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Date: June 10, 2025

Subject: Scope of Work for Scotland & Oakland Master Servicing Plan Phase 2 – Transportation Evaluation,
Brant County, Ontario – Version 3

Dear Ms. Bazzard,

Further to our recent discussions, we are pleased to provide you (the “Client”) with this Scope of Work for consulting services for your project, based on the information below. Our proposal has been updated based on the recent direction received from the County on June 03, 2025.

In 2024, Arcadis completed a Traffic Operations Study for the communities of Scotland and Oakland for Brant County, with the revised final report submitted on February 12, 2025. The study investigated future infrastructure needs for the two communities through the 2051 horizon year, accounting for multiple proposed residential developments across six subdivisions. The study also investigated development access alignments at a high-level, considering safety and existing natural heritage features. Access locations were labelled as either desirable or undesirable for new connections. Opportunities for the County’s future transit and active transportation plans in the study area were also identified.

It is our understanding that Brant County Council has approved the findings of the completed Traffic Operations Study. This previous study aligns with ongoing Phase 1 work by other consultants supporting the County’s Master Servicing Plan (MSP) for the communities of Scotland and Oakland. The Traffic Operations Study determined that most intersections within Scotland and Oakland have sufficient capacity to accommodate the projected future traffic volumes.

The work outlined within this scope of work aims to build on previous efforts, which included high-level desktop analyses, by providing a more detailed evaluation of traffic servicing options. As part of the traffic component of the MSP, this work will assess potential improvements to the transportation network, including connectivity for new development lands. The recommendations will focus on promoting both safety and connectivity throughout the community.

This proposal and its contents shall not be duplicated, used or disclosed — in whole or in part — for any purpose other than to evaluate the proposal. This proposal is not intended to be binding or form the terms of a contract. The scope and price of this proposal will be superseded by the contract. If this proposal is accepted and a contract is awarded to Arcadis as a result of — or in connection with — the submission of this proposal, Arcadis and/or the client shall have the right to make appropriate revisions of its terms, including scope and price, for purposes of the contract. Further, client shall have the right to duplicate, use or disclose the data contained in this proposal only to the extent provided in the resulting contract.

Chapter 1 Our Services

In support of this project, Arcadis will provide you with the following services and deliverables (collectively, the “Services”).

Task 1: Project Initiation and Review of Existing Information (Phase 1)

Task 1.1: Project Kick-Off Meeting

As part of the project initiation phase, we will participate in a kick-off meeting with the Project Team, which will include Brant County staff, and the MSP consultant (Stantec) henceforth referred to as “MSP Lead Consultant”. To prepare for the meeting, we will develop a transportation focused agenda along with a scope of work presentation. The presentation will outline the project flow and identify the information required from the Project Team to support project commencement.

Major Project Meeting #1: Kick-off meeting with the Project Team.

Following the meeting, we will document the transportation related minutes and action items. These will be coordinated and shared with the Project Team to facilitate follow-up.

Task 1.2: Review of Existing Information

The analysis completed in the *Oakland and Scotland Traffic Operations Study* (Arcadis, February 2025), will serve as the primary source of background information along with inventory of all modes and opportunities and identification of known issues and constraints within the transportation network. As needed, Arcadis will also gather additional materials, including any new active development applications, relevant studies, as-built drawings of the existing road networks, County engineering standards, and available traffic data.

As part of the previously completed study, an analysis was conducted for the weekday AM peak period (7:00 a.m. – 10:00 a.m.), weekday midday peak period (12:00p.m. – 2:00 p.m.), and weekday PM peak period (3:00 p.m. – 6:00 p.m.). The intersections within the proposed study area are presented in **Exhibit 1**.

We will summarize the current and projected traffic volumes for the identified intersections within the study area in the form of a presentation (“Phase 1 Presentation”). If data gaps are identified during this process, additional surveys will be conducted to gather the necessary traffic counts, and the analysis will be updated accordingly.

Additional surveys will be promptly coordinated with County staff, and the efforts needed to collect the traffic counts, along with their impact on the project schedule, will be discussed in a timely manner.

Exhibit 1: Proposed Traffic Analysis Study Area Intersections

Intersection #	Control Type	Main Street	Cross Street
1	Unsignalized	Norwich Road (County Road 3) / Church Street West (County Road 3)	Maple Avenue South
2	Unsignalized	Bishopsgate Road (CR 16)	Elliott Road
3	Unsignalized	Bishopsgate Road (CR 16) / Simcoe Street (CR 16)	Thirteenth Concession Road
4	Unsignalized	Simcoe Street (CR 16)	Oakland Road (CR 4)
5	Unsignalized	Simcoe Street (CR 16)	Church Street West (County Road 3) / Church Street East
6	Unsignalized	Simcoe Street (CR 16)	Vanessa Road (CR 4)
7	Signalized	Highway 24	Oakland Road (CR 4)
8	Signalized	Oakland Road (CR 4)	King Street South (CR 24)
9	Unsignalized	King Street South (CR 24) / Old Highway 24	Jenkins Road
10	Unsignalized	Church Street West (County Road 3)	Augustus Street
11	Unsignalized	Simcoe Street (CR 16)	Augustus Street

The future development accesses within the proposed traffic analysis study area are presented in **Exhibit 2**.

