



City of Ashland

109 East Broadway, Ashland, Missouri 65010

Department Source: City Administrator

To: Board of Alderpersons

From: Tony St Romaine 

Board Meeting Date: April 21, 2020

Re: Agreements for On-Call Engineering Services

EXECUTIVE SUMMARY: Requests for Qualifications for on-call engineering services were mailed to prospective firms in March, 2020. These services are used by the City in reviewing preliminary plats, site plans and providing engineering assistance on City infrastructure issues and projects on an as needed basis.

DISCUSSION: Qualification statements were received from the following firms:

1. ENGINEERING SURVEYS & SERVICES
2. ALLSTATE CONSULTANTS
3. KLINGNER & ASSOCIATES
4. BARTLETT & WEST
5. MECO ENGINEERING
6. MCCLURE

All firms were deemed to be qualified to perform services needed by the City, and staff recommends that all firms be placed on the qualified engineers list for utilization on an as needed basis.

FISCAL IMPACT:

Short Term Impact (cost proposed legislation the next 2 years):

Long Term Impact:

SUGGESTED BOARD ACTION:

Staff recommends approval of the legislation for the City to enter into agreements with the above mentioned firms as per the attached agreement.

4-21-2020

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES FOR GENERAL ON-CALL ENGINEERING SERVICES WITH MECO ENGINEERING, CO., INC.

WHEREAS, the City of Ashland requested qualifications and proposal's for engineering services for general on-call engineering services; and

WHEREAS, the City Staff has reviewed the qualifications and proposal's and has recommended Meco Engineering, Co., Inc.

THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF ASHLAND, MISSOURI AS FOLLOWS:

The Board of Aldermen authorizes the Mayor to enter into the agreement with Meco Engineering, Co., Inc. for engineering services for general on-call engineering services.

Furthermore, the Board of Aldermen has agreed to the terms as set forth in the attached agreement, which by this reference is incorporated herein, as if more fully and completely set out as Exhibit "A".

Passed and adopted this _____ day of _____, 2020.

Gene Rhorer, Mayor

Attest:

Darla Sapp, City Clerk

AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE CITY OF ASHLAND, MISSOURI AND MECO ENGINEERING CO., INC.

THIS AGREEMENT (hereinafter "Agreement") between the City of Ashland, Missouri, a municipal corporation (hereinafter "City") and Meco Engineering Co., Inc. with an address of 2701 Industrial Drive, Jefferson City, Mo. 65109 (hereinafter "Consultant") is entered into on the date of the last signatory noted below (the "Effective Date").

WITNESSETH

WHEREAS, City desires to engage Consultant to render certain professional services as outlined in the Scope of Work and Fee Schedule in Exhibit A; and

WHEREAS, Consultant represents and warrants that Consultant is equipped, competent, and able to provide all of the professional services necessary or appropriate in accordance with this Agreement.

NOW, THEREFORE, the Parties hereto, for good and sufficient consideration, the receipt of which is hereby acknowledged, intending to be legally bound, do hereby agree as follows.

1. Services. City agrees to engage the services of Consultant and Consultant agrees to perform the professional services outlined in Exhibit A. City may add to Consultant services or delete therefrom activities of a similar nature, provided that the total cost of such work does not exceed the total cost allowance as specified herein. Consultant shall undertake such changed activities or prepare written reports only upon the direction of City. All such directives and changes shall be in written form and prepared and approved by the City Administrator and shall be accepted and countersigned by Consultant.

2. Subcontracts. Consultant represents that Consultant will secure at Consultant's own expense, all personnel required to perform the services called for under this Agreement by Consultant. None of the work or services covered by this Agreement shall be subcontracted or assigned without the written approval of City.

3. Term. The services of Consultant shall commence as soon as practicable after the execution of this Agreement, unless otherwise directed in writing, and shall be undertaken and completed in such sequence as to assure their expeditious completion in the light of the purposes of the Agreement

4. Payment. The City agrees to pay the Consultant on an hourly basis and per task at the rates set forth in Exhibit A attached hereto in a total amount not to exceed the sum of Twenty Five Thousand Dollars (\$25,000.00), which shall constitute complete compensation for all services and payment of expenses to be rendered under this Agreement. Consultant shall submit a monthly invoice to City setting forth the amounts due and payable for services rendered and City shall make payment, or notify Consultant of any dispute relating to amounts due, within thirty (30) days following the submission of such invoice. It is expressly understood that in no event will the total amount to be paid to Consultant under the terms of this Agreement or any amendment thereto exceed the sum set forth in this paragraph unless otherwise agreed to in writing between the parties in advance of the provision of such services.

