

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS APPROVING AN AGREEMENT WITH MOORE IACOFANO GOLTSMAN, INC. (MIG) FOR PROFESSIONAL ENGINEERING SERVICES FOR CONCEPTUAL DESIGN OF THE ADDISON BELTWAY DRIVE TRAIL PROJECT; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT IN AN AMOUNT NOT TO EXCEED \$65,998.00; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council desires to authorize an agreement with MIG to provide professional engineering services for Conceptual Design of the Addison Beltway Drive Trail project which includes open space planning and development of a Trail Signage and Wayfinding Plan. (the “Agreement”).

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS:**

**SECTION 1.** The City Council hereby approves the Agreement between the Town of Addison and MIG, Inc. in an amount not-to-exceed of \$65,998.00 for professional engineering services for the Addison Beltway Drive Trail project, a copy of which is attached to this Resolution as **Exhibit A**. The City Manager is hereby authorized to execute the Agreement.

**SECTION 2.** This Resolution shall take effect from and after its date of adoption.

**DULY RESOLVED AND ADOPTED** by the City Council of the Town of Addison, Texas, on this the **14<sup>th</sup>** day of **DECEMBER** 2021.

**TOWN OF ADDISON, TEXAS**

\_\_\_\_\_  
Joe Chow, Mayor

**ATTEST:**

\_\_\_\_\_  
Irma Parker, City Secretary

# PROFESSIONAL SERVICES AGREEMENT

## Addison Beltway Drive Trail Project

This Professional Services Agreement (“Agreement”) is made by and between the **Town of Addison, Texas** (“City”), and **Moore Iacofano Goltsman, Inc.** (MIG) (“Professional”) (each a “Party” and collectively the “Parties”), acting by and through their respective authorized representatives.

### RECITALS

**WHEREAS**, City desires Professional to perform certain work and services set forth in Section 1, Scope of Services and

**WHEREAS**, Professional has expressed a willingness to perform said work and services, hereinafter referred to only as "services", specified in said Scope of Services, and enumerated under Section 1, of this Agreement;

**NOW, THEREFORE**, for and in consideration of the covenants and promises made one to the other herein, City and Professional agree as follows:

#### **Section 1. Scope of Services**

Upon issuance of a written notice to proceed by City, Professional agrees to provide to City the professional services for the Addison Beltway Drive Trail Project (“Project”), as set forth in the Scope of Services attached hereto as Exhibit “A” and incorporated herein by reference (the “Scope of Services”).

#### **Section 2. Term of Agreement**

The term of this Agreement shall begin on the last date of execution hereof (the “Effective Date”) and shall continue until Professional completes the services required herein to the satisfaction of City, unless sooner terminated as provided in Section 8, below.

#### **Section 3. Professional Obligations**

A. Professional shall devote such time as reasonably necessary for the satisfactory performance of the work under this Agreement. Should City require additional services not included under this Agreement, Professional shall make reasonable effort to provide such additional services in accordance with the fee schedule set forth in Exhibit “B”, attached hereto and incorporated herein by reference, and within the time schedule prescribed by City; and without decreasing the effectiveness of the performance of services required under this Agreement.

B. To the extent reasonably necessary for Professional to perform the services under this Agreement, Professional shall be authorized to engage the services of any agents, assistants, persons, or corporations that Professional may deem proper to aid or assist in the performance of the services under this Agreement with the prior written approval of City. The cost of such

personnel and assistance shall be a reimbursable expense to Professional only if authorized in writing in advance by City.

C. Professional shall furnish and pay for all labor, tools, materials, equipment, supplies, transportation and management necessary to perform all services set forth in the Scope of Services.

**Section 4. Payment**

A. City agrees to pay Professional for all services authorized in writing and properly performed by Professional in accordance with the fee schedule set forth in Exhibit “B,” attached hereto and incorporated herein by reference, subject to additions or deletions for changes or extras agreed upon in writing. All payments to Professional by City shall be based on detailed monthly invoices submitted by Professional for work performed and accepted by City, less any previous payments. Payment will be due within 30 days of the City’s receipt of an approved invoice.

B. City reserves the right to delay, without penalty, any payment to Professional when, in the opinion of City, Professional has not made satisfactory progress on the Project as described in the Scope of Services.

