

June 4, 2026

Ms. Kimberly Walker Nailor, Esq.
City Attorney
City of Vicksburg
Post Office Box 150
Vicksburg, Mississippi 39181-0150

**Subject: Task Order #16
Due Diligence for Relocation of City Assets at Vicksburg Airport**

Kim:

As requested, Neel-Schaffer, Inc. (NS) is pleased to provide this letter agreement for task order #16 to our General Services Agreement (GSA), dated November 7, 2023, to prepare project cost estimates for relocating the City Fire Station, dog park and community garden currently located at the Vicksburg Municipal Airport.

Our services under this Task Order shall be considered Type 2 Services in accordance with the GSA.

Scope of Services

NS will work with the City to evaluate potential locations for a new fire station, dog park and community garden. We will prepare conceptual level project cost estimates to include construction, engineering, property acquisition, and other project related support elements. Property acquisition cost estimates will be conceptual in nature ascertained through discussions with local appraisers and will not be based on detailed appraisals. We will work with the Fire Chief to determine needs regarding the new fire station.

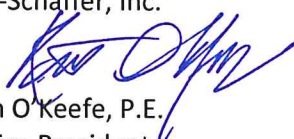
These services will not include the following:

- Engineering design and construction phase services
- Environmental services
- Survey services
- Detailed appraisals

Based on our understanding of the Project, we propose an **Hourly Not-To-Exceed** fee of **\$15,000.00** using the attached rate schedule. We will complete the Task Order #16 services within 30 days of approval of this Task Order.

If this Task Order is acceptable to you, please sign below and return one copy to me. We are grateful for this opportunity to serve the City of Vicksburg.

Sincerely,
Neel-Schaffer, Inc.


Keith O'Keefe, P.E.
Sr. Vice President

landscape architects | environmental scientists | surveyors | planners | engineers

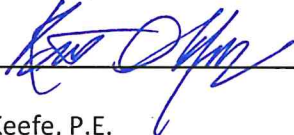
Task Order #16
City of Vicksburg General Services Agreement
Due Diligence for Relocation of City Assets at Vicksburg Airport

BY:
CITY OF VICKSBURG

Honorable Willis Thompson
Mayor, City of Vicksburg

Date : _____

NEEL-SCHAFFER, INC.

_____ 

Keith O'Keefe, P.E.
Sr. Vice President

Date : 6/4/26



Special Rate Table for City of Vicksburg General Services Agreement

NEEL-SCHAFFER, INC.
2024 RATE SCHEDULE FOR PROFESSIONAL SERVICES

EMPLOYEE

CLASSIFICATION RATE	POSITION	HOURLY
P-8, P-9	Officer, Senior Engineer Manager or Survey Manager	\$275.00
P-7	Engineer Manager/Professional IV	\$245.00
P-6	Senior Project Manager/Professional III	\$215.00
P-5	Project Manager/Professional II	\$175.00
P-4	Professional I	\$145.00
P-1, P-2, P-3	Professional Intern	\$125.00
T-6	Senior Certified Engineering Technician	\$160.00
T-5	Certified Engineering Technician/Supervisory Technician	\$140.00
T-4	Technician IV/ Inspector IV/ Surveyor IV	\$125.00
T-3	Technician III/Inspector III/Survey Crew Chief	\$110.00
T-2	Technician II/Inspector II/Survey Instrument Person	\$95.00
T-1	Technician I/Inspector I/Survey Assistant	\$85.00
T-1	Student Intern	\$45.00
A-4	Senior Administrative	\$95.00
A-3	Senior Clerical	\$ 90.00
A-2	Clerical	\$70.00
A-1	Assistant Clerical	\$60.00
	Three-Member Survey Party	\$215.00
	Two-Member Survey Party	\$170.00
	One-Member Survey Party	\$130.00

“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
Traffic Counter/Video Monitor	\$10.00/day

All other expenses, including contract reproduction, printing, equipment rental, and supplies will be reimbursed at actual cost.

The hourly rates as shown on this rate schedule shall be subject to equitable adjustment on an annual basis due to increased costs and the rate of inflation.