5. Termination. City shall have the right at any time by written notice to Consultant to terminate and cancel this Agreement, without cause, for the convenience of City. In such event, Consultant shall immediately stop work and City shall not be liable to Consultant except for payment for actual work performed prior to such notice in an amount proportionate to the completed contract price and for the actual costs of preparations made by Consultant for the performance of the cancelled portions of the

contract, including a reasonable allowance of profit applicable to the actual work performed. Anticipatory profits and consequential damages shall not be recoverable by Consultant. Should City terminate this Agreement, Consultant shall refund any advance payment made and amount due to City within thirty (30) days of the termination date.

6. Notices. Any notice, demand, request, or communication required or authorized by the Agreement shall be delivered either by hand, facsimile, overnight courier or mailed by certified mail, return receipt requested, with postage prepaid, to:

If to CITY:

City of Ashland
City Administrator
109 E. Broadway
Ashland, MO 65010

If to CONSULTANT:

Meco Engineering Co., Inc.
% Scott Vogler
2701 Industrial Drive
Jefferson City, Mo. 6109

The designation and titles of the person to be notified or the address of such person may be changed at any time by written notice. Any such notice, demand, request, or communication shall be deemed delivered on receipt if delivered by hand and on deposit by the sending party if delivered by courier or U.S. mail.

7. Compliance with Laws. Consultant shall comply with all applicable federal, state and local laws, ordinances, rules and regulations.

8. Governing Law and Venue. This Agreement shall be governed, interpreted, and enforced in accordance with the laws of the State of Missouri and/or the laws of the United States, as applicable. The venue for all litigation arising out of, or relating to this Agreement, shall be in Boone County, Missouri, or the United States Western District of Missouri. The Parties hereto irrevocably agree to submit to the exclusive jurisdiction of such courts in the State of Missouri. The Parties agree to waive any defense of forum non conveniens.

9. Employment of Unauthorized Aliens Prohibited. Consultant agrees to comply with Missouri Revised Statute Section 285.530 in that Consultant shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. As a condition for the award of this Agreement the Consultant shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services, Consultant shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. Consultant shall require any subcontractor to affirmatively state in its contract with Consultant that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri. Consultant shall also require any subcontractor to provide Consultant with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

10. No Third-Party Beneficiary. No provision of the Agreement is intended to nor shall it in any way inure to the benefit of any person, so as to constitute any such person a third-party beneficiary under the Agreement.

11. No Assignment. This Agreement shall inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns. Neither Party shall assign this Agreement or any of its rights or obligations hereunder without the prior written consent of the other Party.

12. No Waiver of Immunities. In no event shall the language of this Agreement constitute or be construed as a waiver or limitation for either party's rights or defenses with regard to each party's applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitutions or laws.

13. HOLD HARMLESS AGREEMENT. To the fullest extent not prohibited by law, Consultant shall indemnify and hold harmless the City of Ashland, its directors, officers, agents, and employees from and against all claims, damages, losses, and expenses (including but not limited to attorney's fees) for bodily injury and/or property damage arising by reason of any act or failure to act, negligent or otherwise, of Consultant, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with Consultant or a subcontractor for part of the services), of anyone directly or indirectly employed by Consultant or by any subcontractor, or of anyone for whose acts the Consultant or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require Consultant to indemnify, hold harmless, or defend the City of Ashland from the City of Ashland's own negligence.

14. Professional Oversight Indemnification. Consultant understands and agrees that City has contracted with Consultant based upon Consultant's representations that Consultant is a skilled professional and fully able to provide the services set out in this Agreement. In addition to any other indemnification set out in this Agreement, Consultant agrees to defend, indemnify and hold and save harmless City from any and all claims, settlements, and judgments whatsoever arising out of City's alleged negligence in hiring or failing to properly supervise Consultant.

15. Audit. Consultant shall maintain financial records according to generally accepted accounting standards. City has the right, at its sole expense and during normal working hours, to examine the records of Consultant to the extent reasonably necessary to verify the accuracy of any statement, charge or computation made pursuant to this Agreement.

16. Nondiscrimination. During the performance of this Agreement, Consultant shall not discriminate against any employee, applicant for employment or recipient of services because of race, color, religion, sex, sexual orientation, gender identity, age, disability, or national origin. Consultant shall comply with all provisions of laws, rules and regulations governing the regulation of Equal Employment Opportunity including Title VI of the Civil Rights Act of 1964.

17. General Independent Contractor. This Agreement does not create an employee/employer relationship between the Parties. It is the Parties' intention that the Consultant will be an independent contractor and not the City's employee for all purposes.

18. Contract Documents. This Agreement includes the following exhibits, which are incorporated herein by reference:

<u>Exhibit</u>	<u>Description</u>
A	Scope of Work and Fee Schedule.