It is noteworthy that the specific location of a development's access onto a particular fronting road does not influence traffic capacity analysis. Therefore, only the eight (8) access locations within **Exhibit 2** were included in the traffic analysis. However, a wider range of potential access locations will be examined as part of the access analysis, as detailed in **Task 2: Alternative Solutions (Phase 2)**. This proposal includes efforts for up to two rounds of revisions for Phase 1 Presentation.

As outlined in the RFP, the updated study area consists of seven subdivisions. It is our understanding that a pre-consultation request was submitted in early 2025 for a new development at 4 Marcus Street in Scotland. This is a relatively small subdivision, comprising approximately five lots. An access road evaluation for this site will be carried out as part of **Task 2: Alternative Solutions (Phase 2)**; however, additional traffic analysis, such as turning movement counts, is not anticipated given the limited scale of the proposed development.

Exhibit 2: Proposed Traffic Analysis Study Area Development Accesses

Development #	Development Address	Access Location	Fronting Roadway
1	29 Thirteenth Concession Road	Northern Property Edge	Thirteenth Concession Road
2	44 Church Street West	Eastern Property Edge	Augustus Street
		Southern Property Edge, Opposite of Development 3 Access	Church Street West (County Road 3)
3	51 Church Street West	Northern Property Edge, Opposite of Development 2 South Access	Church Street West (County Road 3)
4	Scotland Estates Subdivision	Western Property Edge, Opposite of Thirteenth Concession Road	Bishopsgate Road (CR 16) / Simcoe Street (CR 16)
		Western Property Edge, Opposite of Scotland Community Centre Access	Simcoe Street (CR 16)
5	245 Oakland Road Subdivision	Northern Property Edge	Oakland Road (CR 4)
6	3 King Street South	Southern Property Edge	Jenkins Road

Task 1.3: Preparation of Consultation Plan

In collaboration with the MSP Lead Consulting team, we will prepare a consultation plan tailored to the transportation component of the study. The plan will outline the approach, communication methods, and timing of key engagement points with both technical stakeholders and the broader community. It will distinguish between engagement activities led directly by our team, such as meetings with transportation authorities, and those where we will contribute materials and technical input, such as Public Information Centres coordinated by the MSP Lead Consultant.

A stakeholder list specific to the transportation study will be compiled and maintained as part of the consultation plan. This will include the MTO, County Transportation and Planning staff, Grand River Conservation Authority (GRCA), and emergency services, among others relevant to road access and operational considerations. The consultation plan will align with the Municipal Class EA process and support transparent documentation of all engagement activities throughout the project. A draft version will be submitted early in the project for County review and input.

Task 1.4: 2024 Existing Conditions Traffic Analysis

The results of the 2024 Existing Conditions Traffic Analysis, as presented in the Traffic Operations Study Report, will be compiled in the form of a presentation deck and will be presented during the Major Project Meeting #2 with the MSP Lead Consultant and the County.

We will conduct a conceptual review of the current and projected traffic volumes used in the study area analysis. No additional turning movement count data is anticipated at this stage, as the previous study is considered sufficiently comprehensive for inclusion in the Phase 1 Presentation.

Deliverable: Phase 1 Presentation

Phase 1 Presentation will provide a summary of existing conditions within the study area. Our team will prepare a brief traffic content for this deliverable, including a review of existing land uses, the transportation network, and known natural environment features as they relate to transportation infrastructure. These inputs correspond to the 2024 Existing Conditions Traffic Analysis.

This proposal includes efforts for up to two rounds of revisions for Phase 1 Presentation.

Major Project Meeting #2: Phase 1 Progress Meeting: with the Project Team, in advance of Technical Memorandum #2 (TM#2).

Task 1.5: 2051 Future Conditions Traffic Analysis

Similar to the above task, the results of the 2051 Future Conditions Traffic Analysis will be compiled and shared with the MSP Lead Consultant for integration into Technical Memorandum #2 (TM#2). This includes the additional traffic analysis related to the potential site access along Highway 24 for the 245 Oakland Road subdivision.

Growth scenario inputs for this task will be coordinated with and provided by MSP Lead Consultant. These scenarios may vary depending on whether the communities are municipally serviced or remain privately serviced. It is our understanding that if the updated growth projections remain below 363 lots—as assumed in the previous Traffic Operations Study—no further traffic analysis will be required. However, should the number of lots exceed this threshold, additional analysis will be necessary. In such a case, please refer to the **Task 4: Provisional Services** section of this proposal for an estimate of the additional effort and cost required to complete the update.

Deliverable: Technical Memorandum #2

Technical Memorandum #2 (TM#2) will consist of growth forecasts, and will communicate water demands, wastewater flows, and traffic capacity and projections. We will contribute the transportation component, which will address community transportation needs based on revised growth assumptions, as well as preliminary servicing and transportation alternatives. Should the growth projections exceed those evaluated in the original study, the traffic analysis will be updated accordingly and incorporated into TM#2.

Overall coordination and assembly of TM#2 will be led by the MSP Lead Consultant, with our team providing the supporting transportation inputs. This proposal includes efforts for up to two rounds of revisions for TM#2.

