

June 4, 2026

Mr. Matthew White  
**City of Mt. Juliet**  
115 Clemmons Road  
Mt. Juliet, TN 37122

RE: SR-265 (Central Pike) Widening (PIN 124887.02)  
Mt. Juliet, Tennessee  
Job No. 21000309-000  
Additional Service Request No. 1

Dear Mr. White:

This letter is to request funding for additional services for the above referenced site. These services are considered above and beyond previously authorized work, and include the following:

## **PROJECT**

The phases of work described below seek to establish the scope of work to complete the project through final right-of-way plans. This project is a TDOT Hybrid Project. After coordination with TDOT, Pape-Dawson has been instructed by TDOT to follow the TDOT Local Government Guidelines Manual (LGGM) for right-of-way submittal.

## **ANTICIPATED AUTHORITIES HAVING JURISDICTION (AHJ)**

- City of Mt. Juliet
- Tennessee Department of Transportation

## **PRELIMINARY PLANS AND FIELD REVIEW**

### **I. PRELIMINARY PLAN SUBMITTAL (TASK 212)**

According to the FY 26 TDOT 10-Year Plan, the SR-265 Widening project has an anticipated construction year of 2032. The SR-265 Interchange at I-40 project adjacent to the SR-265 Widening project (western terminus) is anticipated to be let for construction in 2029. The SR-265 Widening project will begin just east of the Providence Parkway intersection with SR-265 and tie to the proposed newly constructed SR-265 Interchange at I-40 project. The SR-171 (S. Mt. Juliet Road) Widening project is also adjacent to the SR-265 Widening project (eastern terminus) and has an anticipated construction date of 2031 based on the FY 26 TDOT 10-Year Plan. The SR-265 Widening project will tie to the newly proposed SR-171 project approximately 1500' west of the SR-171 and SR-265 intersection. Pape-Dawson will complete the preliminary plan submittal for this project based on these construction letting schedules.

#### Anticipated Design Criteria

- Design speed (SR-265) – 45 mph / posted speed 40 mph
- 4 lanes at 11-feet with curb and gutter and 30' raised grass median
- 2.5' grass strip and 10' shared use path on both sides of SR-265

**Pape-Dawson** will complete the preliminary plan set and submit this plan set to TDOT Local Programs for review. This plan set will include the following sheets:

- Title Sheet
- Typical Sections
- ROW Acquisition Table and Property Map
- Present Layouts
- Proposed Layouts
- Profiles
- Private Drive Profiles
- Side Road Profiles
- Drainage Map
- Culvert Section
- Roadway Cross Sections

#### *Deliverables:*

- *Preliminary Plan Set for Field Review*

## II. PRELIMINARY FIELD REVIEW (TASK 290)

**Pape-Dawson** will schedule and hold a Preliminary Field Review. After the Preliminary Field Review, Pape-Dawson will complete a comment resolution form to respond to all comments provided by TDOT Local Programs.

#### *Deliverables:*

- *Final Preliminary Plan Set*
- *Preliminary Field Review*
- *Preliminary Field Review Meeting Minutes*

## **ENVIRONMENTAL STUDIES**

### III. NEPA DOCUMENT (TASK 238)

**Pape-Dawson** has developed the following NEPA document scope based on our understanding and previous coordination with TDOT. Our expectation is that the project will be developed as a D-List Categorical Exclusion submitted to TDOT based on the guidance contained in the *TDOT Local Government Guidelines for Completing the NEPA Process*. Preparation of the NEPA document will include the following tasks.

- Initial Studies Coordination Form
- Coordination of Technical Studies (Environmental Resource Identification and Effects/Impacts Studies)
- Draft NEPA Document

- Final NEPA Document

#### **IV. ENVIRONMENTAL RESOURCE STUDIES (TECHNICAL STUDIES) (TASK 711)**

**Environmental Resource Identification Studies - Pape-Dawson** will investigate the Environmental Technical Study Area (ETSA) to locate, identify, describe, and document environmental resources, including initiating coordination of resource findings with appropriate regulatory agencies.

