

2000-3 Arapaho Road
Construction - 1999

1477

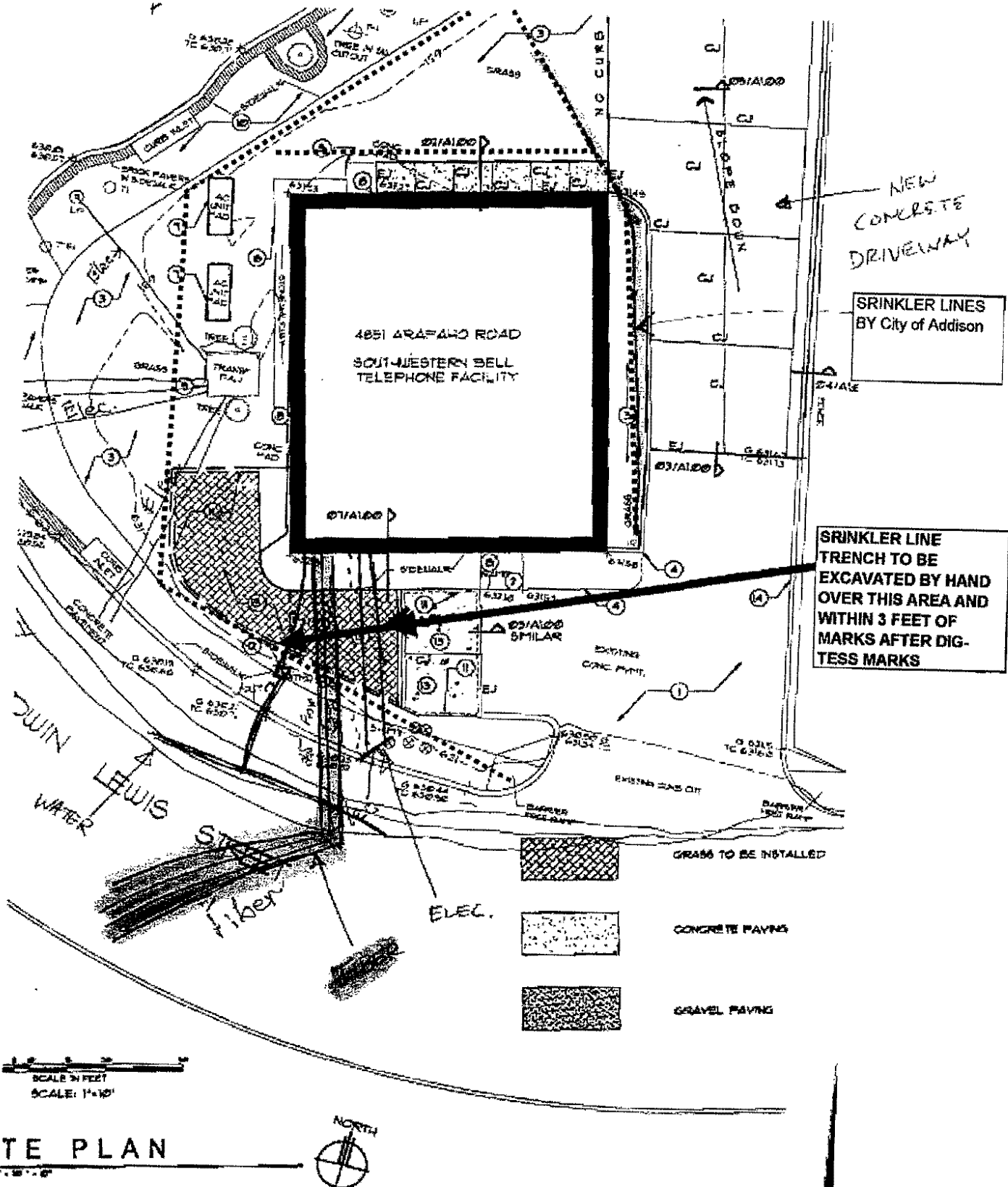


James E. Simmons, A.I.A.
Manager-Design & Construction



Southwestern Bell Telephone
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Page 1-877-315-3385



SECTION D -- NETWORK RELIABILITY AND PROTECTION OF SERVICE

<u>CONTENTS</u>	<u>PAGE</u>
1. GENERAL.....	D-1
1.1. Introduction.....	D-1
1.2. Service Interruptions.....	D-1
2. JOB START AGREEMENT.....	D-2
2.1. Preparation.....	D-2
2.2. Revised Completion Date.....	D-2
2.3. Post-job Job Start Agreement.....	D-3
3. METHOD OF PROCEDURE.....	D-3
3.1. Introduction.....	D-3
3.2. Volatile Work Activities.....	D-3
3.3. MOP Preparation and Use.....	D-3
4. SPECIFIC APPLICATION MOPS.....	D-5
4.1. Introduction.....	D-5
4.2. BDFB MOP.....	D-5

1. GENERAL

1.1. Introduction

1.1.1 Network reliability and the protection of service requires full coordination and cooperation between the Installation Supplier and the SBC LEC throughout the job. This section delineates the requirements for the Job Start Agreement (JSA) and the Method of Procedure (MOP), two important documents to facilitate job planning and coordination.

1.1.2 Changes in this issue of Section D are summarized in Table D-1.

1.2. Service Interruptions

1.2.1 The Installation Supplier shall plan all work to minimize service interruptions to existing customers.

1.2.2 A service interruption is defined as any one of the following conditions:

- a) Interrupts, severely impairs or denies service availability to one or more subscribers.
- b) Reduces the capacity of multiple access circuits where such reduction seriously impairs completion of offered traffic through an office.
- c) Interrupts or seriously impairs the proper functioning of equipment for customer billing.
- d) Interrupts or impairs in any way the functioning of national security circuits or emergency service such as 911.
- e) Interrupts or reduces power.

- 1.2.3 If an unplanned service interruption occurs, the Installation Supplier shall:
- a) Cease all work activity
 - b) Immediately notify the appropriate personnel listed in the MOP
 - c) Assist in the restoration of service, at the direction of the SBC LEC
 - d) Provide a written report to the SBC LEC as directed.

2. JOB START AGREEMENT

2.1. Preparation

- 2.1.1 The Job Start Agreement (JSA) establishes the mutually agreed upon start and complete dates for the job interval and serves as authorization to start the job.
- 2.1.2 The Installation Supplier shall negotiate the date of the JSA meeting with the SBC LEC Representative(s).
- 2.1.3 The Installation Supplier shall convene the JSA meeting with the SBC LEC Representative(s). The SBC LEC Equipment Engineer will be responsible for determining the SBC LEC Representative(s) for the JSA meeting, at which the job plans will be discussed and the JSA (Figure D-1) approved.
- 2.1.4 At the JSA meeting, the SBC LEC Representative(s) and Installation Supplier shall discuss all items listed on the JSA. The JSA shall be completed and signed by both the SBC LEC Representative(s) and the Installation Supplier at least five (5) business days, unless otherwise negotiated, before start of the job. The JSA is required on all jobs.
- 2.1.5 The Installation Supplier shall forward the signed JSA to the SBC LEC Equipment Engineer and post a copy at the job site. At job completion, the posted copy shall be included in the yellow wallet.