Task 2: Alternative Solutions (Phase 2)

Task 2.1: Proposed Development Access Location Analysis

This work will build upon the desktop analysis completed as part of the *Oakland and Scotland Traffic Operations Study* (Arcadis, February 2025). We will identify the development access constraints and assess a range of practical alternative solutions that will address the study problem statement with respect to the transportation network in Scotland and Oakland. These alternatives will include both potential enhancements to the existing road network and proposed new connections required to support development through to the 2051 horizon year. As part of this task, we will also identify any potential policy directions related to the County’s Official Plan that may influence future transportation planning.

For each of the conceptual development site access locations, Arcadis will identify potential Safety, Social, Environmental, and Economic impacts associated with practical alternative solutions. A framework for evaluating these alternatives will be developed (evaluation matrix), incorporating a set of process- and criteria-based evaluation tools that align with the Municipal Class EA Process. This analysis will consider applicable transportation engineering design standards such as Transportation Association of Canada’s (TAC) Geometric Design guide for Canadian Roads, potential sightline constraints, and existing natural heritage features as presented in the County’s land use zoning. Arcadis intends to complete access analysis for thirteen (13) proposed development access location alternatives, summarized in **Exhibit 3**.

Exhibit 3: Proposed Development Access Location Analysis Study Area

Development #	Access ID	Development Address	Access Location	Fronting Roadway
1 ¹	1-N	29 Thirteenth Concession Road	Northern Property Edge	Thirteenth Concession Road
2	2-E	44 Church Street West	Eastern Property Edge, connecting via County owned Land Parcel 27 Augustus	Augustus Street
	2-S		Southern Property Edge, Opposite of Development 3 Access	Church Street West (County Road 3)

¹ The Oakland and Scotland Traffic Operations Study (Arcadis, February 2025) also investigated an eastern access location from Development 1 connecting to a future extension of Duncan Street. As this roadway extension does not currently exist, a detailed analysis is not proposed.
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Development #	Access ID	Development Address	Access Location	Fronting Roadway
3	3-N	51 Church Street West	Northern Property Edge, Opposite of Development 2 South Access	Church Street West (County Road 3)
4	4-N	Scotland Estates Subdivision	Western Property Edge, Opposite of Thirteenth Concession Road	Bishopsgate Road (CR 16) / Simcoe Street (CR 16)
	4-S		Western Property Edge, Opposite of Scotland Community Centre Access	Simcoe Street (CR 16)
5	5-A	245 Oakland Road Subdivision	Originating from the Eastern Property Edge, Fronting onto Oakland Road Parallel to T.H. and B. Trail	Oakland Road (CR 4)
	5-B		Originating from the Northern Property Edge, connecting to Oakland Road via an Adjacent Land Parcel ²	Oakland Road (CR 4)
	5-C		Northwestern Property Edge	Highway 24
	5-D		Originating from the Western Property Edge, connecting to Highway 24 Opposite of Vanessa Road, via an Adjacent Land Parcel	Highway 24
6	6-S	3 King Street South	Southern Property Edge	Jenkins Road
	6-E		Eastern Property Edge	King Street South
7 ³	7-X	4 Marcus Street	Western Property Edge	Marcus Street
	7-Y		Northern Property Edge	Oakland Road

² As identified in the Oakland and Scotland Traffic Operations Study (Arcadis, February 2025), the small segment of the 245 Oakland Road property edge which fronts directly onto Oakland Road is not a feasible access location due to major safety concerns as well as its unsuitability due to insufficient corner clearance provided between it and the signalized intersection of Highway 24 and Oakland Road.

³ We have assumed that, in the absence of confirmed development details, a maximum of two alternative access locations will be studied.

The additional sightline analysis for Development #6: 3 King Street South, along the eastern property edge, will initially be conducted through a desktop analysis, similar to other locations. If necessary, the location will then be narrowed down for a survey. The proposal includes efforts for the desktop analysis, while the survey for this specific location is included under **Task 4: Provisional Services**. Should a survey be deemed necessary, this will be communicated to the County for approval prior to conducting the provisional work.

On-Site Assessment of Sight Line Obstructions

The access analysis work completed in the *Oakland and Scotland Traffic Operations Study (Arcadis, February 2025)* was conceptual in nature, and did not include on-site assessments or field verifications. As part of this work, Arcadis proposes to undertake on-site assessments to confirm available sight line distances for each of the practical alternative solutions.

These field observations will support the identification of existing constraints and inform recommendations to mitigate or remove sight line obstructions, where required, to support the feasibility of the proposed alternatives.

Major Project Meeting #3: Alternatives in relation to Community Management Plan Meeting with the County's Planning Department.

Task 2.2: Stakeholder Engagement

Based on consultation plan developed in **Task 1.3: Preparation of Consultation Plan** along with the MSP consulting team, we will prepare materials to engage with key transportation-related stakeholders namely MTO, GRCA and the County's Transportation Department and/or Emergency Services with a focus on the proposed alternative access solutions.

