

Department of Engineering
Dan Gaillet, P.E., County Engineer

3137 South Liberty Street, Canton, MS 39046
Office (601) 790-2525 FAX (601) 859-3430

MEMORANDUM

November 13, 2018

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. *DG*
County Engineer

Re: Design Services
Grayhawk Subdivision Intersection Analyses

The Engineering Department is recommending the approval of hiring Neel-Schaffer to provide professional services for intersection analyses of six (6) All-Way Stop controlled intersections in Grayhawk Subdivision for a fee not to exceed \$13,500.

November 2, 2018

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

Re: **Work Assignment:** Professional Services for Intersection Analyses of
Six All-Way Stop controlled 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 six All-Way stop controlled intersections in Madison County. This Agreement is based on information provided by you.

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:

- Grayhawk Dr/Wingtip Way
- Grayhawk Dr/Tailfeather Drive
- Grayhawk Dr/Grayhawk Cove
- Grayhawk Dr/Grace Court
- Grayhawk Dr/Claw Creek Cove
- Grayhawk Dr/Talon's Point

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)*.

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. Field measurements will be conducted to estimate the available Stopping Sight Distance for each of the six study intersections.

Task 2– All-Way Stop 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 all-way stop control warrants. Intersection capacity analyses will be conducted for both existing traffic control and recommended traffic control conditions.

Observations of the intersections will be made to see if improvements can be identified to reduce congestion, improve safety and improve efficiency of the traffic movements at each study intersection. If volume warrants for all-way stop control are not met, available sight distance will be taken into consideration to determine if the intersection can be converted to minor-street stop control.



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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 **\$13,500**. The *Intersection Analysis* will be completed within **8 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.

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.

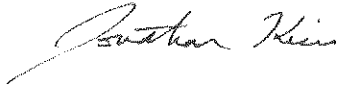
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If you have any questions or comments regarding this work assignment, please call me at (601) 948-3071.

Sincerely,

NEEL-SCHAFFER, INC.



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

ACCEPTED: _____

DATE: _____

TITLE: _____

