

Exhibit "A"

January 7, 2014

Michael Kashuba
Parks, Recreation and Landscape Development
Town of Addison
P.O. Box 9010
Addison, TX 75001

Project: Pedestrian Connection Project: Beltway-Proton-Easement Park Construction Documents
Addison, Texas

Dear Mr. Kashuba,

We are pleased to present this letter of proposal describing landscape architectural services to be provided by MESA, the costs of these services and general conditions under which these services would be executed. This proposal addresses the construction documents, specifications, bidding assistance, and construction observation services to implement the design proposed under previous contract. These services will be bid in three separate packages:

1. Easement Park from Fire Station #2 to Arapaho Road (Part 1)
2. Beltway Road Parkway and Lighting Improvements (Part 2)
3. Proton Road Street and Pedestrian Lighting (Part 3)

SCOPE OF SERVICES:

Task One: Project Initiation and Initial Design Charrette Review (Completed)

MESA will coordinate a kick-off meeting with the Town of Addison to discuss final deliverables, schedules, and critical milestones regarding the construction documents. At this meeting, the final design scope, budget and priorities will be determined.

Product: None

Meetings: One (1) kickoff meeting.

Task Two: Interim Construction Documents (50% Review Set)

Based upon the approved schematic design submittal (from previous contract) and within the established Client's budget, MESA will finalize the design program with input from the Client. This input will include budgetary considerations, site programming, and Project Team comments received from the presentation at the end of the previous Task. This level of development will deal with more detailed and refined aspects of the design, such as material selections and specific design element layouts and dimensions. The design documents will serve as an interim progress review and pricing package and will be presented to the Client for review and comment to confirm the final design and establish budget priorities (bid alternates).

It is understood by MESA and Town Staff that Oncor or their agents shall provide load information, connection and footing details, and connection locations for inclusion into MESA's plans.

Preparation of documentation shall include refinement of the following areas:

1. Finalize hardscape designs, review paving material, patterns and textures and coordinate solutions with Architect.
2. Street sections and ROW Improvement for Town Traffic Engineer/Public Works review.

3. Coordinate preliminary grading plans with project architect and civil engineer including intended site spot elevations and slope
4. Preliminary planting plans including layout plans, plant selections and details.
5. Preliminary landscape irrigation system plans including water source, sleeving and selection of equipment.
6. Update projections of probable costs based on progress of work.
7. Coordinate irrigation plans with civil consultant for water supply, meter zones, and water saving concepts. Coordinate with electrical consultant controller locations.
8. Presentation to Town staff
9. Light fixture and sleeving layout in coordination with information provided by Oncor.

Product: CAD based site master plan depicting hardscape and landscape designs. Preliminary sections indicating critical dimensions, materials, and finishes.

Meetings: One (1) progress meeting and one (1) final coordination meeting with the Town.

Task Three: Final Construction Documents (100% Review Set and Bid Set)

Upon completion and written authorization of interim construction documents approval (Architect, Town), MESA will proceed with construction documentation. MESA construction document scope shall be as follows:

1. Layout plans for all hardscape elements that include, but are not limited to, sidewalks, fences, and planter beds. Plans will locate site furnishings and special paving.
2. Hardscape details for paving and hardscape appurtenances within scope. Structural details for pole mounted lighting will be by Oncor or Town of Addison Standard details. Details will depict dimensional control, materials, and aesthetics.
3. Irrigation plans and details.
4. Landscape plan for all areas identified above.
5. Lighting design, MESA will coordinate locations with Town Staff and Oncor representatives as needed. All sleeving and wiring layouts are to be coordinated with MESA to avoid any conflicts with landscape or irrigation design. Engineer will specify fixture and sleeve locations.
6. Grading and drainage coordination (MESA will prepare conceptual grading approaches for incorporation by project Civil will produce final grading plans including drainage methods).
7. Technical specifications and bid documents.
8. Final construction cost projection, based on bid history and interface with potential contractors.
9. Final coordination with Town of Addison and consultants as required and provide documents for plan check submission with architectural plans. Landscape plans shall be based on Town approved and signed documents, along with previously approved site plan drawings by municipal agencies.
10. TAS/TDLR submission and plan review by licensed agency.

Product: MESA will provide the following sets for the project throughout the construction phase:

1. Three (3) final 100% sets: three (3) set of specifications, 100% construction documents and cost projection.
2. One (1) electronic file drawing in AutoCAD format
3. Five (5) final Bid Sets including all specifications, construction documents and bid forms.

Meetings: Assumes up to four (4) meetings/presentations to discuss the design and coordinate with the design team that will last approximately one day. Additional meetings will be billed on a per meeting basis.

Task Four: Bidding

MESA will assist the Town Staff with the selection of the general contractor and sub-contractors in breaking down the scope of work and associated elements for preparation of bid packages. Additionally, MESA will assist the Town Staff in verifying and evaluating bid completeness, negotiations, and award of the project to successful bidders. This task includes:

1. Prepare unit bid forms for contractors to submit identifying unit cost, materials, installation, guarantees, and maintenance periods.
2. Advise Town on qualified bidders (subcontractors underneath general contractor scope) who are capable of completing a project of this magnitude in each area of sub-contracting.

3. Assist Town in releasing bids, addenda and analyzing bids submitted by sub-contractors.
4. Recommend contractor selection.

Meetings: Assumes up to two (2) meetings to meet with the Town and/or bidding contractors, in Dallas.

