

Resolution Number 25-37

A RESOLUTION OF THE TOWN OF OAKLAND, TENNESSEE AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH FISHER ARNOLD ENGINEERING

WHEREAS, The Town is administering a project through the Tennessee Department of Transportation's (TDOT) Local Programs Office; and,

WHEREAS, The Town of Oakland desires to construct walkability improvements along SR-194 between Hwy 64 and Main St.; and,

WHEREAS, It is beneficial for the Town of Oakland to employ an architectural and engineering firm to manage such a project; and,

WHEREAS, Fisher Arnold has provided similar Project Management services for the Town of Oakland in the past and is well qualified to manage the current proposed project.

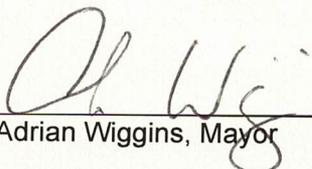
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF OAKLAND, TENNESSEE:

SECTION 1: That the Mayor be authorized to sign a Professional Services Agreement with Fisher Arnold Engineering, attached hereto as Exhibit "A", for Project Management of the SR-194 project.

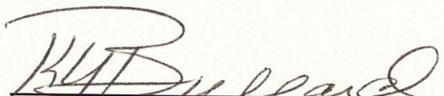
SECTION 2: That these professional services and fees shall be rendered as described in Exhibit "A" attached.

The motion to approve Resolution 25-37 was made by Vice Mayor Cates. Alderman Austin seconded the motion. All were in favor, none opposed. Resolution 25-37 passed.

Done by order of the Board of Mayor and Aldermen of the Town of Oakland, Tennessee this 20th day of November, 2025.


Adrian Wiggins, Mayor

ATTEST:


K. Yvonne Bullard, Town Recorder



FISHER ARNOLD
ENGINEERS | ARCHITECTS | CONSULTANTS | PLANNERS

October 7, 2025

Mr. Harvey Ellis
Town Manager
Town of Oakland
170 Doss Circle
Oakland, TN 38060
HEllis@OaklandTN.gov
901-508-2874

**RE: PROFESSIONAL SERVICES LETTER AGREEMENT FOR A TDOT LOCAL PROGRAMS
PROJECT REGARDING
SR-194 MULTIMODAL IMPROVEMENTS IN OAKLAND, TN**

Dear Mr. Ellis:

Fisher & Arnold, Inc. (“Professional” or “Fisher Arnold”) is pleased to submit this Letter Agreement to the Town of Oakland (“Client” or “Town”) for providing professional land survey, environmental, and design engineering pertaining to the SR-194 Multimodal Improvement Project in the Town of Oakland.

The Town is administering the project through the Tennessee Department of Transportation’s (TDOT) Local Programs Office. The environmental process and design process will follow the procedures outlined in the current edition of the “Local Government Guidelines for the Management of Federal and State Funded Transportation Projects,” and NEPA requirements.

Project Understanding

The Town of Oakland desires to construct walkability improvements along SR-194 between Hwy 64 and Main St. These improvements include new and rehabilitated sidewalks, curb and gutter, drainage improvements, landscaping, pavement markings, and signage (See **Figure 1**). Per the Town’s grant application, the proposed improvements are tentatively planned to consist of the following elements:

- Replace approximately 1,700 LF of non ADA compliant sidewalk along the west side of SR-194
- Construct approximately 1,200 LF of new 5’ sidewalk that would connect the Town’s primary commercial corridor to the historic downtown Oakland.
- Grading and drainage necessary to ensure proper stormwater management throughout the site
- Installation of curb and gutter
- Replacement of disrupted driveway aprons
- Right-of-Way (ROW) to be acquired along much of the east side of the corridor, expanding existing ROW by approximately 22’.
- Crosswalks will be added at relevant intersections to create safe crossing on and along SR-194.

