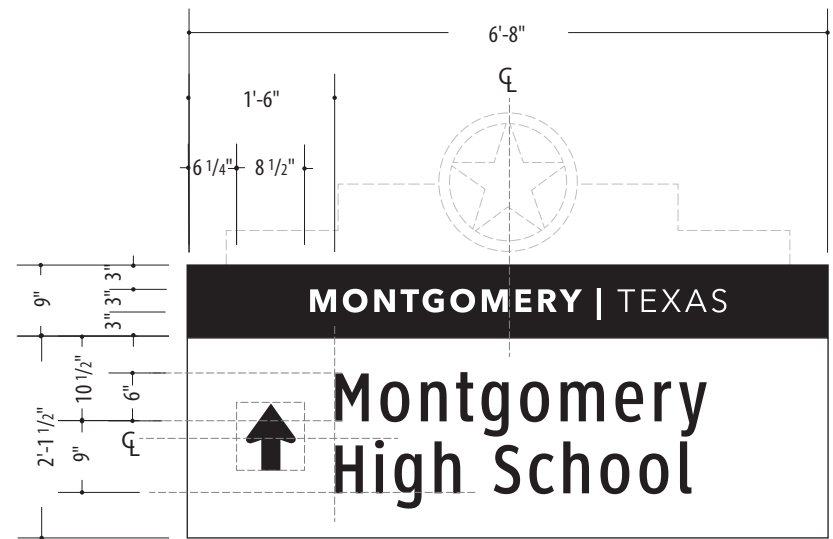
1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
3. Hardware: All exposed hardware shall be tamper proof fasteners.
4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES

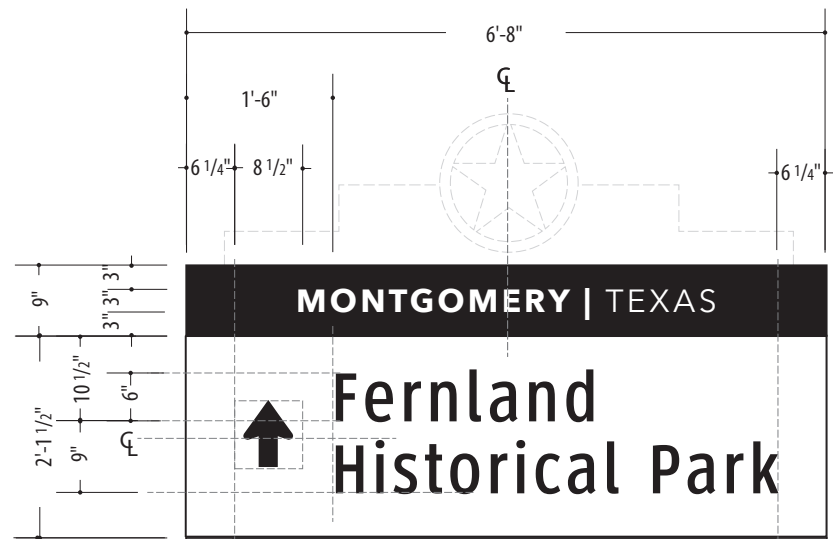
merJe

5 W. Gay Street  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

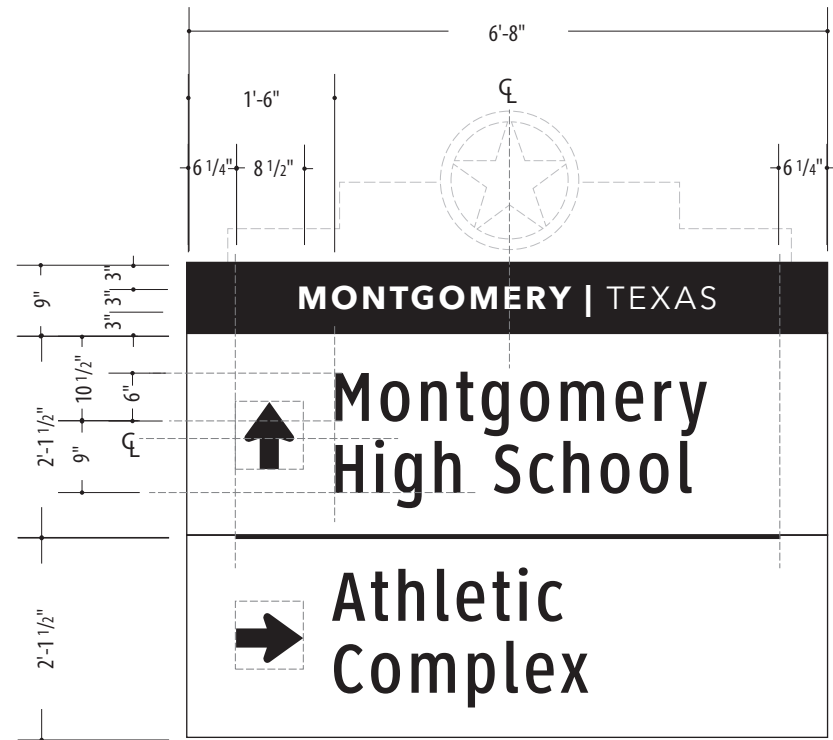
DATE	4/26/24	CLIENT / PROJECT	
DRAWN BY:	KRD	<b>Montgomery, TX</b> Wayfinding Program	PROJECT NO.
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.			SHEET TITLE
		REVISIONS	8/16/24
		SHEET NO.	



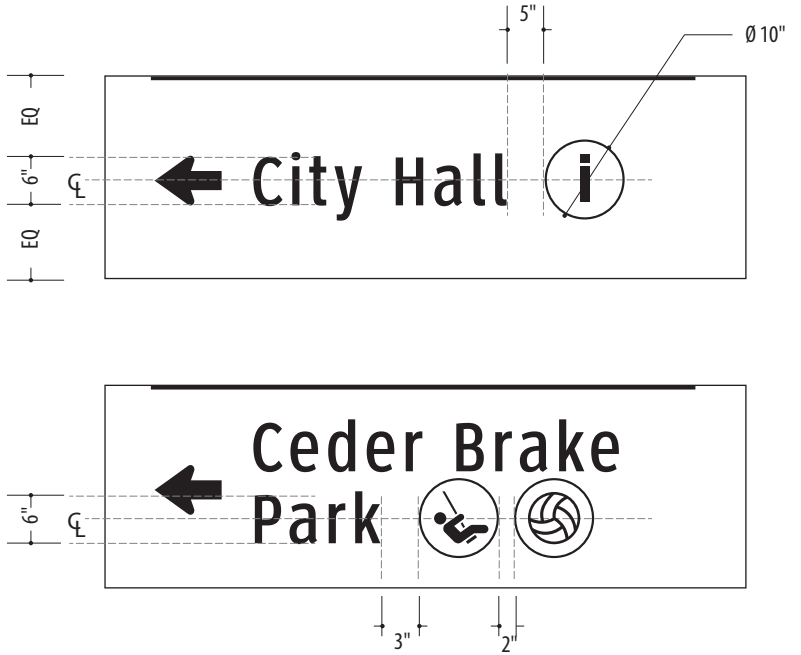
**1** Layout: VDIR.4  
SCALE: 1/2" = 1'-0"



**3** Layout: VDIR.6  
SCALE: 1/2" = 1'-0"



**2** Layout: VDIR.5  
SCALE: 1/2" = 1'-0"



Rule: 3/8" thk.

Rule: 3/8" thk.

**SPECIFICATIONS**

- VDIR.4
- VDIR.5
- VDIR.6

**NOTES:**

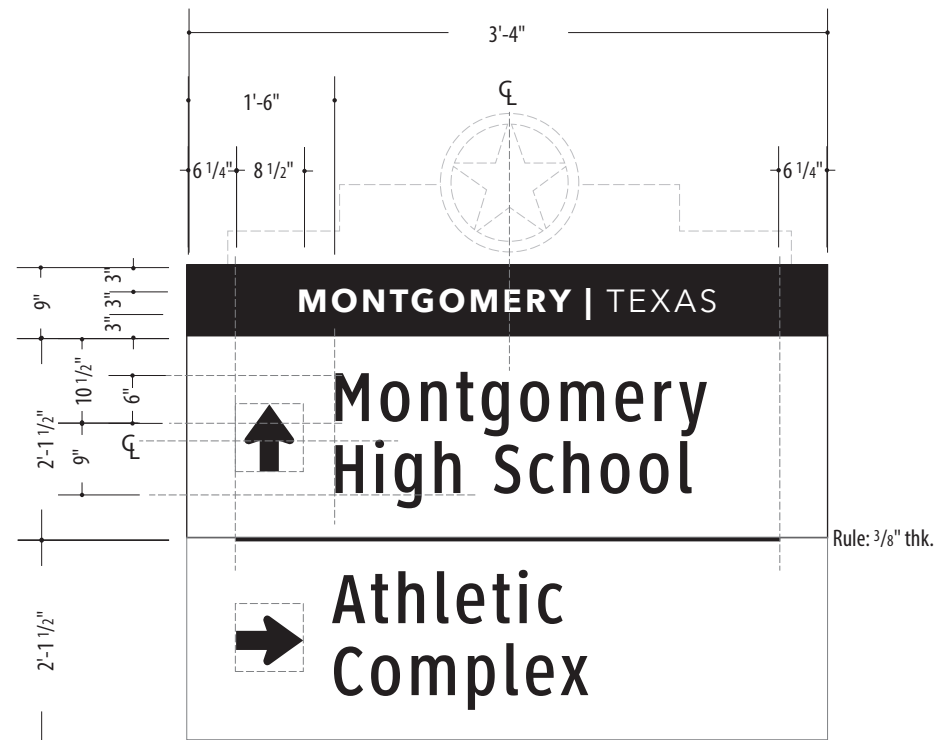
1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
3. Hardware: All exposed hardware shall be tamper proof fasteners.
4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES

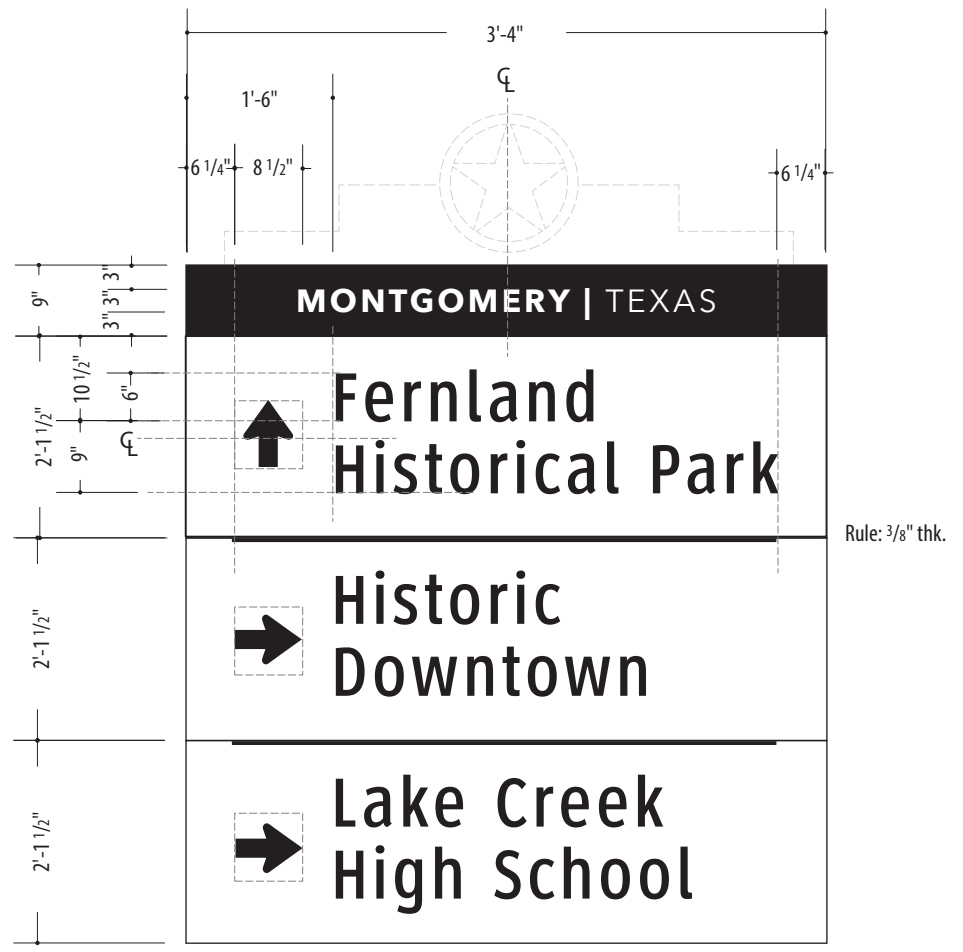
**merJe**

5 W. Gay Street  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

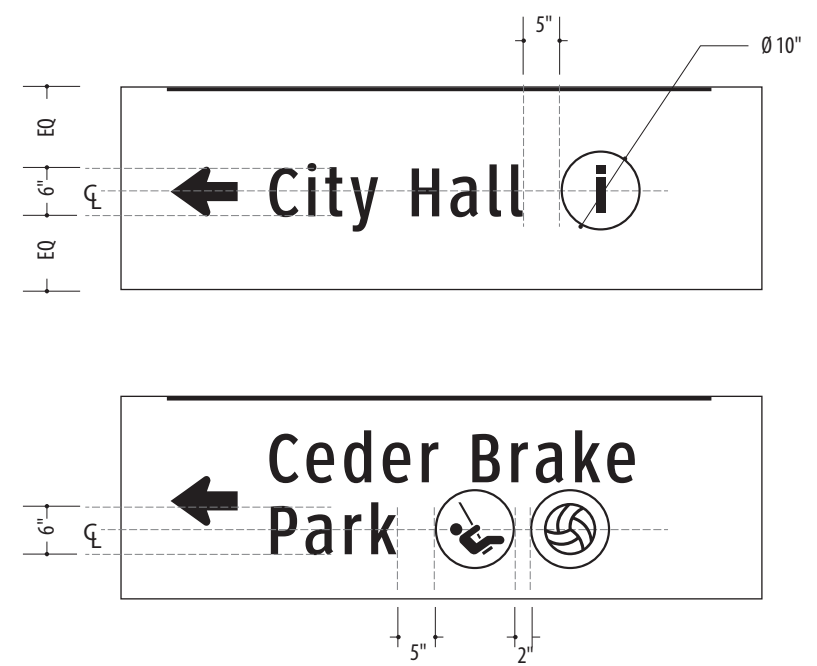
DATE 4/26/24	CLIENT / PROJECT <b>Montgomery, TX</b> Wayfinding Program
DRAWN BY: KRD	PROJECT NO.
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.	SHEET TITLE <b>Graphic Layout</b>
	SHEET NO.
REVISIONS 8/16/24	



1 Layout: VDIR.5 TXDOT  
SCALE: 1/2" = 1'-0"



2 Layout: VDIR.6 TXDOT  
SCALE: 1/2" = 1'-0"



**SPECIFICATIONS**

VDIR.5 TXDOT  
VDIR.6 TXDOT

**NOTES:**

1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
3. Hardware: All exposed hardware shall be tamper proof fasteners.
4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES

**merJe**

5 W. Gay Street  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE 4/26/24	CLIENT / PROJECT  <b>Montgomery, TX</b> Wayfinding Program
DRAWN BY: KRD	
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.	
REVISIONS 8/16/24	PROJECT NO.
	SHEET TITLE  <b>Graphic Layout</b>
	SHEET NO.



**SPECIFICATIONS**

VDIR.6  
VDIR.6 TXDOT



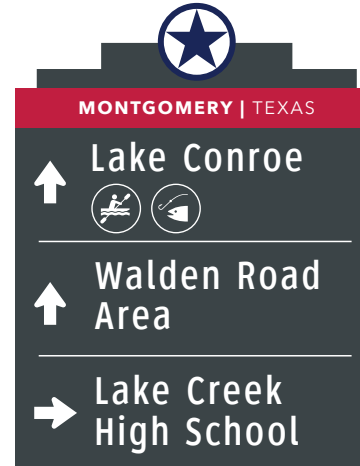
100  
(TXDOT)



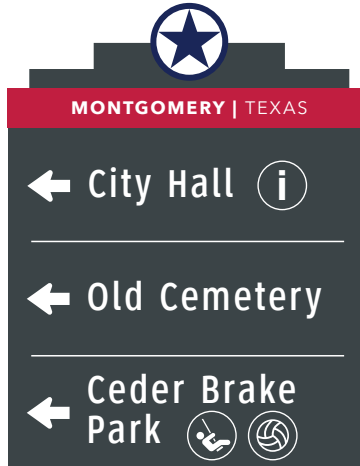
101  
(TXDOT)



102  
(TXDOT)



103  
(TXDOT)



129  
(TXDOT)

1 Graphic Layouts: VDIR.6, TXDOT  
SCALE: 3/8" = 1'-0"



130  
(TXDOT)



135  
(TXDOT)



109

2 Graphic Layouts: VDIR.6  
SCALE: 3/8" = 1'-0"



136



137

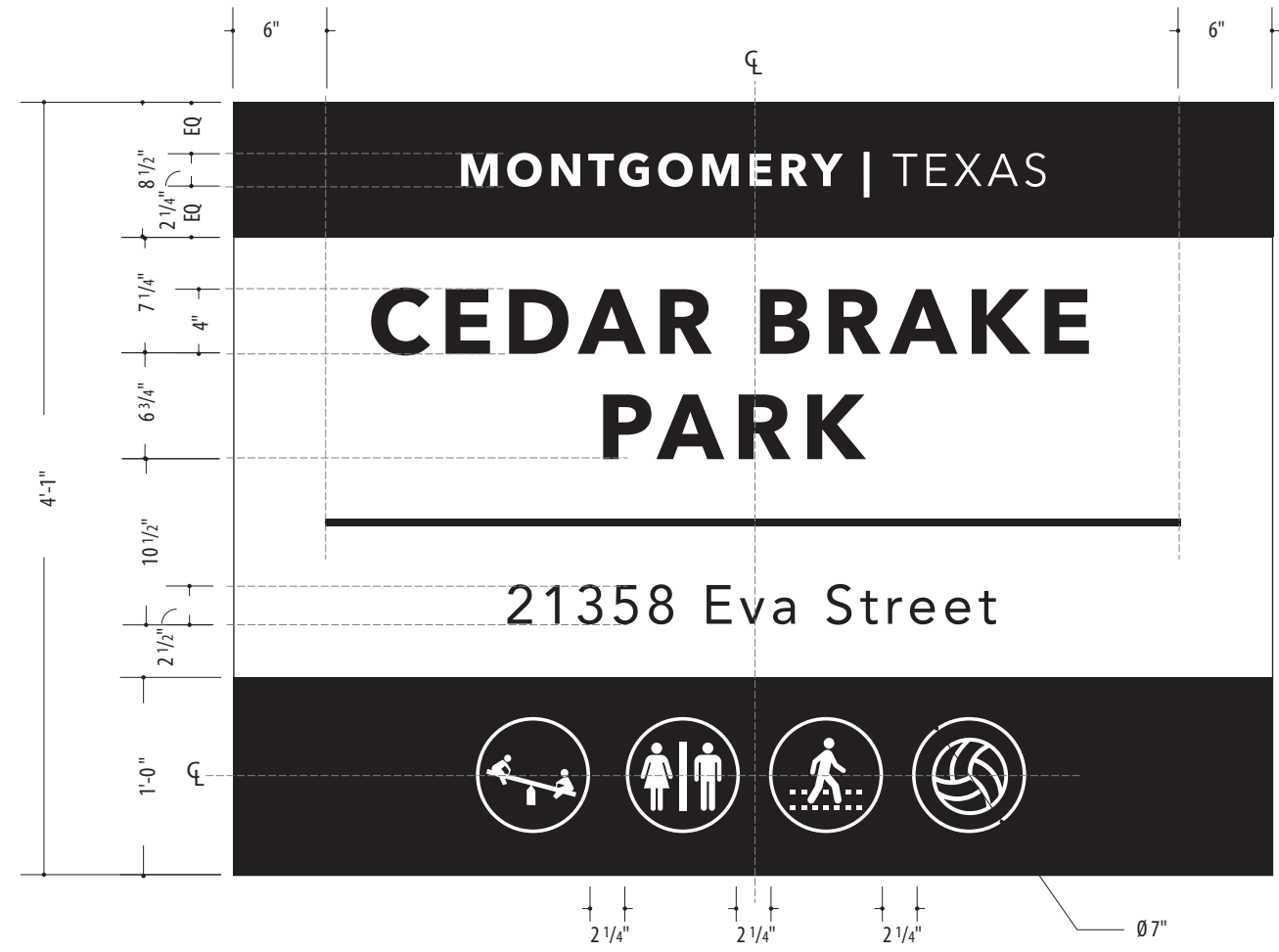
NOTES:  
1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.  
2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.  
3. Hardware: All exposed hardware shall be tamper proof fasteners.  
4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES

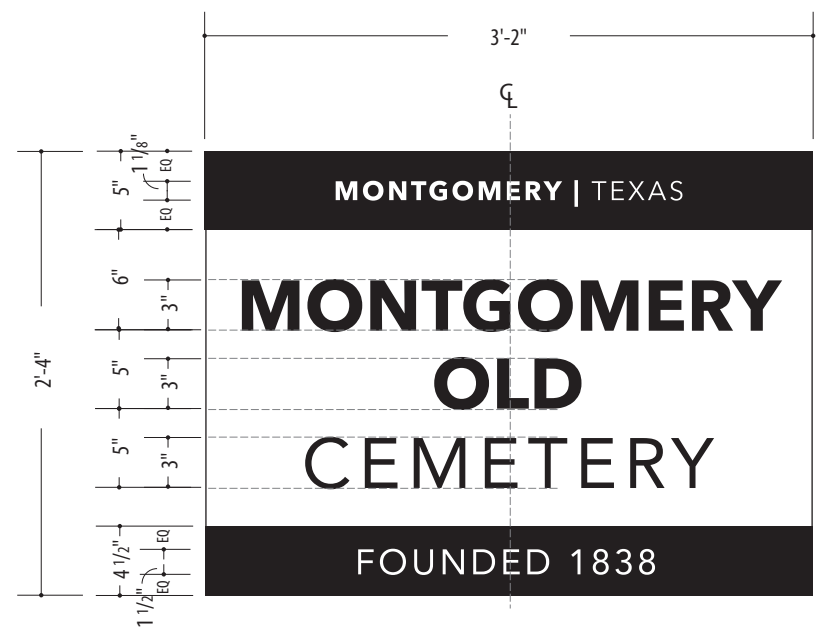
**merJe**

5 W. Gay Street  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

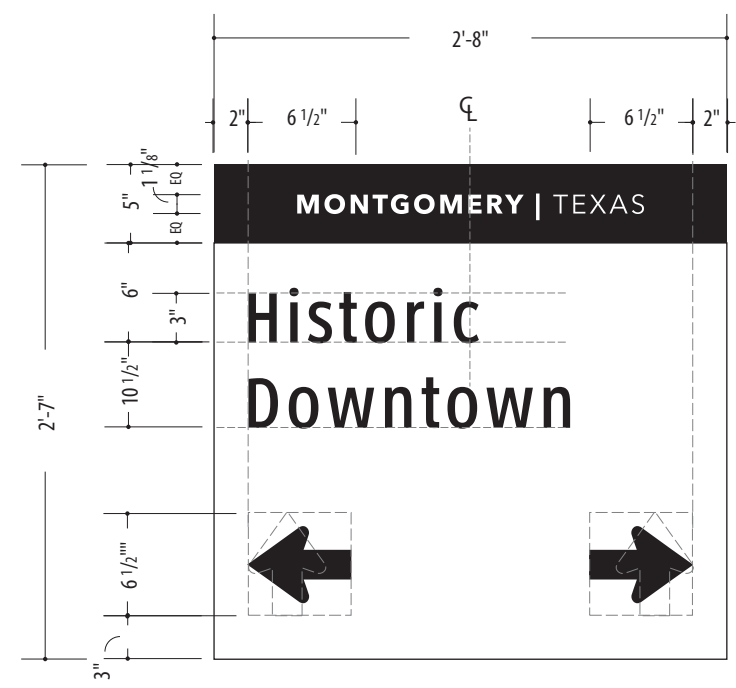
DATE 4/26/24	CLIENT / PROJECT  <b>Montgomery, TX</b> Wayfinding Program
DRAWN BY: KRD	
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.	PROJECT NO.
	SHEET TITLE  <b>Graphic Layout</b>
REVISIONS 8/16/24	SHEET NO.



**1** Layout: **PARK.ID.1**  
SCALE: 1" = 1'-0"



**2** Front View: **PARK.ID.2**  
SCALE: 1" = 1'-0"



**3** Layout: **VDIR.NONAME**  
SCALE: 1" = 1'-0"

**SPECIFICATIONS**

PARK.ID.1  
PARK.ID.2  
RES.1

**NOTES:**

1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
3. Hardware: All exposed hardware shall be tamper proof fasteners.
4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES

**merJe**

5 W. Gay Street  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE 4/26/24	CLIENT / PROJECT <b>Montgomery, TX</b> Wayfinding Program
DRAWN BY: KRD	PROJECT NO.
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.	SHEET TITLE <b>Graphic Layout</b>
REVISIONS 8/16/24	SHEET NO.
	<b>E.10</b>

**SPECIFICATIONS**

PARK.ID.1  
PARK.ID.2

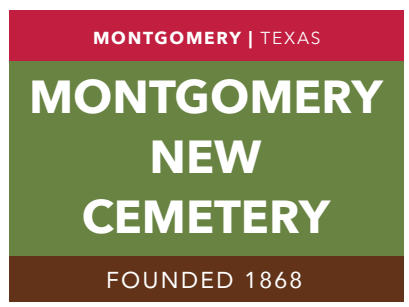
**NOTES:**

1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
3. Hardware: All exposed hardware shall be tamper proof fasteners.
4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

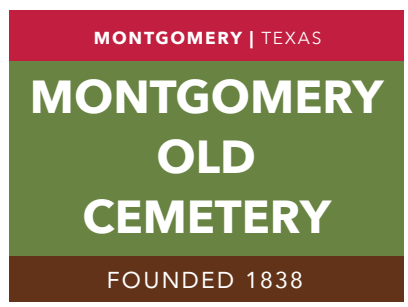
ENVIRONMENTS & EXPERIENCES

**merJe**  
5 W. Gay Street  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE 4/26/24	CLIENT / PROJECT  <b>Montgomery, TX</b> Wayfinding Program
DRAWN BY: KRD	
<p>These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.</p>	PROJECT NO.
REVISIONS 8/16/24	SHEET TITLE  <b>Graphic Layout</b>
	SHEET NO.  <b>E.11</b>



900  
(Side A / Side B)



903  
(Side A / Side B)



906  
(Side A / Side B)

1 Graphic Layouts: PARK\_ID.2  
SCALE: 1" = 1'-0"



901 & 902  
(Side A / Side B)



904 & 908  
(Side A / Side B)



905  
(Side A / Side B)



907  
(Side A / Side B)

2 Graphic Layouts: PARK\_ID.1  
SCALE: 3/4" = 1'-0"

**SPECIFICATIONS**

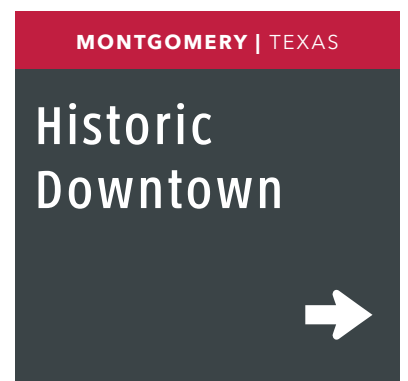
RES.1



123



124



138



143

① Graphic Layouts: RES.1  
SCALE: 1" = 1'-0"

**NOTES:**

1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
3. Hardware: All exposed hardware shall be tamper proof fasteners.
4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES

**merJe**

5 W. Gay Street  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

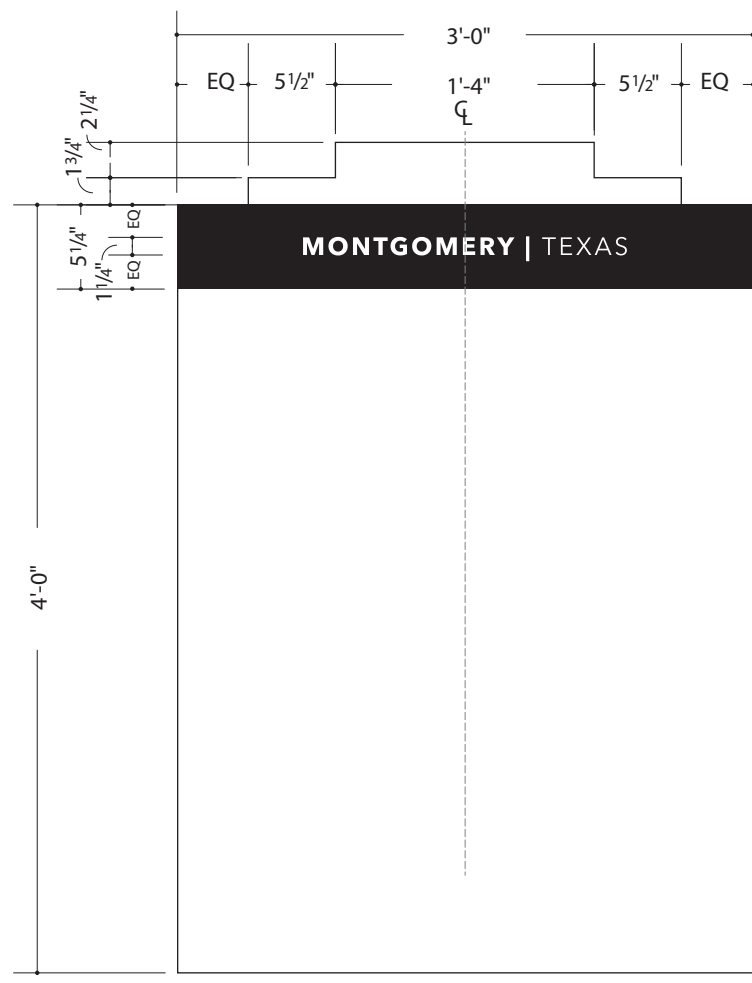
DATE 4/26/24	CLIENT / PROJECT  <b>Montgomery, TX</b> Wayfinding Program
DRAWN BY: KRD	
<small>These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.</small>	PROJECT NO.
REVISIONS 8/16/24	SHEET TITLE  <b>Graphic Layout</b>
	SHEET NO.  <b>E.12</b>

**SPECIFICATIONS**

PARK.2  
KIOSK.1



**1** Layout: **PARK.2**  
SCALE: 1" = 1'-0"



**2** Layout: **KIOSK.1**  
SCALE: 1" = 1'-0"

- NOTES:
1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
  2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
  3. Hardware: All exposed hardware shall be tamper proof fasteners.
  4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES

**merJe**

5 W. Gay Street  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE 4/26/24	CLIENT / PROJECT <b>Montgomery, TX</b> Wayfinding Program
DRAWN BY: KRD	PROJECT NO.
<small>These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.</small>	SHEET TITLE <b>Graphic Layout</b>
	SHEET NO.
REVISIONS 8/16/24	
	<b>E.13</b>

**SPECIFICATIONS**

PARK.2

**NOTES:**

- 1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
- 2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
- 3. Hardware: All exposed hardware shall be tamper proof fasteners.
- 4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES

**merJe** 5 W. Gay Street  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE 4/26/24	CLIENT / PROJECT <b>Montgomery, TX</b> Wayfinding Program
DRAWN BY: KRD	PROJECT NO.
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.	SHEET TITLE <b>Graphic Layout</b>
	SHEET NO.
REVISIONS 8/16/24	<b>E.14</b>



**PUBLIC  
PARKING FOR  
HISTORIC  
DOWNTOWN**

---

500, 501, 502,  
503, 504  
(Side A / B)

1 Graphic Layouts: PARK.2  
SCALE: 1" = 1'-0"

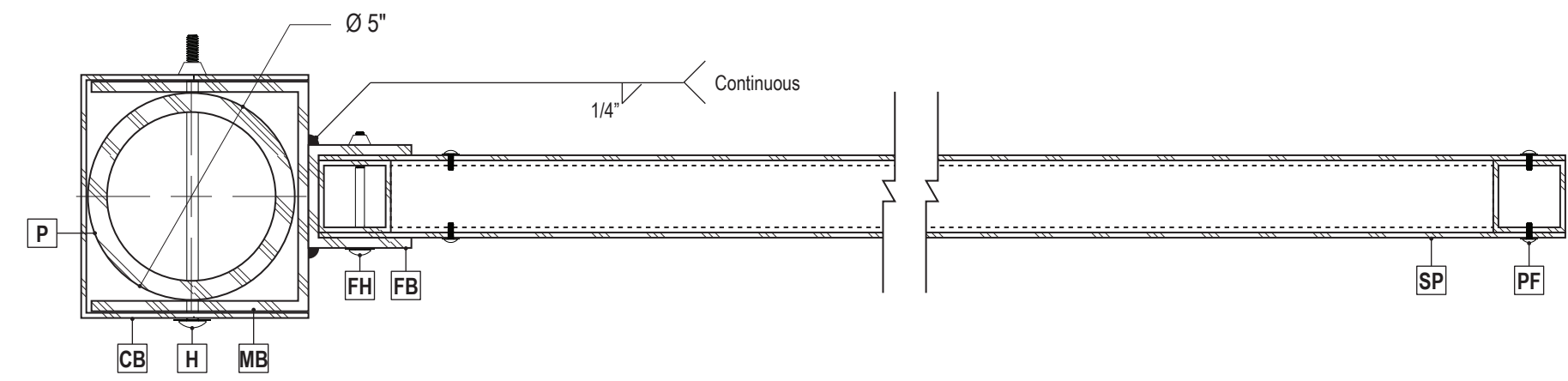


**F** | Construction Details

**SPECIFICATIONS**

Construction Details

Sign Types:  
 GATE.2  
 VDIR.1  
 VDIR.2  
 VDIR.3  
 VDIR.4  
 VDIR.5  
 VDIR.6



**1** Section Detail-Vehicular Directional  
 SCALE: 3" = 1'-0"

- SP** Sign Panel - 1/8" Thick Aluminum, Chemically + Mechanically Fastened to Flag Frame
- FB** Flag Bracket - 2 1/2" x 2 1/2" x 1/4" Thick Aluminum Channel - Weld to Mounting Bracket
- P** Post - 1/2" Thick Aluminum Extrusion
- MB** Mounting Bracket - 1/4" Thick Formed Aluminum Channel - Weld to Sign Panel
- CB** Cover Bracket - 1/8" Thick Aluminum Breakform
- H** Mounting Hardware - 1/2" Dia. S/S Bolt -Through Bracket Cover Angle(s) and Post
- PF** Panel Fasteners - Tamper-Resistant Button-Head Screw w/ Nylon Washer through Sign Panel
- FF** Flag Frame - 1 3/4" x 1 3/4" x 1/8" Thick Aluminum Tube Frame - Mitre-Cut + Welded
- FH** Flag Hardware - 1/4" Dia. S/S Bolt -Through Flag Bracket(s) and Flag Frame

NOTES:  
 1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.  
 2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.  
 3. Hardware: All exposed hardware shall be tamper proof fasteners.  
 4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES

merJe

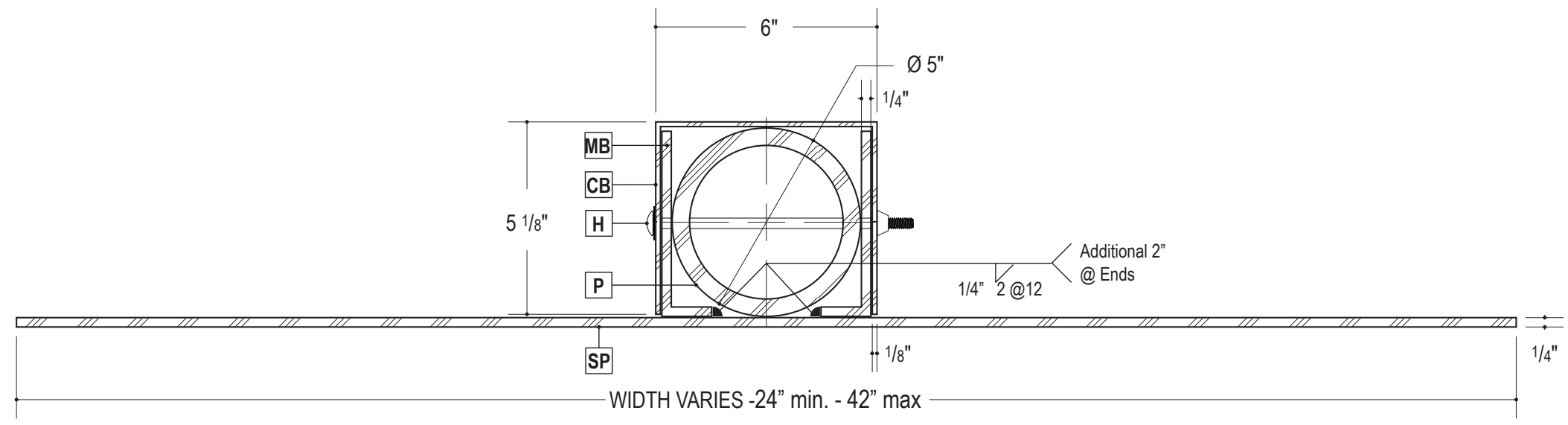
5 W. Gay Street  
 West Chester, PA 19380  
 T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE	4/26/24	CLIENT / PROJECT	
DRAWN BY:	KRD		<b>Montgomery, TX</b> Wayfinding Program
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.		PROJECT NO.	
REVISIONS	8/16/24	SHEET TITLE	<b>Construction Details Vehicular Directional</b>
		SHEET NO.	

**SPECIFICATIONS**

Construction Details

Sign Types:  
PARK.ID.2



**1** Section Detail-Vehicular Directional  
SCALE: 3" = 1'-0"

- SP** Sign Panel - 1/4" Thick Aluminum
- P** Post - 1/2" Thick Aluminum Extrusion
- MB** Mounting Bracket - 1/4" Thick Aluminum L Brackets - Weld to Sign Panel
- CB** Cover Bracket - 1/8" Thick Aluminum Breakform
- H** Mounting Hardware - 1/2"Dia. S/S Bolt -Through Bracket Cover Angle(s) and Post

NOTES:  
 1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.  
 2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.  
 3. Hardware: All exposed hardware shall be tamper proof fasteners.  
 4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES

**merJe**

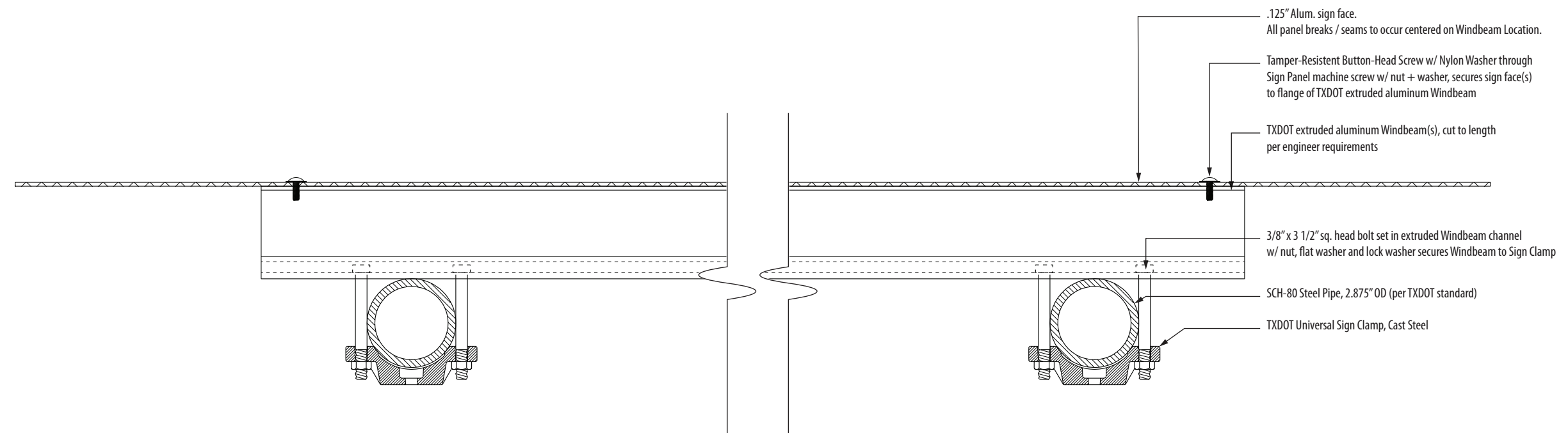
5 W. Gay Street  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE	4/26/24	CLIENT / PROJECT	
DRAWN BY:	KRD	<b>Montgomery, TX</b> Wayfinding Program	PROJECT NO.
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.			SHEET TITLE
		REVISIONS	8/16/24
		SHEET NO.	

**SPECIFICATIONS**

Construction Details

Sign Types:  
 VDIR.3.TXDOT  
 VDIR.5.TXDOT  
 VDIR.6.TXDOT



- .125" Alum. sign face.  
All panel breaks / seams to occur centered on Windbeam Location.
- Tamper-Resistant Button-Head Screw w/ Nylon Washer through Sign Panel machine screw w/ nut + washer, secures sign face(s) to flange of TXDOT extruded aluminum Windbeam
- TXDOT extruded aluminum Windbeam(s), cut to length per engineer requirements
- 3/8" x 3 1/2" sq. head bolt set in extruded Windbeam channel w/ nut, flat washer and lock washer secures Windbeam to Sign Clamp
- SCH-80 Steel Pipe, 2.875" OD (per TXDOT standard)
- TXDOT Universal Sign Clamp, Cast Steel

- NOTES:
1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
  2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
  3. Hardware: All exposed hardware shall be tamper proof fasteners.
  4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES

merJe

5 W. Gay Street  
 West Chester, PA 19380  
 T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

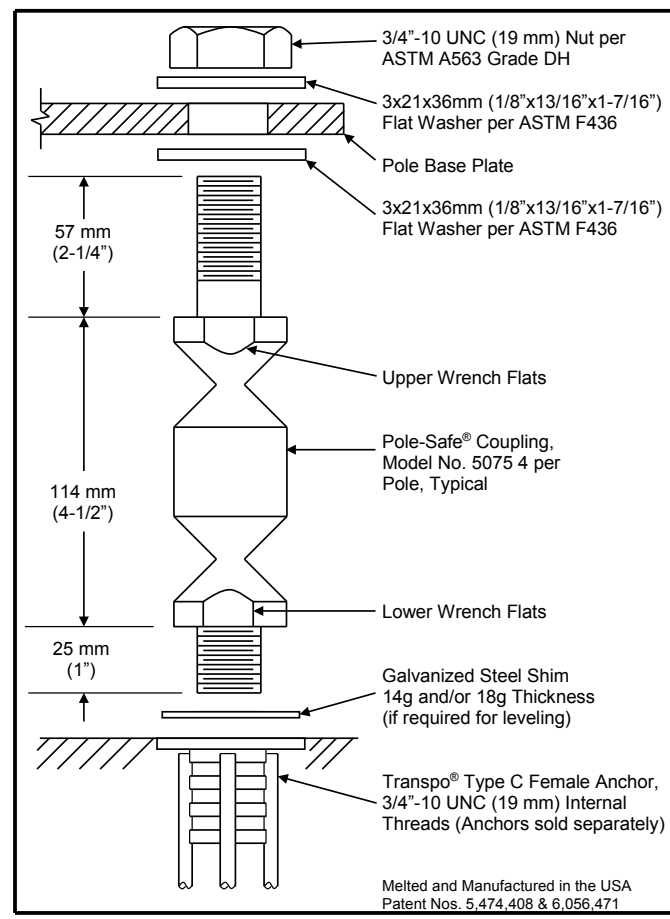
**1** Section Detail - Typical - TXDOT (Double-Post)  
 SCALE: 3" = 1' - 0"

DATE	4/26/24	CLIENT / PROJECT	
DRAWN BY:	KRD		<b>Montgomery, TX</b> Wayfinding Program
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.		PROJECT NO.	
REVISIONS	8/16/24	SHEET TITLE	<b>Construction Details</b> <b>Vehicular Directional</b> <b>TXDOT</b>
		SHEET NO.	

**SPECIFICATIONS**

Construction Details

Sign Types:  
 GATE.2  
 VDIR.1  
 VDIR.2  
 VDIR.3  
 VDIR.4  
 VDIR.5  
 VDIR.6



**SPECIFICATIONS**

**Performance Criteria:**

1. Pole-Safe® conforms to AASHTO "Standard Specifications for Structural Supports for Highway Signs, Luminaires and Traffic Signals."
2. Pole-Safe® has been crash-tested and FHWA approved in accordance with the requirements of NCHRP Report 350, "Recommended Procedures for the Safety Performance Evaluation of Highway Features."

**Physical Properties per Coupling:**

1. Ultimate Tensile Strength = 131.0 kN (29.4 kips), minimum.
2. Tensile Yield Strength = 113.6 kN (25.5 kips), minimum.
3. Ultimate Restrained Shear Strength = 8.9 kN (2.0 kips), minimum.
4. Ultimate Restrained Shear Strength = 13.3 kN (3.0 kips), maximum.

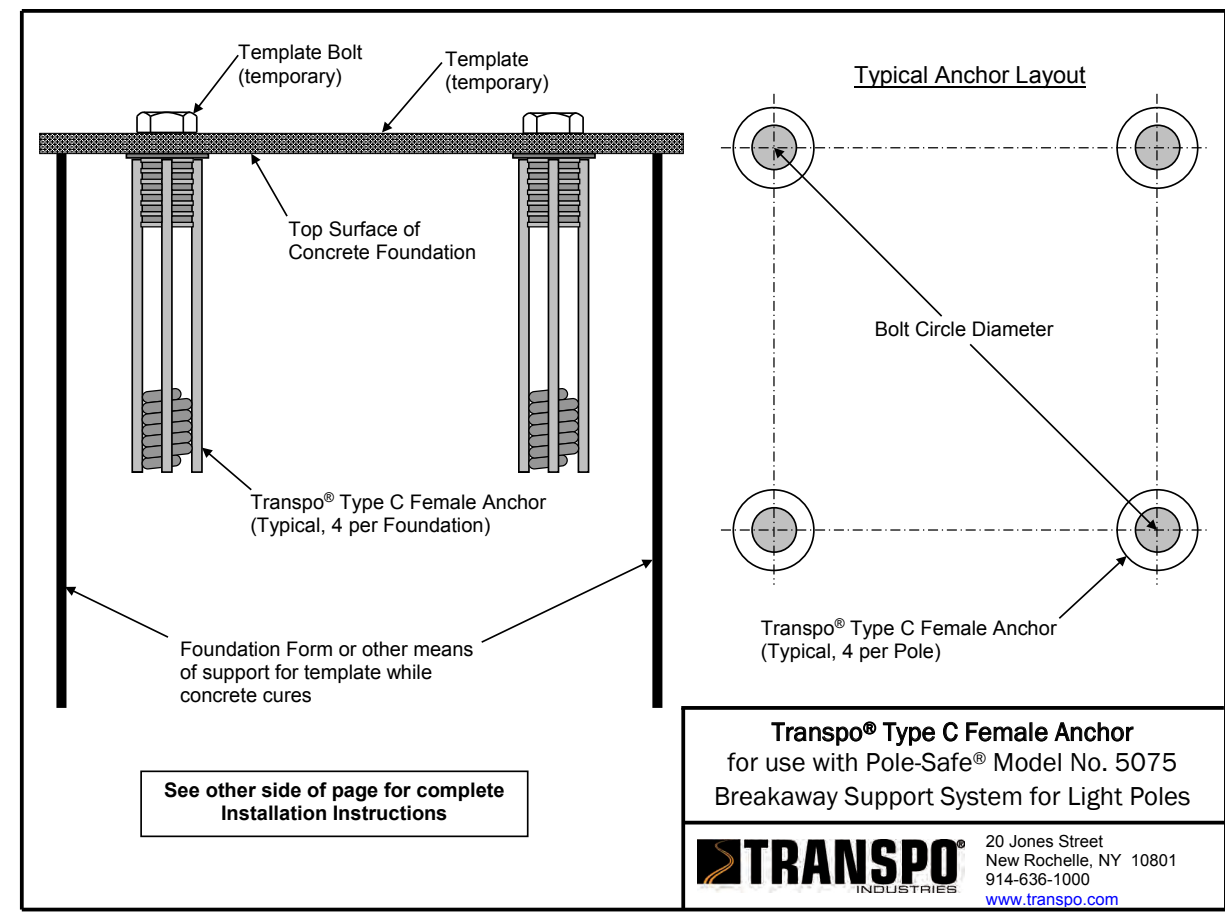
**Corrosion Protection:**

1. All Pole-Safe® couplings, nuts, bolts, and washers are galvanized after fabrication in accordance with ASTM A153. All leveling shims are galvanized after fabrication in accordance with ASTM A653.

**Pole-Safe® Model No. 5075**  
 Breakaway Support System for Light Poles

**TRANSPO INDUSTRIES** 20 Jones Street  
 New Rochelle, NY 10801  
 914-636-1000  
[www.transpo.com](http://www.transpo.com)

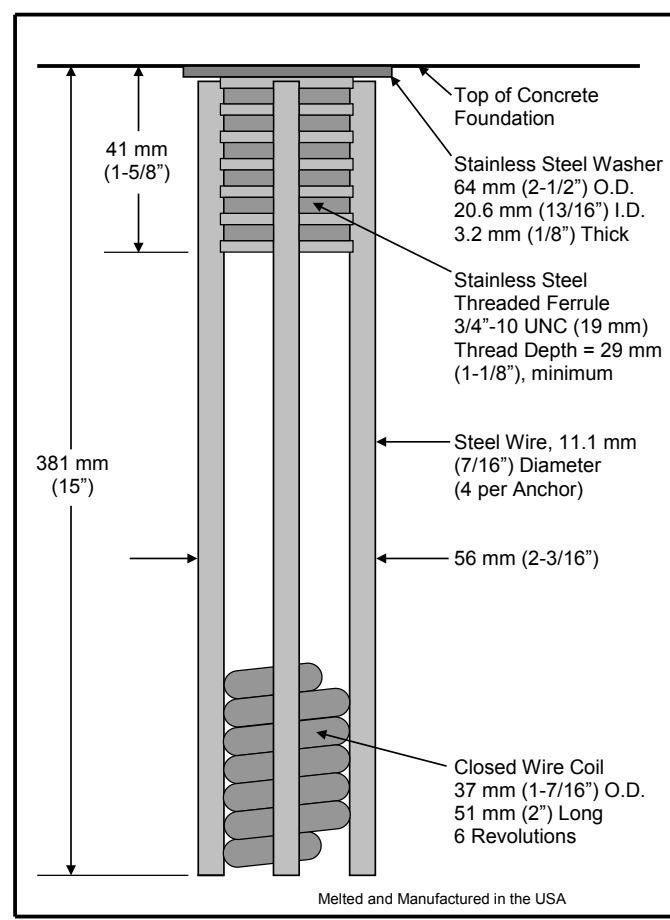
Melted and Manufactured in the USA  
 Patent Nos. 5,474,408 & 6,056,471



**Transpo® Type C Female Anchor**  
 for use with Pole-Safe® Model No. 5075  
 Breakaway Support System for Light Poles

**TRANSPO INDUSTRIES** 20 Jones Street  
 New Rochelle, NY 10801  
 914-636-1000  
[www.transpo.com](http://www.transpo.com)

See other side of page for complete  
 Installation Instructions



**SPECIFICATIONS**

**Physical Properties:**

1. Ultimate Tensile Load = 266.9 kN (60.0 kips) minimum per Anchor.
2. Actual Pullout Strength depends on foundation design and concrete properties.

**Installation Instructions:**

See other side of page for typical installation diagrams.

1. Fabricate flat steel or wood template with four (4) 19 mm (3/4") diameter holes located to match the specified bolt pattern of the pole base plate.
2. Attach four (4) Pole-Safe® Type C Female Anchors to template using four (4) 19 mm (3/4") diameter bolts. Ensure that each Anchor Washer is flush and snug against the bottom of the template.
3. Lower Anchor Assembly into fresh concrete foundation, and vibrate into position such that the tops of the Anchor Washers are flush with the finished top surface of the foundation.
4. Support template such that all Anchors are level and in their proper locations.
5. Allow concrete to cure, and then remove bolts and template from the top of the foundation.

**Transpo® Type C Female Anchor**  
 for use with Pole-Safe® Model No. 5075  
 Breakaway Support System for Light Poles

**TRANSPO INDUSTRIES** 20 Jones Street  
 New Rochelle, NY 10801  
 914-636-1000  
[www.transpo.com](http://www.transpo.com)

Melted and Manufactured in the USA

NOTES:

1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
3. Hardware: All exposed hardware shall be tamper proof fasteners.
4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES

**merJe** 5 W. Gay Street  
 West Chester, PA 19380  
 T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE	4/26/24	CLIENT / PROJECT	<b>Montgomery, TX</b> Wayfinding Program
DRAWN BY:	KRD	PROJECT NO.	
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.		SHEET TITLE	<b>Transpo PoleSafe Product Details</b>
REVISIONS	8/16/24	SHEET NO.	

**SPECIFICATIONS**

The FABRICATOR shall be familiar with all site conditions and shall be responsible for all underground utility checks.

The FABRICATOR shall be familiar with all basement/vault locations by obtaining plans from the local municipality Department of Public Works.

Where a basement/vault interferes with a proposed location, the sign shall be relocated to a location deemed appropriate by the municipalities Department of Public Works

Where relocation is not an option the FABRICATOR will develop the appropriate mounting solution. The solution shall meet all engineering criteria as established by the standard footings (i.e. windloads).

**FINAL DESIGNS AND SHOP DRAWINGS SHALL BE SUPPLIED BY THE FABRICATOR FOR EACH OF THE BREAK-AWAY POLES IDENTIFIED AND AN DELAWARE REGISTERED PROFESSIONAL ENGINEER IS REQUIRED TO SIGN AND SEAL THE SUBMITTAL OF SHOP DRAWINGS.**

**NOTE:**  
**1) SOIL IS AVERAGE WITH MAXIMUM ALLOWABLE SOIL PRESSURE OF 3,000 POUNDS PER SQUARE FOOT. SOIL UNIT WEIGHT OF 125 PCF AND FRICTION ANGLE OF 30 DEGREES (ASSUMED).**

**2) CONCRETE STRENGTH AT 28 DAYS F'C=4,000 PSI REINFORCEMENT SHALL BE ASTM 36 FY=60,000 PSI**

**3) FOLLOW THE MOST RECENT PENNDOT DESIGN STANDARDS FOR MATERIAL AND CONSTRUCTION INFORMATION FOR THE SIGN POST BASES AND FOUNDATIONS NOT OTHERWISE SPECIFIED IN THESE CONTRACT DRAWINGS.**

**4) FOR SIGN POST SIZES REFER TO THE DESIGN INTENT DRAWING SHEETS.**

**5) SOIL IS TO BE OF CONDITION 4 OR BETTER (SW, SP, SM, SC, GM & GC)**

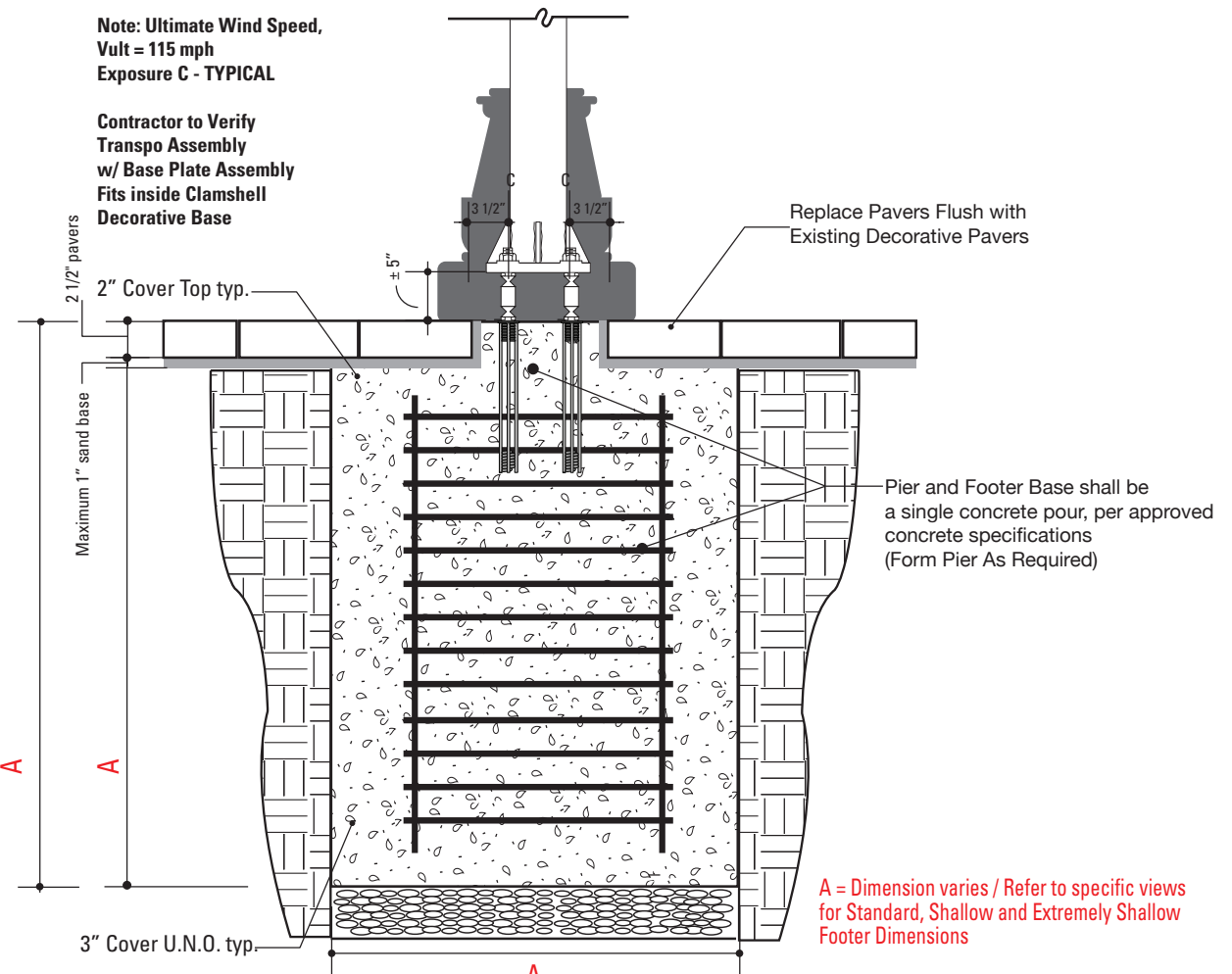
- NOTES:**
- Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
  - All vinyl and painted surfaces must receive a compatible anti-graffiti (and U/V) clear coat or vinyl over laminate.
  - Hardware: All exposed hardware shall be tamper proof fasteners.
  - Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES

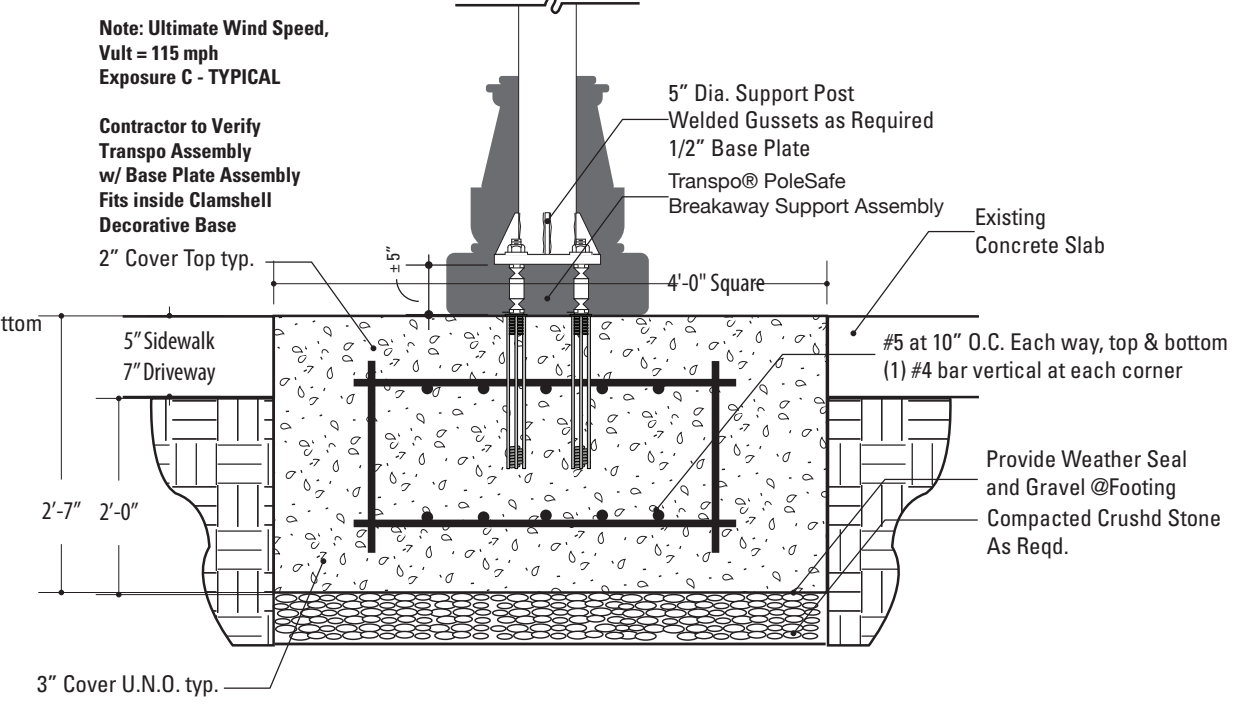
**merJe**

5 W. Gay Street  
 West Chester, PA 19380  
 T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

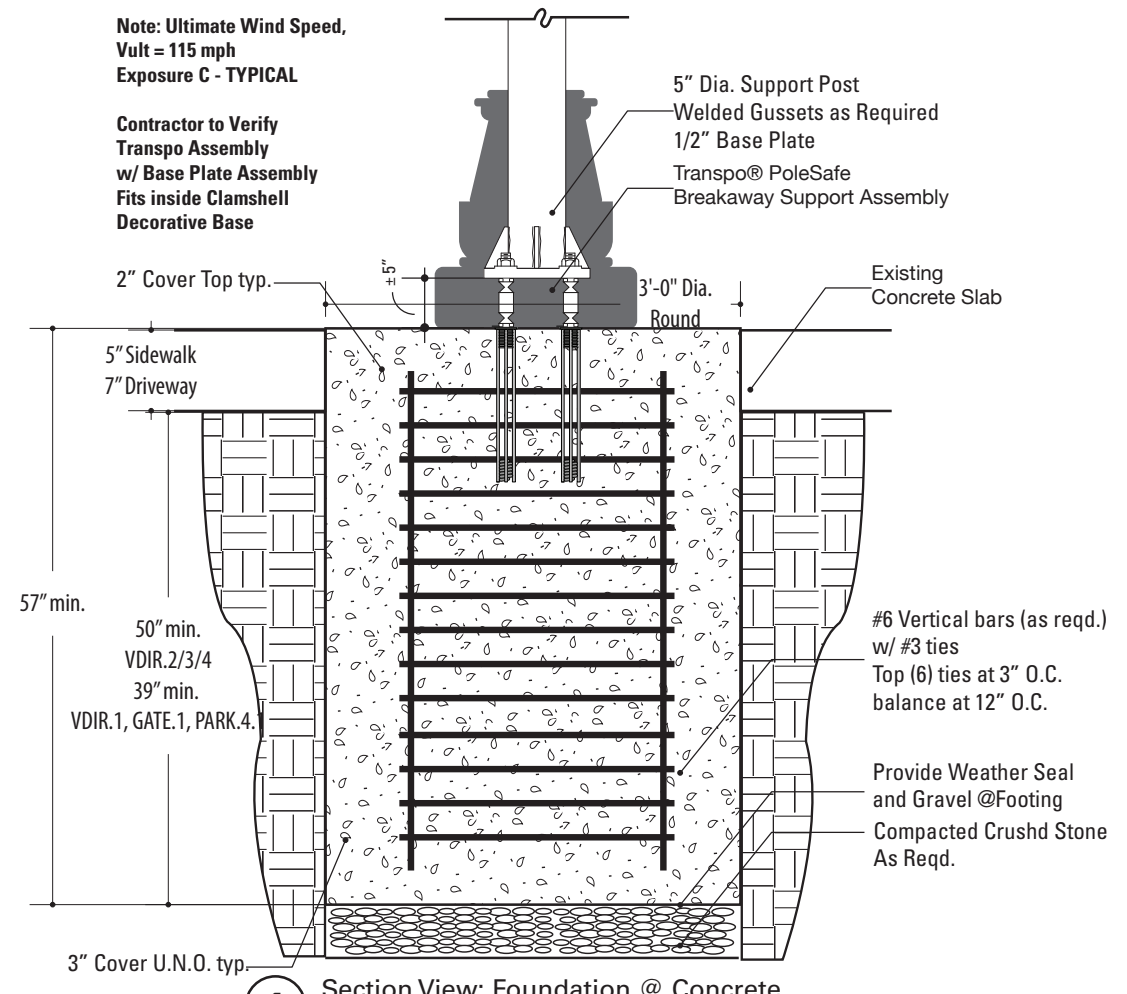
DATE	4/26/24	CLIENT / PROJECT	Montgomery, TX Wayfinding Program
DRAWN BY:	KRD	PROJECT NO.	
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.		SHEET TITLE	Transpo PoleSafe Foundation Details
REVISIONS	8/16/24	SHEET NO.	



