



October 29, 2021

Mr. Reid Williams, Director of Economic Development
Town of Four Oaks
304 North Main Street
Four Oaks, NC 27524

RE: ADDENDUM to Professional Services Contract
Downtown Streetscape Phase 1
WR project 09201294.00

Dear Mr. Williams:

Based on our conversations during our site visit on Wednesday, October 20, 2021 as well as our follow up call on October 22, 2021, we are providing an ADDENDUM to our original Downtown Streetscape Phase 1 proposal dated February 22, 2021.

The proposed services for this addendum will be provided concurrently with the tasks in the original proposal to the maximum extent practicable. This ADDENDUM is based on the acceptance of the original Downtown Streetscape Phase 1 proposal by the Town and is not to be considered as a separate scope of services proposal.

Please take some time to review the attached document and let us know if you have any questions or need additional information. Thank you and have a great day!

Sincerely

WithersRavenel

Dan Greenberg, PLA, ASLA
Project Manager

**Downtown Streetscape Phase 1
Four Oaks, North Carolina
Professional Services Agreement – Addendum October 29th, 2021**

A. PROJECT DESCRIPTION

WithersRavenel, Inc. (WR or CONSULTANT) is pleased to present this ADDENDUM for the professional services of streetscape design and construction documents to the Town of Four Oaks (Town) for the streetscape improvements to Main Street and Lassiter Street (Project). The original contract for these services is dated February 22, 2021.

The CONSULTANT will be utilizing the same design team, planning and design processes, and deliverables as detailed in the original proposal. This addendum includes the removal of parking spaces on Lassiter Street (previously designed) and includes the addition of new parking spaces on the south side of South Railroad Street. To revise the parking will require additional services for geomatics, civil, landscape and utility design. Additional design and construction administration services are also proposed for new mast arm traffic signals at the intersection of Main Street and Wellons Street (US Highway 301), which includes two (2) mast arm poles holding signals for all four (4) sides of the intersection.

If this ADDENDUM is accepted by the client, the proposed overall schedule will be extended as required to provide time for additional survey, utility investigation and site design for the additional project area and traffic signals. Due to current backlog, it is anticipated that the schedule will be extended by several months, but scheduling will be communicated with the Town and expedited to the maximum extent practicable.

B. SCOPE OF ADDITIONAL SERVICES

Task 1 – Project Management and Administration

Task 1.1 – Additional Project Management and Administration

As part of Task 1.1, Project Management and Administration, WR will coordinate submittals to the Client, NCDOT, and North Carolina Department of Environmental Quality (NCDEQ); it is anticipated that the additional project area will require separate submittals to NCDEQ to account for the additional surface area used for stormwater calculations. WR will provide internal and external coordination (including, but not limited to, submittals, subconsultant coordination, and client communications) for the additional project area, and for the new signals.

