

NORTH CAROLINA

WAKE COUNTY

SUPPLEMENTAL AGREEMENT #1

THIS AGREEMENT is made and entered into on the last date executed below, by and between the Town of Knightdale, a North Carolina municipal corporation, hereinafter referred to as the "Town", and Stantec, hereinafter referred to as the "Consultant".

WITNESSETH:

WHEREAS, the Town and the Consultant on the 18th day of August, 2023, entered into a Master Agreement for On-Call Professional Services for transportation infrastructure design, right-of-way acquisition, construction administration and the preparation of environmental documents as related to town projects.

WHEREAS, the parties hereto desire to modify the Master Agreement to include design services for crosswalks at four (4) intersection legs along Knightdale Boulevard (Hinton Oaks Blvd, Parkside Commons Drive/Bozeman Drive, N. 1st Ave/Old Knight Road), as identified in the Town of Knightdale's FY24 Community Funding Area Program award from the Wake Transit Program.

NOW THEREFORE, for and in consideration of the mutual promises to each other, as hereinafter set forth, the parties hereto do mutually agree to supplement the aforementioned Master Agreement, as follows:

1. Completes all work defined in Attachment A, with fees not to exceed \$123,272.00.
2. Except as specifically modified in this Supplemental Agreement, all other terms, conditions, and other provisions of the Master Agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives on the day and the year first above written.

TOWN OF KNIGHTDALE:

CONSULTANT:

By: _____
Authorized Town Official

By: _____
Authorized Company Official

ATTEST BY:

ATTEST BY:

Town Clerk

Secretary

SEAL:

SEAL:

This Instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Town Finance Officer

Date

Attachment A: Scope and Fee for Stantec to design crosswalks along Knightdale Boulevard at Hinton Oaks Blvd, Parkside Commons Drive/Bozeman Drive and N. 1st Ave/Old Knight Road.



Stantec Consulting Services Inc.
801 Jones Franklin Road, Suite 300
Raleigh NC 27606-3394

October 10, 2023

Project/File: Town of Knightdale On-Call for Professional Services for Transportation Infrastructure Design

Andrew Spiliotis, AICP

Town of Knightdale
950 Steeple Square Court
Knightdale, NC 27545

Dear Andrew,

Reference: Knightdale Boulevard Pedestrian Improvements: Task Order #1

Stantec is pleased to present this scope of work for the Knightdale Boulevard Pedestrian Improvement Project under the Town of Knightdale Master Agreement for On-Call Professional Services for Transportation Infrastructure Improvements.

Stantec will perform consulting services associated with the upgrade of three intersections as follows:

1. Knightdale Boulevard at Hinton Oaks Boulevard
 - a. Improvements will include one new crosswalk across the east leg of Knightdale Boulevard
2. Knightdale Boulevard at Parkside Commons Drive/ Bozeman Drive
 - a. Improvements will include:
 - i. One new crosswalk crossing Parkside Commons Drive
 - ii. Two new crosswalks across the west legs of EB Knightdale Boulevard and WB Knightdale Boulevard; and new sidewalk connecting these two crosswalks, on the west side of the intersection center throat
3. Knightdale Boulevard at Old Knight Road/ N. First Avenue
 - a. Improvements will include:
 - i. One new crosswalk across the east leg of Knightdale Boulevard
 - ii. One new crosswalk across Old Knight Road (north leg of intersection)

Summary of Scope

Below is a summary of services proposed in Task Order #1.

1. Project Management and Coordination
2. Survey and SUE
3. Roadway Design
4. Signal Design

Reference: Knightdale Boulevard Pedestrian Improvements

5. Pavement Marking and Signing
6. Transportation Management Plan (TMP)
7. Hydraulic Design and Erosion Control- Sungate

Exclusions/ Future Task Orders

The following items or disciplines may be needed for this project, but it is suggested that these be scoped as part of a subsequent task order(s) after the preparation of 25% roadway (sidewalk) plans which will better inform the need and scope for drainage and utility design, among other things. They are therefore excluded from this current scope for Task Order #1. Other exclusions may be noted in the specific scope writeups for each discipline.

1. Preparation of bid documents/ assistance with project letting/ advertisement of CE&I services
2. Construction Services/ Design Support during Construction

The following items or disciplines are not anticipated or do not fall under Stantec's understanding of our responsibility for this project and are therefore excluded from this scope. If it is later determined that these services are needed, they may be scoped and compensated under a future task order.