C. The total compensation to Professional shall be as specified in payment schedule set forth in Exhibit “A”, which shall not exceed SIXTY-FIVE THOUSAND, NINE HUNDRED AND NINTEY EIGHT DOLLARS AND No/100 (\$65,998.00). City may deduct from any amounts due or to become due to Professional any sum or sums owing by Professional to City. In the event of any breach by Professional of any provision or obligation of this Agreement, or in the event of the assertion by other parties of any claim or lien against City, or City's premises, arising out of Professional's performance of this Agreement, City shall have the right to retain out of any payments due or to become due to Professional an amount sufficient to completely protect City from any and all loss, damage or expense therefrom, until the breach, claim or lien has been satisfactorily remedied or adjusted by Professional.

**Section 5. Responsibilities**

A. Professional shall be responsible for the professional quality, technical accuracy, and the coordination of all designs, drawings, specifications, plans and other services furnished by Professional under this Agreement. Professional shall, without additional compensation, correct or revise any errors or deficiencies in the design, drawings, specifications, plans and other services.

B. Neither City's review, approval/acceptance of, nor payment for any of the services required under this Agreement, shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement, and Professional shall be and remain liable to City in accordance with applicable law for all damages to City caused by Professional's negligent performance of any of the services furnished under this Agreement.

C. The rights and remedies of City under this Agreement are as provided by law.

**Section 6. Time for Performance**

A. Professional shall perform all services as provided for under this Agreement in a proper, efficient, timely, and professional manner in accordance with City's requirements.

B. In the event Professional's performance of this Agreement is delayed or interfered with by acts of the City or others, Professional may request an extension of time for the performance of same as hereinafter provided but shall not be entitled to any increase in fee or price, or to damages or additional compensation as a consequence of such delays.

C. No allowance of any extension of time, for any cause whatever, shall be claimed or made to Professional, unless Professional shall have made written request upon City for such extension within forty-eight (48) hours after the cause for such extension occurred, and unless City and Professional have agreed in writing upon the allowance of additional time to be made.

**Section 7. Documents**

A. All surveys, studies, proposals, applications, drawings, plans, specifications and other documents, including those in electronic form, prepared by Professional and its consultants, subcontractors, agents, representatives, and/or employees in connection with this Agreement ("Project Documents") are intended for the use and benefit of City. Professional and its consultants, subcontractors, agents, representatives, and/or employees shall be deemed the authors of their respective part of the Project Documents. Notwithstanding, upon payment by City as required by this Agreement, City shall own, have, keep and retain all rights, title and interest in and to all Project Documents, including all ownership, common law, statutory, and other reserved rights, including copyrights (except copyrights held by the Professional) in and to all Project Documents, whether in draft form or final form, which are produced at City's request and in furtherance of this Agreement. City shall have full authority to authorize contractor(s), subcontractors, sub-subcontractors, City consultants, and material or equipment suppliers to reproduce applicable portions of the Project Documents to and for use in their execution of the work or for any other purpose. All materials and reports prepared by Professional in connection with this Agreement are "works for hire" and shall be the property of City upon payment of Professional as provided in this Agreement. City shall have the right to publish, disclose, distribute and otherwise use Project Documents in accordance with the Engineering Practice Act of the State of Texas (Texas Occupation Code, Chapter 1001, as amended) and/or Texas Occupations Code, Chapter 1051, as amended. Professional shall, upon completion of the services and full payment for Professional's services by the City, or earlier termination and appropriate compensation as provided by this Agreement, provide City with reproductions of all materials, reports, and exhibits prepared by Professional pursuant to this Agreement in such electronic format(s) as may be requested by the City.

B. All instruments of service (including plans, specifications, drawings, reports, designs, computations, computer programs, computer code, software, estimates, surveys, other data or work items, etc.) prepared under this Agreement shall be submitted for approval of City. All instruments of service shall be professionally sealed as may be required by law or by City.

C. Acceptance and approval of the Project Documents by City shall not constitute nor be deemed a release of the responsibility and liability of Professional, its employees, associates, agents and consultants for the accuracy or competency of their designs, working drawings and specifications, or other documents and work; nor shall such approval be deemed to be an assumption of such responsibility by City for any defect in the designs, working drawings and specifications, or other documents prepared by Professional, its employees, contractor, agents and consultants.