We have allocated the budget to support attendance at up to three (3) virtual stakeholder meetings, each lasting one hour. These meetings will be attended by two (2) Arcadis staff members, and a summary of each meeting will be prepared in memo format. Any additional meetings beyond this allowance would be subject to additional fees. The stakeholder list identified above is preliminary and may be refined as the study progresses and as new considerations emerge.

Major Project Meeting #4: Progress meeting with the Project Team in advance of PIC#1.

Task 2.3: Public Information Centre #1

Arcadis will prepare traffic and transportation-related materials for Public Information Centre (PIC) #1 in the form of slides. These presentation slides up to two (2) rounds of revision will summarize the transportation problem statements, key opportunities and constraints, and the alternative solutions identified to date. The purpose of this session is to share preliminary findings with the community and gather feedback.

No Arcadis staff members will attend this public event, and we will not be responsible for preparing public consultation summaries. If transportation-related questions arise during the event, we will provide responses either through email correspondence or during the monthly progress meeting with the Project Team.

Task 2.4: Preferred Solutions List Compilation and Class EA Schedule Identification

Arcadis will summarize the recommended access improvements and identify new connections to the proposed developments. As part of this task, we will cross-check these recommendations with the environmental mapping prepared by the MSP Lead Consultant to identify potential conflicts with natural features and environmental constraints.

Following this review, Arcadis will prepare implementation notes for each recommended solution. These notes will include preliminary considerations for permits, approvals and future study requirements and will define the Municipal Class EA schedule (i.e., exempt, Schedule 'B', Schedule 'C'). Each solution will be classified based on its potential impacts, public consultation requirements, and the scale of environmental assessment required.

A summary table will be developed to consolidate the Municipal Class EA schedule classifications with permitting considerations associated with each proposed improvement. This information will support future implementation planning and Municipal Class EA documentation preparation. Based on recent and proposed changes to the Municipal Class EA process, we are aware that the Municipal Class EA process could be replaced by the Municipal Project Assessment Process (MPAP) during this study which would likely impact the planning requirements. Arcadis continues to monitor these potential changes and will notify the County if such changes take effect and identify the implications on this study.

Task 2.5: Transit and Connectivity Analysis

The Traffic Operations Study provided a high-level review of transit feasibility and community connectivity across Scotland and Oakland. In Phase 2, we will build on this foundation by identifying access points for each proposed subdivision that not only address vehicular needs but also support walkability and future transit readiness. Each access location will be evaluated for its potential to facilitate internal-external connections, minimize conflicts, and enhance the overall permeability of the street network. Right-of-way requirements and intersection spacing will also be reviewed with multi-modal integration in mind.

Additionally, we will assess how the proposed access locations align with existing and planned pedestrian routes, desired lines to community amenities, and potential future transit corridors. Connectivity improvements, such as trail linkages or mid-block crossings, may be recommended to supplement subdivision access points that serve both vehicles and active modes. The resulting framework will provide the County with an access strategy that complements both current mobility needs and long-term complete community objectives.

Major Project Meeting #5: Project meeting to discuss the potential alternatives and study findings in advance of Technical Memorandum #3 (TM#3).

Task 2.6: Technical Memorandum #3

For Technical Memorandum #3 (TM#3) Arcadis will review and incorporate feedback received from the public from PIC#1 and the Project Team, to finalize the traffic and transportation content related to the access location alternatives and potential road network enhancements while summarizing the evaluation framework and public consultation findings. This proposal includes efforts for up to two (2) rounds of revisions for TM#3.

It is understood that the MSP Lead Consultant will be responsible for the overall preparation of the TM#3, including integrating the traffic content prepared by Arcadis.

Task 2.7: Draft Master Plan Report

Arcadis will incorporate feedback received from the public from PIC#1 in order to prepare the traffic and transportation content for the draft master plan report.

It is understood that the MSP Lead Consultant will be responsible for the overall preparation of the Draft Master Plan Report in accordance with the Municipal Class EA requirements for review by the Project Team. It is further understood that there will be two (2) review and revision cycles for this report, and we have budgeted accordingly.

We will not be responsible for printing costs or AODA-compliance for any non-Arcadis reports, files or deliverables for the Draft Master Plan Report.

Task 2.8: Final Master Plan Report

Upon completion of the second review and revision cycle for the draft master plan report, Arcadis will work with the MSP Lead Consultant to finalize the Master Plan Report and submit to review agencies and for public review. The Final Master Plan is considered to go through only one (1) review cycle.

We will not be responsible for printing costs or AODA-compliance for any non-Arcadis reports, files or deliverables for the Final Master Plan Report.

Task 2.9: Public Review Period

Arcadis will support the Project Team during the 30-day public review period by reviewing and responding to public and agency comments related to traffic and the transportation network. Responses will be coordinated with the MSP Lead Consultant and reflected in the final recommendations of the transportation study.

Task 3: Client Communication

We propose to maintain open and regular communication with the Client via telephone and email, and will be available during regular business hours to discuss questions or concerns. We have budgeted for twelve (12) virtual half-hour meetings with the Client, aligned with an assumed monthly meeting schedule over the course of twelve months.

Meetings related to specific project milestones or involving parties beyond the County are addressed chronologically under **Task 1:** Project Initiation and Review of Existing Information (Phase 1) and **Task 2:** Alternative Solutions (Phase 2).