2.2. Revised Completion Date

- 2.2.1 It is recognized that, during the duration of a job, conditions arise which may have an adverse impact on the scheduled completion date. These conditions may be the responsibility of either the Installation Supplier or the SBC LEC and include, but are not limited to, changes in the original order, damaged equipment, shipping delays, labor, engineering omissions or errors, defective software and service or safety requirements.
- 2.2.2 As soon as the Installation Supplier determines that the scheduled installation completion date is in jeopardy, the Installation Supplier shall contact the SBC LEC Equipment Engineer.
- 2.2.3 When a new installation completion date has been negotiated between the Installation Supplier and the SBC LEC Representative(s), the specific reason for the new completion date shall be noted on a revised JSA. The revised JSA shall be checked "Revised", signed, dated and distributed the same as the original JSA.

2.3. Post-job Job Start Agreement

- 2.3.1 After the Job Completion Report (see Section D of TP 76300MP) has been issued, the Installation Supplier shall complete a post-job Job Start Agreement if additional or corrective work associated with the original job is required. This post-job JSA shall have the "POST JOB" box checked to indicate that this is a continuation of an existing job.
- 2.3.2 The Installation Supplier shall forward the signed post-job JSA to the SBC LEC Equipment Engineer and post a copy at the job site. At completion of the work, the posted copy shall be included in the yellow wallet.

3. METHOD OF PROCEDURE

3.1. Introduction

- 3.1.1 The written Method of Procedure (MOP) is the document used to detail how, when and where work activities that pose a significant risk to service are to be performed. Such work activities are called volatile work activities.

3.2. Volatile Work Activities

- 3.2.1 The following is a list of volatile work activities that should be conducted during the "maintenance window", normally between 10:00 PM and 6:00 AM.
- a) All rearrangements of hot power equipment that include the addition, rearrangement or removal of power equipment, cable or terminations.
 - b) All rearrangements of timing equipment that include the addition, rearrangement or removal of either the input or output leads of a timing device.
 - c) All software upgrades and transition activity, including integration of major equipment components, except trunks and service circuits.
 - d) Back plane work, shelf replacement, processor hardware activity.
 - e) All relocation, recabling or other rearrangements of any currently in-service equipment.
 - f) All relocation, recabling or other rearrangements of site specific equipment that is unique and identified as critical to service.
 - g) All other work operations on building and telecommunications equipment that are considered to pose a significant risk to service.

3.3. MOP Preparation and Use

- 3.3.1 The MOP requirements are determined by the job documentation (Job Specifications, Drawings etc.), complexity and technology type (e.g., switch, transport, power).
- 3.3.2 Unless the SBC LEC authorizes the use of a specific application MOP as delineated herein, the Installation Supplier shall utilize the standard MOP form shown in Figure D-2.

- 3.3.3 Unless otherwise authorized by the SBC LEC Representative, the Installation Supplier shall perform a walk-through at the job site with the SBC LEC Representative to identify and address specific requirements, special conditions and potential risks to service.
- 3.3.4 The Installation Supplier shall list the detailed work steps associated with the volatile work activity in logical sequence.
- a) The following work steps shall always be included:
1. Notify the Alarms Surveillance Center about pending work
 2. Verify that no affected equipment alarm conditions exist.
- b) The following also shall be considered when developing a MOP (additional considerations may be necessary for unusual installations):
1. Possible service problems and restoration procedures.
 2. The time the various steps will be performed and the equipment to be removed from service, including the number and schedule of circuits to be made busy.
 3. The responsibility (Installation Supplier and/or SBC LEC) for each work activity.
 4. The skill level of personnel performing the work outlined on the MOP.
 5. Protection required for the equipment
 6. Location and availability of spare fuses
 7. Notification to collocators affected by the work activities.
- 3.3.5 If the Installation Supplier is authorized to perform volatile work activity that is normally performed by SBC LEC, the responsibility shall be defined in the MOP.
- 3.3.6 Unless mutually agreed upon with the SBC LEC Representative, the MOP shall be presented for signatures at least five (5) business days before the volatile work activity is to begin.
- 3.3.7 At the discretion of the SBC LEC Representative, a dry run of the installation activity plan may be held with the Installation Supplier to ensure that procedures described in the MOP match the physical layout of the system to be worked on.
- 3.3.8 No volatile work activity shall begin until the MOP has been signed. A verbal MOP is not acceptable.
- 3.3.9 A copy of the signed, approved MOP shall be available at the work site and readily accessible to Installation Supplier personnel while work is being performed.
- 3.3.10 The Installation Supplier shall provide a Level 4 representative on-site to oversee any MOP work performed by the Installation Supplier's personnel or non-approved subcontractors.
- 3.3.11 The Installation Supplier shall not deviate from the approved MOP unless authorized in writing by the SBC LEC Representative.
- 3.3.12 The Installation Supplier shall adhere to the Safe-Stop Points (SSP), back-out procedures, and restoration procedures as detailed in the MOP.

- 3.3.13 The Installation Supplier shall stop the MOP activities if conditions are encountered or observed that have affected or will adversely affect service.
- 3.3.14 The MOP shall include adequate testing time after a transition or modification.
- 3.3.15 The Installation Supplier shall ensure that affected alarms have been checked both before and after installation activity for proper functioning.
- 3.3.16 After completing each detailed step, the Installation Supplier shall date and initial the step, and if on-site coverage is required, have the SBC LEC Representative initial and date each step.
- 3.3.17 At job completion, the approved MOP(s), including all required pages, shall be placed in the job folder (yellow wallet).

4. SPECIFIC APPLICATION MOPS

4.1. Introduction

- 4.1.1 This subsection provides MOPs for specific applications that shall be used at the option of the SBC LEC.

4.2. BDFB MOP

- 4.2.1 The BDFB MOP (Figure D-3) shall be used only if authorized by the SBC LEC.
- 4.2.2 The BDFB MOP shall be used only for running and connecting new secondary power distribution cables within a BDFB. If other volatile work activities also are involved in the procedure, the standard MOP (Figure D-2) shall be utilized, with the detailed steps provided in Figure D-3 included, along with the detailed steps for the other work activities.
- 4.2.3 BDFB work operations of any other type, including the removal of fuses and/or existing connections or cables, shall be detailed and authorized on the standard MOP given in Figure D-2.

TABLE D-1 – SUMMARY OF CHANGES IN SECTION D

Change	Item in 9/1/99 Issue	Item in this Issue
Revised	Entire Section D	Entire Section D
Deleted	-----	-----
Added	-----	-----

FIGURE D-1 – JOB START AGREEMENT

A reproducible copy of the Job Start Agreement is provided on the following page.

JOB START AGREEMENT
SBC Local Exchange Carriers

November 2000
Reference: TP 76300MP

Check One: Original
 Revised
 Post Job

This document establishes a firm work schedule for the start and completion of the job and authorizes the Installation Supplier to begin work. A MOP shall be issued before any volatile work activity begins.

