

Department of Engineering
Tim Bryan, P.E., County Engineer

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

MEMORANDUM

July 2, 2021

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

From: Tim Bryan, P.E.
County Engineer

Re: Traffic Engineering Design Services Contract for Transportation Planning
Neel Schaffer, Inc.

The Engineering Department requests the Board approve this traffic engineering services contract for Neel Schaffer to prioritize roadway improvements based on current and projected traffic volumes and anticipated congestion levels for a fee of \$43,500.00.



June 29, 2021

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

Re: Professional Services for Traffic Analysis of Selected Arterial Roads in Madison County

Dear Mr. Bryan:

This letter will serve as an Agreement between the Madison County Board of Supervisors, and Neel-Schaffer, Inc. (**Engineer**) to provide professional services for an Update to the 2016 Transportation Study that will include a *Traffic Analysis* of selected major roadways. The Neel-Schaffer team will be led by Kiser Traffic and Engineering, LLC, in this effort. The *Traffic Analysis* will include a planning level study of traffic circulation to help prioritize infrastructure improvements where the traffic demands are highest and where the most development activity is occurring/planned. This scope is based on discussions with Madison County regarding this project.

Neel-Schaffer proposes to provide **Madison County Board of Supervisors** a study that prioritizes roadway improvements based on current and projected traffic volumes and anticipated congestion levels. The study will be divided into four Tasks: 1) Documentation of existing conditions, 2) Horizon year traffic volumes, 3) Planning level capacity analysis of future year volumes, and 4) Prioritization of geometric improvements.

Task 1– Documentation of Existing Conditions:

Upon receipt of an executed agreement, Neel-Schaffer will initiate the planning study. Neel-Schaffer will collect existing geometric information on the major roadways within the study area. Historical traffic counts will be obtained from MDOT, Madison County, CMPDD and Madison identifying current year traffic circulation and patterns. Major roadways are planned to include segments identified in Table 1.

Table 1 – Major Roadway Segments

Roadway	From	To	Distance (miles)
MS Highway 463	Gluckstadt Rd	MS Hwy 22	2.7
Gluckstadt Road	MS Hwy 463	Weisenberger Rd	5.8
Weisenberger Rd	Parkway East	US Hwy 51	0.5
Yandell Road	US Hwy 51	MS Hwy 43	6.9
Reunion Parkway*	Bozeman Rd	US Hwy 51	2.7
Bozeman Road	MS Hwy 463	Gluckstadt Rd	3.2
Catlett Road	Gluckstadt Rd	MS Hwy 22	4.7
Church Road	US Hwy 51	Calhoun Stn Pkwy	1.4
Sowell Road	US Hwy 51	Old Canton Rd	1.8
Cotton Blossom Rd	Old Canton	MS Hwy 43	2.6
Stout Road	Catlett Rd	Calhoun Stn Pkwy	2.2
Stokes Rd	Virililia Rd	Livingston Vernon Rd	10.2
*Future roadway			44.7

A field inventory of the major roadways listed above will be conducted to document the existing conditions of the roadways and traffic control within the project limits. Existing (general) roadway geometrics will be obtained, along with posted speed limits and locations of auxiliary turn lanes and existing traffic signals. Historical traffic counts will be obtained at significant intersections. Some current year traffic counts will be conducted to validate the link volumes on the major roadways. Study intersections may include up to 27 locations, listed in Table 2.

Table 2 – Study Intersections

Location	Intersection
1	MS Hwy 463 Gluckstadt Rd
2	Gluckstadt Rd Deweese Rd
3	Gluckstadt Rd Bozeman/Catlett
4	Gluckstadt Rd Distribution Drive
5	Gluckstadt Rd Calhoun Stn/Dees Connector
6	Gluckstadt Rd Weisenberger Rd
7	Weisenberger Rd Parkway East
8	Weisenberger Rd US Hwy 51
9	Yandell Rd Clarkdell Rd
10	Yandell Rd Madison Crossing-West Dr
11	Yandell Rd Madison Crossing-East Dr
12	Yandell Rd Old Canton Rd
13	Yandell Rd MS Hwy 43
14	Catlett Rd Stout Rd
15	Catlett Rd MS Hwy 22
16	Stout Rd Calhoun Stn Pkwy
17	Church Rd Calhoun Stn Pkwy
18	Church Rd Old Jackson Road
19	Church Rd US Hwy 51
20	Sowell Rd (S) US Hwy 51
21	Sowell Rd (E) US Hwy 51
22	Sowell Rd (E) Old Canton Road
23	Cotton Blossom Rd Old Canton Rd
24	Cotton Blossom Rd MS Hwy 43
25	Nissan Pkwy US Hwy 51
26	MS Hwy 22 Livingston Vernon Rd
27	Livingston Vernon Rd Stokes Rd

The traffic counts will be used to document the existing traffic volumes in the study area and used for analysis of future conditions. The operational characteristics of the traffic volumes will be evaluated using the information provided in the [Highway Capacity Manual](#) (HCM). The project study area is shown in Attachment 1 – Study Area Map.

