

**IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI**

**A RESOLUTION** authorizing the County Executive to execute a Consulting Services Agreement with R. Ward & Associates, Inc., of Ozark, MO, at a cost to the County not to exceed \$10,141.00.

**RESOLUTION #17667**, September 12, 2011

**INTRODUCED BY** Bob Spence, County Legislator

WHEREAS, by Resolution 16871, dated March 30, 2009, the Legislature did urge the Lake Lotawana Sportsmen's Club ("Club") to voluntarily suspend operations due to public safety concerns; and,

WHEREAS, the Club complied with that request and Jackson County retained the services of R. Ward & Associates, Inc., to inspect and prepare a gun range assessment report that included recommendations for operation and construction improvements to the rifle and pistol ranges; and,

WHEREAS, by Resolution 17027, dated October 5, 2009, the Legislature did authorize an agreement with R. Ward & Associates, Inc., to provide consulting services and recommendations for standard operating procedures and construction improvements to the Club's rifle and pistol ranges, at a cost to the County not to exceed \$7,869.91; and,

WHEREAS, R. Ward & Associates partially performed the services requested, but inadvertently the agreement was not executed; and,

WHEREAS, the rifle and pistol range remains closed and the Lake Lotawana Sportsmen's Club recently expressed an interest in submitting revised construction plans and revised standard operating procedures for evaluation by the consultant; and,

WHEREAS, the County now desires to enter into a Consulting Services Agreement with R. Ward & Associates to cover the cost of the work performed in 2009 on the Lake Lotawana Sportsmen's Club rifle and pistol range, to review the Club's revised standard operating procedures and construction plans, and to perform a final on-site inspection with a written evaluation, at a cost to the County not to exceed \$10,141.00; and,

WHEREAS, the Lake Lotawana Sportsmen's Club will reimburse the County for a portion of the services rendered under the contract, in the amount of \$2,270.75; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the County Executive be, and is hereby, authorized to execute for the County a Consulting Services Agreement with R. Ward & Associates, Inc., of Ozark, MO, in a form to be approved by the County Counselor; and,

BE IT FURTHER RESOLVED that the Director of Finance and Purchasing is authorized to make all payments, including final payment on the agreement.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:

*[Signature]*  
Chief Deputy County Counselor

*[Signature]*  
County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution #17667 of September 12, 2011, was duly passed on September 19, 2011 by the Jackson County Legislature. The votes thereon were as follows:

Yeas 8                      Nays 0  
Abstaining 0                      Absent 1

9-19-11  
Date

*[Signature]*  
Mary Jo Spino, Clerk of Legislature

There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.

ACCOUNT NUMBER: 004 5104 56080  
ACCOUNT TITLE: Special Road and Bridge Fund  
Non Departmental  
Other Professional Services  
NOT TO EXCEED: \$10,141.00

9/7/11  
Date

*[Signature]*, Asst  
Director of Finance and Purchasing

**REQUEST FOR LEGISLATIVE ACTION**

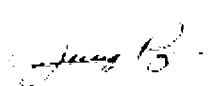
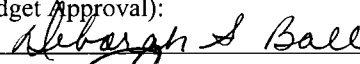
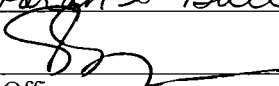
Completed by County Counselor's Office:

Res/Ord No.: 17667

Sponsor(s): Bob Spence

Date: Sept. 12, 2011

<p><b>SUBJECT</b></p>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Request for R.Ward &amp; Associates, Inc. to perform additional services regarding Lake Lotawana Sportsmen's Club rifle and pistol ranges.</u></p>												
<p><b>BUDGET INFORMATION</b>  <i>To be completed By Requesting Department and Finance</i></p>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$10,140.66</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$10,140.66</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> <tr> <td>004-5104-56080 – Other Professional Services</td> <td>\$10,140.66</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required)  <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:          Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable):          Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$10,140.66	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$10,140.66	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number:		004-5104-56080 – Other Professional Services	\$10,140.66
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Source of funding (name of fund) and account code number:													
004-5104-56080 – Other Professional Services	\$10,140.66												
<p><b>PRIOR LEGISLATION</b></p>	<p>Prior ordinances and (date):</p> <p>Prior resolutions and (date): Resolution 16871 (March 30, 2009); Resolution 17027 (Oct. 5, 2009)</p>												
<p><b>CONTACT INFORMATION</b></p>	<p>RLA drafted by (name, title, &amp; phone): Randy Diehl, Acting Administrator, Planning &amp; Development</p>												
<p><b>REQUEST SUMMARY</b></p>	<p>Resolution 16871 was adopted on March 30, 2009 urging Lake Lotawana Sportsmen's Club to voluntarily suspend shooting range operations due to public safety concerns so that a qualified gun range safety consultant can be retained to evaluate the rifle and pistol ranges. Jackson County retained the professional services of R. Ward &amp; Associates, Inc. to inspect and prepare a range assessment report that included recommendations for operation and construction improvements to both ranges.</p> <p>R. Ward &amp; Associates, Inc. presented the Range Assessment Report to the County Legislature and a public meeting was held by Public Works Committee on June 22, 2009 to gather public input regarding the report conclusions and recommendations. The Lake Lotawana Sportsmen's Club submitted their Standard Operating Procedures (SOPs) for the ranges and construction design plans for improvements to the ranges.</p> <p>Resolution 17027 was passed on October 5, 2009 authorizing the County Executive to execute an agreement for additional Professional Services as outlined on the attached proposal with R. Ward and Associates, Inc. Additional services include review and comment/recommendation on revised Standard Operating Procedures and construction plans, conduct a final on-site inspection and provide a written evaluation.</p> <p>The consultant performed several of the tasks outlined in the Professional Services agreement authorized in 2009; however, inadvertently the agreement was not fully executed. At the same time, the consultant was given</p>												