**Environmental Resource Effect/Impact Studies - Pape-Dawson** will complete Necessary Resource Effect/Impact Evaluations, finalize all needed memos for inclusion with the Environmental Document and coordinate inclusion of the Study and related information in the Environmental Document. The following technical areas will be assessed.

- Air Quality and Noise
- Ecology
- Floodplain
- Cultural Resources
- Hazardous Materials

*Deliverables:*

- *Technical Study Reports*
- *Draft/Final NEPA D-List CE Document and Appendices*
- *Project Commitments*

#### **RIGHT-OF-WAY DESIGN AND PLANS SUBMITTAL**

##### **V. RIGHT-OF-WAY DESIGN (TASK 291)**

**Pape-Dawson** will develop right-of-way design plans guided by Tennessee Department of Transportation (TDOT) standards under the supervision of Professional Engineers licensed in the State of Tennessee. These design plans will follow TDOT Local Government Guidelines Manual (LGGM) requirements.

The right-of-way plan design will include the following design considerations:

- Develop design plans to establish permanent ROW and easement requirements for acquisition
- Underground roadway drainage system design
- Guardrail and pedestrian safety rail design
- Develop ditch design and ditch lining
- Develop traffic control concepts and plan sheets
- Develop EPSC plans
- Develop pavement marking and signing plans
- Incorporate geotechnical recommendations
- Incorporate box culvert or bridge design
- Retaining wall recommendations/concepts

- Preliminary utility coordination – initial contact coordination and early deconfliction process
- TVA and TransCanada Gas coordination
- Design Exceptions and Waivers (as necessary)
- Estimated Roadway Quantities

**VI. RIGHT-OF-WAY PLAN DEVELOPMENT (TASK 292)**

**Pape-Dawson** will prepare right-of-way plans to submit to TDOT Local Programs for review. This plan set will include the following sheets:

- Title Sheet (Revised from Preliminary Plans)
- Project Commitments (if applicable)
- Typical Sections and Pavement Schedule
- Tabulated Quantities
- Detail Sheets
- ROW Notes, Utility Notes and Utility Owners
- Property Map and Acquisition Table
- Present Layouts
- Right-of-Way Detail Sheets
- Proposed Layouts
- Proposed Profiles
- Side Road Profiles
- Private Driveway Profiles
- Drainage Maps
- Culvert Cross Sections
- Pavement Marking Layout Sheets
- Retaining Wall Plans
- Preliminary Traffic Control Plans
- Mainline Roadway Cross Sections
- Side Road Roadway Cross Sections
- Preliminary Bridge Plans (if needed)

**VII. RIGHT-OF-WAY FIELD REVIEW (TASK 293)**

**Pape-Dawson** will schedule and hold a Right-of-Way Field Review. After the Right-of-Way Field Review, Pape-Dawson will complete a comment resolution form to respond to all comments provided by TDOT Local Programs.

*Deliverables:*

- *Final Right-of-Way Plan Set*
- *Right-of-Way Field Review*
- *Right-of-Way Field Review Meeting Minutes*

#### **VIII. DESIGN PUBLIC MEETING (TASK 294)**

**Pape-Dawson** will schedule and hold a Design Public Meeting for the project before final submittal of Right-of-Way Plans. Pape-Dawson will be responsible for the following tasks:

- Determining location and date for the meeting
- Confirming the attendance of a court reporter and TDOT divisions
- Completing Public Meeting Notice Request and Public Meeting Checklist
- Preparing all meeting materials
- Leading the presentation for the Design Public Meeting
- Preparing Meeting Minutes and responses to comments from Meeting

*Deliverables:*

- *Design Public Meeting materials*
- *Design Public Meeting Minutes and Comment Responses*

### **HYDROLOGY AND HYDRAULICS**

#### **IX. DETAILED ANALYSIS REVIEW (TASK 223)**

**Pape-Dawson** performed a preliminary analysis. This analysis will be reviewed and the models checked prior to moving forward with any additional studies or efforts related to this scope of work. The expectation is that the hydrology analysis and hydraulic model will be acceptable for use. If significant changes are required, additional fee may be required.

