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August 19, 2020

Mayor Jason Shelton
City of Tupelo
P.O. Box 1485
Tupelo, MS 38802

**Re: Consultant Contract –Supplemental Agreement #1
 City of Tupelo
 STP-0430-00(021)LPA / 107362-701000
 Sidewalk Connectivity at Existing Railroad Crossings
 Lee County**

Dear Mayor Shelton:

The Mississippi Department of Transportation (MDOT) has reviewed the attached **Supplemental Agreement** between the City of Tupelo and Smith Seckman Reid, Inc. in the amount of **\$24,062.41** for a revised cost of **\$138,118.80**. The MDOT recommends that the LPA may execute the Agreement at their discretion.

The LPA may retain one (1) original for their file and remit the other original to the Consultant. Please send one (1) copy of the fully executed agreement and Notice to Proceed to my office and to MDOT Consultant Services Unit (Attn.: Stephen Rone).

Please be reminded that to ensure federal participation, any future supplemental agreements must be forwarded to the MDOT for concurrence before executed.

Respectfully,

Travis Wampler
District LPA Engineer

cc: Smith Seckman Reid, Inc. (S. Smith)
 Project File

MISSISSIPPI DEPARTMENT OF TRANSPORTATION

Inter-Departmental Memorandum

TO: Travis Wampler, PE
FROM: Stephen Rone
DATE: 08/19/2020
SUBJECT: Supplemental Agreement No. 1 to the Preliminary Engineering Contract
STP-0430-00(040)LPA/ 107362-701000
City of Tupelo - Sidewalk Connectivity at Existing Railroad Crossings Project
Lee County

Travis,

The Consultant Services Unit (CSU) has reviewed the following attached Supplemental Agreement No. 1 to the Preliminary Engineering Services between the City of Tupelo and Smith Seckman Reid, Inc. for the above referenced project in the amount of \$24,062.41 for a revised maximum not to exceed cost of \$138,118.80. CSU recommends that the LPA may execute the Contract at their discretion.

The LPA may retain one (1) original for their file and remit the other original to the Consultant. Send one (1) copy of the fully executed contract and Notice to Proceed (NTP) to the MDOT District LPA Engineer and Consultant Services Unit (Attention: Stephen Rone).

These services may then be eligible for "Special Match" at MDOT's discretion at a later date.

Please also advise the LPA that any future supplemental agreements must be forwarded to the MDOT for concurrence before they are executed.

Regards,



Stephen Rone
Consultant Services Unit Director

SR/sh

cc: 77-01 LPA Division

{Baker/Morgan}



Between the
City of Tupelo, Mississippi
And
Smith Seckman Reid, Inc.

SUPPLEMENTAL AGREEMENT NO. 1

Sidewalk Connectivity at existing Railroad Crossings
Lee County, Mississippi
STP-0430(021)LPA/107362-701000

WHEREAS, Smith Seckman Reid, Inc. (the CONSULTANT) entered into the Engineering Services Contract with the City of Tupelo, Mississippi (the LPA) on November 8th, 2017, to perform preliminary design services for the Sidewalk Connectivity at 4 existing Railroad crossing as provided for in Project No. STP-0430(021)LPA 107362-701000 (the PROJECT); and,

WHEREAS, the CONSULTANT has been requested to provide revised plans and specifications to remove the 2 of the existing KCS railroad crossings designs and quantities and provide plans for work only at the BNSF railroad crossings resulting from a change in the scope of the project; and,

WHEREAS, the LPA agrees that the CONSULTANT is entitled to additional compensation for Additional Services (Extra Work) as required by the LPA; and

WHEREAS, the CONSULTANT agrees to perform the Extra Work for an additional cost not to exceed \$ 24,062.41 ;

NOW THEREFORE, it is mutually agreed that the CONSULTANT will accomplish such Additional Services (Extra Work) in accordance with the Contract as modified herein and the LPA will compensate the CONSULTANT for services as follows:

Scope-Of-Work

The CONSULTANT has been requested to provide additional services related to the PROJECT which include: Removal of all design and specifications from the PS&E assembly for work at the 2 KCS railroad crossings and Revise the plans, quantities and specifications for the 2 remaining BNSF railroad crossings.