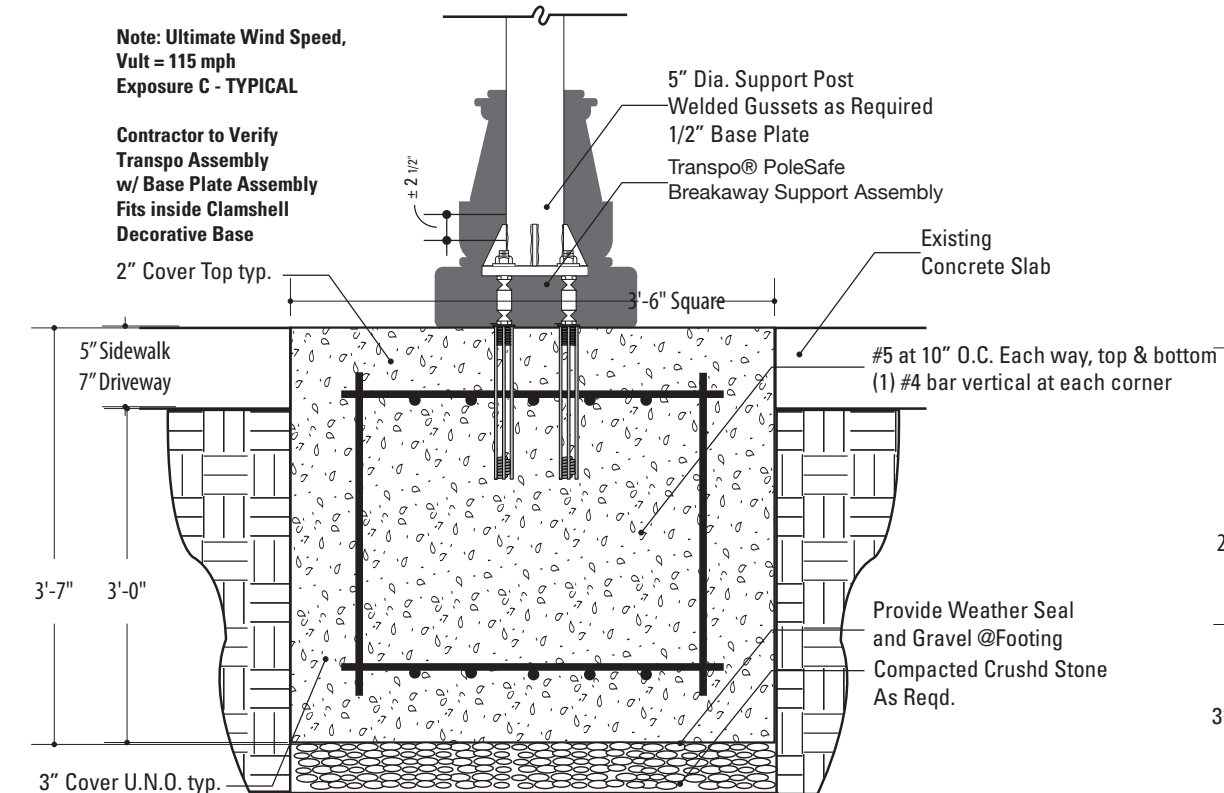
**2** Section View: Paver Replacement / Cement Collar Detail  
 SCALE: 3/4" = 1'-0"



**4** Section View: Foundation - Extremely Shallow Depth  
 SCALE: 3/4" = 1'-0"



**1** Section View: Foundation @ Concrete  
 SCALE: 3/4" = 1'-0"



**3** Section View: Foundation - Shallow Depth  
 SCALE: 3/4" = 1'-0"

Note: Ultimate Wind Speed, Vult = 115 mph Exposure C - TYPICAL

Contractor to Verify Transpo Assembly w/ Base Plate Assembly Fits inside Clamshell Decorative Base

Note: Ultimate Wind Speed, Vult = 115 mph Exposure C - TYPICAL

Contractor to Verify Transpo Assembly w/ Base Plate Assembly Fits inside Clamshell Decorative Base

Note: Ultimate Wind Speed, Vult = 115 mph Exposure C - TYPICAL

Contractor to Verify Transpo Assembly w/ Base Plate Assembly Fits inside Clamshell Decorative Base

Note: Ultimate Wind Speed, Vult = 115 mph Exposure C - TYPICAL

Contractor to Verify Transpo Assembly w/ Base Plate Assembly Fits inside Clamshell Decorative Base



**SPECIFICATIONS**

The FABRICATOR shall be familiar with all site conditions and shall be responsible for all underground utility checks.

The FABRICATOR shall be familiar with all basement/vault locations by obtaining plans from the local municipality Department of Public Works.

Where a basement/vault interferes with a proposed location, the sign shall be relocated to a location deemed appropriate by the municipalities Department of Public Works

Where relocation is not an option the FABRICATOR will develop the appropriate mounting solution. The solution shall meet all engineering criteria as established by the standard footings (i.e. windloads).

**FINAL DESIGNS AND SHOP DRAWINGS SHALL BE SUPPLIED BY THE FABRICATOR FOR EACH OF THE BREAK-AWAY POLES IDENTIFIED AND AN DELAWARE REGISTERED PROFESSIONAL ENGINEER IS REQUIRED TO SIGN AND SEAL THE SUBMITTAL OF SHOP DRAWINGS.**

- NOTE:**
- 1) SOIL IS AVERAGE WITH MAXIMUM ALLOWABLE SOIL PRESSURE OF 3,000 POUNDS PER SQUARE FOOT. SOIL UNIT WEIGHT OF 125 PCF AND FRICTION ANGLE OF 30 DEGREES (ASSUMED).**
  - 2) CONCRETE STRENGTH AT 28 DAYS F'C=4,000 PSI REINFORCEMENT SHALL BE ASTM 36 FY=60,000 PSI**
  - 3) FOLLOW THE MOST RECENT PENNDOT DESIGN STANDARDS FOR MATERIAL AND CONSTRUCTION INFORMATION FOR THE SIGN POST BASES AND FOUNDATIONS NOT OTHERWISE SPECIFIED IN THESE CONTRACT DRAWINGS.**
  - 4) FOR SIGN POST SIZES REFER TO THE DESIGN INTENT DRAWING SHEETS.**
  - 5) SOIL IS TO BE OF CONDITION 4 OR BETTER (SW, SP, SM, SC, GM & GC)**

- NOTES:**
- Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
  - All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
  - Hardware: All exposed hardware shall be tamper proof fasteners.
  - Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES

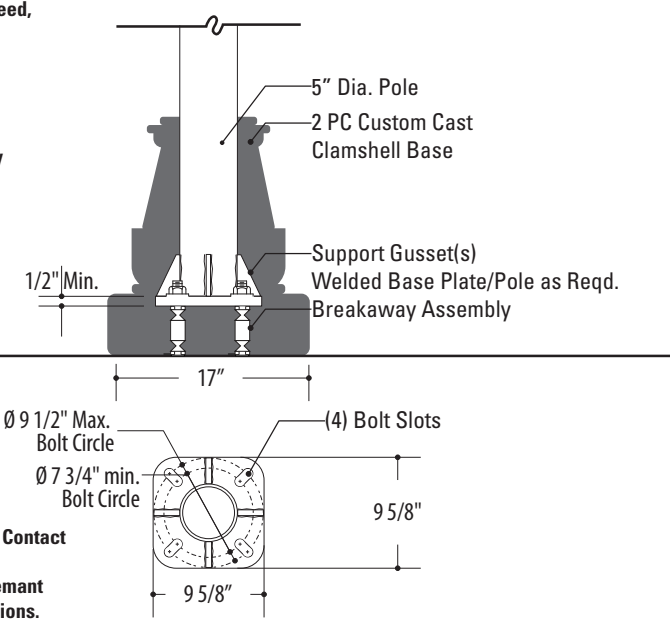
**merJe**

5 W. Gay Street  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE	4/26/24	CLIENT / PROJECT	<b>Montgomery, TX</b> Wayfinding Program
DRAWN BY:	KRD	PROJECT NO.	
<p>These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.</p>		SHEET TITLE	<b>Transpo PoleSafe Baseplate Details</b>
REVISIONS	8/16/24	SHEET NO.	

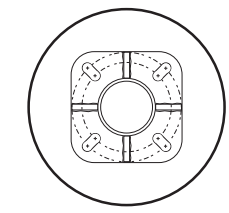
**Note: Ultimate Wind Speed, Vult = 115 mph Exposure C - TYPICAL**

**Contractor to Verify Transpo Assembly w/ Base Plate Assembly Fits inside Clamshell Decorative Base**



Ref. Transpo Industries Contact For Recommended Template for Hole Placement and Installation Instructions.

**1** Detail View: Support Pole Baseplate  
SCALE: 3/4" = 1'-0"



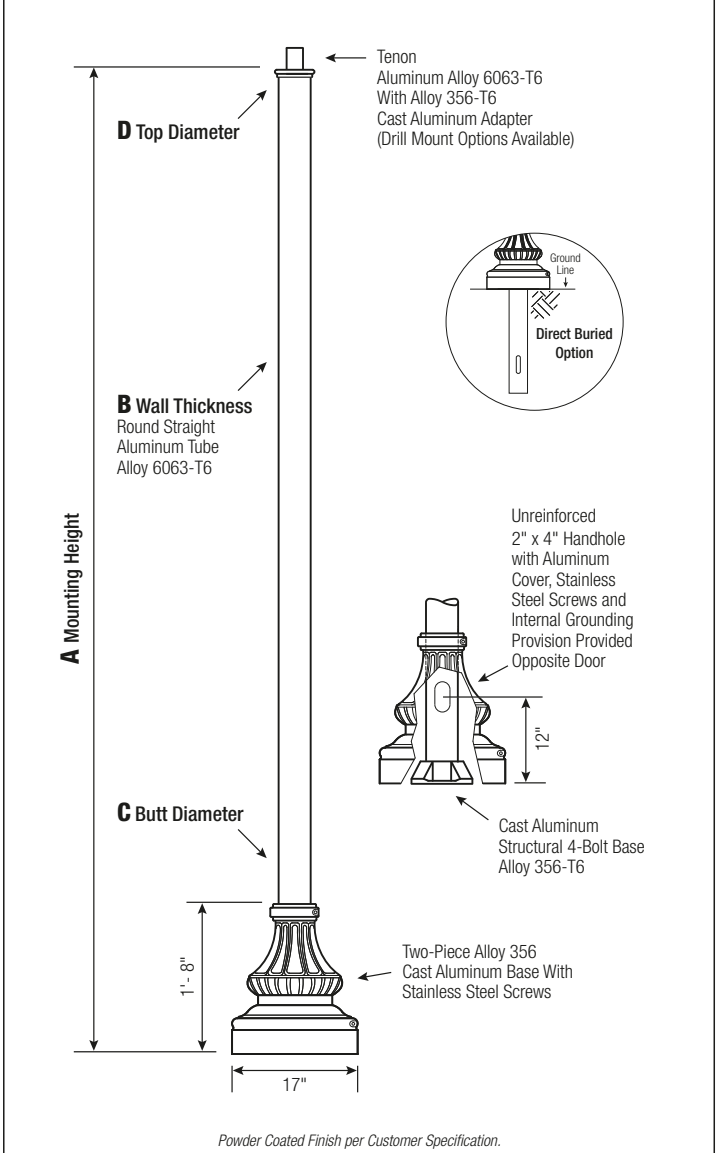


**SPECIFICATIONS**

Construction Details

Sign Types:  
 GATE.2  
 VDIR.1  
 VDIR.2  
 VDIR.3  
 VDIR.4  
 VDIR.5  
 VDIR.6

**ARLEN 17** CLAMSHELL - STRAIGHT ROUND ALUMINUM POLE



C BUTT DIA.	D TOP DIA.	F BOLT CIR. DIA.	G BASE DIA.	H BOLT PROJ.	I BOLT SIZE
4	4	6.5 - 8	7.5	2	.75 x 17 x 3
5	5	7.5 - 8	7.5	2	.75 x 17 x 3

Dimensions in inches

WARNING: Do not install light pole without luminaire.

**Clamshell Base**  
 Cast Aluminum, 2-Piece Decorative Base of Alloy 356 per ASTM B26 or B108 with stainless steel attaching hardware.

**Pole**  
 The pole shaft will be constructed of seamless extruded tube of 6063 Aluminum Alloy per the requirements of ASTM B221. The 4-Bolt Cast Aluminum Base Flange will be of Alloy 356-T6. The pole shaft shall be joined to the base by means of a complete circumferential weld in accordance with AWS Specification D1.2. The shaft assembly shall be full-length heat treated after base weld to produce a T6 temper.

**Anchorage**  
 Anchorage Kit will include four (4) L-shaped Steel Anchor Bolts conforming to AASHTO M314-90 Grade 55. Ten inches (10") of threaded end will be galvanized per ASTM A153. Kits will contain four (4) Hex Nuts, four (4) Lock Washers, and four (4) Flat Washers (all components Galvanized Steel). A bolt circle template will be provided.  
 NOTE: All ARLEN 17 pole options may be specified in designs utilizing Direct Buried anchorage.

**Handhole**  
 4"-5" Butt Diameters - 2" x 4" Handhole with curved Lap Style Aluminum Door and two (2) SS Self-Tapping Attaching Screws. A Grounding Provision incorporating a tapped 1/4"-20NC hole is provided.

**Vibration Damper**  
 When determined necessary by Hapco, a Vibration Damper will be factory-installed inside the pole shaft. Customer specification of the damper is available.



www.hapco.com **hapco** 1 OF 2

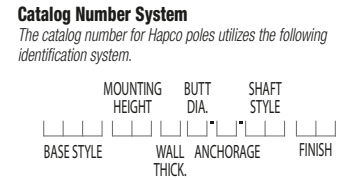
**ARLEN 17** CLAMSHELL STRAIGHT ROUND ALUMINUM POLE

A MTE. HGT.	B WALL THICKNESS	C BUTT DIA.	TOTAL LUM. WEIGHT	MAXIMUM EPA					CATALOG NUMBER*	
				90	100	110	120	130		140
8	0.125	4	100	15.5	12.2	9.9	8.1	6.7	5.6	A7C08B4-4-SR-**
	0.125	5	100	25.6	20.5	16.5	13.6	11.4	9.8	A7C08B5-4-SR-**
10	0.125	4	100	11.4	8.9	7.0	5.6	4.6	3.7	A7C10B4-4-SR-**
	0.188	4	100	17.6	13.9	11.1	9.1	7.4	6.2	A7C10D4-4-SR-**
	0.125	5	100	19.3	15.4	12.1	9.9	8.3	7.1	A7C10B5-4-SR-**
	0.188	5	100	29.3	23.5	18.9	15.6	13.1	11.2	A7C10D5-4-SR-**
12	0.125	4	95	8.6	6.5	5.0	3.9	3.0	2.3	A7C12B4-4-SR-**
	0.188	4	100	13.6	10.6	8.4	6.7	5.4	4.4	A7C12D4-4-SR-**
	0.125	5	100	15.0	11.8	9.1	7.3	6.1	5.1	A7C12B5-4-SR-**
14	0.125	4	70	6.6	4.9	3.6	2.6	1.9	1.3	A7C14B4-4-SR-**
	0.188	4	100	10.6	8.1	6.3	4.9	3.8	2.9	A7C14D4-4-SR-**
	0.125	5	100	11.7	9.1	6.8	5.3	4.4	3.6	A7C14B5-4-SR-**
16	0.188	5	100	18.8	14.9	11.6	9.3	7.8	6.6	A7C14D5-4-SR-**
	0.125	4	60	5.0	3.5	2.4	1.5	1.0	-	A7C16B4-4-SR-**
	0.188	4	80	8.4	6.3	4.7	3.5	2.5	1.8	A7C16D4-4-SR-**
18	0.125	5	100	9.1	7.0	4.9	3.6	2.9	2.4	A7C18B5-4-SR-**
	0.188	5	100	15.3	12.0	9.0	7.1	5.9	4.9	A7C18D5-4-SR-**
	0.125	4	80	3.1	2.0	1.1	-	-	-	A7C18B4-4-SR-**
20	0.188	4	65	6.5	4.6	3.3	2.2	1.5	0.9	A7C18D4-4-SR-**
	0.125	5	70	7.1	5.3	3.4	2.3	1.8	1.5	A7C18B5-4-SR-**
	0.188	5	100	12.0	9.3	6.7	5.1	4.2	3.4	A7C18D5-4-SR-**
25	0.125	4	40	2.3	1.2	-	-	-	-	A7C20B4-4-SR-**
	0.188	4	70	4.6	3.1	1.9	1.1	-	-	A7C20D4-4-SR-**
	0.250	4	65	7.2	5.1	3.6	2.5	1.6	1.0	A7C20F4-4-SR-**
30	0.125	5	55	5.3	3.8	2.1	1.3	0.9	0.6	A7C20B5-4-SR-**
	0.188	5	90	9.5	7.2	4.9	3.6	2.8	2.2	A7C20D5-4-SR-**
	0.250	5	100	13.6	10.5	7.6	5.8	4.8	3.9	A7C20F5-4-SR-**
25	0.188	4	55	1.4	-	-	-	-	-	A7C25D4-4-SR-**
	0.250	4	90	2.6	1.3	-	-	-	-	A7C25F4-4-SR-**
	0.125	5	80	1.2	-	-	-	-	-	A7C25B5-4-SR-**
30	0.188	5	50	5.0	3.5	1.6	0.7	-	-	A7C25D5-4-SR-**
	0.250	5	65	7.9	5.8	3.5	2.2	1.6	1.3	A7C25F5-4-SR-**
	0.188	5	80	0.9	-	-	-	-	-	A7C30D5-4-SR-**
	0.250	5	60	3.5	2.1	-	-	-	-	A7C30F5-4-SR-**

**EPA Notes:** Effective Projected Area (EPA) in square feet. EPA's calculated using wind velocity (mph) indicated in accordance with 2015 AASHTO LRFD (7th Edition) using a 50-year design life. Maximum EPA is based on the luminaire weight shown. Increased luminaire weight may reduce maximum EPA. If weight is exceeded, or if other design life or code is required, please consult the factory.

\*4-Bolt Base Anchorage shown. For direct buried design replace -4 in catalog number with -E.

CATALOG NUMBER:	QUANTITY:
CUSTOMER NAME:	
PROJECT:	LOCATION:
NOTES:	

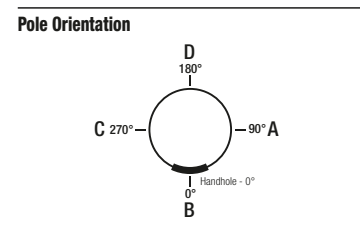
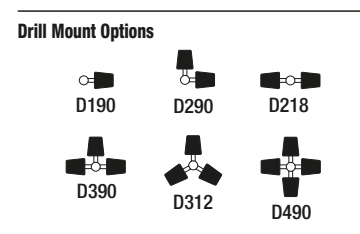


**Catalog Number System**  
 The catalog number for Hapco poles utilizes the following identification system.  
**Catalog Number Example -**  
**A7C 18 B 4 - 4 - SR - BA**  
 ARLEN 17 Clamshell Base, 18" Mounting Height, .125" Wall Thickness, 4" Butt Diameter, 4-Bolt Base, Straight Round Shaft, Black Powder Coat Finish

**Wall Thickness** B = .125"  
**Butt Dia.** D = .188"  
**Anchorage** 4 = 4-Bolt Base  
 E = Direct Buried  
 F = .250"

**Shaft Style**  
 SR = Straight Round  
**Powder Coat Finish**  
 BA - Black Powder Coat  
 BH - White Powder Coat  
 BM - Dark Bronze Powder Coat  
 BV - Dark Green Powder Coat  
 GC - Gray Powder Coat  
 SC - Special Colors\*  
\*ProvideRAL # or Sample Color Chip

**Mounting Options**  
**Tenon Mount**  
 For Tenon Mount applications specify both Tenon diameter and length.  
**Side Drill Mount**  
 Includes removable pole cap.  
 NOTE: A luminaire drilling template must be supplied at time of order.



www.hapco.com **hapco** 2 OF 2

- NOTES:**
1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
  2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
  3. Hardware: All exposed hardware shall be tamper proof fasteners.
  4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES

**merJe**

5 W. Gay Street  
 West Chester, PA 19380  
 T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE	4/26/24	CLIENT / PROJECT	Montgomery, TX Wayfinding Program
DRAWN BY:	KRD	PROJECT NO.	
REVISIONS	8/16/24	SHEET TITLE	Decorative Base Detail
		SHEET NO.	

**SPECIFICATIONS**

The FABRICATOR shall be familiar with all site conditions and shall be responsible for all underground utility checks.

The FABRICATOR shall be familiar with all basement/vault locations by obtaining plans from the local municipality Department of Public Works.

Where a basement/vault interferes with a proposed location, the sign shall be relocated to a location deemed appropriate by the municipalities Department of Public Works

Where relocation is not an option the FABRICATOR will develop the appropriate mounting solution. The solution shall meet all engineering criteria as established by the standard footings (i.e. windloads).

**FINAL DESIGNS AND SHOP DRAWINGS SHALL BE SUPPLIED BY THE FABRICATOR FOR EACH OF THE BREAK-AWAY POLES IDENTIFIED AND AN DELAWARE REGISTERED PROFESSIONAL ENGINEER IS REQUIRED TO SIGN AND SEAL THE SUBMITTAL OF SHOP DRAWINGS.**

- NOTE:**
- 1) **SOIL IS AVERAGE WITH MAXIMUM ALLOWABLE SOIL PRESSURE OF 3,000 POUNDS PER SQUARE FOOT. SOIL UNIT WEIGHT OF 125 PCF AND FRICTION ANGLE OF 30 DEGREES (ASSUMED).**
  - 2) **CONCRETE STRENGTH AT 28 DAYS F'C=4,000 PSI REINFORCEMENT SHALL BE ASTM 36 FY=60,000 PSI**
  - 3) **FOLLOW THE MOST RECENT PENNDOT DESIGN STANDARDS FOR MATERIAL AND CONSTRUCTION INFORMATION FOR THE SIGN POST BASES AND FOUNDATIONS NOT OTHERWISE SPECIFIED IN THESE CONTRACT DRAWINGS.**
  - 4) **FOR SIGN POST SIZES REFER TO THE DESIGN INTENT DRAWING SHEETS.**
  - 5) **SOIL IS TO BE OF CONDITION 4 OR BETTER (SW, SP, SM, SC, GM & GC)**

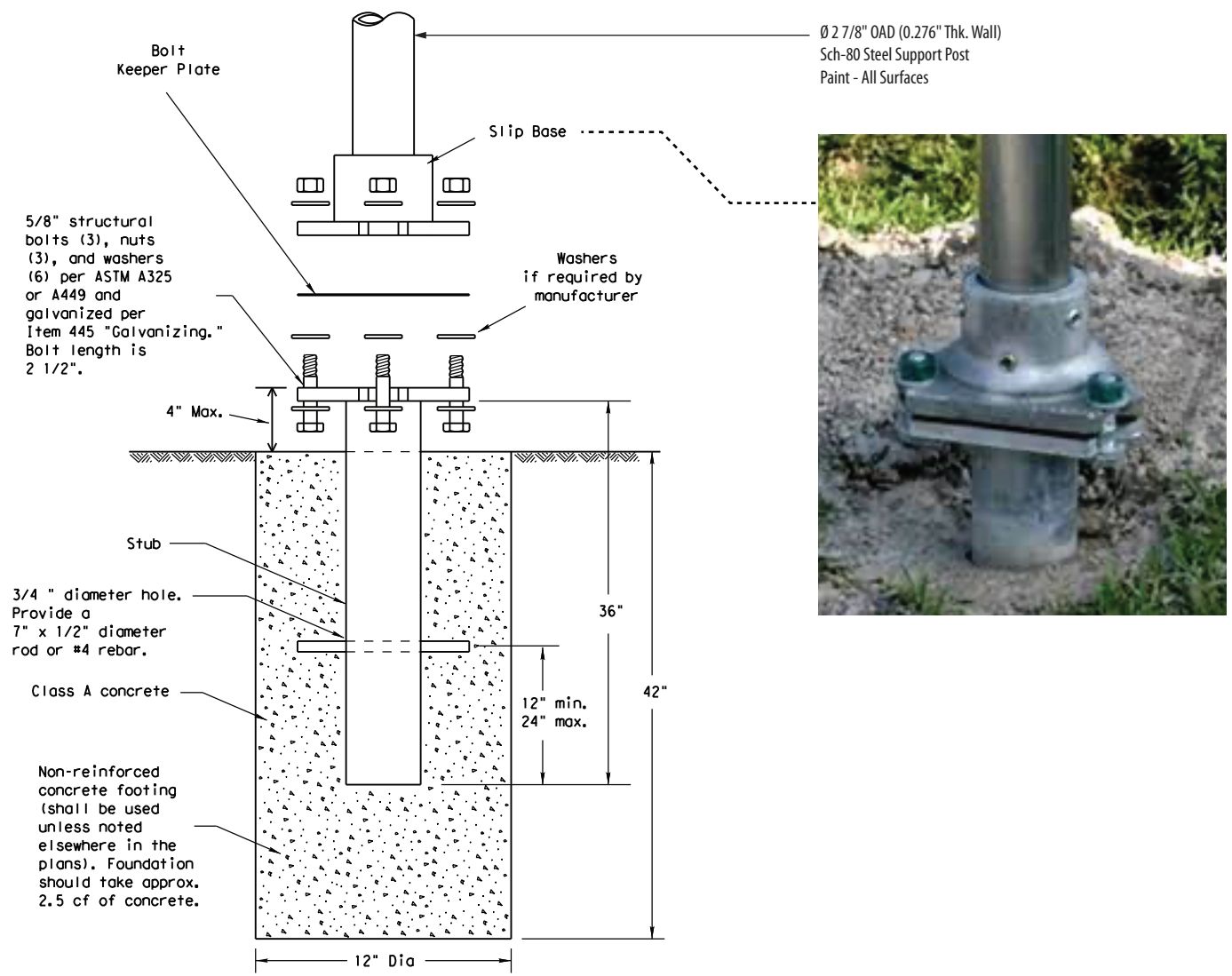
- NOTES:**
1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
  2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
  3. Hardware: All exposed hardware shall be tamper proof fasteners.
  4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES

**merJe**

5 W. Gay Street  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE	4/26/24	CLIENT / PROJECT
DRAWN BY:	KRD	<b>Montgomery, TX</b> Wayfinding Program
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.		PROJECT NO.
		SHEET TITLE
		<b>TXDOT Slip Base Construction Details</b>
REVISIONS	8/16/24	SHEET NO.

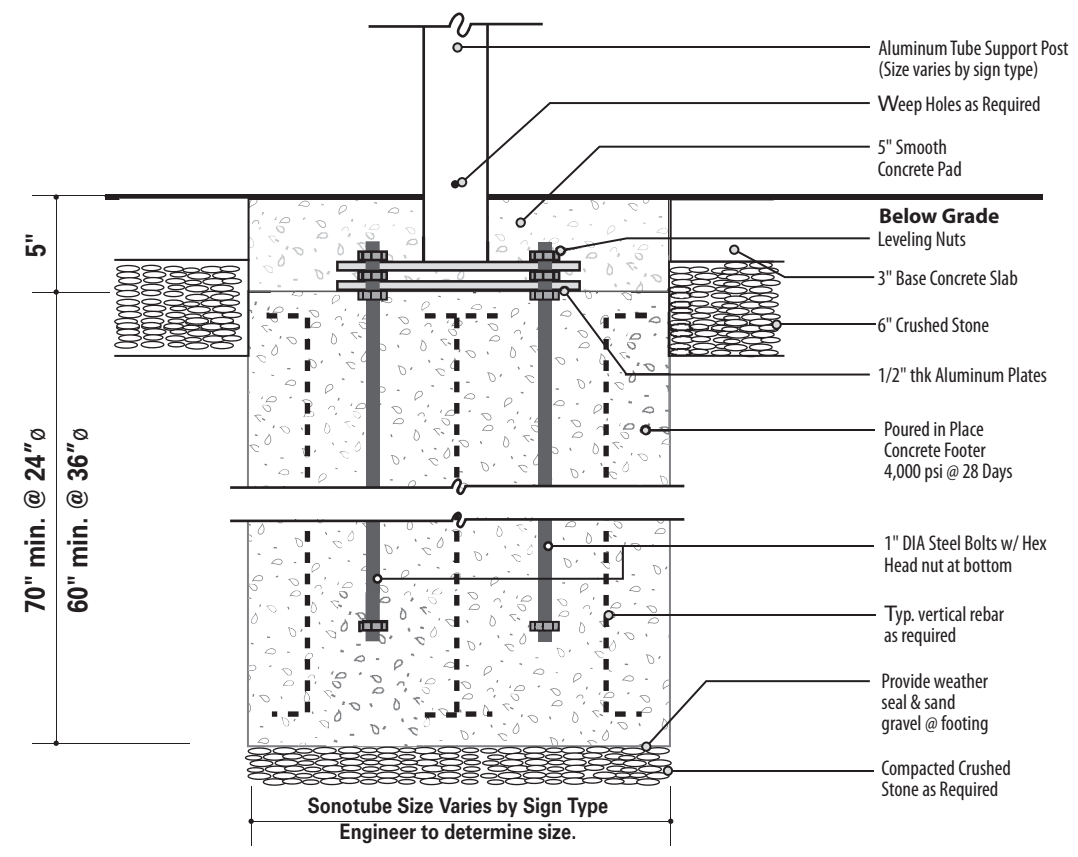


**1** Section Detail - Typical - TXDOT - Triangular Slip Base  
SCALE: 1 1/2" = 1' - 0"

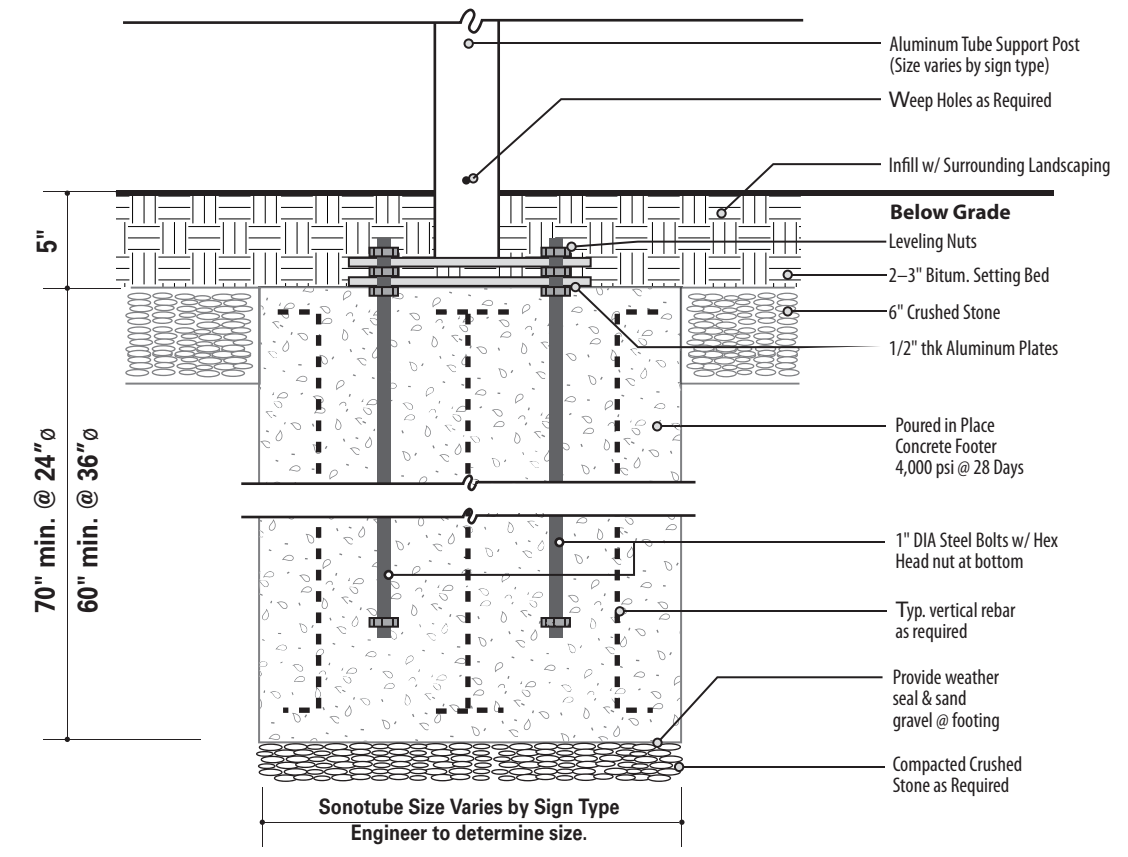
**SPECIFICATIONS**

Construction Details

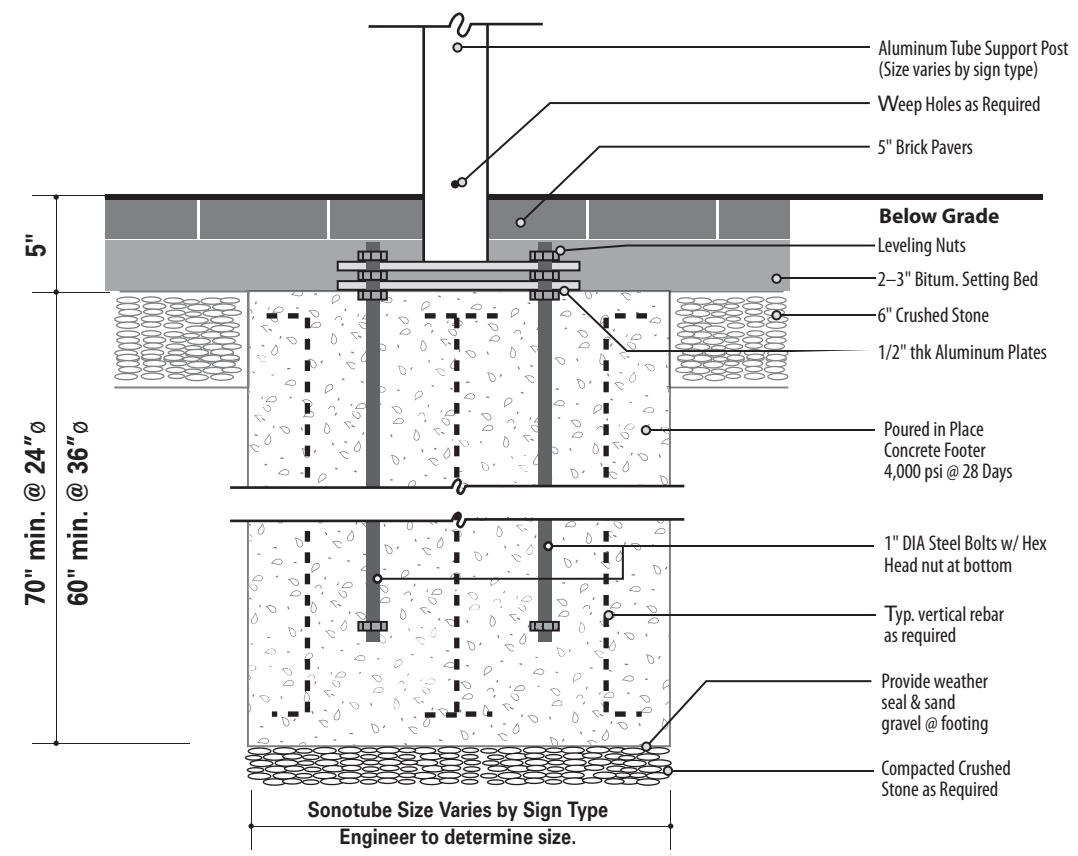
Sign Types:  
PARK.ID.2



**1** Section: Bolt w/ Nut Plate-to-Plate MOUNTING  
Concrete Pavement Surface  
SCALE: 1" = 1' - 0"



**3** Section: Bolt w/ Nut Plate-to-Plate MOUNTING  
Existing Landscape Surface  
SCALE: 1" = 1' - 0"



**2** Section: Bolt w/ Nut Plate-to-Plate MOUNTING  
Brick Pavers Surface  
SCALE: 1" = 1' - 0"

**\*NOTE**  
Results valid for Class 4 Soils and Stronger

- NOTES:
1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
  2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
  3. Hardware: All exposed hardware shall be tamper proof fasteners.
  4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

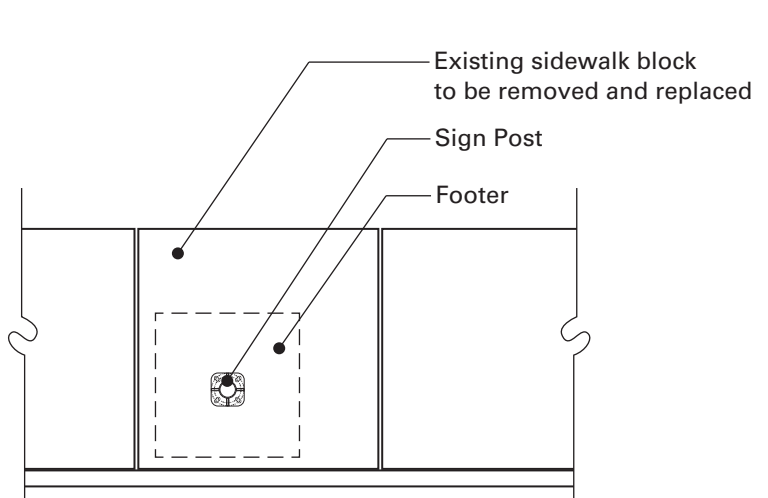
ENVIRONMENTS & EXPERIENCES

**merJe**

5 W. Gay Street  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

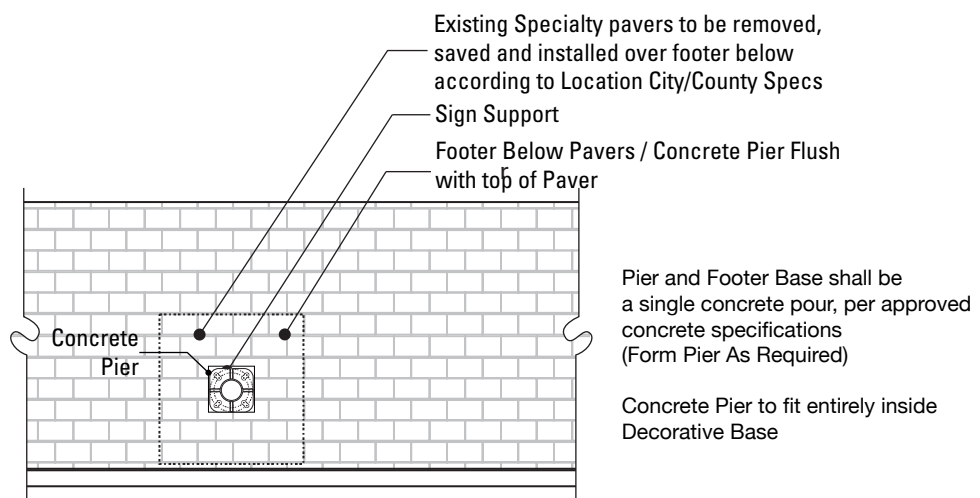
DATE 4/26/24	CLIENT / PROJECT
DRAWN BY: KRD	<b>Montgomery, TX</b> Wayfinding Program
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.	PROJECT NO.
	SHEET TITLE
REVISIONS 8/16/24	<b>Section Details</b>
	SHEET NO.





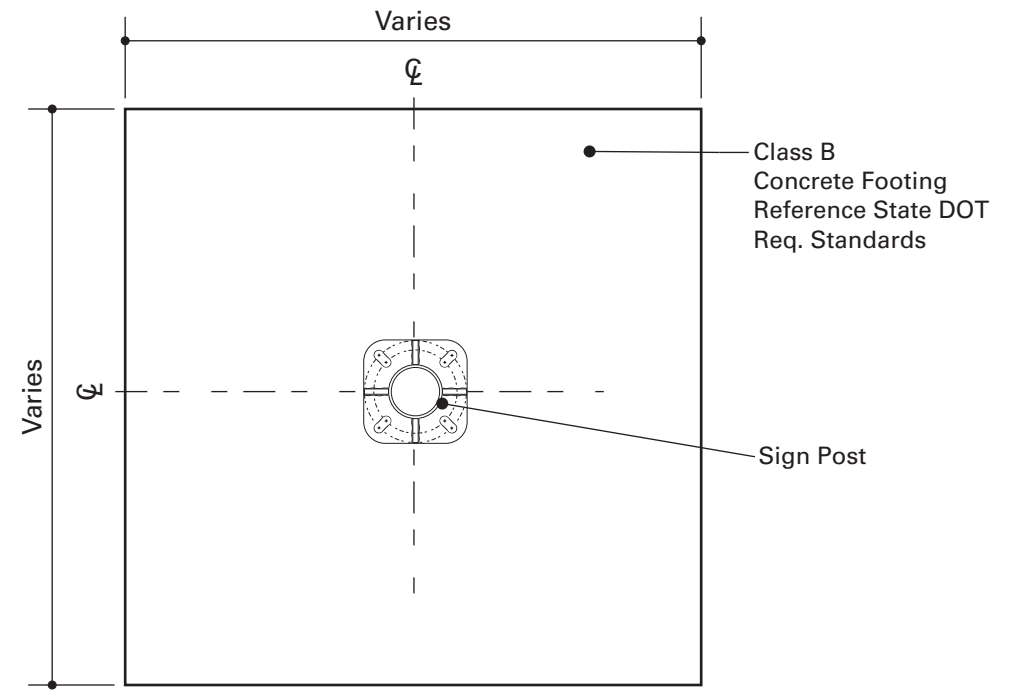
NOTE: When locating a footer within a single pavement block adjacent to at least 2 expansion joints, the entire block of pavement shall be removed and replaced with the same materials and finish of adjacent sidewalk areas.

**1** Plan: Footer Placement  
SCALE: NTS



NOTE: The pattern of bricks need to be removed, stored and replaced in the order they were removed. **Marking the Specialty Pavers sidewalk with spray paint will NOT be allowed.**

**3** Plan: Specialty Pavers Footer Placement  
SCALE: NTS



**2** Plan View: Footer  
SCALE: 1" = 1' - 0"



Acceptable Footer Detail



Acceptable Footer Detail



Acceptable Footer Detail



NOT Acceptable Footer Detail



NOT Acceptable Footer Detail



NOT Acceptable Footer Detail

**SPECIFICATIONS**

**Sidewalk Footer Placement Details**

The FABRICATOR shall be familiar with all site conditions and shall be responsible for all underground utility checks.

The FABRICATOR shall be familiar with all basement/vault locations by obtaining plans from the local municipality Department of Public Works.

Where a basement/vault interferes with a proposed location, the sign shall be relocated to a location deemed appropriate by the municipalities Department of Public Works

Where relocation is not an option the FABRICATOR will develop the appropriate mounting solution. The solution shall meet all engineering criteria as established by the standard footings (i.e. windloads).

**FINAL DESIGNS AND SHOP DRAWINGS SHALL BE SUPPLIED BY THE FABRICATOR FOR EACH OF THE BREAK-AWAY POLES IDENTIFIED AND A DELAWARE REGISTERED PROFESSIONAL ENGINEER IS REQUIRED TO SIGN AND SEAL THE SUBMITTAL OF SHOP DRAWINGS.**

- NOTE:**
- 1) SOIL IS AVERAGE WITH MAXIMUM ALLOWABLE SOIL PRESSURE OF 3,000 POUNDS PER SQUARE FOOT. SOIL UNIT WEIGHT OF 125 PCF AND FRICTION ANGLE OF 30 DEGREES (ASSUMED).**
  - 2) CONCRETE STRENGTH AT 28 DAYS F'C=4,000 PSI REINFORCEMENT SHALL BE ASTM 36 FY=60,000 PSI**
  - 3) FOLLOW THE LATEST NJDOT DESIGN STANDARDS FOR MATERIAL AND CONSTRUCTION INFORMATION FOR THE SIGN POST BASES AND FOUNDATIONS NOT OTHERWISE SPECIFIED IN THESE CONTRACT DRAWINGS.**
  - 4) FOR SIGN POST SIZES REFER TO THE DESIGN INTENT DRAWING SHEETS.**

- NOTES:**
- Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
  - All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
  - Hardware: All exposed hardware shall be tamper proof fasteners.
  - Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES

**merJe**

5 W. Gay Street  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE	4/26/24	CLIENT / PROJECT	<b>Montgomery, TX</b> Wayfinding Program
DRAWN BY:	KRD	PROJECT NO.	
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.		SHEET TITLE	<b>Sidewalk Footer Placement Details</b>
REVISIONS	8/16/24	SHEET NO.	



Fig. 1

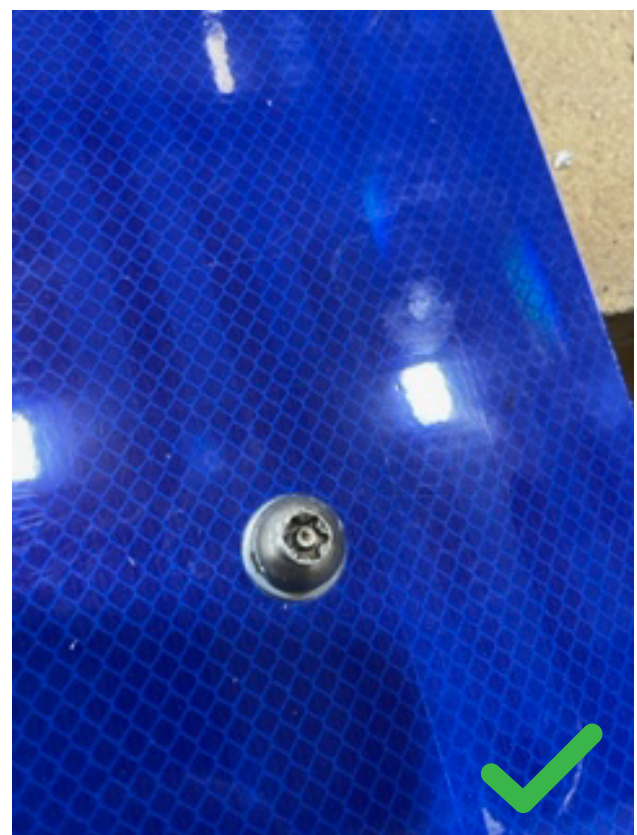


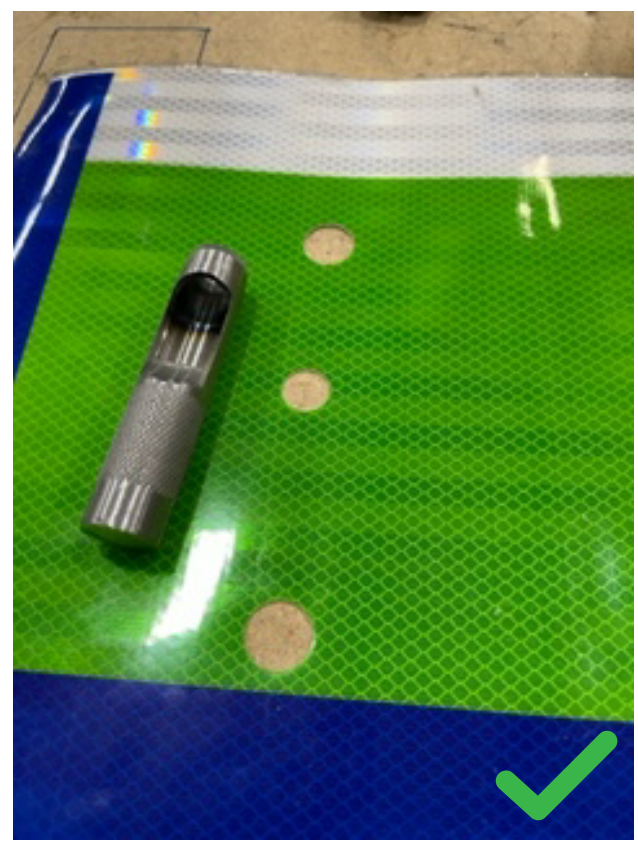
Fig. 2



Fig. 3



Fig. 4



**SCREW THROUGH FACE / VINYL GUIDANCE**

The reflective vinyl manufacturer recommends using at least 1, (preferably 2), nylon washers between the reflective vinyl surface and the mounting bolt head. (see **Fig. 1**). The 2 nylon washers should slip on each other as opposed to slipping on the surface of the sign, preventing it from cutting into the laminate.

Installing the hardware doesn't need to be aggressively tight and shall follow structural engineering requirements.

**Caution:** If the contractor / installer over-torques or provides too much force when installing the fastener, the laminate will not hold up to that treatment (see **Fig. 2 / Fig. 3**).

The vinyl manufacturer has stated, in regards to the warranty, it does not cover this type of damage (cracking, bubbling, peeling) caused by improper installation. The compromised laminate can allow moisture to penetrate and prematurely degrade the print. The extent of this will depend on the type of installation damage that occurred. There is no way to repair this damage after installation.

**Additional Consideration:** Punching a hole in the vinyl (see **Fig. 4**), may provide less vinyl for the washer/bolt to torque on, therefore reducing the possibility of damage.

**Contractors Responsibility:** The sign contractor shall always confirm the proper methods, sequencing and materials to be used for the installation with the vinyl manufacturer, to avoid voiding any warranties associated with the vinyl products. The sign contractor shall be responsible for replacing all vinyl sheeting damaged do to not following the manufacturers instructions.

**SPECIFICATIONS**

Construction Details

Sign Types:

- GATE.2
- VDIR.1
- VDIR.2
- VDIR.3
- VDIR.4
- VDIR.5
- VDIR.6
- VDIR.3.TXDOT
- VDIR.5.TXDOT
- VDIR.6.TXDOT
- PARK.ID.2

NOTES:

1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
3. Hardware: All exposed hardware shall be tamper proof fasteners.
4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES

**merJe**

5 W. Gay Street  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

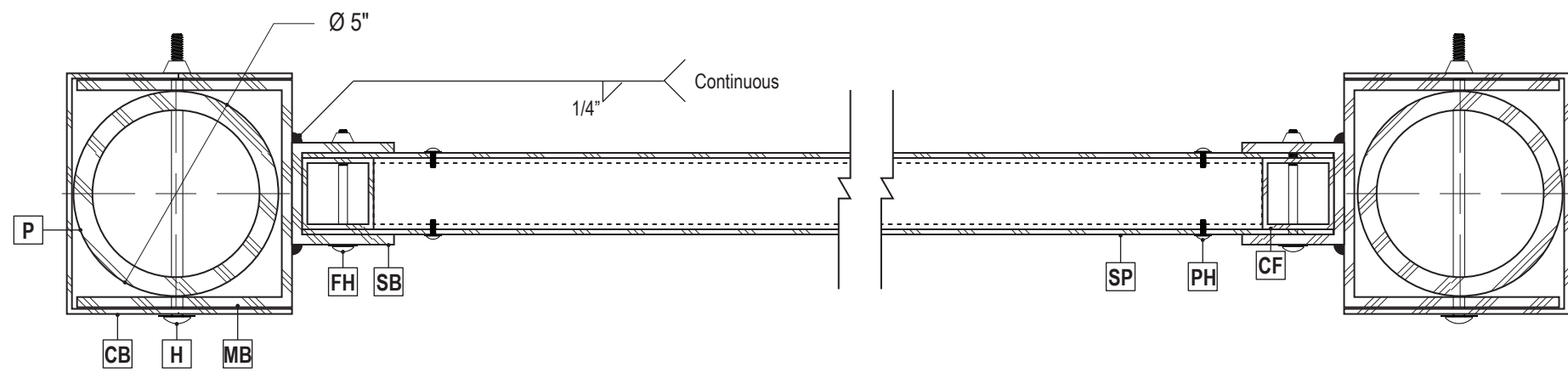
DATE	4/26/24	CLIENT / PROJECT	
DRAWN BY:	KRD		<b>Montgomery, TX</b> Wayfinding Program
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.		PROJECT NO.	
REVISIONS	8/16/24	SHEET TITLE	<b>Sign Face Details</b>
		SHEET NO.	



**SPECIFICATIONS**

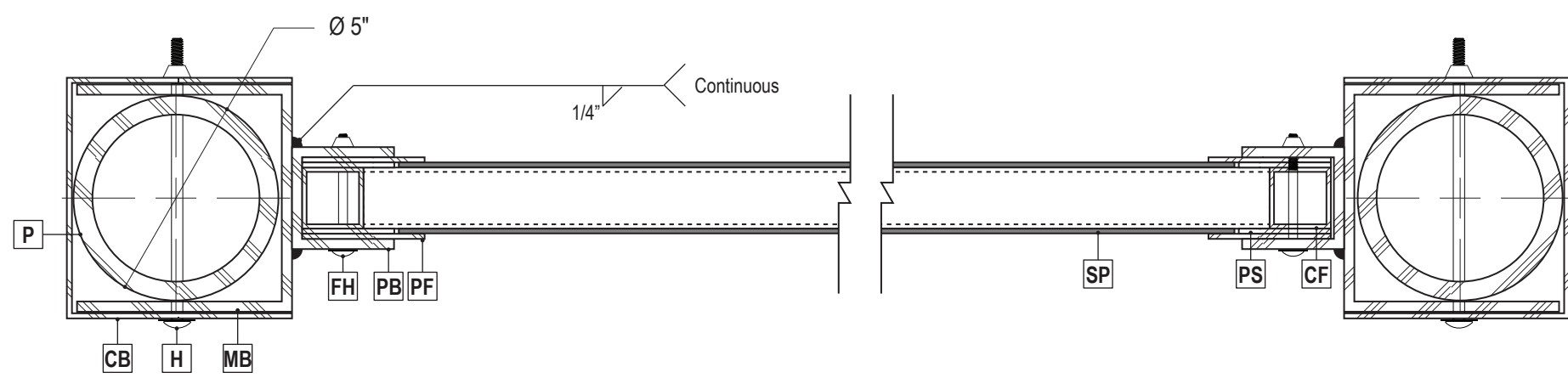
Construction Details

Sign Types:  
 PARK.ID.1  
 KIOSK.1



**1** Section Detail- PARK  
 SCALE: 3" = 1'-0"

- SP** Sign Panel - 1/8" Thick Aluminum, Chemically + Mechanically Fastened to Flag Frame
- SB** Sign Bracket - 2 1/2" x 2 1/2" x 1/4" Thick Aluminum Channel - Weld to Mounting Bracket
- P** Post - 1/2" Thick Aluminum Extrusion
- MB** Mounting Bracket - 1/4" Thick Formed Aluminum Channel - Weld to Sign Panel
- CB** Cover Bracket - 1/8" Thick Aluminum Breakform
- H** Mounting Hardware - 1/2" Dia. S/S Bolt -Through Bracket Cover Angle(s) and Post
- PF** Panel Fasteners - Tamper-Resistant Button-Head Screw w/ Nylon Washer through Sign Panel
- CF** Central Frame - 1 3/4" x 1 3/4" x 1/8" Thick Aluminum Tube Frame - Mitre-Cut + Welded
- PH** Panel Hardware - 1/4" Dia. S/S Bolt -Through Flag Bracket(s) and Flag Frame



**2** Section Detail- KIOSK  
 SCALE: 3" = 1'-0"

- SP** Sign Panel - 1/8" Thick PVC, Custom UV Digitally Printed + Top-Loaded to Panel Frame
- PB** Panel Bracket - 2 1/2" x 2 1/2" x 1/4" Thick Aluminum Channel - Weld to Mounting Bracket
- P** Post - 1/2" Thick Aluminum Extrusion
- MB** Mounting Bracket - 1/4" Thick Formed Aluminum Channel - Weld to Sign Panel
- CB** Cover Bracket - 1/8" Thick Aluminum Breakform
- H** Mounting Hardware - 1/2" Dia. S/S Bolt -Through Bracket Cover Angle(s) and Post
- PF** Panel Frame - 1/8" Thick Alum. w/ Window-Cut for Sign Panel, Chemically Fastened to Central Frame
- PS** Panel Spacer - 1/8" Thick Alum. at Left/Right/Bottom. Open at Top for Sign Panel insert
- CF** Central Frame - 1 1/2" x 1 1/2" x 1/8" Thick Aluminum Tube Frame - Mitre-Cut + Welded
- FH** Frame Hardware - 1/4" Dia. S/S Bolt -Through Mounting Bracket(s) and Central Frame

NOTES:  
 1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.  
 2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.  
 3. Hardware: All exposed hardware shall be tamper proof fasteners.  
 4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES

**merJe**

5 W. Gay Street  
 West Chester, PA 19380  
 T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

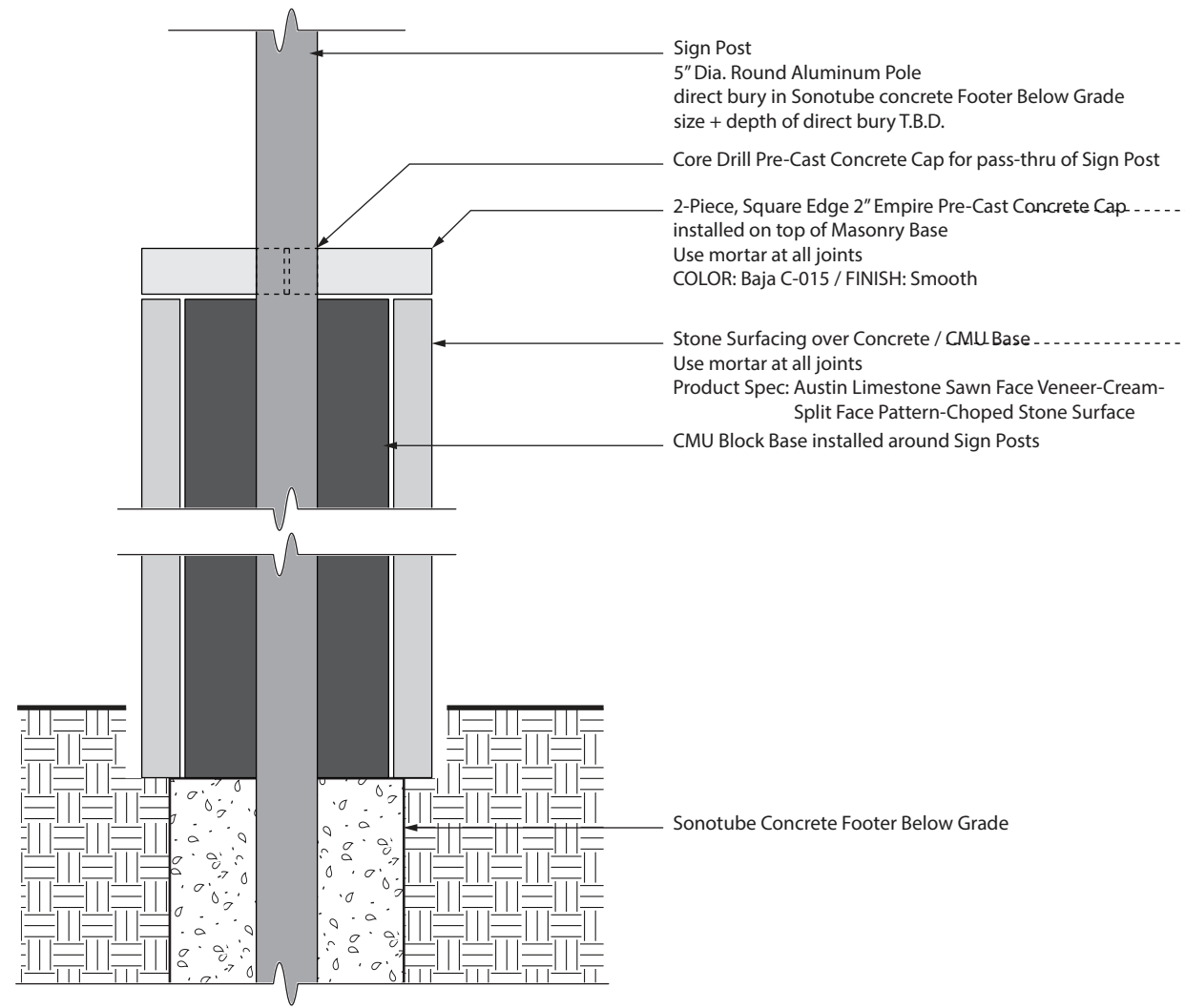
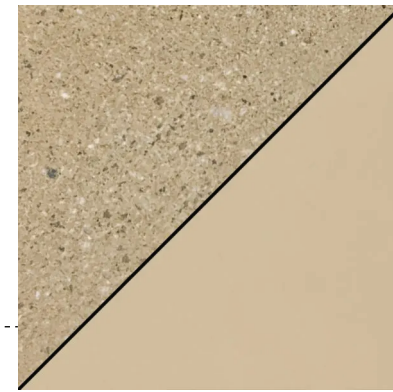
DATE	4/26/24	CLIENT / PROJECT	<b>Montgomery, TX</b> Wayfinding Program
DRAWN BY:	KRD	PROJECT NO.	
<small>These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.</small>		SHEET TITLE	<b>Section Details</b>
REVISIONS	8/16/24	SHEET NO.	