JOB INFORMATION:

CLLI _____ City _____ State _____
LEC TEO/CON No _____ Project No _____
LEC Equipment Engineer _____
Installation Supplier _____ Supplier Order No _____
TASK/FRC _____ LOC or GEO/PAR _____ Tracking Code (SBC LEC provided) _____

FIRM SCHEDULE FOR WORK TO BE DONE AT THIS JOB SITE:

Actual Start Date _____ Scheduled Complete Date _____
Daily Work Schedule: Start Time _____ Stop Time _____

JOB DESCRIPTION: _____

REASON FOR REVISION: _____

Work shall not begin on this project until the designated SBC LEC Representative properly authorizes this Job Start Agreement and the following items have been discussed:

- Arrangements for building access
- On-site coverage
- Equipment to be installed, removed and/or modified
- In service equipment affected, requiring a MOP before work begins
- Safety considerations
- Building and/or equipment protection during installation
- Cable penetrations (complete Cable Penetration Reporting Log)
- Storage of equipment, material and tools
- Hazardous material that might be involved
- Alarm installation, cross-connection leads and testing responsibilities
- Specific test requirements
- Target Walk-through Date (before or on Completion Date)
- Problem resolution contacts (immediate supervisor):

Manager (LEC) _____ Tel. No _____ Pager _____
NOC/STC/TTC _____ Tel. No _____ Pager _____
Manager (Supplier) _____ Tel. No _____ Pager _____

If a service interruption occurs, the Installation Supplier shall:

1. Stop all work operations immediately.
 2. Notify local CO and/or ASC personnel of outage details immediately.
 3. Not replace fuses or restore breakers without the direction of the SBC LEC.
 4. Provide a written report to the SBC LEC as directed.
- Other pertinent factors unique to this project: _____
- Check box if this Job Start Agreement includes attachments.

Agreement has been reached on all items checked above. No deviations from this agreement will be allowed without the approval of the designated LEC Representative.

Installation Supplier Representative (Sig.) Title Date

LEC Representative (Sig.) Title Date

Installation Supplier shall distribute this completed form to:

- SBC LEC Equipment Engineer
- Yellow wallet

FIGURE D-2--METHOD OF PROCEDURE (MOP)

A reproducible MOP form is provided on the following pages.

METHOD OF PROCEDURE
SBC Local Exchange Carriers

November 2000
 Reference: TP 76300MP

Page of

JOB INFORMATION:

CLLI _____ City _____ State _____
 LEC TEO/CON No _____ Project No _____
 LEC Equipment Engineer _____
 Installation Supplier _____ Supplier Order No _____

MOP Author: _____ **Skill Level:** _____ **Telephone:** _____

General Job Description:

Detailed MOP Schedule: Start Date _____ End Date _____ Work hours _____ to _____

Affected Collocators Notified: Yes _____ N/A _____ Tracking No. (SBC LEC use) _____

Detailed List of Equipment to be Added (A) /Removed R /Modified (M):

Equipment Description	RR/Bay/PBD	Shf/Pnl	Fuse Pos.	Load A,B,C	A/R/M

List of all Handbooks, Technical Documents, Bulletins, Flashes, Warnings Related to Work Operations under this MOP:

TITLE	ISSUE	TITLE	ISSUE

METHOD OF PROCEDURE
SBC Local Exchange Carriers

November 2000
 Reference: TP 76300MP

LEC TEO/CON No _____

Page ____ of ____

If a service interruption occurs, the Installation Supplier shall:

1. All work operations shall cease immediately.
2. Local CO and/or ASC personnel shall be notified of outage details immediately.
3. No fuses or breakers shall be replaced or restored without the direction of the SBC LEC.
4. Provide a written report to the SBC LEC as directed.

List sequence for notification of service interruption or degradation

	NAME/CENTER	PHONE	PAGER
1.	Alarm Surveillance Center (Required)		
2.			
3.			
4.			
5.			

Installation Supplier Personnel working under this MOP

Name	Skill Level	Emergency Number	Name	Skill Level	Emergency Number

The Installation Supplier shall not deviate from the approved MOP unless authorized by the SBC LEC Representative. The approved MOP shall be filed in the yellow wallet at the job site. Copies can be made for further distribution if requested. Asterisk(*) denotes mandatory signatures on all MOPS. The Installation Supplier shall determine from the SBC LEC Representative whether additional signatures are required.

MOP APPROVAL:

Title	Name (Print)	Telephone/Pager	Signature	Date
*Installation Supplier Representative				
* SBC LEC Representative				
SBC LEC Equipment Engineer				
SBC LEC Power Maintenance Engineer				
SBC LEC Maintenance Engineer				
Other as Required				
Other as Required				

LEC TEO/CON No _____

ASK YOURSELF QUESTIONS

BEFORE ANY CRITICAL WORK IS PERFORMED, ALL PERSONS INVOLVED IN THE WORK OPERATION COVERED BY THIS MOP MUST COMPLETE THE FOLLOWING ASK YOURSELF QUESTIONS, CHECK EACH BOX AND SIGN OFF AT THE BOTTOM:

Y N

1. Do I know why I am doing this work?
2. Have I identified and notified everybody - customers and internal groups who will be directly affected by this work?
3. Have I verified the MOP has the appropriate signatures?
4. Can I prevent or control service interruption?
5. Is it the right time to do this work?
6. Am I trained and qualified to do this work?
7. Is the TELCO Inspector qualified to carryout the responsibilities identified on the TELCO Inspector Requirements?
8. Are the work order, MOP, and supporting documentation current and error free?
9. Do I have everything I need to quickly restore service if something goes wrong?
10. Have I walked through the procedure?
11. Have I completed a "dry-run" on all critical work activities?

Supplier Signature _____ Date _____

METHOD OF PROCEDURE
SBC Local Exchange Carriers

November 2000
 Reference: TP 76300MP

LEC TEO/CON No _____

Page of

THE DETAILED STEPS OF THE WORK OPERATION SHALL BE LISTED AND COMPLETED SEQUENTIALLY:

DETAILED STEPS

RESP.				DESCRIPTION OF WORK OPERATIONS	STEPS COMPLETED		
S T E P #	S U P P L I E R	S B C L E C	S S P *		D T A & I T E M E	S U P P L I E R	** S B C L E C

INITIALS

* (SSP) SAFE STOP POINT
 ** If on-site coverage provided

Use additional pages if required to list detailed steps. MOP should also include relevant attachments.

There are attachments to this MOP: Yes No

FIGURE D-3 – BDFB METHOD OF PROCEDURE

A reproducible copy of the BDFB MOP is provided on the following pages.

JOB INFORMATION:

CLLI _____ City _____ State _____
LEC TEO/CON No _____ Project No _____
LEC Equipment Engineer _____
Installation Supplier _____ Supplier Order No _____

NOTIFICATION OF BDFB WORK	
Location(s) Of Work To Be Performed _____	
BDFB(s):	_____

Fuse(s):	_____

Remarks or Special Considerations:	
This BDFB(s) is fused in Power Bay: _____	
Spare fuses are located at: _____	
The Alarm Surveillance Center (ASC) Telephone Numbers is: _____	
The SBC LEC Representative was reminded to notify any affected CLEC(s) <input type="checkbox"/> YES <input type="checkbox"/> NO	
Other Remarks:	
NOTICE	
All work shall be performed within the Maintenance Window, in accordance with the attached <i>BDFB Method Of Procedure</i> .	

