

Task Order
Master Services Agreement Number 2022-2585
By and Between
NC CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION and
NC STATE UNIVERSITY

Upon execution of the Master Services Agreement by the parties below, the Work specified herein is funded. The Master Services Agreement is incorporated herein by reference in its entirety throughout the Period of Performance. Any capitalized term not otherwise defined in this Task Order shall have the definition ascribed to it in the MSA.

TASK ORDER Number: 004_____

☒ New

☐ Modification No. _____

NC STATE UNIVERSITY		SPONSOR	
2601 Wolf Village Way, Suite 240 Raleigh, NC 27695 For Contract: Sponsored Programs & Regulatory Compliance Services, Box 7514 For Remittance: Office of Contracts and Grants Box 7214 TIN/EIN: 56-6000756 DUNS: 04-209-2122		Address: Capital Area MPO 421 Fayetteville, Suite 203 Raleigh, NC 27601 Phone: (919) 996-4400 Email:	
Principal Investigator: Leta Huntsinger Email: lhuntsi@ncsu.edu Phone: (919) 515-8625 Administrative: Sherrie Settle Email: sps@ncsu.edu Phone: (919) 515-2444		Project Director: Waugh Wright Email: waugh.wright@ncsu.edu Phone: Administrative: Email: Phone:	
Description/Purpose of This Action: Maintenance of NMVDP Counter Inventory			
Period of Performance: Start Date: 07/01/2022 (Spending authorized up to 60 days prior to Start Date) End Date: 06/30/2023		Funding Information in United States Dollars: a. Amount Funded This Action: As needed up to \$15,000.00 b. Amount Prior Funding \$NA c. Total Sponsored Funds To Date \$NA	

Invoicing Frequency: ☐ Monthly ☒ Quarterly ☐ Other Specify:
A final invoice will be provided to Sponsor not later than ninety (90) days after Task Order end date.

University shall submit invoices to the following address:

Phone: _____, Email: _____

Technical Reporting Requirements: ☒ Quarterly; ☐ Biannually; ☐ Annually; ☐ Final (90 days post termination)

Special Terms and conditions: PI may make revisions to the estimated budget as required with no increase in Total Funded amount.

Attachments Incorporated:

- ☒ # 1: Statement of Work;
☒ # 2: Budget;
☐ # 3: Other:

Each Signatory below certifies that they are authorized to execute legally binding commitments on behalf of their named party.

For: NORTH CAROLINA STATE
UNIVERSITY

Signature: _____

Printed Name: _____

Title: _____

Date: _____

For: SPONSOR

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Attachment 1

Statement of Work

Ongoing Maintenance – Non-Motorized Volume Data Program – FY 2022 – 2023

Scope of Work – Draft

1. Background and Purpose

The Institute for Transportation Research and Education (ITRE) will support the Capital Area Metropolitan Planning Organization (CAMPO) to maintain the pedestrian and bicycle volume counters for the Non-Motorized Volume Data Program (NMVDP). The work to be completed by ITRE is detailed in Section 3 of this task order. The purpose of this task order is for ITRE to maintain the existing and future pedestrian and bicycle count stations in the CAMPO region for the NMVDP. Note that data collection and management from operational counters is handled by ITRE separately and not the subject of this agreement.

2. Contract Period and Schedule

The contract period will be from July 1, 2022 through June 30, 2023. At the discretion of all parties in the agreement and subject to funding availability, the services may be extended for an additional two years (and may be extended again after that).

3. Scope of Work

The following describes the tasks to be completed by ITRE for the CAMPO Non-Motorized Volume Data Program (NMVDP).

