

**REQUEST FOR LEGISLATIVE ACTION  
EXECUTIVE OFFICE**

**Version 6/10/19**







Completed by County Counselor's Office:

Res/~~Ord~~ No.: 20232

Sponsor(s): Ronald E. Finley

Date: August 26, 2019

AUG 19 2019

SUBJECT	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: Transferring Funds to accomplish modifications in design at the wastewater treatment plant (WWTP) at the Jackson County Public Works Vehicle Service Center in Grain Valley</p>										
<p>BUDGET INFORMATION  <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>\$34,821.00</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>0.00</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$34,821.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$34,821.00</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:                  FROM: 004-1506-57440                  TO: 004-1506-56080</td> <td></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:	\$34,821.00	Amount previously authorized this fiscal year:	0.00	Total amount authorized after this legislative action:	\$34,821.00	Amount budgeted for this item * (including transfers):	\$34,821.00	Source of funding (name of fund) and account code number: FROM: 004-1506-57440 TO: 004-1506-56080	
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PRIOR LEGISLATION	<p>Prior ordinances and (date):                  Prior resolutions and (date):</p>										
CONTACT INFORMATION	<p>RLA drafted by (name, title, &amp; phone): Carolyn Barnett, Administrative Assistant, 881-4447</p>										
REQUEST SUMMARY	<p>The Waste Water Treatment Plant at the Road and Bridge Maintenance Facility in Grain Valley is permitted to discharge wastewater by Mo. Department of Natural Resources (MDNR). The conditions of the permit will require the plant to be upgraded in the near future. To avoid the costly and potentially unnecessary upgrade, an onsite irrigation system can be installed. This system must be approved by MDNR. Our term and supply vendor, Olsson and Associates will design the irrigation system and obtain approvals from MNDNR. To accomplish the engineering design of this modification, a transfer of funds is required as outlined below:</p> <p>We are requesting \$34,821.00 be transferred from 004-1506-57440, Rock, to account 004-1506-56080, Other Professional Services.</p>										
CLEARANCE	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department)  <input type="checkbox"/> Business License Verified (Purchasing &amp; Department)  <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>										
COMPLIANCE	<p><input type="checkbox"/> MBE Goals  <input type="checkbox"/> WBE Goals  <input type="checkbox"/> VBE Goals</p>										
ATTACHMENTS	<p>Olsson Scope of Services</p>										
REVIEW	<table border="1"> <tr> <td>Department Director: </td> <td>Date: 08/15/2019</td> </tr> <tr> <td>Brian Gaddie, P.E., Director of Public Works</td> <td></td> </tr> <tr> <td>Finance (Budget Approval): </td> <td>Date: 8/16/19</td> </tr> </table>	Department Director: 	Date: 08/15/2019	Brian Gaddie, P.E., Director of Public Works		Finance (Budget Approval): 	Date: 8/16/19				
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<i>If applicable</i>		
Division Manager:	<i>[Signature]</i>	Date: 8-19-19
County Counselor's Office:	<i>Buysen County</i>	Date: 8/21/19

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:
004-1506-57440	Rock	\$34,821.00

- 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:**

Funds sufficient for this transfer are available from the sources indicated below.

PC# \_\_\_\_\_

Date: July 23, 2019

RES # 20232

Department / Division		Character/Description		From	To
<b>004 Special Road &amp; Bridge Fund</b>					
1506	Road & Bridge Maintenance	57440	Rock	\$ 34,821	\$ -
1506	Road & Bridge Maintenance	56080	Other Professional Services	-	34,821
				<u>\$ 34,821</u>	<u>\$ 34,821</u>

  
 \_\_\_\_\_  
 Budget Officer

**Work Order #5  
For Jackson County On-Call Geotechnical Engineering  
and Professional Testing Services  
RFQ No. 11-18, Resolution No. 19858**

**Wastewater Treatment Plant (WWTP) Modifications  
Jackson County Public Works Vehicle Service Center**

Upon execution, this Work Order shall become part of the Professional Services Agreement ("Agreement") between the Jackson County Missouri ("Client") and Olsson Associates, Inc. ("Olsson") dated June 20, 2018. The terms and conditions of the Agreement shall apply to this Work Order.