REQUIRED PRIOR TO PERFORMING WORK:

Prior to the work listed above being performed, notification was given to the following SBC LEC Representative and approved by the Supplier's Representative.	
SBC LEC Representative Notified (Print Name)	Date of Notification
Installation Supplier Approval	Date Approved

This procedure shall be used only for the running and connecting of new secondary distribution power cables within a BDFB. BDFB work operations of any other type, including the removal of fuses and/or existing connections or cables, shall be detailed and authorized on a standard MOP in accordance with TP76300MP.

Work Operation(s) is defined as any cable running and/or cable termination activity inside the front or rear BDFB protective covers.

Check off each item as it is completed:

- a) The SBC LEC shall be notified before performing any BDFB *Work Operation*.
- b) Notification shall be documented and placed in the job Yellow Wallet.
- c) All *Work Operations* shall be performed within the Maintenance Window.
- d) The Alarm Surveillance Center (ASC) shall be verbally notified before performing any *Work Operation* activity. Opening ASC ticket number: _____.
- e) Bay fuse alarms shall be verified with the ASC for proper operation prior to and after all *Work Operations*.
- f) No fuses shall be removed during the *Work Operations* defined within this document.
- g) All personal jewelry, including watches, rings, bracelets, chains, etc shall be removed before starting any *Work Operation* within the BDFB.
- h) The location of applicable spare fuses shall be identified before the start of any *Work Operation*.
- i) Before running and/or terminating any cable(s) within the BDFB the far end of the cable(s) shall be either terminated or insulated in accordance with TP76300MP, and secured in place.
- j) Before performing *Work Operations*, all fuse positions, bus bars and framework adjacent to, immediately above and below the work area shall be protected with SBC LEC approved rubber or neoprene matting.
- k) Only factory insulated tools shall be used. (No taped tools allowed)
- l) Precaution shall be taken during *Work Operations* to avoid placing undue stress on existing cables and connections.
- m) Before connecting, the cable(s) to be terminated shall be checked with a volt-ohm meter for the absence of Ground or Battery potential.
- n) The ASC shall be verbally notified after the completion of all *Work Operation* activity. Closing ASC ticket number: _____.

In The Event Of A Service Outage:

1. All work operations shall cease immediately.
2. Local CO and/or ASC personnel shall be notified of outage details immediately.
3. No fuses or breakers shall be replaced or restored without the direction of the SBC LEC.
4. Provide a written report to the SBC LEC as directed.

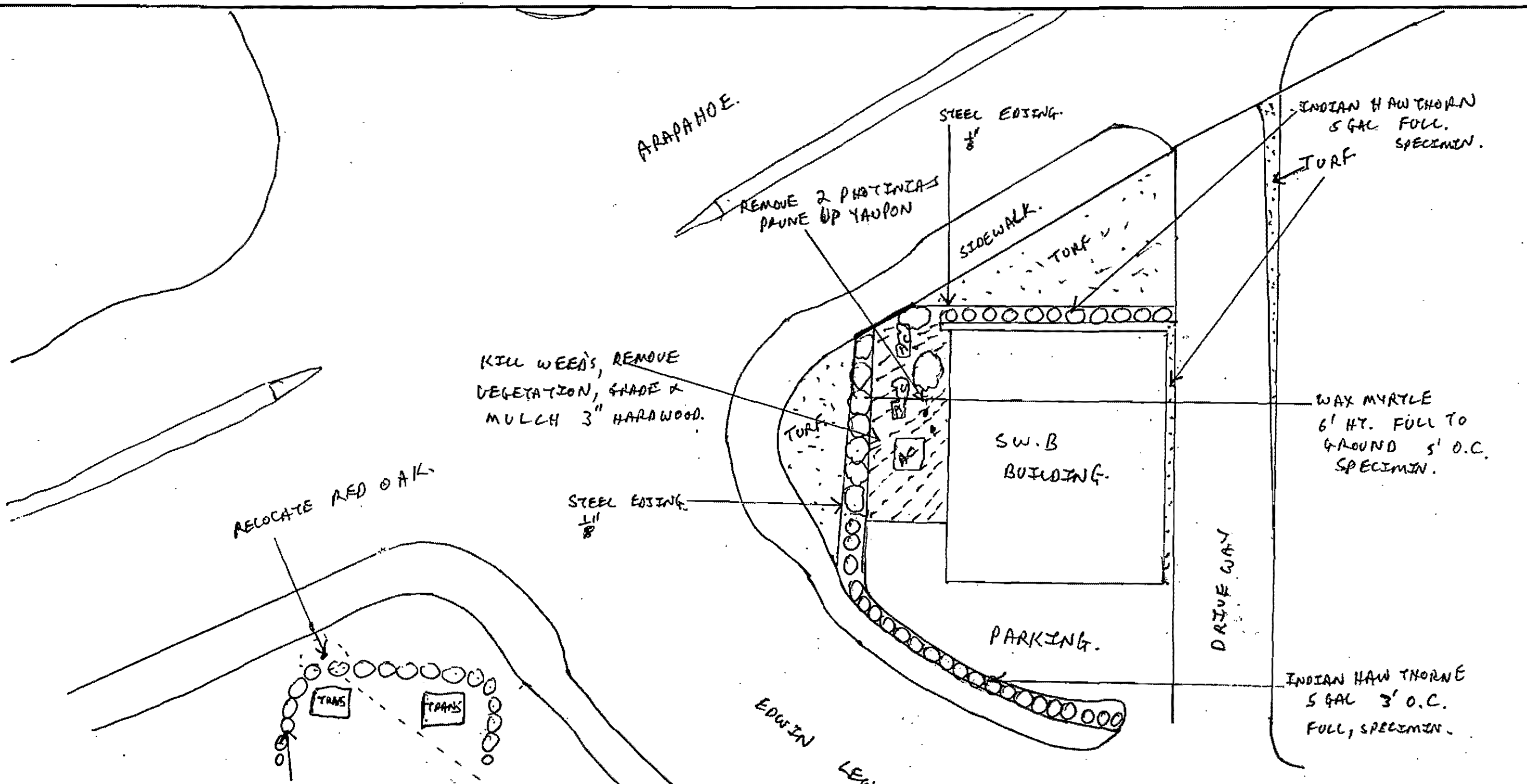
[END OF SECTION]

Jim Pierce

From: Jim Pierce
Sent: Tuesday, January 23, 2001 10:23 AM
To: Slade Strickland
Cc: Chris Terry; Ron Lee; Michael Murphy; James Simmons (E-mail)
Subject: SWBell Fiber Hut@Edwin Lewis &Arapaho Rd.