## **Section 8. Termination**

A. City may suspend or terminate this Agreement for cause or without cause at any time by giving written notice to Professional. In the event suspension or termination is without cause, payment to Professional, in accordance with the terms of this Agreement, will be made on the basis of services reasonably determined by City to be satisfactorily performed to the date of suspension or termination. Such payment will be due upon delivery of all instruments of service to City.

B. Should City require a modification of this Agreement with Professional, and in the event City and Professional fail to agree upon a modification to this Agreement, City shall have the option of terminating this Agreement and Professional's services hereunder at no additional cost other than the payment to Professional, in accordance with the terms of this Agreement, for the services reasonably determined by City to be properly performed by Professional prior to such termination date.

C. Termination for Force Majeure. To the extent either Party of this agreement shall be wholly or partially prevented from the performance of the term specified, or of any obligation or duty placed on such party by reason of or through work strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, court judgment, act of God, or other specific cause reasonably beyond the parties control and not attributable to its malfeasance, neglect or nonfeasance. In such event, the time for performance of such obligation or duty shall be suspended until such disability to perform is removed. In the event of any such disability, the time for performance of such obligations (other than a payment obligation) shall be extended for a period equal to the time lost by reason of the disability. A Party claiming the benefit of this provision shall, as soon as reasonably practicable after the occurrence of any such event, (a) provide written notice to the other Party of the nature and extent of any such Force Majeure condition; and (b) use commercially reasonable efforts to remove any such causes and resume performance under this Agreement as soon as reasonably practicable.

## **Section 9. Insurance**

A. Professional shall during the term hereof maintain in full force and effect the following insurance:

- (i) A commercial general liability policy of insurance for bodily injury, death and property damage insuring against all claims, demands or actions

relating to the Professional's performance of services pursuant to this Agreement with a minimum combined single limit of not less than \$1,000,000.00 per occurrence (\$2,000,000.00 aggregate) for injury to persons (including death), and for property damage;

- (ii) An automobile liability insurance policy covering any vehicles owned and/or operated by Professional, its officers, agents, and employees, and used in the performance of this Agreement with policy limits of not less than \$1,000,000.00 combined single limit and aggregate for bodily injury and property damage;
- (iii) Statutory Worker's Compensation Insurance at the statutory limits and Employers' Liability covering all of Professional's employees involved in the provision of services under this Agreement with policy limit of not less than \$1,000,000.00; and
- (iv) Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limit of not less than \$1,000,000.00 per claim and \$1,000,000.00 in the aggregate.

B. All insurance and certificate(s) of insurance shall contain the following provisions:

- (i) Name the City, its officers, and employees as additional insureds as to all applicable coverage (not including the Workers Compensation Insurance and Professional Liability);
- (ii) Provide for at least thirty (30) days prior written notice to the City for cancellation or non-renewal of the insurance or reduction in coverage limits; and
- (iii) Provide for a waiver of subrogation against the City for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance (not including the Professional Liability Insurance).

C. All insurance companies providing the required insurance shall be authorized to transact business in Texas and rated at least "A" by AM Best or other equivalent rating service.

D. A certificate of insurance evidencing the required insurance and all endorsements shall be delivered to City prior to commencement of services.

**Section 12. Indemnification.**

**CITY SHALL NOT BE LIABLE FOR ANY LOSS, DAMAGE, OR INJURY OF ANY KIND OR CHARACTER TO ANY PERSON OR PROPERTY ARISING FROM THE SERVICES OF PROFESSIONAL PURSUANT TO THIS AGREEMENT.**