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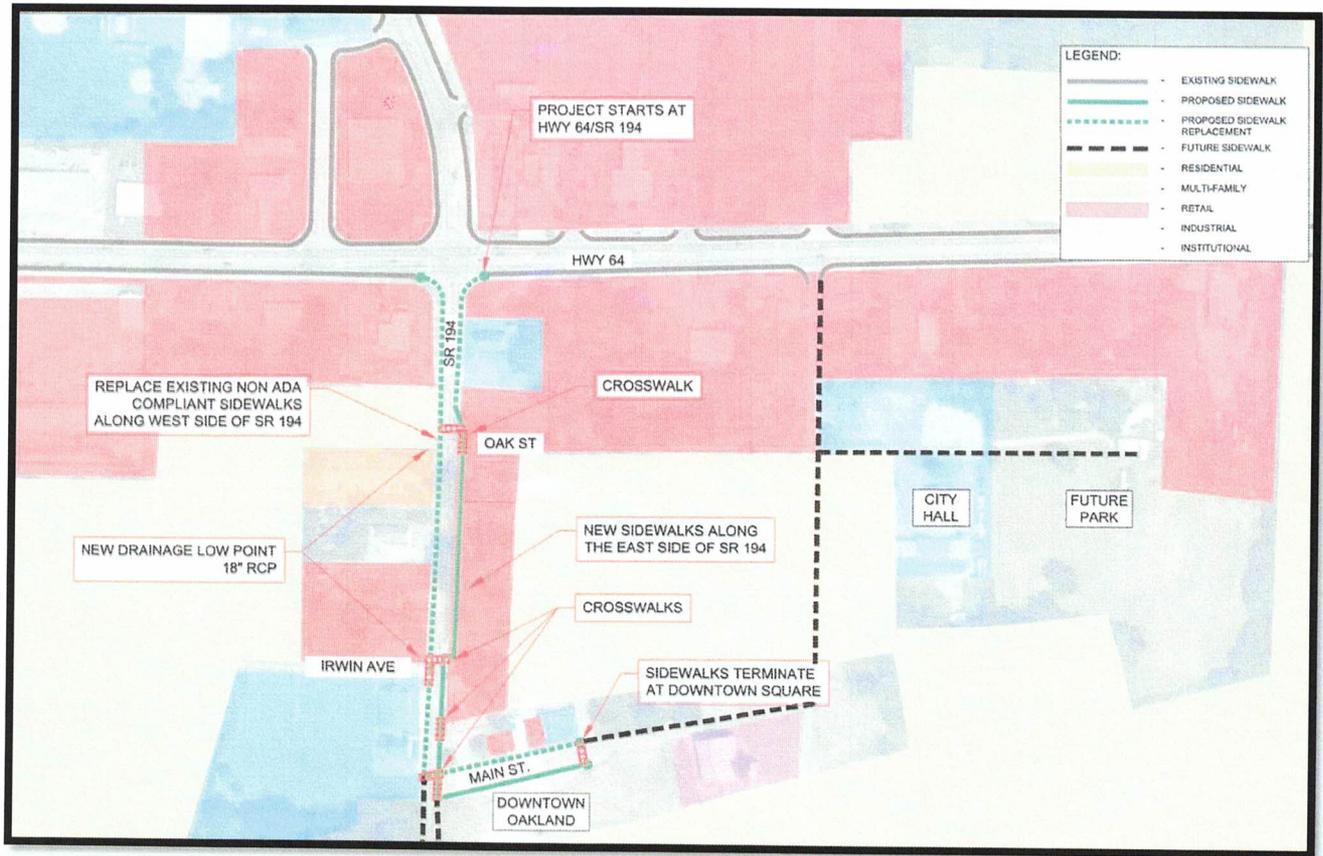


Figure 1 – Project Improvements

Scope of Services

Based upon our understanding of the project, Fisher Arnold will provide the services specifically set forth below.