#### **X. FLOODPLAIN MODELING (TASK 224)**

Hydraulics of North Creek within the project limits will be evaluated to determine impacts due to proposed cut/fill in the floodplain and each of the proposed creek crossing structures (2 assumed) for this project. The hydraulics of the stream must be considered to identify and mitigate for potential adverse impacts, as defined by the City of Mt. Juliet. Tasks to be completed by Pape-Dawson include:

- Update hydraulic models of the crossing and the creek with proposed topography as provided for the project.
- Determine pre-project and post-project 100-year base flood elevations.
- Identify areas of cut required to lower base flood elevations from pre-project to post-project conditions to create a no adverse impact condition.
- Delineate pre-project and post-project condition 100-year floodplains.
- Provide guidance on crossing elevations and conveyance area requirements.
- A kickoff meeting will be held, plus attendance at two (2) virtual meetings. Additional meetings can be provided as additional services.
- This task provides up to two grading iterations with the design team for each alternative.

*Deliverables:*

- *One exhibit for each alternative depicting the pre-project and post-project 100-year floodplains.*

- *Floodplain delineation linework for the 100-year proposed conditions suitable for incorporating in the design plans.*
- *Sizes for up to two (2) alternative crossings.*

*Data is intended to be used for internal discussion and planning with Client.*

#### **XI. FEMA CONDITIONAL LETTER OF MAP REVISION (CLOMR) (TASK 225)**

A Conditional Letter of Map Revision (CLOMR) will be required and prepared to confirm the proposed improvements meet FEMA regulations. Specific tasks to be performed include:

- Review flood studies and modeling previously prepared in the vicinity, and if possible, reuse calculations after confirming applicability.
- Create the pre-project and post-project conditions hydraulic model for North Creek to document the changes to the creek from the proposed grading plan and crossing.
- Quantify pre-project and post-project 100-year water surface elevations and floodplain top widths. Update delineations for 100-year floodplain.
- Prepare a CLOMR application letter report, including MT-2 forms, calculations, and exhibits.
- Address up to one (1) cycle of comments with the City of Mt. Juliet and make any revisions related to errors, minor differences of opinion, or omissions for approval.
- Address up to two (2) cycles of comments with FEMA and make any revisions related to errors, minor differences of opinion, or omissions for approval.
- Prepare public notice, either by newspaper publication or individual letters sent by certified mail, to comply with FEMA requirements for public notice.
- Attendance at one (1) virtual meeting with City staff and up to two (2) virtual meetings with FEMA reviewer.

*Deliverables:*

- *Letter report, MT-2 forms, digital models, supporting tables for calculations and the following exhibits:*
  - *Vicinity Map*
  - *Effective Floodplain Map*
  - *Topographic Work Map*
  - *Annotated FIRM*

*Application must be reviewed / approved by City of Mt. Juliet to secure signature on Community Acknowledgement Form. Then application will be delivered to and reviewed / approved by FEMA to issue a CLOMR Determination Document.*

#### **ADDITIONAL SERVICES**

Additional Services, for which additional fees will be requested, may consist of, but not be limited to, the following items:

- *Calculating hydrology using SCS method or Unit Hydrograph Method*
- *Evaluating more than two (2) iterations of the site / grading plans.*
- *Performing 2-dimensional or unsteady-state modeling for the tract, even if requested by Client or reviewing agency.*
- *Sizing for more than two (2) stream crossings alternatives.*
- *Responding to additional reviews from the reviewing agency.*

- *Attending more meetings than outlined above.*
- *Coordinating with FEMA.*
- *Coordinating with agencies other than the City of Mt. Juliet.*

#### **LIMITATIONS AND EXCLUSIONS**

In addition to the items listed previously, the following limitations and exclusions were assumed when preparing this scope and fee estimate:

- *As-built, structure and/or topographic survey is not included as part of these services.*
- *No grading designs will be performed as part of these services.*
- *Review of construction plans for compliance with City criteria is not included in these services.*
- *Letter of Map Revision (LOMR) services, Letter of Map Amendment (LOMA) services, and/or No-Rise certifications are not included as part of these services*
- *Civil site, structural, and/or geotechnical services are not included in these services*
- *Cost-Estimations are not included in these services*
- *Hydraulic scour analysis is not included in these services*