**PROFESSIONAL HEREBY WAIVES ALL CLAIMS AGAINST CITY, ITS OFFICERS, AGENTS AND EMPLOYEES (COLLECTIVELY REFERRED TO IN THIS SECTION AS “CITY INDEMNITEES”) FOR DAMAGE TO ANY PROPERTY OR INJURY TO, OR DEATH OF, ANY PERSON ARISING AT ANY TIME AND FROM ANY CAUSE OTHER THAN THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF THE CITY INDEMNITEES. PROFESSIONAL AGREES TO INDEMNIFY AND SAVE HARMLESS THE CITY INDEMNITEES FROM AND AGAINST ANY AND ALL LIABILITIES, DAMAGES, CLAIMS, SUITS, COSTS (INCLUDING COURT COSTS, REASONABLE ATTORNEYS’ FEES AND COSTS OF INVESTIGATION) AND ACTIONS OF ANY KIND BY REASON OF INJURY TO OR DEATH OF ANY PERSON OR DAMAGE TO OR LOSS OF PROPERTY TO THE EXTENT CAUSED BY THE NEGLIGENT PERFORMANCE OF SERVICES UNDER THIS AGREEMENT OR BY REASON OF ANY NEGLIGENT ACT OR OMISSION ON THE PART OF PROFESSIONAL, ITS OFFICERS, DIRECTORS, SERVANTS, EMPLOYEES, REPRESENTATIVES, CONSULTANTS, LICENSEES, SUCCESSORS OR PERMITTED ASSIGNS (EXCEPT WHEN SUCH LIABILITY, CLAIMS, SUITS, COSTS, INJURIES, DEATHS OR DAMAGES ARISE FROM OR ARE ATTRIBUTED TO NEGLIGENCE OF A CITY INDEMNITEE, IN WHOLE OR IN PART, IN WHICH CASE PROFESSIONAL SHALL INDEMNIFY THE CITY INDEMNITEE ONLY TO THE EXTENT OR PROPORTION OF NEGLIGENCE ATTRIBUTED TO PROFESSIONAL, ITS OFFICERS, AGENTS, OR EMPLOYEES AS DETERMINED BY A COURT OR OTHER FORUM OF COMPETENT JURISDICTION). PROFESSIONAL’S OBLIGATIONS UNDER THIS SECTION SHALL NOT BE LIMITED TO THE LIMITS OF COVERAGE OF INSURANCE MAINTAINED OR REQUIRED TO BE MAINTAINED BY PROFESSIONAL UNDER THIS AGREEMENT. THIS PROVISION SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.**

**Section 13. Assignment**

Professional shall not assign or sublet this Agreement, or any part thereof, without the prior written consent of City.

**Section 14. Applicable Laws**

Professional shall comply with all federal, state, county and municipal laws, ordinances, regulations, safety orders, resolutions and building codes relating or applicable to services to be performed under this Agreement. The laws of the state of Texas shall govern this Agreement; and venue for any action concerning this Agreement shall be in the state district court of Dallas County, Texas. The Parties agree to submit to the personal and subject matter jurisdiction of said court

**Section 15. Default of Professional**

In the event, Professional fails to comply or becomes disabled and unable to comply with the provisions of this Agreement as to the quality or character of the service or time of performance, and the failure is not corrected within ten (10) days after written notice by City to Professional, City may, at its sole discretion without prejudice to any other right or remedy:



A. Terminate this Agreement and be relieved of the payment of any further consideration to Professional except for all work determined by City to be satisfactorily completed prior to termination. Payment for work satisfactorily completed shall be for actual costs, including reasonable salaries and travel expenses of Professional to and from meetings called by City at which Professional is required to attend, but shall not include any loss of profit of Professional. In the event of such termination, City may proceed to complete the services in any manner deemed proper by City, either by the use of its own forces or by re-subletting to others.

B. City may, without terminating this Agreement or taking over the services, furnish the necessary materials, equipment, supplies and/or help necessary to remedy the situation, at the expense of Professional.

**Section 16. Adjustments in Services**

No claims for extra services, additional services or changes in the services will be made by Professional without a written agreement with City prior to the performance of such services.

**Section 17. Execution becomes Effective**

This Agreement will be effective on the date when signed by authorized representatives of Professional and City (“the Effective Date”).

**Section 18. Agreement Amendments**

This Agreement contains the entire understanding of the Parties with respect to the subject matter hereof and there are no oral understandings, statements or stipulations bearing upon the meaning or effect of this Agreement which have not been incorporated herein. This Agreement may only be modified, amended, supplemented or waived by a written instrument executed by the Parties except as may be otherwise provided therein.