James Simmons advises that the driveway is complete and the site is ready for us to complete the irrigation and landscaping. Slade/Ron - will you take it from here? Please coordinate with James at 214-464-6499. Thanks,

Jim Pierce, P.E.
Assistant Public Works Director
PO Box 9010
Addison, TX 75001-9010
972-450-2879



18 WAX MYRTLES
 POCKET PLANT.
 SCREEN TRANS FORMERS
 5' O.C.
 6' HT. FULL TO GROUND.
 SPECIMIN
 (JENCO, A.M.D)

SCALE: 1-20'	APPROVED BY:	DRAWN BY JEP.
DATE: 3/16/00		REVISED
LANDSCAPE AT S.W.B. BUILDING (ARAPAHOE, EDWIN LEWIS) TOWN OF ADISON		
		DRAWING NUMBER

**TOWN OF ADDISON
PAYMENT AUTHORIZATION MEMO**

DATE: 5-25-00

Claim # _____

Check \$ 350.00

Vendor No. _____
 Vendor Name Irritech Corporation
 Address 12650 Schroeder
 Address Dallas
 Address Texas
 Zip Code 75243

INVOICE # OR DESCRIPTION	FUND	DEPT	OBJ	PROJ	SAC	AMOUNT
	(00)	(000)	(00000)	(00000)	(000)	(\$000,000.00)
<u>264R</u>	<u>41</u>	<u>000</u>	<u>58150</u>	<u>42302</u>		<u>350.00</u>

TOTAL 350.00

EXPLANATION Irrigation system design to restore irrigation system that was destroyed during construction of Arapaho Road Phase I at Southwestern Bell Telephone building - at corner of Edwin Lewis Dr. and Arapaho Rd.



 Authorized Signature

 Finance

Mem PO

IRRI*TECH

CORPORATION

IRRIGATION TECHNOLOGY

12650 Schroeder · Dallas, Texas 75243
(972) 231-5151

INVOICE

DESIGN
INVOICE NUMBER

264R

BILL TO: CITY OF ADDISON
Attn: Ron Lee
16801 Westgrove, 2nd Floor
Addison, Texas 75086-0358

SHIP TO: SOUTHWESTERN BELL
Addison, Texas

DATE	ORDER	SALESMAN	ORDER DATE	PURCHASE ORDER	SPECIAL INSTRUCTIONS
03/31/00	2000114	SH		<i>Mem PO</i>	<i>[Signature]</i>
QUANTITY	DESCRIPTION	CODE	PRICE	EXTENSION	
1	LANDSCAPE IRRIGATION DESIGN		350.00	\$350.00	
<div style="border: 1px dashed black; padding: 5px; width: fit-content;"> PAY TO DEPT. 17 </div>		RECEIVED APR 05 2000 TOWN OF ADDISON ACCOUNTING			
PLEASE REMIT FROM THIS INVOICE UPON RECEIPT		PAYMENT/TERMS: NET 30 DAYS			
RECEIVED BY:		AMOUNT DUE →		\$350.00	

PLEASE REMIT COPY OF INVOICE WITH YOUR PAYMENT, THANK YOU!

HLM/BSA

5/31/00

60 2317.00

XRAP AND E

MAX MYRTLE
6' 0" H @ 5' 0"

INDIAN
HAWTHORN

4" PVC

NEW CONC.
DRIVE

NEW CONC.
WALK

ADDISON 235
ROUTE 1
FIBER HUT
T4. 6192

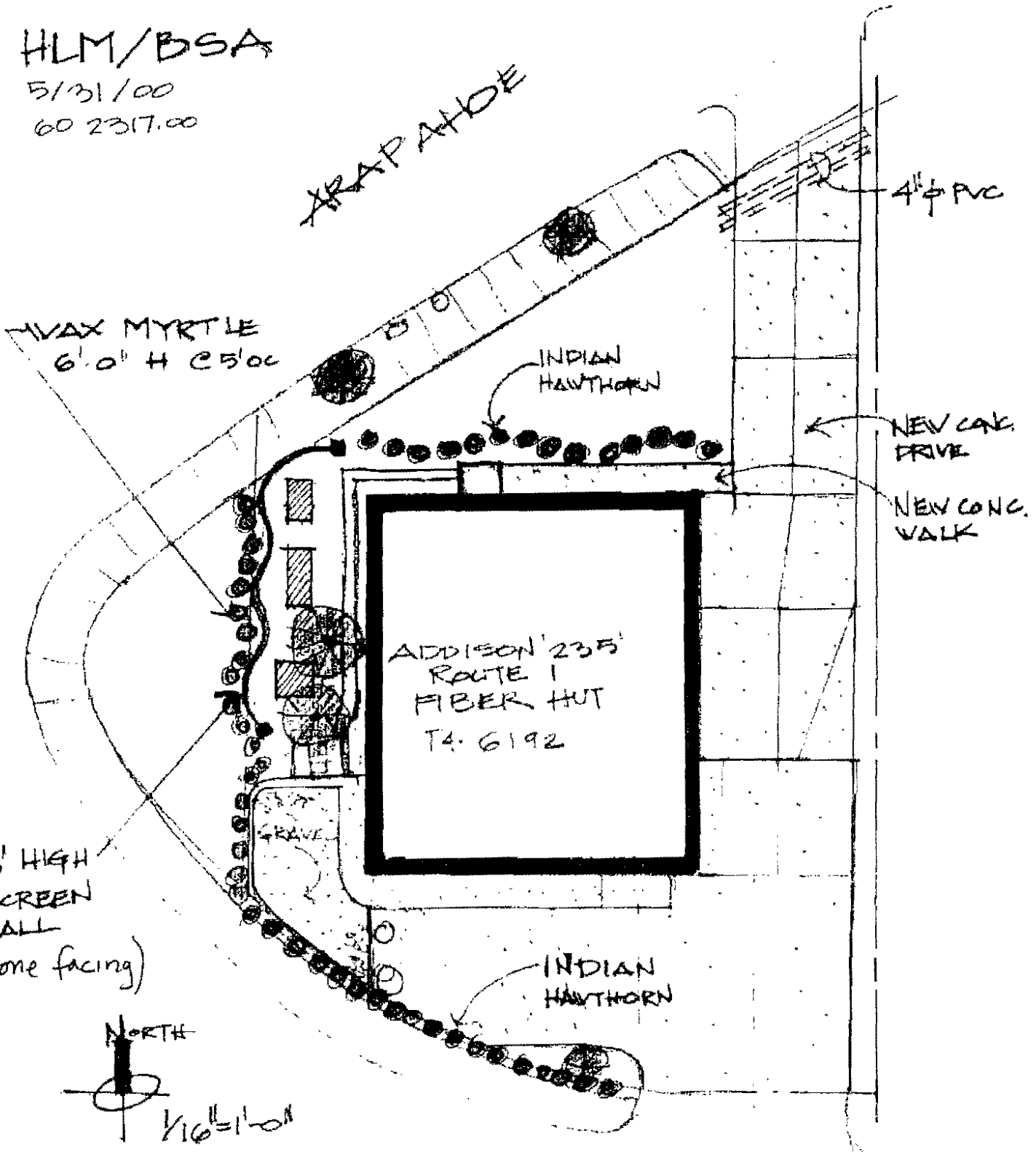
6' HIGH
SCREEN
WALL
(stone facing)

INDIAN
HAWTHORN

NORTH

1/16" = 1' 0"

EDWIN LEWIS.