In the event of a conflict between the terms of an exhibit and the terms of this Agreement, the terms of this Agreement control.

19. Entire Agreement. This Agreement contains the entire agreement of the parties. No modification, amendment, or waiver of any of the provisions of this agreement shall be effective unless in writing specifically referring hereto, and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year herein stated.

CITY OF ASHLAND, MISSOURI

By: _____
Mayor

Date: _____

Attest: _____
City Clerk

CERTIFICATION: I hereby certify that this Agreement is within the purpose of the appropriation to which it is to be charged, Account Number _____, and that there is an unencumbered balance to the credit of such appropriation sufficient to pay therefor.

Treasurer

CONSULTANT

By: _____

Name: _____

Title: _____

Date: _____

ATTEST:

BY: _____
Secretary or Witness

Name: _____

EXHIBIT A

SCOPE OF WORK AND FEE SCHEDULE



RFQ TITLE: On-Call Engineering Services

ISSUE DATE: March 13, 2020

RETURN PROPOSAL NO LATER THAN: 2:00 p.m., April 1, 2020

DELIVERY INSTRUCTIONS: Clearly print or type On Call Engineering Services Proposal on the outside of a SEALED envelope or package. Proposals may be mailed or delivered to Office of the City Administrator, Attn: Tony St. Romaine, 109 East Broadway, P.O. Box 135, Ashland, MO 65010 by the due date and time.

The offeror hereby declares understanding, agreement and certification of compliance to provide the services, at the prices quoted, in accordance with all requirements and specifications contained herein. The offeror further agrees that the language of this RFP shall govern in the event of a conflict with his/her proposal.

SIGNATURE REQUIRED

OFFEROR NAME
MAILING ADDRESS
CITY, STATE, ZIP CODE

CONTACT PERSON	EMAIL ADDRESS
PHONE NUMBER	FAX NUMBER
OFFEROR TAX FILING TYPE WITH IRS (CHECK ONE)	
<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt	
AUTHORIZED SIGNATURE	DATE
PRINTED NAME	TITLE

1. INTRODUCTION AND GENERAL REQUIREMENTS

INTRODUCTION:

This document constitutes a request for qualifications for On-Call Engineering Services for the City of Ashland (hereinafter referred to as City) as set forth herein. These services are intended to complement and augment capabilities that are otherwise unavailable to the City.

In order to provide timely and efficient design and construction of City projects and complete private development review, City staff needs to be periodically augmented. The City of Ashland needs specialized expertise in the engineering fields, as described below in Section II, Scope of Work, not expected to exceed \$20,000 per work order.

QUESTIONS/CLARIFICATIONS OF THE REQUEST FOR PROPOSAL:

All questions concerning the solicitation and specifications shall be submitted in writing via e-mail to Tony St. Romaine, City Administrator, at cityadmin@ashlandmo.us.

Any oral responses to any question shall be unofficial and not binding on the City of Ashland. An Addendum to this RFP providing the City of Ashland's official response will be issued if necessary to all known prospective offerors.

VALIDITY OF PROPOSALS:

Respondents agree that proposals will remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.

REJECTION OF PROPOSALS:

The City of Ashland reserves the right to reject any or all proposals received in response to this RFP, or to cancel the RFP if it is in the best interest of the City of Ashland to do so. Failure to furnish all information requested in this RFP may disqualify the proposal. Any exceptions to the requirements specified must be identified in the proposal.

WITHDRAWAL OF PROPOSALS:

Any Respondent may withdraw his or her proposal at any time prior to the scheduled closing time for the receipt of proposals. However, no proposal will be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for the receipt of proposals.

ALTERATION OF SOLICITATION:

The wording of the City of Ashland's solicitation may not be changed or altered in any manner. Respondents taking exception to any clause in whole or in part should do so by listing said exceptions on their letterhead and submitting them with their proposal; such exceptions will be evaluated and accepted or rejected by the City of Ashland, whose decision will be final.

RESPONSE MATERIAL OWNERSHIP:

All material submitted regarding this RFQ becomes the property of The City of Ashland. Any person may review proposals after the Agreement has been issued, subject to the terms of this solicitation.

INCURRING COSTS:

The City of Ashland shall not be obligated or be liable for any cost incurred by Respondents prior to issuance of an Agreement. All costs to prepare and submit a response to this solicitation shall be borne by the offeror.

COLLUSION CLAUSE:

Any agreement or collusion among offerors and prospective offerors to illegally restrain freedom of competition by agreement to fix prices, or otherwise, will render the proposals of such offerors void.