Task 2– Horizon Year Traffic Volumes:

Future year traffic volumes will be developed from the Urban Transportation Model (Year 2040) and base year volumes to determine the anticipated congestion levels on the study area’s arterial roadways. The traffic volume forecast will include a base year with growth percentage, as well as evaluation of the impacts of the proposed Reunion Parkway roadway construction and interchange with I-55. Existing capacity limitations will be used to identify roadways that cannot process more peak hour traffic volumes based on geometric and corresponding volume constraints.

Task 3 - Capacity analysis of future year volumes:

Roadway segments will be evaluated based on current and projected congestion levels. Study intersections will be evaluated to identify if signalization is currently or projected to be warranted per the Manual on Uniform Traffic Control Devices (MUTCD). Capacity analysis will be conducted to identify intersection delays at major study intersections based on the Highway Capacity Manual, 6th Edition. Analyses will include recommendations for short term and long term improvements that could help to improve the traffic operations along these corridors.

Task 4 – Prioritization of geometric improvements:

Based on the volume/capacity projections along the study corridors, the proposed improvements of roadway widening or intersection improvements will be prioritized as short-term or long-term improvements. The movement of traffic within the study area is concentrated toward I-55 and south in the mornings and then reverse (north) in the afternoons. The interaction of intersecting arterial roadways channeling this traffic to and from the south is the primary basis for capacity limitations, outside of localized impacts related to schools or concentrated retail development. Recommendations will be developed that will help to improve the capacity of these roadways particularly during peak hours, to reduce delays and congestion levels at study intersections.

Documentation of the traffic analyses and recommended improvements will be provided to **Madison County Board of Supervisors** in a report documenting the *Traffic Analysis* for prioritizing roadway improvements within the study area. Recommendations will be included in the document identifying short-term and long-term improvements. Comments from the Client, City or MDOT, that change the circulation patterns, identify additional intersections for study, or development intensity changes may be considered as additional services if modification to the *Traffic Analysis* is required.

Fee, Schedule & Billing

Neel-Schaffer proposes to provide these services for a lump sum fee of \$43,500. The *Traffic Analysis* will not start until August 15, to allow for school to be back in session. The Traffic Analysis will be completed within **14 weeks** after the start date of August 15th, and receipt of an executed Agreement. Neel-Schaffer will use Kiser Traffic and Engineering, LLC as a subconsultant on this project.

Neel-Schaffer will bill you monthly based on a percent complete of the work effort. 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.

Mr. Tim Bryan, P.E.
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June 29, 2021

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 *2021 Rate Schedule*.

Additional Services

If other engineering services are requested by the Client, not included in **Tasks 1-4**, these services will be considered additional services and will be provided (if authorized by you, in writing) based on the *2021 Rate Schedule*. Attending Public Hearings, Board meetings or Planning & Zoning meetings will be considered as additional services. Additional Services would include 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

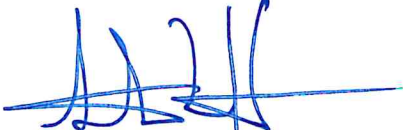
These services will be provided in accordance with the *General Terms and Conditions* as provided Exhibit B. This proposal represents the entire understanding between **Madison County Board of Supervisors** and Neel-Schaffer with respect to the services to be provided and may only be modified in writing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

If the terms of this Letter Agreement are acceptable, please execute this agreement and return a copy 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 letter agreement, please call me at (601) 898-8118.

Sincerely,

NEEL-SCHAFFER, INC.