WITNESSETH, that in accordance of the mutual covenants herein contained, the Client hereby agrees to employ Olsson to perform engineering services hereinafter outlined.

**Scope of Work**

See "Exhibit 1" attached to this Work Order.

**Compensation**

For performance of the Scope of Work, Client shall pay Olsson an **estimated total fee of \$34,821.00.**

Please reference the Professional Services Agreement dated June 20, 2018 for compensation terms.

Olsson is committed to providing quality service to its clients, commensurate with their wants, needs and desired level of risk. If a portion of this proposal does not meet your needs, or if those needs have changed, Olsson stands ready to consider appropriate modifications, subject to the standards of care to which we adhere as professionals. If you have any questions or concerns regarding this scope of work, please call Mike Milius at 816.442.6013 or at [mmilius@olsson.com](mailto:mmilius@olsson.com). Olsson looks forward to hearing from you and working with you and the County on this Project.

**OLSSON ASSOCIATES, INC,**

By   
Brent Johnson

Title Vice President

By   
Mike Milius, PE

Title Vice President

**JACKSON COUNTY, MISSOURI**

By \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

## **SCOPE OF SERVICES**

This exhibit is hereby attached to and made a part of the Work Order #5 for Professional Services between Jackson County, Missouri ("Client") and Olsson Associates, Inc. ("Olsson") providing for professional services. Olsson's Scope of Services for the Agreement is indicated below.

### **PROJECT DESCRIPTION AND LOCATION**

Project will be located at: Jackson County, Missouri, Public Works Vehicle Service Center  
Project Description: Wastewater Treatment Plant (WWTP) Modification

### **SCOPE OF SERVICES**

Olsson shall provide the following services (Scope of Services) to Client for the Project:

#### **Phase 100 - Survey**

Olsson shall provide a topographic design survey within the Vehicle Service Center area. Olsson shall provide four (4) horizontal control points tied to the Missouri State Plane Coordinate System, NAD 1983 West Zone; and two (2) vertical control points, or benchmarks, referenced to the North American Vertical Datum, NAVD 88. Olsson shall collect boundary information and data to write new property descriptions. Olsson shall contact Missouri One Call to request location and size of existing underground conduits or cables in the Project area. Olsson shall include horizontal location(s) of existing utilities located and incorporate this information into Project documents.

#### **Phase 200 - Geotechnical Investigation**

Olsson shall conduct two (2) borings at Project site to verify rock depth and general soil characteristics. Olsson shall provide associated laboratory work, structural design recommendations for concrete structures, and liner recommendations. Olsson anticipates a total of two (2) borings to refusal and/or to a depth of 20 feet, and two (2) soil samples with lab testing. A permeability test will be completed for each boring.

#### **Phase 300 - Facility Plan**

Olsson shall perform the following:

- Complete a facility plan for the wastewater treatment facility modification at the Public Works Vehicle Service Center. Facility plan will include:
  - Existing conditions and projections
  - Evaluation of three (3) wastewater treatment alternatives
  - Cost estimate
  - Recommended process
- Complete quality control reviews, prior to each interim report submittal; and quality management procedures throughout design development
- Submit a draft facility plan to Missouri Department of Natural Resources (MDNR) for approval. Olsson shall respond to comments by MDNR. Client is responsible for review fees.

- Respond to comments by regulatory agencies after draft submittal of the facility plan
- Submit the final facility plan to MDNR for approval. Olsson shall respond to comments by MDNR. Client is responsible for review fees

#### **Phase 400 - Design Services**

Olsson shall perform the following design services:

- Coordinate with Client and conduct a kick-off meeting and site visit. Olsson shall provide meeting minutes for Client review and reference.
- Complete civil engineering design for recommended treatment alternative of the Project site, as stated in the facility plan. Olsson shall design of a lagoon and land application system.
- Prepare construction documents. Two (2) design submittals (preliminary and final) will be provided for review and comment by Client.
- Prepare required technical specifications and front-end documents for the Project
- Prepare an opinion of probable construction cost for preliminary and final design submittals
- Perform quality control reviews, prior for each design submittal
- Meet with the Client to discuss Project plan and specification development. Olsson shall attend a total of two (2) meetings.