1. NEPA/ Planning/ Public Involvement. Planning and Public Involvement activities for this project will be combined with the PI efforts for the Old Knight Road sidewalk project; scope sent separately.
2. Traffic Analysis/ Modeling
3. Signals Communications, Signal Corridor Timing, ITS
4. Dry Utility Coordination – Mead & Hunt
5. Wet utility (water/ sewer) design –Mead & Hunt
6. Geotechnical design/ investigations - Falcon
7. Right-of-Way services (estimates, mapping, platting, acquisitions, staking, easements, etc.) – TELICS or Town
8. Structure Design
9. Landscape/ Hardscape
10. Greenway/ Multi-use Path Design
11. Natural Resources and Permitting Coordination
12. Stream Restoration
13. CE&I Services/ Construction Administration (not offered by Stantec)

Detailed Scopes for each discipline are provided below.

Reference: Knightdale Boulevard Pedestrian Improvements

1. Project Management and Coordination

Stantec will coordinate with the Town and other relevant external partners, review agencies, or stakeholders concerning project management activities and design review. This includes regular phone and email communication, as well as up to 4 in-person meetings held in Knightdale, and up to 8 virtual meetings (Teams, Zoom, or similar) with the named stakeholders.

The Stantec Project Manager will direct the design team, including subconsultants, to meet schedules and deliverables. The PM will hold regular internal team meetings, likely virtual via Teams. Meetings will be biweekly for the duration of the main project design effort, estimated at 4 months. (8 meetings).

The Stantec PM will coordinate this project with project R-5785J (curb ramp installations).

The Stantec PM will perform independent reviews of all design disciplines to ensure continuity.

Stantec will provide monthly invoices according to the percent completion for each task. Progress reports or work logs may be provided as back-up if requested by the Town.

Stantec will alert the Town of any out-of-scope items immediately upon discovery and before beginning work on these items, so that all parties can agree on an action plan for completion.

2. Survey and SUE

Stantec will provide an existing conditions survey for the Knightdale Boulevard Pedestrian Improvement project to include:

- Pavements, curbs, curb ramps, signal poles, stop bars, crosswalks, median area, signs, etc.
- Storm and Sanitary sewers to one structure outside of limits. Provide location of structure, pipe size and type, elevations to top and pipe inverts.
- Ground topo for areas outside of pavements including median areas.
- Provide calls to 811 to gather utility owners and records. Survey top side utility features to include poles, hydrants, valves, meters, pedestals, manholes, handholes, etc. Utilities will be mapped at a level "C" SUE to include records mapped per topside utility features.
- Provide property research and surveys along the road frontage within the project limits. Map property right of way based on deeds, plats, and field locations. This survey does not represent a full boundary survey of the parcels shown.
- Limits will be as provided which will extend to 100' beyond the stop bars.
- Due to traffic concerns, the intersections will be surveyed by 3D laser scanning supplemented with conventional surveys.

Notes:

- ROW/Easement mapping and staking is not included in this scope but can be provided in a future task order.

Reference: Knightdale Boulevard Pedestrian Improvements

- The Town of Knightdale will provide notification to the property owners prior to our field work. We need to allow 30 days after notifications are sent out to begin work.
- SUE level "A" (test holes) is not included in this scope but can be provided in a future task order.
- A tree survey is not part of this scope.

3. Roadway Design

Stantec will prepare a roadway plan/ detail sheets for the following locations on this project:

- Median crossing treatment across island on Knightdale Blvd. at Hinton Oaks
- Median crossing treatment across Parkside Commons Drive
- New sidewalk on west side of Parkside/ Bozeman in the center throat between the EB and WB lanes of Knightdale Blvd
- New and revised curb ramps on the outside quadrants of these first 2 intersections will likely be handled in pavement markings plans; no roadway details necessary
- Median crossing treatment across Knightdale Blvd at Old Knight Road, as well as new sidewalk on intersection quadrants receiving this new crossing. This crossing may require a more robust roadway design due to grades and drainage.

Stantec will prepare profiles and cross-sections as necessary for this work. Some of this work is expected to only require plan view schematics and details. We will prepare roadway quantities and special provisions. All designs will be developed utilizing MicroStation and Geopak design software.

This scope does not include a public meeting/ hearing map.

Stantec will coordinate with the various design disciplines and agencies as necessary. Stantec will coordinate with the Town on project R-5785J (Wake County curb ramps) as needed.

Stantec roadway staff will attend up to four virtual meetings and up to two meetings either on-site or at Town offices, with Town staff.

Based on a very preliminary review of existing ROW on GIS, we believe this project can be accomplished without acquiring ROW or easements. With this being the case, we feel that 50%, 65%, and 75% plan submittals may be extraneous. The following submittals are anticipated for roadway plans.

25% Preliminary Plans
90% Final Plans
100% Final Sealed Plans

25% (Preliminary) Plans

Stantec will submit PDF's of the 25% design for review and approval by the Town. The 25% submittal will include preliminary drainage design.