Stan Wright, P.E.
Vice President

Attachments: Attachments: Figure 1 - Study Area Map
Exhibit A – 2021 Rate Schedule
Exhibit B – General Terms and Conditions

ACCEPTED: _____

DATE: _____

TITLE: _____

Exhibit A

NEEL-SCHAFFER, INC.
2021 RATE SCHEDULE FOR PROFESSIONAL SERVICES

EMPLOYEE CLASSIFICATION	POSITION	HOURLY RATE
P-7, P-8, P-9	Officer, Senior or Engineer Manager/Professional IV/Survey Manager	\$205.00
P-6	Senior Project Manager/Professional III	\$185.00
P-5	Project Manager/Professional II	\$150.00
P-4	Professional I	\$135.00
P-1, P-2, P-3	Professional Intern	\$115.00
T-6	Senior Certified Engineering Technician	\$150.00
T-5	Certified Engineering Technician/Supervisory Technician	\$130.00
T-4	Technician IV/ Inspector IV/ Surveyor IV	\$115.00
T-3	Technician III/Inspector III//Survey Crew Chief	\$105.00
T-2	Technician II/Inspector II/Survey Instrument Person	\$90.00
T-1	Technician I/Inspector I/Survey Assistant	\$80.00
T-1	Student Intern	\$45.00
A-4	Senior Administrative	\$80.00
A-3	Senior Clerical	\$75.00
A-2	Clerical	\$65.00
A-1	Assistant Clerical	\$50.00
	Three-Member Survey Party	\$205.00
	Two-Member Survey Party	\$160.00
	One-Member Survey Party	\$125.00

“Professional” positions include engineer, architect, geologist, scientist, landscape architect, and planner.

“Technician” positions include engineering, soil, architecture, planning, GIS and information technology.

REIMBURSABLE EXPENSE SCHEDULE

EXPENSE	COST
Vehicle Mileage	\$0.575/mile
Traffic Counter/Video Monitor	\$10.00/day

All other expenses, including contract reproduction/printing, travel and subsistence, parking, communications, equipment rental, postage and overnight mail, and supplies will be reimbursed at actual cost.
Use State or Federal Rates for mileage, travel and subsistence where necessary and/or required.

EXHIBIT B
GENERAL TERMS AND CONDITIONS
PROFESSIONAL SERVICES

1. **Relationship between Consultant and Client.** Neel Schaffer, Inc. ("Consultant") shall serve as the Client's professional consultant in those phases of the Project to which this Agreement applies. The relationship is that of a buyer and seller of professional services and it is understood that the parties have not entered into any joint venture or partnership with the other. Consultant shall not be considered to be the agent or fiduciary of the Client.

contractor's failure to furnish and perform its work in accordance with the plans and specifications.

In the event Consultant's scope of services does not include the observation and monitoring of work performed by Client's separate contractors, the Client assumes all responsibility for construction observation, and Client waives any claims against Consultant arising therefrom.
2. **Responsibility of Consultant.** Consultant will perform services under this Agreement in a manner consistent with that standard of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions (the "Standard of Care"). No other representation, warranty or guarantee, express or implied, is included or intended in this Agreement or in any report, opinion, document, or otherwise.
3. **Responsibility of the Client.** Client shall provide all information and criteria as to its requirements for the Project, including budgetary limitations. Client shall arrange for Consultant to enter upon public and private property and obtain all necessary approvals required from all governmental authorities having jurisdiction over the Project. Client shall give prompt written notice to Consultant whenever Client observes or otherwise becomes aware of any development that affects the scope or timing of Consultant's services.

The Client shall promptly report to the Consultant any defects or suspected defects in the Consultant's services of which the Client becomes aware, so that Consultant may take measures to minimize the consequences of such a defect. Should legal liability for the defects exist, failure by the Client to notify the Consultant shall relieve the Consultant of any liability for costs of remedying the defects above the sum such remedy would have cost had prompt notification been given when such defects were first discovered.
4. **Construction Phase Services.** If Consultant's scope of services includes the observation and monitoring of work performed by Client's separate contractors, Consultant shall provide personnel to observe and monitor the work in accordance with the Standard of Care in order to ascertain that it is being performed, in general, in accordance with the plans and specifications. Consultant shall not supervise, direct, or have control over the contractor's work. Consultant shall not have authority over or responsibility for construction means, methods, techniques, sequences or procedures or for safety precautions and programs in connection with the work of the contractor. Consultant does not guarantee the performance of the construction contract by the contractor and does not assume responsibility for the
5. **Designation of Authorized Representatives.** Each party shall designate one or more persons to act with authority on its behalf with respect to appropriate aspects of the Project. The persons designated shall review and respond promptly to all communications received from the party.
6. **Ownership of Documents.** All reports, notes, drawings, specifications, data, calculations, and other documents, including those in electronic form prepared by Consultant are instruments of Consultant's service that shall remain Consultant's property. The Client agrees not to use Consultant generated documents for projects other than the project for which the documents were prepared by Consultant, or for future modifications to the Project, without Consultant's express written permission. Any reuse or distribution to third parties without such express written permission or project-specific adaptation by Consultant will be at the Client's sole risk and without liability to Consultant or its employees, subsidiaries, and subconsultants.
7. **Opinion of Costs.** When required as a part of its scope of services, Consultant will furnish opinions or estimates of construction cost on the basis of Consultant's experience and qualifications, but Consultant does not guarantee the accuracy of such estimates. The parties recognize that Consultant has no control over the cost of labor, material, equipment, or services furnished by others or over market conditions or contractors' methods of determining prices.
8. **Changes or Delays.** In the event new developments or circumstances beyond the control of Consultant require a change in the scope of services or schedule, Consultant shall be entitled to an equitable adjustment to the fee and/or schedule. Such events include, but are not limited to, unreasonable delays caused by Client's failure to provide specified direction or information, delays caused by Client's other contractors or consultants, or if Consultant's failure to perform is due to any act of God, labor shortage, fire, inclement weather, act of governmental authority, failure of transportation, accident, power failure, or interruption or any other cause beyond the reasonable control of Consultant.