**Section 19. Severability.**

In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

**Section 20. Independent Contractor.**

It is understood and agreed by and between the Parties that Professional in satisfying the conditions of this Agreement, is acting independently, and that City assumes no responsibility or liabilities to any third party in connection with Professional’s actions. All services to be performed by Professional pursuant to this Agreement shall be in the capacity of an independent contractor, and not as an agent or employee of City. Professional shall supervise the performance of its services and shall be entitled to control the manner and means by which its services are to be



performed, subject to the terms of this Agreement. There is no intended third party beneficiary to this Agreement.

**Section 21. Right-Of-Access.**

City will obtain and/or furnish right-of-access on any project site for Professional to perform any required studies, surveys, tests or other necessary investigations in relation to the Scope of Services.

**Section 22. Notice.**

Any notice required or permitted to be delivered hereunder may be sent by first class mail, overnight courier or by confirmed electronic mail to the address specified below, or to such other party or address as either party may designate in writing, and shall be deemed received three (3) days after delivery set forth herein:

If to City: Wesley S. Pierson, City Manager  
City of Town of Addison  
5300 Belt Line Road  
Town of Addison, Texas 75254  
E: wpierson@addisontx.gov

With copy to: Whitt Wyatt, City Attorney  
3710 Rawlins St., Ste 1000  
Dallas, Texas 75219  
E: whitt@woodbanowsky.com

If to Professional: Cole Gehler, Project Manager  
MIG, Inc.  
518 17<sup>th</sup> Street, Suite 630  
Denver, Colorado 80202  
E: coleg@migcom.com

**Section 23. Exhibits.**

The exhibits attached hereto are incorporated herein and made a part hereof for all purposes.

**Section 24. Survival of Obligations.**

Any of the representations and obligations of the Parties, as well as any rights and benefits of the Parties pertaining to a period of time following the termination of this Agreement shall survive termination.

**Section 25. Counterparts.**

This Agreement may be executed by the Parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument. Each counterpart may consist of any number of copies hereof each signed by less than all, but together signed by all of the Parties.

**Section 26. Authorization.**

Each Party represents that it has full capacity and authority to grant all rights and assume all obligations granted and assumed under this Agreement.

**Section 27. Successors and Assigns.**

Subject to the provisions regarding assignment, this Agreement shall be binding on and inure to the benefit of the Parties to it and their respective heirs, executors, administrators, legal representatives, successors and assigns.

**Section 28. Recitals.**

The recitals to this Agreement are incorporated herein.

**Section 29. Audits and Records.**

Professional agrees that during the term hereof the City and its representatives may, during normal business hours and as often as deemed necessary, inspect, audit, examine and reproduce any and all of Professional's records relating to the services provided pursuant to this Agreement for a period of one year following the date of completion of services as determined by the City or date of termination if sooner.

**Section 30. Conflicts of Interests.**

Professional represents that no official or employee of the City has any direct or indirect pecuniary interest in this Agreement.

**Section 31. Hazardous Materials.**

Professional shall report the presence and location of any hazardous materials it notices or which an engineer of similar skill and experience should have noticed to the City.

**Section 32. No Boycott Israel.**

Pursuant to Texas Government Code Chapter 2270, Professional's execution of this Agreement shall serve as verification that Professional's organization does not presently boycott Israel and will not boycott Israel during the term of this Agreement. Pursuant to Texas Government Code Chapter 2251, Professional's execution of this Agreement shall further serve as

verification that Professional does not current discriminate against firearm and ammunition industries and will not for the term of this Agreement. Discriminating means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with the firearm or ammunition industry or with a person or entity doing business in the firearm or ammunition industry, but does not include an action made for ordinary business purposes.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK -  
SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties have executed and delivered this Agreement as of the date of last execution hereof.

