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		[X] New	
	-	[] Modification N	Vo
NC STATE UNIVERSITY		SPONSOR	
2601 Wolf Village Way, Suite 240)	Address: Capital Ar	rea MPO
Raleigh, NC 27695		421 Fayetteville, Su	ite 203
		Raleigh, NC 27601	
For Contract:	G 1'	Dhamar (010) 006 4	400
Sponsored Programs & Regulate	ory Compliance	Phone: (919) 996-4- Email:	400
Services, Box 7514		Ellian.	
For Remittance:			
Office of Contracts and Grants Bo	x 7214		
TIN/EIN: 56-6000756			
DUNS: 04-209-2122			
Principal Investigator: Leta Huntsin	nger	Project Director: Wa	
Email: lfhuntsi@ncsu.edu		Email: waugh.wrigh	t@ncsu.edu
Phone: (919) 515-8625		Phone:	
A 1		A 1	
Administrative: Sherrie Settle Email: sps@ncsu.edu		Administrative: Email:	
Phone: (919) 515-2444		Phone:	
1 Holic. (717) 313-2444		Thone.	
Description/Purpose of This Action	· Maintenance of	`NMVDP Counter Inv	entorv
Bescription/Turpose of Time / tetron	i. Manitonance of	TAIVI V DI Countei III V	Cintory
Period of Performance:	Funding Information in United States Dollars:		
Start Date: 07/01/2022	a. Amount Funded This Action: As needed up to \$15,000.00		
(Spending authorized up to 60	b. Amount Prior Funding \$NA		
days prior to Start Date) End Date: 06/30/2023	5		
End Date: 06/30/2023	c. Total Sponsor	red Funds To Date	\$NA

Invoicing Frequency: Monthly Quarte A final invoice will be provided to Sponsor not date.	erly Other Specify: t later than ninety (90) days after Task Order end
University shall submit invoices to the following	g address:
Phone: , Email:	
Technical Reporting Requirements: Quarter days post termination) Special Terms and conditions: PI may make revincease in Total Funded amount.	rly; Biannually; Annually; Final (90 risions to the estimated budget as required with no
Attachments Incorporated: # 1: Statement of Work; # 2: Budget; # 3: Other:	
Each Signatory below certifies that they are au on behalf of their named party.	thorized to execute legally binding commitments
For: NORTH CAROLINA STATE UNIVERSITY	For: SPONSOR
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	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:

<u>Salaries and fringe benefits</u>: 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.

<u>Supplies</u>: 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.

<u>Travel</u>: Based on state vehicle rental rates, a minimum travel rate for a minimum 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

ITRE Research Staff Editor, TBD Post-Doc Graduate Students Undergraduate Students SUBTOTAL PERSONNEL Fringe Benefits* Staff (+ \$7019 for each 1.0 FTE) 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 TOTAL PERSONNEL & BENEFITS Supplies and Materials* In State Travel Reimbursement 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* Subcontract* UNC-HSRC Rental of Office Facilities TOTAL OTHER DIRECT COSTS Modified Total Direct Costs** 11,3	Ongoing Maintenance – Non-Motorized Vo			
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Modified Total Direct Costs** \$ 11,3	Rental of Office Facilities		747	
	TOTAL OTHER DIRECT COSTS	\$	5,347	
Facilities & Administrative Costs (26% of MTD(\$ 2,9	Modified Total Direct Costs**	\$	11,312	
	Facilities & Administrative Costs (26% of MTD	\$	2,94	
TOTAL ESTIMATED BUDGET \$ 15.0			15,000	