Southwestern Bell Telephone
Three Bell Plaza
Room 1800
Dallas, TX 75202
Phone: (214) 464-6499
Fax: (214) 464-7652

August 17, 2000

James C. Pierce, Jr., P.E., DEE
Assistant City Engineer
16801 Westgrove Drive
Addison, Texas 75001-9010

Re: TX ADSN ADNS 235 RT 1 FIB HUT & PRKG (T46192) - SITE IMPROVEMENTS (4778373)
Subject: Preliminary Plan For Landscape Coordination

Dear Mr. Pierce:

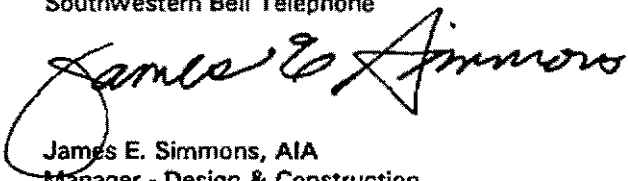
Attached for your review is a copy of our plan for installation of the driveway at the above referenced site. Since review of the previous proposal and following our conversation the fence planned across the front to block view of the HVAC units has been removed. This function will now be served by placement of the appropriate shrubbery.

Please use this plan to overlay your proposed landscaping plan.

Call me, if you have any questions.

Sincerely,

Southwestern Bell Telephone


James E. Simmons, AIA
Manager - Design & Construction

Slade
Mike
Robin

Please let me have your comments
by 8/31/00



Southwestern Bell Telephone
Three Bell Plaza
Room 1800
Dallas, TX 75202
Phone: (214) 464-6499
Fax: (214) 464-7652

August 17, 2000

James C. Pierce, Jr., P.E., DEE
Assistant City Engineer
16801 Westgrove Drive
Addison, Texas 75001-9010

Re: TX ADSN ADNS 235 RT 1 FIB HUT & PRKG (T46192) - SITE IMPROVEMENTS (4778373)
Subject: Preliminary Plan For Landscape Coordination

Dear Mr. Pierce:

Attached for your review is a copy of our plan for installation of the driveway at the above referenced site. Since review of the previous proposal and following our conversation the fence planned across the front to block view of the HVAC units has been removed. This function will now be served by placement of the appropriate shrubbery.

Please use this plan to overlay your proposed landscaping plan.

Call me, if you have any questions.

Sincerely,

Southwestern Bell Telephone

A handwritten signature in black ink that reads "James E. Simmons". The signature is written in a cursive style with a large, looping initial 'J' and 'S'.

James E. Simmons, AIA
Manager - Design & Construction

SW Bell
Building



KRAFT LANDSCAPE SERVICES, INC.
Landscape Contractors

John D. Kraft
President

333 Exchange Drive
Arlington, TX 76011
Metro 817-265-6633
Fax 817-265-1177

BID PROPOSAL

PROJECT: SWB Building - Town of Addison April 12, 2000

RE: Landscape & Irrigation Installation

Kraft Landscape Services, Inc. submits the following proposal to furnish and install landscape and irrigation at the above referenced project per the plan sheet dated 3/16/00 supplied by the Town of Addison and plan sheet IR-1 dated 3/27/00 supplied by Irri-Tech Corporation:

Landscape	\$7,945.24
Sales Taxes	615.76
Landscape Total	<u>\$8,561.00</u>
Irrigation	<u>\$2,750.00</u>
Total Bid	<u><u>\$11,311.00</u></u>

Less Tax \$10,695.²⁴

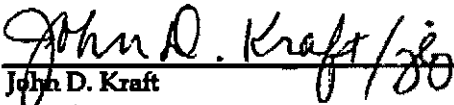
Bid Qualifications:

1. Pricing good for 60 days.
2. No import of topsoil bid.
3. Bid does not include rock excavation, trenching, removal or additional backfill associated with rock encounter.
4. Bid includes bed preparation of 3" compost tilled to 6" depth with 2" mulch top dressing.
5. Bid includes backfill for trees and shrubs to be existing soil.
6. Irrigation water meter(s), sleeves and electrical power to controller by others.
7. Trees, shrubs and groundcover shall be guaranteed for a twelve (12) month period after acceptance. The Contractor shall replace all dead materials as soon as weather permits and upon notification of the Owner. At the direction of the Owner, plants may be replaced at the start of the next year's planting season, but in such cases, dead plants shall be removed from the premises immediately. **RELOCATED TREE CARRIES NO WARRANTY.**
8. Landscape Contractor shall not guarantee plants that die because of injury from storms, hail, freeze, insects, diseases, injury from humans or machines, theft or any act out of the control of the Landscape Contractor.

Bid Breakout

Quantity	Description	Size
25	Wax Myrtle	30 gal cont
33	Indian Hawthorn	5 gal cont
670	Bed Prep	SF
602	Mulch Bed	SF
163	Steel Edging	LF
1,587	Bermuda Sod	SF
1	Relocate Red Oak	LS
2	Remove Photinias	LS
	Prune Yaupons	LS
2,859	Site Preparation	SF

KRAFT LANDSCAPE SERVICES, INC.



John D. Kraft
President

KRAFT LANDSCAPE SERVICES, INC.
333 Exchange Dr ♦ Arlington, TX 76011 ♦ 817-265-6633
♦FAX: 817-265-1177♦

**FAX TRANSMITTAL
BID PROPOSAL**

TO: Town of Addison

FROM: Janice Graves, Estimator

ATTN: Ron Lee

DATE: Apr 12, 2000

FAX: 972-450-2834

NUMBER OF PAGES (including cover): 4

**PROJECTS: SWB Building
Esplanade Park**

GARDEN DESIGN

Landscaping
C.O.M.M.E.R.C.I.A.L. L.P

To Ron Lee
 Project Town of Addison
 SW Bell Building
 Location Town of Addison
 Arapaho @ Edwin Lewis
 Addison
 Date 4/30/2000

Revised
 original 4/04/00

Landscape & Irrigation Proposal

	Qty	Description	Size	Price	Ext. Price
Plants :					
	33	Dwarf Indian Hawthorn specimen	5 gallon	\$ 15.00	\$ 495.00
	25	Wax Myrtle specimen	30 gallon, 6', FTG	\$ 240.00	\$ 6,000.00
	1	Relocate Red Oak	3.5"-4" caliper	\$ 400.00	\$ 400.00
	2	Remove Photinias	10' height	\$ 70.00	\$ 140.00
	1	Prune Yaupon	10' height	\$ 35.00	\$ 35.00
	1	Remove Holly	5 gallon	\$ 7.50	\$ 7.50
Bed Prep	8	Compost 2" depth	cubic yard	\$ 32.00	\$ 256.00
	14	Mulch 3" depth	cubic yard	\$ 32.00	\$ 448.00
	205	Steel Edging	linear foot	\$ 2.00	\$ 410.00
Turf	2,530	Remove existing turf, till, grade	square foot	\$ 0.10	\$ 253.00
	170	Bermuda sod	square yard	\$ 2.25	\$ 382.50
				Landscape	\$ 8,827.00
				Irrigation	\$ 4,167.00
				Total	\$ 12,994.00

G·R·D·E·N D·E·S·I·G·N
Landscape
C·O·M·M·E·R·C·I·A·L, L·P

Landscape & Irrigation Proposal, continued
SW Bell Building

Notes

- 1 Bid valid for a 60 day period.
- 2 If rock is encountered at a depth that interferes with installation, an additional fee will apply.