**FOR CITY:**

**Town of Addison, Texas**

By: \_\_\_\_\_  
Wesley S. Pierson, City Manager

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

**ATTEST:**

By: \_\_\_\_\_  
Irma Parker, City Secretary

**FOR PROFESSIONAL**

**MIG, Inc.**

By:  \_\_\_\_\_

Name: Jay Renkens

Title: Principal

Date: 12/2/21

**EXHIBIT “A”**  
**SCOPE OF SERVICES**

(attached)

# EXHIBIT A - SCOPE OF SERVICES

Addison Beltway Drive Trail – Conceptual Design Phase  
11/8/2021  
Page 1 of 3



November 8, 2021

Town of Addison  
16801 Westgrove Drive  
P.O. Box 9010  
Addison, Texas 75001

*Subject: Addison Beltway Drive Trail – Conceptual Design Phase*

## **Project Description**

*The Addison City-wide Trails Master Plan, adopted May 2021, identified Beltway Drive as a Phase 1 priority east-west trail connector. This Project will advance the Trails Master Plan objectives for this corridor to the conceptual design level and create a master plan for the adjacent linear open space. As part of the conceptual design a signage and wayfinding plan will be created for future implementation throughout the trail system.*

## **Project Location / Context**

*The Project's limits of work include Beltway Drive from Marsh Lane to Belt Line Road and the linear open space on the north side of Beltway Drive, adjacent to Addison Grove.*

## **Scope of Services**

### **Task 1: Trail Conceptual Design and Linear Open Space Master Plan **\$33,995****

*Trail Corridor Conceptual Design plans will include both the trail plan along with the conceptual design of the linear open space.*

*Trail corridor conceptual design will include the development of a multi-use trail along Beltway Drive between Marsh Lane and Belt Line Road. Trail improvements are anticipated to tie into existing facilities at Midway Road. Therefore, no traffic study or signal design is anticipated as part of this task. Conceptual design phase developed from GIS and does not include procuring a topographic survey or subsurface utility engineering. This would be performed during the Construction Document phase.*

*The linear open space conceptual design plan will focus on developing the identity, programming and connections of the space. This will serve as a master plan for the space and set the stage for future design of specific open space improvements.*

*Public Meeting facilitated and scheduled by City Staff. MIG will present the concept plans and provide meeting summary notes.*

#### **Subtasks will include:**

- *Develop a basemap of existing conditions combining City provided GIS layers and aerial.*
- *Prepare rollplot of the project corridor showing proposed design along with annotated details of constraints and trade-offs.*
- *Revise rollplot and develop typical sections for Virtual Outreach feedback*
- *Develop Final Concept Design rollplot*
- *Develop opinion of probable construction cost and final design costs*

**Deliverables:**

- *Constraints and Trade-offs Roll Plot*
- *Draft & Final Concept Plan Roll Plot*
- *Opinion of Probable Design and Construction Cost*

**Task 2: Signage and Wayfinding Plan **\$17,700****

*MIG will initially conduct a Background Review of documents and information provided by the Town. Additionally, MIG will tour and photograph representative sites to document existing signage and assess current conditions.*

*MIG will conduct 1.5 hour facilitated videoconference with Staff and other stakeholders to discuss expectations, goals, and standards; determine parameters for signage; and review signage style examples. The Trail Master Plan Implementation Website (outlined in Task 3) will provide signage information and request public feedback on design concepts.*

*MIG will compile initial site tour and meeting findings to establish plan goals that will guide the development of a Signage and Wayfinding Plan:*

- *Summary of outreach findings (from the Trail Master Plan Implementation Website).*
- *Primary destinations/features and proposed sign location plan.*
- *List of recommended sign types.*
- *Signage cost estimates (range of costs by type of sign).*
- *Existing Trail System Map that builds from the Addison Trails Master Plan's basemap and data.*
- *Sign design concepts of three (3) sign types.*
- *Implementation/Action Plan that outlines steps for implementation and signage placement.*

**Subtasks will include:**

- *Review background documents and other information provided by the Town.*
- *Facilitate a 1.5-hour videoconference with Staff and other stakeholders.*
- *Develop an Existing Trail System Map based on data from the Addison Trails Master Plan.*
- *Develop and refine three (3) sign design concepts for parks and/or trails.*
- *Provide a Signage and Wayfinding Plan with a summary of feedback, recommendations, sign concepts and implementation steps.*

**Deliverables:**

- *Staff Meeting Notes (1)*
- *Virtual Outreach Summary (1)*
- *Existing Trail System Map (PDF and Adobe Illustrator file)*
- *Sign design concepts of three (3) sign types (PDFs and Adobe Illustrator file).*
- *Signage Plan (PDF document)*

