

August 14, 2026

Honorable Willis Thompson, Mayor
City of Vicksburg
1401 Walnut Street
Vicksburg, MS 39180



**RE: GENERAL SERVICES AGREEMENT - TASK ORDER #15
COV 2026 Paving Project
CITY OF VICKSBURG**

Dear Mayor Thompson,

Neel-Schaffer, Inc. is pleased to offer you this Letter Agreement for Task Order #15 to our General Services Agreement (GSA), dated November 7, 2023, for Neel-Schaffer to provide professional services for design engineering and construction engineering/inspection (CEI) for the 2026 City of Vicksburg Paving Project. This paving project will include sections of Washington Street and Clay Street to the extents allowable within the City's current project budget with the anticipated completion of design phase services within seventy (70) calendar days from the execution date of this task order.

Our services under this Task Order shall be considered Type 1 Services in accordance with our GSA. Our professional services will include field reconnaissance to determine necessary pay items/quantities based on existing infrastructure, development of construction plans/specifications, preparation of cost estimates, bidding/award services, and construction engineering (CEI) for the milling, asphalt overlay, and striping of Washington Street and Clay Street.

Our services will be provided in accordance with Exhibit A – General Terms and Conditions, for a **fixed fee of \$600,000.00**. This fee does not include any intersection and/or traffic signal improvements along the two (2) roadways. Additional services outside of field reconnaissance surveying, design, bidding, and CEI may consist of geotechnical engineering, environmental permitting, railroad permitting, traffic studies, intersection studies/improvements, and right-of-way services. It's possible that an appraiser, also considered an Additional Service, will be required and either Neel-Schaffer can provide an appraiser, or the City may choose to hire an appraiser directly. Additional services are not included in Design and CEI, thus fees for additional services do not fall within the amount listed above for Design and CEI. Some of those additional services are listed. Any additional services deemed necessary outside those listed below will be presented separately to the City for consideration before proceeding with any of those services.

Potential Additional Services are as follows:

engineers | planners | surveyors | environmental scientists | landscape architects

P: 601.534.1791

1100 Cherry Street
Vicksburg, MS 39183

www.neel-schaffer.com



Geotechnical Engineering (Burns Cooley Dennis)

- Site investigation which may include soil borings, slope stability analyses, and recommendations for remediation. Any geotechnical services deemed necessary to complete the project will be presented to the City for approval as an additional service, including the subconsultant's proposed fee, prior to the work commencing.

Right of Way Services

- Right of Way Services consisting of property plats and descriptions for property acquisition, appraisals, and coordination with property owners to assist with acquisition may be required to accomplish the full scope of the project and will be performed in accordance with Section 1, Part A, Subpart 3 of the General Services Agreement. Compensation for Right of Way Services will be on an hourly basis at the agreed upon rate schedule.

Utility Coordination

- Coordination with the utility owners whose facilities are impacted by the project will be performed in accordance with Section 1, Part A, Subpart 3 of the General Services Agreement. Compensation for Utility Coordination Services will be on an hourly basis at the agreed upon rate schedule.

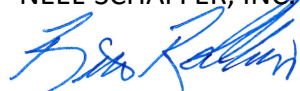
Traffic Signal Improvements

- Improvements of existing signalized intersections and/or traffic signals would be performed in accordance with Section 1, Part A, Subpart 3 of the General Services Agreement. Any improvements to intersections and/or the signalization of those intersections would be presented to the City as an amendment to the Task Order for review/approval.

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

Sincerely,

NEEL-SCHAFFER, INC.



Brian Robbins P.E.

Senior Project Engineer

BY: CITY OF VICKSBURG

NEEL-SCHAFFER, INC.



8/17/26

Date

8/14/26

Date



EXHIBIT B
Scope of Work

I - DESIGN PHASE SERVICES:

1. Make field observation surveys needed for design and quantity calculations for the Project, including locating utilities which are visually apparent and as identified by Mississippi One Call.
2. Develop criteria for rights-of-way, working easements and permanent easements (if necessary). Indicate preliminary rights-of-way and easement requirements on drawings based on information provided by the City or readily available from "As-Built" plans.
3. Prepare final design documents to include final construction drawings, specifications, opinion of probable construction costs and contract documents.
4. Overall project management and coordination with the Owner and selected Contractor(s) for construction

II - BIDDING & CONSTRUCTION PHASE SERVICES:

1. Attend the bid opening, prepare bid tabulation sheets, and assist the owner in evaluating bids.
2. The Engineer shall make visits to the site at intervals appropriate to the various stages of construction as he deems necessary in order to observe as an experienced and qualified design professional the progress and quality of the various aspects of Contractor's work.
3. The Engineer shall furnish a part-time Resident Project Representative (RPR), assistants and other field staff to assist the Engineer in observing progress and quality of the work of the Contractor. The RPR will prepare a daily report recording the Contractor's hours on the job site, weather conditions, information relative to questions of change orders or changed conditions, daily activities, decisions, and observations in general.

III – GEOTECHNICAL INVESTIGATIONS & REPORTS:

1. Any geotechnical investigations and reports will be considered an Additional Service.

IV – RIGHT-OF-WAY SERVICES:

1. Right-of-Way Acquisition Services are an Additional Service and may include the following:
 - ▶ Field surveys as necessary to support development of easement plats
 - ▶ Appraisals
 - ▶ Meeting with property owners, county staff or their agents
 - ▶ ROW acquisition
 - ▶ Property closings (Title Search, Closings & Preparation of Instruments)



- ▶ Overall ROW acquisition coordination

V– TRAFFIC STUDIES:

1. Any traffic studies requested by the City to provide recommendations and alternatives to intersection and/or traffic signal improvements will be considered an Additional Service.

VI– ENVIRONMENTAL PERMITTING:

1. Environmental permitting, as required, will be considered an additional service and may include the following:
 - ▶ Cultural Resources Study
 - ▶ Threatened and Endangered Species Study
 - ▶ Clean Water Act/Waters of the US Permitting
 - ▶ Wetlands Delineation and Mitigation