Additional meetings where our attendance is requested, whether with the County or other external entities, will be billed at the applicable hourly rates. For meetings requiring in-person attendance, associated travel-related disbursements will also apply.

Task 4: Provisional Services

Task 4.1: Highway 24 Additional Analysis

For the 245 Oakland Road subdivision, a potential access along Highway 24 will be considered, contingent on the Ministry of Transportation's (MTO) willingness to explore this option. Additional traffic analysis will be undertaken to assess potential changes in site trip distribution and travel patterns, with a focus on the following signalized intersections within the study area:

- Highway 24 / Vanessa Road
- Highway 24 / Potential Site Access for 245 Oakland Road
- Highway 24 / Oakland Road
- Highway 24 / Elliot Road

The most recent traffic data for Highway 24 will be requested from the MTO to support this analysis.

This provisional service includes the analysis of existing and future traffic conditions, along with efforts for up to two rounds of revisions for the updated Traffic Operations Study Report. If this task is undertaken, it will be incorporated into TM#2 as required.

Task 4.2: Growth Scenario Projections Exceed 363 Lots

This task accounts for services that may be required if the number of residential lots forecasted under the growth scenarios in **Task 1.5:** 2051 Future Conditions Traffic Analysis exceeds the 363 lots considered in Traffic Operations Study (February 2025).

In such a case, the traffic analysis will be updated to reflect revised site trip generation and trip distribution figures, including required adjustments to the traffic network modeling and future total traffic conditions.

The outcomes of this analysis will be documented in an updated Traffic Operations Study report.

Task 4.3: Inclusion of the 7th Subdivision in the Analysis

If the analysis is updated due to increased lot projections, it will be appropriate to also incorporate the 7th subdivision (4 Marcus Street) to provide the County with a complete and consolidated report for future reference.

This will include traffic analysis at the following intersections, in addition to those previously studied, during the morning, midday, and afternoon peak periods:

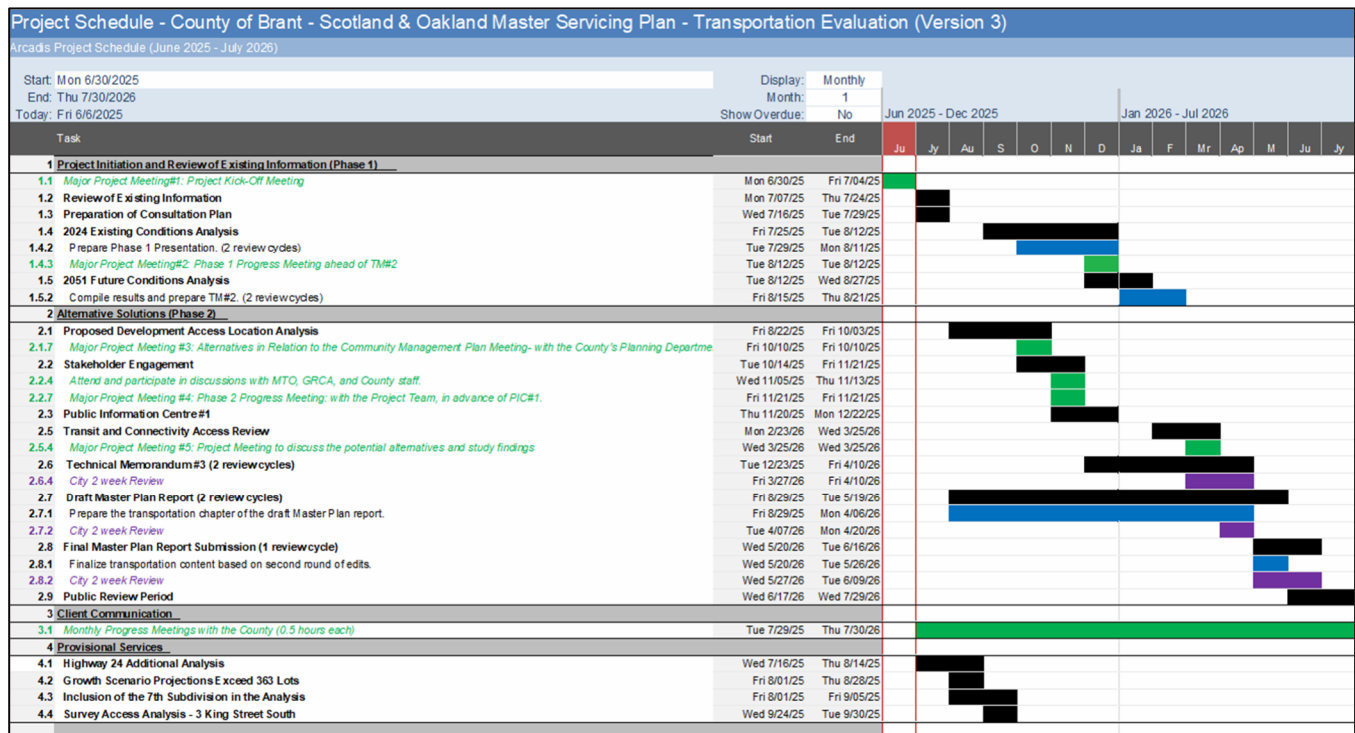
- Oakland Road / Queen Street North / Queen Street South (unsignalized)
- Oakland Road / Marcus Street (unsignalized)
- Marcus Street / Elgin Street / 4 Marcus Street existing access (unsignalized)
- Marcus Street / Potential proposed site access 1
- Oakland Road / Potential proposed site access 2

This analysis will follow the same methodology used in the original study, including existing conditions, future background conditions, and future total traffic conditions for the 2051 horizon year, supported by updated trip generation and distribution assumptions. The results will be summarized in an updated Traffic Operations Study report.

