

# **BOARD OF SUPERVISORS**

# **MADISON COUNTY, MISSISSIPPI**


Department of Engineering/Road Management  
Dan Gaillet, P.E., County Engineer/ Road Manager

3137 South Liberty Street, Canton, MS 39046  
Office (601) 855-5670 FAX (601) 859-5857

## MEMORANDUM

October 10, 2017

To: Sheila Jones, Supervisor, District I  
Trey Baxter, Supervisor, District II  
Gerald Steen, Supervisor, District III  
David Bishop, Supervisor, District IV  
Paul Griffin, Supervisor, District V

From: Dan Gaillet, P.E.  
County Engineer and Road Manager 

Re: Professional Services Agreement  
Intersection Analyses

The Engineering Department requests Board authorization for Neel-Schaffer, Inc. to conduct intersection analyses of the following intersections in the County for a fee not to exceed \$16,500.

- Church Road/US Hwy 51
- E Sowell Road/US Hwy 51
- Twin Cedars Drive/US Hwy 51
- King Ranch Road/MS Hwy 22 – West Peace Street
- Robinson Springs Road/MS Hwy 463

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SHEILA JONES  
District One

TREY BAXTER  
District Two

GERALD STEEN  
District Three

DAVID BISHOP  
District Four

PAUL GRIFFIN  
District Five



Neel-Schaffer, Inc.  
125 S. Congress St, Suite 1100  
Jackson, MS 39201  
601.948.3071  
www.neel-schaffer.com

October 10, 2017

Mr. Dan Gaillet, P.E.  
Road Manager & County Engineer  
Madison County Board of Supervisors  
3137 S. Liberty Street  
Canton, MS 39046

Re: **Work Assignment:** Professional Services for Intersection Analyses of  
Five unsignalized intersections in Madison County

Dear Mr. Gaillet:

This letter will serve as a **Work Assignment** between the Madison County Board of Supervisors, and Neel-Schaffer, Inc. (**Engineer**) to provide professional services for a *Traffic Analysis* of five unsignalized intersections in Madison County. This Agreement is based on your conversation with Stan Wright.

**Task 1-- Documentation of Existing Conditions:**

Upon receipt of an executed work assignment, Neel-Schaffer will conduct turning movement counts at the study intersections, including:

- Church Rd /US Hwy 51
- E Sowell Rd/US Hwy 51
- Twin Cedars Dr/US Hwy 51
- King Ranch Rd/MS Hwy 22 -West Peace St
- Robinson Springs Road/MS Hwy 463

The traffic counts will be used to document the existing traffic volumes at the study intersections and used for analysis of the volume based warrants outlined in the *Manual on Uniform Traffic Control Devices* (MUTCD). The operational characteristics of the traffic volumes will be evaluated using the information provided in the *Highway Capacity Manual* (HCM). Crash data will be requested from MDOT by Madison County at these intersections for evaluation of the MUTCD crash warrant.

A field review of the study intersections will be conducted to document the existing conditions, lane geometry, speed limits and traffic control within the project limits of each intersection.

**Task 2-- Signal Warrant/Capacity Analyses/Recommendations:**

The traffic counts will be compared to the MUTCD warrant criteria and documented to identify how the existing volumes compare to the volume based signal warrants. Crash warrants will be evaluated, if MDOT crash data is provided for the most recent 5 year period. Intersection capacity analyses will be conducted for both existing traffic control and recommended traffic control conditions.

Observations of the intersections will be made to identify improvements to reduce congestion, improve safety and improve efficiency of the traffic movements at each intersection.



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**Task 3 – Letter/Report:**

The traffic volumes, warrant analyses, capacity analyses and recommendations will be summarized in a letter/report to you, identifying the outcome of the data collection and analyses.

**Fee, Schedule & Billing**

Neel-Schaffer proposes to provide these services on a time-and-materials basis, per the approved rates as part of the **General Services Agreement** between the **Owner** and **Engineer** for a not-to-exceed fee of **\$16,500**. The *Signal Warrant Analysis* will be completed within **10 weeks** of receipt of an executed Work Assignment.

Neel-Schaffer will bill you monthly as outlined in the **General Services Agreement**. Payment for our services will be due within **30 days** of the invoice date and is not dependent on any factor except our ability to provide services in accordance with generally accepted standards of our profession.

If additional services outside this scope of services, as identified above, are required (and authorized by you in writing), the cost will be based on the **General Services Agreement** rates.

**Additional Services**

If other engineering services are requested by the Client, not included in **Tasks 1-3**, these services will be considered additional services and will be provided (if authorized by you, in writing) based on the **General Services Agreement** rates. Attending Public Hearings or Planning & Zoning meetings will be considered as additional services. Additional Services would include traffic signal design, geometric design, Environmental Studies and/or assessments including wetland surveys/mitigation, cultural resource assessments, endangered species research, studies related to the natural environment, or other environmental studies that may be required. Construction phase services are not part of this work assignment.

**General Terms and Conditions**

These services will be provided in accordance with the *General Terms and Conditions* as provided in the **General Services Agreement**. This proposal and the **General Services Agreement** between the **Owner** and **Engineer**, represent the entire understanding between **Madison County Board of Supervisors** and Neel-Schaffer with respect to the services to be provided and may only be modified in writing by both parties.



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If the Scope of this Work Assignment is acceptable, please execute this document and return a copy of the signed document to me. We appreciate the opportunity to provide these services for you and look forward to working with you.

If you have any questions or comments regarding this work assignment, please call me at (601) 948-3071.

Sincerely,

NEEL-SCHAFFER, INC.

A handwritten signature in cursive script that reads 'Jonathan Kiser'.

Jonathan A. Kiser, P.E., PTOE, PTP  
Professional Traffic Engineer &  
Transportation Planner

ACCEPTED: \_\_\_\_\_

DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_