**SPECIFICATIONS**

Construction Details

Sign Types:  
 PARK.ID.1  
 KIOSK.1

Product / Finish Reference



**1** Section Detail - Masonry Base  
 SCALE: 1" = 1'- 0"

NOTES:

1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
3. Hardware: All exposed hardware shall be tamper proof fasteners.
4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES

**merJe**

5 W. Gay Street  
 West Chester, PA 19380  
 T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE 4/26/24	CLIENT / PROJECT <b>Montgomery, TX</b> Wayfinding Program
DRAWN BY: KRD	PROJECT NO.
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.	SHEET TITLE <b>Base Details</b>
	SHEET NO.
REVISIONS 8/16/24	

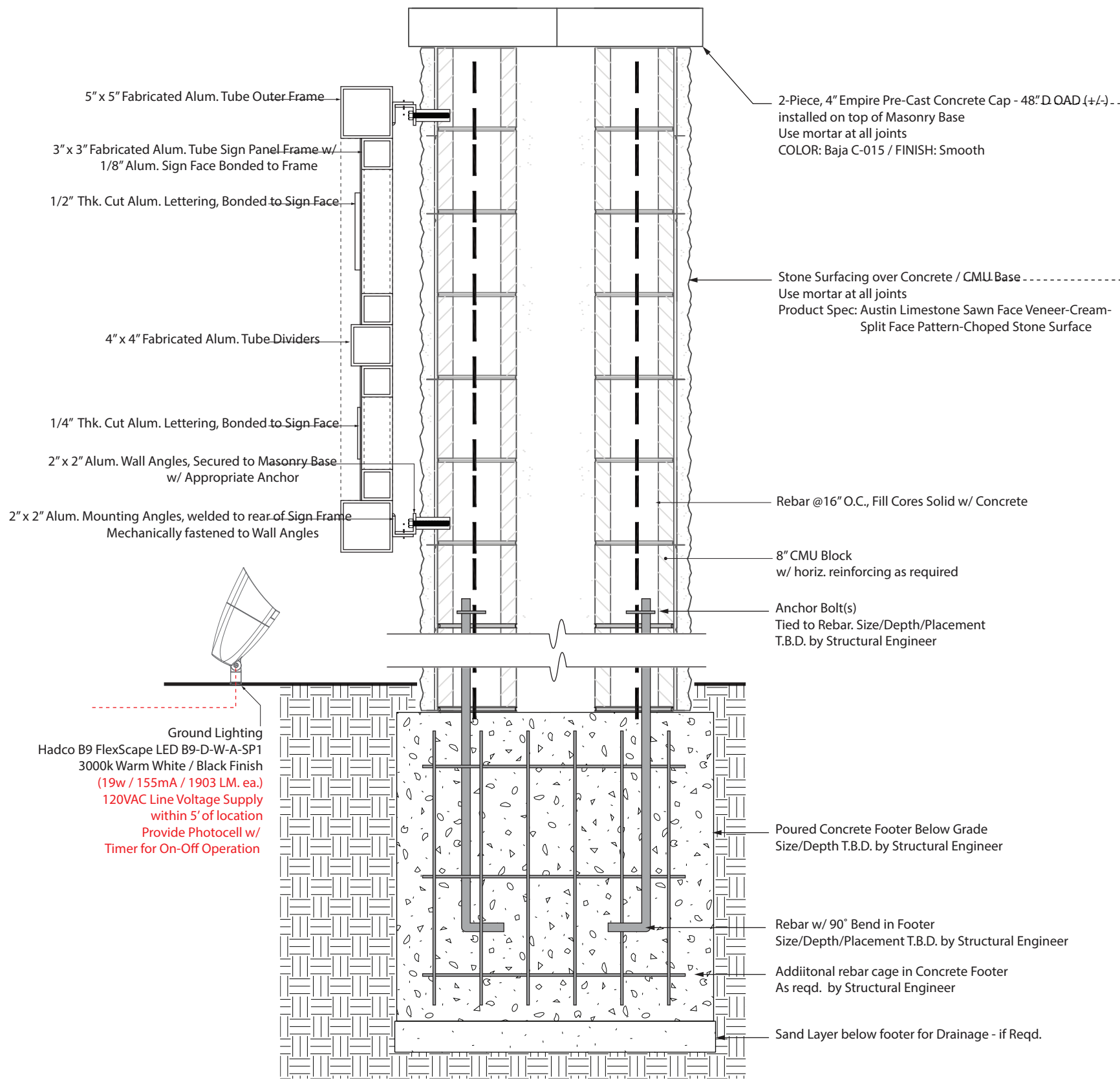
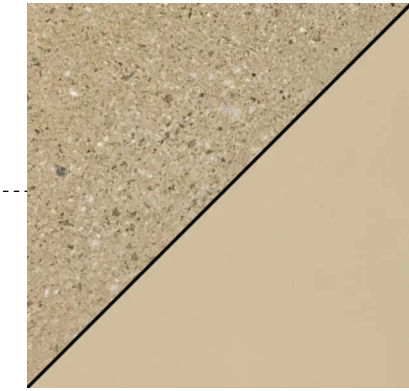


**SPECIFICATIONS**

Construction Details

Sign Types:  
GATE.1

Product / Finish Reference



2-Piece, 4" Empire Pre-Cast Concrete Cap - 48" D.OAD (+/-) - installed on top of Masonry Base  
Use mortar at all joints  
COLOR: Baja C-015 / FINISH: Smooth

Stone Surfacing over Concrete / CMU Base  
Use mortar at all joints  
Product Spec: Austin Limestone Sawn Face Veneer-Cream-Split Face Pattern-Choped Stone Surface

Rebar @16" O.C., Fill Cores Solid w/ Concrete

8" CMU Block w/ horiz. reinforcing as required

Anchor Bolt(s) Tied to Rebar. Size/Depth/Placement T.B.D. by Structural Engineer

Poured Concrete Footer Below Grade Size/Depth T.B.D. by Structural Engineer

Rebar w/ 90° Bend in Footer Size/Depth/Placement T.B.D. by Structural Engineer

Additional rebar cage in Concrete Footer As reqd. by Structural Engineer

Sand Layer below footer for Drainage - if Reqd.

5" x 5" Fabricated Alum. Tube Outer Frame  
3" x 3" Fabricated Alum. Tube Sign Panel Frame w/ 1/8" Alum. Sign Face Bonded to Frame  
1/2" Thk. Cut Alum. Lettering, Bonded to Sign Face  
4" x 4" Fabricated Alum. Tube Dividers  
1/4" Thk. Cut Alum. Lettering, Bonded to Sign Face  
2" x 2" Alum. Wall Angles, Secured to Masonry Base w/ Appropriate Anchor  
2" x 2" Alum. Mounting Angles, welded to rear of Sign Frame Mechanically fastened to Wall Angles

Ground Lighting  
Hadco B9 FlexScape LED B9-D-W-A-SP1  
3000k Warm White / Black Finish  
(19w / 155mA / 1903 LM. ea.)  
120VAC Line Voltage Supply within 5' of location  
Provide Photocell w/ Timer for On-Off Operation

- NOTES:
1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
  2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
  3. Hardware: All exposed hardware shall be tamper proof fasteners.
  4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES

**merJe**

5 W. Gay Street  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

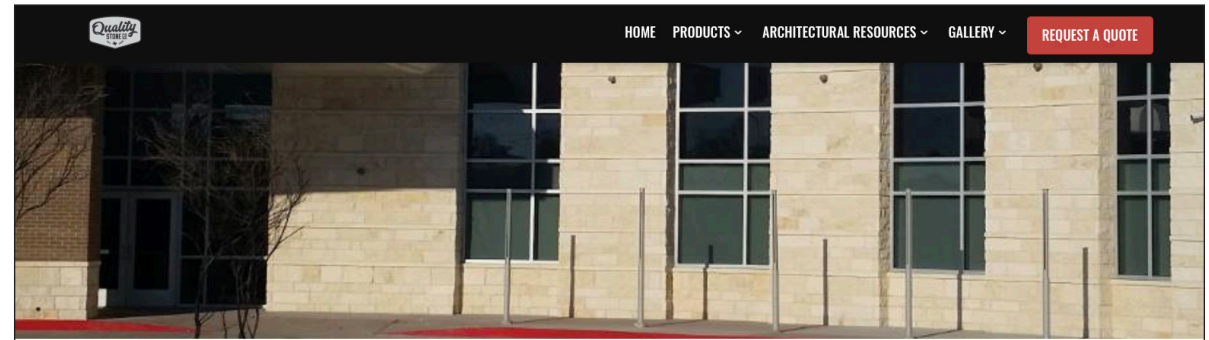
DATE 4/26/24	CLIENT / PROJECT <b>Montgomery, TX</b> Wayfinding Program
DRAWN BY: KRD	PROJECT NO.
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.	SHEET TITLE <b>Section Details</b>
REVISIONS 8/16/24	SHEET NO.

**1** Section - Side View  
SCALE: 1" = 1'-0"

**SPECIFICATIONS**

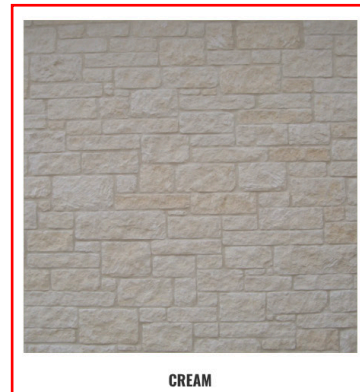
Construction Details

Sign Types:  
 GATE.1  
 PARK.ID.1  
 KIOSK.1

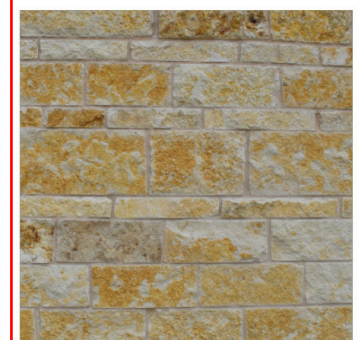


**AUSTIN LIMESTONE**

Durable, beautiful, and sustainable, it's no surprise that Austin Limestone is a coveted building material in Central Texas and beyond. Choose from a broad selection of colors, blends, and finishes to get the look you want! Not seeing what you are looking for? [Let us know](#). Other colors are available.



CREAM



NICOTINE



RATTLESNAKE



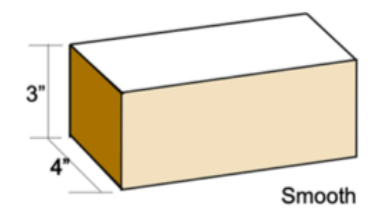
WHITE



WHITE FLAG

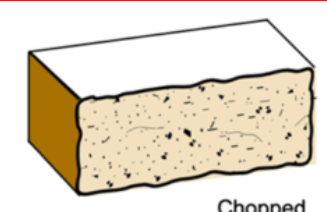


WHITE SPLIT FACE CHOP



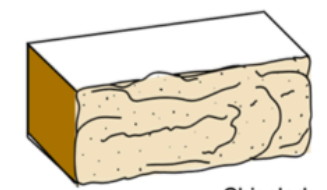
Smooth

Smooth stone is available in White, Cream, & Gray.



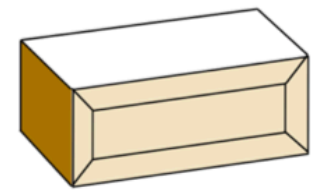
Chopped

Chopped stone is available in White, Cream, Rust, Gray, & Caramel.



Chiseled

Chiseled stone is available up to 8" only and available in White, Cream, & Grey, Caramel.



Beveled

Beveled stone is available in White, Cream, Gray, & Caramel.

NOTES:

1. Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
2. All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
3. Hardware: All exposed hardware shall be tamper proof fasteners.
4. Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES



5 W. Gay Street  
 West Chester, PA 19380  
 T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE 4/26/24

DRAWN BY: KRD

These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.

REVISIONS 8/16/24

CLIENT / PROJECT

**Montgomery, TX**  
 Wayfinding Program

PROJECT NO.

SHEET TITLE  
**Product Details**


SHEET NO.



**SPECIFICATIONS**

Construction Details

Sign Types:  
GATE.1





by @ignify

**Landscape**

**B9 FlexScape LED**

Accent line-voltage luminaire

**Hadco FlexScape B9** accent line-voltage landscape luminaire has interchangeable optics 20°, 36° and 65° by switching optic lenses. This adjustable luminaire also has the ability to switch between 5 preset light outputs.

Project: **Wayfinding Program**  
 Location: **Montgomery, TX**  
 Cat.No:  
 Type:  
 Lamps: Qty:  
 Notes:

**Ordering guide**

example: B9DWA

Series	Lamping	CCT	Finish	Surge suppressor
<b>B9</b>	<b>D</b>	<b>W</b>	<b>A</b>	<b>SP1</b>
B9 Accent line-voltage luminaire	D LED	W Warm (3000K) C Cool (4000K)	A Black H Bronze	blank None SP1 120-277V, 10K

**Features**

- Housing/Construction: A360 die-cast aluminum, able to remove shroud from housing with 2 screws. Adjustable knuckle stem provides range of rotation, prevents fixture from pointing past vertical. Vibration locking teeth secured by black oxide stainless steel screw. Driver mounts directly to housing for thermal management. All gaskets are 100% molded silicone.
- Electrical: 34W (on high setting) Input voltage range (VAC): 120-277V. Pre-wired with 12" pigtail for ease of connection. Includes 0-10V Analog Class 2 wiring for dimming, capped off to help prevent cross wiring with line-voltage wires.
- LED Board: Single COB LED Array.
- Controls: Class 2 driver with AOC and 0-10V dimming. Design allows easy-access to integral switch with 5 preset light outputs, see lumen matrix. Remove lens cap with [2] screws and simply adjust the slider switch by hand.

- Optical Systems: Flat glass, soda lime tempered clear glass, c-channel gasket slips onto lens without tools or RTV. Fixture pre-installed with medium flood (36°) optical lens. Interchangeable optical lenses clip onto main reflector. Both narrow flood (20°) and wide flood (65°) optical lenses are shipped with each fixture. Components are made of injection molded polycarbonate (PC).
- Mounting: 1/2"-14 NPSM male threads to screw onto mounting stake, or other mounting accessory, sold separately.

**Finish**

Thermoset polyester powder coat is electrostatically applied after a five-stage conversion cleaning process and bonded by heat fusion thermosetting.

**Lamps**

Integral LED module

**Options**

Optional integral surge protection device provides single phase protection for line/neutral, line/ground, and neutral/ground in accordance with IEEE C62.41 2002C High.

**IP66 Rating**

Dust tight and sealed against direct jets of water.

**Labels**

ETL Listed to U.S. safety standards for wet locations. cETL listed to Canadian safety standards for wet locations. Manufactured to ISO 9001:2008 Standards. 5-year limited warranty.

**Lumen matrix**

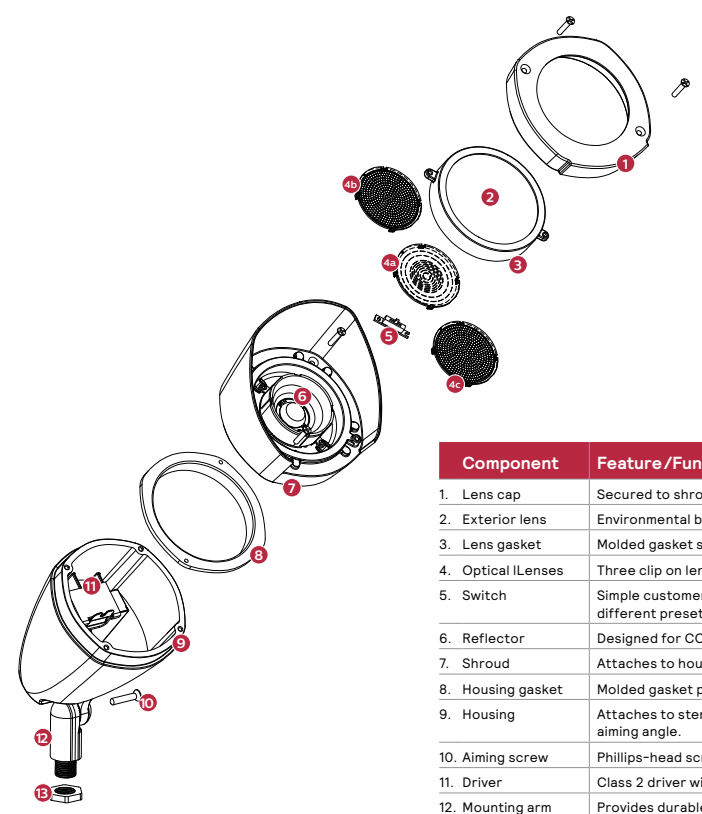
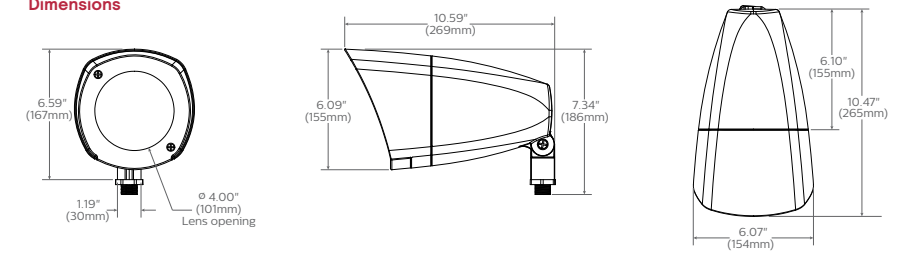
Wattage	Amps		3000K			4000K		
	120V	277V	Narrow	Medium	Wide	Narrow	Medium	Wide
10W	80mA	50mA	995	982	932	1102	1097	1023
13W	110mA	55mA	1427	1409	1337	1580	1573	1467
19W	155mA	75mA	2031	2006	1903	2249	2240	2089
27W	225mA	100mA	2797	2762	2621	3097	3087	2874
33W	275mA	120mA	3271	3230	3065	3622	3598	3372

Wattage to be installed



**B9 FlexScape LED**  
Landscape line-voltage accent

**Dimensions**



Component	Feature/Function
1. Lens cap	Secured to shroud with two phillips screws.
2. Exterior lens	Environmental barrier (sealing).
3. Lens gasket	Molded gasket slips onto lens without tools or RTV.
4. Optical ILenses	Three clip on lenses 4a - NFLD, 4b - MFLD, 4c -WFLD
5. Switch	Simple customer access for dimming. Slides to 5 different preset light levels.
6. Reflector	Designed for COB LEDs, provides UV protection.
7. Shroud	Attaches to housing with two screws.
8. Housing gasket	Molded gasket provides seal for driver housing.
9. Housing	Attaches to stem with screw, teeth to lock aiming angle.
10. Aiming screw	Phillips-head screw, loosen slightly to adjust aiming.
11. Driver	Class 2 driver with 0-10v dimming. Field replaceable.
12. Mounting arm	Provides durable mounting for luminaire, teeth to lock aiming angle.
13. Locking nut	Metal nut allows orientation of accent to be locked.

**NOTES:**

- Fabricator to verify the mounting conditions and provide a detail drawing for each mounting situation, prior to fabrication. Fabricator must obtain approval from the Designer or Client for placement prior to fabrication.
- All vinyl and painted surfaces must receive a compatible anti-graffiti (and UV) clear coat or vinyl over laminate.
- Hardware: All exposed hardware shall be tamper proof fasteners.
- Contractor must provide shop drawings for all structural components, signed and sealed by a licensed engineer in the State of the project.

ENVIRONMENTS & EXPERIENCES



5 W. Gay Street  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE	4/26/24	CLIENT / PROJECT	Montgomery, TX Wayfinding Program
DRAWN BY:	KRD	PROJECT NO.	
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.		SHEET TITLE	Product Details
REVISIONS	8/16/24	SHEET NO.	

**SECTION 3** | Technical Specifications

**PROJECT EXECUTIVE SUMMARY**

**1. PROJECT INFORMATION**

**Project Type:** Community Wayfinding  
**Project Location:** City of Montgomery, TX  
**Owner:** City of Montgomery, TX  
**Owner's Project Mgr.:** Dave McCorquodale  
 101 Old Plantersville Rd  
 Montgomery, TX 77316  
 (936) 597-3235  
**Designer:** MERJE  
 5 W. Gay Street  
 West Chester, PA 19380

**Contract Doc. Date:** April 2, 2021

**ALL QUESTIONS DURING THE BIDDING PERIOD SHALL BE DIRECTED TO THE OWNER REPRESENTATIVE IN WRITING PER BIDDING PROCEDURES. BIDDERS SHALL NOT CONTACT THE DESIGNER DIRECTLY DURING THE BIDDING PERIOD. THE OWNER SHALL ISSUE A ADDENDUM FOR ANY QUESTIONS THAT MAY EFFECT THE WORK ASSOCIATED WITH THE PROJECT BID.**

**2. WORK AND SCHEDULE**

The work consists of Fabrication and Installation of custom gateway, vehicular, parking, park, and pedestrian signs.

Work Sequence: The sequence and timeframes shall be conducted as follows from award of contract and Notice to proceed. (\* Tasks run simultaneously)

<b>Award of Contract</b>	<b>To Be Determined</b>
<b>Notice To Proceed (NTP) provided by OWNER</b>	<b>To Be Determined</b>
<b>Kick-Off Meeting</b>	<b>1 Week</b>
<b>Shop Drawings</b>	<b>3 weeks*</b>
<b>Samples</b>	<b>4 weeks*</b>
<b>Field Mark-Outs</b>	<b>4 weeks*</b>
<b>Fabrication and Installation</b>	<b>16-24 weeks</b> (based on phase / scope of work)
<b>Project Substantial Completion</b>	<b>To Be Determined</b>

**3. COST ASSOCIATED WITH THIS PROJECT BID**

The BIDDER shall include, but is not limited to, all of the following costs in their bid, either as a line item or within the general costs of their Lump Sum Bid.

- All Fabrication, Electrical and Installation Costs
- Prototype Signs (Fabricated and Installed) (see Bid Sheet for Sign Type)
- Sample Sign Components (see Bid Sheet for list)
- Shop Drawings, Color & Material Samples
- Engineering (Structural, Civil and Electrical)
- Traffic Control Plans
- Utility Clearances
- Permits & Fees
- Other Reimbursables
- Removal of Existing Signs
- Shipping & Storage
- Bonds
- Project Management + All Other Costs
- Taxes

**1. SUMMARY OF KEY SPECIFICATIONS**

*NOTE: This summary is being provided to the Bidder as a courtesy to highlight and make them aware of specific requirements of the project. Providing this Executive Summary does not relieve the Bidder of their responsibility to read and understand the totality of the drawings, specifications and requirements as outlined in this complete document. By submitting a bid, the bidder acknowledges they have thoroughly reviewed all Design Intent Drawings, Technical Specifications and Contract requirements and that all necessary project cost are included in their bid, including fabrication, installation, material specifications, performance requirements, prototypes, samples, coordination and warranties as outlined here within.*

**1.1 GENERAL CONDITIONS (see Section - 00550 for additional details)**

- A. Use of Drawings.** The DESIGN INTENT DRAWINGS, specifications and files are meant for DESIGN INTENT ONLY and are not for construction. CONTRACTOR shall verify and be responsible for all final drawings, dimensions and conditions of the job, including proper orientation of graphic layouts, panel shapes, brackets and mounting methods. (see Section 00550 - GENERAL CONDITIONS for more details)
- B. Shop Drawings.** CONTRACTOR shall produce all necessary shop drawings, indicating all materials, processes, specifications, fabrication details, and installation methods shall be submitted to The OWNER or their representative/agent for approval prior to proceeding with fabrication and installation.
- C. Sign Copy and Graphic Layouts.** All sign panel copy and graphic layouts, shall be proofread and approved by the OWNER prior to production. CONTRACTOR shall be responsible for replacing all signs, sign panels or other elements that did not receive an approval signature from the OWNER prior to fabrication.
- D. Basis for Design.** The CONTRACTOR shall maintain the basis of design as presented in the provided DESIGN INTENT DRAWINGS and shall remain responsible for the development of the final means and methods necessary to build structurally sound and approved signs and the related installation of the proposed signs.
- E. Limits of DESIGNER.** It is understood by the CONTRACTOR and the OWNER that the DESIGNER is not a licensed ENGINEER or Architect, and that responsibility for the interpretation of design intent drawings and engineering of all work performed under this contract to yield an effective, structurally sound and safe product is the responsibility of the OWNER'S CONTRACTOR and/or licensed STRUCTURAL ENGINEER
- F. Structural Engineering:** Provide all necessary structural engineering calculations and signed and sealed drawings for proposed signs, structures (existing and new) and other elements as necessary to perform the work and provide a structurally sound and safe product. CONTRACTOR shall have all drawings signed and sealed by a registered Structural ENGINEER, licensed in the state the project is being installed.
- G. Traffic Control Plans.** Prior to the start of the project the CONTRACTOR shall provide Traffic Control Plans and strategy based on the OWNER'S requirements. For work located in the public right-of-way the CONTRACTOR shall follow all State Department of Transportation, County or Municipal government regulations, permits and ordinances.

**1.2 POST & PANEL / PYLON SIGNS**

(see Sections 10436 and 10437 for additional details)

**A. Delivery, Handling And Storage**

- 1. Delivery and Handling. Ship and deliver post, panels and all other sign components in the appropriate protective covering and crating to fully protect all sign components and surfaces against damage.  
  
Remove all protective covering, as required per product manufacturer instructions, in order to maintain warranties.

- 2. Defects. All delivered sign components shall be delivered free of any defect, including, but not limited to scratches, chips, cracking, dents, peeling, bubbling, adhesive glue / tape marks, marker writings, undesirable film coatings or other visual distractions or defects.

**B. Warranty**

- 1. CONTRACTORs Warranty Period: CONTRACTOR shall provide a warranty of 3 years from date of Substantial Completion, for all workmanship associated with the fabrication and installation of the sign system.
- 2. Product and Manufacturers Warranties. CONTRACTOR shall pass on to the OWNER and honor all associated third-party product warranties. Including but not limited to;
  - a. Paint Warranty: Minimum 7 years
  - b. Reflective Vinyl / Custom Color Warranty: Minimum 8 yrs
  - c. Non-Reflective Vinyl Warranty: Minimum 10 years

**C. Paint: Use polyurethane paints or approved equal.**

Clear Coat: Apply a compatible protective UV / Anti-Graffiti Clearcoat to all painted, printed, and/or vinyl surfaces. CONTRACTOR shall verify all product warranties and compatibility with applied to surfaces.

**D. Reflective Sheeting and Custom Color Application Process**

- 1. 3M Certified Fabricator: Reflective Vinyl Printing shall be performed by a current accredited 3M Certified Fabricator or 3M Certified Digital Fabricator.
- 2. Single Vinyl Product and Manufacturer: All vinyl sheeting, inks and overlays shall maintain the same manufacturer and required specifications. Mixing products, processes or materials from different manufacturers is not permitted.
- 3. Use 3M 3930 High Intensity Reflective Sheeting or approved equal that meets MUTCD requirements for Community Wayfinding Signage (MUTCD Section 2D.50)
- 4. Imaging Custom Colors (3M). Custom colors shall be applied to high intensity prismatic sheeting by the following imaging methods describe below or approved equal;
  - a. 3M Series 3930 Sheeting and Color Application shall be covered with 3M ElectroCut Film 1170 Clear UV/Anti-Graffiti overlaminates. Refer to Product Bulletin for 3M 1170 for fabrication procedures and specifications.
  - b. Preferred Printer. 3M Series 3930 sheeting may be imaged by the Durst RHO 161 TS printer.
  - c. Preferred Vendor: Sherine Industries: (604) 513-1887.

**PROJECT EXECUTIVE SUMMARY**

**E. Fabrication: Bracket And Panel Assembly**

Brackets / Panel Configuration. CONTRACTOR shall be responsible for confirming, coordinating and verifying all sign panels, messages, graphic layouts, panel orientation, margins, shape, brackets, panel edges, and mounting hole positions with the proposed bracket design, configuration and assembly method, as it relates to the orientation and positioning on a new or existing pole to which it is installed on.

Pedestrian Sign Panels: This includes single and double-sided panels that may require a singular orientation and specific margin clearance, on either side of the panel, in order to work properly with the assembly to the bracket, pole (existing or new) and positioning of the panel in the correct direction, when placed in the field.

CONTRACTOR shall be responsible for replacement of all panels that are incorrect due to the CONTRACTOR's failure to notify the DESIGNER and OWNER prior to the commencement of any step of the panel or bracket fabrication process.

**F. Breakaway Post**

As indicated on drawings, CONTRACTOR shall provide breakaway posts assembly for the sign types and locations indicated in the documentation drawings. Final designs and shop drawings shall be supplied by the CONTRACTOR for each of the poles identified. A State Licensed Professional Structural Engineer shall sign and seal the submittal of shop drawings. The breakaway post shall meet or exceed the following criteria:

1. Most Current policy on Geometric Design of Highway and Streets
2. Most Current Standard Specification for Structural supports for Highway Signs, Luminaries and Traffic Signals
3. Most Current AASHTO Roadside Design Guide

**G. Existing Poles**

Prior to submitting a bid the CONTRACTOR shall become familiar with all existing pole types utilized on the project and include all necessary costs for coordination, different mounting methods and materials required for the project.

See 10436 / Section 1.3 PERFORMANCE REQUIREMENTS and Section 3.1 (C) INSTALLATION for Structural Engineering requirements associated with existing structures, including poles.

**H. Installation: Underground Vaults/Basements**

Prior to bidding, to the greatest extent practical the CONTRACTOR shall make themselves familiar with all underground basement/vault locations that may interfere with a potential sign location footer, by obtaining plans and historical records from the OWNER. Bidders project lump sum cost shall be inclusive of all fees associated with unique footer designs that may be required as part of this work.

**I. Installation: Call Utilities Before Digging**

Prior to any digging the CONTRACTOR shall contact all required utility company's. Including, but not limited to Water, Gas, Electric, Fiber-Optics, Cable, Telephone, etc.). It is the responsibility of the CONTRACTOR to coordinate all calls, utility checks and footer production so that it will not delay the installation of the sign program.

**J. Installation: Concrete and Surface Replacement**

CONTRACTOR shall replace all surfaces with like materials. All new surfaces adjacent to and within 25'-0" sq ft of post, including the entire excavated area shall be returned to the same condition and quality, including, materials, finish and grading that was present prior to excavation.

When pouring a underground footer within a area that contains a surface brick or specialty pavers, The pattern of bricks / pavers shall be removed, stored and replaced in the exact same positioning in the order they were removed.

When locating a footer within a single larger pavement block adjacent to at least 2 expansion joints, the entire block of pavement shall be removed and replaced with the same materials and finish of adjacent sidewalk areas - up to 25 sq ft. (5' - 0" x 5' - 0")

**K. Field Surveys Prior to Beginning Work**

CONTRACTORS representatives will be present at all field surveys and site markings prior to installation. See Section 10436 and 10437 for CONTRACTORS staff responsibilities.

**L. Check / Stop / Ask (Obvious Errors)**

CONTRACTOR shall, when at all practical, confirm sign messages in the field prior to final installation.

1. CONTRACTOR shall notify the DESIGNER and OWNER of any obvious incorrect message, spelling, arrow direction, pictogram and any other graphic elements OR any condition in the environment (new or previously identified) that reduces the sign(s) effectiveness, visibility or creates a situation where the sign is presenting incorrect information or creates a hazard (regardless of its safety factor or simple common sense).
2. Failure to notify the OWNER and DESIGNER of any obvious error or faulty condition prior to installation will result in the CONTRACTOR replacing the sign or rectifying the condition in the environment, at no additional cost to the OWNER or DESIGNER.

**M. Traffic Control**

Develop general maintenance and protection of traffic plans for vehicular and pedestrian traffic in accordance with the current MUTCD, State DOT and Municipal requirements. Details for traffic control device must conform to the standard State DOT details.

The CONTRACTOR shall apply for all permits required by the OWNER, municipality, and state DOT for the purposes of traffic control. The cost for all permits and coordination shall be included within the Lump Sum Bid Proposal; this includes but is not limited to equipment, manpower, police presence or any other devices or personnel required for traffic control.

**N. Removal Of Existing Signs (if Requested as part of the Bid)**

The CONTRACTOR shall remove all existing wayfinding, directional and trailblazer signs as indicated in the Comments section of the project Message Schedule. This work shall be sequenced and coordinated with the installation of the new sign program.

Removal of existing signs shall be included in the CONTRACTORS, Lump Sum Project Cost.

1. CONTRACTOR shall confirm with the OWNER prior to submitting their bid, the full scope of work related to removal, including footer removal, post removal and disposal.

**O. Attic Stock (if Requested as part of the Bid)**

CONTRACTOR shall supply attic stock components of posts, sign panels, brackets and other components as requested and as outlined on the Bid Form.

END OF EXECUTIVE SUMMARY



**00550 - GENERAL CONDITIONS / SIGNAGE PROJECTS**

NOTE: These General Conditions and Specifications are specific to signage programs. In cases where the OWNER has provided additional or duplicate General Conditions, Specifications or Requirements as part of their bidding process or contract with the CONTRACTOR, the OWNER'S requirements shall take precedent.

**1. DEFINITIONS.**

**Addendum:** Written change to the bid documents issued by the OWNER before award of a contract. More than one such change is referred to as "addenda."

**Affirmative Action Plan:** The plan submitted by each Bidder with its Bid in the form required by the Bid Documents as to the proposed method of compliance with the affirmative action goals of the OWNER set forth in the Bid Documents.

**Application for Payment:** CONTRACTOR'S written request for payment of amounts due for completed portions of the Work and, if the Contract so provides, for materials delivered and suitably stored on or off the OWNER'S premises pending their incorporation into the Work. Each Application for Payment must be approved by the OWNER'S REPRESENTATIVE and the DESIGNER.

**Award:** The issuance of a Contract by The OWNER

**Bid:** A complete and properly signed written proposal of the Bidder, submitted on the Bid Proposal Form (supplemented by additional information as appropriate) included in the Bid Documents, to furnish, deliver and install the necessary materials and to perform the Work in accordance with the Contract Documents.

**Bidder:** An individual, firm, partnership or corporation qualified to submit a Bid for the Contract Work.

**Bonds:** The Bid Bond given as Bid Security, if any, the Performance Bond and Labor and Material man's Bond, or any other bond required by the Contract Documents.

**Change Order:** A written order to the CONTRACTOR, after the Contract is executed, authorizing a change in Contract Price, the Contract Time, or other provisions of the Contract Documents. Change Orders are not valid unless signed by the OWNER Authorized Representative.

**Contract** The Contract Documents that form the agreement between the two OWNER and CONTRACTOR

**Contract Documents:** May include the following:

Invitation to Bid	Bid Form
Instructions to Bidders	Agreement
Design Intent Drawings	Release
Technical Specifications	Addenda
Affirmative Action Plan	General Conditions
Workforce Standards	Labor and Material
Performance Bond	

**Contractor:** The individual, firm, partnership or corporation which, as an independent CONTRACTOR, and not an employee, has entered into the Contract with The OWNER.

**Contract Sum:** The price which the Contract states is the total amount The OWNER must pay to the CONTRACTOR as full and fair compensation for the performance of the Work required by the Contract Documents. The Contract Sum can be adjusted only by Change Order.

**Contract Time:** Contract Time means the total time allowed for performance of the CONTRACTOR'S Work, including all time extensions authorized by Change Order. Contract Time can be adjusted only by Change Order.

**Days:** Unless otherwise stated, any reference to days means calendar days.

**Design Intent Drawings:** Drawings provided by Found Design, LLC. (d.b.a. MERJE) Drawings are for bidding only and not for shop use or construction/installation.

**Designer:** Found Design, LLC (d.b.a. MERJE) and their sub-consultants.

**Engineer:** The term "ENGINEER" used throughout the Contract Documents is deemed to mean any design professional engaged by The OWNER to carry out the design and documentation of the Work. The term "ENGINEER" may refer not only to a licensed ENGINEER, but also to a architect, planner or other non-licensed design professional.

**Final Payment:** The Application for Payment made for the last payment under the Contract, including retainage. The Final Application for Payment must be approved by the OWNER and DESIGNER before payment will be made.

**Liquidated Damages:** A penalty paid by the CONTRACTOR to the OWNER for non-completion of work by the agreed upon project end date.

**Notice of Award:** Written notice to the successful Bidder that The OWNER is awarding the Contract to that Bidder.

**Notice to Proceed:** Written notice from The OWNER to the CONTRACTOR to proceed with the Work.

**Owner:** The entity entering into the Contract with the CONTRACTOR

**Owner Representative:** The person or organization retained by the OWNER to monitor and administer construction for the OWNER, and to facilitate communications of project participants, but not to act as the OWNER'S agent. See definition of "OWNER'S Authorized Representative."

**Subcontractor:** Any person, firm or corporation, other than the employees of the CONTRACTOR, who contracts with the CONTRACTOR to furnish labor or labor and materials under the Contract.

**Work:** The construction and services required by the Contract Documents, including all labor materials, equipment and services to be provided by the CONTRACTOR to fulfill its obligations under the Contract Documents.

**Work Site:** The area within which the CONTRACTOR is to perform the Work under the Contract, including areas obtained by or provided to the CONTRACTOR for use in connection with the Contract, when contiguous to the project limits.

**2. CONTRACT INTERPRETATION.**

**2.1 Documents.** The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all. The CONTRACTOR shall perform in accordance with the Contract Documents and with all requirements reasonably inferable from the Contract Documents as being necessary to produce the intended results. In case of conflict, the most expensive combination of quality and quantity shall govern.

**2.2 Reference.** Material and workman-ship specified by the number, symbol, or title of a referenced standard shall comply with the latest edition or revision thereof and amendments and supplements thereto in effect on the date of the Invitation to Bid except where a particular issue is indicated. Municipal and utility standards shall govern except in case of conflict with the Specifications. In case of a conflict between the Specifications and the referenced standard, the more stringent provision shall govern.

**2.3 Ambiguities in Contract.** The CONTRACTOR shall refer any perceived ambiguity, inconsistency, or discrepancy in the Contract Documents to The OWNER for clarification. Absent such clarification, the more stringent requirement in any case shall apply.

**2.4 Differences Between.** The most recent revision of Drawings shall control over older revisions. In the event of discrepancy between any drawing and the figure written thereon, the figures shall govern over scaled dimensions.

**2.5 Omissions and Mis-Descriptions.** Before submitting its Bid to The OWNER, thereafter, the CONTRACTOR shall carefully study and compare all Drawings, Specifications and other Contract Documents; shall verify all figures on the Drawings before laying out the Work. The Bidder (and the CONTRACTOR) shall promptly notify The OWNER of all errors, inconsistencies, or omissions it may discover, and obtain specific instructions in writing before proceeding with the Work. The CONTRACTOR shall be liable to The OWNER for all costs and damages resulting from errors in construction which could have been avoided by such examination and notification, and shall correct at its own expense and without extension of Contract Time, all work improperly constructed through failure to notify the DESIGNER and request specific instructions. Omission from the Drawings or Specifications or the mis-description of details of Work which are manifestly necessary to carry out the intent of the Drawings and Specifications, or which are customarily performed, shall not relieve the CONTRACTOR from performing such omitted or mis-described Work (no matter how extensive) and it shall be performed as if fully and correctly set forth and described in the Drawings and Specifications at no additional expense or delay to The OWNER.

**2.6 Verification of Dimensions and Existing Work.** Before commencing work, The CONTRACTOR shall take field measurements and verify field conditions and shall carefully compare such field measurements and

**00550 - GENERAL CONDITIONS**

- conditions and other information known to the CONTRACTOR with the Contract Documents. Errors, inconsistencies or omissions discovered shall be reported to the DESIGNER and the OWNER REPRESENTATIVE at once.
- 2.7 Familiarity with Site. By submitting a Bid, the contractor is confirming they are familiar with all site conditions and project requirements related to the fabrication, installation, coordination and permitting associated with this project.
- 2.8 Duty to Notify of Defects in Other Work. If any part of the CONTRACTOR'S Work depends upon the work of another CONTRACTOR or on existing conditions or structures in the building, the CONTRACTOR shall, before beginning that portion of the Work, report to the DESIGNER and OWNER'S Representative any defects or deficiencies in the work upon which its Work depends that might affect the CONTRACTOR'S Work. If the CONTRACTOR proceeds with the Work, without giving any such notice, the CONTRACTOR shall be deemed to have accepted the work of the other CONTRACTOR or the existing conditions as being adequate for its purposes, and shall not be entitled to an increase in Contract Price or Contract Time for correcting any resulting defects or deficiencies in its Work.
- 2.9 CONTRACTOR'S Responsibilities For Execution of the Work.
- A. Compliance with Contract Documents. The CONTRACTOR shall perform the Work in strict accordance with the Contract Documents. The CONTRACTOR shall not depart from the scope of the Work as defined in the Contract Documents without written authorization from The OWNER. The CONTRACTOR shall not be relieved of responsibility for deviations from the Contract Documents by the DESIGNER'S approval of shop drawings or other submittals.
- B. Standard of Quality. The CONTRACTOR shall perform all Work in accordance in accordance with first-class construction practices, in a good and workmanlike manner, and free from defects. The CONTRACTOR shall use in the Work only materials that are new, previously unused, of first-class quality and free from manufacturing or other defect or deficiency.
- C. Compliance with Laws, Codes and Regulations. The CONTRACTOR shall, at all times, comply strictly with all applicable codes, regulations, statutes, laws, ordinances, regulations or rules of any governmental authority having jurisdiction over the Work or the location within which the Work takes place (collectively, "Laws") and shall obtain all approvals necessary in connection with the Work. Without limitation, the CONTRACTOR shall comply with all Laws applicable to building construction, use or occupancy, payment of SUBCONTRACTORS and material men, payment of employee wages or related taxes, health and safety Laws, environmental Laws, and applicable rules of the National Board of Fire Underwriters or any other body now or hereafter constituted to exercise similar functions.
- 2.10 TAXES. Except as otherwise provided in the Contract Documents, the CONTRACTOR shall pay all applicable taxes arising from or relating to the Work, at no further cost to The OWNER.
- 2.11 DEFECTIVE WORK OR MATERIALS
- A. Workmanship or materials not conforming to the requirements of the Contract Documents are hereby deemed to be rejected, whether in place or not, and regardless of whether such materials have been expressly rejected by the DESIGNER. Rejected materials or Work shall be immediately removed from the Work Site, and promptly replaced at the CONTRACTOR'S sole expense, and without any extension of Contract Time.
- B. If The OWNER issues a written direction to the CONTRACTOR to correct non-conforming or defective Work, and the CONTRACTOR does not comply with the direction within seven (7) days, The OWNER may, without further notice to the CONTRACTOR correct the deficiencies itself or through others and charge the cost of doing so to the CONTRACTOR (or deduct it from further payments to the CONTRACTOR). This remedy is without prejudice to any other remedy The OWNER may have under the Contract Documents or at law.
- C. If the CONTRACTOR fails promptly to correct Work that is not in accordance with the Contract Documents, The OWNER has the right to order the CONTRACTOR to stop the Work or portions of the Work until the non-conforming Work has been corrected. The CONTRACTOR shall not be entitled to an increase in Contract Price or an extension of Contract Time as a result of any such stop work order. Any delay caused to completion of the Work by such an order shall treated as a delay caused by the CONTRACTOR'S breach. The OWNER shall have no duty to stop the Work for the reasons stated in this Subparagraph.
- D. The CONTRACTOR shall pay (or The OWNER may deduct from further payment to the CONTRACTOR) any extra costs The OWNER incurs as a result of additional work the DESIGNER or OWNER'S Representative must do to evaluate, correct, or otherwise deal with non-conforming Work by the CONTRACTOR.
- 2.12 Required Tests and Inspections
- A. The Work may be subject to inspection and testing by The OWNER REPRESENTATIVE and the DESIGNER at reasonable times. Such inspection and testing is for the sole benefit of The OWNER and shall not relieve the CONTRACTOR of responsibility for performing the Work in strict compliance with the Contract Documents. Except as specifically provided to the contrary in the Contract Documents, no testing or inspection shall be construed as constituting or implying acceptance.
- B. Any Work done without proper inspection or testing as required by the Contract Documents is subject to rejection. If any Work should be covered up before the required inspection or testing and approval, it must be uncovered, at the CONTRACTOR'S sole expense and without extension of the Contract Time, to allow the inspection and testing, and promptly restored thereafter.
- C. The CONTRACTOR shall be responsible for having performed all tests or inspections required by applicable laws as a condition of obtaining required certificates or permits or otherwise. The CONTRACTOR shall also obtain, from an electrical underwriter, in form and substance reasonably satisfactory to the OWNER, certifying that all electrical work pursuant to the Contract has been completed in accordance with current electrical underwriting.
- 2.13 Means and Methods. The CONTRACTOR is solely responsible for the means and methods of construction, use of appropriate materials and process, and the safe performance of the Work. The CONTRACTOR shall employ only competent, skilled, reliable and honest workers for the Work, who will work in harmony with other workers on the Work Site. The OWNER may require the CONTRACTOR to remove from the Work Site any employee whom it determines to be intemperate, incompetent, a threat to the safety of persons or property, or who fails to perform the Work in a manner acceptable to The OWNER. The CONTRACTOR shall promptly comply with any such direction and shall not thereafter employ the removed employee for the Work.
- 2.14 Unauthorized Work. Any work which is not in accordance with the Contract Documents is unauthorized. Any work the CONTRACTOR performs which is beyond that required or authorized by the Contract Documents shall be likewise considered unauthorized and The OWNER shall not be obligated to pay for it, under the Contract, or under a theory of quantum merit, unjust enrichment or otherwise. The OWNER may, but need not, order that any unauthorized Work be removed from the Work Site at the CONTRACTOR'S sole expense and without extension of the Contract Time.
- 2.15 Storage of Materials. Materials delivered to the Work Site for use in the Work may be stored only in areas designated by The OWNER.
- 2.16 Equipment and Services. Unless provided to the contrary elsewhere in the Contract Documents, the CONTRACTOR shall provide all temporary services required to complete its Work, all tools, scaffolding, hoists, cranes or other equipment and incidental materials needed for the completion of the Work. If weather protection (including heating) or additional ventilation is required to protect workers, the Work, or the boundaries within which Work is taking place, the CONTRACTOR shall provide it.
- 2.17 SUBCONTRACTOR Warranties. All warranties and guarantees of SUBCONTRACTORS, including suppliers and manufacturers, with respect to any portion of the Work shall be obtained by the CONTRACTOR for the benefit of and in the name of The OWNER and, to the extent possible, shall be directly enforceable by The OWNER. If such warranties are not directly enforceable by The OWNER the CONTRACTOR shall fully cooperate with The OWNER in enforcing the warranties. The CONTRACTOR shall use its best efforts to obtain from all manufacturers and suppliers guarantees and warranties upon the best terms and longest periods available. The CONTRACTOR shall cause its SUBCONTRACTORS to include in their subcontracts and purchase orders the requirement that all guarantees and warranties be obtained in the name of The OWNER. The CONTRACTOR shall be jointly and severally liable for any such warranties or guarantees. To the extent that any such warranty or guaranty would be voided by reason of the CONTRACTOR'S negligence or breach in incorporating material or equipment into the Work, the CONTRACTOR shall be responsible for correcting such defect and shall be responsible pursuant to the guarantee obligations set forth herein.
- 2.18 Hazardous Materials.
- A. The CONTRACTOR shall not bring onto the Work Site or use in the Work any hazardous or toxic materials, such as asbestos, asbestos products, or polychlorinated biphenyl. If the CONTRACTOR discovers that any materials or processes specified in the Contract Documents would require use of such hazardous or toxic materials, it shall inform the DESIGNER and The OWNER REPRESENTATIVE immediately.
- B. If the CONTRACTOR encounters materials on the Work Site which the CONTRACTOR believes to be toxic or hazardous, which have not been placed on the Work Site by the CONTRACTOR, which have not been rendered harmless, and for which no express provision has been previously made in the Contract Documents, the CONTRACTOR shall stop work in the affected area and immediately report the condition to the Project Manager and DESIGNER. Work in the affected area shall be resumed when the condition is identified as not toxic or hazardous, or when the condition has been re-mediated by The OWNER
- C. The CONTRACTOR shall not spill or release oil, solvents, or other chemical substances onto the Work Site. If such releases do occur, the CONTRACTOR shall promptly report them to The OWNER REPRESENTATIVE, and shall be responsible for removing and cleaning up the spilled or released substances in a legally proper

**00550 - GENERAL CONDITIONS**

manner, at the CONTRACTOR'S own cost, and for paying any costs The OWNER incurs as a result of the spill or release. This responsibility shall exist whether or not the CONTRACTOR has been negligent.

2.19 CLEAN-UP. The CONTRACTOR shall keep the Work and the entire Work Sites safe, clean, and reasonably free from trash or debris at all times. The CONTRACTOR shall arrange for prompt removal and legal disposal of all rubbish, packing materials, scrap, rubble, and other waste material from the Work Sites. Flammable materials and chemicals or other hazardous substances will be removed from the Work Sites at the end of each day, or when they are no longer needed at the Work Sites, whichever comes first. As soon as practicable after Final Completion, the CONTRACTOR shall remove all of its project offices, equipment, tools, temporary fences, barriers, scaffolding, and other material from the Work Sites, and leave the Work Sites broom clean and free of all construction-related debris or trash.

2.20 RECORD DRAWINGS. The CONTRACTOR and each SUBCONTRACTOR shall keep on file at the Work Site one complete copy of the Drawings and Specifications, in good order and marked currently to record all changes, revisions and additions made during the construction, whether pursuant to field order or otherwise, and the location and detail of Work installed on a field run basis, as well as a complete set of approved shop drawings and Change Orders ("collectively, the Record Drawings"). The Record Drawings shall be made available for review by The OWNER and DESIGNER at all times. One (1) complete set of the Record Drawings shall be delivered to The OWNER after Final Completion of the Work, and as a condition precedent to Final Payment.

2.21 USE OF PREMISES

A. General: The general locations of the signs and the layout of the overall project area are shown on the Sign Location Plans. The CONTRACTOR shall perform the work, either exclusively or in conjunction with others performing construction as part of this project or other projects and shall coordinate all staging and work activity areas necessary to complete the tasks associated with this work.

B. Access to sign locations may be limited; CONTRACTOR shall obtain the OWNER'S approval of proposed routes of access sequencing and safety requirements. CONTRACTOR shall also coordinate with necessary OWNER representatives, departments and local /state authorities to ensure access is permitted and safe.

C. Make other arrangements for storage, unless coordinated with the OWNER and their departments representatives.

2.22 WORK UNDER OTHER CONTRACTS

A. Separate Contract: Owner may have a separate contract for performance of certain construction operations at Project site. All work related or unrelated to this project, shall be coordinated by the CONTRACTOR as required to complete this project.

B. Cooperate fully with separate contractors so work on those contracts may be carried out smoothly, without interfering with or delaying work under this Contract.

2.23 REGULATIONS. CONTRACTOR shall be familiar with and utilize materials and process, so that the signs meet all requirements of the 2009 Edition of the MUTCD and all subsequent revisions (May 2012), the 2010 ADA Standards for Accessible Design and all other required Federal, State and Local codes related to the fabrication and installation of this project, inclusive of industry standards, specific project requirements and all site conditions.

2.24 PRE-CONSTRUCTION MEETING

A. A pre-construction meeting will be held at a time and place designated by the Owner and Administrator for the purpose of clarification of the project and for the purpose of identifying responsibilities of the Owner, Administrator and the Contractors personnel and explanation of administrative procedures.

B. The Contractor shall also use this meeting for the following:

1. Agenda: Construction Schedule, Safety, Security, Cleaning up, Subcontractor procedures relating to; Submittals, Change Orders, Applications for Payment and Record documents.
2. Attendees: Representatives from the following shall be present; OWNER and DESIGNER. Others who may attend, State Agency, Public Works and OWNERS' Engineer.

2.25 SECURITY PROCEDURES

A. CONTRACTOR shall provide secure storage for all materials on site and within the contractors premises, to protect all work, project products and related components from loss or damage.

B. CONTRACTOR shall secure completed work as required to prevent loss or damage.

2.26 COORDINATION

A. If necessary, inform each party involved, in writing, of procedures required for coordination; include requirements for giving notice, submitting reports and attending meetings.

B. Prepare coordination drawings where limited space available may cause conflicts in the locations of installed products, and when required to coordinate installation of products.

1. Where space is limited, show plan and cross section dimensions of space available, including structural obstructions.
2. Coordinate shop drawings prepared by separate entities.
3. Show installation sequence when necessary.

**3. DESIGN INTENT DRAWINGS and SHOP DRAWINGS**

3.1 Drawings Provided By DESIGNER. The DESIGNER shall provide Adobe Illustrator files / DESIGN INTENT DRAWINGS associated with the PROJECT as a courtesy to the CONTRACTOR.

3.2 Use of Drawings. The DESIGN INTENT DRAWINGS, specifications and files are meant for DESIGN INTENT ONLY and are not for construction. CONTRACTOR shall verify and be responsible for all final drawings, dimensions and conditions of the job, including proper orientation of graphic layouts, panel shapes, brackets and mounting methods.

3.3 Shop Drawings. CONTRACTOR shall produce all necessary shop drawings, indicating all materials, processes, specifications, fabrication details, and installation methods shall be submitted to The OWNER or their representative/agent for approval prior to proceeding with fabrication and installation.

3.4 Review & Approval: Review and approval of the shop drawings by the OWNER and/or DESIGNER is for adherence to design intent only and shall not be construed or assumed as a acceptance of fabrication/ installation reliability or structural integrity.

3.5 Sign Copy and Graphic Layouts. All sign panel copy and graphic layouts, shall be proofread and approved by the OWNER prior to production. CONTRACTOR shall be responsible for replacing all signs, sign panels or other elements that did not receive an approval signature from the OWNER prior to fabrication.

3.6 Basis for Design. The CONTRACTOR shall maintain the basis of design as presented in the provided DESIGN INTENT DRAWINGS and shall remain responsible for the development of the final means and methods necessary to build structurally sound and approved signs and the related installation of the proposed signs.

3.7 Limits of DESIGNER. It is understood by the CONTRACTOR and the OWNER that the DESIGNER is not a licensed ENGINEER or Architect, and that responsibility for the interpretation of design intent drawings and engineering of all work performed under this contract to yield an effective, structurally sound and safe product is the responsibility of the OWNER'S CONTRACTOR and/or licensed STRUCTURAL ENGINEER

3.8 Structural Engineering. CONTRACTOR shall have all drawings signed and sealed by a registered Structural ENGINEER, licensed in the state the project is being installed.

3.9 Ownership. Ownership of all designs, drawings and files remain with the OWNER and the DESIGNER as outlined in their base agreement and shall not be used by the CONTRACTOR on any other project.

**4. SUBMITTALS**

4.1 Requirement of Prompt Submittal. The CONTRACTOR shall submit to the DESIGNER for review shop drawings, product data, samples and similar submittals required by the Contract Documents with reasonable promptness and in such sequence as to cause no delay in the Work, The OWNER activities or the work of separate CONTRACTORS.

4.2 Work to Conform with Submittals. The CONTRACTOR shall perform no Work requiring submittal and review of shop drawings or other submittals until the submittals have been approved by the OWNER, DESIGNER and/or ENGINEER as required. Work shall be performed in accordance with approved submittals.

4.3 CONTRACTOR'S Representation. By submitting shop drawings or other submittals, the CONTRACTOR represents that it has determined and verified all materials, processes, products, means / methods, field measurements and field construction criteria related thereto, and has checked and coordinated the information contained in the submittals with the requirements of the Work and the Contract Documents, including all Warranties and Engineering requirements.

**5. CHANGES/CHANGE ORDERS.**

5.1 Right to Make Changes. The OWNER may, without invalidating the Contract, and without prior notice to the surety, order changes in the Work, including additions, deletions or modifications. Any such change may be made ONLY by written Change Order executed by The OWNER'S Authorized Representative. Neither the Contract Time nor Contract Sum may be changed except by such a Change Order. The DESIGNER is NOT authorized to execute Change Orders or to bind The OWNER to any change to the Contract Documents.

5.2 Entitlement to Contract Adjustment. The CONTRACTOR is entitled to an adjustment to the Contract Time or the Contract Price if it has complied with the notice and documentation provisions of this Article and if:

- A. the OWNER issues any directive which changes the work so that the cost of performing the Work or the time within which the Work can be completed is materially affected;
- B. the site or as-built conditions differ materially from those which the CONTRACTOR knew, or which it should have discovered as a result of its pre-construction site and document investigation, and the difference will materially increase the cost or time of performance;

**00550 - GENERAL CONDITIONS**

- C. there is any material error, omission or inconsistency in the plans and specifications which the CONTRACTOR did not discover and could not reasonably have discovered in carrying out its obligations under Paragraphs 2.3, 2.6 and 2.7, and which materially increases the cost or time or performance;
  - D. the CONTRACTOR'S performance is delayed, because of any event which was not anticipated when the Contract was executed, which is beyond the reasonable control of the CONTRACTOR, and which is not otherwise limited by the Contract Documents.
- The OWNER is likewise entitled to deductive Change Orders when changes are made that will decrease the cost of completing the Work.
- 5.3 Notice of Change. The CONTRACTOR shall notify the OWNER REPRESENTATIVE and DESIGNER, in writing, within three (3) days of receiving a directive, or discovering any condition, which it believes will materially affect the cost of completing the Work or the time within which the Work can be completed. The CONTRACTOR shall submit a written request for Change Order within seven (7) days of its written notice of change. The request shall set out, in reasonable detail, the reasons for the requested adjustments, and shall state the number of additional days sought and/or the amount of any increase in compensation sought. The OWNER REPRESENTATIVE may request, and the CONTRACTOR shall provide, further cost breakdowns, clarifications, documentation or back up if The OWNER reasonably believes that such additional information is needed to understand and evaluate the request.
  - 5.4 Change Orders. After receiving a request for Change Order, The OWNER will promptly render a decision as to whether it agrees that the CONTRACTOR is entitled to adjustments in Contract Time, Contract Price or both. If the CONTRACTOR has provided unit prices in submitting its bid, and the OWNER has accepted such unit prices, then all adjustments in Contract Price with respect to the change by the stated unit price. In all other cases, The OWNER and the CONTRACTOR will agree upon the appropriate adjustments and the resulting agreement shall be set forth in a written Change Order and signed by both The OWNER and the CONTRACTOR. The CONTRACTOR'S execution of a Change Order will be its representation and agreement that the Change Order constitutes its full and final adjustment for all costs, schedule impacts, or other consequences arising from the change in question, and that no further adjustments in Contract Time or Contract Price will be sought or due with respect to the change.
  - 5.5 Delay or Disruption. The CONTRACTOR shall be entitled to recover damages for delay or disruption ONLY if the delay or disruption was caused solely by the action or inaction of The OWNER or its representatives, and the CONTRACTOR establishes that, but for the delay, it would have been able to complete its work on time. Damages for delay shall exclude all costs attributed to home office costs or overheads, whether calculated by the Eichleay formula or otherwise, and all costs attributed to lost profits, opportunity costs, other business forgone, or similar costs. Such costs shall not be recoverable, regardless of the cause of the delay or disruption..
  - 5.6 Duty to Continue Work. If the CONTRACTOR and The OWNER do not agree that any adjustment sought by the CONTRACTOR is justified, or if the parties fail to agree upon the appropriate amount of the adjustment in Contract Time or Contract Price, the CONTRACTOR shall nevertheless proceed with the Work, and shall promptly make a written claim.
  - 5.7 Waiver of Right to Adjustment. If the CONTRACTOR fails to notify The OWNER in accordance with Paragraph 5.3, of any action or event which it claims materially affects the cost of completing the Work or the time within which it can be completed, the CONTRACTOR shall be deemed to

- have waived its right to any adjustment in the Contract Price or Contract Time as a result of the action or event in question. In such a case, the CONTRACTOR shall also be deemed to have waived any claim additional time or compensation under theories of quantum merit or unjust enrichment or negligence.
- 6. SUBCONTRACTORS.**
- 6.1 CONTRACTOR Responsible for SUBCONTRACTOR Work. The CONTRACTOR may retain SUBCONTRACTORS to perform portions of the Work. However, the CONTRACTOR shall be fully responsible for Work performed by SUBCONTRACTORS, as if it had been performed by the CONTRACTOR itself.
  - 6.2 Contract Requirements Apply. All SUBCONTRACTORS must agree that they have the same duties and obligations to the CONTRACTOR as the CONTRACTOR has to The OWNER under this Contract.
  - 6.3 No Third-Party Rights. The SUBCONTRACTORS shall have no rights against The OWNER, either under a third-party beneficiary theory or otherwise.
  - 6.4 Insurance. The CONTRACTOR shall require all SUBCONTRACTORS to obtain and maintain throughout the duration of the Work, insurance of the types and limits stated in paragraph 11 of the General Conditions. No SUBCONTRACTOR will be permitted to perform any Work until the CONTRACTOR has provided The OWNER, and any additional insured's, with evidence that the SUBCONTRACTOR has obtained the required insurance.
- 7. PROJECT SECURITY AND SAFETY REQUIREMENTS.**
- 7.1 Continued Occupancy of OWNER. The CONTRACTOR shall be responsible for the protection and security of those portions of the Work Site that have been turned over to it for construction and for the protection and security of all materials, supplies and construction equipment, whether on or off the Work Site. The CONTRACTOR acknowledges that the Work Site, or areas of the building within which the Work is being done, may be occupied by The OWNER or other members of the public during the course of the Work, and agrees to take all reasonable security measures to protect the people and property on the Work Site from injury and damage, and to exclude from areas under construction persons who are not authorized to be in those areas. The CONTRACTOR shall comply with The OWNER 's directions concerning areas within which it must confine its activities so as to avoid injury to persons and interference with operations.
  - 7.2 Safety. The CONTRACTOR shall provide and maintain all safety devices or measures required by any applicable laws, regulations, ordinances, or rules, by The OWNER 's insurers, or reasonably required by Project conditions, for the protection of the health and safety of all persons who may come onto the Work Site, and for the protection of property from damage due to the Work. The CONTRACTOR shall promulgate and enforce safety regulations for its workers and SUBCONTRACTORS. Among other things, the CONTRACTOR shall
    - A. Comply with all applicable laws, regulations, ordinances, rules, regulations or orders of any public authority (federal, state or local) as they relate to the health or safety of persons or protection of property,
    - B. Submit to The OWNER, before performing any work on the Work Site, a written safety program in full compliance with the requirements of this Article and which is consistent with applicable federal, state, and local laws, regulations, rules, regulations or orders, and

- C. Implement all practices, procedures and programs customarily implemented by construction CONTRACTORS for projects of a similar nature.
- 7.3 Traffic Control Plans. Prior to the start of the project the CONTRACTOR shall provide Traffic Control Plans and strategy based on the OWNER'S requirements. For work located in the public right-of-way the CONTRACTOR shall follow all State Department of Transportation, County or Municipal government regulations, permits and ordinances.
    - A. On a weekly basis, the CONTRACTOR shall inform the OWNER and the DESIGNER of their anticipated installation and the quantity of flag-persons being utilized.
    - B. Traffic persons usage will be based on the right-of-way owner requirements. Traffic persons may consist of Municipal Officers, or Uniformed Flagger who have completed required training.
    - C. Basis of Payment shall be based on OWNER requirements as outlined in their Contract Agreement with the CONTRACTOR.
  - 7.4 Damage to Site on Which Work Is Carried Out. The CONTRACTOR shall be liable to The OWNER for any damage it causes to the Work or to the site or buildings in which the Work is being carried out. Until Final Completion, the CONTRACTOR shall protect all of its Work and shall not damage the work of other CONTRACTORS or the property of The OWNER. The CONTRACTOR shall pay for any such damage, and The OWNER may withhold from further payments to the CONTRACTOR amounts reasonably attributable to any damage to the Work or to other property.
  - 7.5 RESPONSIBILITY FOR MATERIALS AND WORK
    - A. The CONTRACTOR shall remain solely responsible for materials delivered and Work performed until Final Completion of the Work, except those materials and Work that may have been accepted pursuant to Subparagraph 7.4.3 of the General Conditions. The CONTRACTOR remains responsible for punch list Work until it is approved and accepted by The OWNER. The CONTRACTOR shall bear the risk of loss for any damage, however caused, to the Work or to tools, materials and equipment, until Final Completion of the Work or acceptance of Work.
    - B. The CONTRACTOR shall, at its own cost, promptly rebuild, repair or restore Work that has been destroyed or damaged before Final Completion.
    - C. The OWNER may, by written notice and at its own sole discretion, relieve the CONTRACTOR of the duty to maintain and protect certain portions of the Work, and of the risk of loss with respect to that Work. Any such notice shall not act to discharge the CONTRACTOR'S obligation to repair or replace defective Work or Work that does not conform with the Contract Documents. Any such notice shall not operate to relieve the CONTRACTOR or its obligation safety obligations or its responsibility, under any provision of the Contract Documents, for death, personal injury, or property damage, or from the CONTRACTOR'S indemnity obligations.
- 8. DUTY TO COORDINATE WITH OTHER CONTRACTORS ON SITE**
- 8.1 Duty Not To Interfere. The CONTRACTOR shall not unreasonably impede, hinder or delay the work on any other CONTRACTOR which The OWNER or others may have performing work on the Work Site. The CONTRACTOR shall cooperate with any CONTRACTOR who will be performing work that may connect, complement, interfere with or otherwise be dependent upon the CONTRACTOR'S Work, and shall resolve any disputes or problems with such other CONTRACTOR. If

**00550 - GENERAL CONDITIONS**

amicable resolution is not promptly reached, the CONTRACTOR shall notify the OWNER REPRESENTATIVE and shall thereafter follow the OWNER REPRESENTATIVE'S directions for resolving the issues. All CONTRACTORS responsible for Work defined in individual sections of the Project shall be responsible, jointly and severally, for coordinating their various sections of work as to scheduling, installation procedures and installation of related materials.