CONTRACT DOCUMENTS:

The final agreement between the City of Ashland and the Respondent will include by reference:

- Respondent's Response to the RFQ
- The City Issued RFQ with any addendums

Any changes, additions or modifications hereto will be in writing and signed by the City Administrator. No other individual is authorized to modify the agreement in any manner.

2. PERIOD OF SERVICES:

The contract shall be effective from date of award and continue for a one (1) year period. The City reserves the right to renew the contract for four (4) additional one-year periods under the same terms and conditions.

3. SCOPE OF SERVICES:

Consultant shall provide engineering services to the City of Ashland on an on-call basis. The general scope of services needed by the City of Ashland typically fall into the following categories:

- Design, review, coordination, administration, and construction engineering and technical support of Public Works projects by consultant from their office.
- Supplemental review of private development by consultant at their office. (Consultant will not review any private development project in which the consulting firm has provided services to the developer on that project.)

The general engineering and technical areas of service required by City may include, but are not limited to:

- Surveying and mapping
- Civil
- Geological/Geotechnical
- Water/wastewater/storm water/drainage
- Street and roadway
- Transportation
- Site planning/permitting/development/plan review
- Environmental documentation
- CADD

- Construction plans and specifications
- Estimating
- Construction support

4. EVALUTION AND AWARD PROCESS:

The basis of award will be to the top firms receiving the most points based on the following criteria:

- 1) Qualifications of the consultant and firm. (MAXIMUM 5 POINTS AVAILABLE)
- 2) Past experience of the consulting firm related to on-call services. (MAXIMUM 3 POINTS AVAILABLE)
- 3) Past Performance/references. (MAXIMUM 2 POINTS AVAILABLE)

The City of Ashland hereby notifies that it will affirmatively ensure that in any agreement entered into pursuant to this invitation, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, religion, or national origin in consideration for an award.

The City of Ashland is an Equal Opportunity Employer and does not discriminate against any person, firm partnership, or organization as it pertains to race, color, religion, sex, age, national origin, marital status, sexual orientation, medical condition, physical handicap or disability. Any person, firm, partnership, or organization contracting with or doing business with the City shall be in conformity with the City's policy on non-discrimination.

5. INSURANCE REQUIREMENTS:

The successful Respondent shall obtain and maintain insurance coverage naming the City as additional insured in amounts acceptable to the City.

6. PROPOSAL SUBMISSION:

In submitting the Statement of Qualifications, your firm acknowledges that the City shall not be liable to any person for any costs incurred therewith or in connection with costs incurred by any proposer in anticipation of Commission action approving or disapproving any proposed agreement. The City may accept or reject any proposal or proposed agreement without limitation. Nothing in this RFQ or in subsequent negotiations creates any vested rights in any person.

Statements that do not address the items listed in this section will be considered incomplete and will be deemed non-responsive by the City.

A. Letter of Transmittal

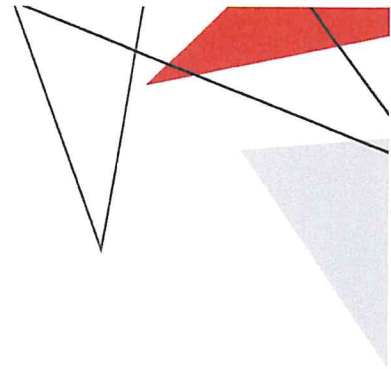
B. Narrative

1. Brief resumes of the "Principal-in Charge" and the key technical personnel to be assigned to projects.
2. A description of the services available from your firm that would be used to support oncall service needs of the City. Describe how your firm would use existing staff and services to meet the needs of the City in support of planning, design, permitting, and construction of various Capital projects.

C. References

Provide names and telephone numbers of at least three references willing to attest to your firm's ability to complete projects on time and within budget.

Three (3) copies of the complete Statement of Qualifications are due to the City of Ashland, 109 E. Broadway, Ashland, MO 65010 prior to 2:00 p.m. on April 1, 2020. Proposals may be hand-delivered, mailed, or delivered by courier. Facsimiles and emailed proposals WILL NOT be accepted, and considered non-responsive to this RFQ. Submissions including less than the requested number of copies will be deemed non-responsive and ineligible for further consideration during the selection process.



CHARGE OUT RATES
(Effective thru 07-31-2020)

Rates shown below are provided as a courtesy to our clients who may, from time to time, require our services on an hourly rate or time-and-materials basis.