Exclusions

Water meter, boring and tap
Power to controller
Saw Cutting, Concrete Removal & Replacements
Excavation of underground obstructions (Rocks, stumps, Etc.)
Underground Drainage
Tree and Plant Removal and/or transplanting (except as listed in base bid)
Berms, Insecticide, Tree Wrap, Maintenance
Rough Grading (note: GC/Owner to provide grade +/- .10/ft.)
Removing and installing topsoil
Permanent grass germination if installed after 9-15 and prior to 4-30
Soil Excavation for Bed Preparation
All Soil Erosion Mechanisms
Fence and Fence Construction
Any back charges, if not notified in writing with 72 hours
Any warranty or guaranty without approved maintenance plan and/or without automatic, operational irrigation system
Warranty on transplanted material

Inclusions

Labor & materials
Sleeving
Supervision
Hand Raking
Applicable Licenses, Taxes and Permits

Bid

Plan sheets - not numbered

Documents

Date - 3/16/00
Revisions - none
Addendum- none
Specifications - verbal

Payment

Work may be halted if account becomes overdue.

Submitted

Kelly Geeslin • 214-350-0831 ext. 13

PALM, INC.

Plant and Landscape Services
Design / Construction / Installation

April 11, 2000

Town Of Addison
Run Lee
P.O. Box 9010
Addison, Texas 75001-9010

Phone: 972/450-2863
Fax 972/450-2834

ESTIMATE

RE: Landscape and Irrigation System installation at S.W. Bell Building

Plant List

<u>Qty</u>	<u>Description</u>	<u>Size</u>
26	Wax Myrtle	6'
33	Indian Hawthorn	5 Gallon
180	Bermuda Sod	Sq Yds
110	Edging	Lin Ft
5	Bed Mix	Cu Yds
11	Mulch Hardwood	Cu Yds
	Remove 2 Photinias	
	Prune existing Yaupon	
	Relocate Red Oak	

Irrigation System as per Plan

\$14,025.00 (Tax Exempt)

Regards,

John Peart
John Peart

P.O. Box 260045 Plano, Texas 75026 Phone (972)931-1554 Fax(972)931-7344

Palm, Inc

~~facsimile transmittal~~

To: Ron Lee

Fax: 972/450-2834

Town of Addison

From: John Peart

Date: 04/11/00

Phone: 972-931-1554

Pages: 2

Urgent For Review

Please
Comment

Please
Reply

Please
Recycle

SW Bell Landscape and Irrigation Estimate

Thank You,

John Peart



P.O. Box 260045 Plano, Texas 75026 Phone #(972)931-1554 Fax (972)931-7344

~~facsimile transmittal~~

Addison!

MICHAEL E. MURPHY, P.E.
Director of Public Works
(972) 450-2878
(972) 450-2837 FAX
mmurphy@ci.addison.tx.us E-mail

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

Jim.

WHAT IS THE STATUS
OF SWB UTILITIES HUTT
AT INTERSECTION OF EDWIN
LEWIS & DRAPACHO.

RON W. IS APPRAID THAT
THIS HAS FALLEN THROUGH THE
CRACKS.

LET'S DISCUSS.

- 1 wk plan
- 2 wk bid
- 2 wk cost

Get a date
from SWB
for completion

Shale
N

6-7-00

Discussed with Slade & James
over phone. Well may or may not
work because of closeness to
sidewalk. Sabell will do a
more detailed drawing. Slade
offered to "tighten" the way
myrtle/substitute Holly for
the screen planting.



LETTER OF TRANSMITTAL

Public Works / Engineering

16801 Westgrove • P.O. Box 144
 Addison, Texas 75001
 Telephone: (214) 450-2871 • Fax: (214) 931-6643

DATE	4-7-00	JOB NO.
ATTENTION		
RE:	SW Bell Bldg. Restoration	

TO James E. Simmons, A.I.A.
Mgr. Design & Const.
Southwestern Bell

GENTLEMAN:

WE ARE SENDING YOU

- | | | |
|---|--|---|
| <input type="checkbox"/> Shop Drawings | <input checked="" type="checkbox"/> Attached | <input type="checkbox"/> Under separate cover via _____ the following items: |
| <input type="checkbox"/> Copy of letter | <input type="checkbox"/> Prints | <input type="checkbox"/> Plans <input type="checkbox"/> Samples <input type="checkbox"/> Specifications |
| | <input type="checkbox"/> Change order | <input type="checkbox"/> _____ |

COPIES	DATE	NO.	DESCRIPTION
1			Irrigation Plan for property at Intersection of Edwin Lewis Drive & Arapaho Rd.
1			Landscape Plan

THESE ARE TRANSMITTED as checked below:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> For approval | <input type="checkbox"/> Approved as submitted | <input type="checkbox"/> Resubmit _____ copies for approval |
| <input type="checkbox"/> For your use | <input type="checkbox"/> Approved as noted | <input type="checkbox"/> Submit _____ copies for distribution |
| <input type="checkbox"/> As requested | <input type="checkbox"/> Returned for corrections | <input type="checkbox"/> Return _____ corrected prints |
| <input type="checkbox"/> For review and comment | <input type="checkbox"/> _____ | |
| <input type="checkbox"/> FOR BIDS DUE _____ 19____ | | <input type="checkbox"/> PRINTS RETURNED AFTER LOAN TO US |

REMARKS

James: Attached plans for your review & approval. We would install the irrigation system after you install the driveway connect to Arapaho Rd. We would request that your driveway contractor install the 3" sleeve for gas. Lastly, we would install the landscaping. Please advise.

COPY TO

Slade Strickland
Ron Lee

SIGNED:

Jim Peier, P.E.

If enclosures are not as noted, please notify us at once.

IRRI*TECH CORPORATION

12650 Schroeder Road

Dallas, Texas 75243

972/231-5151 ofc.

972/231-5172 fax

Facsimile

Need P.O.

Date: 3-21

Page 1 of 3

Prepared by: Seth

Prepared for: Ron Lee

Company: Town of Addison

Phone #: _____ Fax #: (972) 450-2834

HARD COPY TO FOLLOW BY MAIL

Message:

IRRI*TECH CORPORATION

Irrigation Contractors 12650 Schroeder Road, Dallas, Texas 75243 Tel (972) 231-5151 Fax (972) 231-5172

March 21, 2000

Mr. Ron Lee
TOWN OF ADDISON
16801 Westgrove, 2nd Floor
Addison, TX 75248

Re: Southwestern Bell – Arapaho Road Station
Addison, Texas

Dear Ron:

IRRI*TECH CORPORATION is pleased to submit the following proposal for a landscape irrigation design for the above project. This proposal is based upon your office supplying us with the disk(s) containing pertinent information necessary for IRRI*TECH CORPORATION to complete its work.

All work will be done using AutoCAD Release 13 or 14. This proposal is based upon your office supplying us with site information including grading, site utilities, paving, curbs, walks, fences, walls, building footprints, site structures, landscape improvements such as planting beds, trees, seasonal color, etc. and any other permanent landscape elements. If the information sent requires computer staff time to purge, delete, change or correct in order for us to perform our services, we will invoice our time as additional services.