Task 1 – Project Management

Fisher Arnold will provide the following management activities:

- Project Coordination – coordination with the Town to provide updates, coordinate project reviews, and other activities to help keep the Town and project stakeholders generally informed of the progress of the project.
- Project Review Meetings – consists of scheduling, setting the agenda, and producing meeting minutes for project meetings as defined in the tasks below. It is assumed that project meetings will be held in an online format, and that only milestone review meetings will be held in person.
- Project Administration – administrative and accounting activities related to the day-to-day management of this project.

Deliverables:

1. Meeting minutes for project meetings (1 electronic copy each in PDF format) emailed to the

Town and meeting attendees.

Task 2 – PE-NEPA Phase Services

Fisher Arnold will provide the following services for this task.

Task 2.1 –Data Collection & Field Survey

Fisher Arnold will prepare topographic field survey of critical areas vital for development of the NEPA document (See **Figure 2** for Survey Limits). Work under this subtask consists of the following items:

- Prepare and mail property owner contact letters
- Property owner research (approximately 27 parcels) (See **Figure 3**)
- Set survey control
- Perform TN One-Call
- Request roadway and utilities plans
- Determine ROW lines & Collect topographic survey of critical areas



Figure 2 – Survey Limits

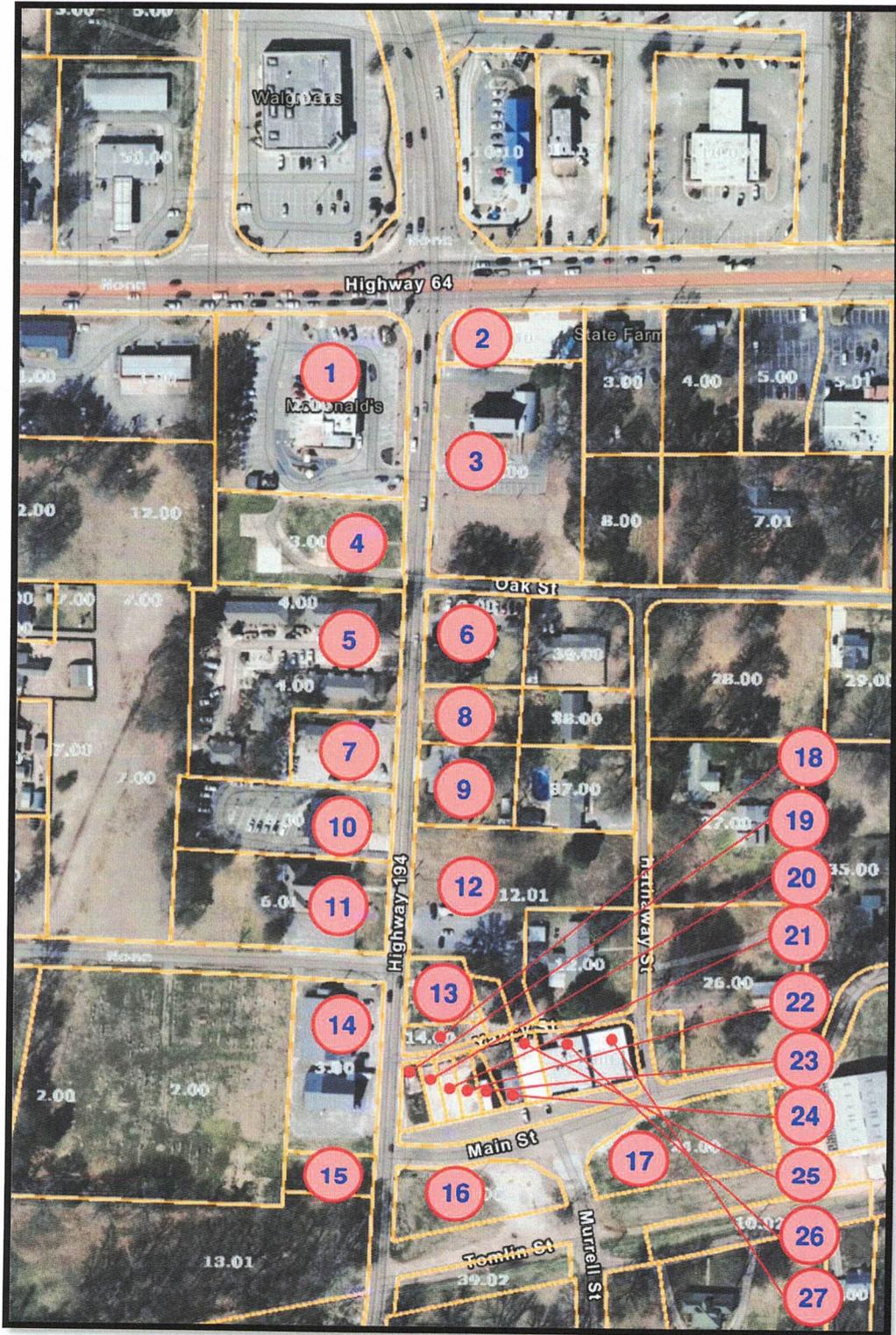


Figure 3 – Properties

Task 2.2 – Initial Studies Plans Development

In order to adequately define the study area, typically 30% plans are necessary to submit along with the draft environmental document to TDOT. Fisher Arnold will prepare Initial Studies Plans for the project based on current standards as shown in TDOT’s Roadway Design Guidelines (2023 Edition), Roadway Design Checklists, Roadway Standard Drawings, and Standard Specifications for Road and Bridge Construction (2021 Edition). The Initial Studies plan set will consist of the following series of plan sheets, as needed:

- Title Sheet (Line and Grade)
- Typical Sections
- ROW Acquisition Tables and Property Maps
- Present Layouts
- ROW Details Sheets
- Proposed Layouts
- Proposed Profiles
- Sideroad Profiles
- Drainage Maps