ITRE will complete the following maintenance activities:

1. ITRE will complete regular maintenance for the current and future counter inventory of the NMVDP in the CAMPO region. This will include an overall inspection of the count stations for preventative maintenance (such as checking sealed loops, cleaning pull boxes, etc.), changing out batteries, etc. Regular maintenance will occur one to two times per year for each site, with additional check-ups possible when ITRE staff is visiting nearby sites.
2. ITRE will address maintenance issues as they occur. This will typically be determined during the monthly data cleaning exercises, when count stations are providing erroneous data or no data at all, and when the counter software provides notification of an issue. When this happens, ITRE will conduct count station visits as needed, provide an assessment of the count station, and make recommendations on how to get the count station(s) operational (if, for instance, equipment needs to be purchased); if any

necessary repairs are minor (e.g., requiring fewer than three hours to complete and/or \$100 in material), ITRE will perform the repair directly. ITRE will complete the needed maintenance per direction from CAMPO.

3. ITRE staff will provide a status report on the counters twice a year and a give a yearly presentation to the CAMPO Technical Coordinating Committee and Executive Board; as well as provide CAMPO staff with a copy of the maintenance log for services rendered quarterly, with email updates after site visits.

Budget and budget justification:

Salaries and fringe benefits: costs represent level of effort for all tasks as scoped in the proposal, which includes time in the field as well as driving to and from locations, and associated fringe benefits.

Supplies: Basic supplies not to exceed \$100/trip unless email consent is provided by CAMPO. Maintenance supplies related to the physical installation (pull boxes, poles, cabinets, batteries, etc.) are to be supplied by vendor unless otherwise agreed upon by ITRE and either CAMPO or the local municipality, whichever is appropriate. Costs for maintenance supplies will be incorporated into the total cost allocation for the community in which the maintenance service had occurred.

Travel: Based on state vehicle rental rates, a minimum travel rate for a minivan of \$44.40/day or the IRS mileage reimbursement rate per mile.

Compensation. CAMPO shall pay compensation only for actual work time + benefits expended, allocated resources, and eligible reimbursables, all according to this Agreement, including Attachment 2 hereof, and a statement of sums due submitted to CAMPO. Total compensation payable to ITRE shall not exceed the sum of fifteen thousand dollars (\$15,000.00), or three thousand seven hundred fifty dollars (\$3,750.00) per quarter, without supplemental agreement between the parties.

Attachment 2

Budget

ESTIMATED BUDGET FOR TASK 4	
Ongoing Maintenance – Non-Motorized Volume Data Program	
PROJECT PERIOD: Jul. 1, 2022 to Jun. 30, 2023	
Budget Items	Total Budget
Salaries and Wages (Personnel) *	
Waugh Wright	\$ 2,080
ITRE Research Staff	\$ 2,892
Editor, TBD	
Post-Doc	
Graduate Students	
Undergraduate Students	\$ -
SUBTOTAL PERSONNEL	\$ 4,972
Fringe Benefits *	
Staff (+ \$7019 for each 1.0 FTE)	\$ 1,740
Post Doc (+ \$4336 for each 1.0 FTE)	
Grad. Student (+ \$2250 for each 0.5 FTE)	\$ -
Bi-Weekly (+ \$0 for each 1.0 FTE)	\$ -
SUBTOTAL STAFF BENEFITS	\$ 1,740
TOTAL PERSONNEL & BENEFITS	\$ 6,712
Contracted Services *	\$ -
Supplies and Materials *	\$ 2,600
Travel *	
In State Travel Reimbursement	\$ 2,000
Current Services * (examples of line items)	
Communications (long distance calls)	\$ -
Printing and Binding	\$ -
Repairs and Maintenance	\$ -
Freight and Express	\$ -
Advertising	\$ -
Data Processing	\$ -
Other Current Services	\$ -
Fixed Charges * (examples of line items)	
Rental of Property	\$ -
Rental of Equipment/State Vehicles	\$ -
Other Fixed Charges/Lab Fees	\$ -
Equipment *	\$ -
Student Aid / Tuition Remission *	
In State	\$ -
Out of State	\$ -
Subcontract *	
UNC-HSRC	\$ -
Rental of Office Facilities	\$ 747
TOTAL OTHER DIRECT COSTS	\$ 5,347
Modified Total Direct Costs**	\$ 11,312
Facilities & Administrative Costs (26% of MTD)	\$ 2,941
TOTAL ESTIMATED BUDGET	\$ 15,000