- 8.2 Scheduling. If The OWNER requests, the CONTRACTOR shall include provision in the CONTRACTOR'S schedule for the work of other CONTRACTORS.
- 8.3 Damages Caused by Other CONTRACTORS. If any other CONTRACTOR performing work on the Work Site at the same time as CONTRACTOR should hinder, delay or damage the CONTRACTOR'S Work, or should otherwise cause loss or injury to the CONTRACTOR, the CONTRACTOR agrees that it will look solely to such CONTRACTOR for relief. Neither The OWNER nor its representatives shall be responsible for any such hindrance, delay, damage, loss or injury, and the CONTRACTOR will, in no event, attempt to hold The OWNER or it's representatives liable for resulting costs or damages. Similarly, the CONTRACTOR agrees that it will be directly responsible to any other CONTRACTOR performing work on the Work Site for any loss, injury, damage or delay, including acceleration costs, incurred as a result of delay, interference, or damage to Work caused by the CONTRACTOR. The CONTRACTOR and its Performance Bond surety shall indemnify and hold harmless The OWNER and project DESIGNER from and against any claim brought against any of them by another CONTRACTOR for the damages covered by this Paragraph, including costs, expenses and attorneys' fees incurred as a result of the CONTRACTOR'S alleged acts or omissions.

**9. PAYMENT**

- 9.1 Schedule of Values. Within five (5) days after executing the Contract, the CONTRACTOR shall submit to The OWNER a Schedule of Values allocated to various portions of the Work. The schedule, when approved, shall be used as a basis for reviewing the CONTRACTOR'S Applications for Payment.
- 9.2 Progress Payments. The OWNER shall make payments to the CONTRACTOR for Work performed in accordance with the Contract Documents, and for which the CONTRACTOR has sought payments via properly completed, documented and approved Applications for Payment. At least ten (10) days before the date established for each progress payment, the CONTRACTOR shall submit to the OWNER REPRESENTATIVE an itemized Application for Payment which conforms to the following requirements:
  - A. The Application for Payment may be typed on the American Institute of DESIGNERS Document AIA G702, Application and Certificate for Payment, and include AIA G703, with the continuation sheet included.
  - B. The CONTRACTOR'S submission of an Application for Payment shall constitute its representation that the services and materials described in the application and for which payment is sought have been provided to The OWNER and that the application and all supporting invoices and other documentation are true and accurate in all respects.
- 9.3 SUBSTANTIATING DATA FOR PROGRESS PAYMENTS

- A. When The OWNER or it's representatives require additional data to substantiate a payment application, the CONTRACTOR shall submit the information with a numbered cover letter, identifying:
  - 1. Project name and number.
  - 2. Payment application number and date.
  - 3. Detailed list of enclosures.
  - 4. The item number, identification and a description, /or stored material on-site (if the OWNER has expressly agreed to pay for stored material(s).
- 9.4 Timing of Payment. Progress payments will be made by the OWNER within thirty (30) calendar days or in accordance with the timeframes outlined in their agreement with the CONTRACTOR, after presentation by the CONTRACTOR of a properly submitted and approved invoice.
- 9.5 Passage of Title. Material, equipment, hardware and work covered by progress payments or final payment shall become the sole property of The OWNER, no matter where located. This provision shall not be construed as relieving the CONTRACTOR from the responsibility for the fulfillment of the terms of the Contract.
- 9.6 Substantial Completion. The project is considered substantially complete when a minimum of 90% of the project units have been fabricated and installed and the sign program and its components and associated project sites meet all safety, code and operational requirements.
- 9.7 Final Completion / Final Payment. After the CONTRACTOR has completed the Work, including completion of any punchlist corrections and acceptance testing, and the DESIGNER so certifies, The OWNER will accept the Work. This will constitute Final Completion of the Work. The CONTRACTOR shall submit its Final Application for Payment within ten (10) days of Final Completion. The Final Application for Payment must conform in form and substance to the requirements for applications for progress payment and must include satisfactory evidence that all SUBCONTRACTORS and suppliers have been paid all amounts due to them for labor or materials provided for the Work and must include a written certification from the CONTRACTORS that all of the Work has been completed in accordance with the Contract and applicable laws.
- 9.8 The OWNER'S Right to Withhold Payments. The OWNER may withhold payment for any Work claimed to have been performed by the CONTRACTOR if the Application for Payment states, or The OWNER reasonably determines that:
  - A. any Work for which payment is sought is defective or non-conforming and such defects or non-conformance have not been remedied; or
  - B. the CONTRACTOR has not promptly paid all amounts due to laborers, materialmen and SUBCONTRACTORS; or
  - C. any of the CONTRACTOR'S laborers, Subcontractors or materialmen has filed a mechanic's lien against the Project, and the CONTRACTOR has not caused such lien to be discharged; or
  - D. The OWNER reasonably determines that the CONTRACTOR will be unable to complete the Work for the balance of the Contract Sum and the CONTRACTOR fails to provide reasonable assurances that it has the financial resources to complete the Work; or
  - E. the CONTRACTOR is otherwise in default under its Contract.
- 9.9 Liquidated Damages. The OWNER shall charge a liquidated damages penalty against the CONTRACTOR for work not completed within the 90% substantial completion timeframe and/or the agreed upon final project deadline.
  - A. The amount of the liquidated damages penalty shall be according

to the OWNER / CONTRACTOR Contract. If the OWNER'S Contract language is silent on liquidated damages or the amount of the penalty, the penalty shall be based on the following values;

Total Contract \$1 - \$499,999	Penalty \$ 500 per day
Total Contract: \$500,000 - \$749,999	Penalty \$ 750 per day
Total Contract: \$750,000 - \$999,999	Penalty \$ 1,000 per day
Total Contract: 1,000,000 or more	Penalty \$ 1,500 per day

**10. PREVAILING WAGE REQUIREMENTS.**

- 10.1 Applicable Law. The CONTRACTOR shall confirm with the OWNER if this Contract is subject to the provisions, duties, obligations, remedies and penalties of the Prevailing Wage Act, which is incorporated herein as a reference when required.
- 10.2 Wage Predetermination. In compliance with the Prevailing Wage Act, the Prevailing Minimum Wage Predetermination may be included in the Contracts General Requirements provided by the OWNER, and is a part hereof, as approved by the Secretary of Labor and Industry.
- 10.3 No Strike; No Lockout. By executing the Contract, CONTRACTOR warrants and represents that the collective bargaining agreements between the CONTRACTOR and any union, which will perform under the Contract, include a no-strike, no-lockout clause.

**11. INSURANCE.**

- 11.1 OWNER Insurance Requirements. CONTRACTOR shall furnish evidence to the OWNER that with respect to the operations he performs, he/she carries a comprehensive general liability insurance policy (including, but not limited to, blanket contractual liability, completed operations/products liability, CONTRACTOR'S protective liability, and explosion, collapse and underground hazard coverage) providing a limit of not less than two million dollars (\$2,000,000) for all damages arising out of bodily injury or death in any one (1) occurrence, and providing for a limit of not less than two million dollars (\$2,000,000) for damages to or destruction of property, including the loss of the use thereof, in any one occurrence; two million dollars (\$2,000,000) aggregate limit shall apply to bodily injury, personal injury and death, and to property damage.
- CONTRACTOR shall also furnish evidence to The OWNER that with respect to the operations he performs, he carries an Umbrella Liability Policy with a limit of two million dollars (\$2,000,000) with a self-insured retention limit or deductible not to exceed ten thousand dollars (\$10,000).
- All policies of insurance, including Umbrella Coverage, must be endorsed to include as additional named insured each of the following:
- The OWNER
  - State Department of Transportation
  - DESIGNER

**12. INDEMNIFICATION.**

- 12.1 Indemnity. To the full extent permitted by law, the CONTRACTOR shall indemnify, defend and hold harmless The OWNER, its Representatives, Agents, DESIGNERS and the State Department of Transportation from and against any and all losses, costs (including litigation costs and counsel fees), claims, suits, actions, damages, liability and expenses, including, but not limited to, those in connection with loss of life, bodily and personal injury or damage to property occasioned wholly or in part by the CONTRACTOR'S breach or other act or omission or the act or omission of the CONTRACTOR'S agents, SUBCONTRACTORS, employees, or servants pursuant to this Contract. This indemnity shall apply whether or not the CONTRACTOR or party for whom it is responsible was negligent,



**00550 - GENERAL CONDITIONS**

and whether or not The OWNER, its Representative and the State Department of Transportation, or any of their respective members, officers, employees, agents, DESIGNERS, consultants and representatives were negligent.

- 12.2 Survival and Non-Exclusivity of Indemnity. This indemnity shall survive termination of the Contract, Final Acceptance of the Work and final payment under the Contract. This indemnity is in addition to any other rights or remedies which The OWNER, its Representative, and the State Department of Transportation, and its representatives may have under the law or under the Contract. In the event of any claim or demand made against any party which is entitled to be indemnified here under, The OWNER may in its sole discretion reserve, retain or apply any monies due to the CONTRACTOR under the Contract for the purpose of resolving such claims.
- 12.3 DESIGNERS Limits of Liability. The liability of the DESIGNER shall be limited to the total fee paid to the DESIGNER by the OWNER.

**13. BONDS.**

- 13.1 Time Due and Form. Within five (5) days after The OWNER gives Notice of Award of the Contract to the CONTRACTOR, and prior to or concurrently with execution of the Contract, the CONTRACTOR shall provide to The OWNER surety bonds satisfactory to The OWNER in the amounts and for the purposes stated in the Agreement. The Bonds shall be executed by a responsible surety company or companies approved by The OWNER. Bonds shall be on the form included in the Bid Documents. The CONTRACTOR shall pay all Bond premiums, costs, and incidentals. No payment will be made to the CONTRACTOR and Notice Proceed will not be issued, until the Bonds have been approved by The OWNER.
- 13.2 Requisite Signatures on Bonds. Both the CONTRACTOR and the surety shall sign each Bond and the signature of the authorized agent of the surety shall be notarized.

**14. TERMINATION.**

- 14.1 For Default
  - A. Grounds. The OWNER may terminate the Contract for default if the CONTRACTOR fails materially to perform any of its duties or obligations under the Contract properly and in a timely fashion, or if the CONTRACTOR files a voluntary petition in bankruptcy under any chapter of the Bankruptcy Code, has an involuntary petition filed against it, makes a general assignment for the benefit of its creditors, or has a receiver appointed.
  - B. Notice, Cure Period and Effective Date. The OWNER shall give the CONTRACTOR ten (10) days' written notice of intent to terminate or default. During those ten days, the CONTRACTOR shall have the opportunity to cure the default. However, unless the default is not cured to the satisfaction of The OWNER within the ten days and The OWNER so notifies the CONTRACTOR in writing, the Contract shall be deemed terminated without further notice and effective immediately. The CONTRACTOR hereby agrees that, in the event of termination for default, title to all Work in progress on the Work Site shall pass to The OWNER.
  - C. Further Payment to CONTRACTOR. The OWNER shall have no obligation to pay the CONTRACTOR for any Work done or materials supplied after the effective date of termination. No further payments on the Contract shall be made after termination until the Work has been completed by The OWNER and then only if the total cost of completing the Work, and all consequential damages, was less than the remaining balance of the Contract Price at the time of termination.
  - D. Assignment of Orders and Supply Contracts. The OWNER

may, at its sole option, assume supply contracts or orders the CONTRACTOR placed before termination. The CONTRACTOR shall have the obligation to identify to The OWNER all such orders and supply contracts so that The OWNER may exercise its option.

- E. The OWNER'S Right to Complete The Work. If the CONTRACTOR is terminated for default, The OWNER shall have the right to complete the Work by whatever means and methods it deems advisable.
  - F. CONTRACTOR'S Liability. The Contract shall be liable for all costs The OWNER incurs in completing the Work after a default termination, to the extent that those costs are in excess of the Contract Price, as well as for any other damages allowable under this Contract or at law.
  - G. Conversion to Termination for Convenience. If it is ultimately determined that The OWNER 's termination of this Contract for default was wrongful, then the termination shall be deemed to have been a termination for convenience, and the CONTRACTOR'S rights and remedies shall be limited and governed by the provisions dealing with terminations for convenience.
- 14.2 For Convenience. The OWNER may, upon ten (10) days' written notice, terminate this Contract for its convenience, and without declaring any default by the CONTRACTOR. In the event of such a termination, the CONTRACTOR shall cease Work. The CONTRACTOR'S sole and exclusive remedy in cases of termination for convenience is payment for the Work completed up to the time of termination and for all unavoidable costs of canceling or terminating open orders or supply contracts. The CONTRACTOR shall include in all Subcontracts for the Work a provision substantially similar to this Paragraph, authorizing termination for convenience and limiting the SUBCONTRACTORS' rights and remedies as provided herein.

**15. MISCELLANEOUS.**

- 15.1 Independent CONTRACTOR. The CONTRACTOR shall perform all Work under this Contract as an independent CONTRACTOR and not an agent or employee of the OWNER.
- 15.2 The OWNER As Sole Contract Privy. The CONTRACTOR is not in privity with, and shall have no claim against, the City for any costs it incurs or claims to have incurred in connection with the Work or the Contract, but must look solely to The OWNER for payment of such costs.
- 15.3 Contractors's License. The CONTRACTOR represents that it has obtained and maintained in force whatever licenses are required by applicable state or local laws for CONTRACTORS performing the type of work to be done pursuant to the Contract.
- 15.4 Assignment. This Contract may not be assigned or transferred without the prior written consent of The OWNER. Any assignment of proceeds of this Contract shall be subject to all proper set-offs and contractually permitted withholdings in favor of The OWNER.
- 15.5 Governing Law/Waiver of Jury Trial. This Contract shall be governed by and construed in accordance with the laws of the State of the sign project installation, without regard to its conflict of laws principles. The parties expressly waive their right to trial by jury and agree that all disputes relating to the Contract or its breach shall be decided by a judge sitting without jury.
- 15.6 Choice of Venue. All disputes arising from or in connection with this Contract shall be decided in the Court of Common Pleas of The OWNER.

- 15.7 Integrated Agreement. The Contract is an integration, constituting the entire agreement of the parties with respect to the subject matter of the Contract. It supersedes all prior or contemporaneous discussions, writings, or negotiations. The Contract may not be modified except by a writing executed by both parties.
- 15.8 Remedies Cumulative. All rights and remedies provided to the parties under this Contract shall be cumulative, not exclusive. The parties may, in their discretion, avail themselves of any remedy permitted by the Contract, at law or in equity, and the exercise of one or more remedies by a party shall not preclude the simultaneous or subsequent exercise of other remedies.
- 15.9 Limitations. Statutes of limitations applicable to The OWNER 's right to assert claims or bring suit against the CONTRACTOR or the CONTRACTOR'S surety in connection with the Contract or the Bonds shall not begin to run, or shall be deemed tolled, until Final Completion of the Work.
- 15.10 Captions. The table of contents, titles, section headings, or other captions contained in the General Conditions or other Contract Documents are solely to facilitate reference and in no way affect, limit, or cast light upon the interpretation or construction of the Contract.
- 15.11 Advertising or Public Relations. The OWNER reserves the right to review and approve in writing all The OWNER -related copy prior to publication as well as any The OWNER -related public statements and public discussions to be made by the CONTRACTOR, any of its SUBCONTRACTORS, agents, officers, members or employees. The CONTRACTOR shall not allow The OWNER -related copy to be submitted to any trade association, seminar sponsor or other public discussion group or be published in CONTRACTOR'S advertisement or public relations programs until submitting The OWNER -related copy and receiving prior written approval from The OWNER. All information shall be factual and in no way imply that The OWNER endorses the CONTRACTOR'S firm, service, or product.

END OF SECTION 0550 - GENERAL CONDITIONS



**01320 - CONSTRUCTION PROGRESS DOCUMENTATION**

**1. PART 1 - GENERAL**

1.1 Summary

- A. This Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:
  1. Construction Schedule.
  2. Submittals Schedule.
  3. Daily construction reports.
  4. Material location reports.
  5. Field condition reports.
  6. Special reports.
  7. Construction photographs.

1.2 Definitions

- A. Activity: A discrete part of a project that can be identified for planning, scheduling, monitoring, and controlling the construction project. Activities included in a construction schedule consume time and resources.
- B. Critical activities are activities on the critical path. They must start and finish on the planned early start and finish times.
- C. Predecessor activity is an activity that must be completed before a given activity can be started.
- D. CPM: Critical path method, which is a method of planning and scheduling a construction project where activities are arranged based on activity relationships. Network calculations determine when activities can be performed and the critical path of Project.
- E. Critical Path: The longest continuous chain of activities through the network schedule that establishes the minimum overall Project duration and contains no float.
- F. Event: The starting or ending point of an activity.
- G. Float: The measure of leeway in starting and completing an activity.
  1. Float time is not for the exclusive use or benefit of either Owner or Contractor, but is a jointly owned, expiring Project resource available to both parties as needed to meet schedule milestones and Contract completion date.
  2. Free float is the amount of time an activity can be delayed without adversely affecting the early start of the following activity.
  3. Total float is the measure of leeway in starting or completing an activity without adversely affecting the planned Project completion date.
- H. Fragnet: A partial or fragmentary network that breaks down activities into smaller activities for greater detail.
- I. Milestone: A key or critical point in time for reference or measurement.
- J. Diagram: A graphic diagram of a schedule, showing activities and activity relationships.

1.3 Submittals

- A. Submittals Schedule: Submit 5 copies of schedule. Arrange the following information in a tabular format:
  1. Scheduled date for first submittal.
  2. Submittal category (action or informational).
  3. Name of subcontractor.
  4. Description of the Work covered.
  5. Scheduled date for Administrators final release or approval.

- B. Preliminary Construction Schedule: Submit 5 printed copies; on a single sheet of reproducible media, and one a print.
- C. Contractor's Construction Schedule: Submit 5 printed copies of initial schedule. Schedule shall be large enough to show entire schedule for entire construction period.
- D. Construction Photographs: Submit Digital photographs of each site location prior to excavation/mounting, upon completion of excavation and upon installation of sign..
- E. File Name: Sign Location
- F. Folder Organization: By Sign Location Plan Number / Date
- G. Daily Construction Reports: Submit five copies at weekly intervals.
- H. Material Location Reports: Submit five copies at weekly intervals.
- I. Field Condition Reports: Submit five copies at time of discovery of differing conditions.
- J. Special Reports: Submit five copies at time of unusual event.

1.4 Quality Assurance

- A. Prescheduling Conference: Conduct conference at Project site to comply with requirements in Division 1 Section 01010 Summary / Preconstruction Meeting. Review methods and procedures related to the Preliminary Construction Schedule and Contractor's Construction Schedule, including, but not limited to, the following:
  1. Discuss constraints, including phasing and milestones
  2. Review schedule for work of Owner's separate contracts.
  3. Review time required for review of submittals and resubmittals and approvals
  4. Review requirements for utility checks.
  5. Review time required for completion and startup procedures.
  6. Review and finalize list of construction activities to be included in schedule.
  7. Review submittal requirements and procedures.

1.5 Coordination

- A. Coordinate preparation and processing of schedules and reports with performance of construction activities and with scheduling and reporting of separate contractors.
- B. Coordinate Contractor's Construction Schedule with the Schedule of Values, list of subcontracts, Submittals Schedule, progress reports, payment requests, and other required schedules and reports.
  1. Secure time commitments for performing critical elements of the Work from parties involved.
  2. Coordinate each construction activity in the network with other activities and schedule them in proper sequence.

**2. PART 2 - PRODUCTS**

2.1 Submittals Schedule

- A. Preparation: Submit a schedule of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, resubmittal, ordering, manufacturing, fabrication, and delivery when establishing dates.
  1. Coordinate Submittals Schedule with list of subcontracts, the Schedule of Values, and Contractor's Construction Schedule.
  2. Initial Submittal: Submit concurrently with preliminary bar-chart schedule. Include submittals required during the first 20 days of construction. List those required to maintain orderly

- progress of the Work and those required early because of long lead-time for manufacture or fabrication.
- 3. Final Submittal: Submit concurrently with the first complete submittal of Contractor's Construction Schedule.

2.2 Contractor's Construction Schedule

- A. Time Frame: Extend schedule from date established for the Notice to Proceed to date of Final Completion.
  1. Contract completion date shall not be changed by submission of a schedule that shows an early completion date, unless specifically authorized by Change Order.
- B. Activities:
  1. Procurement Activities: Include procurement process activities for long lead items and major items, requiring a cycle of more than 30 days, as separate activities in schedule. Procurement cycle activities include, but are not limited to, submittals, approvals, purchasing, fabrication, and delivery.
  2. Submittal Review Time: Include review and resubmittal times indicated in "Submittal Procedures" in schedule. Coordinate submittal review times in Contractor's Construction Schedule with Submittals Schedule.
  3. Substantial Completion: Indicate completion in advance of date established for Substantial Completion, and allow time for Designer's and Owner's Representative administrative procedures necessary for certification of Substantial Completion.
- C. Constraints: Include constraints and work restrictions indicated in the Contract Documents and as follows in schedule, and show how the sequence of the Work is affected.
  1. Phasing: Arrange list of activities on schedule by phase.
  2. Work under More Than One Contract: Include a separate activity for each contract.
  3. Work by Owner: Include a separate activity for each portion of the Work performed by Owner.
  4. Products Ordered in Advance: Include a separate activity for each product. Include delivery date indicated in Division 1 Section "Summary." Delivery dates indicated stipulate the earliest possible delivery date.
  5. Work Restrictions: Show the effect of the following items on the schedule:
    - a. Coordination with existing construction.
    - b. Uninterrupted services.
    - c. Use of premises restrictions.
    - d. Seasonal variations.
    - e. Environmental control.
  6. Work Stages: Indicate important stages of construction for each major portion of the Work, including, but not limited to, the following:
    - a. Subcontract awards.
    - b. Submittals.
    - c. Mockups.
    - d. Fabrication.
    - e. Deliveries.
    - f. Installation.
    - g. Curing.
- D. Milestones: Include milestones indicated in the Contract Documents in schedule.

**01320 - CONSTRUCTION PROGRESS DOCUMENTATION**

- E. **Cost Correlation:** At the head of schedule, provide a cost correlation line, indicating planned and actual costs. On the line, show dollar volume of the Work performed as of dates used for preparation of payment requests.
- F. **Contract Modifications:** For each proposed contract modification and concurrent with its submission, prepare a time-impact analysis using fragnets to demonstrate the effect of the proposed change on the overall project schedule.
- G. **Bar-Chart Schedule:** Submit preliminary horizontal bar-chart-type construction schedule within seven days of date established for the Notice to Proceed
- H. **Preparation:** Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line. Outline significant construction activities for first 30 days of construction. Include skeleton diagram for the remainder of the Work and a cash requirement prediction based on indicated activities.

**2.3 Reports**

- A. **Daily Construction Reports:** Prepare a daily construction report recording the following information concerning events at Project site:
  1. List of subcontractors at Project site.
  2. List of separate contractors at Project site.
  3. Approximate count of personnel at Project site.
  4. High and low temperatures and general weather conditions.
  5. Accidents.
  6. Meetings and significant decisions.
  7. Unusual events (refer to special reports).
  8. Stoppages, delays, shortages, and losses.
  9. Meter readings and similar recordings.
  10. Emergency procedures.
  11. Orders and requests of authorities having jurisdiction.
  12. Change Orders received and implemented.
  13. Construction Change Directives received.
  14. Services connected and disconnected.
  15. Substantial Completions authorized.
- B. **Material Location Reports:** At weekly intervals, prepare a comprehensive list of materials delivered to and stored at Project site. List shall be cumulative, showing materials previously reported plus items recently delivered. Include with list a statement of progress on and delivery dates for materials or items of equipment fabricated or stored away from Project site.
- C. **Field Condition Reports:** Immediately on discovery of a difference between field conditions and the Contract Documents, prepare a detailed report. Submit with a request for information. Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents.

**2.4 Special Reports**

- A. **General:** Submit special reports directly to Owner within one day of an occurrence. Distribute copies of report to parties affected by the occurrence.
- B. **Reporting Unusual Events:** When an event of an unusual and significant nature occurs at Project site, whether or not related

directly to the Work, prepare and submit a special report. List chain of events, persons participating, response by Contractor's personnel, evaluation of results or effects, and similar pertinent information. Advise Owner in advance when these events are known or predictable.

**3. PART 3 - EXECUTION****3.1 Contractor's Construction Schedule**

- A. **Contractor's Construction Schedule Updating:** At bi-weekly intervals, update schedule to reflect actual construction progress and activities. Issue schedule 3 days before each regularly scheduled progress meeting.
  1. Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with the report of each such meeting.
  2. Include a report with updated schedule that indicates every change, including, but not limited to, changes in logic, durations, actual starts and finishes, and activity durations.
  3. As the Work progresses, indicate Actual Completion percentage for each activity.
- B. **Distribution:** Distribute copies of approved schedule to Administrator, Designer, Owner's Representative and other parties identified by Contractor with a need-to-know schedule responsibility.

**3.2 Construction Photographs**

- A. **Photographer:** Contractors photographer.
- B. **Photography:** Digital Files / Color / See Submittals for Naming
- C. **Preconstruction Photographs:** Before starting construction, take necessary photographs of Project site and surrounding properties from different vantage points to show site conditions.
  1. Usa a white board to indicate location number.
  2. Show existing conditions adjacent to location / property.
- D. **Construction Progress:** On a weekly basis take a minimum of 2 photos of each sign location under construction, those that have been installed and minimum of 10 photos of in-shop production of signs and materials. Photographer shall select vantage points to best show status of construction progress since last photographs were taken.
- E. **Final Completion Construction Photographs:** Take 2 color photographs after date of Substantial Completion of each sign location for submission as Project Record Documents.
- F. **Photographs related to Third Party Work:** CONTRACTOR shall also include photographs of surrounding area or issues that may require third party maintenance or correction. Including tree/shrub trimming, clean-up or additional surface work.
- G. **Project Team Access:** CONTRACTOR shall establish a accessible server site to store all project photography, available to entire project team.

END OF SECTION 01320 - CONSTRUCTION PROGRESS DOCUMENTATION

**01330 - SUBMITTAL PROCEDURES****1. PART 1 - GENERAL**

## 1.1 Summary

- A. This Section includes administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other miscellaneous submittals.
- B. Related Sections include the following:
  - 1. Division 1 Section "Construction Progress Documentation"

## 1.2 Definitions

- A. Action Submittals: Written and graphic information that requires Administrators, Designer's and Owner's Representative's responsive action.
- B. Informational Submittals: Written information that does not require Designer and Owner's Representative's approval. Submittals may be rejected for not complying with requirements.

## 1.3 Submittal Procedures

- A. General: Digital files of design intent drawings will be provided by Designer for Contractor's use in preparing submittals. See General Conditions.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
  - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that requires sequential activity.
  - 2. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
    - a. Designer and Owner's Representative reserve the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- C. Submittals Schedule: Comply with requirements in "Construction Progress Documentation" for list of submittals and time requirements for scheduled performance of related construction activities.
- D. Processing Time: Allow enough time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Designer's receipt of submittal.
  - 1. Initial Review: Allow 10 days for initial review of each submittal. Allow additional time if processing must be delayed to permit coordination with subsequent submittals. Construction Manager will advise Contractor when a submittal being processed must be delayed for coordination.
  - 2. If intermediate submittal is necessary, process it in same manner as initial submittal.
  - 3. Allow [10] days for processing each resubmittal.
  - 4. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing.
- E. Identification: Place a permanent label or title block on each submittal for identification.
  - 1. Indicate name of firm or entity that prepared each submittal on label or title block.
  - 2. Provide a space approximately 4 by 5 inches on label or beside title block to record Contractor's review and approval markings and action taken by Designer and Construction Manager.

- 3. Include the following information on label for processing and recording action taken:
  - a. Project name.
  - b. Date.
  - c. Name and address of Designer and Owner's Representative.
  - d. Name and address of Contractor.
  - e. Name and address of subcontractor.
  - f. Name and address of supplier.
  - g. Name of manufacturer.
  - h. Unique identifier, including revision number.
  - i. Drawing number and detail references, as appropriate.
  - j. Other necessary identification.

- F. Deviations: Highlight, encircle, or otherwise identify deviations from the Contract Documents on submittals.
- G. Transmittal: Package each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form.
- H. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, and authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- I. Use for Construction: Use only final submittals with mark indicating action taken by Designer and Owner's Representative in connection with construction.

**2. PART 2 - PRODUCTS**

## 2.1 Action Submittals

- A. General: Prepare and submit Action Submittals required by individual Specification Sections.
  - 1. Number of Copies: Submit three copies of each submittal, unless otherwise indicated.
- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
  - 1. If information must be specially prepared for submittal because standard printed data are not suitable for use, submit as Shop Drawings, not as Product Data.
  - 2. Mark each copy of each submittal to show which products and options are applicable.
  - 3. Include the following information, as applicable:
    - a. Manufacturer's written recommendations.
    - b. Manufacturer's product specifications.
    - c. Manufacturer's installation instructions.
    - d. Manufacturer's catalog cuts.
- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.
  - 1. Preparation: Include the following information, as applicable:
    - a. Dimensions.
    - b. Identification of products.
    - c. Fabrication and installation drawings.
    - d. Roughing-in and setting diagrams.
    - e. Shopwork manufacturing instructions.
    - f. Templates and patterns.
    - g. Schedules.
    - h. Design calculations.
    - i. Notation of coordination requirements.
    - j. Notation of dimensions established by field measurement.

- 2. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 11 x 17 inches but no larger than 30 by 40 inches .
- 3. Number of Copies: Submit copies of each submittal, as follows:
  - a. Initial Submittal: Submit one correctable, reproducible print.
  - b. Final Submittal: Submit 2 final prints to OWNER and 1 final print for DESIGNER.

- D. Samples: Prepare physical units of materials or products, including the following:
  - 1. Samples for Approval: Submit color samples consisting of units or sections of units showing the full range of colors, textures, and patterns available.
  - 2. Preparation: Mount, display, or package Samples in manner specified to facilitate review of qualities indicated. Prepare Samples to match Designer's sample where so indicated. Attach label on unexposed side that includes the following:
    - a. Generic description of Sample.
    - b. Product name or name of manufacturer.
    - c. Sample source.
  - 3. Submit Samples for review of kind, color, pattern, and texture for a final check of these characteristics with other elements and for a comparison of these characteristics between final submittal and actual component as delivered and installed.
    - a. If variation in color, pattern, texture, or other characteristic is inherent in the product represented by a Sample, submit at least three sets of paired units that show approximate limits of the variations.
    - b. Refer to individual Specification Sections for requirements for Samples that illustrate workmanship, fabrication techniques, details of assembly, connections, operation, and similar construction characteristics.
  - 4. Number of Samples for Initial Selection: Submit one full set of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Designer through Owner's Representative, will return submittal with options selected.
  - 5. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
  - 6. Samples for Verification
    - a. Examples of all graphic image process, including materials, methods, colors and finishes, for maps, imagery, letters, numbers and other graphic devices.
    - b. Full size section of all graphic image processes, including materials, methods, colors and finishes.
- E. Product Schedule or List: Prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:

**01330 - SUBMITTAL PROCEDURES**

- F. Contractor's Construction Schedule: Comply with requirements in "Construction Progress Documentation" for Owner's Representative action.
  - G. Submittals Schedule: Comply with requirements in "Construction Progress Documentation."
  - H. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:
    1. Name, address, and telephone number of entity performing subcontract or supplying products.
    2. Number and title of related Specification Section(s) covered by subcontract.
    3. Drawing number and detail references, as appropriate, covered by subcontract.
- 2.2 INFORMATIONAL SUBMITTALS
- A. General: Prepare and submit Informational Submittals required by other Specification Sections.
    1. Number of Copies: two copies of each submittal, unless otherwise indicated.
    2. Certificates and Certifications: Provide a notarized statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.
    3. Test and Inspection Reports: Comply with requirements in Division 1 Section "Quality Requirements."
  - B. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, names and addresses of designers and owners, and other information specified.
  - C. Product Certificates: Prepare written statements on manufacturer's letterhead certifying that product complies with requirements.
  - D. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements. Submit record of Welding Procedure Specification (WPS) and Procedure Qualification Record (PQR) on AWS forms. Include names of firms and personnel certified.
  - E. Installer Certificates: Prepare written statements on manufacturer's letterhead certifying that Installer complies with requirements and, where required, is authorized for this specific Project.
  - F. Manufacturer Certificates: Prepare written statements on manufacturer's letterhead certifying that manufacturer complies with requirements. Include evidence of manufacturing experience where required.
  - G. Material Certificates: Prepare written statements on manufacturer's letterhead certifying that material complies with requirements.
  - H. Material Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements.
  - I. Maintenance Data: Prepare written and graphic instructions and procedures for operation and normal maintenance of products and equipment.

- J. Design Data: Prepare written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions and other performance and design criteria and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.
- K. Manufacturer's Instructions: Prepare written or published information that documents manufacturer's recommendations, guidelines, and procedures for installing or operating a product or equipment. Include name of product and name, address, and telephone number of manufacturer. Include the following;
  1. Preparation of substrates.
  2. Required substrate tolerances.
  3. Sequence of installation or erection.
  4. Required installation tolerances.
  5. Required adjustments.
  6. Recommendations for cleaning and protection.
- L. Manufacturer's Field Reports: Prepare written information documenting factory-authorized service representative's tests and inspections. Include the following, as applicable:
  1. Name, address, and telephone number of factory-authorized service representative making report.
  2. Statement on condition of substrates and their acceptability for installation of product.
  3. Statement that products at Project site comply with requirements.
  4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
  5. Results of operational and other tests and a statement of whether observed performance complies with requirements.
  6. Statement whether conditions, products, and installation will affect warranty.
- M. Insurance Certificates and Bonds: Prepare written information indicating current status of insurance or bonding coverage. Include name of entity covered by insurance or bond, limits of coverage, amounts of deductibles, if any, and term of the coverage.

**3. PART 3 - EXECUTION**

- 3.1 Contractor's Review
- A. Review each submittal and check for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Designer and Construction Manager.
  - B. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.
  - C. Existing Site Conditions. Contractor is responsible for confirming and correlating all dimensions at the job site for information which pertains to the fabrication process and coordination of work with other trades related to the project submissions and implementation.

- 3.2 Designer's And Construction Manager's Action
- A. General: Designer and Owner's Representative will not review submittals that do not bear Contractor's approval stamp and will return them without action.
  - B. Action Submittals: Designer and Owner's Representative will review each submittal, make marks to indicate corrections or modifications required, and return it. Designer and Construction Manager will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action taken, as follows:
  - C. Informational Submittals: Designer and Owner's Representative will review each submittal and will not return it, or will reject and return it if it does not comply with requirements. Designer and Construction Manager will forward each submittal to appropriate party.
  - D. Submittals not required by the Contract Documents will not be reviewed and may be discarded
  - E. Designers Review: Designer's review is conducted for the limited purpose of checking conformance with information given and the design concept expressed in the Design Intent Drawings as part of the Contract Documents. Review of submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of material or systems, all of which remain the responsibility of the Contractor as required by the Contract Documents.
- Designer's review shall not constitute approval of safety precautions, structural requirements or of any construction means, methods, materials, techniques, sequence or procedures.
- Designer's approval of a specific item shall not indicate approval of an assembly of which item is a component.
- Designer's review of Samples is only for visual characteristics unless otherwise indicated. Designer's approval of Contractor's submittals shall not relieve the Contractor of responsibility for deviation from requirements of Contract Documents nor for errors or omissions in shop drawings.
- No Change to Contract Sum or Contract Time is authorized by Designer's approval unless so stated in a separate modification to the contract and approved by the OWNER.

END OF SECTION 01330 - SUBMITTAL PROCEDURES

**01781 - PROJECT RECORD DOCUMENTS**

**1. PART 1 - GENERAL**

- 1.1 Summary
  - A. This Section includes administrative and procedural requirements for Project Record Documents, including the following:
    - 1. Record Drawings.
    - 2. Record Specifications.
    - 3. Record Product Data.
- 1.2 Submittals
  - A. Record Drawings: Comply with the following:
    - 1. Submit 1 set of marked-up Record Prints.
    - 2. Submit 1 set of corrected Record Prints
    - 3. Record Specifications: Submit one copy of Project's
  - B. Specifications, including addenda and contract modifications.
  - C. Record Product Data: Submit one copy of each Product Data submittal.
    - 1. Where Record Product Data is required as part of operation and maintenance manuals, submit marked-up Product Data as an insert in the manual instead of submittal as Record Product Data.

**2. PART 2 - PRODUCTS**

- 2.1 Record Drawings
  - A. Record Prints: Maintain one set of blue- or black-line white prints of the Contract Drawings and Shop Drawings.
    - 1. Preparation: Mark Record Prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to prepare the marked-up Record Prints.
      - a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
      - b. Accurately record information in an understandable drawing technique.
      - c. Record data as soon as possible after obtaining it. Record and check the markup before enclosing concealed installations.
    - 2. Content: Types of items requiring marking include, but are not limited to, the following:
      - a. Dimensional changes to Drawings.
      - b. Revisions to details shown on Drawings.
      - c. Depths of foundations.
      - d. Locations and depths of underground utilities.
      - e. Changes made by Change Order or Construction Change Directive.
      - f. Changes made following Designer's written orders.
      - g. Details not on the original Contract Drawings.
      - h. Field records for variable and concealed conditions.
      - i. Record information on the Work that is shown only schematically.
    - 3. Mark the Contract Drawings or Shop Drawings, whichever is most capable of showing actual physical conditions, completely and accurately. If Shop Drawings are marked, show cross-reference on the Contract Drawings.

- 4. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at the same location.
- 5. Mark important additional information that was either shown schematically or omitted from original Drawings.
- 6. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.
- B. Record CAD Drawings: Immediately before inspection for Certificate of Substantial Completion, review marked-up Record Prints with Designer and Owner's Representative. When authorized, prepare a full set of corrected CAD Drawings of the Contract Drawings, as follows:
  - 1. Format: Same CAD program, version, and operating system as the original Contract Drawings.
  - 2. Incorporate changes and additional information previously marked on Record Prints. Delete, redraw, and add details and notations where applicable.
  - 3. Refer instances of uncertainty to Designer through Owner's Representative for resolution.
- C. Newly Prepared Record Drawings: Prepare new Drawings instead of preparing Record Drawings where Designer determines that neither the original Contract Drawings nor Shop Drawings are suitable to show actual installation.
  - 1. New Drawings may be required when a Change Order is issued as a result of accepting an alternate, substitution, or other modification.
  - 2. Consult with Designer and Owner's Representative for proper scale and scope of detailing and notations required to record the actual physical installation and its relation to other construction. Integrate newly prepared Record Drawings into Record Drawing sets; comply with procedures for formatting, organizing, copying, binding, and submitting.
- D. Format: Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
  - 1. Record Prints: Organize Record Prints and newly prepared Record Drawings into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.
  - 2. Record CAD Drawings: Organize CAD information into separate electronic files that correspond to each sheet of the Contract Drawings. Name each file with the sheet identification. Include identification in each CAD file.
  - 3. Identification: As follows:
    - a. Project name.
    - b. Date.
    - c. Designation "PROJECT RECORD DRAWINGS."
    - d. Name of Designer and Construction Manager.
    - e. Name of Contractor.

2.2 Record Specifications

- A. Preparation: Mark Specifications to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and contract modifications.
  - 1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.

- 2. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.
- 3. Record the name of the manufacturer, supplier, Installer, and other information necessary to provide a record of selections made.
- 4. For each principal product, indicate whether Record Product Data has been submitted in operation and maintenance manuals instead of submitted as Record Product Data.
- 5. Note related Change Orders, Record Drawings, and Product Data where applicable.

2.3 Record Product Data

- A. Preparation: Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product Data submittal.
  - 1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
  - 2. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.
  - 3. Note related Change Orders, Record Drawings, and Product Data where applicable.

2.4 Miscellaneous Record Submittals

- A. Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.

**3. PART 3 - EXECUTION**

3.1 Recording And Maintenance

- A. Recording: Maintain one copy of each submittal during the construction period for Project Record Document purposes. Post changes and modifications to Project Record Documents as they occur; do not wait until the end of Project.
- B. Maintenance of Record Documents and Samples: Store Record Documents and Samples in the field office apart from the Contract Documents used for construction. Do not use Project Record Documents for construction purposes. Maintain Record Documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to Project Record Documents for Designer's and Owner's Representative reference during normal working hours.

END OF SECTION 01781 - PROJECT RECORD DOCUMENTS

**02231 - TREE PROTECTION AND TRIMMING**

**1. PART 1 - GENERAL**

1.1 Summary

- A. This Section includes the protection and trimming of trees that interfere with, or are affected by, execution of the Work or completed work, whether the work is temporary or new construction.
- B. CONTRACTOR be responsible for trimming, in an professional and appropriate technique (see below; 1.3 Quality Assurance) all trees that interfere with the sign structure or site lines associated with the maximum legibility of the sign panel and its associated messages, logos and/or graphics.

1.2 Submittals

- A. Product Data: For each type of product indicated.
- B. Certification: From a qualified arborist that trees indicated to remain have been protected during construction according to recognized standards and that trees were promptly and properly treated and repaired when damaged.
- C. Maintenance Recommendations: From a qualified arborist for care and protection of trees affected by construction during and after completing the Work.

1.3 Quality Assurance

- A. Tree Service Qualifications: An experienced tree service firm that has successfully completed tree protection and trimming work similar to that required for this Project and that will assign an experienced, qualified arborist to Project site on a full-time basis during execution of the Work.
- B. Arborist Qualifications: An arborist certified by the International Society of Arboriculture or licensed in the jurisdiction where Project is located.

**2. PART 2 - PRODUCTS**

2.1 Materials for Protection of Trees

- A. Chain Link Fence or other fencing type approved by the OWNER.

**3. PART 3 - EXECUTION**

3.1 Preparation

- A. Temporary Fencing: Install temporary fencing located as indicated or outside the drip line of trees to protect remaining vegetation from construction damage.
  - 1. Install fence according to manufacturer's written instructions.
- B. Protect tree root systems from damage due to noxious materials caused by runoff or spillage while mixing, placing, or storing construction materials. Protect root systems from flooding, eroding, or excessive wetting caused by dewatering operations.
- C. Do not store construction materials, debris, or excavated material within the drip line of remaining trees. Do not permit vehicles or foot traffic within the drip line; prevent soil compaction over root systems.
- D. Do not allow fires under or adjacent to remaining trees or other plants.

3.2 Excavation

- A. Install shoring or other protective support systems to minimize sloping or benching of excavations.
- B. Do not excavate within drip line of trees, unless otherwise indicated.
- C. Where excavation for new construction is required within drip line of trees, hand clear and excavate to minimize damage to root systems. Use narrow-tine spading forks and comb soil to expose roots.
  - 1. Relocate roots in backfill areas where possible. If encountering large, main lateral roots, expose roots beyond excavation limits as required to bend and relocate them without breaking. If encountered immediately adjacent to location of new construction and relocation is not practical, cut roots approximately 3 inches back from new construction.
  - 2. Do not allow exposed roots to dry out before placing permanent backfill. Provide temporary earth cover or pack with peat moss and wrap with burlap. Water and maintain in a moist condition.

3.3 Tree Repair And Replacement

- A. Promptly repair trees damaged by construction operations within 24 hours. Treat damaged trunks, limbs, and roots according to written instructions of the qualified arborist.
- B. Remove and replace dead and damaged trees that the qualified arborist determines to be incapable of restoring to a normal growth pattern.
  - 1. Provide new trees of 6-inch caliper size and of a species selected by Designer when trees more than 6 inches in caliper size, measured 12 inches above grade, are required to be replaced.

3.4 DISPOSAL OF WASTE MATERIALS

- A. Burning is not permitted.
- B. Disposal: Remove excess excavated material, displaced trees, and excess chips from Owner's property.

END OF SECTION 02231 - TREE PROTECTION & TRIMMING



**03300 - CAST-IN-PLACE CONCRETE****1. PART 1 - GENERAL**

## 1.1 Summary

- A. This Section specifies cast-in place concrete, including formwork, reinforcement, concrete materials, mix design, placement procedures, and finishes.

## 1.2 Definitions

- A. Cementitious Materials: Portland cement alone or in combination with one or more of blended hydraulic cement, fly ash and other pozzolans, ground granulated blast-furnace slag, and silica fume.

## 1.3 Submittals

- A. Product Data: For each type of manufactured material and product indicated.
- B. Design Mixes: For each concrete mix. Include alternate mix designs when characteristics of materials, project conditions, weather, test results, or other circumstances warrant adjustments.
1. Indicate amounts of mix water to be withheld for later addition at Project site.
- C. Steel Reinforcement Shop Drawings: Details of fabrication, bending, and placement, prepared according to ACI 315, "Details and Detailing of Concrete Reinforcement." Include material, grade, bar schedules, stirrup spacing, bent bar diagrams, arrangement, and supports of concrete reinforcement. Include special reinforcement required for openings through concrete structures.
- D. Formwork Shop Drawings: Prepared by or under the supervision of a qualified professional engineer detailing fabrication, assembly, and support of formwork. Design and engineering of formwork are Contractor's responsibility.
- E. Material Test Reports: From a qualified testing agency indicating and interpreting test results for compliance of the following with requirements indicated, based on comprehensive testing of current materials:
- F. Material Certificates: Signed by manufacturers certifying that each of the following items complies with requirements:
1. Cementitious materials and aggregates.
  2. Form materials and form-release agents.
  3. Steel reinforcement and reinforcement accessories.
  4. Admixtures.
  5. Curing materials.
  6. Bonding agents.
  7. Adhesives.
- G. Minutes of preinstallation conference.

## 1.4 Quality Assurance

- A. Installer Qualifications: An experienced installer who has completed concrete Work similar in material, design, and extent to that indicated for this Project and whose work has resulted in construction with a record of successful in-service performance.
- B. Professional Engineer Qualifications: A professional engineer who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing engineering services of the kind indicated. Engineering services are defined as those performed for formwork and shoring and reshoring installations that are similar to those indicated for this Project in material, design, and extent.

- C. Manufacturer Qualifications: A firm experienced in manufacturing ready-mixed concrete products complying with ASTM C 94 requirements for production facilities and equipment.

1. Manufacturer must be certified according to the National Ready Mixed Concrete Association's Certification of Ready Mixed Concrete Production Facilities.

- D. Testing Agency Qualifications: An independent testing agency, acceptable to authorities having jurisdiction, qualified according to ASTM C 1077 and ASTM E 329 to conduct the testing indicated, as documented according to ASTM E 548.

1. Personnel conducting field tests shall be qualified as ACI Concrete Field Testing Technician, Grade 1, according to ACI CP-1 or an equivalent certification program.

- E. Source Limitations: Obtain each type or class of cementitious material of the same brand from the same manufacturer's plant, each aggregate from one source, and each admixture from the same manufacturer.

- F. ACI Publications: Comply with the following, unless more stringent provisions are indicated:

1. ACI 301, "Specification for Structural Concrete."
2. ACI 117, "Specifications for Tolerances for Concrete Construction and Materials."

- G. Preinstallation Conference: Conduct conference at Project site to comply with requirements in Division 1 Section "Project Meetings."

1. Before submitting design mixes, review concrete mix design and examine procedures for ensuring quality of concrete materials. Require representatives of each entity directly concerned with cast-in-place concrete to attend, including the following:
  - a. Contractor's superintendent.
  - b. Independent testing agency responsible for concrete design mixes.
  - c. Ready-mix concrete producer.
  - d. Concrete subcontractor.

## 1.5 Delivery, Storage, And Handling

- A. Deliver, store, and handle steel reinforcement to prevent bending and damage.

**2. PART 2 - PRODUCTS**

## 2.1 Form-Facing Materials

- A. Smooth-Formed Finished Concrete: Form-facing panels that will provide continuous, true, and smooth concrete surfaces. Furnish in largest practicable sizes to minimize number of joints.

1. Plywood, metal, or other approved panel materials.
2. Exterior-grade plywood panels, suitable for concrete forms, complying with DOC PS 1, and as follows:
  - a. High-density overlay, Class 1, or better.
  - b. Medium-density overlay, Class 1, or better, mill-release agent treated and edge sealed.
  - c. Structural 1, B-B, or better, mill oiled and edge sealed.
  - d. B-B (Concrete Form), Class 1, or better, mill oiled and edge sealed.

## 2.2 Steel Reinforcement

- A. Reinforcing Bars: ASTM A 615/A 615M, Grade 60, as required by structural engineer.

## 2.3 Reinforcement Accessories

- A. Bar Supports: Bolsters, chairs, spacers, and other devices for spacing, supporting, and fastening reinforcing bars and welded wire fabric in place. Manufacture bar supports according to CRSI's "Manual of Standard Practice" from steel wire, plastic, or precast concrete or fiber-reinforced concrete of greater compressive strength than concrete, and as follows:

1. For concrete surfaces exposed to view where legs of wire bar supports contact forms, use CRSI Class 1 plastic-protected or CRSI Class 2 stainless-steel bar supports.

## 2.4 Concrete Materials

- A. Portland Cement: ASTM C 150, Type I.

1. Fly Ash: ASTM C 618, Class F.

- B. Normal-Weight Aggregate: ASTM C 33, uniformly graded, and as follows:

1. Nominal Maximum Aggregate Size: 3/4 inch.
2. Combined Aggregate Gradation: Well graded from coarsest to finest with not more than 18 percent and not less than 8 percent retained on an individual sieve, except that less than 8 percent may be retained on coarsest sieve and on No. 50 sieve, and less than 8 percent may be retained on sieves finer than No. 50.

- C. Water: Potable and complying with ASTM C 94.

## 2.5 Admixtures

- A. General: Admixtures certified by manufacturer to contain not more than 0.1 percent water-soluble chloride ions by mass of cementitious material and to be compatible with other admixtures and cementitious materials. Do not use admixtures containing calcium chloride.

- B. Air-Entraining Admixture: ASTM C 260.

- C. Water-Reducing Admixture: ASTM C 494, Type A.

- D. Corrosion-Inhibiting Admixture: Commercially formulated, anodic inhibitor or mixed cathodic and anodic inhibitor; capable of forming a protective barrier and minimizing chloride reactions with steel reinforcement in concrete.

## 2.6 Curing Materials

- A. Evaporation Retarder: Waterborne, monomolecular film forming, manufactured for application to fresh concrete.

- B. Absorptive Cover: AASHTO M 182, Class 2, burlap cloth made from jute or kenaf, weighing approximately 9 oz./sq. yd. dry.

- C. Moisture-Retaining Cover: ASTM C 171, polyethylene film or white burlap-polyethylene sheet.

- D. Water: Potable.

## 2.7 Related Materials

- A. Bonding Agent: ASTM C 1059, Type II, non-redispersible, acrylic emulsion or styrene butadiene.

- B. Epoxy-Bonding Adhesive: ASTM C 881, two-component epoxy resin, capable of humid curing and bonding to damp surfaces, of class and grade to suit requirements, and as follows:

1. Type II, non-load bearing, for bonding freshly mixed concrete to hardened concrete.

**03300 - CAST-IN-PLACE CONCRETE**

## 2.8 Concrete Mixes

- A. Prepare design mixes for each type and strength of concrete determined by either laboratory trial mix or field test data bases, as follows:
  1. Proportion normal-weight concrete according to ACI 211.1 and ACI 301.
- B. Use a qualified independent testing agency for preparing and reporting proposed mix designs for the laboratory trial mix basis.
- C. Footings and Foundation Walls: Proportion normal-weight concrete mix as follows:
  1. Compressive Strength (28 Days): 4000 psi .
  2. Maximum Slump: 4 inches .
  3. Maximum Slump: 5 inches .

## 2.9 Fabricating Reinforcement

- A. Fabricate steel reinforcement according to CRSI's "Manual of Standard Practice."

## 2.10 Concrete Mixing

- A. Ready-Mixed Concrete: Measure, batch, mix, and deliver concrete according to ASTM C 94, and furnish batch ticket information.
  1. When air temperature is between 85 and 90 deg F , reduce mixing and delivery time from 1-1/2 hours to 75 minutes; when air temperature is above 90 deg F , reduce mixing and delivery time to 60 minutes.

**3. PART 3 - EXECUTION**

## 3.1 Formwork

- A. Design, erect, shore, brace, and maintain formwork, according to ACI 301, to support vertical, lateral, static, and dynamic loads, and construction loads that might be applied, until concrete structure can support such loads.
- B. Construct formwork so concrete members and structures are of size, shape, alignment, elevation, and position indicated, within tolerance limits of ACI 117.
- C. Limit concrete surface irregularities, designated by ACI 347R as abrupt or gradual, as follows:
  1. Class A, 1/8 inch .
- D. Construct forms tight enough to prevent loss of concrete mortar.
- E. Fabricate forms for easy removal without hammering or prying against concrete surfaces. Provide crush or wrecking plates where stripping may damage cast concrete surfaces. Provide top forms for inclined surfaces steeper than 1.5 horizontal to 1 vertical. Kerf wood inserts for forming keyways, reglets, recesses, and the like, for easy removal.
  1. Do not use rust-stained steel form-facing material.
- F. Set edge forms, bulkheads, and intermediate screed strips for slabs to achieve required elevations and slopes in finished concrete surfaces. Provide and secure units to support screed strips; use strike-off templates or compacting-type screeds.
- G. Provide temporary openings for cleanouts and inspection ports where interior area of formwork is inaccessible. Close openings with panels tightly fitted to forms and securely braced to prevent loss of concrete mortar. Locate temporary openings in forms at inconspicuous locations.

- H. Do not chamfer corners or edges of concrete.

- I. Form openings, chases, offsets, sinkages, keyways, reglets, blocking, screeds, and bulkheads required in the Work. Determine sizes and locations from trades providing such items.
- J. Clean forms and adjacent surfaces to receive concrete. Remove chips, wood, sawdust, dirt, and other debris just before placing concrete.
- K. Re tighten forms and bracing before placing concrete, as required, to prevent mortar leaks and maintain proper alignment.
- L. Coat contact surfaces of forms with form-release agent, according to manufacturer's written instructions, before placing reinforcement.

## 3.2 Embedded Items

- A. Place and secure anchorage devices and other embedded items required for adjoining work that is attached to or supported by cast-in-place concrete. Use Setting Drawings, templates, diagrams, instructions, and directions furnished with items to be embedded.
  1. Install anchor bolts, accurately located, to elevations required.

## 3.3 Removing And Reusing Forms

- A. General: Formwork, for sides of beams, walls, columns, and similar parts of the Work, that does not support weight of concrete may be removed after cumulatively curing at not less than 50 deg F for 24 hours after placing concrete provided concrete is hard enough to not be damaged by form-removal operations and provided curing and protection operations are maintained.
- B. Clean and repair surfaces of forms to be reused in the Work. Split, frayed, de-laminated, or otherwise damaged form-facing material will not be acceptable for exposed surfaces. Apply new form-release agent.
- C. When forms are reused, clean surfaces, remove fins and laitance, and tighten to close joints. Align and secure joints to avoid offsets. Do not use patched forms for exposed concrete surfaces unless approved by OWNER.

## 3.4 Steel Reinforcement

- A. General: Comply with CRSI's "Manual of Standard Practice" for placing reinforcement.
- B. Clean reinforcement of loose rust and mill scale, earth, ice, and other foreign materials.
- C. Accurately position, support, and secure reinforcement against displacement. Locate and support reinforcement with bar supports to maintain minimum concrete cover. Do not tack weld crossing reinforcing bars.
- D. Set wire ties with ends directed into concrete, not toward exposed concrete surfaces.

## 3.5 Joints

- A. General: Construct joints true to line with faces perpendicular to surface plane of concrete.
- B. Construction Joints: Install so strength and appearance of concrete are not impaired, at locations indicated or as approved by Architect.

## 3.6 Concrete Placement

- A. When locating a footer within a single larger pavement block adjacent to at least 2 expansion joints, the entire block of pavement shall be removed and replaced with the same materials and finish of adjacent sidewalk areas - up to a 25 sq ft. (5' - 0" x 5' - 0")

- B. When pouring a underground footer within a area that contains a surface brick or specialty pavers, The pattern of bricks / pavers shall be removed, stored and replaced in the exact same positioning in the order they were removed.
- C. Before placing concrete, verify that installation of formwork, reinforcement, and embedded items is complete and that required inspections have been performed.
- D. Do not add water to concrete during delivery, at Project site, or during placement, unless approved by a licensed Engineer.
- E. Before placing concrete, water may be added at Project site, subject to limitations of ACI 301.
- F. Deposit concrete continuously or in layers of such thickness that no new concrete will be placed on concrete that has hardened enough to cause seams or planes of weakness. If a section cannot be placed continuously, provide construction joints as specified. Deposit concrete to avoid segregation.
- G. Deposit concrete in forms in horizontal layers no deeper than 24 inches and in a manner to avoid inclined construction joints. Place each layer while preceding layer is still plastic, to avoid cold joints.
- H. Cold-Weather Placement: Comply with ACI 306.1 and as follows. Protect concrete work from physical damage or reduced strength that could be caused by frost, freezing actions, or low temperatures.
  1. When air temperature has fallen to or is expected to fall below 40 deg F, uniformly heat water and aggregates before mixing to obtain a concrete mixture temperature of not less than 50 deg F and not more than 80 deg F at point of placement.
  2. Do not use frozen materials or materials containing ice or snow. Do not place concrete on frozen subgrade or on subgrade containing frozen materials.
  3. Do not use calcium chloride, salt, or other materials containing antifreeze agents or chemical accelerators, unless otherwise specified and approved in mix designs.
- I. Hot-Weather Placement: Place concrete according to recommendations in ACI 305R and as follows, when hot-weather conditions exist:
  1. Cool ingredients before mixing to maintain concrete temperature below 90 deg F at time of placement. Chilled mixing water or chopped ice may be used to control temperature, provided water equivalent of ice is calculated to total amount of mixing water. Using liquid nitrogen to cool concrete is Contractor's option.
  2. Cover steel reinforcement with water-soaked burlap so steel temperature will not exceed ambient air temperature immediately before embedding in concrete.
  3. Fog-spray forms, steel reinforcement, and subgrade just before placing concrete. Keep subgrade moisture uniform without standing water, soft spots, or dry areas.

## 3.7 Miscellaneous Concrete Items

- A. Filling In: Fill in holes and openings left in concrete structures, unless otherwise indicated, after work of other trades is in place. Mix, place, and cure concrete, as specified, to blend with in-place construction. Provide other miscellaneous concrete filling indicated or required to complete Work.