- Roadway Cross Sections
- Sideroad Cross Sections

Fisher Arnold will provide an Initial Studies plan submittal to TDOT Local Programs for distribution to TDOT internal departments. No review meetings or plan revisions are associated with this submittal beyond the continued development of the Line and Grade Plans described under the next Task.

Deliverables:

1. Initial Studies Plan Submittal (1 electronic copy in PDF format) to the Town and to TDOT.
2. Initial Studies File Submittal Package (1 compressed ZIP file containing all necessary Bentley OpenRoads Designer files used to create the plan sheets) to TDOT.

Task 2.3 – National Environmental Policy Act (NEPA) Documentation

Based upon the assumption that TDOT and FHWA will determine that the proposed construction for this project will qualify as a “Programmatic Categorical Exclusion” (PCE) as described in 23 CFR Part 771.117(d), Fisher Arnold will prepare the PCE document as described below in accordance with the Tennessee Environmental Procedures Manual, the FHWA guidance as outlined in FHWA Technical Advisory T6640.8A, and the State of Tennessee Streamlined Documentation Checklist (SDC) for NEPA Programmatic or C-List Categorical Exclusions(CE). Fisher Arnold will submit the PCE document to Oakland for review. Following Oakland’s review, Fisher Arnold will submit the PCE document to TDOT for review and comment. After incorporating TDOT’s comments, a final PCE document will be submitted to TDOT and FHWA for acceptance. The various subtasks to this component are as follows:

Task 2.3.1 – Project Planning Related to NEPA Document Preparation

Fisher Arnold will correlate the project to the appropriate Metropolitan Planning Organization (MPO) program and Tennessee Transportation Improvement Program (TIP), as applicable. All related documentation will be included in the Appendix of the document.

Task 2.3.2 – Project Description and Need Statement

Fisher Arnold will prepare a “Project Description and Need” statement for inclusion in the NEPA document.

Task 2.3.3 – Right-of-Way Review

Fisher Arnold will prepare a discussion of the right-of-way associated with the proposed action. The discussion will address whether or not more than 1.0 acres of right-of-way or permanent easements will be required, as well as potential displacement of any commercial or residential occupants.