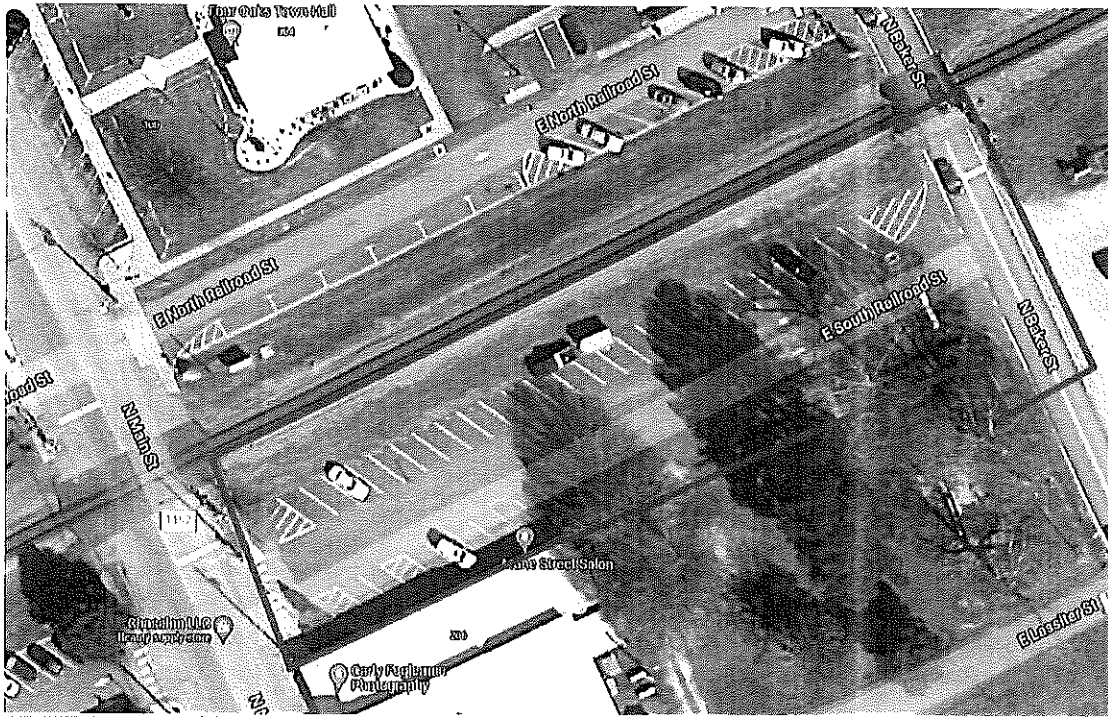
Task 2 – Site Inventory and Analysis

Task 2.6 – Additional Topographic Survey

As part of Task 2.6, Additional Topographic Survey, WR will provide a topographic survey of East South Railroad Street and a portion of North Baker Street, as highlighted in the image below. The survey information will include:



- ▶ Horizontal control based on NC State Grid, NAD'83 (2011);
- ▶ Vertical control will be based on NAVD'88;
- ▶ Adjacent lot lines will be mapped based on current plats of record and corner monumentation located in the field;
- ▶ Locate all visible and obvious site improvements such as roadways, drives, walkways, signs, parking spaces, roadway markings, etc. Locate building fronts and doorways (if applicable);
- ▶ Locate the finished floor elevations (FFE) of each building (if applicable);
- ▶ Sanitary sewer and storm structures will be located to include top and invert elevations, flow lines (curb inlets), pipe sizes and types, where such determinations are possible;
- ▶ Utility structures, such as transformers;
- ▶ Locate streetscape ornamental trees, if any, and tree lines of wooded areas;
- ▶ Contours to be mapped to a 1' (one-foot) interval;
- ▶ Topographic mapping will be completed to a scale to be determined by client's engineer and will be delivered as a certified digital CAD file in AutoCAD .dwg format.



Task 2.7 - Additional Quality Level B SUE Investigation

As part of Task 2.7, Additional Quality Level B SUE Investigation, Consultant will apply the appropriate surface geophysical methods to determine the existence and horizontal position of utilities within the additional project area.

For budgetary purposes, if SUE Level A Designations are required to investigate potential utility conflicts, test holes can be performed on a per unit basis of \$700 per test hole (not included in this Addendum fee).

Task 4 - Design Development Documents (60% Plans)

Task 4.4 - Additional Design Development

As part of Task 4.4, Additional Design Development, WR will advance the project in accordance with Client, NCDOT and NCDEQ standards to produce Design Development (60%) Plans for the additional project area and for the traffic signals. These plans will be prepared as a separate submittal, and will follow the standards as stipulated in the original agreement. Note that plans for the original project area are to be submitted as originally scheduled.