PROFESSIONAL SERVICES

Senior Principal Engineer
 Principal Engineer
 Engineer Manager
 Senior Engineer III
 Senior Engineer II
 Senior Engineer I
 Engineer

CHARGE OUT RATES

\$175.00 per hour
 \$165.00 per hour
 \$145.00 per hour
 \$145.00 per hour
 \$140.00 per hour
 \$135.00 per hour
 \$115.00 per hour

TECHNICAL SERVICES

Technical Manager
 Administrative Manager
 Administrative Assistant
 Marketing Coordinator
 Technician III
 Technician II
 Technician I
 Inspector II
 Inspector I
 Field Man
 Clerical
 Land Surveyor II
 Land Surveyor I
 Land Surveyor
 1 Man Survey Team
 2 Man Survey Team
 3 Man Survey Team

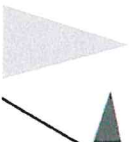
HOURLY RATES

\$ 122.00 per hour
 \$ 80.00 per hour
 \$ 74.00 per hour
 \$ 75.00 per hour
 \$ 95.00 per hour
 \$ 92.00 per hour
 \$ 79.00 per hour
 \$ 95.00 per hour
 \$ 90.00 per hour
 \$ 60.00 per hour
 \$ 55.00 per hour
 \$ 126.00 per hour
 \$ 113.00 per hour
 \$ 83.00 per hour
 \$ 126.00 per hour
 \$ 155.00 per hour
 \$ 206.00 per hour

REIMBURSABLE EXPENSES

Mileage (Subject to Change) \$.65 per mile
 Per Diem \$125.00 per day
 Ultrasonic Testing (2 hour minimum) \$ 86.00 per hour
 Flow Meter \$ 50.00 per day
 Sewer Camera \$200.00 per day
 Laths & Hubs \$.95 each
 Rebar \$ 1.75 each
 Post \$ 6.00 each
 Blackline 2'x3' Paper \$ 9.50 each
 Blackline 2'x3' Vellum \$ 14.50 each
 Blackline 2'x3' Mylar \$ 21.00 each
 Copies, Telephone, Postage, Miscellaneous At Cost

Charges are payable within 10 days of Invoice for services performed. Charges not paid within 30 days of invoice shall be subject to a service charge of 1-1/2% per month on the unpaid balance, which is an annual interest rate of 19.58%.





City of Ashland

109 East Broadway, Ashland, Missouri 65010

Department Source: City Administrator

To: Board of Alderpersons

From: Tony St Romaine

Board Meeting Date: April 21, 2020

Re: Agreements for On-Call Engineering Services

EXECUTIVE SUMMARY: Requests for Qualifications for on-call engineering services were mailed to prospective firms in March, 2020. These services are used by the City in reviewing preliminary plats, site plans and providing engineering assistance on City infrastructure issues and projects on an as needed basis.

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SUGGESTED BOARD ACTION:

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PROFESSIONAL ENGINEERING SERVICES FOR GENERAL ON-CALL ENGINEERING
SERVICES WITH MCCLURE ENGINEERING COMPANY

WHEREAS, the City of Ashland requested qualifications and proposal's for engineering services for general on-call engineering services; and

WHEREAS, the City Staff has reviewed the qualifications and proposal's and has recommended McClure Engineering Company.

THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF ASHLAND, MISSOURI AS FOLLOWS:

The Board of Aldermen authorizes the Mayor to enter into the agreement with McClure Engineering Company for engineering services for general on-call engineering services.

Furthermore, the Board of Aldermen has agreed to the terms as set forth in the attached agreement, which by this reference is incorporated herein, as if more fully and completely set out as Exhibit "A".

Passed and adopted this _____ day of _____, 2020.

Gene Rhorer, Mayor

Attest:

Darla Sapp, City Clerk

**AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE CITY OF ASHLAND, MISSOURI AND
MCCLURE ENGINEERING COMPANY**

THIS AGREEMENT (hereinafter "Agreement") between the City of Ashland, Missouri, a municipal corporation (hereinafter "City") and McClure Engineering Company with an address of 1901 Pennsylvania Drive, Columbia, Mo. 65202 (hereinafter "Consultant") is entered into on the date of the last signatory noted below (the "Effective Date").

WITNESSETH

WHEREAS, City desires to engage Consultant to render certain professional services as outlined in the Scope of Work and Fee Schedule in Exhibit A; and

WHEREAS, Consultant represents and warrants that Consultant is equipped, competent, and able to provide all of the professional services necessary or appropriate in accordance with this Agreement.

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If to CITY:

City of Ashland
City Administrator
109 E. Broadway
Ashland, MO 65010

If to CONSULTANT:

McClure Engineering Company
% Mike Hall
1901 Pennsylvania Drive
Columbia, Mo. 65202

The designation and titles of the person to be notified or the address of such person may be changed at any time by written notice. Any such notice, demand, request, or communication shall be deemed delivered on receipt if delivered by hand and on deposit by the sending party if delivered by courier or U.S. mail.