Reference: Knightdale Boulevard Pedestrian Improvements

Deliverables at 25% stage include:

- 1 set of electronic PDF's plans
- 1 set of electronic PDF's cross sections (if needed)
- Opinion of Probable Construction Cost (OPCC) for construction of project. OPCC will not be based on quantity take-offs at this stage, but will be a programmatic level OPCC based on length and width of new sidewalk and ramps.

90% Final Plans

Stantec will develop final roadway plans from the 25% plans. Significant deviation from the 25% design may constitute additional work.

Deliverables at 90% stage include:

- 1 set of electronic PDF's plans
- 1 set of electronic PDF's cross sections
- Project quantities
- Opinion of Probable Construction Cost (OPCC) for construction of project based on actual quantity take-offs.
- Any required Special Provisions (word documents and/or pdf's as required by the Town). It is assumed that Standard Project Special Provisions as provided by either NCDOT or the Town will be used for this project; no additional Special Provisions will need to be developed by Stantec.

100% Final Sealed Plans

Stantec will make any required revisions to the 90% plans based on review comments and will submit final sealed 100% plans ready for project advertisement.

Deliverables at 100% stage include:

- 1 set of electronic DocuSigned PDF's plans
- 1 set of electronic DocuSigned PDF's cross sections
- Final Project quantities
- Final Opinion of Probable Construction Cost (OPCC) for construction of project based on actual quantity take-offs.
- Electronic dgn files

4. Signal Design

Stantec will design and prepare signal plans and electrical details for traffic signal upgrades to the three subject intersections to add the new pedestrian facilities. The existing poles, junction boxes, vehicular signal heads, cabinet, and controller will be retained. Existing detection will be re-used except in cases where the stopbar is moved, and stopbar detection is present or necessary.

Reference: Knightdale Boulevard Pedestrian Improvements

Scope of signal work will include the preparation of Traffic Signal Plans, Electrical and Programming Details, Project Special Provisions, and Signal Equipment Quantities. These plans shall be prepared in accordance with the current design standards of the NCDOT Transportation Systems Management & Operations Unit. Stantec will obtain the latest signal plans and electrical details from NCDOT and incorporate all the necessary design information required to upgrade them to current standards as part of the proposed project improvements. Stantec will use the current signal plan for basemapping and update with any revised information resulting from topo survey or field review. We will show the new and revised pedestrian crossings, curb cuts, and sidewalk on the signal plans.

Stantec will coordinate all signal plan submittals, reviews, and design issues with the Town, NCDOT Division 5 and Transportation Systems Management & Operations Unit as appropriate. Stantec signals staff will perform very basic dry utility coordination for minor conflicts between signal guy wires/ signal span wire and proposed sidewalk or curb ramps.

For final approval, all traffic signal plans and associated design material and specifications shall be reviewed and accepted by the NCDOT- Transportation Systems Management & Operations Unit.

Stantec will prepare a 90% submittal of signal and electrical plans to be submitted with the 90% roadway plans if not sooner. This will be the only preliminary submittal before the 100% submittal. Quantities and any necessary Special Provisions will be included with both submittals.

The scope for the signal plans will include a site or google-street-view inventory of existing signal equipment, as well as up to 2 virtual meetings to discuss signal-related issues.

It is assumed that no signal communication infrastructure will be impacted by this project. If signal communication design is determined to be required by the Town, then the consultant will coordinate with the Town on the scope, fee, and schedule adjustments as necessary of the project.

5. Pavement Marking and Signing

Stantec will prepare final Signing & Delineation (pavement marking) plans to current NCDOT criteria and guidelines.

Scope includes a 90% submittal and a 100% sealed submittal, along with quantities and any applicable Special Provisions.

Scope for the Signing & Delineation plans will include a site or google-street-view inventory of existing signs and markings, as well as 1 additional site visit or virtual meeting related to the Signing & Delineation plans.

No overhead or type "A", "B", or "C" signs (large ground-mounted signs) will be required for this project and are excluded from this scope.

This scope includes the placement/ replacement/ relocation/ design of up to 10 Type "E" or "F" signs and up to 2 Type "D" signs. Signing is expected to be minimal and may be included on the pavement marking plans for simplicity.

Reference: Knightdale Boulevard Pedestrian Improvements

Design of wayfinding signage is excluded from Stantec's scope. Stantec will coordinate with the Town to make sure that our signing plan fits in with existing or proposed wayfinding signage being done by others.

Any new curb ramps designed in the roadway plans will be coordinated and shown on the marking plans per DOT standards.

