

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

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MEMORANDUM

November 10, 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., PTOE
County Engineer

Re: Supplemental Agreement #1, Neel-Schaffer
Catlett Road Improvements Project

The Engineering Department is requesting approval of Supplemental Agreement #1 to the contract of Neel Schaffer for an amount not to exceed \$49,300.00 for the preparation of maps and deeds and to support the right-of-way acquisition agent in acquiring right-of-way for the Catlett Road Improvements project

**SUPPLEMENTAL AGREEMENT NUMBER 1 TO
THE AGREEMENT FOR PROFESSIONAL SERVICES**

BETWEEN

Madison County

AND

NEEL-SCHAFFER, INC.

WHEREAS: The **Madison County Board of Supervisors, Madison County, Mississippi**, the **OWNER**, and **NEEL-SCHAFFER, INC.**, the **ENGINEER** entered into an **AGREEMENT** on June 1, 2020 for “general scope of work and location” for the **Catlett Road Improvements Project** and hereinafter called the “**Project**”,

WHEREAS: The **OWNER** has identified the need for additional services not included in the **AGREEMENT** ; and,

NOW THEREFORE: In accordance with Section 2 of the **AGREEMENT**, the **ENGINEER** will provide additional services for scope of work (Attachment 1) and fee (Attachment 2) as detailed in Exhibit B attached hereto and made a part of the **AGREEMENT**. This Supplemental Agreement in no way modifies or changes the **AGREEMENT** of which it becomes a part, except as specifically stated herein.

OWNER:

MADISON COUNTY BOARD OF SUPERVISORS

BY: _____

TITLE: _____

DATE: _____

ENGINEER:

NEEL-SCHAFFER, INC.

BY:  _____

TITLE: Vice President _____

DATE: 11-9-21 _____

Attachment 1 Scope of Work

RIGHT-OF-WAY MAPS AND DEEDS

The LPA may opt to negotiate a fee with the CONSULTANT for preparation of the following: deed research, determining property lines, and preparation of survey plats and descriptions for conveyance of real property and/or easements areas. Survey plats and descriptions will be prepared in accordance with the Standards of Practice for Surveying in the State of Mississippi. The corners of each parcel, identifying the proposed Right-of-Way or proposed Construction Easement, will be set in the field and marked with a wooden stake and flagging one time under the stated per parcel fee. Not included are a title search, property acquisition and closing.

The Right-of-Way Acquisition Map is a composite mosaic of the individual parcels which are to be acquired on the project. This map is used by the appraisers and negotiators to present the information to the landowners during the acquisition phase of the Right-of-Way process. The map includes a layout sheet which locates the project on the highway, showing a Point of Beginning and an End of Project, or Work Sites in the case of bridges or intersection projects. The following sheets are generally at a scale of 1"= 100', 1"= 200', or 1"= 400' (depending on the amount of information presented and the size of the project). Each parcel to be acquired is identified by parcel number, owner name, and area of take. The remaining area is shown for the parent parcel of each take area. Also, each instrument needed to acquire the properties is identified on the maps. Instruments include Warranty Deeds (W-deeds), Quitclaim Deeds (Q-deeds), Temporary Easements (T-deeds), Permanent Easements (E-deeds) and Access Rights Deeds (G-Deeds). The maps are printed out on E-size sheets on reproducible film media when finalized to preserve the information.

The Right-of-Way Division of MDOT has Standard Operating Procedures and a Right-of-Way Manual. The CONSULTANT shall adhere to the Standard Operating Procedures and the requirements set forth in the Right-of-Way Manual in the preparation of Maps and Deeds. The Right-of-Way Division may review any or all parts of the Maps and Deeds in order to check compliance with the Standard Operating Procedures and the Right-of-Way Manual.

The CONSULTANT acknowledges that revisions to plans and to Maps and Deeds shall be given high priority treatment, especially after the release of a complete set of Maps and Deeds. The CONSULTANT shall complete revisions to Maps and Deeds in a timely manner that will not impede the progress of the appraisal and acquisition phases of the Right-of-Way process.

ATTACHMENT 2

PAYMENTS TO ENGINEER

1.1 Payments to Engineer

Owner will pay **ENGINEER** for Services rendered under Section 1, as supplemented by Exhibit B, "Scope of Design Phase Services", the following amounts:

1.1.1 For Maps and Deeds (Approximately 7 parcels) a fee of:

- Review of Abstracts: \$400 per parcel
- Initial Field Research and Verification: \$1,200 per parcel
- Initial Drafting and submittal of plat: \$900 per parcel
- Setting corner/Right of Way: \$1,200 per parcel
- Revisions: \$1,200 per revision
- Total: \$34,300

1.1.2 For Project Support of Right of Way Services a *Lump Sum Fee of \$15,000*

Total: \$49,300