The Maximum Allowable Cost shall be amended to add the sum of \$ 24,062.41 so the revised total Maximum Allowable Contract Cost is \$ 138,118.80 . The revised total Fixed Fee shall be \$ 13,755.06 . The new Maximum Allowable Cost is delineated below in the Fee and Expense Schedule.

Created – 11/01/08

Revised – 02/11/15

Preliminary Engineering Contract Supplemental Agreement boilerplate

Fees and Expenses Schedule:

	Labor	Direct Cost	Fixed Fee	FCCM	Subconsultants	Phase Total
Original	93,751.43	4,827.50	11,244.03	51.19	4,233.44	114,056.39
SA #1	20,981.38	570.00	2,511.03	56.16	0.00	24,062.41
Totals	114,732.81	5,397.50	13,755.06	107.35	4,233.44	138,118.80

This Supplemental Agreement in no way modifies or changes the original of which it becomes a part except as specifically stated herein.

Dated, the _____ day of _____, 20__.

City of Tupelo, Mississippi

Mayor Jason Shelton

Dated, the 24th day of JULY, 2020

Smith Seckman Reid, Inc.



Edwin Sharp Smith, P.E., Principal

Summary

Sidewalk Connectivity at Four existing RR Crossings

Lee County

STP-0430(021)LPA / 107362-701000

Smith Seckman Reid, Inc.

7/24/2020

	Man-Hours	Sub-Consultants Fee	Salary Cost	Overhead	FCCM	Total Labor Cost	Direct Cost	Fixed Fee	Total Cost
Activation									
Meetings	7		\$410.00	\$735.75	\$3.08	\$1,148.82	\$285.00	\$137.49	\$1,571.31
Environmental									
Geotechnical									
Roadway	173		\$6,110.00	\$10,964.40	\$45.83	\$17,120.22		\$2,048.93	\$19,169.15
Bridge									
Hydraulics									
Survey									
PS&E/Advertisement	20		\$968.00	\$1,737.08	\$7.26	\$2,712.34	\$285.00	\$324.61	\$3,321.95
Total	200		\$7,488.00	\$13,437.22	\$56.16	\$20,981.38	\$570.00	\$2,511.03	\$24,062.41

Grand Total \$24,062.41

Notes: Project information at the top of this sheet is linked to all the tabs in the workbook, so it only has to be filled out on this page.

All hour and fee amounts for each tab are linked to this summary page. If more tabs are needed for additional work or sub-consultant fees, please link to this page and highlight in red font.

All links and formulas contained in this workbook are included for convenience only. It is the consultant's responsibility to ensure all information is accurate prior to submittal.

Task items in each tab should not be considered as an exhaustive list of potential items of work. Please insert any line items that are considered to be project specific rather than absorbing the hours in items already listed.

Meetings Sheet
Sidewalk Connectivity at Four existing RR Crossings
Lee County
STP-0430(021)LPA / 107362-701000
Smith Seckman Reid, Inc.
7/24/2020

MDOT Process Item Description	No.	Estimated Hours								Total Hours
	Sheets	Principal Project Manager	Senior Design Engineer	Junior Design Engineer	CADD Operator	Administrative Assistant	Labor Classification	Labor Classification	Labor Classification	
Field Review										
Print and Distribute Plans										
Conduct Plan in Hand review										
Prepare Field Review Report										
Office Review										
Print Plans and Specifications										
Compile Design Notebook										
Prepare ROW/Util Status Report										
Conduct Plan Review										
Prepare Office Review Report										
PS&E Assembly										
MDOT Coordination		3.0	4.0							7.0
Quality Control										
Total Hours		3.0	4.0							7.0

Raw Labor Rates	\$70.00	\$50.00	\$37.00	\$31.00	\$25.00	\$0.00	\$0.00		
Labor Cost	210.0	200.0							410.00

Overhead	%	179.45%	\$735.75
Fixed Fee	%	12.00%	\$137.49
FCCM Overhead	%	0.75%	\$3.08