6. Transportation Management Plan (TMP)

Stantec will prepare a simple Transportation Management Plan (TMP) that meets current NCDOT criteria and guidelines. Written phasing will be provided in the TMP which addresses what construction is taking place, what method of traffic control will be used, and where traffic will be at the end of each workday. General notes will include any lane closure time restrictions which will be coordinated with the Town and NCDOT as needed. Detail drawings are not anticipated as part of the TMP.

Stantec will include all work zone signage, as well as any temporary signage on the plans, either on detail sheets or by reference to Roadway Standard Drawings (RSD's).

Scope includes a 90% submittal and a 100% sealed submittal. Quantities and any necessary Special Provisions (including Intermediate Contract Times or ICT's) will be included with both submittals.

7. Hydraulic Design and Erosion Control (Sungate)

Please see attached scope of work from Sungate Design Group, P.A.

The Fee Breakdown for Task Order #1 is as follows. The breakdown of personnel and hours used to arrive at this fee is provided separately as an Excel file.

Task	Fee
Project Management	\$13,348.00
Survey	\$28,934.00
Roadway Design	\$31,336.00
Signal Design	\$28,686.00
Pavement Marking & Signing	\$7,096.00
Transportation Management Plan (TMP)	\$4,072.00
Hydraulic Design and Erosion Control	\$9,800.00
TOTAL	\$123,272.00

October 10, 2023
Andrew Spiliotis, AICP
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Reference: Knightdale Boulevard Pedestrian Improvements

Sincerely,

STANTEC CONSULTING SERVICES INC.

Betsy L. Watson PE
Senior Principal
Mobile: 919-413-1460
betsy.watson@stantec.com

Attachment: [Attachment]



August 31, 2023

Ms. Betsy Watson
Stantec
800 Jones Franklin Road
Raleigh, NC 27606

Re: Hydraulic Design and Sediment and Erosion Control Design Services Proposal for Knightdale Blvd. Pedestrian Intersection Improvements

Ms. Watson:

Professional Services:

Sungate Design Group, P.A. (Sungate) is pleased to submit this proposal for the hydraulic design and sediment and erosion control design for the pedestrian improvements at 3 intersections along Knightdale Boulevard. Our understanding of the desired scope of basic services is comprised of the following proposed items.

Hydraulic Design:

1. Sungate will complete a site visit to verify and document existing drainage patterns.
2. Sungate will complete hydraulic designs in accordance with the latest version of NCDOT *Guidelines for Drainage Studies and Hydraulic Design*. Complete inlet, storm drainage, and ditch design calculations.
3. For each stormwater outfall, Sungate will complete an analysis to determine that the downstream receiving channel will not be adversely affected. This will include calculation of preconstruction and postconstruction discharges for the 2, 5, and 10-year storm events.
4. Sungate will prepare a Drainage Summary in NCDOT standard format.

Sediment and Erosion Control Design:

5. It is anticipated that this project will disturb less than 1 acre of land. However, the Town Ordinances require a land disturbance permit for any land-disturbing activity. This scope assumes the Town will be the permitting authority.
6. Sungate will complete Clearing and Grubbing Phase and Final Grade Phase erosion control design plans with quantities and project special provisions.

Exclusions:

The proposed project scope does not include Subsurface Utility Engineering (SUE) Level-A investigations; Stormwater Control Measure (SCM) design, construction stake out; Permit/Review Agency fees (unless specifically noted in the scope); construction cost estimates; bid documents; standard specifications or special provisions; bid or construction administration; or other services not described above.

Fee Arrangement:

The Basic Services described above will be provided for a lump sum fee of **\$9,800.00** (nine thousand eight hundred dollars).

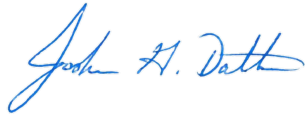
All mileage, copying, courier delivery, meals, postage, and other miscellaneous expenditures have been included in the total lump sum fee amount. All review/approval and permit fees will be billed at cost.

Upon request, additional services not included in the project scope of the Basic Services will be provided per contract amendment, or on an hourly basis plus reimbursable expenses at the following rates:

Principal-in-Charge:	\$200.00/Hr.	Senior PE:	\$175.00/Hr.	Project Engineer:	\$130.00/Hr.
Senior Tech:	\$110.00/Hr.	CADD Tech:	\$95.00/Hr.	Administrative:	\$80.00/Hr.

We at Sungate Design Group appreciate this opportunity to provide our Professional Services to Stantec and the Town of Knightdale. Please contact me if you have any questions or desire any further information regarding this proposal.

Offered by (Engineer):
SUNGATE DESIGN GROUP, P.A.



Joshua G. Dalton, PE, CPESC
President