**03300 - CAST-IN-PLACE CONCRETE**

## 3.8 Concrete Protection And Curing

- A. General: Protect freshly placed concrete from premature drying and excessive cold or hot temperatures. Comply with ACI 306.1 for cold-weather protection and with recommendations in ACI 305R for hot-weather protection during curing.
- B. Evaporation Retarder: Apply evaporation retarder to unformed concrete surfaces if hot, dry, or windy conditions cause moisture loss approaching 0.2 lb/sq. ft. x h before and during finishing operations. Apply according to manufacturer's written instructions after placing, screeding, and bull floating or darbying concrete, but before float finishing.
- C. Formed Surfaces: Cure formed concrete surfaces, including underside of beams, supported slabs, and other similar surfaces. If forms remain during curing period, moist cure after loosening forms. If removing forms before end of curing period, continue curing by one or a combination of the following methods:
- D. Unformed Surfaces: Begin curing immediately after finishing concrete. Cure unformed surfaces, including floors and slabs, concrete floor toppings, and other surfaces, by one or a combination of the following methods:

- B. Testing Services: Testing of composite samples of fresh concrete obtained according to ASTM C 172 shall be performed according to the following requirements:
- C. When strength of field-cured cylinders is less than 85 percent of companion laboratory-cured cylinders, Contractor shall evaluate operations and provide corrective procedures for protecting and curing in-place concrete.
- D. Strength of each concrete mix will be satisfactory if every average of any three consecutive compressive-strength tests equals or exceeds specified compressive strength and no compressive-strength test value falls below specified compressive strength by more than 500 psi .

END OF SECTION 03300 - CAST-IN-PLACE CONCRETE

## 3.9 Concrete Surface Repairs

- A. Defective Concrete: CONTRACTOR shall repair and patch any existing defective areas that surround the footer up to 50 sq ft. Remove and replace concrete that cannot be repaired and patched to OWNER'S approval.
- B. Patching Mortar: Mix dry-pack patching mortar, consisting of one part portland cement to two and one-half parts fine aggregate passing a No. 16 sieve, using only enough water for handling and placing.
- C. Repairing Formed Surfaces: Surface defects include color and texture irregularities, cracks, spalls, air bubbles, honeycombs, rock pockets, fins and other projections on the surface, and stains and other discolorations that cannot be removed by cleaning.
- D. Repairing Unformed Surfaces: Test unformed surfaces, such as floors and slabs, for finish and verify surface tolerances specified for each surface. Correct low and high areas. Test surfaces sloped to drain for trueness of slope and smoothness; use a sloped template.
- E. Perform structural repairs of concrete, subject to OWNER'S approval, using epoxy adhesive and patching mortar.
- F. Repair materials and installation not specified above may be used, subject to Architect's approval.
- G. All stained or colored concrete shall match adjacent stained or colored concrete areas.
- H. All replaced surface areas shall be replaced with matching like materials, including bricks, pavers, stone, stamped concrete, or other materials.

## 3.10 Field Quality Control

- A. Testing Agency: Engage a qualified independent testing and inspecting agency to sample materials, perform tests, and submit test reports during concrete placement according to requirements specified in this Article.

**10436 - POST AND PANEL SIGNS & DIMENSIONAL LETTERS****1. PART 1 - GENERAL****1.1 SUMMARY**

A. This Section includes the following:

1. Non Illuminated, Single-Sheet-Type Post and Panel Signs
2. Dimensional Letters.
3. Related Sign Types include, Gateways, Directional Signs, Kiosks and Single-Panel Signs Mounted to Structures.

**1.2 RELATED PROJECT CONDITIONS, PROCEDURES AND WORK REQUIREMENTS**

- A. Executive Summary
- B. Section 00550: General Conditions
- C. Section 01320: Construction Progress Documentation
- D. Section 01330: Submittal Procedures
- E. Section 01781: Project Record Documents
- F. Section 02231: Tree Protection & Trimming
- G. Section 03050: Cast-In-Place Concrete
- H. Section 10437: Pylon Signs, Electric. Message Brds & Channel Ltrs.
- I. Section 01730: Removals, Cutting and Patching
- J. Section 09999: Decorative Metals Coatings / Dye Sublimation

**1.3 PERFORMANCE REQUIREMENTS**

- A. Structural Performance: Provide post and panel signs capable of withstanding the effects of gravity loads and the following loads and stresses within limits and under conditions indicated, determined according to ASCE 7, "Minimum Design Loads for Buildings and Other Structures":
1. Wind Loads: Determine loads based on a uniform pressure of 90mph or the required windloads based on the project location, which ever is greater, acting in any direction.
- B. Thermal Movements: Provide post and panel signs that allow for thermal movements resulting from the following maximum change (range) in ambient and surface temperatures by preventing buckling, opening of joints, peeling / loss of adhesion of vinyl, overstressing of components, failure of connections, and other detrimental effects.

Base engineering calculation on surface temperatures of materials due to both solar heat gain and nighttime-sky heat loss.

1. Temperature Change (Range): 120 deg F, ambient; 180 deg F, material surfaces.
- C. Structural Engineering: Provide all necessary structural engineering calculations and signed and sealed drawings for proposed signs, structures (existing and new) and other elements as necessary to perform the work and provide a structurally sound and safe product.
1. CONTRACTOR shall also review and confirm the structural integrity of all existing structures a sign may be installed on.
  2. When a deficiency is discovered in an existing structure, the CONTRACTOR and their ENGINEER shall provide a discovery report to the OWNER and indicate any corrections, remediation or additional structural components that shall be necessary, in order to install the sign properly and to required Federal, State and Local codes.

**1.4 SUBMITTALS**

- A. Product Data: For each type of product indicated include construction details, material descriptions, processes, dimensions of individual components, graphic layouts, elevations, profiles and finishes. Include manufacturer's written instructions for installing, maintaining and cleaning surfaces.
- B. Shop Drawings: Show fabrication, installation details and graphic layouts for post and panels signs.
1. NOTE: The DESIGNER shall provide Adobe Illustrator files / DESIGN INTENT DRAWINGS associated with the PROJECT as a courtesy to the CONTRACTOR.
  2. NOTE: The DESIGN INTENT DRAWINGS, specifications and files are meant for DESIGN INTENT ONLY and are not for construction. CONTRACTOR shall verify and be responsible for all final drawings, dimensions and conditions of the job, including proper orientation of graphic layouts, panel shapes, brackets and mounting methods.
  3. Include plans, elevations, and at least 3/4-inch scale sections of typical members and other components and construction details. Show anchors, reinforcement, accessories, layout, and installation details.
  4. Include message list, with details of wording and lettering layout, at least half size. Include full-size details of graphics.
  5. Provide Graphic layouts for each sign location and its associated message. Minimum scale: 1" = 1' - 0"
  6. For dimensional letters;
    - a. Provide elevations of entire mounting surface and adjacent surfaces and details of any obstructions.
    - b. Provide construction and installation details indicating any internal surface supports that is required for structural integrity.
    - c. Include full-size templates for cutout characters and graphic symbols.
    - d. Include full-size spacing template for individually mounted dimensional characters and graphic symbols for field-applied characters on pylons.
  7. Fabricator shall provide a Structural Engineer Seal (State Licensed) for all shop drawings indicating fasteners, construction, installation, footers or other structural components.
- C. Samples for Verification: Provide 3 sets of each type of product indicated, of size below:
1. Aluminum Post: For each form, finish, and color, on 6-inch-long sections of extrusions. All custom extrusion die shall be approved prior to fabrication.
  2. Aluminum Sheet: Squares of each sheet thickness, at least 4 inches by 4 inches.
  3. Paint Swatches: For each painted color, provide a 4" by 4" inch aluminum sheet. Clearly indicate on the back the color specification, date and submittal number.
  4. Reflective Vinyl Sheet: minimum 8" by 10" for each color required.

5. Examples of all graphic image process, including materials, methods, colors and finishes, for maps, patterns, imagery, letters, numbers and other graphic devices.
  6. Dimensional Characters: Full-size representative samples of each dimensional character type required, showing style, color, and material finish and method of attachment to sign background.
  7. Full Size Prototype Sign(s) and Sign Components: Full size Prototype Sign(s) and select Sign Components may be requested as part of the submittal process.
    - a. The full size prototype sign may be constructed / installed in place.
    - b. The prototype sign(s) and requested sign components shall be fabricated of all materials, process, colors and finishes as outlined in the design intent drawings.
    - c. The installed prototype sign may ultimately be used as a component of the system.
    - d. The OWNER shall provide exact location and messages for the prototype sign(s).
    - e. A line item shall be included on the BID FORM for the quantity of and types of prototype sign(s) and Sign components required for the submittal process.
  - D. All cost associated with sample submittals, including mobilization, product data, shop drawings, mock-ups, samples and other submittals shall be included within the Lump Sum Bid Proposal.
  - E. Fabrication and Installation of requested proto-types shall be included in the CONTRACTORS overall project schedule.
  - F. No additional time will be granted by the OWNER to the CONTRACTOR for the prototype fabrication / installation time or for time lost due to non-conforming materials, colors or other component associated with the completed proto-type.
- 1.5 QUALITY ASSURANCE**
- A. Installer Qualifications: An authorized and professionally trained representative of sign manufacturer for installation and maintenance of units required for this Project.
  - B. Contractor shall be capable of providing replacement message panels within 10 working days of receipt of order.
  - C. Source Limitations: Obtain each type of post and panel signs through one source from a single manufacturer, unless incorporation of unique products is called for.
  - D. Product Options: Drawings indicate size, profiles, and dimensional requirements of post and panel signs and are based on the specific type indicated.
    1. Do not modify intended aesthetic effects, as judged solely by the DESIGNER except with DESIGNER'S approval. If modifications are proposed, submit comprehensive explanatory data to Designer for review.
    2. CONTRACTORS suggested modifications and/or products shall not increase the cost or schedule of project.

**10436 - POST AND PANEL SIGNS & DIMENSIONAL LETTERS**

- 1.6 DELIVERY, HANDLING AND STORAGE
  - A. Delivery and Handling. Ship and deliver post, panels and all other sign components in the appropriate protective covering and crating to fully protect all sign components and surfaces against damage.
    - 1. Remove all protective covering, as required per product manufacturer instructions, in order to maintain warranties.
  - B. Defects. All delivered sign components shall be delivered free of any defect, including, but not limited to scratches, chips, cracking, dents, peeling, bubbling, adhesive glue / tape marks, marker writings, undesirable film coatings or other visual distractions or defects.
    - 1. Contractor shall be responsible for full replacement of all sign components that are delivered on site or to the location damaged, at no cost to the OWNER.
    - 2. Contractor shall be responsible for full replacement of all sign components that are delivered on site or to the location defective, causing the product warranty to become null or void, at no cost to the OWNER.
  - C. Storage. The CONTRACTOR shall follow all third party, manufacturer and/or product storage instructions, procedures and requirements for all sign components. Including protection methods, protective materials, protective material removal (including instructions and timeframes), sequencing of events, environmental conditions for storage, overall storage requirements, stacking of products /materials and any other requirements.
    - 1. Any failure by the CONTRACTOR to follow the storage requirements that cause for loss or void of warranty, product effectiveness or performance, will require complete and total replacement of all effected materials and products at no cost to the OWNER. This includes, but is not limited to, posts, panels, vinyl sheeting, paint, brackets or any other sign component.
- 1.7 COORDINATION
  - A. Coordinate installation of anchorages for post and panel signs. Furnish setting drawings, templates, and directions for installing anchorages and other items that are to be embedded in concrete. Deliver such items to Project site in time for installation.
  - B. Coordinate delivery time so signs can be installed within 24 hours of receipt at Project site.
- 1.8 WARRANTY
  - A. Contractors Warranty Period: Contractor shall provide a warranty of 3 years from date of Substantial Completion, for all workmanship associated with the fabrication and installation of the sign system this includes, but is not limited to the following
    - 1. the posts, panels, footers, sign faces, materials, mounting methods and fasteners shall be free of defects, including, but not limited to; scaling, peeling, fading, warping, vinyl shrinking, adhesion, welds, structural integrity, corrosion or mechanical fastener failure.
    - 2. The contractor is responsible for replacement/correction of sign system in case of damage due to vandalism or traffic collision prior to acceptance by the City. Once accepted the contractor is no longer responsible for replacement/correction of sign system in case of damage due to vandalism or traffic collision.
  - B. Product and Manufacturers Warranties. CONTRACTOR shall pass on to the OWNER and honor all associated third-party product warranties, including, but not limited to vinyl sheeting (reflective and

- non-reflective), inks, vinyl overlays, paint, coatings and hardware.
- 1. All paints, clearcoats, reflective vinyls and non-reflective vinyls shall be free of defects, including, but not limited to; scaling, peeling, fading, warping, vinyl shrinking, adhesion or any other type of failure for the following time periods;
    - a. Paint Warranty: Minimum 7 years
    - b. Reflective Vinyl/Custom Color Warranty: Minimum 8 yrs.
    - c. Non-Reflective Vinyl Warranty: Minimum 10 years
  - C. Warranty Period Commencement: Warranty period begins for each individual unit, upon the date the OWNER provides a written acceptance of a singular unit or group of units.

**2. PART 2 - PRODUCTS**

- 2.1 MATERIALS AND APPLICATION PROCESSES
  - A. Aluminum Sheet and Plate: ASTM B 209, alloy and temper recommended by aluminum producer and finisher for type of use and finish indicated, and with at least the strength and durability properties of alloy 5005-H15.
  - B. Aluminum Extrusions: ASTM B 221, alloy and temper recommended by aluminum producer and finisher for type of use and finish indicated, and with at least the strength and durability properties of alloy 6063-T5.
  - C. Paints: Material Preparation and Paint Performance
    - 1. Sign components shall be per-drilled in proper locations prior to any pre-treatment process.
    - 2. It is important for the metal surface to be free of oil, dust, and moisture to ensure a good chemical bond with the primer.
    - 3. Pre-treatment: All surfaces shall be cleaned, primed, and pre-treated as required by manufacturers guidelines prior to finishing.
    - 4. Masking and spraying. All masking shall be executed with pre-letter spaced vinyl legends, assembled on sign panel or wall prior to spraying. No hand-cut masks shall be used.
    - 5. Clear Coat: Apply a fully compatible protective UV / Anti-Graffiti Clearcoat to all painted, printed, and vinyl surfaces. Contractor shall verify all clear coat product warranties and compatibility of the clear coat products to the applied surfaces.
    - 6. Finished work shall be crisp, accurate, visibly free from flow lines, streaks, bleeding, blisters, cracking, peeling or other imperfections in the dry-film state, without overspray, or rounded corners.
    - 7. Screened Messages: Execute all silkscreen printing in such a manner that all edges and corners of finished letterforms are true and clean. Letterforms, color areas, graphics, or lines with rounded corners, edge buildup or bleeding, saw-toothing, etc. will not be accepted.
  - D. Paint: Processes and Paint Type
    - 1. Paint Type: All paints utilized on the project shall be designed and formulated specifically for the signage industry and for exterior use.
    - 2. Processes
      - a. CONTRACTOR shall follow paint manufacturers instructions, sequencing and procedural requirements to insure full product performance and warranties are maintained at the highest level possible for all Primers,

- Topcoats, Clearcoats, Cleaners and Additives.
- b. this includes but is not limited to metal surface preparation, priming of surfaces, spray gun PSI, panel positioning during spraying/drying, adequate coverage, environmental conditions such as temperature and humidity, recommended dry times for subsequent coats and for proceeding to next step in fabrication process, second/additional coat procedures, applying clear coats, cleaning final product and storage during fabrication and shipping.
  - 3. Manufacturers and Colors: Per DESIGN INTENT DRAWINGS or approved equal.
  - 4. Paint Type / Acrylic Polyurethane, Baked Enamel, Powder Coat and Specialty / Custom Coatings.
    - a. Per the DESIGN INTENT DRAWINGS, apply paint specified to the sign components indicated
    - b. Use only a paint formulated specifically for exterior signage. Apply exactly by the manufacturers instructions, sequencing and procedural requirements
    - c. Include required quantity and types of compatible top coat and clearcoats per manufacturers recommendations.
    - d. For Acrylic Polyurethane, utilize a matte enamel finish
    - e. For Baked Enamel Finish: AA-C12C42R1x (Chemical Finish: cleaned with inhibited chemicals; Chemical Finish: acid-chromate-fluoride-phosphate conversion coating; Organic Coating: as specified below).
 

Apply baked enamel complying with paint manufacturer's written instructions for cleaning, conversion coating, and painting.

Organic Coating: Thermosetting, modified-acrylic enamel primer/topcoat system complying with AAMA 2603 except with a minimum dry film thickness of 1.5 mils , medium gloss.
  - E. Non-Reflective Vinyl and Graphics:
    - 1. Single Vinyl Product: All vinyl sheeting, inks and overlays shall maintain the same manufacturer and required specifications. Mixing products, processes or materials from different manufacturers, that voids warranties is not permitted.
    - 2. Color Application: Color of vinyl material is to be integral to the material and not surface applied unless specifically noted.
    - 3. Translucent Graphics. Use 3M Scotchcal translucent film or approved equal
  - F. Reflective Sheeting
    - 1. 3M Certified Fabricator: Reflective Vinyl Printing shall be performed by a current accredited 3M Certified Fabricator or 3M Certified Digital Fabricator, which includes an annual onsite audit of manufacturing facilities, ensuring correct materials and processes are being used. Certification shall guarantee that the product will be covered by 3M MCS Traffic Warranty.

**10436 - POST AND PANEL SIGNS & DIMENSIONAL LETTERS**

- 2. Single Vinyl Product and Manufacturer: All vinyl sheeting, inks and overlays shall maintain the same manufacturer and required specifications. Mixing products, processes or materials from different manufacturers, shall void warranties and is not permitted.
- 3. Reflective Sheeting. 3M 3930 High Intensity Reflective Sheeting or approved equal that meets MUTCD requirements for Community Wayfinding Signage (MUTCD Section 2D.50)
- 4. Color Application. Color background and characters shall be printed with approved compatible and fully warranty inks directly to reflective vinyl surface. Inks used in the screen printing and digital printing process must be designed for use on highway signs and recommended by the sheeting manufacturers. Inks used must be warranted to be effective for a period of time commensurate with the warranted life of the reflective sheeting.
- 5. Sheeting & Substrate Application. Series 3930 sheeting incorporates a pressure sensitive adhesive and shall be applied to the sign substrate at temperature of 65°F/18°C or higher by any of the following methods:
  - a. Mechanical squeeze roll applicator – refer to 3M Information Folder (IF) 1.4 for specifications.
  - b. Hand squeeze roll applicator – refer to 3M IF 1.6 for specifications.
- 6. Splices: Series 3930 sheeting must be butt spliced when more than one piece of sheeting is used on one piece of substrate. The sheeting pieces should not touch each other. This is to prevent buckling as the sheet expands in extreme temperature and humidity exposure.
- 7. Seam Placement. Seams are not preferred. When practical, all seams should run horizontal and be located along horizontal visual graphics where the seams will be as inconspicuous as possible.
  - a. If the height of a sign panel is greater than 48 inches, the 3M 3930 material should be oriented vertically with stripes at 0 degrees, to avoid the seaming of material.
- 8. Material Substrate. Aluminum sheets and extrusions prepared based on vinyl manufacturers specifications and guidance. Plastic substrates are NOT acceptable.
- 9. Legend / Message and Background: When a white message appears on a dark background, the background shall be printed the intended color (inks directly applied to reflective sheeting) and the copy, rule lines and arrows shall “knockout” of the background. Per MUTCD, Section 2D.50, both Message and Background shall be retro-reflective.
- 10. Imaging Custom Colors (3M). Custom colors shall be applied to high intensity prismatic sheeting by the following imaging methods describe below or approved equal;
  - a. Thermal Transfer Printing: 3M Series 3930 sheeting may be imaged with 3M Thermal Transfer Ribbon Series TTR2300 in conjunction with the Matan Spring3 or Matan Spot4 thermal transfer printers.
  - b. 3M Series 3930 Sheeting and Color Application shall be covered with 3M ElectroCut Film 1170 Clear UV/Anti-Graffiti overlaminates. Refer to Product Bulletin for 3M 1170 for fabrication procedures and specifications.

- c. Preferred Printer. 3M Series 3930 sheeting may be imaged by the Durst RHO 161 TS printer.
- d. Preferred Vendor: Sherine Industries: (604) 513-1887.
- 11. Imaging Standard Manufacturer Colors (3M). Per 3M guidelines, Standard manufacturer colors may be applied to high intensity prismatic sheeting by the following imaging methods describe below or approved equal;
  - a. Vinyl Graphic Films: Scotchcal Vinyl Series 7720 and Series 7725 may be used to provide copy for traffic control signs on high intensity prismatic sheeting. Both materials then must be covered with 3M ElectroCut Film 1170 Clear UV/Anti-Graffiti overlaminates. Refer to Scotchcal product literature for more information.
  - b. Screen Processing: Series 3930 sheeting may be screen processed into traffic signs before or after mounting on a sign substrate, using 3M Process Colors Series 880I or Series 880N. Refer to 3M IF 1.8 for more details.
 

Both, 3M ElectroCut Films and Screen Processing Inks shall be covered with 3M ElectroCut Film 1170 Clear UV/Anti-Graffiti overlaminates. Refer to Product Bulletin 1170 for fabrication procedures.
- 12. Warranty Reflective Sheeting Custom and Standard Colors: All color application methods utilizing 3M Series 3930 Hi-Intensity Prismatic and Series 4090 DG3, Diamond Grade reflective sheeting as the base layer, shall be warranted as outlined below and shall not excessively fade, discolor, crack, craze, peel, blister, bubble, tear or lose reflectivity such that the signs become visually unsuitable for their intended purpose.
  - a. All printed colors must be warranted to retain the following minimum reflective values based on the above tables:
 

3M Hi-Intensity Prismatic ASTM Level IV:	1-7 years – 80%, 8-10 years – 70%
3M Super High Efficiency Full Cube Prismatic ASTM Level XI	1-7 years – 80%, 8-10 years – 70%
- G. Custom High Pressure Laminate Graphic Panels
  - 1. Description: Custom High Pressure Laminate (CHPL) material composed of required layers of phenolic resin impregnated brown kraft filler paper to produce specified thicknesses, surfaced by a layers of melamine overlay, graphics imaged on saturation grade paper with UV resistant pigment based process color inks, and with an optically clear UV overlay that will resist no less than 99% of all sunlight and UV rays, as well as provides a graffiti resistant surface that allows for removal with standard cleaners.
  - 2. Process: For purposes of this specification, layers of material described A.1 are to be assembled, and heat / pressure consolidated at approximately 1200 PSI at temperatures exceeding 275° Fahrenheit at manufacturer’s prescribed time frames. All manufacturing processes of printing, pressing, machining, finishing and crating to be accomplished within a single stand

- alone manufacturing facility to ensure consistent quality control and providing standard product delivery times of three weeks.
- 3. Artwork: The graphic material and images are to be supplied by and under the supervision of the Designer or Owner. To include mechanicals, text, photographs, transparencies, film and other graphic source materials incorporated into digital graphic production artwork files in manufacturer’s required file formats. All graphics must be assembled by computer designers familiar with and experienced in the process of digital printing and submitting production artwork files that meet the artwork requirements of the manufacturer.
- 4. Acceptable Manufacturer: iZone Imaging, 2526 Charter Oak Dr., Suite 100, Temple, NY 76502. Tel: 888.464.9663, Email: info@izoneimaging.com, Web: http://www.izoneimaging.com - or Approved Equal Vendor
- H. Dye-Sublimated Printed Graphic Panels: See Section 09999: Decorative Metal Coatings / Dye-Sublimation Process.

2.2 ACCESSORIES

- A. Fasteners: Use concealed, fasteners fabricated from metals that are noncorrosive to sign material and mounting surface. Where fasteners are exposed, use tamper resistant fasteners.
- B. Anchors and Inserts: Use stainless-steel or hot-dip galvanized anchors and inserts. Use torque-controlled expansion-bolt devices for drilled-in-place anchors. Furnish inserts, as required, to be set into concrete.
- C. Concrete for Postholes: Comply with requirements “Cast-in-Place Concrete” for normal-weight, air-entrained, poured in place ready-mix CLASS B concrete with a minimum 28-day compressive strength of 4000 psi, unless otherwise indicated.
- D. Stainless Straps: When utilizing stainless steel straps to install a sign panel on a existing or new post, the mounting strap color shall match the post color.
  - 1. Straps shall be threaded through bracket slots or attached per manufacturer hardware specifications and instructions, .
  - 2. Straps shall not be drilled through or pierced by screws, rivets, or other mounting hardware.

2.3 FABRICATION: GENERAL

- A. General: Provide post and panel signs of configurations indicated.
  - 1. Welded Connections: Comply with AWS standards for recommended practices in shop welding. Provide welds behind finished surfaces without distortion or discoloration of exposed side. Clean exposed welded surfaces of welding flux and dress exposed and contact surfaces. Chemical welding is not an acceptable substitute.
  - 2. Mill joints to tight, hairline fit. Form joints exposed to weather to exclude water penetration.
  - 3. Preassemble signs in the shop to greatest extent possible. Disassemble signs only as necessary for shipping and handling limitations. Clearly mark units for reassembly and installation, in location not exposed to view after final assembly.
  - 4. Conceal fasteners if possible; otherwise, locate fasteners where they will be inconspicuous.
  - 5. All exposed fasteners shall be tamper-resistant.
  - 6. Single ground mounted signs shall meet criteria as specified in State DOT standard index relative to aluminum materials and structural supports for signs.



**10436 - POST AND PANEL SIGNS & DIMENSIONAL LETTERS**

- 2.4 FABRICATION: BRACKET AND PANEL ASSEMBLY
- A. Brackets / Panel Configuration. Contractor shall be responsible for confirming, coordinating and verifying all sign panels, messages, graphic layouts, panel orientation, margins, shape, brackets, panel edges, and mounting hole positions with the proposed bracket design, configuration and assembly method, as it relates to the orientation and positioning on a new or existing pole to which it is installed on.
1. Pedestrian Sign Panels: This includes single and double-sided panels that may require a singular orientation and specific margin clearance, on either side of the panel, in order to work properly with the assembly to the bracket, pole (existing or new) and positioning of the panel in the correct direction, when placed in the field.
  2. Contractor shall be responsible for replacement of all panels that are incorrect due to the Contractor's failure to notify the DESIGNER and OWNER prior to the commencement of any step of the panel or bracket fabrication process.
- 2.5 POSTS
- A. General: Fabricate posts to lengths required for mounting method indicated.
1. Baseplate Method: Provide posts with baseplates, flanges, or other fittings, welded to bottom of posts. Drill holes in baseplate for anchor-bolt connection.
    - a. Provide anchor bolts of size required for connecting posts to concrete foundations.
    - b. Provide cover plate over breakaway assembly as indicated on drawings and based on break-away products requirements and warranties.
- B. Aluminum Posts: Per STRUCTURAL ENGINEER requirements, CONTRACTOR shall provide extruded-aluminum tubing of the required thickness. Provide stop blocks in slots to hold panels in position. Include post caps, fillers, spacers, access panels, and related accessories required for complete installation.
- a. Provide weep holes as necessary to allow internal water to release from internal structures. The size, method and or positioning of the weep hole shall not alter the design intent of the post. In addition, the weep hole shall not effect the structural integrity of the sign.
- C. Custom Cast Parts: Any die used to create a custom sign part, including, post caps, finials, extrusions, brackets, or other components, will become the property of The Owner. The fabricator will supply the following;
1. 1 die will remain with The Owner.
  2. 1 die will remain with the fabricator for use on future projects with the owner.
- D. Breakaway Post: As indicated on drawings, CONTRACTOR shall provide breakaway posts assembly for the sign types and locations indicated in the documentation drawings. Final designs and shop drawings shall be supplied by the CONTRACTOR for each of the poles identified. A State Licensed Professional Structural Engineer shall sign and seal the submittal of shop drawings. The breakaway post shall meet or exceed the following criteria:

1. Most Current policy on Geometric Design of Highway and Streets
  2. Most Current Standard Specification for Structural supports for Highway Signs, Luminaries and Traffic Signals
  3. Most Current AASHTO Roadside Design Guide
- E. Existing Poles: Prior to submitting a bid the CONTRACTOR shall become familiar with all existing pole types utilized on the project and include all necessary costs for coordination, different mounting methods and materials required for the project.
1. CONTRACTOR shall reference the Sign Locations Plans and Site Photo References provided.
  2. In the case where photos of the individual sites are not provided or available, the CONTRACTOR shall visit the project site or use other means to verify each sign location and the different poles that are required.
  3. Show all existing pole types and required mounting methods in shop drawings.
  4. See 10436 / Section 1.3 PERFORMANCE REQUIREMENTS for Structural Engineering requirements associated with existing structures, including poles.
- 2.6 SIGN PANELS
- A. General: Provide smooth sign panel surfaces constructed to remain flat under installed conditions within a tolerance of plus or minus 1/16 inch measured diagonally from corner to corner.
1. Coordinate dimensions and attachment methods to produce message panels with closely fitting joints. Align edges and surfaces with one another in the relationship indicated.
  2. Increase metal thickness or reinforce with concealed stiffeners or backing materials as needed to produce surfaces without distortion, buckles, warp, or other surface deformations.
  3. Continuously weld joints and seams, unless other methods are indicated; grind, fill, and dress welds to produce smooth, flush, exposed surfaces with welds invisible after final finishing.
  4. All roadside break-away panels and posts shall conform to the State DOT standards and all municipal regulations.
- B. Unframed & Framed Single-Sheet Panels: Provide unframed single-sheet sign panels with edges mechanically and smoothly finished.
1. Panel Material: Material and thickness as indicated on design intent drawings.
    - a. Panel Finish / Painted: Surface painted, utilizing polyurethane paints as indicated in the design intent drawings.
    - b. Panel Finish / Vinyl: For panels that receive vinyl sheeting, finish aluminum properly and appropriately based on vinyl manufacturers requirements, so vinyl will adhere and maintain all vinyl manufacturers warranties.
    - c. Panel Coating / Paint: All exposed painted areas shall receive an Anti-Graffiti Protectant compatible with the panel paint finish.
    - d. Panel Coating / Vinyl: Cover reflective vinyl sheeting with a Clear UV/Anti-Graffiti overlamine compatible with the vinyl manufacturers product. Refer to Manufacturers Product Bulletins for fabrication and application procedures.

2. Edge Condition: Routed and/or Square cut or as indicated on the drawings. Paint all edges to match sign face or as indicated in design intent drawings.
  3. Corner Condition: As indicated on Drawings
- 2.7 GRAPHICS: VINYL AND SCREEN PRINTING
- A. Reflective Vinyl Graphics: See PART 2. PRODUCTS
  - B. Non-Reflective Graphics: See PART 2. PRODUCTS
  - C. Screen-printed Graphics: See PART 2. PRODUCTS
- 2.8 ALUMINUM FINISHES
- A. Comply with NAAMM's "Metal Finishes Manual for Architectural and Metal Products" for recommendations for applying and designating finishes.
  - B. Finish designations prefixed by AA comply with the system established by the Aluminum Association
  - C. Baked-Enamel Finish: AA-C12C42R1x (Chemical Finish: cleaned with inhibited chemicals; Chemical Finish: acid-chromate-fluoride-phosphate conversion coating; Organic Coating: as specified below). Apply baked enamel complying with paint manufacturer's written instructions for cleaning, conversion coating, and painting.
    1. Organic Coating: Thermosetting, modified-acrylic enamel primer/topcoat system complying with AAMA 2603 except with a minimum dry film thickness of 1.5 mils , medium gloss.
    2. Color: As indicated on drawings.

**3. PART 3 - EXECUTION**

- 3.1 INSTALLATION
- A. Excavation: In firm, undisturbed or compacted soil, drill or (using a post-hole digger) hand-excavate holes for posts to diameters and spacing indicated.
1. Excavate hole depths as required by structural engineer.
  2. Set anchor bolts, mounting sleeves and other embedded items required for installation. Use templates furnished by suppliers of items to be attached.
- B. Underground Vaults/Basements: Prior to bidding, to the greatest extent practical the CONTRACTOR shall make themselves familiar with all underground basement/vault locations that may interfere with a potential sign location footer, by obtaining plans and historical records from the OWNER. Bidders project lump sum cost shall be inclusive of all fees associated with unique footer designs that may be required as part of this work.
1. Where a basement/vault interferes with a proposed location, the sign shall be relocated to a location deemed appropriate by the OWNER and the DESIGNER at no extra cost to the OWNER.
  2. Where relocation is not an option the CONTRACTOR will develop the appropriate mounting solution. The solution shall meet all engineering criteria as established by the standard footings (i.e. windloads).
- C. When installing a sign on an existing structure, the Contractor shall inspect, investigate, research, analyze and confirm the structural integrity of the proposed structure to which the sign shall be mounted to.
1. Contractor's structural engineer shall provide all necessary calculations and drawings necessary to sign and seal the required shop drawings that confirms the integrity of the existing structure as well as the attachment of the sign.

**10436 - POST AND PANEL SIGNS & DIMENSIONAL LETTERS**

- 2. Existing Structures may include, but are not limited to utility poles, lamp posts, buildings, canopies, awnings, bridges, or existing sign structures.
- D. Install signs level, plumb, and at height indicated in the contract documents, with surfaces free from distortion or other defects in appearance. All signs installed shall conform to State DOT's and MUTCD for offsets and standard heights.
- E. Prior to any digging the contractor shall contact all required utility companys. Including, but not limited to Water, Gas, Electric, Fiber-Optics, Cable, Telephone, etc.). It is the responsibility of the Contractor to coordinate all calls, utility checks and footer production so that it will not delay the installation of the sign program.
- F. Installer shall coordinate sequencing, excavation, delivery, installation and clean-up with all related or unrelated construction projects tat may effect their work, including; buildings, streetscaping, roadwork or utility projects.
- G. Installer shall coordinate all excavation, delivery, installation and clean-up with adjacent businesses and property owners.
- H. CONTRACTOR shall replace all surfaces with like materials. All new surfaces adjacent to and within 5'-0" sq ft of post, including the entire excavated area shall be returned to the same condition and quality, including, materials, finish and grading that was present prior to excavation.  
  
When pouring a underground footer within a area that contains a surface brick or specialty pavers, The pattern of bricks / pavers shall be removed, stored and replaced in the exact same positioning in the order they were removed.
- I. When locating a footer within a single larger pavement block adjacent to at least 2 expansion joints, the entire block of pavement shall be removed and replaced with the same materials and finish of adjacent sidewalk areas - up to a 25 sq ft. (5' - 0" x 5' - 0")
- J. Lateral Offsets: Per MUTCD, State and Municipal requirements,
- K. Contractors representatives will be present at all field surveys and site markings prior to installation, responsibilities will include;
  - 1. Measuring and marking out (spray paint) final sign location number and placement
  - 2. Recording measurements of sign placement from nearest intersection or fixed structure.
  - 3. Recording any field conditions that may alter or revise design intent or placement of sign.
  - 4. Record special field conditions, including custom pavers, colored concrete or other surface treatments that will require treatments.
  - 5. Record all message, sign type and location revisions, additions or subtractions that effect the production or installation of the sign program. This information shall be forwarded to the Owner and Designer for review and approval.
- L. Check / Stop / Ask (Obvious Errors): CONTRACTOR shall, when at all practical, confirm a sign message in the field prior to installation.
  - 1. CONTRACTOR shall notify the DESIGNER and OWNER of any obvious incorrect message, spelling, arrow direction, pictogram and any other graphic elements OR any condition in the environment (new or previously identified) that reduces the sign(s) effectiveness, visibility or creates a situation where the sign is presenting incorrect information or creates a hazard (regardless of its safety factor or simple common sense).

- a. Conditions in the environment include, but are not limited to any element, new or previously identified that may block the visibility of the sign, its overall effectiveness or not meet standard codes or municipal requirements, including ADA. Elements include, trees or tree branches blocking the sign, existing signs (newly installed or previously identified), or any other physical objects (hanging plants, banners, awnings, parking meters, trash cans, etc.)
- 2. Failure to notify the OWNER and DESIGNER of any obvious error or faulty condition prior to installation will result in the CONTRACTOR replacing the sign or rectifying the condition in the environment, at no additional cost to the OWNER or DESIGNER.
- 3. Delays in the project caused by the non-installation of a sign (error / omission) shall be reviewed by the OWNER and the OWNER shall determine if additional time may be added to the end-date of substantial completion.

**3.2 CLEANING**

- A. At completion of installation, clean soiled surfaces of sign units according to manufacturer's written instructions. This shall be included within the lump sum cost of the project.
- B. CONTRACTOR shall provide the OWNER with instructions, processes and a list of materials for the proper and correct cleaning of signs. Information provided shall not void any project warranties.

**3.3 TRAFFIC CONTROL**

- A. Develop general Maintenance and Protection of Traffic plans for vehicular and pedestrian traffic in accordance with the current MUTCD, State DOT and Municipal requirements. Details for traffic control device must conform to the standard State DOT details.
- B. The contractor shall apply for all permits required by the OWNER and municipality for the purposes of traffic control. The cost for all permits and coordination shall be included within the Lump Sum Bid Proposal; this includes but is not limited to equipment, manpower, police presence or any other devices or personnel required for traffic control.

**3.4 REMOVAL OF EXISTING SIGNS**

- A. The contractor shall remove all existing wayfinding, directional and trailblazer signs as indicated in the Comments section of the project Message Schedule. This work shall be sequenced and coordinated with the installation of the new sign program.
- B. Removal of existing signs shall be included in the CONTRACTORS, Lump Sum Project Cost.
  - 1. CONTRACTOR shall confirm with the OWNER prior to submitting their bid, the full scope of work related to removal, including footer removal, post removal and disposal.
- C. Removal shall be completed prior to the installation of the new sign component.
  - 1. Removal of existing signs shall be scheduled and coordinated to minimize the time between the removal and installation of the new sign program.
  - 2. Removal of the signs shall include all sign components to the below grade connection to the footer.
- D. CONTRACTOR shall coordinate the proper location, site or recycling center with the OWNER for the disposal of the signs.

**3.5 ATTIC STOCK**

- A. Contractor shall supply attic stock components of posts, sign panels, brackets and other components as requested and as outlined on the Bid Form.
- B. If requested by the owner, contractor may provide storage space for attic stock. The cost of this will be a negotiated fee between the OWNER and the contractor on a annual, per square footage basis.
  - 1. Attic Stock shall be stored by the CONTRACTOR in appropriate protective covering and crating to fully protect all sign components and surfaces against damage. and defect, including, but not limited to scratches, peeling, bubbling, adhesive tapes, marker writing, etc.
  - 1. Contractor shall be responsible for full replacement of all attic stock that is damaged during the period of time it is stored, assembled or delivered to the site.

END OF SECTION 10436 - POST & PANEL SIGNS AND DIMENSIONAL LETTERS

**10437 – PYLON SIGNS, ELECTRONIC MESSAGE BOARDS and CHANNEL LETTERS**

**1. GENERAL**

**1.1 SUMMARY**

- A. This Section includes the following:
  - 1. Pylon / Monolith Sign (Illuminated and Non-Illuminated)
  - 2. Electronic Message Boards (LED Displays)
  - 3. Channel Letters & Logos (Illuminated and Non-Illuminated)

**1.2 RELATED SIGN TYPES**

- A. Related sign types include, Gateways, Directional Signs, Kiosks, and Sign-Box Type Signs Mounted to Structures.

**1.3 RELATED PROJECT CONDITIONS, PROCEDURES AND WORK REQUIREMENTS**

- A. Executive Summary
- B. Section 00550: General Conditions
- C. Section 01320: Construction Progress Documentation
- D. Section 01330: Submittal Procedures
- E. Section 01781: Project Record Documents
- F. Section 02231: Tree Protection & Trimming
- G. Section 03050: Cast-In-Place Concrete
- H. Section 10437: Pylon Signs, Electric. Message Brds & Channel Ltrs.
- I. Section 01730: Removals, Cutting and Patching
- J. Section 09999: Decorative Metals Coatings / Dye Sublimation

**1.4 PERFORMANCE REQUIREMENTS**

- A. Structural Performance: Provide post and panel signs capable of withstanding the effects of gravity loads and the following loads and stresses within limits and under conditions indicated, determined according to ASCE 7, "Minimum Design Loads for Buildings and Other Structures":
  - 1. Wind Loads: Determine loads based on a uniform pressure of 90mph or the required windloads based on the project location, which ever is greater, acting in any direction.
- B. Thermal Movements: Provide post and panel signs that allow for thermal movements resulting from the following maximum change (range) in ambient and surface temperatures by preventing buckling, opening of joints, peeling / loss of adhesion of vinyl, overstressing of components, failure of connections, and other detrimental effects.
 

Base engineering calculation on surface temperatures of materials due to both solar heat gain and nighttime-sky heat loss.

  - 1. Temperature Change (Range): 120 deg F, ambient; 180 deg F, material surfaces.
- C. Structural Engineering: Provide all necessary structural engineering calculations and signed and sealed drawings for proposed signs, structures (existing and new) and other elements as necessary to perform the work and provide a structurally sound and safe product.
  - 1. CONTRACTOR shall also review and confirm the structural integrity of all existing structures a sign may be installed on.
  - 2. When a deficiency is discovered in an existing structure, the CONTRACTOR and their ENGINEER shall provide a discovery

report to the OWNER and indicate any corrections, remediation or additional structural components that shall be necessary, in order to install the sign properly and to required Federal, State and Local codes.

**1.5 SUBMITTALS**

- A. Product Data: For each type of product indicated include construction details, material descriptions, processes, dimensions of individual components, graphic layouts, elevations, profiles and finishes. Include manufacturer's written instructions for installing, maintaining and cleaning surfaces.
- B. Shop Drawings: Show fabrication, installation details and graphic layouts for post and panels signs.
  - 1. NOTE: The DESIGNER shall provide Adobe Illustrator files / DESIGN INTENT DRAWINGS associated with the PROJECT as a courtesy to the CONTRACTOR.
  - 2. NOTE: The DESIGN INTENT DRAWINGS, specifications and files are meant for DESIGN INTENT ONLY and are not for construction. CONTRACTOR shall verify and be responsible for all final drawings, dimensions and conditions of the job, including proper orientation of graphic layouts, panel shapes, brackets and mounting methods.
  - 3. Include plans, elevations, and at least 3/4-inch scale sections of typical members and other components and construction details. Show anchors, reinforcement, accessories, layout, and installation details.
  - 4. Include message list, with details of wording and lettering layout, at least half size. Include full-size details of graphics.
  - 5. Provide Graphic layouts for each sign location and its associated message. Minimum scale: 1" = 1' - 0"
  - 6. Fabricator shall provide a Structural Engineer Seal (State Licensed) for all shop drawings indicating fasteners, construction, installation, footers or other structural components.
  - 7. For Dimensional Letters, Channel Letters / Logos, provide full size paper templates for review and approval in the field by the OWNER and DESIGNER.
  - 8. Wiring Diagrams: Include all diagrams required for power, signal, digital, wireless routing and control wiring of externally illuminated signs.
- C. Samples for Verification: Provide 3 sets of each type of product indicated, of size below:
  - 1. Aluminum Post: For each form, finish, and color, on 6-inch-long sections of extrusions. All custom extrusion die shall be approved prior to fabrication.
  - 2. Aluminum Sheet: Squares of each sheet thickness, at least 4 inches by 4 inches.
  - 3. Paint Swatches: For each painted color, provide a 4" by 4" inch aluminum sheet. Clearly indicate on the back the color specification, date and submittal number.
  - 4. Reflective Vinyl Sheet: minimum 8" by 10" for each color required.

- 5. Examples of all graphic image process, including materials, methods, colors and finishes, for maps, patterns, imagery, letters, numbers and other graphic devices.
- 6. Dimensional Characters: Full-size representative samples of each dimensional character type required, showing style, color, and material finish and method of attachment to sign background.
- 7. Full Size Prototype Sign(s) and Sign Components: Full size Prototype Sign(s) and select Sign Components may be requested as part of the submittal process.
  - a. The full size prototype sign may be constructed / installed in place.
  - b. The prototype sign(s) and requested sign components shall be fabricated of all materials, process, colors and finishes as outlined in the design intent drawings.
  - c. The installed prototype sign may ultimately be used as a component of the system.
  - d. The OWNER shall provide exact location and messages for the prototype sign(s).
  - e. A line item shall be included on the BID FORM for the quantity of and types of prototype sign(s) and Sign components required for the submittal process.
- D. All cost associated with sample submittals, including mobilization, product data, shop drawings, mock-ups, samples and other submittals shall be included within the Lump Sum Bid Proposal.
- E. Fabrication and Installation of requested proto-types shall be included in the CONTRACTORS overall project schedule.
- F. No additional time will be granted by the OWNER to the CONTRACTOR for the prototype fabrication / installation time or for time lost due to non-conforming materials, colors or other component associated with the completed proto-type.

**1.6 QUALITY ASSURANCE**

- A. Installer Qualifications: An authorized and professionally trained representative of sign manufacturer for installation and maintenance of units required for this Project.
- B. Contractor shall be capable of providing replacement message panels within 10 working days of receipt of order.
- C. Source Limitations: Provide all signs as a single source manufacturer, unless incorporation of unique products is called for. Do not use sub-contractors to fabricate signage.
- D. Product Options: Drawings indicate size, profiles, and dimensional requirements of post and panel signs and are based on the specific type indicated.
  - 1. Do not modify intended aesthetic effects, as judged solely by the DESIGNER except with DESIGNER'S approval. If modifications are proposed, submit comprehensive explanatory data to DESIGNER for review.
  - 2. CONTRACTORS suggested modifications and/or products shall not increase the cost or schedule of project.

**10437 – PYLON SIGNS, ELECTRONIC MESSAGE BOARDS and CHANNEL LETTERS**

- E. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.
- 1.7 DELIVERY AND HANDLING
- A. Delivery and Handling. Ship and deliver all signs and sign components in the appropriate protective covering and crating to fully protect all sign components and surfaces against damage.
    - 1. Remove all protective covering, as required per product manufacturer instructions, in order to maintain warranties.
  - B. Defects. All delivered sign components shall be delivered free of any defect, including, but not limited to scratches, chips, cracking, dents, peeling, bubbling, adhesive glue / tape marks, marker writings, undesirable film coatings or other visual distractions or defects.
    - 1. Contractor shall be responsible for full replacement of all sign components that are delivered on site or to the location damaged, at no cost to the OWNER.
    - 2. Contractor shall be responsible for full replacement of all sign components that are delivered on site or to the location defective, causing the product warranty to become null or void, at no cost to the OWNER.
  - C. Storage. The CONTRACTOR shall follow all third party, manufacturer and/or product storage instructions, procedures and requirements for all sign components. Including protection methods, protective materials, protective material removal (including instructions and timeframes), sequencing of events, environmental conditions for storage, overall storage requirements, stacking of products /materials and any other requirements.
    - 1. Any failure by the CONTRACTOR to follow the storage requirements that cause for loss or void of warranty, product effectiveness or performance, will require complete and total replacement of all effected materials and products at no cost to the OWNER. This includes, but is not limited to, posts, panels, vinyl sheeting, paint, brackets or any other sign component.
- 1.8 COORDINATION
- A. Coordinate installation of anchorages for pylon signs. Furnish setting drawings, templates, and directions for installing anchorages and other items that are to be embedded in concrete. Deliver such items to Project site in time for installation.
  - B. Coordinate delivery time so signs can be installed within 24 hours of receipt at Project site.
- 1.9 WARRANTY
- A. Contractors Warranty Period: Contractor shall provide a warranty of 3 years from date of Substantial Completion, for all workmanship associated with the fabrication and installation of the sign system this includes, but is not limited to the following:
    - 1. the posts, panels, footers, sign faces, materials, mounting methods and fasteners shall be free of defects, including, but not limited to; scaling, peeling, fading, warping, vinyl shrinking, adhesion, welds, structural integrity, corrosion, electrical components or mechanical fastener failure.
  - B. Product and Manufacturers Warranties. CONTRACTOR shall pass on to the OWNER and honor all associated third-party product warranties, including, but not limited to vinyl sheeting (reflective and non-reflective), inks, vinyl overlays, paint, coatings and hardware.

**2. PRODUCTS**

**2.1 MATERIALS AND APPLICATION PROCESSES**

- 1. All paints, clearcoats, reflective vinyls and non-reflective vinyls shall be free of defects, including, but not limited to; scaling, peeling, fading, warping, vinyl shrinking, adhesion or any other type of failure for the following time periods:
    - a. Paint Warranty: Minimum 7 years
    - b. Reflective Vinyl/Custom Color Warranty: Minimum 8 yrs.
    - c. Non-Reflective Vinyl Warranty: Minimum 10 years
  - C. Warranty Period Commencement: Warranty period begins for each individual unit, upon the date the OWNER provides a written acceptance of a singular unit or group of units.
- A. Aluminum Sheet and Plate: ASTM B 209 (ASTM B 209M), alloy and temper recommended by aluminum producer and finisher for type of use and finish indicated, and with at least the strength and durability properties of alloy 6061-T6.
  - B. Aluminum Extrusions: ASTM B 221 (ASTM B 221M), alloy and temper recommended by aluminum producer and finisher for type of use and finish indicated, and with at least the strength and durability properties of alloy 6061-T6.
  - C. Paints: Material Preparation and Paint Performance
    - 1. Sign components shall be pre-drilled in proper locations prior to any pre-treatment process.
    - 2. It is important for the metal surface to be free of oil, dust, and moisture to ensure a good chemical bond with the primer.
    - 3. Pre-treatment: All surfaces shall be cleaned, primed, and pre-treated as required by manufacturers guidelines prior to finishing.
    - 4. Masking and spraying. All masking shall be executed with pre-letter spaced vinyl legends, assembled on sign panel or wall prior to spraying. No hand-cut masks shall be used.
    - 5. Clear Coat: Apply a fully compatible protective UV / Anti-Graffiti Clearcoat to all painted, printed, and vinyl surfaces. Contractor shall verify all clear coat product warranties and compatibility of the clear coat products to the applied surfaces.
    - 6. Finished work shall be crisp, accurate, visibly free from flow lines, streaks, bleeding, blisters, cracking, peeling or other imperfections in the dry-film state, without overspray, or rounded corners.
    - 7. Screened Messages: Execute all silkscreen printing in such a manner that all edges and corners of finished letterforms are true and clean. Letterforms, color areas, graphics, or lines with rounded corners, edge buildup or bleeding, saw-toothing, etc. will not be accepted.
  - D. Paint: Processes and Paint Type
    - 1. Paint Type: All paints utilized on the project shall be designed and formulated specifically for the signage industry and for exterior use.
    - 2. Processes
      - a. CONTRACTOR shall follow paint manufacturers instructions, sequencing and procedural requirements to insure full product performance and warranties are maintained at the highest level possible for all Primers, Topcoats, Clearcoats, Cleaners and Additives.

- b. this includes but is not limited to metal surface preparation, priming of surfaces, spray gun PSI, panel positioning during spraying/drying, adequate coverage, environmental conditions such as temperature and humidity, recommended dry times for subsequent coats and for proceeding to next step in fabrication process, second/additional coat procedures, applying clear coats, cleaning final product and storage during fabrication and shipping.
- 3. Manufacturers and Colors: Per DESIGN INTENT DRAWINGS or approved equal.
- 4. Paint Type / Acrylic Polyurethane, Baked Enamel, Powder Coat and Specialty / Custom Coatings.
  - a. Per the DESIGN INTENT DRAWINGS, apply paint specified to the sign components indicated
  - b. Use only a paint formulated specifically for exterior signage. Apply exactly by the manufacturers instructions, sequencing and procedural requirements
  - c. Include required quantity and types of compatible top coat and/or clearcoats per manufacturers recommendations.
  - d. For Acrylic Polyurethane, utilize a matte enamel finish
  - e. For Baked Enamel Finish: AA-C12C42R1x (Chemical Finish: cleaned with inhibited chemicals; Chemical Finish: acid-chromate-fluoride-phosphate conversion coating; Organic Coating: as specified below). Apply baked enamel complying with paint manufacturer's written instructions for cleaning, conversion coating, and painting. Organic Coating: Thermosetting, modified-acrylic enamel primer/topcoat system complying with AAMA 2603 except with a minimum dry film thickness of 1.5 mils , medium gloss.
- E. Structural Steel:
  - 1. Hot-Rolled Structural-Steel Shapes: ASTM A 36/A 36M or ASTM A 529/A 529M.
  - 2. Steel Tubing or Pipe: ASTM A 500, Grade B.
  - 3. Steel Members Fabricated from Plate or Bar Stock: ASTM A 529/A 529M or ASTM A 572/A 572M, 42,000-psi (290-MPa) minimum yield strength.
  - 4. Bolts for Steel Framing: ASTM A 307 or ASTM A 325 (ASTM A 325M) as necessary for design loads and connection details.
  - 5. For steel exposed to view on completion, provide materials selected for surface flatness, smoothness, and freedom from surface blemishes. Do not use materials whose surfaces exhibit pitting, seam marks, roller marks, rolled trade names, or roughness.
- F. Colored Coatings for Plastic Sheet: Nonfading coatings, including inks and paints for copy and background colors. Use coatings that are recommended by manufacturers for optimum adherence to type of plastic used.

**10437 – PYLON SIGNS, ELECTRONIC MESSAGE BOARDS and CHANNEL LETTERS**

- G. Non-Reflective Vinyl and Graphics:
  - 1. Single Vinyl Product: All vinyl sheeting, inks and overlays shall maintain the same manufacturer and required specifications. Mixing products, processes or materials from different manufacturers, that voids warranties is not permitted.
  - 2. Color Application: Color of vinyl material is to be integral to the material and not surface applied unless specifically noted.
  - 3. Translucent Graphics. Use 3M Scotchcal translucent film or approved equal
- H. Reflective Sheeting
  - 1. Single Vinyl Product and Manufacturer: All vinyl sheeting, inks and overlays shall maintain the same manufacturer and required specifications. Mixing products, processes or materials from different manufacturers is not permitted.
  - 2. Reflective Sheeting. 3M 3930 High Intensity Reflective Sheeting or approved equal that meets MUTCD requirements for Community Wayfinding Signage (MUTCD Section 2D.50)
  - 3. Color Application. Color background and characters shall be printed with approved compatible and fully warranty inks directly to reflective vinyl surface. Inks used in the screen printing and digital printing process must be designed for use on highway signs and recommended by the sheeting manufacturers. Inks used must be warranted to be effective for a period of time commensurate with the warranted life of the reflective sheeting.
  - 4. Sheeting & Substrate Application. Series 3930 sheeting incorporates a pressure sensitive adhesive and shall be applied to the sign substrate at temperature of 65°F/18°C or higher by any of the following methods:
    - a. Mechanical squeeze roll applicator – refer to 3M Information Folder (IF) 1.4 for specifications.
    - b. Hand squeeze roll applicator – refer to 3M IF 1.6 for specifications.
  - 5. Splices: Series 3930 sheeting must be butt spliced when more than one piece of sheeting is used on one piece of substrate. The sheeting pieces should not touch each other. This is to prevent buckling as the sheet expands in extreme temperature and humidity exposure.
  - 6. Seam Placement. Seams are not preferred. When practical, all seams should run horizontal and be located along horizontal visual graphics where the seams will be as inconspicuous as possible.
    - a. If the height of a sign panel is greater than 48 inches, the 3M 3930 material should be oriented vertically with stripes at 0 degrees, to avoid the seaming of material.
  - 7. Material Substrate. Aluminum sheets and extrusions prepared based on vinyl manufacturers specifications and guidance. Plastic substrates are NOT acceptable.
  - 8. Legend / Message and Background: When a white message appears on a dark background, the background shall be printed the intended color (inks directly applied to reflective sheeting) and the copy, rule lines and arrows shall “knockout” of the background. Per MUTCD, Section 2D.50, both Message and Background shall be retro-reflective.
- 9. Imaging Custom Colors (3M). Custom colors shall be applied to high intensity prismatic sheeting by the following imaging methods describe below or approved equal;
  - a. Thermal Transfer Printing: 3M Series 3930 sheeting may be imaged with 3M Thermal Transfer Ribbon Series TTR2300 in conjunction with the Matan SprinG3 or Matan Spot4 thermal transfer printers.
  - b. 3M 3930 Sheeting and Color Application shall be covered with 3M ElectroCut Film 1170 Clear UV/ Anti-Graffiti overlamine. Refer to Product Bulletin for 3M 1170 for fabrication procedures and specifications.
  - c. Preferred Printer. 3M Series 3930 sheeting may be imaged by the Durst RHO 161 TS printer.
  - d. Preferred Vendor: Sherine Industries: (604) 513-1887.
- 10. Imaging Standard Manufacturer Colors (3M). Per 3M guide-lines, Standard manufacturer colors may be applied to high intensity prismatic sheeting by the following imaging methods describe below or approved equal;
  - a. Vinyl Graphic Films: Scotchcal Vinyl Series 7720 and Series 7725 may be used to provide copy for traffic control signs on high intensity prismatic sheeting. Both materials then must be covered with 3M ElectroCut Film 1170 Clear UV/Anti-Graffiti overlamine. Refer to Scotchcal product literature for more information.
  - b. Screen Processing: Series 3930 sheeting may be screen processed into traffic signs before or after mounting on a sign substrate, using 3M Process Colors Series 880I or Series 880N. Refer to 3M IF 1.8 for more details.
  - c. Both, 3M ElectroCut Films and Screen Processing Inks shall be covered with 3M ElectroCut Film 1170 Clear UV/ Anti-Graffiti overlamine. Refer to Product Bulletin 1170 for fabrication procedures.
- I. Warranty. All color application methods utilizing 3M Series 3930 reflective sheeting as the base layer, shall be warrantied for a minimum period of eight (8) years and shall not excessively fade, discolor, crack, craze, peel, blister, bubble, tear or lose reflectivity such that the signs become visually unsuitable for their intended purpose.
- J. Custom High Pressure Laminate Graphic Panels
  - 1. Description: Custom High Pressure Laminate (CHPL) material composed of required layers of phenolic resin impregnated brown kraft filler paper to produce specified thicknesses, surfaced by a layers of melamine overlay, graphics imaged on saturation grade paper with UV resistant pigment based process color inks, and with an optically clear UV overlay that will resist no less that 99% of all sunlight and UV rays, as well as provides a graffiti resistant surface that allows for removal with standard cleaners.
  - 2. Process: For purposes of this specification, layers of material described A.1 are to be assembled, and heat / pressure consolidated at approximately 1200 PSI at temperatures exceeding 275° Fahrenheit at manufacturer’s prescribed time frames. All manufacturing processes of printing, pressing, machining, finishing and crating to be accomplished within a single stand alone manufacturing facility to ensure consistent quality control and providing standard product delivery times of three weeks.
- K. Dye-Sublimated Printed Graphic Panels (see Section 09999: Decorative Metal Coatings / Dye-Sublimation Process.

2.2 ACCESSORIES

- A. Fasteners: Use concealed, fasteners fabricated from metals that are noncorrosive to sign material and mounting surface. Where fasteners are exposed, use tamper resistant fasteners.
- B. Anchors and Inserts: Use stainless-steel or hot-dip galvanized anchors and inserts. Use torque-controlled expansion-bolt devices for drilled-in-place anchors. Furnish inserts, as required, to be set into concrete.
- C. Concrete for Postholes: Comply with requirements “Cast-in-Place Concrete” for normal-weight, air-entrained, poured in place ready-mix CLASS B concrete with a minimum 28-day compressive strength of 4000 psi, unless otherwise indicated.
- D. Raceways: Paint raceway structures to match color of building structure, so that the raceways shall be as inconspicuous as possible.

2.3 FABRICATION: GENERAL

- A. General: Provide signs, message boards and channel letters of configurations indicated.
  - 1. Welded Connections: Comply with AWS standards for recommended practices in shop welding. Provide welds behind finished surfaces without distortion or discoloration of exposed side. Clean exposed welded surfaces of welding flux and dress exposed and contact surfaces. Chemical welding is not an acceptable substitute.
  - 2. Mill joints to tight, hairline fit. Form joints exposed to weather to exclude water penetration.
  - 3. Preassemble signs in the shop to greatest extent possible. Disassemble signs only as necessary for shipping and handling limitations. Clearly mark units for reassembly and installation, in location not exposed to view after final assembly.
  - 4. Conceal fasteners if possible; otherwise, locate fasteners where they will be inconspicuous.
  - 5. Single ground mounted signs shall meet criteria as specified in State DOT standard index relative to aluminum materials and structural supports for signs.