Chapter 2 Schedule

A monthly project schedule comprising of all the tasks is presented in **Exhibit 4** as an overview. The start date is considered to be June 30, 2025.

Exhibit 4: Project Schedule (Monthly)



A detailed schedule outlining key tasks and milestones is presented in the Gantt chart provided as **Attachment 1** to this submission package.

Chapter 3 Fee

Based on the above, Arcadis has proposed the following fee schedule for the Services:

Lump Sum Fee: The Client agrees to pay Arcadis a fixed lump sum in the amount of **\$56,850.85**, plus applicable taxes.

Should the provisional services outlined under **Task 4: Provisional Services** be utilized, the Client agrees to pay a fixed lump sum of **\$14,031.23**, plus applicable taxes. Written authorization via a letter or email will be required prior to initiating any work.

This fee is based on time / task allocations as illustrated in **Exhibit 5**.

Exhibit 5: Time / Task Matrix

Task	Project Director – Audrey Muir	Senior Technical Advisor – Loren Polonsky	Senior Technical Advisor – Chris Stogios	Technical Project Manager – Pooja Yeola	Transportation Planner – Alexander Goldgruber	Transportation Planner – Gurminder Jagjait	Total Hours
Task 1	0.0	0.5	1.5	18.5	26.5	9.5	56.5
Task 2	2.0	12.5	9.0	79.5	120.5	82.5	306.0
Task 3	0.0	1.0	1.5	7.0	9.0	0.0	18.5
Total Hours	2.0	14.0	12.0	105.0	156.0	92.0	381.0
Provisional Task 4	0.0	0.0	2.0	23.5	37.0	27.5	90.0
Total Hours with Provisional Task 4	2.0	14.0	14.0	128.5	193.0	119.5	471.0

A detailed time task matrix is prepared and is included in the submission package as **Attachment 2**.

Time and Materials: In the event of effort outside of the scope of the Services, The Client agrees to pay Arcadis for the hours worked and expenses incurred at the rates and terms set out below, plus applicable taxes:

- Audrey Muir – Business Unit Director, Mobility Advisory Canada: \$300.00 per hour, plus applicable taxes;
- Scott Johnston, P.Eng. – Principal – Discipline Lead, Highways: \$300.00 per hour, plus applicable taxes;
- Loren Polonsky – Principal Practice Lead, Transport Planning: \$250.00 per hour, plus applicable taxes;
- Chris Stogios – Discipline Lead, Transportation Operations: \$215.00 per hour, plus applicable taxes;
- Pooja Yeola, P.Eng. – Senior Transportation Planner: \$155.00 per hour, plus applicable taxes;
- Alexander Goldgruber – Transportation Planner: \$130.00 per hour, plus applicable taxes;
- Gurminder Jagjait – Transportation Planner: \$130.00 per hour, plus applicable taxes;
- AutoCAD Technician: \$120.00 per hour, plus applicable taxes;
- Other technical support staff or administrative staff: \$115.00 per hour, plus applicable taxes;
- Hard copy of reports, couriered via ground transportation: \$20.00 per copy, plus applicable taxes;
- Expenses (Reimbursed at cost plus 5%); and
- Administrative Charge: 5% of Labour Rate charged.

We invoice for payment on a monthly basis. Thereafter, payment is due within twenty-eight (28) days of your receipt of our invoice.

Chapter 4 Exclusions

Should the total cost of our work exceed the estimated amount, Arcadis will notify the County and provide a revised fee estimate for review and approval. Any continued work beyond the original scope will be subject to additional funding, as mutually agreed.

The following items are not included in the proposal fee outlined above and will be invoiced separately on a time and materials basis, if required:

- Additional potential access locations beyond those described in **Task 2.1:** Proposed Development Access Location Analysis that require assessment.
- Additional stakeholder meetings beyond the three included in **Task 2.2:** Stakeholder Engagement.
- In-person attendance at PIC #1 or PIC #2, including travel-related disbursements, if required.
- Additional Major Project Meetings beyond the five (5) included chronologically in **Task 1:** Project Initiation and Review of Existing Information (Phase 1) and **Task 2:** Alternative Solutions (Phase 2)
- Additional meetings with the County of Brant or the MSP Lead Consultant beyond those listed in **Task 3:** Client Communication.
- Under **Task 4.1:** Highway 24 Additional Analysis, it is assumed that the most recent traffic count data for the study area intersections will be available from MTO. If the data provided is more than two years old, new traffic surveys will be conducted at an additional cost.
- Any additional intersections not listed in **Task 4.1:** Highway 24 Additional Analysis that require survey or analysis.
- Any provisional services beyond those described in **Task 4:** Provisional Services.