Task 2.3.4 – Access Control

Fisher Arnold will prepare a statement summarizing any potential impacts or change in access control.

Task 2.3.5 – Streams or Wetlands

Fisher Arnold will consult the National Wetland Inventory mapping prepared by the United State Fish and Wildlife Service (USFWS) to identify and document the locations of any wetlands or streams in the vicinity of the project area. The site documentation will be consistent with applicable requirements of TDOT, TDEC, and the United States Army Corps of Engineers (USACE).

Task 2.3.6 – Threatened or Endangered Species

If required, Fisher Arnold will prepare and send a TDEC Project Review Form, along with a project site map, to the TDEC Division of Natural Areas for their use in determining if any threatened or endangered species are present within the project area. Assuming that no threatened or endangered species will be adversely impacted by the project, a letter of no impact would be expected from TDEC. If TDEC determines that additional studies or coordination is required, those services can be negotiated and added as a supplement request to our contract.

Task 2.3.7 – Floodplain or Floodway

Fisher Arnold will document whether or not the proposed action encroaches on a regulatory floodway or impact the base floodplain (100-year flood) elevations.

Task 2.3.8 – Farmland

Fisher Arnold will document that the proposed action does not convert farmland to a transportation use.

Task 2.3.9 – Wild and Scenic Rivers

Fisher Arnold will document that the proposed action does not involve construction in, across, adjacent to a river that has been designated as a component of the National System of Wild and Scenic Rivers.

Task 2.3.10 – Air Quality

Because no motor vehicle traffic or other sources of atmospheric contaminants result from this proposed action, Fisher Arnold assumes that an air quality analysis is not necessary.

Task 2.3.11 – Noise Impacts

The proposed action is not expected to include noise-generating sources, therefore Fisher Arnold assumes that no project-specific noise technical study will be required.

Task 2.3.12 – Section 4(f) and 6(f) Impacts

It is assumed that there are no Section 4(f) or 6(f) resources present within the project area. Fisher Arnold will prepare a letter to TDOT requesting that TDOT coordinate with the FHWA Division Office and provide a letter of concurrence that Section 4(f) and 6(f) resources are not impacted by the proposed project.

Task 2.3.13 – Cultural Resources Impacts

Fisher Arnold will prepare and send a letter to the Tennessee State Historical Preservation Office (SHPO) requesting a Section 106 review of the proposed project area. Fisher Arnold will provide a project narrative that describes the existing site conditions along with the proposed sidewalk and crosswalk improvements, a USGS topographic map of the project area, photographs of the project area and a key map. The cultural resources review will address any project-specific historical, architectural or archaeological sites or artifacts. Fisher Arnold will secure the services of a Registered Archeologist to document potential historical and archeological impacts.

Task 2.3.14 – Hazardous Materials

Fisher Arnold does not anticipate the presence of hazardous materials along the project corridor. No project-specific hazardous material technical studies are anticipated to be necessary in the proposed scope of services. Therefore, Fisher Arnold will document that the proposed action does not impact a known hazardous materials site, as required by TDOT.

Task 2.3.15 – Environmental Justice

Fisher Arnold does not anticipate that the proposed project will disproportionately impact minority or low-income populations. Fisher Arnold will prepare a brief summary to document the results.

Task 2.3.16 – Document Preparation and Distribution

Fisher Arnold will compile the various data generated from Tasks 1.1 through 1.15 as described above and prepare a draft PCE document for review by Oakland. Fisher Arnold will address all comments received from Oakland and will then prepare the revised document for submission to TDOT for review and comment. Upon receipt of TDOT comments, Fisher Arnold will revise the document as necessary and prepare the PCE document ultimately for TDOT to submit to FHWA for approval. Fisher Arnold will address comments received from FHWA if applicable.