**10437 – PYLON SIGNS, ELECTRONIC MESSAGE BOARDS and CHANNEL LETTERS**

- 2.4 STRUCTURES (includes Sign Framework and Raceways)
  - A. Base: Provide pylon signs with integral base consisting of channels, angles, plates, or other fittings. Drill holes in members for anchor-bolt connection.
    - 1. Provide anchor bolts of size required for connecting base to concrete foundations.
  - B. Internal Frames: Manufacturer's standard internal aluminum or steel framing system, designed to withstand wind pressure indicated. Provide welded construction using mitered joints. Cut, drill, and tap units to receive hardware, bolts, and similar items.
    - 1. Hot-dip galvanize steel framing system after fabrication to comply with ASTM A 123/A 123M.
  - C. External Frames: Manufacturer's standard external aluminum or steel framing system designed to withstand design wind pressure indicated and for direct attachment of sign message panels. Provide welded construction using mitered joints. Cut, drill, and tap units to receive hardware, bolts, and similar items.
    - 1. Frame Finish: Match finish of panels.
    - 2. Corner Condition: Square corners, unless otherwise indicated on DESIGN INTENT DRAWING.
- 2.5 SIGN PANEL / FACES
  - A. General: Provide smooth sign panel surfaces constructed to remain flat under installed conditions within a tolerance of plus or minus 1/16 inch measured diagonally from corner to corner.
    - 1. Coordinate dimensions and attachment methods to produce message panels with closely fitting joints. Align edges and surfaces with one another in the relationship indicated.
    - 2. Increase metal thickness or reinforce with concealed stiffeners or backing materials as needed to produce surfaces without distortion, buckles, warp, or other surface deformations.
    - 3. Continuously weld joints and seams, unless other methods are indicated; grind, fill, and dress welds to produce smooth, flush, exposed surfaces with welds invisible after final finishing.
    - 4. All roadside break-away panels and posts shall conform to the State DOT standards and all municipal regulations.
  - B. Sign Face / Aluminum Panels: Produce smooth sign panel surfaces, constructed to remain flat under installed conditions within a tolerance of plus or minus 1/16 inch (1.5 mm) measured diagonally from corner to corner.
    - 1. Panel Material: 0.125-inch- (3.2-mm-) thick aluminum sheet
    - 2. Panel Finish: Manufacturer's standard semi gloss finish with UV inhibitors.
    - 3. Provide clips welded to back of panels for installation without visible fasteners.
  - C. Sign Face / Channel Letters: Material, thickness, color and finish as indicated in DESIGN INTENT DRAWINGS.
  - D. Illuminated Units (Signs and Channel Letters): Make provisions for servicing and for concealed connection to electric service. Coordinate electrical characteristics with those of the power supply provided.
- 2.6 GRAPHICS
  - A. Reflective Vinyl Graphics: See PART 2. PRODUCTS
  - B. Non-Reflective Graphics: See PART 2. PRODUCTS
  - C. Screen-printed Graphics: See PART 2. PRODUCTS
- D. Surface-Applied Dimensional Characters: Cut copy characters from solid material of thickness indicated. Produce precisely cut characters with square-cut, smooth edges. Apply to exposed face of sign panel with concealed fasteners.
  - 1. Material: As indicated on Design Intent Drawings.
  - 2. See Section 10436: Post & Panel Signs and Dimensional Letters.
- E. Fabricated Channel Letters / Logos: Finish and/or paint materials as indicated in DESIGN INTENT DRAWINGS.
- 2.7 ALUMINUM FINISHES
  - A. Comply with NAAMM's "Metal Finishes Manual for Architectural and Metal Products" for recommendations for applying and designating finishes.
  - B. Finish designations prefixed by AA comply with the system established by the Aluminum Association for designating aluminum finishes.
  - C. Class I, Clear Anodic Finish: AA-M12C22A41 (Mechanical Finish: nonspecular as fabricated; Chemical Finish: etched, medium matte; Anodic Coating: Architectural Class I, clear coating 0.018 mm or thicker) complying with AAMA 611.
  - D. Class I, Color Anodic Finish: AA-M12C22A42/A44 (Mechanical Finish: nonspecular as fabricated; Chemical Finish: etched, medium matte; Anodic Coating: Architectural Class I, integrally colored or electrolytically deposited color coating 0.018 mm or thicker) complying with AAMA 611.
    - 1. Color: Match Architect's sample
  - E. Baked-Enamel Finish: AA-C12C42R1x (Chemical Finish: cleaned with inhibited chemicals; Chemical Finish: acid-chromate-fluoride-phosphate conversion coating; Organic Coating: as specified below). Apply baked enamel complying with paint manufacturer's written instructions for cleaning, conversion coating, and painting.
    - 1. Organic Coating: Thermosetting, modified-acrylic enamel primer/topcoat system complying with AAMA 2603 except with a minimum dry film thickness of 1.5 mils (0.04 mm), medium gloss.
  - F. High-Performance Organic Coating Finish (Fluoropolymer Two-Coat System): AA-C12C40R1x (Chemical Finish: cleaned with inhibited chemicals; Chemical Finish: conversion coating; Organic Coating: Manufacturer's standard two-coat, thermocured system consisting of specially formulated inhibitive primer and fluoropolymer color topcoat containing not less than 70 percent polyvinylidene fluoride resin by weight). Prepare, pretreat, and apply coating to exposed metal surfaces to comply with coating and resin manufacturer's written instructions and AAMA [2604] [2605].
  - G. High-Performance Organic Coating Finish (Fluoropolymer Three-Coat System): AA-C12C40R1x (Chemical Finish: cleaned with inhibited chemicals; Chemical Finish: conversion coating; Organic Coating: Manufacturer's standard three-coat, thermocured system consisting of specially formulated inhibitive primer, fluoropolymer color coat, and clear fluoropolymer topcoat, with both color coat and clear topcoat containing not less than 70 percent polyvinylidene fluoride resin by weight). Prepare, pretreat, and apply coating to exposed metal surfaces to comply with coating and resin manufacturer's written instructions and AAMA 2605.
    - 1. Color and Gloss: As selected by DESIGNER
- H. ELECTRONIC MESSAGE BOARD / FULL COLOR AND MONOCHROME LED SIGNS
  - 1. Daktronics Series: Galaxy GS6 15.85 MM or approved equal. CONTRACTOR shall reference Daktronics Product Manuals and Specifications for most current requirements,
  - 2. 15.85 MM TECHNICAL SPECIFICATIONS
    - a. Character Height: 4.4" (7 pixel font)
    - b. Line Spacing: 15.85 mm (0.62")
    - c. Pixel Configuration: Monochrome: 1 red or 1 amber / RGB: 1 red, 1 green, 1 blue
    - d. Maximum Brightness: Monochrome red: 4,500 nits / Monochrome amber: 6,000 nits / RGB: 12,000 nits
    - e. Monochrome Color Capability: 4,096 shades of red or amber
    - f. Full Color Capability: RGB: 281 trillion colors
    - g. Optimal Viewing Angle: 140 degrees horizontal x 70 degrees vertical
    - h. Readability Angle: 160 degrees horizontal x 90 degrees vertical / Min Viewing Distance: 37'
  - 3. PRODUCT FEATURES
    - a. All sealed components
    - b. Quick connects
    - c. Mounting clips
    - d. High-contrast louvers
    - e. Redundant module signal
    - f. Large sections for fast installation
    - g. Front ventilation on displays less than 7' - 0" tall
    - h. Same module size and cabinet size for all pixel pitches
    - i. Shallow cabinet depth and narrow cabinet borders
  - 4. GENERAL SPECIFICATIONS
    - a. Estimated LED Lifetime: min 100,000+ hours
    - b. Contrast Enhancement: Non-reflective black louvers and module face grooves disperse light
    - c. Message Capability: Text, graphics, logos, basic animation, video clips, multiple font styles, and sizes
    - d. Control Software: Venus® Control Suite
    - e. Power: 120, 120/240 VAC Single Phase
    - f. Display Dimming: 64 levels (Automatic, scheduled or manual control)
    - g. Communication Options: Ethernet Fiber Optic, Ethernet Bridge Radio, Remote Cellular, Ethernet CAT5
    - h. Operating Temperature: -40°F to 120°F with 99% RH non-condensing
    - i. Compliance Information: UL and cUL Listed, UL-Energy Verified,
    - j. FCC compliance
    - k. Warranty Coverage: 5 years
    - l. Product Support: Parts support for 10 years
  - 5. DISPLAY CONFIGURATIONS
    - a. Single Faced and Double Faced as noted on DESIGN INTENT DRAWINGS



**10437 – PYLON SIGNS, ELECTRONIC MESSAGE BOARDS and CHANNEL LETTERS**

**3. EXECUTION 1.**

**3.1 INSTALLATION**

- A. Excavation: In firm, undisturbed or compacted soil, drill or (using a post-hole digger) hand-excavate holes for posts to diameters and spacing indicated.
  - 1. Excavate hole depths as required by structural engineer.
  - 2. Set anchor bolts, mounting sleeves and other embedded items required for installation. Use templates furnished by suppliers of items to be attached.
- B. When installing a sign on an existing structure, the Contractor shall investigate, research, analyze and confirm structural integrity of the proposed structure.
  - 1. Contractor's structural engineer shall provide all necessary calculations and drawings necessary to sign and seal the required shop drawings. Existing Structures may include, but are not limited to utility poles, lamp posts, buildings, canopies, awnings, bridges, or existing sign structures.
- C. Install signs level, plumb, and at height indicated in the contract documents, with surfaces free from distortion or other defects in appearance. All signs installed shall conform to State DOT's and MUTCD for offsets and standard heights.
- D. Prior to any digging the contractor shall contact all required utility companys. Including, but not limited to Water, Gas, Electric, Fiber-Optics, Cable, Telephone, etc.). It is the responsibility of the Contractor to coordinate all calls, utility checks and footer production so that it will not delay the installation of the sign program.
- E. Installer shall coordinate sequencing, excavation, delivery, installation and clean-up with all related or unrelated construction projects tat may effect their work, including; buildings, streetscaping, roadwork or utility projects.
- F. Installer shall coordinate all excavation, delivery, installation and clean-up with adjacent businesses and property owners.
- G. CONTRACTOR shall replace all surfaces with like materials. All new surfaces adjacent to and within 10' feet of post, including the entire excavated area shall be returned to the same condition and quality, including, materials, finish and grading that was present prior to excavation.
- H. When locating a footer within a single pavement block (max. 5'-0" x 5'-0"), adjacent to at least 2 expansion joints, the entire block of pavement shall be removed and replaced with the same materials and finish of adjacent sidewalk areas.
- I. Lateral Offsets: Per MUTCD, State and Municipal requirements,
- J. Contractors representatives will be present at all field surveys and site markings prior to installation, responsibilities will include;
  - 1. Measuring and marking out (spray paint) final sign location number and placement
  - 2. Recording measurements of sign placement from nearest intersection or fixed structure.
  - 3. Recording any field conditions that may alter or revise design intent or placement of sign.
  - 4. Record special field conditions, including custom pavers, colored concrete or other surface treatments that will require treatments.

- 5. Record all message, sign type and location revisions, additions or subtractions that effect the production or installation of the sign program. This information shall be forwarded to the Owner and Designer for review and approval.
- K. Check / Stop / Ask (Obvious Errors): CONTRACTOR shall, when at all practical, confirm a sign message in the field prior to installation.
  - 1. CONTRACTOR shall notify the DESIGNER and OWNER of any obvious incorrect message, spelling, arrow direction, pictogram and any other graphic elements OR any condition in the environment (new or previously identified) that reduces the sign(s) effectiveness, visibility or creates a situation where the sign is presenting incorrect information or creates a hazard (regardless of its safety factor or simple common sense).
    - a. Conditions in the environment include, but are not limited to any element, new or previously identified that may block the visibility of the sign, its overall effectiveness or not meet standard codes or municipal requirements, including ADA. Elements include, trees or tree branches blocking the sign, existing signs (newly installed or previously identified), or any other physical objects (hanging plants, banners, awnings, parking meters, trash cans, etc.)
  - 2. Failure to notify the OWNER and DESIGNER of any obvious error or faulty condition prior to installation will result in the CONTRACTOR replacing the sign or rectifying the condition in the environment, at no additional cost to the OWNER or DESIGNER.
  - 3. Delays in the project caused by the non-installation of a sign (error / omission) shall be reviewed by the OWNER and the OWNER shall determine if additional time may be added to the end-date of substantial completion.

**3.2 CLEANING**

- A. At completion of installation, clean soiled surfaces of sign units according to manufacturer's written instructions. This shall be included within the lump sum cost of the project.
- B. CONTRACTOR shall provide the OWNER with instructions, processes and a list of materials for the proper and correct cleaning of signs. Information provided shall not void any project warranties

**3.3 TRAFFIC CONTROL**

- A. Develop general Maintenance and Protection of Traffic plans for vehicular and pedestrian traffic in accordance with the current MUTCD, State DOT and Municipal requirements. Details for traffic control device must conform to the standard State DOT details.
- B. The contractor shall apply for all permits required by the OWNER and municipality for the purposes of traffic control. The cost for all permits and coordination shall be included within the Lump Sum Bid Proposal; this includes but is not limited to equipment, manpower, police presence or any other devices or personnel required for traffic control.

**3.4 REMOVAL OF EXISTING SIGNS**

- A. The contractor shall remove all existing wayfinding, directional and trailblazer signs as indicated in the Comments section of the project Message Schedule. This work shall be sequenced and coordinated with the installation of the new sign program.

- B. Removal of existing signs shall be included in the CONTRACTORS, Lump Sum Project Cost.
  - 1. CONTRACTOR shall confirm with the OWNER prior to submitting their bid, if removing the entire footer is included in the project scope of work.
- C. Removal shall be completed prior to the installation of the new sign component.
  - 1. Removal of existing signs shall be scheduled and coordinated to minimize the time between the removal and installation of the new sign program.
  - 2. Removal of the signs shall include all sign components to the below grade connection to the footer.
- D. CONTRACTOR shall coordinate the proper location, site or recycling center with the OWNER for the disposal of the signs.

**3.5 ATTIC STOCK**

- A. Contractor shall supply attic stock components of posts, sign panels, brackets and other components as requested and as outlined on the Bid Form.
- B. If requested by the owner, contractor may provide storage space for attic stock. The cost of this will be a negotiated fee between the City and the contractor on, per square footage basis.

END OF SECTION 10437 - PYLON SIGNS

**01730 - REMOVALS, CUTTING, AND PATCHING****1. PART 1 GENERAL**

## 1.1 Related Project Conditions, Procedures and Work Requirements

- A. Section 00550: General Conditions
- B. Section 01320: Construction Progress Documentation
- C. Section 01781: Project Record Documents
- D. Section 10436: Post & Panel Signs and Dimensional Letters
- E. Section 10437: Pylon Signs, Electric. Message Brds & Channel Ltrs.
- F. Section 03050: Cast-In-Place Concrete

## 1.2 PROJECT CONDITIONS

- A. Removal of Existing Signs: See Sections 10436 and 10437
- B. Existing Conditions: Do not disturb existing structures, construction, materials or equipment unless required by the CONTRACT
  - 1. Do not cut, drill or remove structural members such as joists, beams or columns supporting construction that is to remain unless expressly required by the CONTRACT DOCUMENTS..
- C. Existing Paint: Assume existing painted surfaces to contain lead based paints. Take precautions as required to prevent spread of lead containing particles and dust.
- D. Items to Remain the Property of the OWNER: The following items shall remain the property of the State and shall be stored at the site where directed:
  - 1. To be determined by the OWNER and provided to contractor at pre-construction meeting or prior to installation at a specific sign location.

**2. PART 2 PRODUCTS**

## 2.1 MATERIALS

- A. CONTRACTOR shall replace all surfaces with like materials. All new surfaces adjacent to and within 10' feet of post, including the entire excavated area shall be returned to the same condition and quality, including, materials, finish and grading that was present prior to excavation.
- B. When locating a footer within a single pavement block (max. 5'-0" x 5'-0"), adjacent to at least 2 expansion joints, the entire block of pavement shall be removed and replaced with the same materials and finish of adjacent sidewalk areas.

**3. PART 3 EXECUTION**

## 3.1 EXAMINATION

- A. Prior to cutting, drilling or removal, investigate both sides of the surface involved. Determine the exact location of structural members.
- B. If unforeseen obstructions are encountered, take precautions necessary to prevent damage and obtain instructions from the Owner's Representative before proceeding with the Work.

## 3.2 PREPARATION

- A. Prepare existing surfaces properly to receive and, where required, bond with the Work.

## 3.3 REMOVALS, CUTTING, AND ALTERING

- A. In addition to the items indicated to be removed on the Drawings, remove existing construction superseded by the Work except items such as pipes, conduits, recessed boxes, and ducts which are built into existing construction that is to remain. Cut off and conceal such items at face of remaining construction. Provide cover plates on recessed boxes.
- B. Remove and alter existing construction as required to install and connect the Work to adjacent construction in an approved manner.
- C. Cut and alter existing materials as required to perform the Work. Limit cutting to the smallest amount necessary. Core drill round holes and saw cut other openings where possible.
- D. Perform cutting, drilling, and removals in a manner which will prevent damage to construction which is to remain.
- E. Perform removal of items to remain the property of the State with such care as necessary to prevent damage to these items.

## 3.4 PATCHING

- A. Patch existing construction and finishes defaced, damaged, or left incomplete due to alterations and removals. Patching, except as otherwise indicated, shall be limited to the areas which have been cut or altered. Finish patched surfaces to match existing adjacent surfaces as closely as practicable.
- B. Perform patching around items penetrating existing construction in a manner that will maintain the water and fire resistive capability of the existing construction.
- C. Paint patched areas and cover plates to match existing adjacent surfaces using same type of paint. Painting, except as otherwise indicated, shall be limited to the areas which have been patched.
- D. Where surfaces exposed by removals are to remain as exposed surfaces, paint such areas to match existing adjacent surfaces as closely as practicable using same type of paint.

## 3.5 REINSTALLATION

- A. Where reinstallation of removed items is indicated, reinstall them to a condition equal to or better than their condition before removal.

END OF SECTION 01730 - REMOVALS, CUTTING AND PATCHING

**DECORATIVE METAL COATINGS - DYE SUBLIMATED PRINTED GRAPHIC PANELS**

- 1. GENERAL**
  - 1.1 SECTION INCLUDES
    - A. Permanent imaging thermally-embedded in flat surfaces and dimensional objects for the following applications:
      - 1. Signage and streetscape components.
  - 1.2 RELATED SECTIONS
    - A. Section 00550: General Conditions
    - B. Section 01100: Summary
    - C. Section 01320: Construction Progress Documentation
    - D. Section 01330: Submittal Procedures
    - E. Section 01781: Project Record Documents
    - F. Section 10436: Post & Panel Signs and Dimensional Letters
    - G. Section 10437: Pylon Signs, Electr. Message Brds & Channel Ltrs.
  - 1.3 SYSTEM DESCRIPTION
    - A. Process: The process embeds a high resolution image deep into and throughout a super durable powder coated layer. The image is embedded inside the powder and flows seamlessly over edges and corners. It is not a film or a laminate. There are no visible corners and no delamination. The process shall be capable of coating and decorating both flat surfaces and dimensional objects.
      - 1. Product substrates selected shall be able to withstand the 350 degree F (177 degree C) temperature of the powder coating oven. This includes and is not limited to aluminum, steel, glass, MDF, ceramic and high temperature plastics.
    - B. Characteristics: Coating shall be super durable polyurethane powder coated finish that is resistant to abrasion, humidity and corrosion. It shall be anti-graffiti, scratch resistant and non-combustible. The coating process shall be applicable for both interior and exterior applications. Coating shall withstand high traffic and extreme weather.
      - 1. Available characteristics include anti-skid, antimicrobial, post-formable and super texture.
    - C. Capability: Embed process capability shall allow parts from the size of a button to 24 feet (7315 mm) in length. Includes dimensional objects, flat and embossed sheets, extruded profiles, and folded panels.
  - 1.4 SUBMITTALS
    - A. Submit under provisions of Section 01330.
    - B. Product Data: Manufacturer's data sheets on each product to be used.
    - C. Shop Drawings: For all fabrications, including details of construction and attachment to adjacent surfaces.
    - D. Verification Samples: For each finish product specified, two samples, minimum size 6 inches (150 mm) square representing actual product, color, and patterns OR as indicated in Section 10436 and 10437.
    - E. Sustainability Submittals:
      - 1. Certificates for percentage of recyclable base materials, recyclable transfer film and organic water-based inks.
      - 2. Coating Process documentation of polyurethane powders emitting zero or near zero volatile organic compounds (no VOC's).
- 2. PRODUCTS**
  - 2.1 MANUFACTURERS
    - A. Acceptable Manufacturer: Direct Embed Coating Systems; 6 Morris St., Paterson, NJ 07501. ASD. Tel: (954) 825-0410. Email: info@directembedcoating.com. Web: http://www.directembedcoating.com.
- 3. EXECUTION**
  - 3.1 EXAMINATION
    - A. Do not begin installation until substrates have been properly prepared.
    - B. If substrate preparation is the responsibility of another installer, notify DESIGNER and OWNER of unsatisfactory preparation before proceeding.
  - 3.2 PREPARATION
    - A. Clean surfaces thoroughly prior to installation. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.
  - 3.3 INSTALLATION
    - A. Install in accordance with manufacturer's instructions and in proper relationship to adjacent surfaces.
  - 3.4 PROTECTION
    - A. Protect installed products until acceptance of the project by the OWNER or the OWNER'S REPRESENTATIVE.
    - B. Touch-up, repair or replace damaged products before Substantial Completion.
- 1.5 QUALITY ASSURANCE**
  - A. Manufacturer Qualifications: Minimum 3 years experience manufacturing similar products. Manufacturer shall have capability to provide a "delegated design" responsibility including prototypes, value engineering and budget analysis.
  - B. Quality Assurance Process: The following services shall be provided by the manufacturer to deliver the specified product for installation.
    - 1. Project Management: Management of the design facilitation, review, prototype and implementation process.
    - 2. Value Engineering: Reviewing possible cost saving approaches for single or multiple production pieces.
    - 3. Prototype Development: Creating a full design element or portion of the element that reflects the final production piece.
    - 4. Production/Fabrication: Creation of the final production piece.
    - 5. Coating and Embedding: The powder coating and embedded decoration of the final production piece.
    - 6. Installation and Service: Installation of the final production piece as well the maintenance of the final piece after installation.
  - C. Mock-Up: Provide a mock-up for evaluation of surface preparation techniques and application workmanship.
    - 1. Finish areas designated by Designer.
    - 2. Do not proceed with remaining work until workmanship is approved by DESIGNER and the OWNER.
    - 3. Rework mock-up area as required to produce acceptable work.
- 1.6 DELIVERY AND HANDLING**
  - A. Deliver products in appropriate protective covering and crating to fully protect all materials, surfaces and components against damage.
  - B. All delivered materials shall be delivered free of any defect, including, but not limited to cracks, scratches, peeling, bubbling, adhesive tapes, marker writing, etc.
    - 1. Contractor shall be responsible for full replacement of materials that is delivered damaged.
- 1.7 PROJECT CONDITIONS**
  - A. Maintain environmental conditions (temperature, humidity, and ventilation) within limits recommended by manufacturer for optimum results. Do not install products under environmental conditions outside manufacturer's recommended limits.
- 1.8 SEQUENCING**
  - A. Ensure that products of this section are supplied to affected trades in time to prevent interruption of construction progress.
- 1.9 WARRANTY**
  - A. Manufacturer's Warranty: Provide manufacturer's standard warranty for up to 10 years depending on location, substrate, environment and amount of direct sunlight.
- 1.5 QUALITY ASSURANCE**
  - B. Requests for substitutions will be considered in accordance with provisions Section 05550: General Conditions
- 2.2 COATING SYSTEM**
  - A. Powder Coating with Embedded Image using DECS Equipment: As manufactured by Direct Embed Coating Systems. Coating shall be resistant to abrasion, humidity and corrosion; anti-graffiti, scratch resistant, non-combustible, super-durable (UV resistant), and TGIC free (non-toxic). Suitable for both interior and exterior applications. Coating shall withstand high traffic and extreme weather..
    - 1. Substrate Material: As indicated on the Drawings.
    - 2. Image Source: As indicated on the Drawings.
    - 3. Color: As indicated on the Drawings.
    - 4. Finish: Matte.

END OF SECTION 09999 - DECORATIVE METAL COATINGS / DYE SUBLIMATED PRINTED GRAPHICS

**SECTION 01 74 19 - CONSTRUCTION WASTE MANAGEMENT**

**1. PART 1 - GENERAL**

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for the following:
  1. Salvaging non-hazardous demolition and construction waste.
  2. Recycling non-hazardous demolition and construction waste.
  3. Disposing of non-hazardous demolition and construction waste.

1.3 DEFINITIONS

- A. Clean: Untreated and unpainted; not contaminated with oils, solvents, caulk, paint, or the like.
- B. Construction Waste: Building and site improvement materials and other solid waste resulting from construction, remodeling, renovation, or repair operations. Construction waste includes packaging.
- C. Demolition Waste: Building and site improvement materials resulting from demolition or selective demolition operations
- D. Disposal: Removal off-site of demolition and construction waste and subsequent sale, recycling, reuse, or deposit in landfill or incinerator acceptable to authorities having jurisdiction
- E. Diversion: Avoidance of demolition and construction waste sent to landfill or incineration. Diversion does not include using materials for landfill, alternate daily cover on landfills, or materials used as fuel in waste-to energy processes
- F. Hazardous: Exhibiting the characteristics of hazardous substances, i.e., ignitability, corrosiveness, toxicity or reactivity
- G. Recycle: Recovery of demolition or construction waste for subsequent processing in preparation for reuse
- H. Recycling: The process of sorting, cleansing, treating, and reconstituting solid waste and other discarded materials for the purpose of using the altered form. Recycling does not include burning, incinerating, or thermally destroying waste.
- I. Salvage: Recovery of demolition or construction waste and subsequent reuse or sale in another facility
- J. Reuse: Recovery of demolition or construction waste and subsequent incorporation into the Work
- K. Source Separation: The act of keeping different types of waste materials separate beginning from the first time they become waste
- L. Toxic: Poisonous to humans either immediately or after a long period of exposure
- M. Trash: Any product or material unable to be reused, returned, recycled, or salvaged
- N. Waste: Extra material or material that has reached the end of its useful life in its intended use. Waste includes salvageable, returnable, recyclable, and reusable material.

1.4 PERFORMANCE REQUIREMENTS

- A. The Owner has established that this Project shall generate the least amount of waste possible and that processes that ensure the generation of as little waste as possible due to error, poor planning, breakage, mishandling, contamination, or other factors shall be employed.
- B. Of the waste that is generated, as many of the waste materials as economically feasible shall be reused, salvaged, or recycled. Waste disposal in landfills or incinerators shall be minimized, thereby reducing disposal costs.
- C. Develop a construction waste management plan that results in end-of-project rates for salvage/recycling of 95 percent by weight of construction and demolition waste.
- D. Salvage/Recycle Requirements: Salvage and recycle as much nonhazardous demolition and construction waste as possible
  1. Construction Waste:
    - a. Masonry and CMU
    - b. All untreated wood, including lumber and finish materials
    - c. Wood sheet materials
    - d. Wood trim
    - e. Metals
    - f. Roofing
    - g. Insulation
    - h. Carpet and pad
    - i. Gypsum board
    - j. Unused (leftover) paint
    - k. Piping
    - l. Electrical conduit
    - m. Packaging
    - n. Beverage and packaged food containers

1.5 SUBMITTALS

- A. Construction Waste Management Plan (CWMP): It is the intent of this specification to maximize the diversion of demolition and construction waste from landfill disposal. Accordingly, not more than 30 days after receipt of Notice to Proceed and prior to the generation of any waste, prepare and submit a draft Construction Waste Management Plan including, but not limited to, the following:
  1. Procedures for Recycling/Reuse Program to divert a minimum of 95% (by weight) of construction and demolition waste from landfill disposal, including waste resulting from demolition of any existing building and site paving scheduled for demolition; any site paving is required to be ground on site and reused as granulated fill on site.
  2. Approval of the Contractor's CWMP shall not relieve the Contractor of responsibility for adequate and continuing control of pollutants and other environmental protection measures.
- B. Submit a 3-ring binder with calculations on end-of-project recycling rates, salvage rates, and landfill rates itemized by waste material, demonstrating that a minimum of 75% of construction wastes

were recycled or salvaged and diverted from landfill. Include documentation of recovery rate (if commingled), waste hauling certificates or receipts, and a brief narrative explaining how and to where each waste type has been diverted.

- C. Construction Waste Management Plan: Submit four copies of plan within 45 days of date established for the Notice to Proceed.
- D. Waste Reduction Progress Reports: Concurrent with each Application for Payment, submit four copies of report. Include separate reports for demolition and construction waste. Include the following information:

1. Material category
2. Generation point of waste
3. Total quantity of waste in tons
4. Quantity of waste salvaged, both estimated and actual in tons
5. Quantity of waste recycled, both estimated and actual in tons
6. Total quantity of waste recovered (salvaged plus recycled) in tons
7. Total quantity of waste recovered (salvaged plus recycled) as a percentage of total waste
8. Include up-to-date records of donations, sales, recycling and landfill/incinerator manifests, weight tickets, hauling receipts, and invoices.

- E. Waste Reduction Calculations: Before request for Substantial Completion, submit four copies of calculated end-of-project rates for salvage, recycling, and disposal as a percentage of total waste generated by the Work.

- F. Records of Donations: Indicate receipt and acceptance of salvageable waste donated to individuals and organizations. Indicate whether organization is tax-exempt.

- G. Records of Sales: Indicate receipt and acceptance of salvageable waste sold to individuals and organizations. Indicate whether organization is tax-exempt.

- H. Recycling and Processing Facility Records: Indicate receipt and acceptance of recyclable waste by recycling and processing facilities licensed to accept them. Include manifests, weight tickets, receipts, and invoices.

- I. Landfill and Incinerator Disposal Records: Indicate receipt and acceptance of waste by landfills (or transfer stations) and incinerator facilities licensed to accept them. Include manifests, weight tickets, receipts, and invoices.

1.6 QUALITY ASSURANCE

- A. Regulatory Requirements: Comply with all applicable requirements of North Carolina Department of Environment, Health, and Natural Resources Policy Memorandum #16 Concerning Management of Construction, Demolition, Land Clearing, Inert, and Yard Trash Debris and any and all subsequent modifications and amendments to same. Comply with all applicable local ordinances and regulations.
- B. Waste Management Meetings: Conduct an initial conference at Project Site to comply with requirements in Division 1 Section "Project Management and Coordination." Contractor shall include discussions on construction waste management requirements in

**SECTION 01 74 19 - CONSTRUCTION WASTE MANAGEMENT**

the preconstruction meeting. Contractor shall include discussions on construction waste management requirements in the regular job meetings conducted during the course of the Project; at these meetings, review methods and procedures related to waste management including, but not limited to, the following:

1. Review and discuss waste management plan including responsibilities of the Waste Management Coordinator.
2. Review requirements for documenting quantities of each type of waste and its disposition.
3. Review and finalize procedures for materials separation and verify availability of containers and bins needed to avoid delays.
4. Review procedures for periodic waste collection and transportation to recycling and disposal facilities.
5. Review waste management requirements for each trade.

**1.7 CONSTRUCTION WASTE MANAGEMENT PLAN**

- A. **A. General:** Develop and implement a CWMP consisting of waste identification, waste reduction work plan, and cost/revenue analysis. Include separate sections in plan for demolition and construction waste. Indicate quantities by weight or volume, but use the same units of measure throughout the CWMP.
- B. **Draft Construction Waste Management Plan:** Within 30 days after receipt of Notice to Proceed, or prior to any waste removal, whichever occurs sooner, the Contractor shall submit to the Owner and Architect a Draft Waste Management Plan.
- C. **Final Construction Waste Management Plan:** Once the Owner has determined which of the recycling options addressed in the draft Waste Management Plan are acceptable, the Contractor shall submit, within 10 calendar days, a Final Waste Management Plan.
- D. **Waste Identification:** Indicate anticipated types and quantities of demolition, site-clearing, and construction waste generated by the Work. Include estimated quantities and assumptions for estimates.
- E. **Landfill Options:** Indicate the name of the landfill(s) and/or transfer station(s) and/or incinerator(s) where trash will be disposed of, the applicable landfill tipping fee(s), and the projected cost of disposing of all Project waste in the landfill(s).
- F. **Waste Reduction Work Plan:** List each type of waste and whether it will be salvaged, reused, recycled, or disposed of in landfill or incinerator. Include points of waste generation, total quantity of each type of waste, quantity for each means of recovery, and handling and transportation procedures.

1. **Salvaged Materials for Reuse:** For materials that will be salvaged and reused in this Project, describe methods for preparing salvaged materials before incorporation into the Work.
2. **Salvaged Materials for Sale:** For materials that will be sold to individuals and organizations, include list of their names, addresses, and telephone numbers.
3. **Salvaged Materials for Donation:** For materials that will be donated to individuals and organizations, include list of their names, addresses, and telephone numbers.
4. **Recycled Materials:** Include list of local receivers and processors and type of recycled materials each will accept. Include names, addresses, and telephone numbers.

5. **Disposed Materials:** Indicate how and where materials will be disposed of. Include name, address, and telephone number of each landfill and incinerator facility.
6. **Handling and Transportation Procedures:** Describe method that will be used for separating recyclable waste, including sizes of containers, container labeling, and designated location on Project Site where materials separation will be located.

G. **Materials:** The following list of required materials, at a minimum, must be included for salvaging/recycling:

1. Cardboard
2. Clean dimensional wood
3. Beverage and food containers
4. Paper
5. Concrete
6. Concrete Masonry Units (CMUs)
7. Asphalt: Include the approximate weight of the asphalt paving to be crushed and utilized as granulated fill from the existing paving as a component of waste material diverted from the landfill.
8. Ferrous and non-ferrous metals (banding, stud trim, ductwork, piping, rebar, roofing, other trim, steel, iron, galvanized sheet steel, stainless steel, aluminum, copper, zinc, lead, brass, and bronze)
9. Stretch and shrink wrap
10. Gypsum wallboard
11. Paint containers and other clean, empty plastic containers. The specifications writer may want to customize this list based on what is easily recycled or salvaged for resale or reuse at the Project and in local markets.

H. **Meetings:** Provide a description of the regular meetings to be held to address waste management.

I. **Materials Handling Procedures:** Provide a description of the means by which any waste materials identified will be protected from contamination, and a description of the means to be employed in recycling the above materials consistent with requirements for acceptance by designated facilities.

J. **Transportation:** Provide a description of the means of transportation of the recyclable materials (whether materials will be site-separated and self-hauled to designated centers, or whether mixed materials will be collected by a waste hauler and removed from the site) and destination of materials.

**1.8 CONSTRUCTION WASTE MANAGEMENT RESOURCES**

- A. **General information contacts regarding construction and demolition waste:**
  1. Department of Environment and Natural Resources Division of Pollution Prevention and Environmental Assistance or similar
  2. EPA Construction and demolition (C&D) debris website: <http://www.epa.gov/epaoswer/non-hw/debris-new/bytype.htm>
  3. Directory of Wood-Framed Building Deconstruction and

Reused Building Materials Companies:  
[http://www.fpl.fs.fed.us/documnts/fplgtr/fpl\\_gtr150.pdf](http://www.fpl.fs.fed.us/documnts/fplgtr/fpl_gtr150.pdf)

B. **Material Recyclers:** For information on local recycling entities, visit the following websites:

**2. PART 2 - PRODUCTS (Not Used)**

**3. PART 3 - EXECUTION**

**3.1 PLAN IMPLEMENTATION**

A. **A. General:** Implement waste management plan as approved by Designer and Owner. Provide handling, containers, storage, signage, transportation, and other items as required to implement waste management plan during the entire duration of the Contract.

1. Comply with Division 1 Section "Temporary Facilities and Controls" for operation, termination, and removal requirements.

B. **Waste Management Coordinator:** Engage a waste management coordinator to be responsible for implementing, monitoring, and reporting status of waste management work plan. Coordinator shall be present at the Project Site full-time for duration of Project.

C. **Training:** Train workers, subcontractors, and suppliers on proper waste management procedures, as appropriate for the Work occurring at Project Site.

1. Distribute waste management plan to everyone concerned within three days of submittal return.
2. Distribute waste management plan to entities when they first begin work on-site. Review plan procedures and locations established for salvage, recycling, and disposal.

D. **Site Access and Temporary Controls:** Conduct waste management operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.

1. Designate and label specific areas on Project Site necessary for separating materials that are to be salvaged, recycled, reused, donated, and sold.
2. Recycling and waste bin areas are to be kept neat, and clean, and clearly marked in order to avoid contamination of materials.
3. Comply with Division 1 Section "Temporary Facilities and Controls" for controlling dust and dirt, environmental protection, and noise control.

E. **Hazardous Wastes:** Hazardous wastes shall be separated, stored, and disposed of according to local regulations and should not be included in Construction Waste Management Plan's calculations of waste.

**SECTION 01 74 19 - CONSTRUCTION WASTE MANAGEMENT**

3.2 SALVAGING DEMOLITION WASTE

- A. Salvaged Items for Reuse in the Work:
  1. Clean salvaged items.
  2. Pack or crate items after cleaning. Identify contents of containers.
  3. Store items in a secure area until installation.
  4. Protect items from damage during transport and storage.
  5. Install salvaged items to comply with installation requirements for new materials and equipment. Provide connections, supports, and miscellaneous materials necessary to make items functional for use indicated.
- B. Salvaged Items for Owner's Use:
  1. Clean salvaged items.
  2. Pack or crate items after cleaning. Identify contents of containers.
  3. Store items in a secure area until delivery to Owner.
  4. Transport items to Owner's storage area designated by Owner.
  5. Protect items from damage during transport and storage.
- C. Doors and Hardware: Brace open end of door frames. Except for removing door closers, leave door hardware attached to doors.

3.3 RECYCLING DEMOLITION AND CONSTRUCTION WASTE, GENERAL

- A. General: Recycle paper and beverage containers used by on-site workers.
- B. Recycling Receivers and Processors: List below is provided for information only; available recycling receivers and processors include, but are not limited to, the following:
  1. List to be developed by Contractor.
- C. Recycling Incentives: Revenues, savings, rebates, tax credits, and other incentives received for recycling waste materials shall accrue to Contractor.
- D. Procedures: Separate recyclable waste from other waste materials, trash, and debris. Separate recyclable waste by type at Project Site to the maximum extent practical.
  1. Provide appropriately marked containers or bins for controlling recyclable waste until they are removed from Project Site. Include list of acceptable and unacceptable materials at each container and bin.
    - a. Inspect containers and bins for contamination and remove contaminated materials if found.
  2. Stockpile processed materials on-site without intermixing with other materials. Place, grade, and shape stockpiles to drain surface water. Cover to prevent windblown dust.
  3. Stockpile materials away from construction area. Do not store within drip line of remaining trees.
  4. Store components off the ground and protect from the weather.

5. Remove recyclable waste off Owner's property and transport to recycling receiver or processor.

3.4 RECYCLING DEMOLITION WASTE

- A. Asphaltic Concrete Paving: Break up and transport paving to asphalt recycling facility or recycle on-site into new paving.
- B. Concrete: Remove reinforcement and other metals from concrete and sort with other metals.
  1. Pulverize concrete to maximum 4-inch (100-mm) size.
  2. Crush concrete and screen to comply with requirements in Division 2 Section "Earthwork" for use as satisfactory soil for fill or subbase.
- C. Masonry: Remove metal reinforcement, anchors, and ties from masonry and sort with other metals.
  1. Pulverize masonry to maximum 1-1/2-inch (38-mm) size.
    - a. Crush masonry and screen to comply with requirements in Division 2 Section "Earthwork" for use as general fill or subbase.
    - b. Crush masonry and screen to comply with requirements in Division 2 Section "Exterior Plants" for use as mineral mulch.
  2. Clean and stack undamaged, whole masonry units on wood pallets.
- D. Wood Materials: Sort and stack members according to size, type, and length. Separate lumber, engineered wood products, and panel products for reuse and/or recycling. Separate wood material treated with heavy metal preservatives for reuse or landfill disposal.
- E. Metals: Separate metals by type.
  1. Structural Steel: Stack members according to size, type of member, and length.
  2. Remove and dispose of bolts, nuts, washers, and other rough hardware.
- F. Asphalt Shingle Roofing: Separate organic and glass-fiber asphalt shingles and felts for recycling into asphalt paving or by other recycling entities.
- G. Equipment: Drain tanks, piping, and fixtures. Seal openings with caps or plugs. Protect equipment from exposure to weather.
- H. Plumbing Fixtures: Separate by type and size.
- I. Piping: Reduce piping to straight lengths and store by type and size. Separate supports, hangers, valves, sprinklers, and other components by type and size.
- J. Lighting Fixtures: Separate lamps by type and protect from breakage.
- K. Electrical Devices: Separate switches, receptacles, switchgear, transformers, meters, panelboards, circuit breakers, and other devices by type.
- L. Conduit: Reduce conduit to straight lengths and store by type and size.

3.5 RECYCLING CONSTRUCTION WASTE

- A. Packaging:

1. Cardboard and Boxes: Break down packaging into flat sheets. Bundle and store in a dry location.
  2. Polystyrene Packaging: Separate and bag materials.
  3. Pallets: As much as possible, require deliveries using pallets to remove pallets from Project Site. For pallets that remain on-site, break down pallets into component wood pieces and comply with requirements for recycling wood.
  4. Crates: Break down crates into component wood pieces and comply with requirements for recycling wood.
- B. Site-Clearing Wastes: Chip brush, branches, and trees on-site.
    1. Comply with requirements in Division 2 Section "Exterior Plants" for use of chipped organic waste as organic mulch.
  - C. Wood Materials:
    1. Clean Cut-Offs of Lumber: Grind or chip into material appropriate for mulch or erosion control.
    2. Lumber Treated with Heavy-Metal Preservatives: Do not grind, chip, or incinerate; must be reused or landfilled.
  - D. Gypsum Board: Stack large, clean pieces on wood pallets and store in a dry location for recycling and/or reuse on-site or off-site.
    1. Moisture-damaged gypsum board with evidence of significant mold growth shall be disposed of in accordance with New York City's "Guidelines on Assessment and Remediation of Fungi in Indoor Environments": <http://www.nyc.gov/html/doh/html/epi/moldrpt1.shtml>
    2. Clean Gypsum Board: Grind scraps of clean gypsum board using small mobile chipper or hammer mill. Screen out paper after grinding.
      - a. Comply with requirements in Division 2 Section "Exterior Plants" for use of clean ground gypsum board as inorganic soil amendment.
  - E. Miscellaneous: Anything called out to be ground and used on site should utilize an on-site grinder.
    1. Grinder should be able to accommodate a variety of materials including masonry, asphalt shingles, wood, and drywall.

3.6 DISPOSAL OF WASTE & CLEANING

- A. General: Except for items or materials to be salvaged, recycled, or otherwise reused, remove waste materials from Project Site and legally dispose of them in a landfill or incinerator acceptable to authorities having jurisdiction.
  1. Except as otherwise specified, do not allow waste materials that are to be disposed of to accumulate on site.
  2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
  3. Do not burn or bury waste materials on or off site. Appropriate onsite topical application of ground gypsum or wood, or use of site paving as granulated fill is considered reuse, not waste.
- B. Prohibitions: Cleaning of Concrete trucks in municipal right-of-way or on municipal or private property is prohibited.
  1. Contractor shall coordinate all cleaning related to concrete trucks with client / municipality prior to arriving on site.



# Montgomery, TX

## Message Schedule

### Submission

**V1\_July 13, 2023**

**V2\_September 13, 2023**

**V3\_August 16, 2024 - FINAL\_V1**

merje

5 W. Gay Street

West Chester, PA 19380

T 484.266.0648

[www.merjedesign.com](http://www.merjedesign.com)

## SIGN COUNT SUMMARY

## MERJE | ENVIRONMENTS AND EXPERIENCES

5 W. Gay Street  
 West Chester, PA 19380  
 Tel 484.266.0648  
 www.merjedesign.com

Client: Montgomery, TX

Submittal: FINAL - V1

Project: **Wayfinding & Signage**

Date: **August 16, 2024**

Sign Type	Quantity
GATE.1	1
GATE.2	6
KIOSK.1	4
KIOSK.2	1
KIOSK.3	1
PARK_ID.1	6
PARK_ID.2	3
PARK.2	5
RES.1	4
VDIR.1	2
VDIR.2	3
VDIR.2.TXDOT	1
VDIR.3	19
VDIR.3.TXDOT	2
VDIR.5.TXDOT	3
VDIR.6	3
VDIR.6.TXDOT	7

SIGN MESSAGE SCHEDULE

**MERJE | ENVIRONMENTS AND EXPERIENCES**  
 5 W. Gay Street  
 West Chester, PA 19380  
 484.266.0648  
 www.merjedesign.com

Client: Montgomery TX

Submittal: FINAL - V1

Project: **Wayfinding & Signage**

Date: **August 16, 2024**

Phase:	Location No:	Sign Type:	Qty:	City / Area:	Sheet No:	Message:	Comments:
1	001	GATE.2	1	CITY ROW	SL.04	HEADER Montgomery LEGEND Birthplace Of The Texas Flag	Remove/Replace Green TXDOT Sign. Move Historical Marker to Post or Separate Location/Pole. Move No Engine Brake Sign to Separate Location/Pole.
	Mounting Grass	Longitude -95.696882					
	Removal No: 1	Latitude 30.405961					
1	002	GATE.2	1	CITY ROW	SL.01	HEADER Montgomery LEGEND Birthplace Of The Texas Flag	
	Mounting Grass	Longitude -95.682560					
	Removal No: 0	Latitude 30.410028					
1	003	GATE.1	1	TXDOT ROW	SL.09	HEADER Montgomery LEGEND Birthplace Of The Texas Flag	Remove/Replace Green TXDOT Sign.  Move Historical Marker to Post or Separate Location/Pole. Move No Engine Brake Sign to Separate Location/Pole. Alternate-GATE.1
	Mounting Grass	Longitude -95.671145					
	Removal No: 1	Latitude 30.386471					
1	004	GATE.2	1	TXDOT ROW	SL.13	HEADER Montgomery LEGEND Birthplace Of The Texas Flag	Remove/Replace Green TXDOT Sign. Move No Engine Brake Sign to Separate Location/Pole.
	Mounting Grass	Longitude -95.677657					
	Removal No: 1	Latitude 30.384172					
1	005	GATE.2	1	CITY ROW	SL.12	HEADER Montgomery LEGEND Birthplace Of The Texas Flag	Remove/Replace Green TXDOT Sign.  Move Historical Marker to Post or Separate Location/Pole. Move No Engine Brake Sign to Separate Location/Pole.
	Mounting Grass	Longitude -95.698117					
	Removal No: 1	Latitude 30.377287					

SIGN MESSAGE SCHEDULE

**MERJE | ENVIRONMENTS AND EXPERIENCES**  
 5 W. Gay Street  
 West Chester, PA 19380  
 484.266.0648  
 www.merjedesign.com

Client: Montgomery TX  
 Project: **Wayfinding & Signage**

Submittal: FINAL - V1  
 Date: **August 16, 2024**

Phase:	Location No:	Sign Type:	Qty:	City / Area:	Sheet No:	Message:	Comments:
1	006	GATE.2	1	TXDOT ROW	SL.06	<b>HEADER</b> Montgomery <b>LEGEND</b> Birthplace Of The Texas Flag	Remove/Replace Green TXDOT Sign.  Move Historical Marker to Post or Separate Location/Pole. Move No Engine Brake Sign to Separate Location/Pole. Alternate-GATE.1
	Mounting Grass	Longitude					
		-95.724330					
	Removal No:	Latitude					
	1	30.389195					
1	007	GATE.2	1	CITY ROW	SL.03	<b>HEADER</b> Montgomery <b>LEGEND</b> Birthplace Of The Texas Flag	Remove/Replace Green TXDOT Sign. Move No Engine Brake Sign to Separate Location/Pole.
	Mounting Grass	Longitude					
		-95.712449					
	Removal No:	Latitude					
	1	30.399383					
1	100	VDIR.6.TXDOT	1	TXDOT ROW	SL.09	<b>HEADER</b> Montgomery   Texas  <b>LEGEND</b> ^ Fernland Historical Park ^ Historic Downtown < Lake Creek High School	Client to confirm TXDOT right-of-way prior to installation.  Client to review and confirm graphic layout prior to fabrication.
	Mounting Grass	Longitude					
		-95.674955					
	Removal No:	Latitude					
	0	30.387187					
1	101	VDIR.6.TXDOT	1	TXDOT ROW	SL.08	<b>HEADER</b> Montgomery   Texas  <b>LEGEND</b> > Fernland Historical Park > Charles B. Stewart Library (Library Pictogram) > Memory Park	Client to confirm TXDOT right-of-way prior to installation.  Client to review and confirm graphic layout prior to fabrication.
	Mounting Grass	Longitude					
		-95.686257					
	Removal No:	Latitude					
	0	30.389073					
1	102	VDIR.6.TXDOT	1	TXDOT ROW	SL.08	<b>HEADER</b> Montgomery   Texas  <b>LEGEND</b> < Fernland Historical Park < Charles B. Stewart Library (Library Pictogram) < Memory Park	Client to confirm TXDOT right-of-way prior to installation.  Client to review and confirm graphic layout prior to fabrication.
	Mounting Grass	Longitude					
		-95.688242					
	Removal No:	Latitude					
	0	30.389052					

SIGN MESSAGE SCHEDULE

**MERJE | ENVIRONMENTS AND EXPERIENCES**  
 5 W. Gay Street  
 West Chester, PA 19380  
 484.266.0648  
 www.merjedesign.com

Client: Montgomery TX

Submittal: FINAL - V1

Project: **Wayfinding & Signage**

Date: **August 16, 2024**

Phase:	Location No:	Sign Type:	Qty:	City / Area:	Sheet No:	Message:	Comments:
1	103	VDIR.6.TXDOT	1	TXDOT ROW	SL.09	<p><b>HEADER</b>                      Montgomery   Texas</p> <p><b>LEGEND</b>                      ^ Lake Conroe (Kayaking Pictogram)(Fishing Pictogram)                      ^ Walden Road Area                      &gt; Lake Creek High School</p>	<p>Client to confirm TXDOT right-of-way prior to installation.</p> <p>Client to review and confirm graphic layout prior to fabrication.</p>
	Mounting	Longitude					
	Grass	-95.677066					
	Removal No:	Latitude					
	0	30.387295					
1	104	VDIR.3	1	City ROW	SL.08	<p><b>HEADER</b>                      Montgomery   Texas</p> <p><b>LEGEND</b>                      &lt; Fernland Historical Park                      &lt; Charles B. Stewart Library (Library Pictogram)                      &lt; Memory Park</p>	<p>Remove/replace greenn TXDOT sign. Move 'No Engine Brake' sign to separate location/pole.</p> <p>Client to review and confirm graphic layout prior to fabrication.</p>
	Mounting	Longitude					
	Grass	-95.686815					
	Removal No:	Latitude					
	0	30.391477					
1	105	VDIR.3	1	City ROW	SL.08	<p><b>HEADER</b>                      Montgomery   Texas</p> <p><b>LEGEND</b>                      &gt; Fernland Historical Park                      &gt; Charles B. Stewart Library (Library Pictogram)                      &gt; Memory Park</p>	<p>Client to review and confirm graphic layout prior to fabrication.</p>
	Mounting	Longitude					
	Grass	-95.686898					
	Removal No:	Latitude					
	0	30.392164					
1	106	VDIR.3	1	City ROW	SL.08	<p><b>HEADER</b>                      Montgomery   Texas</p> <p><b>LEGEND</b>                      &gt; Fernland Historical Park                      &gt; Charles B. Stewart Library (Library Pictogram)                      &gt; Memory Park</p>	<p>Client to review and confirm graphic layout prior to fabrication.</p>
	Mounting	Longitude					
	Grass	-95.685323					
	Removal No:	Latitude					
	0	30.394398					
1	107	VDIR.3	1	City ROW	SL.04	<p><b>HEADER</b>                      Montgomery   Texas</p> <p><b>LEGEND</b>                      &gt; Fernland Historical Park                      &gt; Charles B. Stewart Library (Library Pictogram)                      &gt; Memory Park</p>	<p>Client to review and confirm graphic layout prior to fabrication.</p>
	Mounting	Longitude					
	Grass	-95.687711					
	Removal No:	Latitude					
	0	30.396568					

SIGN MESSAGE SCHEDULE

**MERJE | ENVIRONMENTS AND EXPERIENCES**  
 5 W. Gay Street  
 West Chester, PA 19380  
 484.266.0648  
 www.merjedesign.com

Client: Montgomery TX

Submittal: FINAL - V1

Project: **Wayfinding & Signage**

Date: **August 16, 2024**

Phase:	Location No:	Sign Type:	Qty:	City / Area:	Sheet No:	Message:	Comments:
1	108	VDIR.3	1	City ROW	SL.04	<b>HEADER</b> Montgomery   Texas  <b>LEGEND</b> < Fernland Historical Park < Charles B. Stewart Library (Library Pictogram) < Memory Park	Client to review and confirm graphic layout prior to fabrication.
	Mounting	Longitude					
	Grass	-95.685673					
	Removal No:	Latitude					
	0	30.397067					
1	109	VDIR.6	1	City ROW	SL.01	<b>HEADER</b> Montgomery   Texas  <b>LEGEND</b> ^ Historic Downtown ^ Sam Houston National Forest ^ Lone Star Community Ctr.	Client to review and confirm graphic layout prior to fabrication.
	Mounting	Longitude					
	TBD	-95.683102					
	Removal No:	Latitude					
	0	30.409903					
1	110	VDIR.3	1	City ROW	SL.04	<b>HEADER</b> Montgomery   Texas  <b>LEGEND</b> < Lone Star Community Ctr. < Historic Downtown > Sam Houston National Forest	Client to review and confirm graphic layout prior to fabrication.
	Mounting	Longitude					
	TBD	-95.697322					
	Removal No:	Latitude					
	0	30.404169					
1	111	VDIR.3	1	City ROW	SL.04	<b>HEADER</b> Montgomery   Texas  <b>LEGEND</b> ^ Lone Star Community Ctr. ^ Historic Downtown < Memorial Cemetery	Client to review and confirm graphic layout prior to fabrication.
	Mounting	Longitude					
	TBD	-95.697812					
	Removal No:	Latitude					
	0	30.404710					
1	112	VDIR.3	1	City ROW	SL.04	<b>HEADER</b> Montgomery   Texas  <b>LEGEND</b> ^ W. Montgomery County Park ^ Sam Houston National Forest > Memorial Cemetery	Client to review and confirm graphic layout prior to fabrication.
	Mounting	Longitude					
	TBD	-95.698154					
	Removal No:	Latitude					
	0	30.403866					



SIGN MESSAGE SCHEDULE

**MERJE | ENVIRONMENTS AND EXPERIENCES**  
 5 W. Gay Street  
 West Chester, PA 19380  
 484.266.0648  
 www.merjedesign.com

Client: Montgomery TX

Submittal: FINAL - V1

Project: **Wayfinding & Signage**

Date: **August 16, 2024**

Phase:	Location No:	Sign Type:	Qty:	City / Area:	Sheet No:	Message:	Comments:
1	113	VDIR.2	1	City ROW	SL.03	<b>HEADER</b> Montgomery   Texas  <b>LEGEND</b> > Homecoming Park > Lincoln Elem School	Client to review and confirm graphic layout prior to fabrication.
	Mounting	Longitude					
	TBD	-95.69942					
	Removal No:	Latitude					
	0	30.402652					
1	114	VDIR.2	1	City ROW	SL.03	<b>HEADER</b> Montgomery   Texas  <b>LEGEND</b> < Homecoming Park < Lincoln Elem School	Client to review and confirm graphic layout prior to fabrication.
	Mounting	Longitude					
	TBD	-95.699511					
	Removal No:	Latitude					
	0	30.401768					
1	115	VDIR.3	1	City ROW	SL.03	<b>HEADER</b> Montgomery   Texas  <b>LEGEND</b> ^ Historic Downtown ^ Community Building > Lone Star Community Ctr	Client to review and confirm graphic layout prior to fabrication.
	Mounting	Longitude					
	Grass	-95.699608					
	Removal No:	Latitude					
	0	30.400515					
1	116	VDIR.3	1	City ROW	SL.03	<b>HEADER</b> Montgomery   Texas  <b>LEGEND</b> < Homecoming Park < W. Montgomery County Park > Historic Downtown	Client to review and confirm graphic layout prior to fabrication.
	Mounting	Longitude					
	Grass	-95.700332					
	Removal No:	Latitude					
	0	30.399927					
1	117	VDIR.3	1	City ROW	SL.03	<b>HEADER</b> Montgomery   Texas  <b>LEGEND</b> < Historic Downtown > Homecoming Park > W. Montgomery County Park	Client to review and confirm graphic layout prior to fabrication.
	Mounting	Longitude					
	Grass	-95.699227					
	Removal No:	Latitude					
	0	30.400122					

SIGN MESSAGE SCHEDULE

**MERJE | ENVIRONMENTS AND EXPERIENCES**  
 5 W. Gay Street  
 West Chester, PA 19380  
 484.266.0648  
 www.merjedesign.com

Client: Montgomery TX  
 Project: **Wayfinding & Signage**

Submittal: FINAL - V1  
 Date: **August 16, 2024**

Phase:	Location No:	Sign Type:	Qty:	City / Area:	Sheet No:	Message:	Comments:
1	118	VDIR.3	1	City ROW	SL.03	<b>HEADER</b> Montgomery   Texas  <b>LEGEND</b> ^ Homecoming Park ^ W. Montgomery County Park < Lone Star Community Ctr.	Client to review and confirm graphic layout prior to fabrication.
	Mounting	Longitude					
	Grass	-95.699238					
	Removal No:	Latitude					
		30.399576					
1	119	VDIR.3	1	City ROW	SL.08	<b>HEADER</b> Montgomery   Texas  <b>LEGEND</b> > Fernland Historical Park > Charles B. Stewart Library (Library Pictogram) > Memory Park	Client to review and confirm graphic layout prior to fabrication.
	Mounting	Longitude					
	Grass	-95.696568					
	Removal No:	Latitude					
		30.391520					
1	120	VDIR.3	1	City ROW	SL.08	<b>HEADER</b> Montgomery   Texas  <b>LEGEND</b> < Fernland Historical Park < Charles B. Stewart Library (Library Pictogram) < Memory Park	Client to review and confirm graphic layout prior to fabrication.
	Mounting	Longitude					
	Grass	-95.696989					
	Removal No:	Latitude					
		30.391976					
1	121	VDIR.3	1	City ROW	SL.08	<b>HEADER</b> Montgomery   Texas  <b>LEGEND</b> ^ Fernland Historical Park < Charles B. Stewart Library (Library Pictogram) < Memory Park	Client to review and confirm graphic layout prior to fabrication.
	Mounting	Longitude					
	Grass	-95.691792					
	Removal No:	Latitude					
		30.391817					
1	122	VDIR.3	1	City ROW	SL.08	<b>HEADER</b> Montgomery   Texas  <b>LEGEND</b> ^ Historic Downtown < Charles B. Stewart Library ((Library Pictogram) < Memory Park	Client to review and confirm graphic layout prior to fabrication.
	Mounting	Longitude					
	TBD	-95.691095					
	Removal No:	Latitude					
	0	30.391913					

SIGN MESSAGE SCHEDULE

**MERJE | ENVIRONMENTS AND EXPERIENCES**  
 5 W. Gay Street  
 West Chester, PA 19380  
 484.266.0648  
 www.merjedesign.com

Client: Montgomery TX

Submittal: FINAL - V1

Project: **Wayfinding & Signage**

Date: **August 16, 2024**

Phase:	Location No:	Sign Type:	Qty:	City / Area:	Sheet No:	Message:	Comments:
1	123	RES.1	1	City ROW	SL.08	<p>HEADER Montgomery   Texas</p> <p>LEGEND &lt; Fernland Historical Park</p>	Client to review and confirm graphic layout prior to fabrication.
	Mounting Grass	Longitude -95.690610					
	Removal No: 0	Latitude 30.391824					
1	124	RES.1	1	City ROW	SL.08	<p>HEADER Montgomery   Texas</p> <p>LEGEND &gt; Fernland Historical Park</p>	Client to review and confirm graphic layout prior to fabrication.
	Mounting Grass	Longitude -95.690037					
	Removal No:	Latitude 30.391915					
1	125	VDIR.3.TXDOT	1	TXDOT	SL.08	<p>HEADER Montgomery   Texas</p> <p>LEGEND &gt; Historic Downtown &gt; Sam Houston National Forest &gt; Texas Forest Trail</p>	<p>Replace Existing Texas Forest Trail Sign.</p> <p>Client to confirm TXDOT right-of-way prior to installation.</p> <p>Client to review and confirm graphic layout prior to fabrication.</p>
	Mounting Grass	Longitude -95.695945					
	Removal No: 1	Latitude 30.388852					
1	126	VDIR.3.TXDOT	1	TXDOT	SL.08	<p>HEADER Montgomery   Texas</p> <p>LEGEND &lt; Historic Downtown &lt; Sam Houston National Forest &lt; Texas Forest Trail</p>	<p>Replace Existing Texas Forest Trail Sign</p> <p>Client to confirm TXDOT right-of-way prior to installation.</p> <p>Client to review and confirm graphic layout prior to fabrication.</p>
	Mounting Grass	Longitude -95.697619					
	Removal No: 0	Latitude 30.388268					
1	127	VDIR.3	1	City ROW	SL.08	<p>HEADER Montgomery   Texas</p> <p>LEGEND ^ Historic Downtown ^ Sam Houston National Forest &lt; City Hall (i)</p>	Client to review and confirm graphic layout prior to fabrication.
	Mounting Grass	Longitude -95.696516					
	Removal No: 0	Latitude 30.387947					

SIGN MESSAGE SCHEDULE

**MERJE | ENVIRONMENTS AND EXPERIENCES**  
 5 W. Gay Street  
 West Chester, PA 19380  
 484.266.0648  
 www.merjedesign.com

Client: Montgomery TX

Submittal: FINAL - V1

Project: **Wayfinding & Signage**

Date: **August 16, 2024**

Phase:	Location No:	Sign Type:	Qty:	City / Area:	Sheet No:	Message:	Comments:
1	128	VDIR.3	1	City ROW	SL.08	<p><b>HEADER</b>                      Montgomery   Texas</p> <p><b>LEGEND</b>                      &lt; Lake Conroe (Kayaking Pictogram)(Fishing Pictogram)                      &gt; City Hall (i)                      &gt; Montgomery High School</p>	Client to review and confirm graphic layout prior to fabrication.
	Mounting	Longitude					
	Grass	-95.696639					
	Removal No:	Latitude					
	0	30.38895					
1	129	VDIR.6.TXDOT	1	TXDOT ROW	SL.07	<p><b>HEADER</b>                      Montgomery   Texas</p> <p><b>LEGEND</b>                      &lt; City Hall (i)                      &lt; Old Cemetery                      &gt; Cedar Brake Park (Swing Pictogram)(Volleyball Pictogram)</p>	Client to confirm TXDOT right-of-way prior to installation.  Client to review and confirm graphic layout prior to fabrication.
	Mounting	Longitude					
	Grass	-95.702118					
	Removal No:	Latitude					
	0	30.388442					
1	130	VDIR.6.TXDOT	1	TXDOT ROW	SL.07	<p><b>HEADER</b>                      Montgomery   Texas</p> <p><b>LEGEND</b>                      &lt; Cedar Brake Park (Parking ) (Picto)                      &gt; City Hall (i)                      &gt; Old Cemetery</p>	Client to confirm TXDOT right-of-way prior to installation.  Client to review and confirm graphic layout prior to fabrication.
	Mounting	Longitude					
	Grass	-95.703797					
	Removal No:	Latitude					
		30.388217					
1	131	VDIR.1	1	City ROW	SL.03	<p><b>HEADER</b>                      Montgomery   Texas</p> <p><b>LEGEND</b>                      &gt; Lone Star Community Ctr.</p>	Client to review and confirm graphic layout prior to fabrication.
	Mounting	Longitude					
	Grass	-95.703739					
	Removal No:	Latitude					
	1	30.400072					
1	132	VDIR.1	1	City ROW	SL.03	<p><b>HEADER</b>                      Montgomery   Texas</p> <p><b>LEGEND</b>                      &lt; Lone Star Community Ctr.</p>	Client to review and confirm graphic layout prior to fabrication.
	Mounting	Longitude					
	Grass	-95.706518					
	Removal No:	Latitude					
	1	30.400433					

SIGN MESSAGE SCHEDULE

**MERJE | ENVIRONMENTS AND EXPERIENCES**  
 5 W. Gay Street  
 West Chester, PA 19380  
 484.266.0648  
 www.merjedesign.com

Client: Montgomery TX

Submittal: FINAL - V1

Project: **Wayfinding & Signage**

Date: **August 16, 2024**

Phase:	Location No:	Sign Type:	Qty:	City / Area:	Sheet No:	Message:	Comments:
1	133	VDIR.2	1	County ROW	SL.06	<p><b>HEADER</b>                      Montgomery   Texas</p> <p><b>LEGEND</b>                      &lt; Montgomery High School                      &lt; Athletic Complex</p>	<p>Outside City Limits - Possible Deletion</p> <p>Client to review and confirm graphic layout prior to fabrication.</p>
	Mounting Grass	Longitude -95.721091					
	Removal No:	Latitude 30.397729					
1	135	VDIR.6.TXDOT	1	TXDOT ROW	SL.06	<p><b>HEADER</b>                      Montgomery   Texas</p> <p><b>LEGEND</b>                      ^ Historic Downtown                      &lt; Athletic Complex                      &gt; Montgomery High School</p>	<p>Client to confirm TXDOT right-of-way prior to installation.</p> <p>Client to review and confirm graphic layout prior to fabrication.</p>
	Mounting Grass	Longitude -95.720855					
	Removal No: 0	Latitude 30.388969					
1	136	VDIR.6	1	City ROW	SL.09	<p><b>HEADER</b>                      Montgomery   Texas</p> <p><b>LEGEND</b>                      &lt; Historic Downtown                      &gt; Lake Conroe (Kayaking Pictogram)(Fishing Pictogram)                      &gt; Walden Road Area</p>	<p>Client to review and confirm graphic layout prior to fabrication.</p>
	Mounting Grass	Longitude -95.676617					
	Removal No: 0	Latitude 30.386613					
1	137	VDIR.6	1	City ROW	SL.09	<p><b>HEADER</b>                      Montgomery   Texas</p> <p><b>LEGEND</b>                      &lt; Lake Conroe ((Kayaking Pictogram)(Fishing Pictogram)                      &lt; Walden Road Area                      &gt; Historic Downtown</p>	<p>Client to review and confirm graphic layout prior to fabrication.</p>
	Mounting Grass	Longitude -95.675707					
	Removal No: 0	Latitude 30.388565					
1	138	RES.1	1	City ROW	SL.08	<p><b>HEADER</b>                      Montgomery   Texas</p> <p><b>LEGEND</b>                      &gt; Historic Downtown</p>	<p>Client to review and confirm graphic layout prior to fabrication.</p>
	Mounting Grass	Longitude -95.690471					
	Removal No:	Latitude 30.391951					