Design for new traffic signals at the intersection of Main Street and Wellons Street / US-301 will be provided by a Subconsultant as part of this addendum, and will include:

- ▶ Preparation of a letter to NCDOT requesting a traffic signal agreement between the Town and NCDOT for one (1) traffic signal upgrade. The letter will describe in general terms the scope of the traffic signal improvements and party responsibilities that are anticipated at the intersection.
- ▶ Subconsultant will utilize existing signal design files for developing the base plan at the subject intersection. No formal surveys are included in this scope of work.
- ▶ An on-site field review of the project area with the base plans in hand, made to locate possible conflicts and obtain notes of existing field conditions.
- ▶ Traffic signal design plans will be prepared in accordance with the latest NCDOT standards and specifications.
- ▶ Subconsultant will coordinate with the NCDOT to determine special requirements of the traffic signal, if necessary.
- ▶ Drawings will include intersection layout, loop detector chart and layout, signal head identification and location, phasing diagram, signal head sequence chart, timing information, metal pole / mast arm loading diagrams, electrical details and stop bar location detail.
- ▶ Subconsultant will submit copies of the plans to NCDOT for review and comment. Based on the review comments, Subconsultant will make necessary revisions to the plans and prepare final plans for distribution.
- ▶ Subconsultant will prepare traffic signal quantities and probable construction cost estimates for each intersection.
- ▶ Scope does not include preparation of "as-built" drawings of the intersection after completion of the project. It is normal practice for the selected signal contractor to 'red-line' any minor changes to the signal plans and forward to NCDOT as a Plan of Record. Subconsultant will provide these services as requested and to be invoiced on an hourly fee basis.

Task 4.5 - Additional Utility Coordination

As part of Task 4.5, Additional Utility Coordination, WR will design utilities based on existing and proposed utility locations provided by utility owners and by site survey. The proposed layout will be provided to utility owners for review and comment.

Traffic signal design will include Communication Design and Coordination. These services will be provided by a Subconsultant and include:

- † Cable routing and splice detail upgrade plans to maintain connectivity to the existing closed loop signal system along the corridor. Based on the transition to metal pole / mast arms, a new base mounted cabinet will be required.
- † Communication plans will be submitted to NCDOT in conjunction with the Signal Plans submittal.
- † Comments will be addressed and final plans submitted for approval.

Task 5 - Permitting Services

Task 5.1 - Additional Permitting Services

As part of Task 5.1, Additional Permitting Services, the WR will make the following submittals and prepare the necessary supporting documents for each of the following submittals as needed for the new project area and traffic signals:

- † NCDEQ Erosion and Sediment Control
- † NCDOT Encroachment Agreement

Note that coordination and permitting with the railroad for improvements or work within the railroad right-of-way is not included in this Scope of Services.

Task 6 - Final Construction Documents

Task 6.3 - Final Construction Plans

As part of Task 6.3, Final Construction Plans, the WR will advance and finalize the project in accordance with Client, NCDOT and NCDEQ standards to produce Final Construction Plans for the additional project area and the traffic signals. Final plans will include items identified in the original agreement.

Task 6.4 - Additional Utility Coordination

As part of Task 6.4, Additional Utility Coordination, the Consultant will identify and coordinate utility issues pertaining to the new project area. Coordination will be made with the design team, Client and utility owners, and be prioritized to eliminate potential delays during construction. Note that the Consultant shall not have responsibility for the schedule of utility work to be performed.

Task 8 - Opinion of Probable Construction Costs

Task 8.1 - Additional Opinion of Probable Construction Costs

As part of Task 8.1, Additional Opinion of Probable Construction Costs, the Consultant will amend the Opinion of Probable Construction Costs to include the additional project area and the new traffic signals. The Opinion of Probable Construction Costs will be updated at the 60% Design Development level and for the Final Construction Documents.

Task 9 - Bidding Assistance and Construction Phase Services

Task 9.3 - Additional Construction Observation

As part of Task 9.3, Additional Construction Observation, a Subconsultant will perform construction observation services for the new traffic signals. Services provided by this amended agreement include:

- ▶ Subconsultant will provide coordination efforts related to all traffic signal equipment, including metal pole / mast arm shop drawings, for NCDOT review and approval.
- ▶ Subconsultant will respond to all Requests for Information (RFI) related to the traffic signal installation.