Andrea Bazzard, P.Geo.
Brant County
June 10, 2025

Sincerely,
Arcadis Professional Services (Canada) Inc.



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CC. Audrey Muir, Business Unit Director, Mobility Advisory Canada
Chris Stogios, Discipline Lead, Transportation Operations

Enclosures:

- Attachment 1 – Project Schedule
- Attachment 2 – Time Task Matrix

Attachment 1: Project Schedule - Version 3

Project Schedule - County of Brant - Scotland & Oakland Master Servicing Plan - Transportation Evaluation (Version 3)																													
Arcadis Project Schedule (June 2025 - July 2026)																													
Start: Mon 6/30/2025			Display: Weekly		Weeks 1-7					Weeks 8-14					Weeks 15-21					Weeks 22-28					Weeks 29-35				
End: Thu 7/30/2026			Week: 1		Aug 2025 - Sep 2025					Oct 2025 - Nov 2025					Nov 2025 - Jan 2026					Jan 2026 - Feb 2026					Feb 2026 - Mar 2026				
Today: Tue 6/10/2025			Show Overdue: No		Jun 2025 - Aug 2025					Sep 2025 - Oct 2025					Nov 2025 - Dec 2025					Jan 2026 - Feb 2026					Mar 2026 - Apr 2026				
Task	Start	End	Ju	Jy	Jy	Jy	Jy	Au	Au	Au	Au	S	S	S	O	O	O	O	N	N	N	N	D	D	D	D	D	Ja	Ja
Task	Start	End	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19
Task	Start	End	26	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	5	12	19	26	2	9	16	23
Task	Start	End	23	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	5	12	19	26	2	9	16	23
Task	Start	End	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19
Task	Start	End	26	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	5	12	19	26	2	9	16	23
Task	Start	End	23	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	5	12	19	26	2	9	16	23
Task	Start	End	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19
Task	Start	End	26	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	5	12	19	26	2	9	16	23
Task	Start	End	23	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	5	12	19	26	2	9	16	23
Task	Start	End	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19
Task	Start	End	26	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	5	12	19	26	2	9	16	23