7. Compliance with Laws. Consultant shall comply with all applicable federal, state and local laws, ordinances, rules and regulations.

8. Governing Law and Venue. This Agreement shall be governed, interpreted, and enforced in accordance with the laws of the State of Missouri and/or the laws of the United States, as applicable. The venue for all litigation arising out of, or relating to this Agreement, shall be in Boone County, Missouri, or the United States Western District of Missouri. The Parties hereto irrevocably agree to submit to the exclusive jurisdiction of such courts in the State of Missouri. The Parties agree to waive any defense of forum non conveniens.

9. Employment of Unauthorized Aliens Prohibited. Consultant agrees to comply with Missouri Revised Statute Section 285.530 in that Consultant shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. As a condition for the award of this Agreement the Consultant shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services, Consultant shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. Consultant shall require any subcontractor to affirmatively state in its contract with Consultant that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri. Consultant shall also require any subcontractor to provide Consultant with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

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13. HOLD HARMLESS AGREEMENT. To the fullest extent not prohibited by law, Consultant shall indemnify and hold harmless the City of Ashland, its directors, officers, agents, and employees from and against all claims, damages, losses, and expenses (including but not limited to attorney's fees) for bodily injury and/or property damage arising by reason of any act or failure to act, negligent or otherwise, of Consultant, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with Consultant or a subcontractor for part of the services), of anyone directly or indirectly employed by Consultant or by any subcontractor, or of anyone for whose acts the Consultant or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require Consultant to indemnify, hold harmless, or defend the City of Ashland from the City of Ashland's own negligence.

14. Professional Oversight Indemnification. Consultant understands and agrees that City has contracted with Consultant based upon Consultant's representations that Consultant is a skilled professional and fully able to provide the services set out in this Agreement. In addition to any other indemnification set out in this Agreement, Consultant agrees to defend, indemnify and hold and save harmless City from any and all claims, settlements, and judgments whatsoever arising out of City's alleged negligence in hiring or failing to properly supervise Consultant.

15. Audit. Consultant shall maintain financial records according to generally accepted accounting standards. City has the right, at its sole expense and during normal working hours, to examine the records of Consultant to the extent reasonably necessary to verify the accuracy of any statement, charge or computation made pursuant to this Agreement.

16. Nondiscrimination. During the performance of this Agreement, Consultant shall not discriminate against any employee, applicant for employment or recipient of services because of race, color, religion, sex, sexual orientation, gender identity, age, disability, or national origin. Consultant shall comply with all provisions of laws, rules and regulations governing the regulation of Equal Employment Opportunity including Title VI of the Civil Rights Act of 1964.

17. General Independent Contractor. This Agreement does not create an employee/employer relationship between the Parties. It is the Parties' intention that the Consultant will be an independent contractor and not the City's employee for all purposes.

18. Contract Documents. This Agreement includes the following exhibits, which are incorporated herein by reference:

<u>Exhibit</u>	<u>Description</u>
A	Scope of Work and Fee Schedule.

In the event of a conflict between the terms of an exhibit and the terms of this Agreement, the terms of this Agreement control.

19. Entire Agreement. This Agreement contains the entire agreement of the parties. No modification, amendment, or waiver of any of the provisions of this agreement shall be effective unless in writing specifically referring hereto, and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year herein stated.

CITY OF ASHLAND, MISSOURI

By: _____
Mayor

Date: _____

Attest: _____
City Clerk

CERTIFICATION: I hereby certify that this Agreement is within the purpose of the appropriation to which it is to be charged, Account Number _____, and that there is an unencumbered balance to the credit of such appropriation sufficient to pay therefor.

Treasurer

CONSULTANT

By: _____

Name: _____

Title: _____

Date: _____

ATTEST:

BY: _____
Secretary or Witness

Name: _____

EXHIBIT A

SCOPE OF WORK AND FEE SCHEDULE



RFQ TITLE: On-Call Engineering Services

ISSUE DATE: March 13, 2020

RETURN PROPOSAL NO LATER THAN: 2:00 p.m., April 1, 2020

DELIVERY INSTRUCTIONS: Clearly print or type On Call Engineering Services Proposal on the outside of a SEALED envelope or package. Proposals may be mailed or delivered to Office of the City Administrator, Attn: Tony St. Romaine, 109 East Broadway, P.O. Box 135, Ashland, MO 65010 by the due date and time.

The offeror hereby declares understanding, agreement and certification of compliance to provide the services, at the prices quoted, in accordance with all requirements and specifications contained herein. The offeror further agrees that the language of this RFP shall govern in the event of a conflict with his/her proposal.