Also required will be any text font settings including style, size of text, thickness, and any other information necessary for text requirements. If any text fonts are required, and cannot be substituted, that font must be included on the disk(s) sent to IRRI*TECH CORPORATION. Unless arrangements are made otherwise prior to the start of this design work, we will use the ARCH.SHX font for our irrigation text. This font will be supplied to you upon request. Pen settings are required if applicable to the job. Otherwise, we will use IRRI*TECH CORPORATION standard pen settings.

IRRI*TECH CORPORATION will provide a 3½" disk, or e:mail file to you for final plotting. Please note that our price does include an allowance for one final hard plot. If any of the information mentioned above is changed after the irrigation disk is sent to you, we will invoice our time as additional services.

Any reimbursable expenses (plotting, printing, shipping, delivery services, long distance telephone, etc.), will be invoiced at cost plus ten percent (10%).

Our fee includes the general or technical portion of the specifications required for this project. As a part of our work, however, we will review your standard specifications and recommend any minor changes necessary.

Page 2
Design Fee – SWBell Arapaho Road Station
March 21, 2000

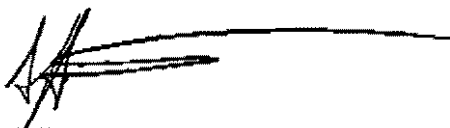
Our fee includes review of the material catalog cut sheet submittals. Our review will determine whether or not the proposed material is the same as or equal to the material specified. We have allowed for a maximum for two reviews of the material submittals.

Our fee does not include any allowance for review of shop drawings. If shop drawings are submitted for approval, we will invoice our time as additional services. All additional services will be invoiced on a time and material basis.

For this project, our design fee will be **\$350.00 (Three hundred fifty and 00/100 dollars)**. Once we receive all of the necessary information, we anticipate it will take two(2) working days to schedule and complete this work.

Please indicate your acceptance of this proposal by affixing your signature in the space provided below and returning an executed copy to the office. Should you have any questions, or if we can be of further assistance, please do not hesitate to contact our office.

Sincerely,



Seth Heidman
System Design Department

SH/kd

Fax and Mail

Authorized by

Title

Date

3-9-00

Meeting with James Simmons SWBell
Re Switching Building @ Arapaho of Edwin Lewis
Town will restore irrigation
and prepare a landscaping plan

Irrigation will connect to
an existing meter, SWBell will
pay for irrigation water. SWBell
wants control valves so that
irrigation amounts can be regulated.

3-8-00 met with Slade at the site.

Slade is ok with the above.

Jep will get Slade a base map

Slade will get an irrigation plan
made & a price for installation.

Slade will prepare a landscape
plan.

Costs will be charged to Arapaho
Rd Project.

Jep

Jim Pierce

From: Slade Strickland
Sent: Monday, March 13, 2000 9:45 AM
To: Jim Pierce
Cc: Ron Lee
Subject: FW: SW Bell building

Fyi

Slade Strickland
X2869

-----Original Message-----

From: Ron Lee
Sent: Monday, March 13, 2000 9:15 AM
To: Slade Strickland
Subject: SW Bell building

I am meeting with Seth of Irritech at 9:30 a.m. on Wednesday to look at the SW Bell building at Edwin Lewis and new Arapaho.

Ron Lee

From the
to Town
Then from Town to

POST CABLE FENCE

ONE STORY
CONCRETE

BE
DRAIN

ONE STORY BRICK
SOUTHWESTERN
BELL

10' RCPT

CONC.
PARKING

CONC.
SIDEWALK

SW Bell Property

CONSTRUCT NEW
PARKING AREA

SIGN

1" = 20'

RAVEL DRIVE

EX. ARAPAHO RD.

09°33'32" E

45' B-S CONC. PAVT.
W/ CONC. CURB & GUTTER

6

Recd Telephone call from 10-8-97

James Simmons, Arch 2146646499
SW Bell

Leave papers — 1-800-963-5713

Replace edge —

Shrubs on South End —

Repair el Irrigate

Good Piece on North End

Don't Irrigate

James is an architect for SW Bell

1-14-00 Placed call to James - left word

SETTLEMENT AGREEMENT

This Settlement Agreement is entered into between Southwestern Bell Telephone Company ("Bell") and the Town of Addison ("Addison").

WHEREAS, the realignment of Arapaho Road is being undertaken by Addison for the improved safety and welfare of its citizens; and

WHEREAS, a portion of the right-of-way required for such realignment includes parts of a tract of real property owned by Bell; and

WHEREAS, Addison and Bell desire to resolve and settle the issues relating to the acquisition of such real property by Addison for the Arapaho Road realignment and damages to the remainder of the real property owned by Bell at such location without the need for the filing of condemnation proceedings;

NOW, THEREFORE, in consideration of the parties' covenants and promises to each other, Bell and Addison agree as follows:

1. Bell agrees to convey by ^{SPECIAL}warranty deed to Addison all right, title and interest in the tracts of real property located in the G.W. Fisher Survey, Abstract No. 482, Town of Addison, Dallas County, Texas which are identified on the map attached hereto as Exhibit A as Parcel 3-1 and Parcel 3-2; which tracts are more particularly described, respectively, in Exhibit B and Exhibit C hereto, all of which Exhibits A, B, and C are incorporated herein.

2. Addison agrees to convey by special warranty deed to Bell, all right, title and interest in the tract of real property approximately 20 feet wide and containing 2,431 square feet of land situated in the G.W. Fisher Survey, Abstract No. 482, which tract of real property is identified on the map attached hereto as Exhibit D as Parcel C, which tract is more particularly described in Exhibit E hereto, both of which Exhibits D & E are incorporated herein.

3. The parcels 3-1 and 3-2 conveyed from Bell to Addison include parking facilities and landscaped property. Addison agrees to have constructed, at its sole cost, but not to exceed \$14,000, a parking lot and to have installed landscaping adjacent thereto on Parcel C, with entrances thereto at each end of such tract. Such construction shall be undertaken when construction of the adjacent portion of realigned Arapaho Road occurs. Addison agrees to assign to Bell all warranties from third parties in connection with the construction of improvements and installation of landscaping on such Parcel C, but as Grantor, Addison makes no warranties, express or implied, as to merchantability or fitness for purpose in connection with such improvements and/or landscaping.

4. Addison agrees to convey by special warranty deed to Bell, all right, title and interest in the tract of real property situated in the G.W. Fisher Survey, Abstract No. 482, Town of Addison, Dallas County, Texas, and consisting of 206 square feet of land, more or less, and more particularly described as Parcel B on attached Exhibit D, which tract is more particularly

HLM/BSA

5/31/00

60 2317.00

~~TRAP AND DE~~

MAX MYRTLE
6' 0" H @ 5' 00"

INDIAN
HAWTHORN

4" ϕ PVC

NEW CONC.
DRIVE

NEW CONC.
WALK

3" ϕ PVC

ADD 1501' 235'
ROUTE 1
FIBER HUT
T4-6192

6' HIGH
SCREEN
WALL
(stone facing)

INDIAN
HAWTHORN

NORTH

1/16" = 1'-0"

EDWIN LEWIS.