Direct Costs:	Qty.	Unit Price ¹	
Mileage	500.0	\$0.57	\$285.00
Meals			
Lodging			
Postage			
Supplies			
Reproductions			
Other			

¹ See State Travel Handbook

Total Direct Costs: \$285.00

Prime Total \$1,571.31

Subconsultant A

Subconsultant B

Subconsultant Total

Project Total \$1,571.31

Roadway Sheet
Sidewalk Connectivity at Four existing RR Crossings
Lee County
STP-0430(021)LPA / 107362-701000
Smith Seckman Reid, Inc.
7/24/2020

Sheet Clean-up and Organization		1.0	2.0	6.0	16.0					25.0
Design & Place Permanent Erosion Control Items										
Place Earthwork Information (phased if necessary)										
Traffic Control Detail Sheets										
Develop Phasing Narrative (if necessary)										
Construction Signing Detail										
TCP Sheets										
TCP Typical Sections										
Address Corrections From MDOT TCP Check										
Special Design Sheets										
Erosion Control Sheets (including plan-profile EC sheets)										
QA/QC										
Submit Office Review Plans										
2 Multi-Page PDF Files For Plans & Cross Sections										
Complete/Submit Phase B Checklist				24.0	24.0					48.0
Submit Quantity Calculations (1 multi-page pdf)										
Submit CADD Files										
Total Hours		3.0	6.0	66.0	78.0					173.0

Raw Labor Rates	\$70.00	\$50.00	\$37.00	\$31.00	\$25.00	\$0.00	\$0.00	\$0.00		
Labor Cost	210.0	300.0	3182.0	2418.0						6,110.00
Overhead	%					179.45%				\$10,964.40
Fixed Fee	%					12.00%				\$2,048.93
FCCM Overhead	%					0.75%				\$45.83

Direct Costs:	Qty.	Unit Price ¹
Mileage		
Meals		
Lodging		
Postage		
Supplies		
Reproductions		
Other		

¹ See State Travel Handbook

Total Direct Costs:

Prime Total	\$19,169.15
Subconsultant A	
Subconsultant B	
Subconsultant Total	
Project Total	\$19,169.15

PS&E / Advertisement
Sidewalk Connectivity at Four existing RR Crossings
Lee County
STP-0430(021)LPA / 107362-701000
Smith Seckman Reid, Inc.
7/24/2020

MDOT Process Description	Item	No.	Estimated Hours							Total Hours	
		Sheets	Principal Project Manager	Senior Design Engineer	Junior Design Engineer	CADD Operator	Administrative Assistant	Labor Classification	Labor Classification		Labor Classification
PS&E Assembly											
	Right of Way Certification										
	Utility Certification										
	Encroachment Certification										
	Hazardous Waste Certification										
	Asbestos Abatement Certification										
	Compose Letters										
	Compile Forms										
	Print Plans										
	Assemble Specifications										
	Material Checklist										
	MDOT Coordination										
Advertisement											
	Print Plans and Specifications					8.0					8.0
	Prepare Advertisement			2.0							2.0
	Bidder Coordination		4.0								4.0
	Receive & Evaluate Bids		2.0	2.0							4.0
	Assemble Bids and Submit			2.0							2.0
	Quality Control										
Total Hours			6.0	6.0		8.0					20.0

Raw Labor Rates	\$70.00	\$50.00	\$37.00	\$31.00	\$25.00	\$0.00	\$0.00	\$0.00	968.00
Labor Cost	420.0	300.0		246.0					

Overhead % 179.45% \$1,737.08

Fixed Fee % 12.00% \$324.61

FCCM Overhead % 0.75% \$7.26

Direct Costs:	Qty.	Unit Price ¹	
Mileage	500.0	\$0.57	\$285.00
Meals			
Lodging			
Postage			
Supplies			
Reproductions			
Other			

¹ See State Travel Handbook

Total Direct Costs: \$285.00

Prime Total \$3,321.95

Subconsultant A

Subconsultant B

Subconsultant Total

Project Total \$3,321.95