SIGNATURE REQUIRED

OFFEROR NAME
MAILING ADDRESS
CITY, STATE, ZIP CODE

CONTACT PERSON	EMAIL ADDRESS
PHONE NUMBER	FAX NUMBER
OFFEROR TAX FILING TYPE WITH IRS (CHECK ONE) <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt	
AUTHORIZED SIGNATURE	DATE
PRINTED NAME	TITLE

1. INTRODUCTION AND GENERAL REQUIREMENTS

INTRODUCTION:

This document constitutes a request for qualifications for On-Call Engineering Services for the City of Ashland (hereinafter referred to as City) as set forth herein. These services are intended to complement and augment capabilities that are otherwise unavailable to the City.

In order to provide timely and efficient design and construction of City projects and complete private development review, City staff needs to be periodically augmented. The City of Ashland needs specialized expertise in the engineering fields, as described below in Section II, Scope of Work, not expected to exceed \$20,000 per work order.

QUESTIONS/CLARIFICATIONS OF THE REQUEST FOR PROPOSAL:

All questions concerning the solicitation and specifications shall be submitted in writing via e-mail to Tony St. Romaine, City Administrator, at cityadmin@ashlandmo.us.

Any oral responses to any question shall be unofficial and not binding on the City of Ashland. An Addendum to this RFP providing the City of Ashland's official response will be issued if necessary to all known prospective offerors.

VALIDITY OF PROPOSALS:

Respondents agree that proposals will remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.

REJECTION OF PROPOSALS:

The City of Ashland reserves the right to reject any or all proposals received in response to this RFP, or to cancel the RFP if it is in the best interest of the City of Ashland to do so. Failure to furnish all information requested in this RFP may disqualify the proposal. Any exceptions to the requirements specified must be identified in the proposal.

WITHDRAWAL OF PROPOSALS:

Any Respondent may withdraw his or her proposal at any time prior to the scheduled closing time for the receipt of proposals. However, no proposal will be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for the receipt of proposals.

ALTERATION OF SOLICITATION:

The wording of the City of Ashland's solicitation may not be changed or altered in any manner. Respondents taking exception to any clause in whole or in part should do so by listing said exceptions on their letterhead and submitting them with their proposal; such exceptions will be evaluated and accepted or rejected by the City of Ashland, whose decision will be final.

RESPONSE MATERIAL OWNERSHIP:

All material submitted regarding this RFQ becomes the property of The City of Ashland. Any person may review proposals after the Agreement has been issued, subject to the terms of this solicitation.

INCURRING COSTS:

The City of Ashland shall not be obligated or be liable for any cost incurred by Respondents prior to issuance of an Agreement. All costs to prepare and submit a response to this solicitation shall be borne by the offeror.

COLLUSION CLAUSE:

Any agreement or collusion among offerors and prospective offerors to illegally restrain freedom of competition by agreement to fix prices, or otherwise, will render the proposals of such offerors void.

CONTRACT DOCUMENTS:

The final agreement between the City of Ashland and the Respondent will include by reference:

- Respondent's Response to the RFQ
- The City Issued RFQ with any addendums

Any changes, additions or modifications hereto will be in writing and signed by the City Administrator. No other individual is authorized to modify the agreement in any manner.

2. PERIOD OF SERVICES:

The contract shall be effective from date of award and continue for a one (1) year period. The City reserves the right to renew the contract for four (4) additional one-year periods under the same terms and conditions.

3. SCOPE OF SERVICES:

Consultant shall provide engineering services to the City of Ashland on an on-call basis. The general scope of services needed by the City of Ashland typically fall into the following categories:

- Design, review, coordination, administration, and construction engineering and technical support of Public Works projects by consultant from their office.
- Supplemental review of private development by consultant at their office. (Consultant will not review any private development project in which the consulting firm has provided services to the developer on that project.)

The general engineering and technical areas of service required by City may include, but are not limited to:

- Surveying and mapping
- Civil
- Geological/Geotechnical
- Water/wastewater/storm water/drainage
- Street and roadway
- Transportation
- Site planning/permitting/development/plan review
- Environmental documentation
- CADD

- Construction plans and specifications
- Estimating
- Construction support

4. EVALUTION AND AWARD PROCESS:

The basis of award will be to the top firms receiving the most points based on the following criteria:

- 1) Qualifications of the consultant and firm. (MAXIMUM 5 POINTS AVAILABLE)
- 2) Past experience of the consulting firm related to on-call services. (MAXIMUM 3 POINTS AVAILABLE)
- 3) Past Performance/references. (MAXIMUM 2 POINTS AVAILABLE)

The City of Ashland hereby notifies that it will affirmatively ensure that in any agreement entered into pursuant to this invitation, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, religion, or national origin in consideration for an award.