#### **EXCLUSIONS**

- Construction administration
- Bidding assistance
- Construction observations services
- Material testing
- Project closeout
- Additional meetings, workshops, and permitting assistance

#### **PROJECT SCHEDULE**

Unless otherwise agreed Olsson expects to perform its services under the agreement as follows:

Survey Completed:	Four (4) weeks following receipt of notice to proceed (NTP)
Facility Plan Submittal to JCPW:	Four (4) weeks following completion of Survey
Preliminary Design Submittal to JCPW:	Three (3) weeks following Facility Plan Submittal approval from MDNR

Please note this Project time frame is approximate only. Olsson reserves the right to adjust this schedule and/ or milestones, for any reason; including, but not limited to, delays caused by Client or by third parties.

Should Client request work in addition to the Scope of Services, Olsson shall invoice Client for such additional services (Optional Additional Services) at the standard hourly billing labor rate charged for those employees actually performing the work, plus reimbursable expenses if any. Olsson shall not commence work on Optional Additional Services without Client's prior written approval.

Olsson agrees to provide all of its services in a timely, competent and professional manner, in accordance with applicable standards of care, for projects of similar geographic location, quality and scope.



Date: 5/13/2019

Job: Jackson County, Missouri Public Works Vehicle Service Center

Phase/ Task	Description of Work	TOTAL DAYS	TOTAL LABOR FEE	TOTAL EXPENSE FEE	TOTAL FEE
	<b>Task 100 - Survey</b>				
101	Boundary and Topographical Survey	7.63	\$ 9,516.00		\$ 9,516.00
	<b>Sub-Total</b>	<b>7.63</b>	<b>\$ 9,516.00</b>		<b>\$ 9,516.00</b>
	<b>Task 200 - Geotechnical Investigation</b>				
201	Geotechnical Investigation	4.13	\$ 5,148.00		\$ 5,148.00
	<b>Sub-Total</b>	<b>4.13</b>	<b>\$ 5,148.00</b>		<b>\$ 5,148.00</b>
	<b>Task 300 - Facility Plan</b>				
301	Facility Plan Development	5.50	\$ 4,584.00		\$ 4,584.00
302	Quality Control Reviews	0.50	\$ 624.00		\$ 624.00
303	Draft Facility Plan Submittal	1.25	\$ 990.00		\$ 990.00
304	Respond to Agency Questions/Comments	1.00	\$ 792.00		\$ 792.00
305	Final Facility Plan Submittal	1.00	\$ 792.00		\$ 792.00
306	Meetings with Client	1.00	\$ 1,020.00	\$ 95.00	\$ 1,115.00
	<b>Sub-Total</b>	<b>10.25</b>	<b>\$ 8,802.00</b>	<b>\$ 95.00</b>	<b>\$ 8,897.00</b>
	<b>Task 400 - Design Services</b>				
401	Civil Design	4.00	\$ 3,624.00		\$ 3,624.00
402	Prepare Plan Sheets	3.00	\$ 2,376.00		\$ 2,376.00
403	Prepare Specifications	2.25	\$ 2,010.00		\$ 2,010.00
404	Prepare Cost Opinions	0.50	\$ 396.00		\$ 396.00
405	Quality Control Reviews	0.50	\$ 624.00		\$ 624.00
406	Design Meetings with Client	2.00	\$ 2,040.00	\$ 190.00	\$ 2,230.00
	<b>Sub-Total</b>	<b>12.25</b>	<b>\$ 11,070.00</b>	<b>\$ 190.00</b>	<b>\$ 11,260.00</b>
	<b>GRAND TOTAL</b>	<b>34.26</b>	<b>\$ 34,536.00</b>	<b>\$ 285.00</b>	<b>\$ 34,821.00</b>