EXHIBIT B
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9. **Suspension of Services.** Client may, at any time, by written notice, suspend further services by Consultant. Upon receipt of such notice, Consultant shall take all reasonable steps to mitigate costs allocable to the suspended services. Client, however, shall pay all reasonable and necessary costs associated with such suspension including the cost of assembling documents, personnel and equipment, rescheduling or reassignment costs necessary to maintain continuity and the staff required to resume the services upon expiration of the suspension. Consultant will not be obligated to provide the same personnel in the event the period of any suspension exceeds 30 days.
10. **Termination.** This Agreement may be terminated by either party upon 30 days' written to the other party. Upon such termination, Client shall pay Consultant for all services performed up to the date of termination. If Client is the terminating party, Client shall pay Consultant all reasonable cost and expenses incurred by Consultant in effecting the termination, including but not limited to non-cancellable commitments and demobilization costs, if any.
11. **Indemnification.** Consultant shall indemnify and hold harmless Client from and against those damages and costs (including reasonable attorneys' fees) that Client incurs as a result of third party claims for personal injury or property damage to the extent caused by the negligent acts, errors or omissions of Consultant.
- To the fullest extent permitted by law, Client shall indemnify and hold harmless Consultant from and against those damages and costs (including reasonable attorneys' fees) that Consultant incurs as a result of third party claims for personal injury or property damage to the extent caused by the negligent acts, errors or omissions of Client.
12. **Legal Proceedings.** In the event Consultant or its employees are required by Client to provide testimony, answer interrogatories, produce documents or otherwise provide information in relation to any litigation, arbitration, proceeding or other inquiry arising out of Consultant's services, where Consultant is not a party to such proceeding, Client will compensate Consultant for its services and reimburse Consultant for all related direct costs incurred in connection with providing such testimony or information. This provision shall not apply in the event Client engages Consultant to provide expert testimony or litigation support, which services shall be the subject of a separate agreement or an amendment to this Agreement.
13. **Successors and Assigns.** The terms of this Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns;
14. **Insurance.** Consultant agrees to maintain the following insurance coverage with the following limits of insurance during the performance of Consultant's work hereunder:
- (a) Commercial General Liability insurance with standard ISO coverage and available limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate;
 - (b) Automobile Liability insurance with standard ISO coverage and available combined single limits of \$1,000,000 per accident;
 - (c) Worker's Compensation insurance with limits as required by statute and Employer's Liability insurance with limits of \$1,000,000 per employee for bodily injury by accident/\$1,000,000 per employee for bodily injury by disease/\$1,000,000 policy limit for disease; and
 - (d) Professional Liability insurance covering Consultant's negligent acts, errors, or omissions in the performance of professional services with available limits of \$1,000,000 per claim and annual aggregate.
- Consultant shall provide evidence of procuring the above insurance coverages by delivering a certificate of insurance to Client prior to the start of Consultant's work and annually upon renewal of coverage. Consultant shall cause Client to be named as an additional insured on Consultant's commercial general liability policy, which shall be primary and noncontributory.
15. **Information Provided by the Client.** Consultant shall be entitled to rely upon, without liability, the accuracy and completeness of any and all information provided by Client, without the obligation of independent verification.
16. **Consequential Damages.** Neither Client nor Consultant shall be liable to the other or shall make any claim for any special, incidental, indirect or consequential damages arising out of, or connected in any way to the Project or this Agreement. This mutual waiver includes, but is not limited to, damages related to loss of use, loss of profits, loss of income, loss of reputation, loss of business or diminution of property value and shall apply regardless of legal theory such damages are alleged including negligence, strict liability, breach of contract and breach of warranty.
17. **Payment.** Unless agreed to otherwise, Consultant shall submit monthly invoices to the Client. Payment in full
- provided however, that neither party shall assign this Agreement in whole or in part without the prior written consent of the other party.