Attachment 2: Time-Task Matrix - Version 3

Costed Time Task Matrix - Scotland & Oakland Master Servicing Plan - Transportation Evaluation (Version 3)											
Task	Project Tasks		Arcadis Project Staff and Hours	Project Director - Audrey Muir	Senior Technical Advisor - Loren Polonsky	Senior Technical Advisor - Chris Stogios	Project Manager - Pooja Yeola	Transportation Planner - Alexander Goldgruber	Transportation Planner - Gurminder Jagjait	Total Hours	Task Fees
			Hourly Rate	\$ 300.00	\$ 250.00	\$ 215.00	\$ 155.00	\$ 130.00	\$ 130.00		
1	Project Initiation and Review of Existing Information (Phase 1)										
	1.1	Major Project Meeting#1: Project Kick-Off Meeting					3.0	3.0		6.0	\$ 855.00
	1.2	Review of Existing Information					2.0	3.0	2.0	7.0	\$ 960.00
	1.3	Preparation of Consultation Plan			0.5	1.0	5.0	6.0	2.0	14.5	\$ 2,155.00
	1.4	2024 Existing Conditions Analysis					2.5	7.0	2.0	11.5	\$ 1,557.50
	1.5	2051 Future Conditions Analysis				0.5	6.0	7.5	3.5	17.5	\$ 2,467.50
	Task 1 Subtotal			0.0	0.5	1.5	18.5	26.5	9.5	56.5	\$ 7,995.00
2	Alternative Solutions (Phase 2)										
	2.1	Proposed Development Access Location Analysis								0.0	\$ -
	2.1.1	Conduct Desktop analysis for eastern property edge of Development #6					1.5	3.0	4.0	8.5	\$ 1,142.50
	2.1.2	Evaluate potential access locations using criteria-based framework (safety, social, environmental, economic).			2.0	1.5	6.0	4.0	4.0	17.5	\$ 2,792.50
	2.1.3	Document advantages/constraints based on design standards, sightlines, and heritage features.					4.0	4.0	4.0	12.0	\$ 1,660.00
	2.1.4	Conduct field visits to measure sightlines and identify obstructions. (13 locations)				1.0	1.0	16.0	16.0	34.0	\$ 4,530.00
	2.1.5	Recalculate the sight distances for all the potential accesses					2.5	4.0	4.0	10.5	\$ 1,427.50
	2.1.6	Compare the alternatives in terms of design standards				0.5	1.0	2.0	4.0	7.5	\$ 1,042.50
	2.1.7	Major Project Meeting #3: Alternatives in Relation to the Community Management Plan Meeting-			1.0		2.0	1.5		4.5	\$ 755.00
	2.2	Stakeholder Engagement								0.0	\$ -
	2.2.1	Prepare and coordinate engagement materials			0.5		6.0	6.0	2.0	14.5	\$ 2,095.00
	2.2.4	Attend and participate in discussions with MTO, GRCA, and County staff.				1.0	3.0	3.0		7.0	\$ 1,070.00
	2.2.6	Revise technical content based on stakeholder feedback if required.					2.5	5.0	5.0	12.5	\$ 1,687.50
	2.2.7	Major Project Meeting #4: Phase 2 Progress Meeting: with the Project Team, in advance of					1.5	1.5		3.0	\$ 427.50
	2.3	Public Information Centre #1								0.0	\$ -
	2.3.1	Develop graphics and summaries of transportation alternatives.					4.5	5.0	2.0	11.5	\$ 1,607.50
	2.3.2	Draft content to explain evaluation criteria, problem statement, and constraints.		0.5	1.0		2.0	2.0	2.0	7.5	\$ 1,230.00
	2.3.3	Coordination with County / MSP lead for integration into PIC#1 presentation boards.			0.5		2.0	4.0		6.5	\$ 955.00
	2.4	Preferred Solutions List Compilation and Class EA Schedule Identification								0.0	\$ -
	2.4.1	Compile and Coordinate Preferred Solutions List			1.5	0.5	3.5	4.0	2.5	12.0	\$ 1,870.00
	2.4.2	Class EA Schedule Identification			2.5		2.0	3.0	1.0	8.5	\$ 1,455.00
	2.5	Transit and Connectivity Access Review			0.0		1.5	5.0	5.0	11.5	\$ 1,532.50
	2.5.4	Major Project Meeting #5: Project Meeting to discuss the potential alternatives and study findings			1.0	1.0	1.5	1.5		5.0	\$ 892.50
	2.6	Technical Memorandum #3 (2 review cycles)			0.5		0.5	1.5		2.5	\$ 397.50
	2.6.1	Refine alternative evaluation and recommendations based on feedback.					3.0	4.0		7.0	\$ 985.00
	2.6.2	Incorporate final content into the TM#3 template.		0.5			6.5	8.5	8.0	23.5	\$ 3,302.50
	2.7	Draft Master Plan Report (2 review cycles)								0.0	\$ -
	2.7.1	Prepare the transportation chapter of the draft Master Plan report.		0.5	2.0	1.5	6.0	10.0	10.0	30.0	\$ 4,502.50
	2.7.3	Review and revise based on County and MSP comments.					2.0	4.0		6.0	\$ 830.00
2.8	Final Master Plan Report Submission (1 review cycle)								0.0	\$ -	
2.8.1	Finalize transportation content based on second round of edits.		0.5		1.0	6.0	6.0	2.0	15.5	\$ 2,335.00	
2.8.3	Address any final clarifications or comments received.				1.0	2.5	4.0		7.5	\$ 1,122.50	
2.9	Public Review Period					5.0	8.0	7.0	20.0	\$ 2,725.00	
	Task 2 Subtotal			2.0	12.5	9.0	79.5	120.5	82.5	306.0	\$ 44,372.50
3	Client Communication										
	3.1	Monthly Progress Meetings with the County (0.5 hours each)			1.0	1.5	7.0	9.0		18.5	\$ 2,827.50
	Task 4 Subtotal			0.0	1.0	1.5	7.0	9.0	0.0	18.5	\$ 2,827.50
	Expenses										
	Disbursements									0.0	\$ 1,655.85
	Total Hours (all tasks)			2.0	14.0	12.0	105.0	156.0	92.0	381.0	
Total Fees (all tasks, excluding HST)				\$600	\$3,500	\$2,580	\$16,275	\$20,280	\$11,960		\$ 56,850.85
HST (13%)											\$ 7,390.61
Total (including HST)											\$ 64,241.46
4	Provisional Services										
	4.1	Highway 24 Additional Analysis				1.0	5.0	7.0	6.0	19.0	\$ 2,680.00
	4.2	Growth Scenario Projections Exceed 363 Lots								0.0	\$ -
	4.2.1	Update the study analysis					4.5	5.0	4.0	13.5	\$ 1,867.50
	4.2.2	Update the Traffic Operations Study Report				0.5	2.5	5.0	4.0	12.0	\$ 1,665.00
	4.3	Inclusion of the 7th Subdivision in the Analysis								0.0	\$ -
	4.3.1	Update the Study Analysis					5.0	10.0	5.5	20.5	\$ 2,790.00
	4.3.2	Update the Traffic Operations Study Report				0.5	6.0	8.0	6.0	20.5	\$ 2,857.50
	4.4	Survey Access Analysis - 3 King Street South					0.5	2.0	2.0	4.5	\$ 597.50
	Task 4 Subtotal			0.0	0.0	2.0	23.5	37.0	27.5	90.0	\$ 12,457.50
	Expenses										
	Survey Quote (Task 4.2)									0.0	\$ 1,200.00
	Disbursements									0.0	\$ 373.73
	Expenses Subtotal			0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$ 1,573.73
	Total Hours (all tasks)			0.0	0.0	2.0	23.5	37.0	27.5	90.0	
Total Fees (all tasks, excluding HST)				\$0	\$0	\$430	\$3,643	\$4,810	\$3,575		\$ 14,031.23
HST (13%)											\$ 1,824.06
Total (including HST)											\$ 15,855.28