SIGN MESSAGE SCHEDULE

**MERJE | ENVIRONMENTS AND EXPERIENCES**  
 5 W. Gay Street  
 West Chester, PA 19380  
 484.266.0648  
 www.merjedesign.com

Client: Montgomery TX

Submittal: FINAL - V1

Project: **Wayfinding & Signage**

Date: **August 16, 2024**

Phase:	Location No:	Sign Type:	Qty:	City / Area:	Sheet No:	Message:	Comments:
1	139	VDIR.3	1	City ROW	SL.08	<p><b>HEADER</b>                      Montgomery   Texas</p> <p><b>LEGEND</b>                      &lt; Historic Downtown                      &lt; Community Building                      &lt; Nathaniel Hart Davis Museum</p>	Client to review and confirm graphic layout prior to fabrication.
		<p>Mounting                      Grass</p> <p>Removal No:                      0</p>				<p>Longitude                      -95.696324</p> <p>Latitude                      30.391869</p>	
1	140	VDIR.5.TXDOT	1	TXDOT ROW	SL.09	<p><b>HEADER</b>                      Montgomery   Texas</p> <p><b>LEGEND</b>                      &lt; Montgomery Jr High School                      &lt; Stewart Creek Elem School</p>	Client to confirm TXDOT right-of-way prior to installation.
		<p>Mounting                      Grass</p> <p>Removal No:                      0</p>				<p>Longitude                      -95.671510</p> <p>Latitude                      30.386256</p>	Client to review and confirm graphic layout prior to fabrication.
1	141	VDIR.5.TXDOT	1	TXDOT ROW	SL.09	<p><b>HEADER</b>                      Montgomery   Texas</p> <p><b>LEGEND</b>                      &gt; Montgomery Jr High School                      &gt; Stewart Creek Elem School</p>	Locate at Existing Green TXDOT City Limits Sign.
		<p>Mounting                      Grass</p> <p>Removal No:                      0</p>				<p>Longitude                      -95.670062</p> <p>Latitude                      30.386272</p>	Client to confirm TXDOT right-of-way prior to installation.  Client to review and confirm graphic layout prior to fabrication.
1	142	VDIR.5.TXDOT	1	TXDOT ROW	SL.06	<p><b>HEADER</b>                      Montgomery   Texas</p> <p><b>LEGEND</b>                      ^ Montgomery H.S.                      &gt; Athletic Complex</p>	Client to review and confirm graphic layout prior to fabrication.
		<p>Mounting                      Grass</p> <p>Removal No:                      0</p>				<p>Longitude                      -95.719524</p> <p>Latitude                      30.389092</p>	
1	143	RES.1	1	City ROW	SL.03	<p><b>HEADER</b>                      Montgomery   Texas</p> <p><b>LEGEND</b>                      &gt; Homecoming Park</p>	Client to review and confirm graphic layout prior to fabrication.
		<p>Mounting                      TBD</p> <p>Removal No:                      0</p>				<p>Longitude                      -95.699674</p> <p>Latitude                      30.402375</p>	



SIGN MESSAGE SCHEDULE

**MERJE | ENVIRONMENTS AND EXPERIENCES**  
 5 W. Gay Street  
 West Chester, PA 19380  
 484.266.0648  
 www.merjedesign.com

Client: Montgomery TX

Submittal: FINAL - V1

Project: **Wayfinding & Signage**

Date: **August 16, 2024**

Phase:	Location No:	Sign Type:	Qty:	City / Area:	Sheet No:	Message:	Comments:
1	144	VDIR.2.TXDOT	1	TXDOT	SL.08	<p>HEADER                      Montgomery   Texas</p> <p>LEGEND                      &gt; Antiques                      &gt; Gifts                      &gt; Bed &amp; Breakfast</p>	<p>Replace existing sign.</p> <p>Client to review and confirm graphic layout prior to fabrication.</p>
		<p>Mounting                      Grass</p> <p>Removal No:                      1</p>					
		Longitude -95.694809					
		Latitude 30.389212					
1	500	PARK.2	1	Downtown	SL.08	<p>SIDE (A)</p> <p>HEADER                      (P)</p> <p>LEGEND                      Public Parking for                      Historic Downtown</p> <p>SIDE (B)</p> <p>HEADER                      (P)</p> <p>LEGEND                      Public Parking for                      Historic Downtown</p>	<p>Client to review and confirm graphic layout prior to fabrication.</p> <p>Client to provide parking rules and regulations.</p>
		<p>Mounting                      Grass</p> <p>Removal No:                      1</p>					
		Longitude -95.696537					
		Latitude 30.390933					

SIGN MESSAGE SCHEDULE

**MERJE | ENVIRONMENTS AND EXPERIENCES**  
 5 W. Gay Street  
 West Chester, PA 19380  
 484.266.0648  
 www.merjedesign.com

Client: Montgomery TX  
 Project: **Wayfinding & Signage**

Submittal: FINAL - V1  
 Date: **August 16, 2024**

Phase:	Location No:	Sign Type:	Qty:	City / Area:	Sheet No:	Message:	Comments:
1	501	PARK.2	1	Downtown	SL.08	<p><b>SIDE (A)</b></p> <p>HEADER (P)</p> <p>LEGEND Public Parking for Historic Downtown</p> <p><b>SIDE (B)</b></p> <p>HEADER (P)</p> <p>LEGEND Public Parking for Historic Downtown</p>	<p>Client to review and confirm graphic layout prior to fabrication.</p> <p>Client to provide parking rules and regulations.</p>
	Mounting TBD	Longitude -95.696203					
	Removal No: 0	Latitude 30.390832					
1	502	PARK.2	1	Downtown	SL.08	<p><b>SIDE (A)</b></p> <p>HEADER (P)</p> <p>LEGEND Public Parking for Historic Downtown</p> <p><b>SIDE (B)</b></p> <p>HEADER (P)</p> <p>LEGEND Public Parking for Historic Downtown</p>	<p>Client to review and confirm graphic layout prior to fabrication.</p> <p>Client to provide rules and regulations prior to fabrication.</p> <p>Client to provide parking rules and regulations.</p>
	Mounting TBD	Longitude -95.696044					
	Removal No: 0	Latitude 30.391122					

SIGN MESSAGE SCHEDULE

**MERJE | ENVIRONMENTS AND EXPERIENCES**  
 5 W. Gay Street  
 West Chester, PA 19380  
 484.266.0648  
 www.merjedesign.com

Client: Montgomery TX

Submittal: FINAL - V1

Project: **Wayfinding & Signage**

Date: **August 16, 2024**

Phase:	Location No:	Sign Type:	Qty:	City / Area:	Sheet No:	Message:	Comments:
1	503	PARK.2	1	Downtown	SL.08	<p>SIDE (A)</p> <p>HEADER (P)</p> <p>LEGEND Public Parking for Historic Downtown</p> <p>SIDE (B)</p> <p>HEADER (P)</p> <p>LEGEND Public Parking for Historic Downtown</p>	<p>Client to review and confirm graphic layout prior to fabrication.</p> <p>Client to provide parking rules and regulations.</p>
	Mounting	Longitude					
	TBD	-95.696528					
	Removal No:	Latitude					
	0	30.390064					
1	504	PARK.2	1	Downtown	SL.08	<p>SIDE (A)</p> <p>HEADER (P)</p> <p>LEGEND Public Parking for Historic Downtown</p> <p>SIDE (B)</p> <p>HEADER (P)</p> <p>LEGEND Public Parking for Historic Downtown</p>	<p>Client to review and confirm graphic layout prior to fabrication.</p> <p>Client to provide parking rules and regulations.</p>
	Mounting	Longitude					
	TBD	-95.696028					
	Removal No:	Latitude					
	0	30.389965					

SIGN MESSAGE SCHEDULE

**MERJE | ENVIRONMENTS AND EXPERIENCES**  
 5 W. Gay Street  
 West Chester, PA 19380  
 484.266.0648  
 www.merjedesign.com

Client: Montgomery TX

Submittal: FINAL - V1

Project: **Wayfinding & Signage**

Date: **August 16, 2024**

Phase:	Location No:	Sign Type:	Qty:	City / Area:	Sheet No:	Message:	Comments:
1	700	KIOSK.1	1	Downtown	SL.08	<b>SIDE (A)</b>  HEADER Historic Downtown  LEGEND (Local Downtown Map)  SIDE (B)  HEADER Historic Downtown  LEGEND (Events Shopping)	Alternate Retrofit existing Kiosk.
	Mounting TBD	Longitude -95.696042					
	Removal No: 0	Latitude 30.389890					
1	701	KIOSK.1	1	Downtown	SL.08	<b>SIDE (A)</b>  HEADER Historic Downtown  LEGEND (Local Downtown Map)  SIDE (B)  HEADER Historic Downtown  LEGEND (Events Shopping)	New - Coordinate with Streetscape Plan
	Mounting TBD	Longitude -95.696201					
	Removal No: 0	Latitude 30.390757					

Item 9.

SIGN MESSAGE SCHEDULE

**MERJE | ENVIRONMENTS AND EXPERIENCES**  
 5 W. Gay Street  
 West Chester, PA 19380  
 484.266.0648  
 www.merjedesign.com

Client: Montgomery TX

Submittal: FINAL - V1

Project: **Wayfinding & Signage**

Date: **August 16, 2024**

Phase:	Location No:	Sign Type:	Qty:	City / Area:	Sheet No:	Message:	Comments:
2	702	KIOSK.2	1	Downtown	SL.08	<p><b>SIDE (A)</b></p> <p>HEADER Historic Downtown</p> <p>LEGEND (Local Downtown Map)</p> <p><b>SIDE (B)</b></p> <p>HEADER Historic Downtown</p> <p>LEGEND (Events Shopping)</p> <p><b>SIDE (C)</b></p> <p>HEADER Historic Downtown</p> <p>LEGEND (Local Downtown Map)</p> <p><b>SIDE (D)</b></p> <p>HEADER Historic Downtown</p> <p>LEGEND (Events Shopping)</p>	<p>Move Gazebo - Coordinate with Streetscape. Alternate - NEW Large 4 Sided Kiosk.</p>
		<p>Mounting TBD</p> <p>Removal No: 0</p>					
		<p>Longitude -95.696350</p> <p>Latitude 30.389053</p>					

15

200

SIGN MESSAGE SCHEDULE

**MERJE | ENVIRONMENTS AND EXPERIENCES**  
 5 W. Gay Street  
 West Chester, PA 19380  
 484.266.0648  
 www.merjedesign.com

Client: Montgomery TX

Submittal: FINAL - V1

Project: **Wayfinding & Signage**

Date: **August 16, 2024**

Phase:	Location No:	Sign Type:	Qty:	City / Area:	Sheet No:	Message:	Comments:
2	703	KIOSK.3	1	City Hall	SL.07	SIDE (A)	Retrofit Existing Gazebo
		Mounting Existing				HEADER Historic Downtown	
						LEGEND (Local Downtown Map)	
		Removal No: 0				SIDE (B)	
						HEADER Historic Downtown	
						LEGEND (Local Downtown Map)	
						SIDE (C)	
						HEADER Historic Downtown	
						LEGEND (Events Shopping)	
						SIDE (D)	
						HEADER Historic Downtown	
						LEGEND (Events Shopping)	
						SIDE (E)	
						HEADER Historic Downtown	
						LEGEND (Local Downtown Map)	
						SIDE (F)	



Item 9.

SIGN MESSAGE SCHEDULE

**MERJE | ENVIRONMENTS AND EXPERIENCES**  
 5 W. Gay Street  
 West Chester, PA 19380  
 484.266.0648  
 www.merjedesign.com

Client: Montgomery TX

Submittal: FINAL - V1

Project: **Wayfinding & Signage**

Date: **August 16, 2024**

Phase:	Location No:	Sign Type:	Qty:	City / Area:	Sheet No:	Message:	Comments:
1	704	KIOSK.1	1	Ferland Hist. Park	SL.08	<p>SIDE (A)</p> <p>HEADER Montgomery TX</p> <p>LEGEND (Local Downtown Map)</p> <p>SIDE (B)</p> <p>HEADER Montgomery TX</p> <p>LEGEND (Events Shopping)</p>	
	Mounting TBD	Longitude -95.690092					
	Removal No:	Latitude 30.392220					
1	705	KIOSK.1	1	West Montgomery County Park	SL.04	<p>SIDE (A)</p> <p>HEADER Montgomery TX</p> <p>LEGEND (Local Downtown Map)</p> <p>SIDE (B)</p> <p>HEADER Montgomery TX</p> <p>LEGEND (Events Shopping)</p>	Outside City Limits
	Mounting TBD	Longitude -95.691272					
	Removal No:	Latitude 30.424792					

17

202

Item 9.

SIGN MESSAGE SCHEDULE

**MERJE | ENVIRONMENTS AND EXPERIENCES**  
 5 W. Gay Street  
 West Chester, PA 19380  
 484.266.0648  
 www.merjedesign.com

Client: Montgomery TX

Submittal: FINAL - V1

Project: **Wayfinding & Signage**

Date: **August 16, 2024**

Phase:	Location No:	Sign Type:	Qty:	City / Area:	Sheet No:	Message:	Comments:
1	900	PARK_ID.2	1	City	SL.07	SIDE (A)	
		Mounting Grass				HEADER Montgomery   Texas	
		Removal No: 1				LEGEND Montgomery New Cemetery Founded 1868	
						SIDE (B)	
						HEADER Montgomery   Texas	
						LEGEND Montgomery New Cemetery Founded 1868	

18

203

Item 9.

SIGN MESSAGE SCHEDULE

**MERJE | ENVIRONMENTS AND EXPERIENCES**  
 5 W. Gay Street  
 West Chester, PA 19380  
 484.266.0648  
 www.merjedesign.com

Client: Montgomery TX

Submittal: FINAL - V1

Project: **Wayfinding & Signage**

Date: **August 16, 2024**

Phase:	Location No:	Sign Type:	Qty:	City / Area:	Sheet No:	Message:	Comments:
1	901	PARK_ID.1	1	City	SL.07	<b>SIDE (A)</b>	Retrofit Existing
		Mounting Retrofit				<b>HEADER</b> Montgomery   Texas	Client to review and confirm graphic layout prior to fabrication.
		Removal No: 0				<b>LEGEND</b> Cedar Brake Park 21358 Eva Street (Playground Pictogram, Restroom Pictogram, Walking Path Pictogram, and Volley Ball Pictogram)	
						<b>SIDE (B)</b>	
						<b>HEADER</b> Montgomery   Texas	
						<b>LEGEND</b> Cedar Brake Park 21358 Eva Street (Playground Pictogram, Restroom Pictogram, Walking Path Pictogram, and Volley Ball Pictogram)	

19

204

SIGN MESSAGE SCHEDULE

**MERJE | ENVIRONMENTS AND EXPERIENCES**  
 5 W. Gay Street  
 West Chester, PA 19380  
 484.266.0648  
 www.merjedesign.com

Client: Montgomery TX

Submittal: FINAL - V1

Project: **Wayfinding & Signage**

Date: **August 16, 2024**

Phase:	Location No:	Sign Type:	Qty:	City / Area:	Sheet No:	Message:	Comments:
1	902	PARK_ID.1	1	City	SL.07	<p><b>SIDE (A)</b></p> <p>HEADER                      Montgomery   Texas</p> <p>LEGEND                      Cedar Brake Park                      21358 Eva Street                      (Playground Pictogram, Restroom Pictogram,                      Walking Path Pictogram, and Volley Ball Pictogram)</p> <p><b>SIDE (B)</b></p> <p>HEADER                      Montgomery   Texas</p> <p>LEGEND                      Cedar Brake Park                      21358 Eva Street                      (Playground Pictogram, Restroom Pictogram,                      Walking Path Pictogram, and Volley Ball Pictogram)</p>	Client to review and confirm graphic layout prior to fabrication.
		Mounting TBD				Longitude -95.702626	
		Removal No: 0				Latitude 30.388520	
1	903	PARK_ID.2	1	City	SL.08	<p><b>SIDE (A)</b></p> <p>HEADER                      Montgomery   Texas</p> <p>LEGEND                      Montgomery Old Cemetery                      Founded 1838</p> <p><b>SIDE (B)</b></p> <p>HEADER                      Montgomery   Texas</p> <p>LEGEND                      Montgomery Old Cemetery                      Founded 1838</p>	Client to review and confirm graphic layout prior to fabrication.
		Mounting TBD				Longitude -95.697355	
		Removal No: 0				Latitude 30.388568	

SIGN MESSAGE SCHEDULE

**MERJE | ENVIRONMENTS AND EXPERIENCES**  
 5 W. Gay Street  
 West Chester, PA 19380  
 484.266.0648  
 www.merjedesign.com

Client: Montgomery TX

Submittal: FINAL - V1

Project: **Wayfinding & Signage**

Date: **August 16, 2024**

Phase:	Location No:	Sign Type:	Qty:	City / Area:	Sheet No:	Message:	Comments:
1	904	PARK_ID.1	1	City	SL.08	<p><b>SIDE (A)</b></p> <p>HEADER                      Montgomery   Texas</p> <p>LEGEND                      Memory Park                      202 Bessie Price Owen Dr                      (Walking Path Pictogram)</p> <p><b>SIDE (B)</b></p> <p>HEADER                      Montgomery   Texas</p> <p>LEGEND                      Memory Park                      202 Bessie Price Owen Dr                      (Walking Path Pictogram)</p>	Client to review and confirm graphic layout prior to fabrication.
		Mounting TBD				Longitude -95.691169	
		Removal No: 0				Latitude 30.394040	
1	905	PARK_ID.1	1	City	SL.08	<p><b>SIDE (A)</b></p> <p>HEADER                      Montgomery   Texas</p> <p>LEGEND                      Fernland Historical Park                      770 Clepper Street</p> <p><b>SIDE (B)</b></p> <p>HEADER                      Montgomery   Texas</p> <p>LEGEND                      Fernland Historical Park                      770 Clepper Street</p>	Client to review and confirm graphic layout prior to fabrication.
		Mounting Grass				Longitude -95.690288	
		Removal No: 0				Latitude 30.392069	

Item 9.

SIGN MESSAGE SCHEDULE

**MERJE | ENVIRONMENTS AND EXPERIENCES**  
 5 W. Gay Street  
 West Chester, PA 19380  
 484.266.0648  
 www.merjedesign.com

Client: Montgomery TX

Submittal: FINAL - V1

Project: **Wayfinding & Signage**

Date: **August 16, 2024**

Phase:	Location No:	Sign Type:	Qty:	City / Area:	Sheet No:	Message:	Comments:
1	906	PARK_ID.2	1	City	SL.04	<p><b>SIDE (A)</b></p> <p>HEADER                      Montgomery   Texas</p> <p>LEGEND                      Montgomery Memorial Cemetery                      Founded 1932</p> <p><b>SIDE (B)</b></p> <p>HEADER                      Montgomery   Texas</p> <p>LEGEND                      Montgomery Memorial Cemetery                      Founded 1932</p>	Client to review and confirm graphic layout prior to fabrication.
	Mounting TBD	Longitude -95.696799					
	Removal No: 0	Latitude 30.403986					
1	907	PARK_ID.1	1	City	SL.03	<p><b>SIDE (A)</b></p> <p>HEADER                      Montgomery   Texas</p> <p>LEGEND                      Homecoming Park                      720 Community Drive                      (Basketball Pictogram, Playground Pictogram,                      Walking Trail Pictogram, and Volleyball Pictogram)</p> <p><b>SIDE (A)</b></p> <p>HEADER                      Montgomery   Texas</p> <p>LEGEND                      Homecoming Park                      720 Community Drive                      (Basketball Pictogram, Playground Pictogram,                      Walking Trail Pictogram, and Volleyball Pictogram)</p>	Client to review and confirm graphic layout prior to fabrication.
	Mounting TBD	Longitude -95.699279					
	Removal No: 0	Latitude 30.405102					

22

207



Item 9.

SIGN MESSAGE SCHEDULE

**MERJE | ENVIRONMENTS AND EXPERIENCES**  
 5 W. Gay Street  
 West Chester, PA 19380  
 484.266.0648  
 www.merjedesign.com

Client: Montgomery TX

Submittal: FINAL - V1

Project: **Wayfinding & Signage**

Date: **August 16, 2024**

Phase:	Location No:	Sign Type:	Qty:	City / Area:	Sheet No:	Message:	Comments:
1	908	PARK_ID.1	1	City	SL.08	<p><b>SIDE (A)</b></p> <p>HEADER                      Montgomery   Texas</p> <p>LEGEND                      Memory Park                      202 Bessie Price Owen Dr                      (Walking Path Pictogram)</p> <p><b>SIDE (B)</b></p> <p>HEADER                      Montgomery   Texas</p> <p>LEGEND                      Memory Park                      202 Bessie Price Owen Dr                      (Walking Path Pictogram)</p>	Client to review and confirm graphic layout prior to fabrication.
		Mounting TBD				Longitude 30.393317	
		Removal No: 0				Latitude -95.691063	

23

208

**MONTGOMERY TX**  
Wayfinding & Signage Program

**PROGRAMMING:**  
Sign Location Plans\_FINAL-V1

- V\_1 July 13, 2023
- V\_2 September 13, 2023
- V\_3 August 16, 2024

merJE

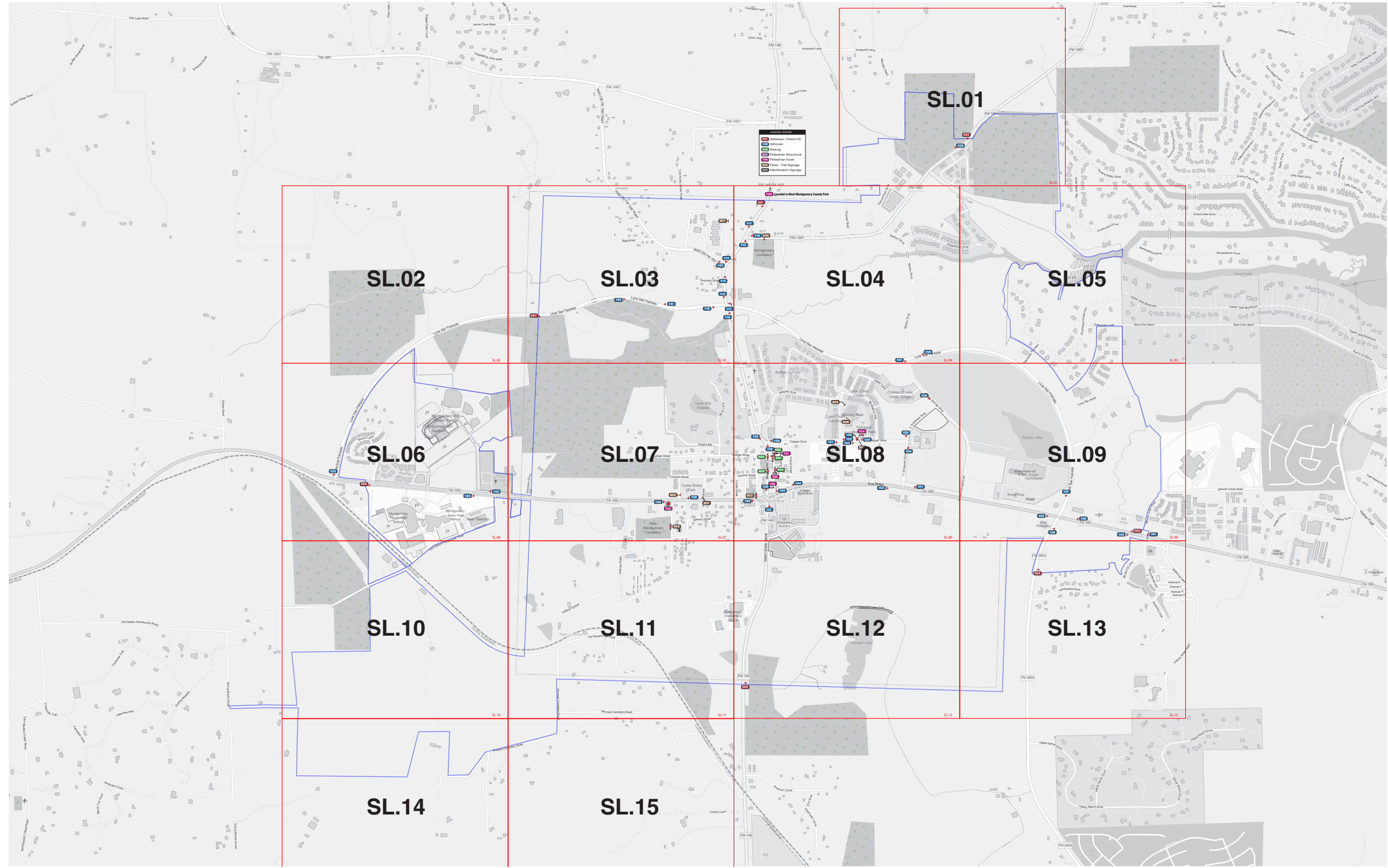
MERJE | ENVIRONMENTS & EXPERIENCES  
5 W. Gay Street  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

# **SECTION 1** | Sign Location Plans

**SPECIFICATIONS**

Refer to the Wayfinding and Signage System design intent documentation for sign type drawings, material call-outs and installation methods.

Refer to the Wayfinding and Signage System message schedule for all sign type messages, location numbers, quantities, and specific location details.



**SIGNAGE LEGEND**

- 001 Gateways / District ID
- 100 Vehicular
- 500 Parking
- 600 Pedestrian Directional
- 700 Pedestrian Kiosk
- 900 Parks - Trail Signage
- 900 Identification Signage

- NOTES:**
- General sign locations are provided on these plan sheets.
  - The Message Schedule provides more detailed guidance of sign location in the Remarks column.
  - Refer to the Message Schedule for the final messages of each sign.
  - Utilize the above Legend to help determine sign types, and other details of location.

ENVIRONMENTS & EXPERIENCES

merJe

120 North Church Street  
Suite 208  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE	07/13/23	CLIENT / PROJECT
DRAWN BY:	GS	<b>Montgomery TX</b> Wayfinding and Signage System
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.		PROJECT NO.
REVISIONS		SHEET TITLE
V2_09/13/23		<b>KEY</b>
V3_08/16/24		SHEET NO.
		KEY

**A** | Citywide Locations

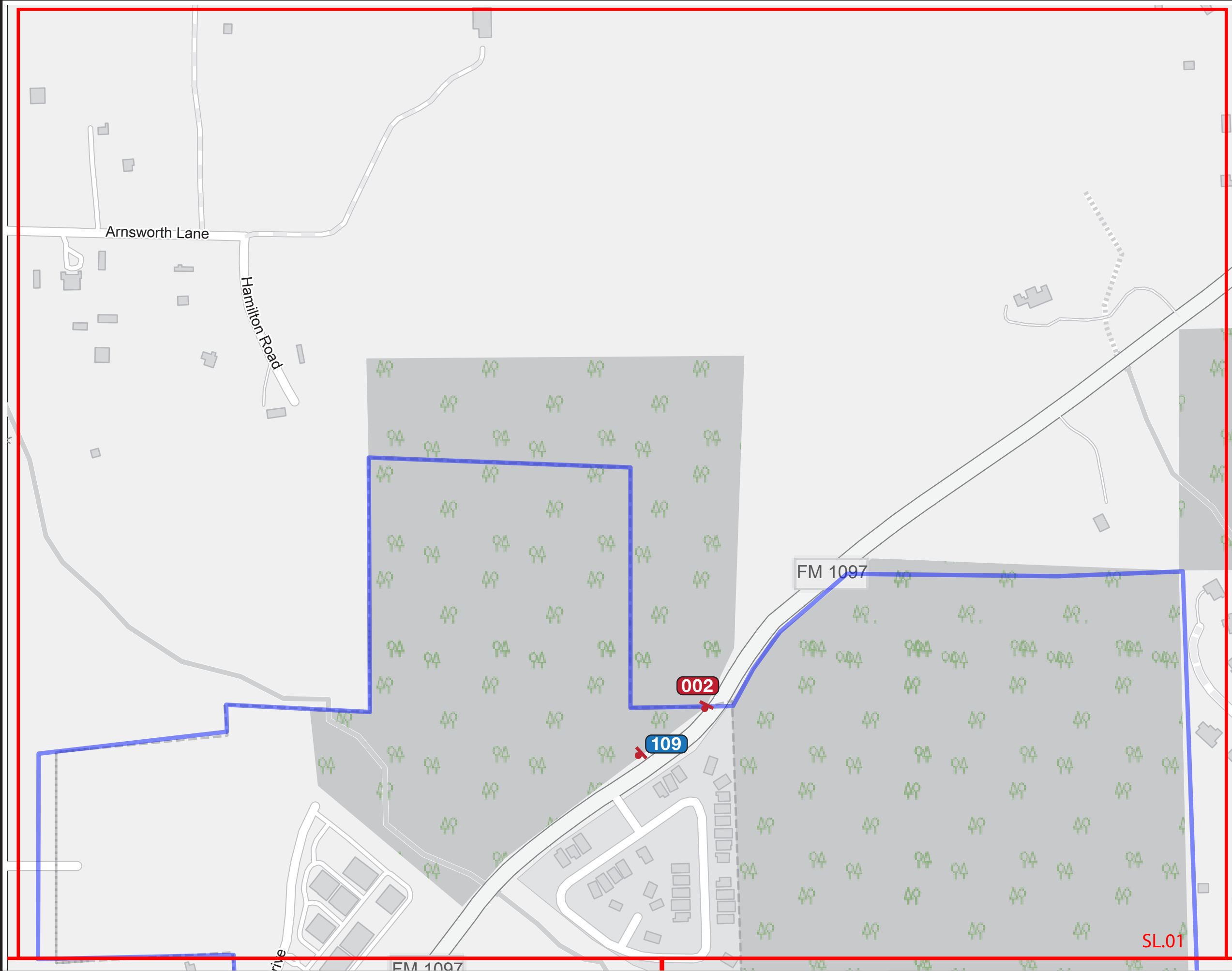
**SPECIFICATIONS**

Refer to the Wayfinding and Signage System design intent documentation for sign type drawings, material call-outs and installation methods.

Refer to the Wayfinding and Signage System message schedule for all sign type messages, location numbers, quantities, and specific location details.

**SIGNAGE LEGEND**

- 001 Gateways / District ID
- 100 Vehicular
- 500 Parking
- 600 Pedestrian Directional
- 700 Pedestrian Kiosk
- 900 Parks - Trail Signage
- 900 Identification Signage



**NOTES:**

1. General sign locations are provided on these plan sheets.
2. The Message Schedule provides more detailed guidance of sign location in the Remarks column.
3. Refer to the Message Schedule for the final messages of each sign.
4. Utilize the above Legend to help determine sign types, and other details of location.

**ENVIRONMENTS & EXPERIENCES**

**merJe**  
 120 North Church Street  
 Suite 208  
 West Chester, PA 19380  
 T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE 07/13/23

CLIENT / PROJECT

DRAWN BY: GS

**Montgomery TX**  
Wayfinding and Signage System

These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.

PROJECT NO.

SHEET TITLE  
**Sign Location Plans**

REVISIONS

V2\_09/13/23

SHEET NO.

V3\_08/16/24

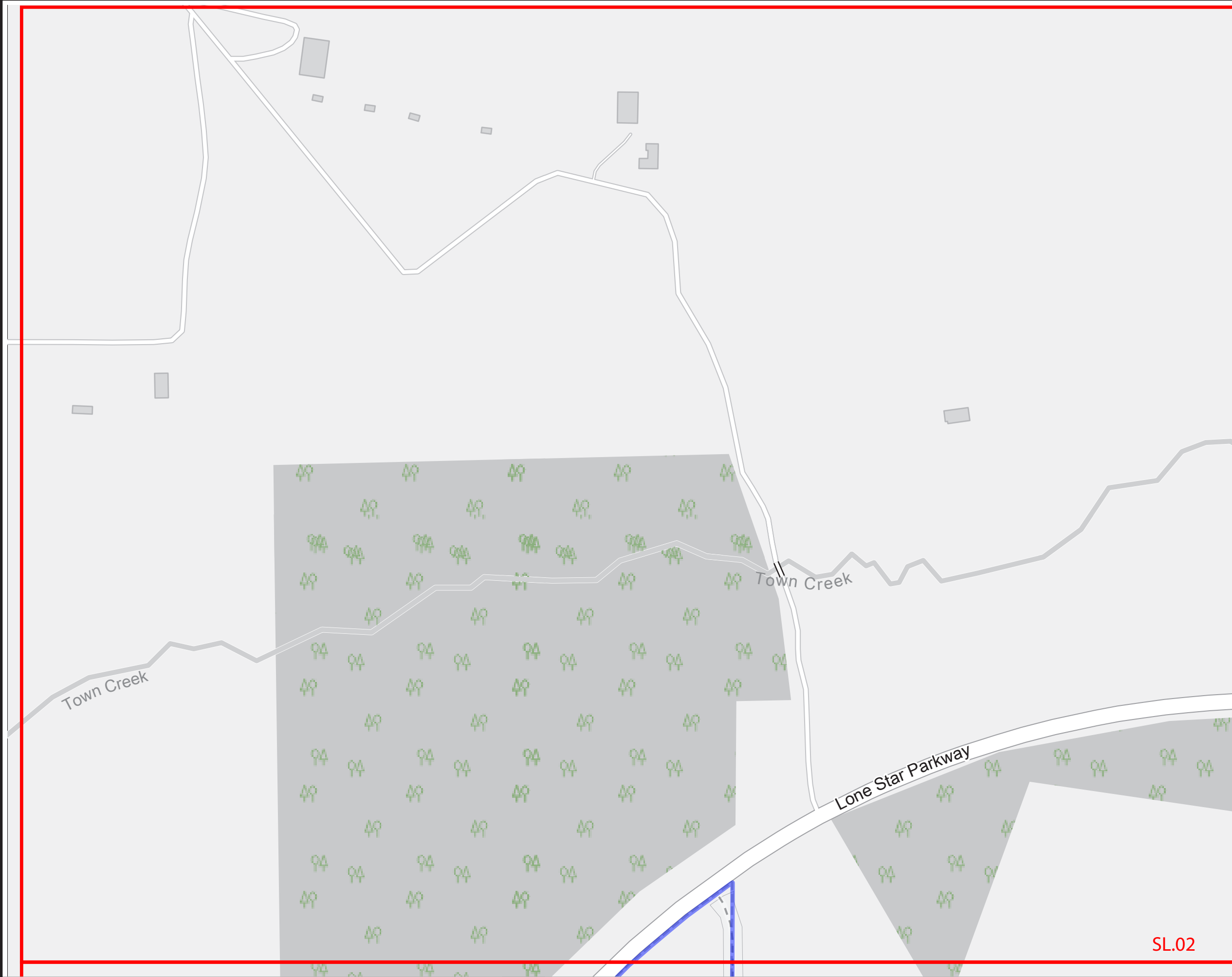
**SL.01**

**SPECIFICATIONS**

Refer to the Wayfinding and Signage System design intent documentation for sign type drawings, material call-outs and installation methods.

Refer to the Wayfinding and Signage System message schedule for all sign type messages, location numbers, quantities, and specific location details.

SIGNAGE LEGEND	
001	Gateways / District ID
100	Vehicular
500	Parking
600	Pedestrian Directional
700	Pedestrian Kiosk
900	Parks - Trail Signage
900	Identification Signage



**NOTES:**

1. General sign locations are provided on these plan sheets.
2. The Message Schedule provides more detailed guidance of sign location in the Remarks column.
3. Refer to the Message Schedule for the final messages of each sign.
4. Utilize the above Legend to help determine sign types, and other details of location.

**ENVIRONMENTS & EXPERIENCES**

**merJe** 120 North Church Street  
Suite 208  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE 07/13/23

CLIENT / PROJECT

DRAWN BY: GS

**Montgomery TX**  
Wayfinding and Signage System

These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.

PROJECT NO.

SHEET TITLE  
**Sign Location Plans**

REVISIONS

V2\_09/13/23

SHEET NO.

V3\_08/16/24

**SL.02**

SL.02



**SPECIFICATIONS**

Refer to the Wayfinding and Signage System design intent documentation for sign type drawings, material call-outs and installation methods.

Refer to the Wayfinding and Signage System message schedule for all sign type messages, location numbers, quantities, and specific location details.

SIGNAGE LEGEND	
001	Gateways / District ID
100	Vehicular
500	Parking
600	Pedestrian Directional
700	Pedestrian Kiosk
900	Parks - Trail Signage
900	Identification Signage

**NOTES:**

1. General sign locations are provided on these plan sheets.
2. The Message Schedule provides more detailed guidance of sign location in the Remarks column.
3. Refer to the Message Schedule for the final messages of each sign.
4. Utilize the above Legend to help determine sign types, and other details of location.

**ENVIRONMENTS & EXPERIENCES**

**merJe**

120 North Church Street  
Suite 208  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE 07/13/23

DRAWN BY: GS

These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.

REVISIONS

V2\_09/13/23

V3\_08/16/24

CLIENT / PROJECT

**Montgomery TX**  
Wayfinding and Signage System

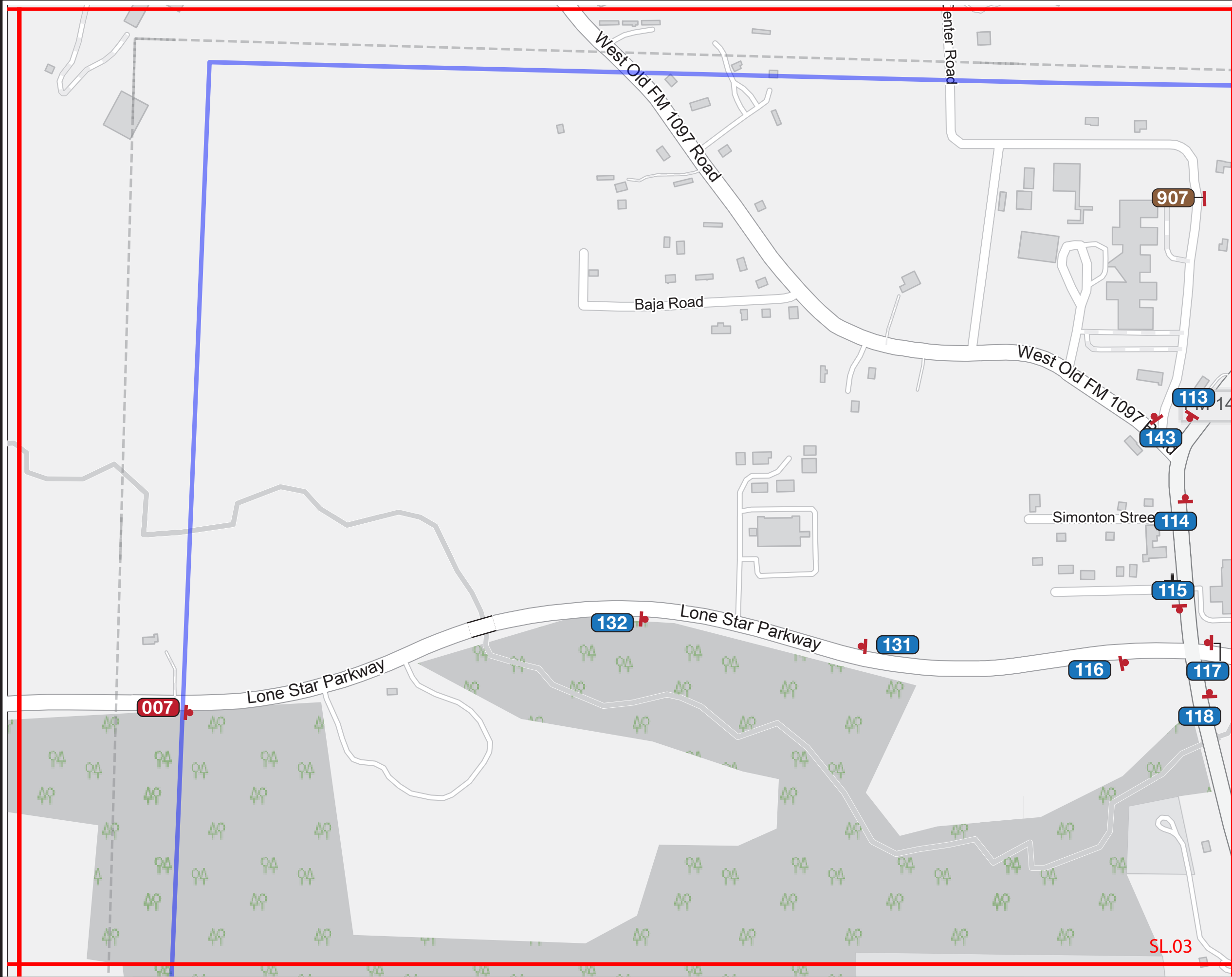
PROJECT NO.

SHEET TITLE

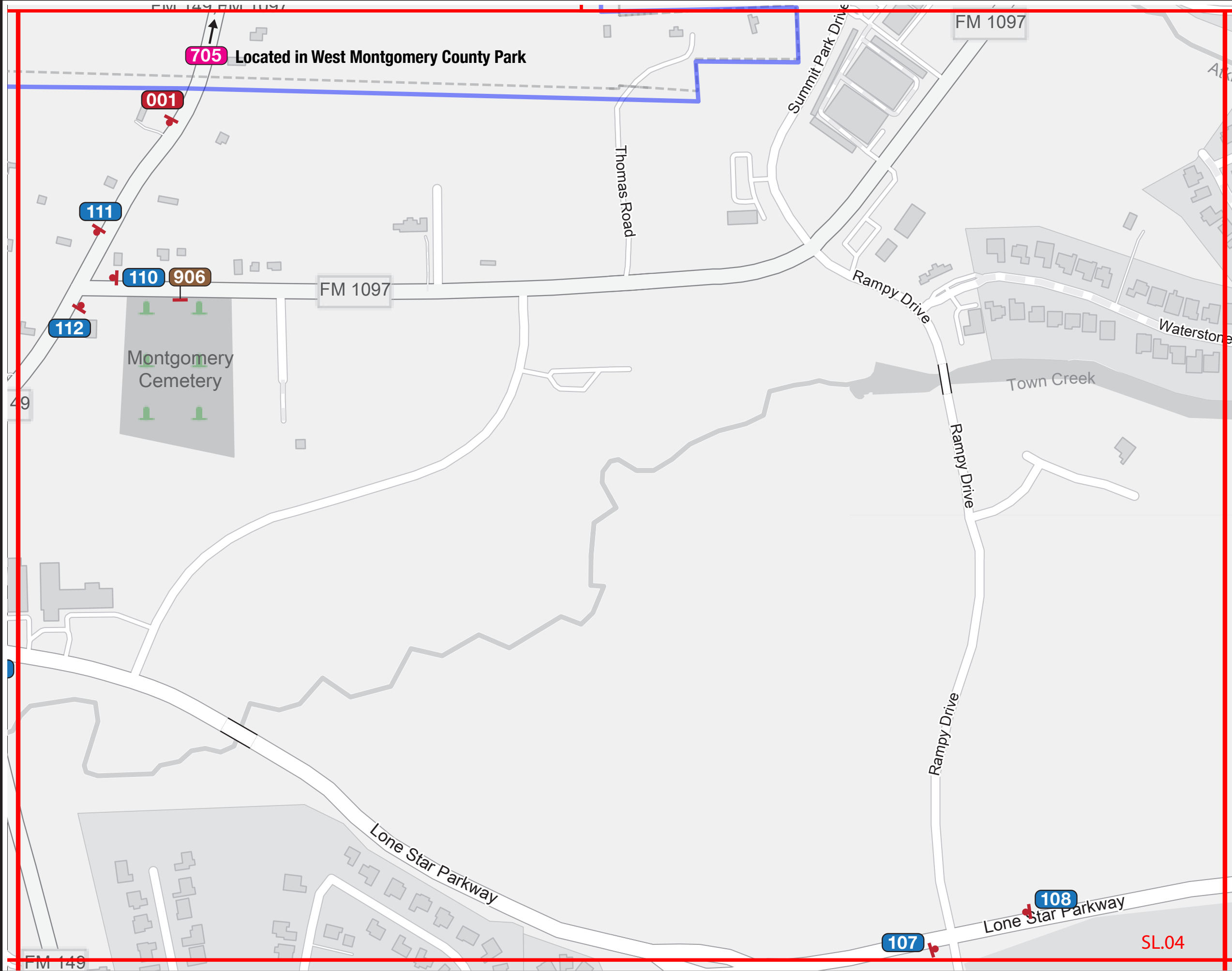
**Sign Location Plans**

SHEET NO.

**SL.03**



SL.03



**705** Located in West Montgomery County Park

**SPECIFICATIONS**

Refer to the Wayfinding and Signage System design intent documentation for sign type drawings, material call-outs and installation methods.

Refer to the Wayfinding and Signage System message schedule for all sign type messages, location numbers, quantities, and specific location details.

SIGNAGE LEGEND	
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">001</span>	Gateways / District ID
<span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">100</span>	Vehicular
<span style="border: 1px solid green; border-radius: 50%; padding: 2px;">500</span>	Parking
<span style="border: 1px solid purple; border-radius: 50%; padding: 2px;">600</span>	Pedestrian Directional
<span style="border: 1px solid pink; border-radius: 50%; padding: 2px;">700</span>	Pedestrian Kiosk
<span style="border: 1px solid brown; border-radius: 50%; padding: 2px;">900</span>	Parks - Trail Signage
<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">900</span>	Identification Signage

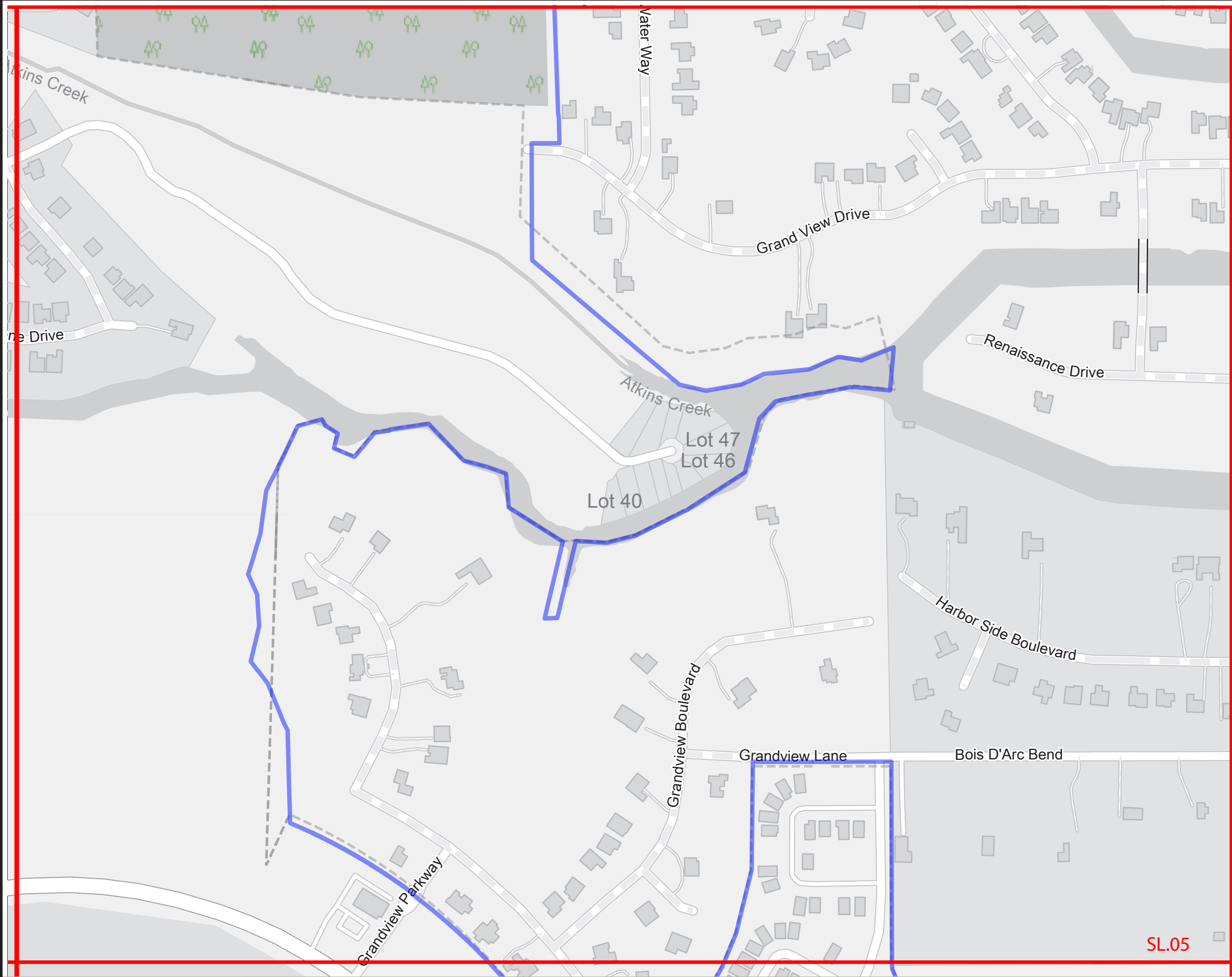
- NOTES:**
- General sign locations are provided on these plan sheets.
  - The Message Schedule provides more detailed guidance of sign location in the Remarks column.
  - Refer to the Message Schedule for the final messages of each sign.
  - Utilize the above Legend to help determine sign types, and other details of location.

ENVIRONMENTS & EXPERIENCES

**merJe**

120 North Church Street  
Suite 208  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE	07/13/23	CLIENT / PROJECT
DRAWN BY:	GS	
<p>These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.</p>		<p><b>Montgomery TX</b> Wayfinding and Signage System</p>
REVISIONS		PROJECT NO.
V2_09/13/23		SHEET TITLE
V3_08/16/24		<b>Sign Location Plans</b>
		SHEET NO.
		<b>SL.04</b>



**SPECIFICATIONS**

Refer to the Wayfinding and Signage System design intent documentation for sign type drawings, material call-outs and installation methods.

Refer to the Wayfinding and Signage System message schedule for all sign type messages, location numbers, quantities, and specific location details.

SIGNAGE LEGEND	
001	Gateways / District ID
100	Vehicular
500	Parking
600	Pedestrian Directional
700	Pedestrian Kiosk
900	Parks - Trail Signage
900	Identification Signage

- NOTES:**
1. General sign locations are provided on these plan sheets.
  2. The Message Schedule provides more detailed guidance of sign location in the Remarks column.
  3. Refer to the Message Schedule for the final messages of each sign.
  4. Utilize the above Legend to help determine sign types, and other details of location.

ENVIRONMENTS & EXPERIENCES

**merJe**

120 North Church Street  
Suite 208  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE 07/13/23

CLIENT / PROJECT

DRAWN BY: GS

**Montgomery TX**

These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.

Wayfinding and Signage System

REVISIONS

PROJECT NO.

V2\_09/13/23

SHEET TITLE

V3\_08/16/24

**Sign Location Plans**

SHEET NO.

SL.05

**SL.05**



**SPECIFICATIONS**

Refer to the Wayfinding and Signage System design intent documentation for sign type drawings, material call-outs and installation methods.

Refer to the Wayfinding and Signage System message schedule for all sign type messages, location numbers, quantities, and specific location details.

SIGNAGE LEGEND	
001	Gateways / District ID
100	Vehicular
500	Parking
600	Pedestrian Directional
700	Pedestrian Kiosk
900	Parks - Trail Signage
900	Identification Signage

**NOTES:**

1. General sign locations are provided on these plan sheets.
2. The Message Schedule provides more detailed guidance of sign location in the Remarks column.
3. Refer to the Message Schedule for the final messages of each sign.
4. Utilize the above Legend to help determine sign types, and other details of location.

**ENVIRONMENTS & EXPERIENCES**

**merJe**

120 North Church Street  
Suite 208  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE 07/13/23

CLIENT / PROJECT

DRAWN BY: GS

**Montgomery TX**  
Wayfinding and Signage System

These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.

PROJECT NO.

SHEET TITLE

**Sign Location Plans**

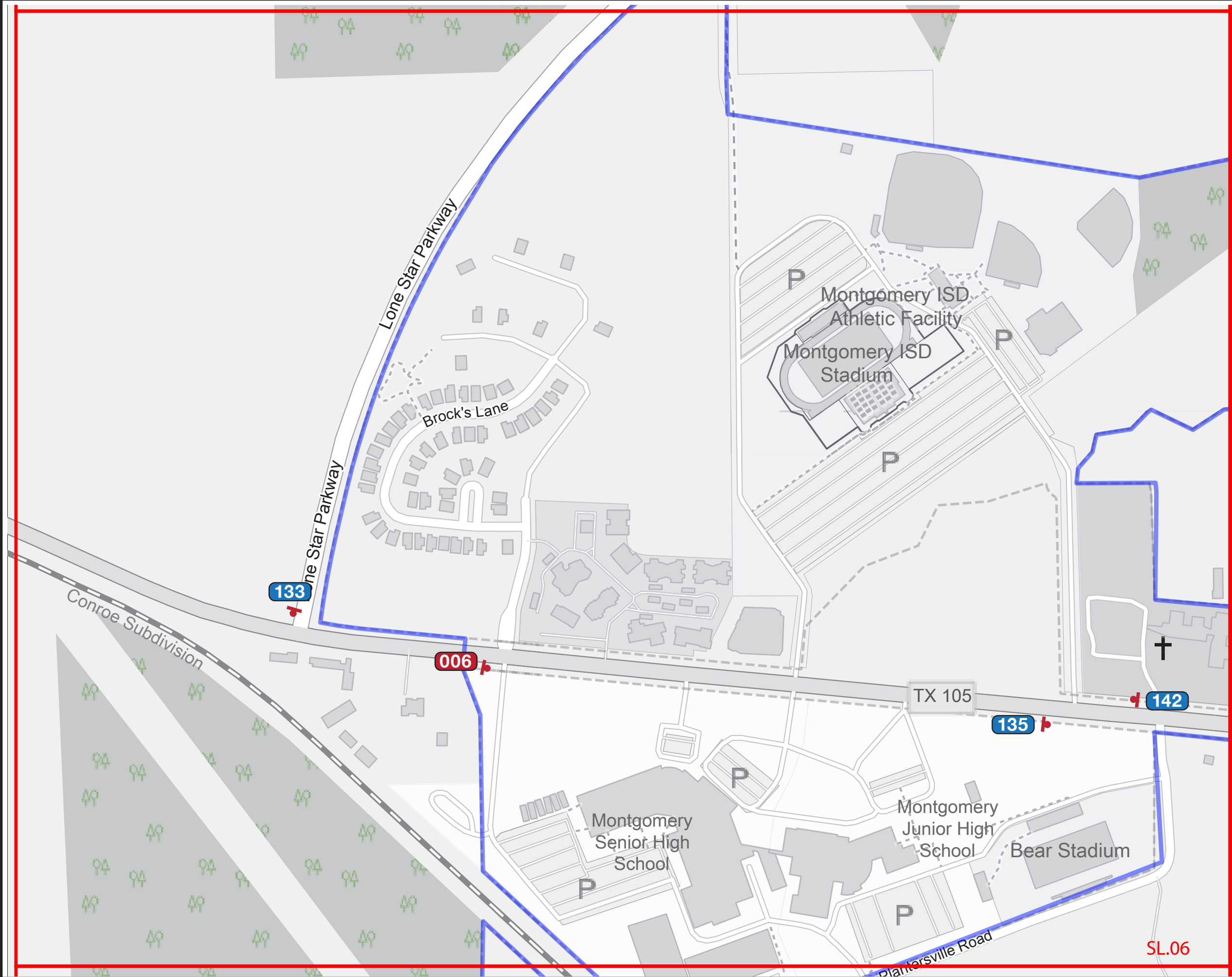
REVISIONS

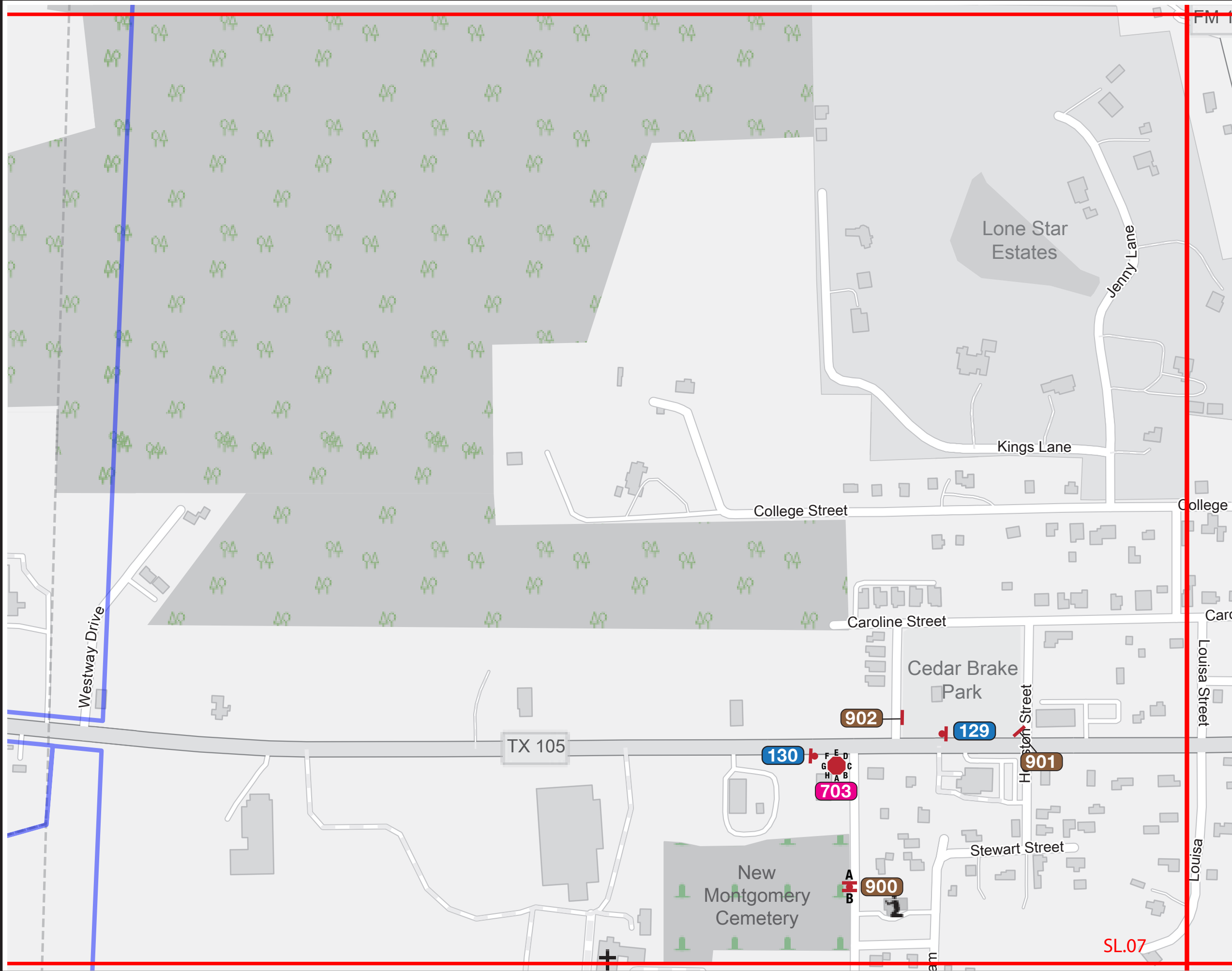
V2\_09/13/23

SHEET NO.

V3\_08/16/24

**SL.06**





**SPECIFICATIONS**

Refer to the Wayfinding and Signage System design intent documentation for sign type drawings, material call-outs and installation methods.

Refer to the Wayfinding and Signage System message schedule for all sign type messages, location numbers, quantities, and specific location details.

**SIGNAGE LEGEND**

- 001 Gateways / District ID
- 100 Vehicular
- 500 Parking
- 600 Pedestrian Directional
- 700 Pedestrian Kiosk
- 900 Parks - Trail Signage
- 900 Identification Signage

- NOTES:**
- General sign locations are provided on these plan sheets.
  - The Message Schedule provides more detailed guidance of sign location in the Remarks column.
  - Refer to the Message Schedule for the final messages of each sign.
  - Utilize the above Legend to help determine sign types, and other details of location.

**ENVIRONMENTS & EXPERIENCES**

**merje**

120 North Church Street  
Suite 208  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE 07/13/23

CLIENT / PROJECT

DRAWN BY: GS

**Montgomery TX**

These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.

Wayfinding and Signage System

REVISIONS

PROJECT NO.