Deliverables:

- Draft PCE Environmental Document (including all relevant letters, responses, applicable technical studies) for review by the Town of Oakland (1 electronic copy, Adobe PDF format).
- Draft PCE Environmental Document for TDOT/FHWA review (1 electronic copy, Adobe PDF format).
- Final PCE Environmental Document for TDOT and FHWA review and approval (2 hard copies and 1 electronic copy, Adobe PDF format).

Task 3 – PE-Design Phase Services

Task 3.1 – Line and Grade (Preliminary) Plans Development

Fisher Arnold will prepare Line and Grade (Preliminary) Review Plans for the project based on current standards as shown in TDOT's Roadway Design Guidelines, Roadway Design Checklists, Roadway Standard Drawings, and the Standard Specifications for Road and Bridge Construction, 2021 Edition. The Line and Grade plan set will consist of the following series of plan sheets as needed:

- Title Sheet (Line and Grade)
- Typical Sections
- ROW Acquisition Table and Property Map
- Present Layouts
- ROW Details Sheets
- Proposed Layouts
- Proposed Profiles
- Sideroad Profiles
- Private Driveway Profiles
- Drainage Maps
- Roadway Cross Sections
- Sideroad Cross Sections
- Traffic Control Plans (working drawings only)

Fisher Arnold will provide a Line and Grade Review submittal to TDOT Local Programs for distribution to TDOT internal departments and external stakeholders. The TDOT Local Programs Project Monitor will distribute all comments received from the internal and external reviews to Fisher Arnold. Revisions will be made based on comments received.

Deliverables:

1. Line and Grade Plan submittal (1 electronic copy in PDF format) to TDOT Local Programs & Town.

Task 3.2 – Early Utility Coordination

Fisher Arnold will submit early coordination letters to utility companies in Fayette County. The submittal to each utility owner will consist of a letter by certified mail (and/or email) requesting that the utility company review the potential impact of the proposed project on their facilities. The letter will request a written response from each utility. If no response is made within 60 days, a follow-up letter by certified mail (and/or email) will be submitted giving the utility company 10 days to respond. All documentation will be used for Utility Certification in later tasks.

Task 3.3 – Functional (ROW) Plans Development

Fisher Arnold will prepare Functional (ROW) Plans for the project based on current standards as shown in TDOT's Roadway Design Guidelines, Roadway Design Checklists, Roadway Standard Drawings, and the Standard Specifications for Road and Bridge Construction, 2021 Edition. The Functional Plan set will consist of the following series of plan sheets as needed:

- Title Sheet (Functional)
- Project Commitments Sheet (as required)
- Estimated Quantities (for information only)
- Typical Sections and Pavement Schedule
- Environmental Notes
- Tabulated Quantities (if applicable)
- ROW Notes, Utility Notes, and Utility Owners
- ROW Acquisition Table and Property Maps
- Present Layouts
- ROW Details Sheets
- Proposed Layouts
- Proposed Profiles
- Sideroad Profiles
- Private Driveway Profiles
- Drainage Maps
- Culvert Sections (as required)
- EPSC Plans
- Signing and Pavement Marking Plans (for information only)
- Sign Schedule Sheets (as needed)
- Corner Details Sheet
- Traffic Control Plans (for information only)
- Roadway Cross Sections
- Sideroad Cross Sections

Fisher Arnold will prepare a project construction estimate corresponding to the current Functional Plans. The construction estimate will consist of preliminary quantities calculated and entered into the TDOT Estimated Quantities spreadsheet.

Deliverables:

1. Functional Field Review Plan submittal (1 electronic copy in PDF format) to TDOT Local Programs and Town.
2. Functional Field Review Plan folder submittal (1 compressed file per TDOT guidelines) to TDOT Local Programs.
3. Draft Transportation Management Plan, including draft traffic control plan (1 electronic copy in PDF format) to TDOT Local Programs.
4. Final Functional Plan submitted – sealed (1 electronic copy in PDF format) to TDOT Local Programs & Town.
5. Final Functional Plan folder submittal (1 compressed file per TDOT Guidelines) to TDOT Local Programs.
6. Functional Construction Estimate (1 electronic copy in excel format)