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shall be due upon receipt of the invoice. Payment of any invoices by the Client shall be taken to mean that the Client is satisfied with the Consultant's services to the date of the payment and is not aware of any deficiencies in those services. If payments are delinquent after 30 days from invoice date, the Client agrees to pay interest on the unpaid balance at the rate of one percent (1%) per month. If the Client fails to make payments; then Consultant, after giving seven (7) days written notice to the Client, may suspend services until the Client has paid in full all amounts due for services, expenses, and other related charges without recourse to the Client for loss or damage caused by such suspension. The Client waives any and all claims against the Consultant for any such suspension. Payment for Consultant's services is not contingent on any factor, except the Consultant's ability to provide services in a manner consistent with that Standard of Care. Payment of invoices shall not be subject to any discounts, set-offs or back-charges unless agreed to in writing by both parties. If the Client contests an invoice, the Client may withhold only that portion so contested and shall pay the undisputed portion, after the Client has notified Consultant in writing within 30 days of receiving the invoice and shall identify the specific cause of the disagreement and the amount in dispute.

18. **Force Majeure.** Neither Client nor Consultant shall be liable for any fault or delay caused by any contingency beyond their control, including but not limited to, acts of God, wars, strikes, walkouts, fires, natural calamities, or demands or requirements of governmental agencies.
19. **Compliance with Laws.** To the extent they apply to its employees or its services, Consultant shall exercise due professional care to comply with all applicable laws, including ordinances of any political subdivisions or governing agencies.
20. **Invalid Terms.** If any provisions of this Agreement are held to be invalid or unenforceable, the remaining provisions shall be valid and binding as if the unenforceable provisions were never included in the Agreement.
21. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the state where the services are performed.
22. **Dispute Resolution.** All disputes, controversies or claims, of whatever kind or character, between the Parties, their agents and/or principals, arising out of or in connection with the subject matter of this Agreement shall be litigated in a court of competent jurisdiction.
23. **Additional Services.** Consultant shall be entitled to an equitable adjustment of its fee for services resulting from significant changes in the general scope, extent or

character of the Project or its design including, but not limited to, changes in size, complexity, Client's schedule, construction schedule, character of construction or method of financing; and revising previously accepted studies, reports, design documents or other documents when such revisions are required by changes in laws, rules, regulations, ordinances, codes or orders enacted subsequent to the preparation of such studies, reports or documents, or are due to any other causes beyond Consultant's control.

24. **Amendment.** This Agreement may only be amended in writing and where such amendment is executed by a duly authorized representatives of each party.
25. **Entire Understanding of Agreement.** This Agreement represents and incorporates the entire understanding of the parties hereto, and each party acknowledges that there are no warranties, representations, covenants or understandings of any kind, matter or description whatsoever, made by either party to the other except as expressly set forth herein. Client and Consultant hereby agree that any purchase orders, invoices, confirmations, acknowledgments or other similar documents executed or delivered with respect to the subject matter hereof that conflict with the terms of this Agreement shall be null, void and without effect to the extent they conflict with the terms of this Agreement.
26. **Survival of Provisions.** The provisions of this Agreement shall continue to be binding upon the parties hereto notwithstanding termination of this Agreement for any reason.
27. **Nonwaiver.** No waiver by a party of any provision of this Agreement shall be deemed to have been made unless in writing and signed by such party.
28. **Identity of Project Owner.** Within ten (10) days of the entry of this Agreement, Client, if Client is not the Project Owner, shall provide to Consultant the Project Owner's full legal name; Project Owner's physical address; Project Owner's mailing address; and the name, physical address and mailing address of the Client's point of contact with the Owner for the Project.
29. **Conflicting Terms.** In the event that there are multiple agreements with varying or conflicting terms and conditions between Client and Consultant, the terms and conditions contained in this Agreement shall supersede and have precedence over any other conflicting terms and conditions contained in any other written or oral agreement.
30. **Course of Dealing.** Client and Consultant agree that these General Terms and Conditions establish a course of dealing between them and shall apply to this and all

EXHIBIT B
GENERAL TERMS AND CONDITIONS
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other services, projects, agreements or dealings between the them, unless Client or Consultant gives the other written notice of objection to any term or condition before commencement of performance in connection with any other provision of services or projects involving the two of them.

31. **Contract Expiration.** This contract must be executed within 30 days of the date on page 1 of the letter agreement, for the Professional fees listed in this agreement to remain valid. In the event that this contract is not executed within this time period by the Client, the project pricing may not be valid, at the sole discretion of the Engineer.

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