Task 9.4 - Construction Administration

As part of Task 9.4, Construction Administration, WR estimates the active construction timeframe to be six (6) months to complete the installation of the supporting public infrastructure. WR will perform the following Construction Administration services as part of this task:

- ▶ Attend Preconstruction Conference with Client and Contractor (*estimated one (1), two (2) hour meeting attended by two (2) Consultant staff*);
- ▶ Attend one (1) progress meeting per month during the active construction timeframe (*assume meeting duration of two (2) hours*)
- ▶ Review shop drawings (*estimated eight (8) hours each for a total of two (2) submittals*);
- ▶ Request for Information (RFI) response (*estimated eight (8) hours total*);
- ▶ Manage internal processes and maintain communication with Client, Contractor and Jurisdiction during the active construction period – includes email, phone calls, letters, etc. (*estimated 0.50 hours per week*);
- ▶ Attend one (1) punch list inspection and provide completion requirements to the contractor associated with the installed public infrastructure (*estimated three (3) hour(s)*);
- ▶ Attend one (1) acceptance inspection of the installed public infrastructure (*estimated two (2) hour(s)*);

Note that fees for this task were included in the original agreement, and are included as part of this addendum, with clarification of tasks noted here for reference.

C. SPECIAL CONSULTANTS AND SERVICES TO SUPPORT DESIGN EFFORT

Specific subconsultants are included in the Basic Services set forth in this proposal. The subconsultants included in the agreement and Basic Services include:

- ▶ Ramey Kemp Associates – Traffic Signal and Communications Engineering



D. COMPENSATION FOR SERVICES

Basic Services

The CONSULTANT proposes to provide the Scope of Services for this ADDENDUM outlined in Section E of the original proposal for a lump sum amount. If accepted by the CLIENT, the revised budgeted total fee estimate for this contract amendment is a LUMP SUM figure of Thirty Four Thousand Five Hundred Dollars (\$34,500.00) as detailed below. This estimate has been provided in good faith and may not be exceeded without being substantiated and mutually agreed by the CONSULTANT and the CLIENT.

Task Number	Task Name	Original Fee	ADDENDUM Fee	Total Fee
Task 1	Project Management & Administration	\$23,400	\$ 2,500	\$25,900
Task 2	Site Inventory & Analysis	\$28,200	\$ 5,700	\$33,900
Task 3	Preliminary / Schematic Design	\$37,100	\$ 0	\$37,100
Task 4	Design Development Documents (60%)	\$43,100	\$10,500	\$53,600
Task 5	Permitting Services	\$11,200	\$1,500	\$12,700
Task 6	Final Construction Documents (100%)	\$51,900	\$9,600	\$61,500
Task 7	Public Meetings & Presentations	\$4,300	\$0	\$4,300
Task 8	Opinion of Probable Construction Costs	\$9,500	\$2,200	\$11,700
Task 9	Construction Phase Services	\$44,600	\$2,000	\$46,600
	SUBTOTAL	\$253,300	\$34,000	\$287,300
Expenses	Estimated Reimbursable Expenses (Billed at cost)	\$3,800	\$500	\$4,300
	TOTAL	\$257,100	\$ 34,500	\$ 291,600

Reimbursable Expenses

Reimbursable expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the WR or the WR's in the interest of the Project. These expenses include but are not limited to the following:

- Mileage/Travel (for all meetings, site visits, public outreach)
- Courier Trips
- Prints/document copies
- Postage/FedEx
- Review Fees (if applicable)

Reimbursable expenses for this ADDENDUM will be invoiced at actual cost and are estimated to not exceed Five Hundred Dollars (\$500).



OFFERED BY:

WithersRavenel

Gary E. Warner, ASLA, AICP
Senior Director, Design & Planning

ACCEPTED BY:

Town of Four Oaks

By: Andrew Hardy

Title: FINANCE COMMISSIONER

Date: NOVEMBER 2, 2021

Daniel S. Greenberg, ASLA
Project Manager