#### **LAND SURVEYING**

##### **XII. ROADWAY TOPOGRAPHIC SURVEY (TASK 105)**

As the design progresses, there will likely be additional survey needed along the corridor. **Pape-Dawson** will provide a field-run topographic survey. The topographic survey will be made in accordance with the requirements for topographic surveys as currently defined and adopted by the Tennessee State Board of Examiners for Land Surveyors. All work will be performed under the direct supervision of a Registered Land Surveyor licensed to practice surveying in the State of Tennessee. **Pape-Dawson** has allocated budget for 2 weeks in the field and 2 weeks in the office.

#### **PROJECT MANAGEMENT**

##### **XIII. MEETINGS (TASK 501)**

**Pape-Dawson** will meet with **Client**, design team, ownership team, and the **AHJ** representatives on an as-needed basis. The preparation for and attendance at these meetings will be billed at an hourly rate.

**THIS PROPOSAL ASSUMES AND/OR EXCLUDES THE FOLLOWING:**

- ◆ *Any professional opinions expressed in AI generated meeting notes should be confirmed by the client in contract documents and communications.*
- ◆ *Additional services required by the client which may arise, and are not outlined above, to be compensated for on an hourly basis or negotiated to a lump sum fee.*
- ◆ *Section 4(f) and/or 6(f) process*
- ◆ *Environmental Site Assessment (Phase 1 and/or Phase 2)*
- ◆ *Biological Assessment, Biological Opinion and/or species-specific survey (e.g. stream side salamander, bat study, mist netting, etc.)*

**SUMMARY OF SCOPE AND FEES**

**PRELIMINARY PLAN SUBMITTAL AND PRELIMINARY FIELD REVIEW**

I.	PRELIMINARY PLANS SUBMITTAL	Task 212	\$22,500.00
II.	PRELIMINARY FIELD REIVEW	Task 290	\$16,000.00

**ENVIRONMENTAL STUDIES**

III.	NEPA DOCUMENT	Task 238	\$30,000.00
IV.	ENVIRONMENTAL RESOURCE STUDIES (TECHNICAL STUDIES)	Task 711	\$45,000.00

**RIGHT-OF-WAY DESIGN AND PLANS SUBMITTAL**

V.	RIGHT-OF-WAY DESIGN	Task 291	\$235,000.00
VI.	RIGHT-OF-WAY PLAN DEVELOPMENT	Task 292	\$76,685.00
VII.	RIGHT-OF-WAY FIELD REVIEW	Task 293	\$16,000.00
VIII.	DESIGN PUBLIC MEETING	Task 294	\$24,750.00

**HYDROLOGY AND HYDRAULICS**

IX.	DETAILED ANALYSIS REVIEW	Task 223	\$5,000.00
X.	FLOODPLAIN MODELING	Task 224	\$30,000.00
XI.	FEMA CONDITIONAL LETTER OF MAP REVISION (CLOMR)	Task 225	\$35,000.00

**LAND SURVEYING**

XII.	ROADWAY TOPOGRAPHIC SURVEY	Task 105	\$30,000.00
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**PROJECT MANAGEMENT**

XIII.	MEETINGS	Task 501	\$35,000.00
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**Total: \$ 600,935.00**

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A budget increase of \$600,935.00 is the estimated cost of Pape-Dawson's current understanding of the additional services identified above. Upon signing of this ASR by the client, this ASR to be governed by the existing proposal for this project signed by the client and engineer on the 18th day of September 2023.

We appreciate the opportunity to work with you on this project. If you concur with this request, please acknowledge your approval by signing in the space provided below and returning this letter to our office via email, fax, or US Mail for our records. If you have questions or need additional information, please do not hesitate to contact me at your earliest convenience.

Sincerely,  
Pape-Dawson Consulting Engineers, LLC

**ACKNOWLEDGED & ACCEPTED**

Lee Schumann, P.E.  
Practice Leader

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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