Task 3.4 – Plan-in-Hand (Construction) Plans Development

Fisher Arnold will prepare Plan-in-Hand (Construction) Plans for the project based on current standards as shown in TDOT's Roadway Design Guidelines, Roadway Design Checklists, Roadway Standard

Drawings, and the Standard Specifications for Road and Bridge Construction, 2021 edition. The Plan-in-Hand plan set will consist of the following series of plan sheets as needed:

- Title Sheet (Plan-in-Hand)
- Roadway Index and Standard Roadway Drawings
- Project Commitments Sheet (as required)
- Estimated Roadway Quantities
- Typical Sections and Pavement Schedule
- General Notes
- Special Notes
- Environmental Notes
- Tabulated Quantities
- Detail Sheets
- ROW Notes, Utility Notes, and Utility Owners
- ROW Acquisition Tables and Property Maps
- Present Layouts
- ROW Details Sheets
- Proposed Layouts
- Proposed Profiles
- Sideroad Profiles
- Private Driveway Profiles
- Drainage Maps
- Culvert Sections (as required)
- EPSC Plans
- Signing and Pavement Marking Plans
- Sign Schedule Sheets (as needed)
- Corner Detail Sheet
- Traffic Control Plans
- Roadway Cross Sections
- Sideroad Cross Sections

Fisher Arnold will prepare a project construction estimate corresponding to the current Plan-in-Hand plans.

Deliverables:

1. Plan-in-Hand Field Review Plan submittal (1 electronic copy in PDF format) to TDOT Local Programs and Town.
2. Plan-in-Hand Field Review Plan folder submittal (1 compressed file per TDOT guidelines) to TDOT Local Programs.
3. Final Transportation Management Plan, including traffic control plan (1 electronic copy in PDF format) to TDOT Local Programs.
4. Final Plan-in-Hand Plan submitted – sealed (1 electronic copy in PDF format) to TDOT Local Programs & Town.
5. Plan-in-Hand Construction Estimate (1 electronic copy in excel format)

Task 3.5 – Final Utility Coordination

Fisher Arnold will submit draft construction plans to utility companies known to have facilities within the project limits. The submittal to each utility owner will consist of an electronic set of plan drawings (PDF) and a letter requesting that the utility company review the potential impact of the proposed project to their facilities. The letter will request a written response from each utility and will also request that the utility company identify any private utility easements that fall within the project limits but are not shown on the construction plans.

Task 3.6 – Environmental Permitting

Task 3.6.1 – Stormwater Pollution Prevention Plan (SWPPP)

The goal of the project is to impact less than 1 acre of disturbed area. **Accordingly, no SWPPP services are included in the scope of work.** These services can be added as Additional Services should a SWPPP be required.

Task 3.6.2 – National Pollutant Discharge Elimination System (NPDES) Permit Application

The goal of the project is to impact less than 1 acre of disturbed area. **Accordingly, no NPDES services are included in the scope of work.** These services can be added as Additional Services should a NPDES be required.

Task 3.7 – Bid Phase Services

Task 3.7.1 – Advertisement

Fisher Arnold will prepare the draft advertisement using the TDOT Local Programs Advertisement Template. Fisher Arnold will submit the draft advertisement to the Town and the TDOT Local Programs office for review and approval.

Task 3.7.2 – DBE Goal Setting

Given the construction budget for this project exceeds \$500,000 and will be utilizing federal dollars, the Town of Oakland will be required to set goals for DBE participation in the construction contract as defined in federal regulation 49 CFR 23/26. Fisher Arnold will work with personnel at the TDOT Civil Rights Office to set an appropriate and realistic DBE goal for the project based on the type and quantity of work being performed and the local availability of qualified DBE contractors.