**Additional Optional Tasks (not included in cost):**

- *Preliminary Signage Style Guide (fonts, colors, materials, etc.)*
- *Additional signage design development*





- *Implementation of Priority Signage*
  - *Production-Ready art*
  - *Coordinating with selected fabricator for shop drawing and graphic review*
  - *Coordinating with selected fabricator for signage installation and punch lists*

***Task 3: Shared Engagement Strategies*** ***\$14,195***

*Shared Engagement Strategies are devised to establish efficiencies in Tasks 1 and 2. During the meeting window, the MIG team will tour the Beltway Trail Site and representative signage examples across town. MIG will confirm the Beltway Trail’s existing conditions with Staff.*

*MIG will conduct one (1) in person meeting and one (1) digital video meeting with the public. The same content will be presented at each event, with the purpose of introducing the project and answering questions.*

*MIG will develop a Virtual Outreach Tool using ESRI ArcHub or similar, that operates as the Trail Master Plan Implementation Website to house project information and solicit public feedback. Solicitation for public feedback will take place prior to the final concept design of the Beltway Drive Trail. The website will also provide a poll to solicit feedback on preliminary sign concepts.*

***Subtasks will include:***

- *One (1) meeting window to:*
  - *Tour the Beltway Site and representative signage examples across the Town*
  - *Review the Beltway rollplot plan with Staff and confirm existing conditions on-site.*
  - *Attend and present at an introductory public meeting, concurrent with meeting window.*
  - *Present the same introductory project information on a digital video presentation.*
  - *MIG will prepare meeting notes.*
- *One (1) Trail Master Plan Implementation Website with Virtual Outreach Tools.*
- *Project Management for coordination, communications, scheduling, billing over 6-month timeline.*

***Deliverables:***

- *Meeting Notes (Public Meetings (1), Staff Meetings (1))*
- *Virtual Outreach Summary (1)*

***Estimated Schedule***

<i>Task 1: Trail Conceptual Design and Linear Open Space Master Plan</i>	<i>Jan '22-Jun '22</i>
<i>Task 2: Signage and Wayfinding Plan</i>	<i>Jan '22-Jun '22</i>
<i>Task 3: Shared Engagement Strategies</i>	<i>Feb '22-Jun '22</i>

**EXHIBIT "B"**  
**FEE SCHEDULE**

(attached)

# EXHIBIT B - Fee Schedule

## estimated project cost



MIG, Inc.	Direct Costs	Professional Fees Totals
MIG Staff		
MIG Totals		

### Addison Beltway Drive Trail – Conceptual Design Phase

1 Conceptual Design				
1.1	Basemapping	17	\$2,490	\$2,490
1.2	Constraints and Trade-offs Roll Plot	33	\$4,610	\$4,610
1.3	Draft Concept Plan Roll Plot and Typical Sections	92	\$12,390	\$12,390
1.4	Final Concept Design Roll Plot	84	\$11,630	\$11,630
1.5	Opinion of Probable Design and Construction Costs	20	\$2,875	\$2,875
<i>Subtotal</i>		246	\$33,995	\$0
2 Signage and Wayfinding Plan				
2.1	Background Review	12	\$1,340	\$1,340
2.2	Staff and Stakeholder Videoconference	14	\$1,730	\$1,730
2.3	Existing Trail System Map	19	\$2,380	\$2,380
2.4	Sign Design Concepts	54	\$5,980	\$5,980
2.5	Signage and Wayfinding Plan	56	\$6,270	\$6,270
<i>Subtotal</i>		155	\$17,700	\$0
3 Shared Engagement Strategy				
3.1	Meeting Window - Public Presentation (digital and in-person), Site Walk, Staff Meeting	42	\$6,060	\$1,655
3.2	Trails Master Plan Implementation Website	27	\$3,200	\$500
3.3	Project Management	20	\$2,780	\$2,780
<i>Subtotal</i>		89	\$12,040	\$2,155
<b>Professional Time and Costs Subtotal</b>		<b>490</b>	<b>\$63,735</b>	<b>\$2,155</b>
5%	Administrative Mark Up on Direct Costs			\$107.8
<b>Total Project Cost</b>		<b>490</b>	<b>\$63,735.0</b>	<b>\$2,262.8</b>
				<b>\$65,998</b>