Task Five: Construction Observation

As requested by the Town, MESA will provide optional construction observation and field technical assistance for the construction phase of the work. These services are supplemental to the duties of the Town's landscape architect. The following construction activities for landscape architectural services are optional and will be agreed upon prior and billed at an hourly rate:

1. Attendance in weekly or monthly progress meetings.
2. Review submittals, shop drawings, mock-ups and RFI's.
3. Plan substitutions not noted in the original construction documents or specifications.
4. Review layout of hardscape elements within scope of service.
5. Observe hardscape construction activities.
 - a. Tree pruning, removal, and protection placement and monitoring throughout construction.
 - b. Final rough grading and excavation – grades to be confirmed by surveyor to identify compliance/ conflict with plan set prior to any forming work.
 - c. Layout of sidewalks, sleeving, and transformer pads, and other hardscape elements within scope.
 - d. Locations for security or street lighting poles prior to pouring concrete.
 - e. Response to contractor's questions for clarification of the landscape architectural construction documents.
6. Observe landscape and irrigation installation.
 - a. Review submittals and shop drawings as required.
 - b. Tree selection and tagging.
 - c. Review grading prior to seeding /sodding, and planting.
 - d. Review bed preparation procedures for conformance with specifications.
 - e. Review plant materials, bed layout, and plant placement prior to installation of all plant materials. Flag canopy and ornamental tree locations.
7. Review of all warranties' and bonds

Note: It is imperative that the Town's landscape architect consults with MESA throughout the bidding and construction processes to alleviate potential costs to the Town due to change orders and repairs resulting from design conflicts or misinterpretation of the design intent. Field changes to the construction plans without the landscape architect's written approval invalidates the landscape architect's responsibility to the built work. MESA is not responsible for changes/ revisions resulting from the continuation of construction activities without reviews/ input from MESA regarding the aforementioned observations. Plan revisions resulting from lack of review opportunities may be billed as an additional service.

Product: Site visits during the construction process with the Town's landscape architect or Town staff as requested by the Town. All field visits will be documented with a field report distributed to the Town and the Town's landscape architect.

COST OF SERVICES

The below scope of services will be billed on a percentage completion basis as applicable (in accordance with the fee schedule specified below) with the total cost of services not to exceed the amount specified for each without a written addendum to this contract. The fees provided are based on the component parts of the project moving forward sequentially without delays between delivery of the packages.

1. Easement Park from Fire Station #2 to Arapaho Road (Part 1)
2. Beltway Road Parkway and Lighting Improvements (Part 2)
3. Proton Road Street and Pedestrian Lighting (Part 3)

TDLR Fees for plan review and inspection are included in the fee structure below.

	Part 1	Part 2	Part 3
Base Services			
Task One: Project Initiation and Initial Design Charrette Review (Completed) <i>Lump Sum</i>	\$500.00	\$500.00	\$500.00
Task Two: Interim Construction Documents (50% Review Set) <i>Lump Sum</i>	\$23,900.00	\$48,650.00	\$12,700.00
Task Three: Final I Construction Documents (100% Review & Bid Set) <i>Lump Sum</i>	\$37,090.00	\$63,230.00	\$17,310.00
Task Four: Bidding <i>Lump Sum</i>	\$5,000.00	\$3,500.00	\$3,500.00
Task Five: Construction Observation <i>Hourly, per Client's request (Allowance)</i>	\$3,020.00	\$6,190.00	\$3,900.00
Total Cost of Base Services:	\$69,510.00	\$122,070.00	\$37,910.00
Total Cost of Base Services Parts 1, 2, and 3:	\$229,490.00		

** Fees for sub consultants (Civil Engineer, Structural Engineer, and Irrigation) are **estimated and included** from the Lump Sum Fees above. We estimate consultant's fees as follows:

1. Civil Engineer:	\$91,390.00
2. Structural:	\$2,500.00
3. Irrigation:	\$2,500.00
Total	\$99,390.00

Final fees will be determined after kick-off meeting, and an amended proposal, if necessary, will be submitted to the Town for approval.

*Sales tax will be applied to fee if applicable

ADDITIONAL SERVICES/HOURLY FEE SCHEDULE

Services requested, but not specifically included in the scope of services listed above, will be considered additional services. Modifications to drawings, after approval by Town, as a result of changes requested by Town or other consultant will be considered additional services and billed at an hourly rate as follows:

Senior Principal	\$235.00
Principal	\$180.00
Associate Principal	\$150.00
Associate	\$130.00
Senior Project Manager	\$110.00

Project Manager	\$100.00
Senior Designer	\$ 90.00
Designer	\$ 75.00
Intern	\$ 50.00
Marketing/Acct./Admin	\$ 75.00

The following is a listing of contractual conditions that apply to this proposal:

1. The Client will provide the following and MESA has the right to rely on this information and rely on any information provided by others:
 - a. Architectural Site Plan on AutoCAD file.
 - b. Budgetary Considerations.
 - c. Soils and/or Geotechnical Report (if required)

2. Not included are the following:
 - a. Utilities (water, sewer, storm, electrical, cable, telephone, etc.)
 - b. Mechanical engineering
 - c. Landscape lighting plans (MESA will provide the lighting locations and selections. Electrical consultant to provide electrical layout)
 - d. Project signage environmental graphics.
 - e. Tree mitigation plans or application.
 - f. Roof garden/building waterproofing and associated appurtenances of any kind
 - g. Design of any related off-site improvements
 - h. Illustrative plans, models, and drawings not specifically described in Scope of Services.
 - i. Redesign of elements due to site plan changes (i.e., buildings relocate, site grading changes)
 - j. Subsurface detention design
 - k. Geotechnical information.
 - l. As Built Drawings

Respectfully submitted,
MESA Design Associates, Inc.

Acceptance of Proposal and Contract Terms and
Conditions:

Stan Cowan, ASLA
Principal

By: _____
Town of Addison

Fred Walters, ASLA
Principal

Date

Note: Please return a signed copy to MESA for execution.