Deliverable:

1. DBE Goal Worksheet for submittal to the Town and TDOT for review and approval.

Task 3.7.3 – Proposal Contract Preparation

Fisher Arnold will prepare a proposal contract in accordance with TDOT Office of Local Programs standards. The proposal contract will contain the Request for Proposals, contract documents, bid forms, disadvantage business enterprise (DBE) requirements, specifications, required special provisions, and a PDF plan set. The proposal contract will be submitted to TDOT Office of Local Programs for approval and authorization for the Town to proceed with bidding the project.

Task 3.7.4 – Bidding Assistance

Fisher Arnold will assist the Town with conducting one (1) pre-bid meeting with potential bidders. Fisher Arnold will respond to questions that arise during the bidding process and issue statements of clarification and/or bid addendums as appropriate. Fisher Arnold will evaluate bids, create a bid tabulation and submit to TDOT for concurrence.

Task 4 – Right-of-Way Phase Services - Excluded

Right-of-Way (ROW) Phase Services are ultimately planned for inclusion in this project, but the full scope of services and number of impacted properties cannot be accurately determined until such a time as the design is close to final. **Accordingly, no ROW Phase Services are included in this scope of work.** Upon receiving comments from TDOT Local Programs regarding the Functional (ROW) Field Review plan submission, an Additional Services request will be provided in writing to the Town of Oakland to add these services. Examples of Right-of-Way Phase services include **Plats and Descriptions**, Legal Services, Appraisal Services, Real Estate Services, and Relocation Services to name a few.

Task 5 – Construction Phase Services - Excluded

Construction Phase Services are ultimately planned for inclusion in this project, but the full scope of services and estimated fee cannot be accurately determined until such a time as the design is close to final and the construction timeframe is known. **Accordingly, no Construction Phase Services are included in this scope of work** but will be added as Additional Services following the completion of the Design Phase. Examples of Construction Phase services include Pre-Construction Meeting, Construction Engineering & Inspection, review and approval of contractor pay applications, RFI coordination, change order requests, and project record keeping to name a few.

Information Provided by Client

Fisher Arnold will rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives. The Client shall provide all information requested by Fisher Arnold during the project, including but not limited to:

- Existing Roadway Plans (if available)
- Existing Sanitary Sewer Plans (if available)
- Existing Water utility plans (if available)

Schedule

Fisher Arnold will perform the services as expeditiously as practicable with the goal of meeting a mutually agreed upon schedule.

Fees and Expenses

Fisher Arnold will perform the services in Tasks 1-3 for the total lump sum fee below. Individual task amounts are informational only. All permitting, application, and similar project fees will be paid directly by the Client.

Task	Description	Fee (Lump Sum)
1	Project Management	\$11,640.00
2	PE NEPA Phase Services	\$68,402.70
3	PE Design Phase Services	\$48,967.50
4	Right-of-Way Phase Services	(see note)
5	Construction Phase Services	(see note)
	Total	\$129,010.20

Note: Tasks 4-5 are ultimately planned for inclusion in this project, but the full scope of work cannot be accurately determined at this time and will be added as additional services at such a time that the scope can be defined.

Additional Services

Any other services not specifically provided for in the above scope can be performed as additional services if directed by and approved by the Town of Oakland. Specific items that are not included in the above described scope include, but are not limited to, the following:

- Geotechnical Investigation
- Underground utility location services (soft dig)
- Utility Relocation Design (i.e. AT&T, Chickasaw Electric, Town Water, etc)
- Environmental Permit fees (TDEC, SWPPP, NPDES, etc)
- Right-of-Way Phase Services (future supplement request)
- Construction Phase Services (future supplement request)
- ROW Acquisition fees (Legal, Appraisals, & other consultants)
- Advertisement fees
- Design revisions due to field issues discovered during construction phase

Mr. Harvey Ellis
October 7, 2025
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Thank you for the opportunity to provide these services to you. Should you have any questions or require additional information, please give me a call.

Sincerely,

FISHER & ARNOLD, INC.

Matthew Kennedy

Matt Kennedy, PE, PTOE
Director – Traffic Engineering and Survey

Cc: Mr. Rick Gafford, P.E.