V2\_09/13/23

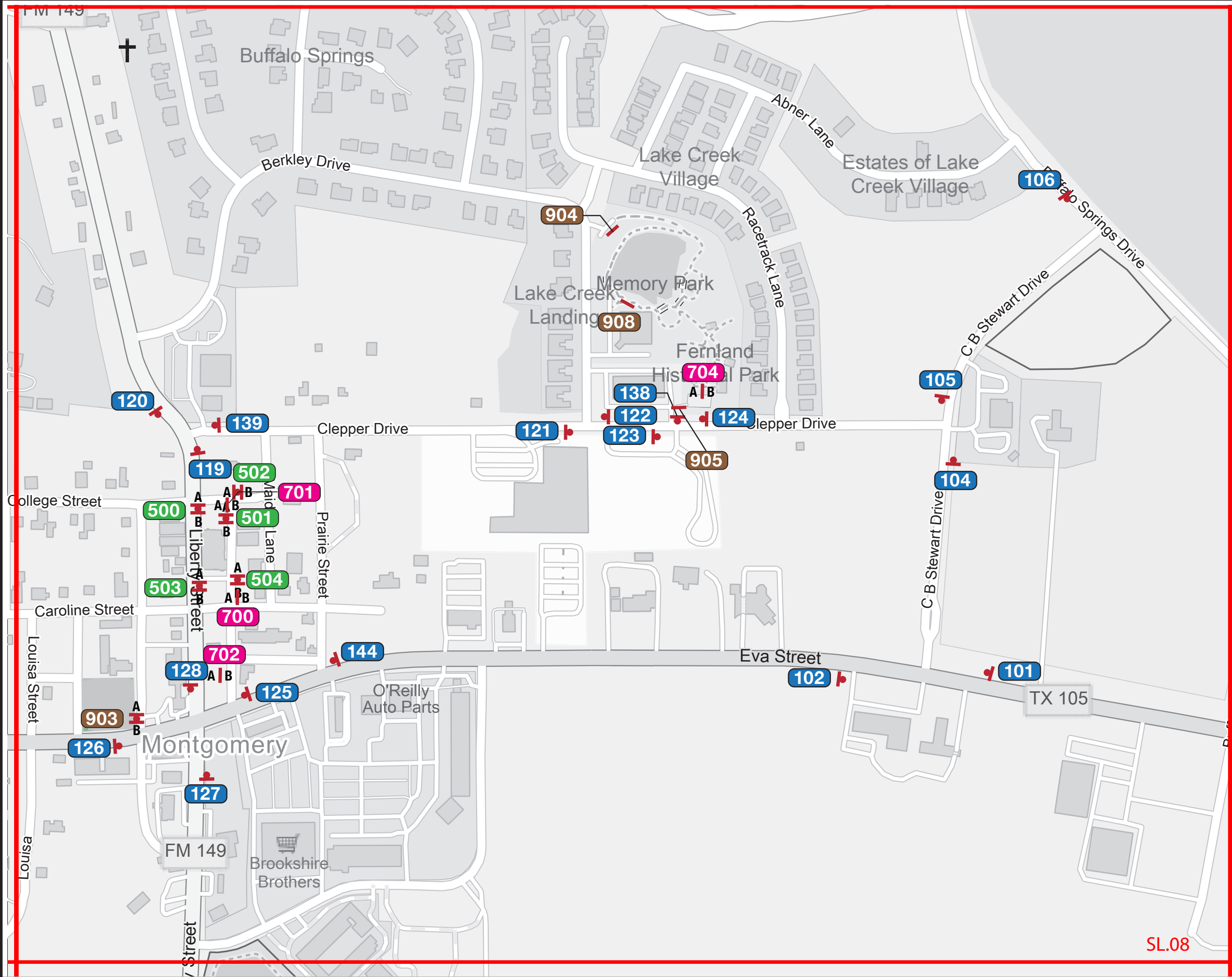
SHEET TITLE

V3\_08/16/24

**Sign Location Plans**

SHEET NO.

**SL.07**



**SPECIFICATIONS**

Refer to the Wayfinding and Signage System design intent documentation for sign type drawings, material call-outs and installation methods.

Refer to the Wayfinding and Signage System message schedule for all sign type messages, location numbers, quantities, and specific location details.

**SIGNAGE LEGEND**

- 001 Gateways / District ID
- 100 Vehicular
- 500 Parking
- 600 Pedestrian Directional
- 700 Pedestrian Kiosk
- 900 Parks - Trail Signage
- 900 Identification Signage

- NOTES:**
- General sign locations are provided on these plan sheets.
  - The Message Schedule provides more detailed guidance of sign location in the Remarks column.
  - Refer to the Message Schedule for the final messages of each sign.
  - Utilize the above Legend to help determine sign types, and other details of location.

ENVIRONMENTS & EXPERIENCES

**merJe**

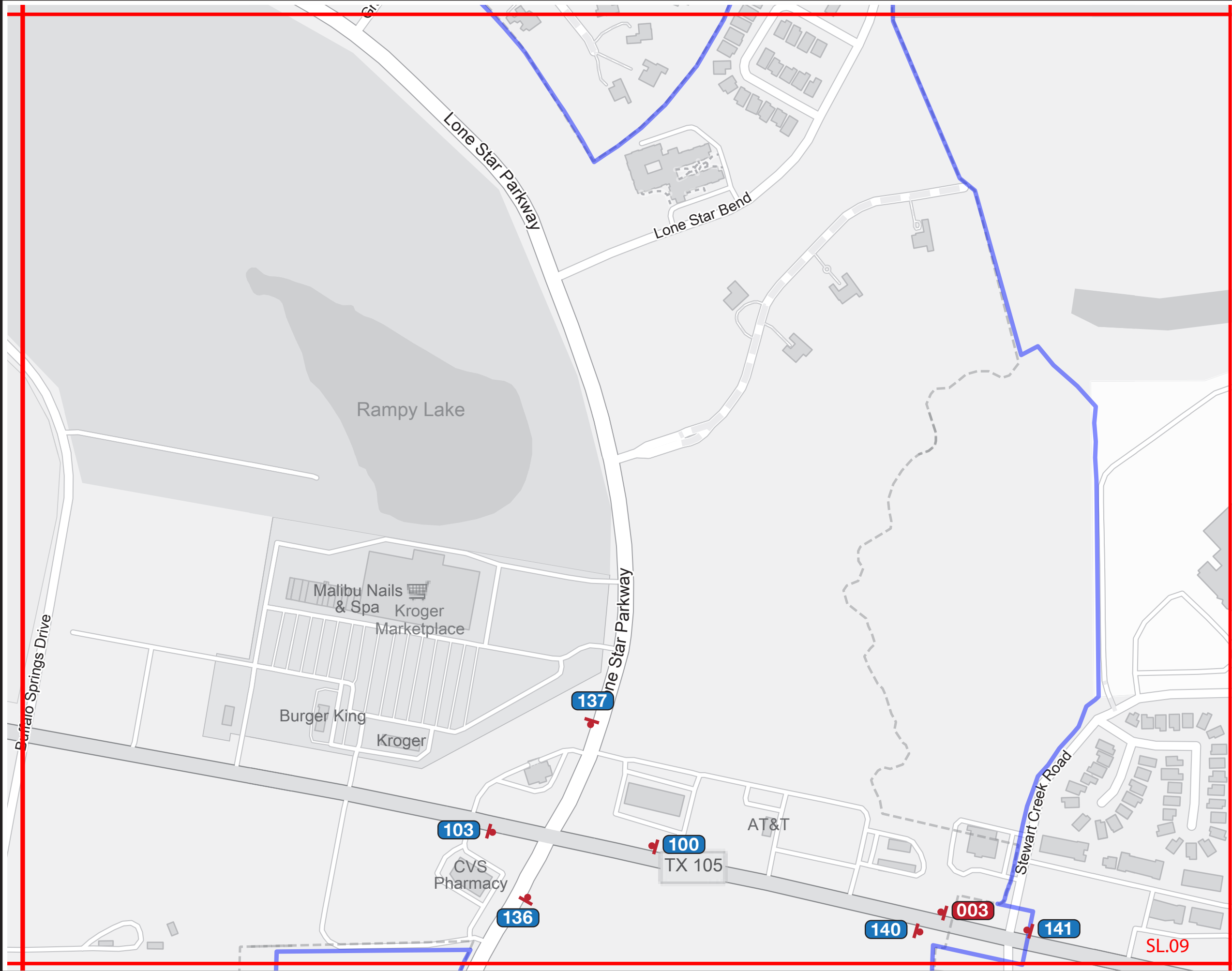
120 North Church Street  
Suite 208  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE	07/13/23
DRAWN BY:	GS
<p>These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.</p>	
REVISIONS	
V2_09/13/23	
V3_08/16/24	

CLIENT / PROJECT	<b>Montgomery TX</b> Wayfinding and Signage System
PROJECT NO.	
SHEET TITLE	<b>Sign Location Plans</b>
SHEET NO.	<b>SL.08</b>

SL.08





**SPECIFICATIONS**

Refer to the Wayfinding and Signage System design intent documentation for sign type drawings, material call-outs and installation methods.

Refer to the Wayfinding and Signage System message schedule for all sign type messages, location numbers, quantities, and specific location details.

SIGNAGE LEGEND	
001	Gateways / District ID
100	Vehicular
500	Parking
600	Pedestrian Directional
700	Pedestrian Kiosk
900	Parks - Trail Signage
900	Identification Signage

- NOTES:**
1. General sign locations are provided on these plan sheets.
  2. The Message Schedule provides more detailed guidance of sign location in the Remarks column.
  3. Refer to the Message Schedule for the final messages of each sign.
  4. Utilize the above Legend to help determine sign types, and other details of location.

ENVIRONMENTS & EXPERIENCES

**merJe**

120 North Church Street  
Suite 208  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE	07/13/23
DRAWN BY:	GS
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.	
REVISIONS	
V2_09/13/23	
V3_08/16/24	

CLIENT / PROJECT	<b>Montgomery TX</b> Wayfinding and Signage System
PROJECT NO.	
SHEET TITLE	<b>Sign Location Plans</b>
SHEET NO.	<b>SL.09</b>

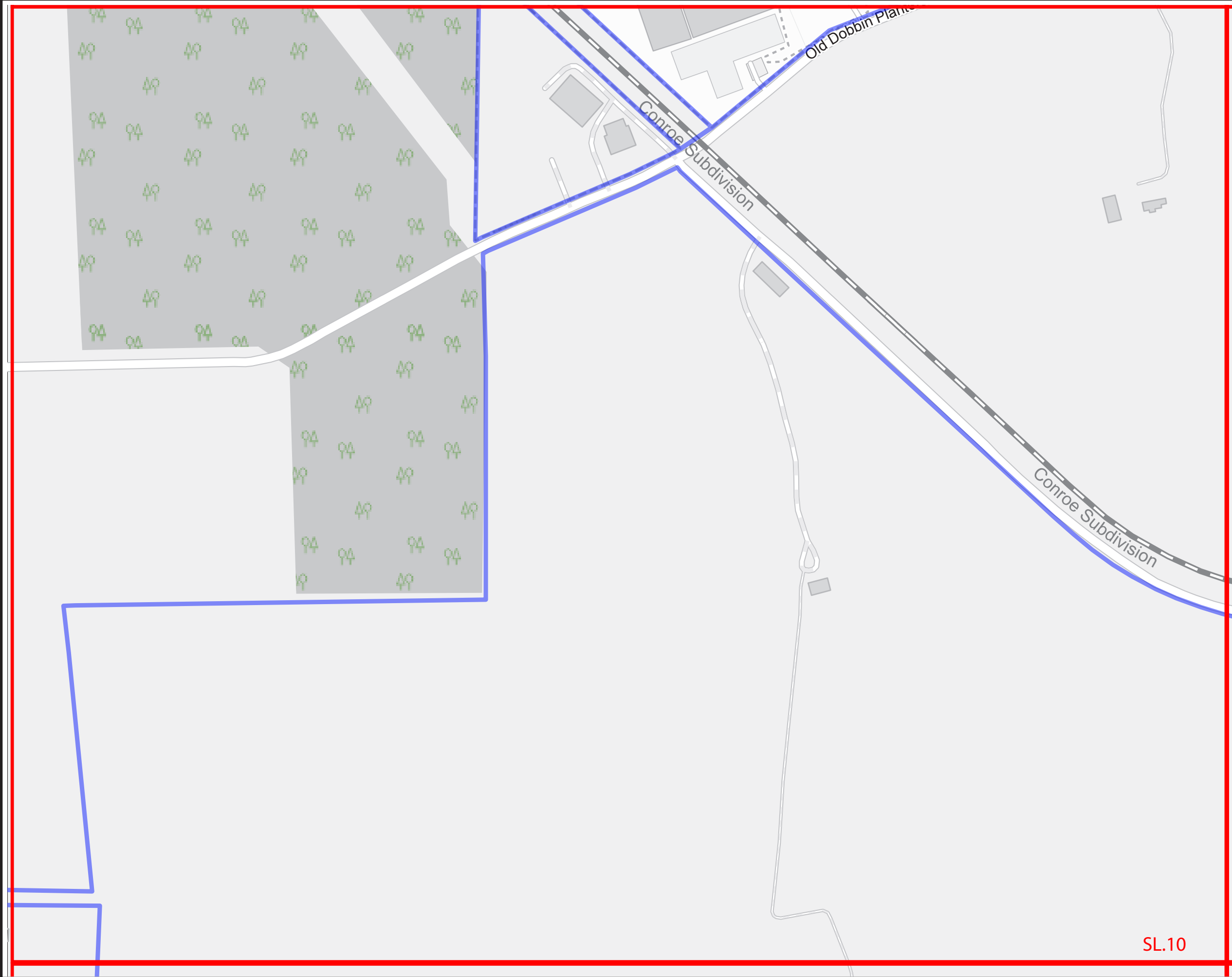


**SPECIFICATIONS**

Refer to the Wayfinding and Signage System design intent documentation for sign type drawings, material call-outs and installation methods.

Refer to the Wayfinding and Signage System message schedule for all sign type messages, location numbers, quantities, and specific location details.

SIGNAGE LEGEND	
001	Gateways / District ID
100	Vehicular
500	Parking
600	Pedestrian Directional
700	Pedestrian Kiosk
900	Parks - Trail Signage
900	Identification Signage



SL.10

**NOTES:**

1. General sign locations are provided on these plan sheets.
2. The Message Schedule provides more detailed guidance of sign location in the Remarks column.
3. Refer to the Message Schedule for the final messages of each sign.
4. Utilize the above Legend to help determine sign types, and other details of location.

**ENVIRONMENTS & EXPERIENCES**

**merJe**  
 120 North Church Street  
 Suite 208  
 West Chester, PA 19380  
 T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE 07/13/23

CLIENT / PROJECT

DRAWN BY: GS

**Montgomery TX**

These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.

Wayfinding and Signage System

REVISIONS

PROJECT NO.

V2\_09/13/23

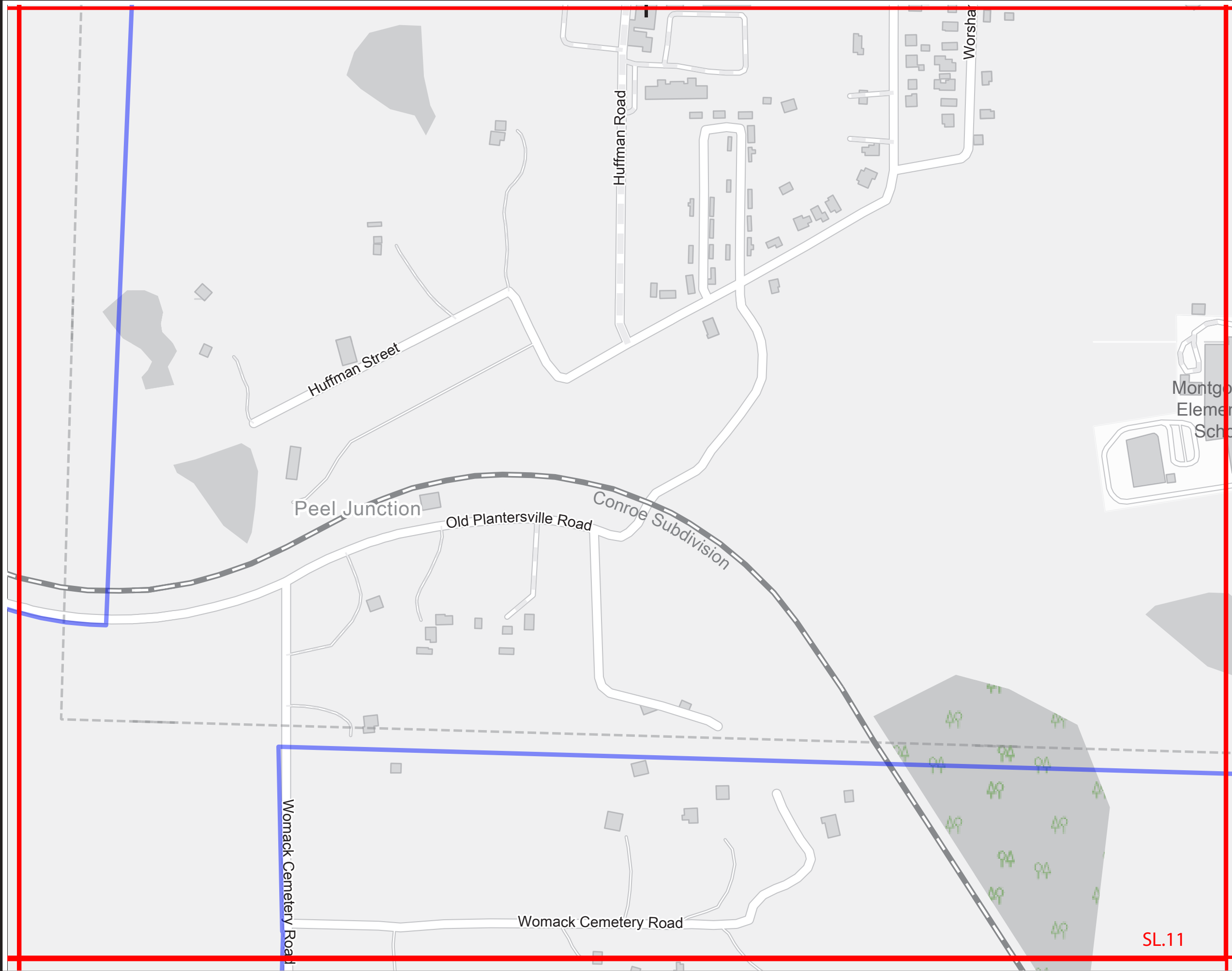
SHEET TITLE

V3\_08/16/24

**Sign Location Plans**

SHEET NO.

**SL.10**



**SPECIFICATIONS**

Refer to the Wayfinding and Signage System design intent documentation for sign type drawings, material call-outs and installation methods.

Refer to the Wayfinding and Signage System message schedule for all sign type messages, location numbers, quantities, and specific location details.

SIGNAGE LEGEND	
001	Gateways / District ID
100	Vehicular
500	Parking
600	Pedestrian Directional
700	Pedestrian Kiosk
900	Parks - Trail Signage
900	Identification Signage

- NOTES:**
1. General sign locations are provided on these plan sheets.
  2. The Message Schedule provides more detailed guidance of sign location in the Remarks column.
  3. Refer to the Message Schedule for the final messages of each sign.
  4. Utilize the above Legend to help determine sign types, and other details of location.

ENVIRONMENTS & EXPERIENCES

**merJe**

120 North Church Street  
Suite 208  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE 07/13/23

CLIENT / PROJECT

DRAWN BY: GS

**Montgomery TX**

These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.

Wayfinding and Signage System

REVISIONS

PROJECT NO.

V2\_09/13/23

SHEET TITLE

V3\_08/16/24

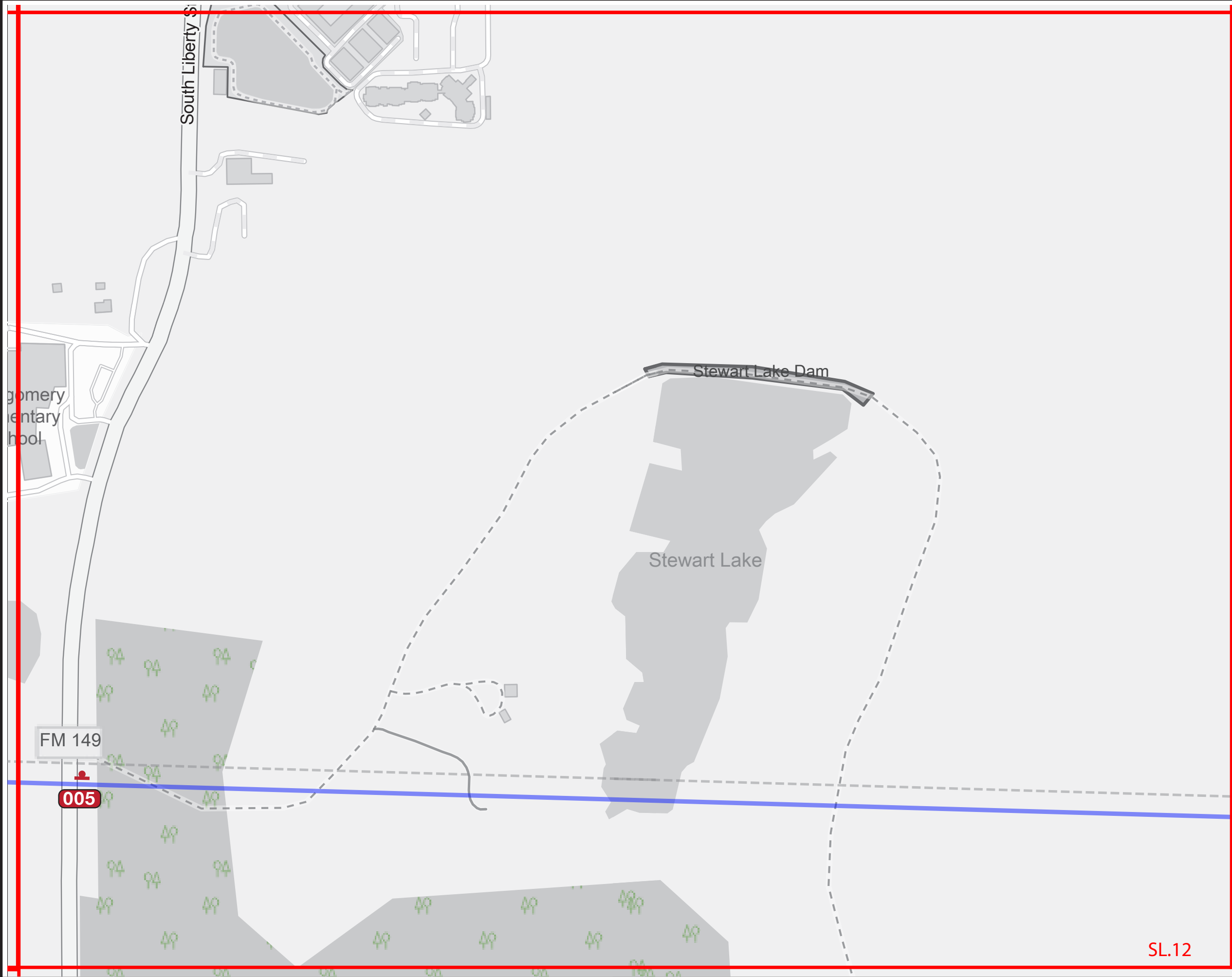
**Sign Location Plans**

**Sign Location Plans**

SHEET NO.

SL.11

**SL.11**



**SPECIFICATIONS**

Refer to the Wayfinding and Signage System design intent documentation for sign type drawings, material call-outs and installation methods.

Refer to the Wayfinding and Signage System message schedule for all sign type messages, location numbers, quantities, and specific location details.

**SIGNAGE LEGEND**

- 001 Gateways / District ID
- 100 Vehicular
- 500 Parking
- 600 Pedestrian Directional
- 700 Pedestrian Kiosk
- 900 Parks - Trail Signage
- 900 Identification Signage

**NOTES:**

- General sign locations are provided on these plan sheets.
- The Message Schedule provides more detailed guidance of sign location in the Remarks column.
- Refer to the Message Schedule for the final messages of each sign.
- Utilize the above Legend to help determine sign types, and other details of location.

ENVIRONMENTS & EXPERIENCES

**merJe**

120 North Church Street  
Suite 208  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE 07/13/23

CLIENT / PROJECT

DRAWN BY: GS

**Montgomery TX**

These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.

Wayfinding and Signage System

REVISIONS

PROJECT NO.

V2\_09/13/23

SHEET TITLE

V3\_08/16/24

**Sign Location Plans**

SHEET NO.

SL.12

**SL.12**

**SPECIFICATIONS**

Refer to the Wayfinding and Signage System design intent documentation for sign type drawings, material call-outs and installation methods.

Refer to the Wayfinding and Signage System message schedule for all sign type messages, location numbers, quantities, and specific location details.

SIGNAGE LEGEND	
001	Gateways / District ID
100	Vehicular
500	Parking
600	Pedestrian Directional
700	Pedestrian Kiosk
900	Parks - Trail Signage
900	Identification Signage

**NOTES:**

1. General sign locations are provided on these plan sheets.
2. The Message Schedule provides more detailed guidance of sign location in the Remarks column.
3. Refer to the Message Schedule for the final messages of each sign.
4. Utilize the above Legend to help determine sign types, and other details of location.

**ENVIRONMENTS & EXPERIENCES**

**merJe**  
 120 North Church Street  
 Suite 208  
 West Chester, PA 19380  
 T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE 07/13/23

CLIENT / PROJECT

DRAWN BY: GS

**Montgomery TX**  
Wayfinding and Signage System

These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.

PROJECT NO.

SHEET TITLE  
**Sign Location Plans**

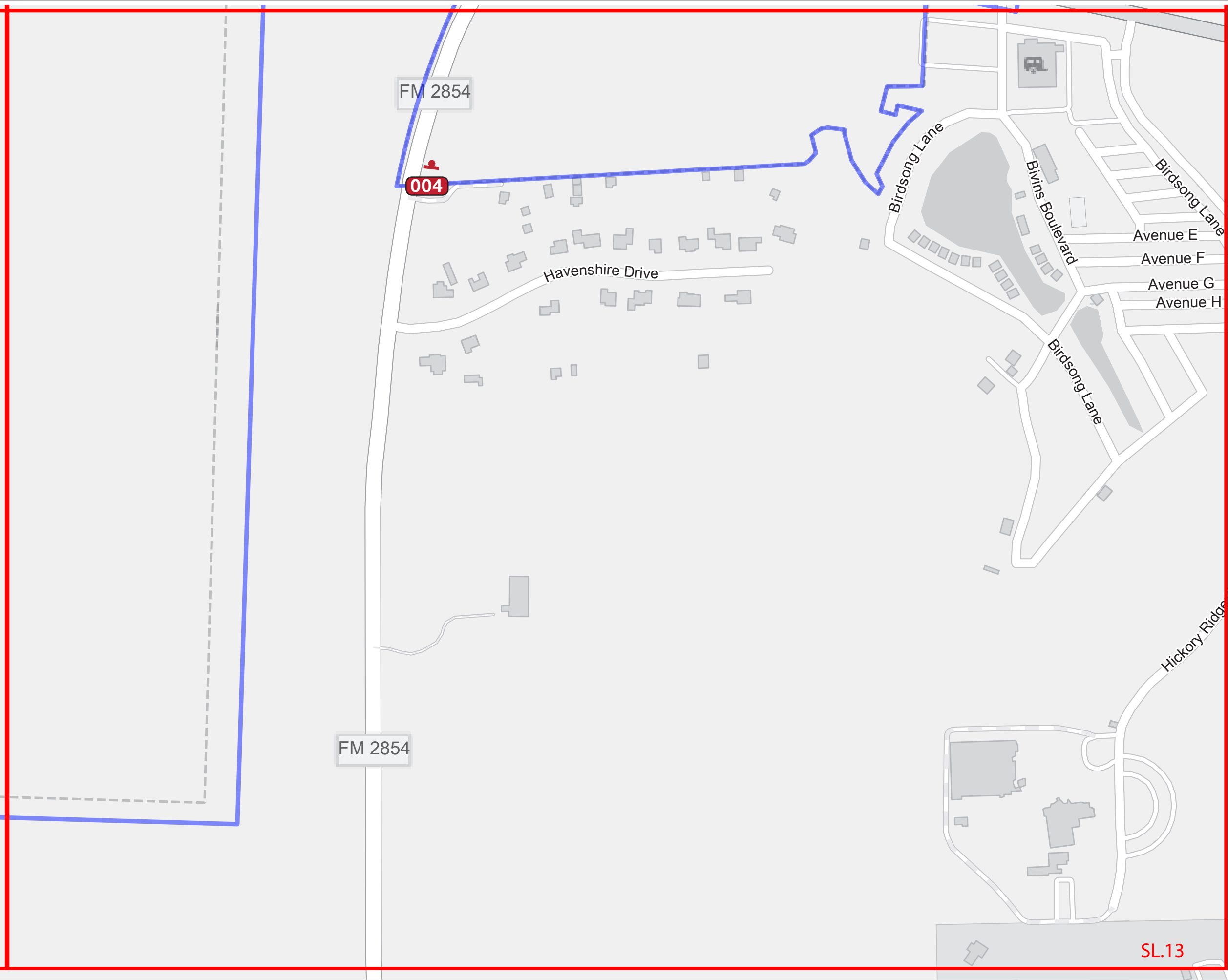
REVISIONS

V2\_09/13/23

SHEET NO.

V3\_08/16/24

**SL.13**

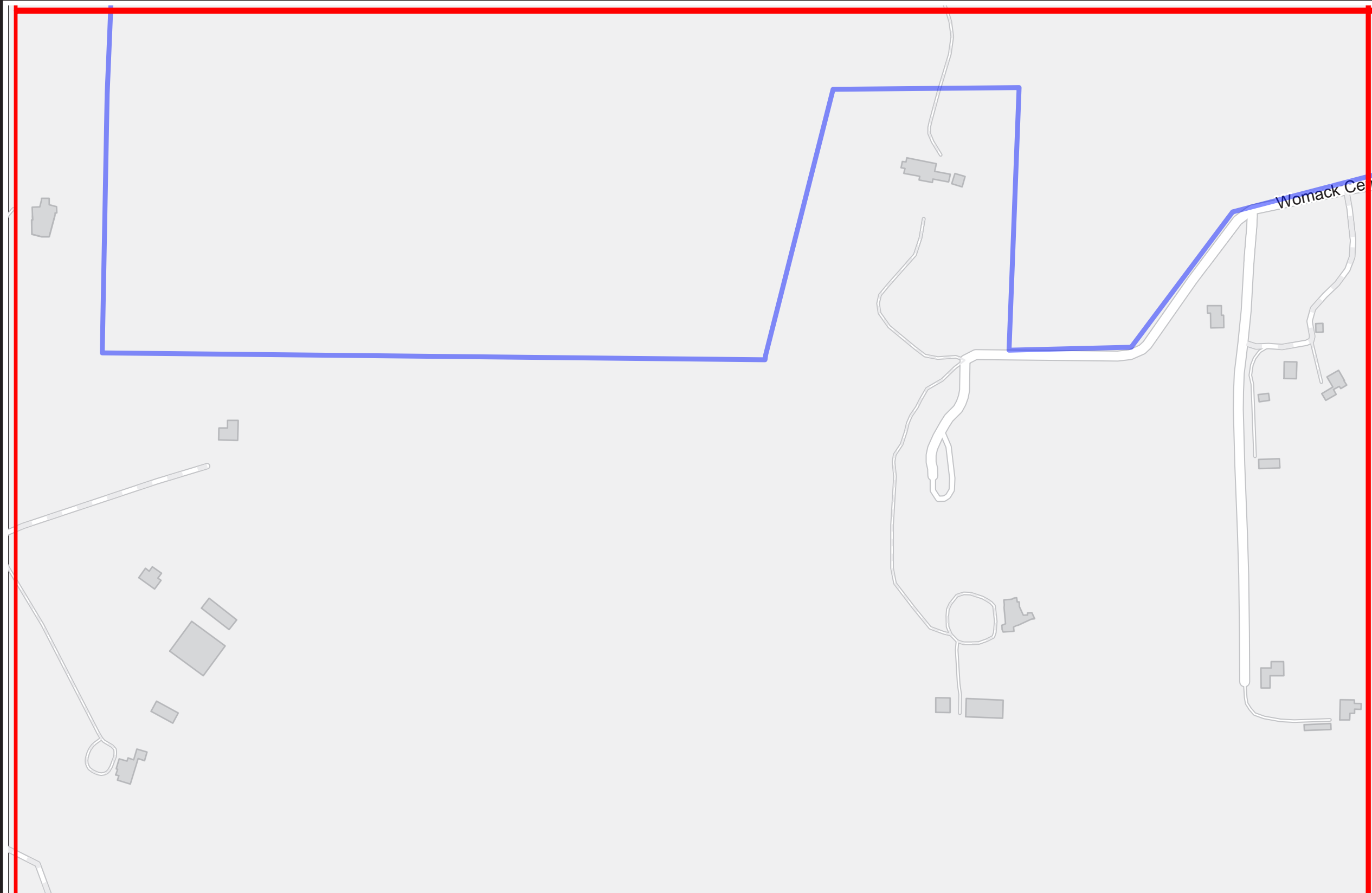


**SPECIFICATIONS**

Refer to the Wayfinding and Signage System design intent documentation for sign type drawings, material call-outs and installation methods.

Refer to the Wayfinding and Signage System message schedule for all sign type messages, location numbers, quantities, and specific location details.

SIGNAGE LEGEND	
001	Gateways / District ID
100	Vehicular
500	Parking
600	Pedestrian Directional
700	Pedestrian Kiosk
900	Parks - Trail Signage
900	Identification Signage



**NOTES:**

1. General sign locations are provided on these plan sheets.
2. The Message Schedule provides more detailed guidance of sign location in the Remarks column.
3. Refer to the Message Schedule for the final messages of each sign.
4. Utilize the above Legend to help determine sign types, and other details of location.

ENVIRONMENTS & EXPERIENCES

**merJe**

120 North Church Street  
Suite 208  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE 07/13/23

CLIENT / PROJECT

DRAWN BY: GS

**Montgomery TX**  
Wayfinding and Signage System

These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.

PROJECT NO.

SHEET TITLE  
**Sign Location Plans**

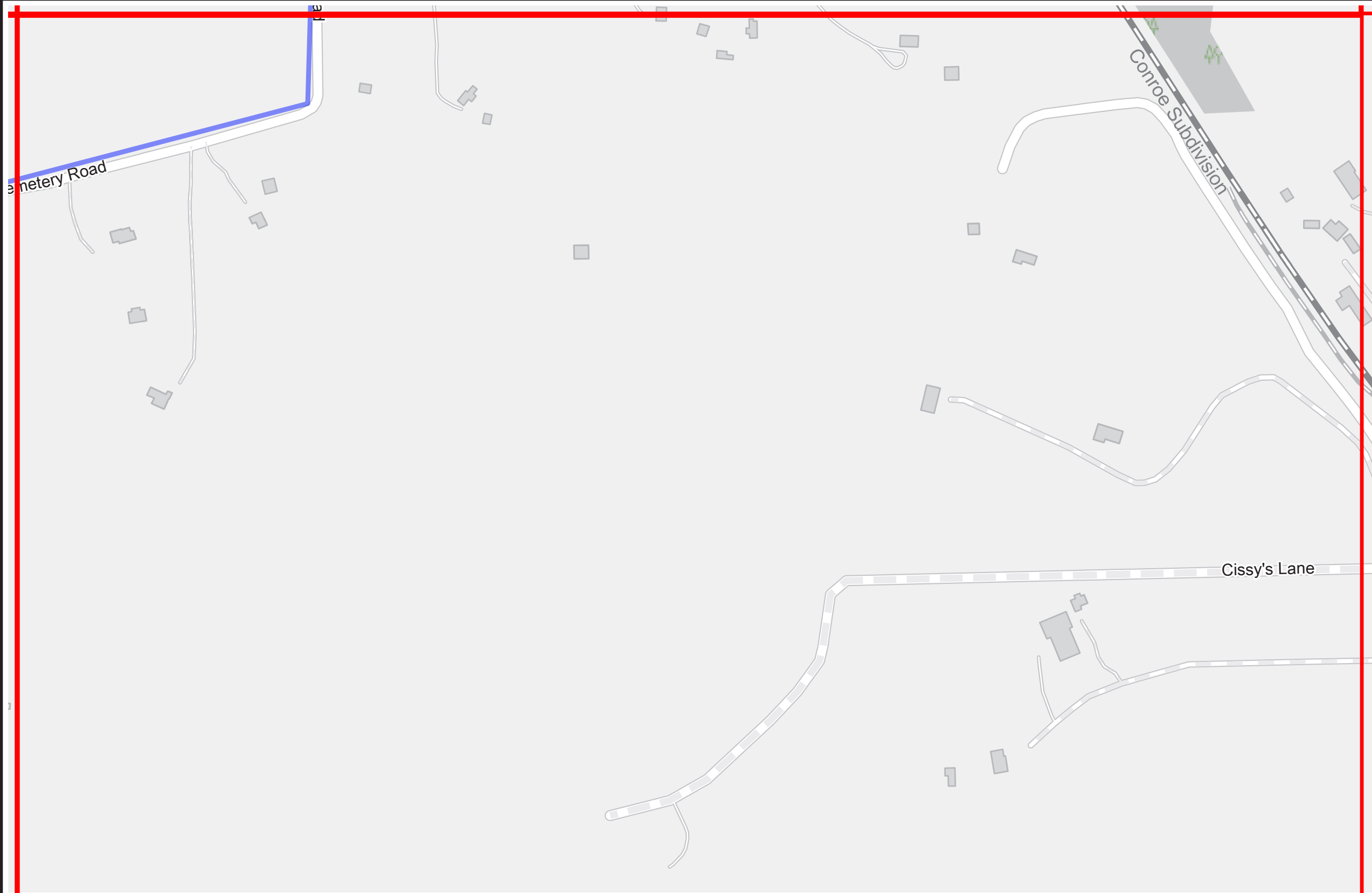
REVISIONS

V2\_09/13/23

SHEET NO.

V3\_08/16/24

**SL.14**



**SPECIFICATIONS**

Refer to the Wayfinding and Signage System design intent documentation for sign type drawings, material call-outs and installation methods.

Refer to the Wayfinding and Signage System message schedule for all sign type messages, location numbers, quantities, and specific location details.

SIGNAGE LEGEND	
001	Gateways / District ID
100	Vehicular
500	Parking
600	Pedestrian Directional
700	Pedestrian Kiosk
900	Parks - Trail Signage
900	Identification Signage

**NOTES:**

1. General sign locations are provided on these plan sheets.
2. The Message Schedule provides more detailed guidance of sign location in the Remarks column.
3. Refer to the Message Schedule for the final messages of each sign.
4. Utilize the above Legend to help determine sign types, and other details of location.

**ENVIRONMENTS & EXPERIENCES**

**merJe**

120 North Church Street  
Suite 208  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

DATE	07/13/23	CLIENT / PROJECT
DRAWN BY:	GS	
<p>These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.</p>		<p><b>Montgomery TX</b> Wayfinding and Signage System</p>
REVISIONS		PROJECT NO.
V2_09/13/23		SHEET TITLE
V3_08/16/24		
		SHEET NO.
		<b>SL. 15</b>

**SECTION 2** | Location Photos





PHASE: 1  
 LOCATION NO. 001  
 SIGN TYPE: GATE.2  
 PLAN SHEET: SL.04

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 002  
 SIGN TYPE: GATE.2  
 PLAN SHEET: SL.01

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 003  
 SIGN TYPE: GATE.1  
 PLAN SHEET: SL.09

COMMENTS:  
 Replace Existing Green/White Sign.  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 004  
 SIGN TYPE: GATE.2  
 PLAN SHEET: SL.13

COMMENTS:  
 Remove/Replace Green TXDOT Sign. Move No Engine Brake Sign to Separate Location/Pole.  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 005  
 SIGN TYPE: GATE.2  
 PLAN SHEET: SL.12

COMMENTS:  
 Remove/Replace Green TXDOT Sign Move Historical Marker to Post or Separate Location/Pole. Move No Engine Brake Sign to Separate Location/Pole.  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 006  
 SIGN TYPE: GATE.2  
 PLAN SHEET: SL.06

COMMENTS:  
 Remove/Replace Green TXDOT Sign. Move Historical Marker to Post or Separate Location/Pole. Move No Engine Brake Sign to Separate Location/Pole. Alternate GATE.1  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 006 Alt.  
 SIGN TYPE: GATE.2  
 PLAN SHEET:

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 007  
 SIGN TYPE: GATE.2  
 PLAN SHEET: SL.03

COMMENTS:  
 Remove/Replace Green TXDOT Sign. Move No Engine Brake Sign to Separate Location/Pole.  
 Client to review and confirm graphic layout and location prior to fabrication.

REVISIONS		
DATE	BY	DESCRIPTION

ENVIRONMENTS & EXPERIENCES

**merJe**

5 W. Gay Street  
 West Chester, PA 19380  
 T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

SHEET TITLE

Photo Details

CLIENT / PROJECT

Montgomery, TX  
 Wayfinding & Signage Program

DATE: August 16, 2024

DRAWN BY: MP

SHEET NO. **LP.1**





PHASE:  
LOCATION NO.  
SIGN TYPE:  
PLAN SHEET:

COMMENTS:

PHASE:  
LOCATION NO.  
SIGN TYPE:  
PLAN SHEET:

COMMENTS:

PHASE:  
LOCATION NO.  
SIGN TYPE:  
PLAN SHEET:

COMMENTS:

PHASE: 1  
LOCATION NO. 100  
SIGN TYPE: VDIR.6.TXDOT  
PLAN SHEET: SL.09

COMMENTS:  
Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
LOCATION NO. 101  
SIGN TYPE: VDIR.6.TXDOT  
PLAN SHEET: SL.08

COMMENTS:  
Client to review and confirm graphic layout and location prior to fabrication.

PHASE: 1  
LOCATION NO. 102  
SIGN TYPE: VDIR.6.TXDOT  
PLAN SHEET: SL.08

COMMENTS:  
Client to review and confirm graphic layout and location prior to fabrication.

PHASE: 1  
LOCATION NO. 103  
SIGN TYPE: VDIR.6.TXDOT  
PLAN SHEET: SL.09

COMMENTS:  
Client to review and confirm graphic layout and location prior to fabrication.

PHASE: 1  
LOCATION NO. 104  
SIGN TYPE: VDIR.3  
PLAN SHEET: SL.08

COMMENTS:  
Remove/Replace Green TXDOT Sign. Move No Engine Brake Sign to Separate Location/Pole.  
Client to review and confirm graphic layout and location prior to fabrication.

REVISIONS		
DATE	BY	DESCRIPTION

ENVIRONMENTS & EXPERIENCES

**merJe**

5 W. Gay Street  
West Chester, PA 19380  
T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

SHEET TITLE

Photo Details

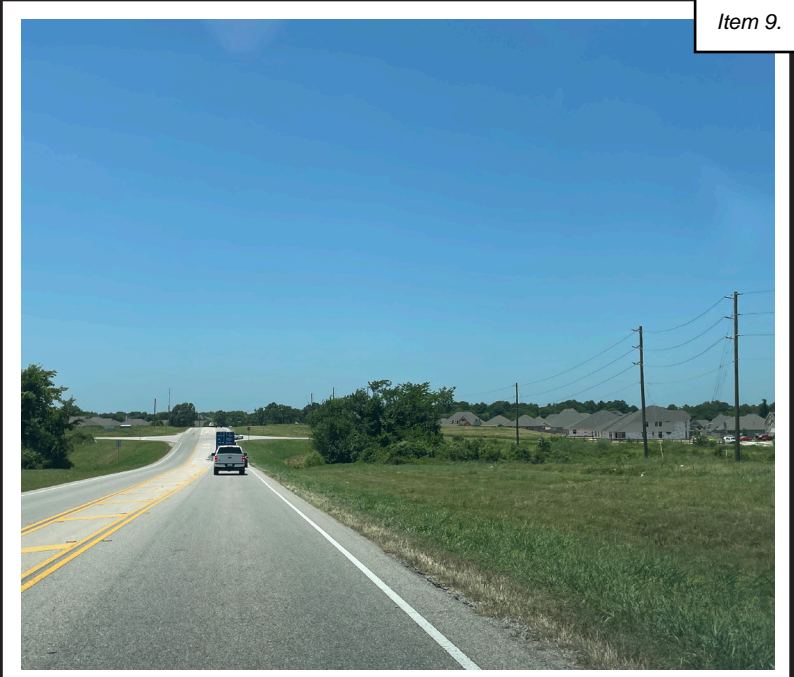
CLIENT / PROJECT

Montgomery, TX  
Wayfinding & Signage Program

DATE: August 16, 2024  
DRAWN BY: MP  
SHEET NO.

**LP.2**





PHASE: 1  
 LOCATION NO. 105  
 SIGN TYPE: VDIR.3  
 PLAN SHEET: SL.08

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.

PHASE: 1  
 LOCATION NO. 106  
 SIGN TYPE: VDIR.3  
 PLAN SHEET: SL.08

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.

PHASE: 1  
 LOCATION NO. 107  
 SIGN TYPE: VDIR.3  
 PLAN SHEET: SL.04

COMMENTS:

PHASE: 1  
 LOCATION NO. 108  
 SIGN TYPE: VDIR.3  
 PLAN SHEET: SL.04

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 109  
 SIGN TYPE: VDIR.6  
 PLAN SHEET: SL.01

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.

PHASE: 1  
 LOCATION NO. 110  
 SIGN TYPE: VDIR.3  
 PLAN SHEET: SL.04

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.

PHASE: 1  
 LOCATION NO. 111  
 SIGN TYPE: VDIR.3  
 PLAN SHEET: SL.04

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.

PHASE: 1  
 LOCATION NO. 112  
 SIGN TYPE: VDIR.3  
 PLAN SHEET: SL.04

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.

REVISIONS		
DATE	BY	DESCRIPTION

ENVIRONMENTS & EXPERIENCES

**merJe**

5 W. Gay Street  
 West Chester, PA 19380  
 T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

SHEET TITLE

Photo Details

CLIENT / PROJECT

Montgomery, TX  
 Wayfinding & Signage Program

DATE: August 16, 2024  
 DRAWN BY: MP  
 SHEET NO.

**LP.3**





PHASE: 1  
 LOCATION NO. 113  
 SIGN TYPE: VDIR.2  
 PLAN SHEET: SL.03  
 COMMENTS: Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 114  
 SIGN TYPE: VDIR.2  
 PLAN SHEET: SL.03  
 COMMENTS: Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 115  
 SIGN TYPE: VDIR.3  
 PLAN SHEET: SL.03  
 COMMENTS: Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 116  
 SIGN TYPE: VDIR.3  
 PLAN SHEET: SL.03  
 COMMENTS: Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 117  
 SIGN TYPE: VDIR.3  
 PLAN SHEET: SL.03  
 COMMENTS: Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 118  
 SIGN TYPE: VDIR.3  
 PLAN SHEET: SL.03  
 COMMENTS: Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 119  
 SIGN TYPE: VDIR.3  
 PLAN SHEET: SL.08  
 COMMENTS: Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 120  
 SIGN TYPE: VDIR.3  
 PLAN SHEET: SL.08  
 COMMENTS: Client to review and confirm graphic layout and location prior to fabrication.

REVISIONS		
DATE	BY	DESCRIPTION

ENVIRONMENTS & EXPERIENCES

**merJe**

5 W. Gay Street  
 West Chester, PA 19380  
 T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

SHEET TITLE

Photo Details

CLIENT / PROJECT

Montgomery, TX  
 Wayfinding & Signage Program

DATE: August 16, 2024  
 DRAWN BY: MP  
 SHEET NO.





PHASE: 1  
 LOCATION NO. 121  
 SIGN TYPE: VDIR.3  
 PLAN SHEET: SL.08

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 122  
 SIGN TYPE: VDIR.3  
 PLAN SHEET: SL.08

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 123  
 SIGN TYPE: RES.1  
 PLAN SHEET: SL.08

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 124  
 SIGN TYPE: RES.1  
 PLAN SHEET: SL.08

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 125  
 SIGN TYPE: VDIR.3.TXDOT  
 PLAN SHEET: SL.08

COMMENTS:  
 Replace Existing Texas Forest Trail Sign  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 126  
 SIGN TYPE: VDIR.3.TXDOT  
 PLAN SHEET: SL.08

COMMENTS:  
 Replace Existing Texas Forest Trail Sign  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 127  
 SIGN TYPE: VDIR.3  
 PLAN SHEET: SL.08

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 128  
 SIGN TYPE: VDIR.3  
 PLAN SHEET: SL.08

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.

REVISIONS		
DATE	BY	DESCRIPTION

ENVIRONMENTS & EXPERIENCES

**merJe**

5 W. Gay Street  
 West Chester, PA 19380  
 T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

SHEET TITLE

Photo Details

CLIENT / PROJECT

Montgomery, TX  
 Wayfinding & Signage Program

DATE: August 16, 2024  
 DRAWN BY: MP  
 SHEET NO.

**LP.5**





PHASE: 1  
 LOCATION NO. 129  
 SIGN TYPE: VDIR.6.TXDOT  
 PLAN SHEET: SL.07

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 130  
 SIGN TYPE: VDIR.6.TXDOT  
 PLAN SHEET: SL.07

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 131  
 SIGN TYPE: VDIR.1  
 PLAN SHEET: SL.03

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 132  
 SIGN TYPE: VDIR.1  
 PLAN SHEET: SL.03

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 133  
 SIGN TYPE: VDIR.2  
 PLAN SHEET: SL.06

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 135  
 SIGN TYPE: VDIR.6.TXDOT  
 PLAN SHEET: SL.06

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 136  
 SIGN TYPE: VDIR.6  
 PLAN SHEET: SL.09

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 137  
 SIGN TYPE: VDIR.6  
 PLAN SHEET: SL.09

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.

REVISIONS		
DATE	BY	DESCRIPTION

ENVIRONMENTS & EXPERIENCES

**merJe**

5 W. Gay Street  
 West Chester, PA 19380  
 T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

SHEET TITLE

Photo Details

CLIENT / PROJECT

Montgomery, TX  
 Wayfinding & Signage Program

DATE: August 16, 2024  
 DRAWN BY: MP  
 SHEET NO.

**LP.6**





PHASE: 1  
 LOCATION NO. 138  
 SIGN TYPE: RES.1  
 PLAN SHEET: SL.08

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 139  
 SIGN TYPE: VDIR.3  
 PLAN SHEET: SL.08

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 140  
 SIGN TYPE: VDIR.5.TXDOT  
 PLAN SHEET: SL.09

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 141  
 SIGN TYPE: VDIR.5.TXDOT  
 PLAN SHEET: SL.09

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 142  
 SIGN TYPE: VDIR.5.TXDOT  
 PLAN SHEET: SL.06

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 143  
 SIGN TYPE: RES.1  
 PLAN SHEET: SL.03

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 144  
 SIGN TYPE: VDIR.2.TXDOT  
 PLAN SHEET: SL.08

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 500  
 SIGN TYPE: PARK.2  
 PLAN SHEET: SL.08

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.

REVISIONS		
DATE	BY	DESCRIPTION

ENVIRONMENTS & EXPERIENCES

**merJe**

5 W. Gay Street  
 West Chester, PA 19380  
 T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

SHEET TITLE

Photo Details

CLIENT / PROJECT

Montgomery, TX  
 Wayfinding & Signage Program

DATE: August 16, 2024

DRAWN BY: MP

SHEET NO. **LP.7**





PHASE: 1  
 LOCATION NO. 501  
 SIGN TYPE: PARK.2  
 PLAN SHEET: SL.08

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 502  
 SIGN TYPE: PARK.2  
 PLAN SHEET: SL.08

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 503  
 SIGN TYPE: PARK.2  
 PLAN SHEET: SL.08

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 504  
 SIGN TYPE: PARK.2  
 PLAN SHEET: SL.08

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 700  
 SIGN TYPE: KIOSK.1  
 PLAN SHEET: SL.08

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 701  
 SIGN TYPE: KIOSK.1  
 PLAN SHEET: SL.08

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 2  
 LOCATION NO. 702  
 SIGN TYPE: KIOSK.2  
 PLAN SHEET: SL.08

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 2  
 LOCATION NO. 703  
 SIGN TYPE: KIOSK.3  
 PLAN SHEET: SL.07

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.

REVISIONS		
DATE	BY	DESCRIPTION

ENVIRONMENTS & EXPERIENCES

**merJe**

5 W. Gay Street  
 West Chester, PA 19380  
 T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

SHEET TITLE

Photo Details

CLIENT / PROJECT

Montgomery, TX  
 Wayfinding & Signage Program

DATE: August 16, 2024  
 DRAWN BY: MP  
 SHEET NO. **LP.8**





PHASE: 1  
 LOCATION NO. 704  
 SIGN TYPE: KIOSK.1  
 PLAN SHEET: SL.08

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 705  
 SIGN TYPE: KIOSK.1  
 PLAN SHEET: SL.04

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 900  
 SIGN TYPE: PARK\_ID.2  
 PLAN SHEET: SL.07

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



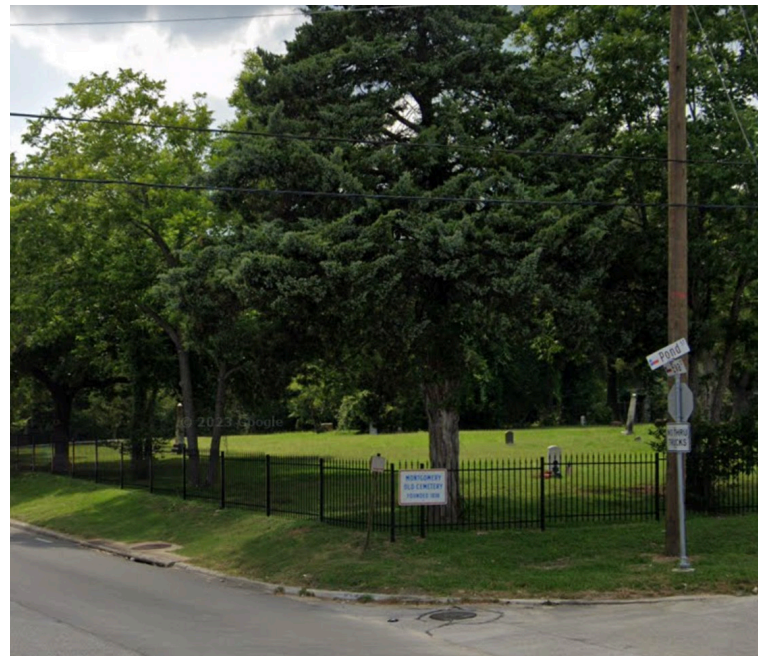
PHASE: 1  
 LOCATION NO. 901  
 SIGN TYPE: PARK\_ID.1  
 PLAN SHEET: SL.07

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 902  
 SIGN TYPE: PARK\_ID.1  
 PLAN SHEET: SL.07

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 903  
 SIGN TYPE: PARK\_ID.2  
 PLAN SHEET: SL.08

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 904  
 SIGN TYPE: PARK\_ID.1  
 PLAN SHEET: SL.08

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.



PHASE: 1  
 LOCATION NO. 905  
 SIGN TYPE: PARK\_ID.1  
 PLAN SHEET: SL.08

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.

REVISIONS		
DATE	BY	DESCRIPTION

ENVIRONMENTS & EXPERIENCES

**merJe**

5 W. Gay Street  
 West Chester, PA 19380  
 T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

SHEET TITLE

Photo Details

CLIENT / PROJECT

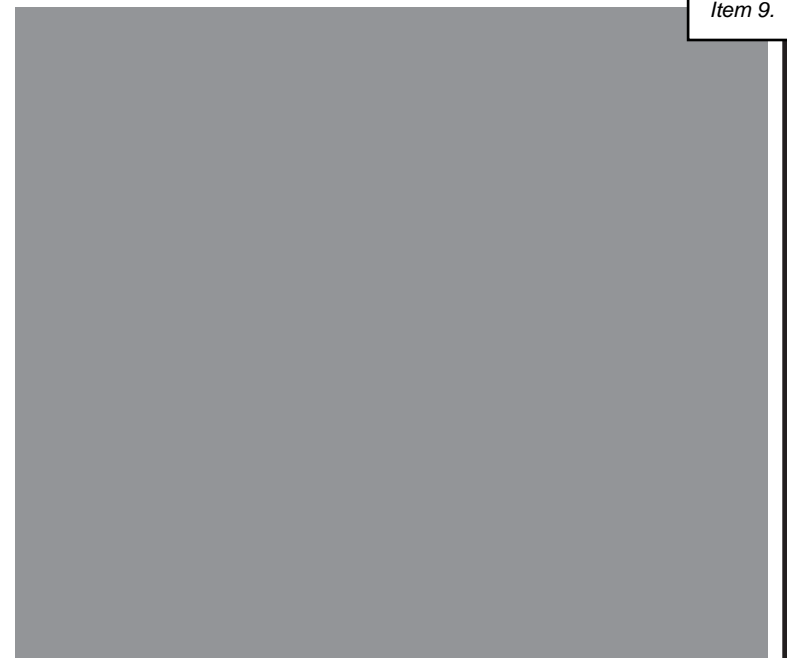
Montgomery, TX  
 Wayfinding & Signage Program

DATE: August 16, 2024  
 DRAWN BY: MP  
 SHEET NO.

**LP.9**

237





PHASE: 1  
 LOCATION NO. 906  
 SIGN TYPE: PARK\_ID.2  
 PLAN SHEET: SL.04

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.

PHASE: 1  
 LOCATION NO. 907  
 SIGN TYPE: PARK\_ID.1  
 PLAN SHEET: SL.03

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.

PHASE: 1  
 LOCATION NO. 908  
 SIGN TYPE: PARK\_ID.1  
 PLAN SHEET: SL.08

COMMENTS:  
 Client to review and confirm graphic layout and location prior to fabrication.

PHASE:  
 LOCATION NO.  
 SIGN TYPE:  
 PLAN SHEET:

COMMENTS:



PHASE:  
 LOCATION NO.  
 SIGN TYPE:  
 PLAN SHEET:

COMMENTS:

PHASE:  
 LOCATION NO.  
 SIGN TYPE:  
 PLAN SHEET:

COMMENTS:

PHASE:  
 LOCATION NO.  
 SIGN TYPE:  
 PLAN SHEET:

COMMENTS:

PHASE:  
 LOCATION NO.  
 SIGN TYPE:  
 PLAN SHEET:

COMMENTS:

REVISIONS		
DATE	BY	DESCRIPTION

ENVIRONMENTS & EXPERIENCES

**merJe**

5 W. Gay Street  
 West Chester, PA 19380  
 T 484.266.0648  
[www.merjedesign.com](http://www.merjedesign.com)

SHEET TITLE

Photo Details

CLIENT / PROJECT

Montgomery, TX  
 Wayfinding & Signage Program

DATE: August 16, 2024  
 DRAWN BY: MP  
 SHEET NO.

**LP.10**

**Montgomery MEDC  
AGENDA REPORT**

<b>Meeting Date:</b> August 20, 2024	<b>Budgeted Amount:</b> \$0
<b>Department:</b> N/A	<b>Prepared By:</b> Dave McCorquodale

**Subject**

Discuss the elements of a large city event, logistics, and private event companies.

**Recommendation**

No formal action needed. Provide feedback to staff.

**Discussion**

The MEDC has expressed a desire to hold a large event similar to the wine festivals that were organized by community business groups (HMBA/MACC). The events specialist and city administrator will discuss what these events involve and how to best plan and organize an event of that size and complexity.

**Approved By**

Director of Planning & Development	Dave McCorquodale	Date: 8/16/2024



## City of Montgomery Events Report

### Upcoming Events [September- December 2024]

Event Name	Scheduled Date	Estimated Attendees
Montgomery Community Garage Sale	9/14/2024	1000+
Movie Night at the Park – Big Hero 6	9/21/2024	200+
Montgomery Quilt Walk	10/11/2024	1000
Montgomery Quilt Walk	10/12/2024	1000
Movie Night at the Park – The Nightmare Before Christmas	10/21/2024	140
Trick or Treat in Historic Montgomery	10/26/2024	1000+
Lone Star Street Dance	11/09/2024	2679
Movie Night at the Park – UP	11/16/2024	250+
Light Up The Park	12/07/2024	650+
Historic Montgomery Christmas Parade	12/14/2024	2500+
Montgomery Snow Party	12/21/2024	500+

### Other events 2024

Event Name	Scheduled Date
Montgomery Sip N Stroll	9/25 to 12/19
Faith and Blue	10/01/2024
Voices of the Past	10/19/2024
Christmas in Historic Montgomery – Holiday Market Place: Arts & Crafts	12/14/2024
Christmas in Historic Montgomery – Famous Cookie Walk	12/14/2024
Christmas in Historic Montgomery – Candlelight Home Tour	12/14/2024





## City of Montgomery Events Report

<b>Event Budget 2023/2024</b>			
Quality of Life Event Categories	Internal Planning Budget	Actual Budget Spent	Remaining Budget
Unallocated Events	\$19,000.00	\$7,229.94	11,770.06
Lone Star Street Dance (From Unallocated funds)	\$6,000	\$5,050	\$450
Events Equipment	\$1,000.00	\$518.88	\$481.12
Contests / Prizes	\$2,000.00	\$1,000.00	\$0.00
Neighborhood Water Party	\$3,000.00	\$2752.44	\$247.56
Texas Flag Celebration	\$700.00	\$582.95	\$117.05
Light up Montgomery	\$4,000.00	\$3,081.68	\$918.32
Christmas Parade	\$12,000.00	\$11,054.06	\$945.94
Montgomery Quilt Walk	\$4,000.00	\$2,186.51	\$1,813.49
Movie Night	\$3,500.00	\$2,986.30	\$513.70
Snow in Historic Montgomery, TX	\$22,000.00	\$12,139.96	\$9,860.04
Trick or Treat Historic Montgomery	\$3,000.00	\$2,8756.58	\$123.42
Quality of Life - Ruck for Veterans	\$500.00	\$500.00	\$0.00
	\$74,700	46,329.67	28,370.33

Montgomery MEDC  
AGENDA REPORT

<b>Meeting Date:</b> August 20, 2024	<b>Budgeted Amount:</b> \$0
<b>Department:</b> N/A	<b>Prepared By:</b> Dave McCorquodale

**Subject**  
Discuss MEDC Capital Project Priorities.

**Recommendation**  
No formal action needed. Provide feedback to staff and the city engineers.

**Discussion**  
The city engineer will review the City’s Capital Project list and discuss with the Board potential projects that the MEDC may have an interest in funding.

<b>Approved By</b>		
Director of Planning & Development	Dave McCorquodale	Date: 8/16/2024

Montgomery MEDC  
AGENDA REPORT

<b>Meeting Date:</b> August 20, 2024	<b>Budgeted Amount:</b> \$50,000
<b>Department:</b> N/A	<b>Prepared By:</b> Dave McCorquodale

**Subject**

Consideration and possible action on approval of a \$75,000.00 contribution toward the construction and oversizing of a city water main related to MISD’s CTE campus development.

**Recommendation**

Staff recommends approval of the \$75,000 contribution toward the waterline as presented.

**Discussion**

This topic was discussed briefly at the recent budget workshop. As you may recall, the City committed a \$75,000 toward the construction and oversizing of a water main being built as part of MISD’s CTE campus along Lone Star Parkway.

As in recent years, the MEDC budgeted \$50,000 for utility extensions this year with no expenses to date. This project would be a suitable use of these funds. An additional \$25,000 could be allocated from unspent line items in the current budget and/or reserves.

If the MEDC Board approves the expense, City Council will need to adopt a resolution authorizing the Project after giving the resolution at least two separate readings. (LGC. 505.158) A public hearing is not required due to the proposed project being defined under Subchapter C, Chapter 501. LGC. 505.159. Also, the MEDC cannot spend the money until 60 days after the date the notice of the specific project or general type of project is first published to allow residents to object to the expenditure. LGC. 505.160.

**Approved By**

Director of Planning & Development	Dave McCorquodale	Date: 8/16/2024