	<p>the direction to proceed with the initial plan review and evaluation of the SOPs. This work was completed, but that portion of the work has yet to be invoiced (\$4,358.56 of the total). The construction plans and SOPs were rejected by the consultant and therefore the Gun Club was told revised plans would be required prior to authorization to proceed, and the subsequent reviews would be charged to the Club under a provision set forth in the Code of Ordinances Section 5410.3. No design plans or revised SOPs have been submitted to date.</p> <p>In the recent few months, the Gun Club has expressed an interest in resubmitting plans and revised SOPs. As such, the County is requesting authorization to enter into an agreement with Ward &amp; Associates for three purposes: (1) to pay for the work performed in 2009 and not yet paid (\$4,358.56 to be paid by county); (2) to pre-authorize the work which will be reimbursed by the Gun Club for second review of revised plans and revised SOPs (\$2,270.75); and (3) for final inspection of the work upon construction completion (\$3,511.35 to be paid by county).</p> <p>Therefore, the Department of Public Works requests that a resolution be prepared re-authorizing the County Executive to execute an agreement for additional Professional Services as outlines on the attached proposal with R. Ward and Associates, Inc. Additional services include review and comment/recommendation on revised Standard Operating Procedures and construction plans, conduct a final on-site inspection and provide a written evaluation.</p>	
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS	R. Ward & Associates, Inc. proposal (9/22/09) for additional services.	
REVIEW	Department Director:  Jerry A. Page, P.E.	Date: 08/29/2011
	Finance (Budget Approval): If applicable 	Date: 9-1-11
	Division Manager: 	Date: 9/2/11
	County Counselor's Office:	Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the \_\_\_\_\_ Fund in \_\_\_\_\_.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # \_\_\_\_\_
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:
Other Professional Services	004 5104 56080	\$10,140.66

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

### Fiscal Note:

This expenditure was included in the Annual Budget.

PC# 51042011006

Date: September 1, 2011

~~XXXX~~ / RES # 17667

<u>Department / Division</u>	<u>Character/Description</u>	<u>Not to Exceed</u>
<b>Road and Bridge Fund - 004</b>		
<u>5104 - Non-Departmental</u>	<u>56080 - Professional services</u>	<u>10,141</u>
<b>Total</b>		<b>10,141</b>

*Norah Ball* 9-1-11  
 Budgeting

**R. Ward & Associates, Inc**

811 East Sunset Road  
 Ozark, Missouri 65721  
 Bus/Cell: 417-485-6401/417-849-3605  
 ronnie.ward@rw-a.com

**Proposal**

Date	Estimate No.
8/24/2011	11-RT-001

**Customer**

Planning and Development Administrator  
 Jackson County Public Works  
 Attn: Mark Trosen  
 Independence, MO 64050

**Project**

LLSC construction spt

Description	Type	Qty	Rate/Hr	Total
Review LLSC revised SOPs & provide comments/recommendations	RS3	4	114.54	458.16
Review & comment on engineer plans	RS3	12	114.54	1,374.48
Conduct final inspection of Range Improvements/provide summary write-up (covered under estimate 09-RT-031)	RS3	0	114.54	0.00
Project Manager	PM	2	114.54	229.08
Admin Support	AS	1	53.28	53.28
Subtotal Labor				2,115.00
Profit			5.00%	105.75
			50.00	50.00
Airfare Const spt		0	400.00	0.00
Per Diem (Lodging)			0.00	0.00
Per Diem (M&IE)		0	56.00	0.00
Rental Car		0	65.00	0.00
Airport Parking/Fuel		0	20.00	0.00
POV Mileage		0	0.50	0.00
<b>SUBTOTAL ODC</b>				<b>50.00</b>

Account #

**Total****\$2,270.75**

**R. Ward & Associates, Inc**

811 East Sunset Road  
 Ozark, Missouri 65721

Bus/Cell: 417-485-6401/417-849-3605  
 ronnie.ward@rw-a.com

**Proposal**

Date	Estimate No.
9/22/2009	09-RT-031

**Customer**

Mark Trosen  
 Planning & Dev Admin  
 Jackson County  
 303 W. Walnut  
 Independence, MO 64050

Description	Project			
	Type	Qty	Rate/Hr	Total
Review LLSC revised SOPs & Provide comments/recommendations	RS3	12	109.10	1,309.20
Review & comment on Engineering plans	RS3	24	109.10	2,618.40
Conduct final inspection of Range improvements & provide summary write-up	RS3	24	109.10	2,618.40
Project Mgmt	RS3	5	109.10	545.50
Admin Services	AS2	2	45.93	91.86
<b>SUBTOTAL LABOR</b>				<b>7,183.36</b>
Reproduction-Postage			50.00	50.00
Airfare Initial Coord. Mtg			400.00	400.00
Per Diem (Lodging)			107.00	107.00
Per Diem (M&IE)			49.00	49.00
Rental Car			65.00	65.00
Fuel, Airport Parking, Tolls			15.00	15.00
POV Mileage			0.55	0.55
<b>SUBTOTAL ODC</b>				<b>686.55</b>
<b>Total</b>				<b>\$7,869.91</b>