The City of Ashland is an Equal Opportunity Employer and does not discriminate against any person, firm partnership, or organization as it pertains to race, color, religion, sex, age, national origin, marital status, sexual orientation, medical condition, physical handicap or disability. Any person, firm, partnership, or organization contracting with or doing business with the City shall be in conformity with the City's policy on non-discrimination.

5. INSURANCE REQUIREMENTS:

The successful Respondent shall obtain and maintain insurance coverage naming the City as additional insured in amounts acceptable to the City.

6. PROPOSAL SUBMISSION:

In submitting the Statement of Qualifications, your firm acknowledges that the City shall not be liable to any person for any costs incurred therewith or in connection with costs incurred by any proposer in anticipation of Commission action approving or disapproving any proposed agreement. The City may accept or reject any proposal or proposed agreement without limitation. Nothing in this RFQ or in subsequent negotiations creates any vested rights in any person.

Statements that do not address the items listed in this section will be considered incomplete and will be deemed non-responsive by the City.

A. Letter of Transmittal

B. Narrative

1. Brief resumes of the "Principal-in Charge" and the key technical personnel to be assigned to projects.
2. A description of the services available from your firm that would be used to support oncall service needs of the City. Describe how your firm would use existing staff and services to meet the needs of the City in support of planning, design, permitting, and construction of various Capital projects.

C. References

Provide names and telephone numbers of at least three references willing to attest to your firm's ability to complete projects on time and within budget.

Three (3) copies of the complete Statement of Qualifications are due to the City of Ashland, 109 E. Broadway, Ashland, MO 65010 prior to 2:00 p.m. on April 1, 2020. Proposals may be hand-delivered, mailed, or delivered by courier. Facsimiles and emailed proposals WILL NOT be accepted, and considered non-responsive to this RFQ. Submissions including less than the requested number of copies will be deemed non-responsive and ineligible for further consideration during the selection process.

EXHIBIT 'A'
 McCLURE ENGINEERING COMPANY
 HOURLY RATE SCHEDULE
 (Effective through December 31, 2020)

<u>PERSONNEL</u>	<u>HOURLY RATE</u>
Administrative	\$80.00
Client Liaison	\$180.00
Engineer I	\$110.00
Engineer II	\$140.00
Engineer III	\$170.00
Engineer IV	\$210.00
Project Manager I	\$170.00
Project Manager II	\$195.00
Project Coordinator	\$90.00
Principal	\$250.00
Senior Principal	\$295.00
Community Planner I	\$135.00
Community Planner II	\$225.00
Landscape Architect I	\$100.00
Landscape Architect II	\$135.00
Engineering Tech I	\$85.00
Engineering Tech II	\$105.00
Engineering Tech III	\$125.00
Engineering Tech IV	\$160.00
Land Surveyor I	\$130.00
Land Surveyor II	\$160.00
On-Site Representative I (OSR I)	\$105.00
On-Site Representative II (OSR II)	\$145.00
Crew Chief (CC)	\$120.00
Crew Member (CM)	\$90.00
Intern	\$70.00
Survey Crew	\$200.00

EQUIPMENT

3D Scanner per Scan	\$30.00
UAV per Flight	\$125.00
Sonar Boat	\$125.00

MISCELLANEOUS EXPENSES

Survey Vehicle Mileage	\$0.70/Mile
Automobile Mileage (at current IRS rate)	Current IRS Rate
Printing	Per Contract
Survey Supplies (Hubs, Lath, Paint, Nails, etc.)	Per Contract
Out-of-Pocket Expenses (Meals, Hotels, etc.)	Per Contract



City of Ashland

109 East Broadway, Ashland, Missouri 65010

Department Source: City Administrator

To: Board of Alderpersons

From: Tony St Romaine 

Board Meeting Date: April 21, 2020

Re: New Recycling Lot

EXECUTIVE SUMMARY: The City's FY20 budget includes \$65,000 in funding for the construction of a recycling lot on West Redtail Dr adjacent to the City's water tower.

DISCUSSION: The work will be performed in stages beginning with the site preparation work (grading, etc.) to be performed by C.L. Richardson at a cost of \$4,766.40 (approved by City Administrator). This agreement with Watson Concrete will cover the construction of the concrete pad site, driveway and approach. Cost of the work will be \$37,328.50. Pricing is based upon a cooperative agreement with the City of Columbia, MO.

Once this work is complete, the fencing and gates will be installed under a separate contract which is currently being let for bid.

FISCAL IMPACT:

Short Term Impact (cost proposed legislation the next 2 years): Not to Exceed \$65,000.

Long Term Impact:

SUGGESTED BOARD ACTION:

Staff recommends approval of the legislation for an agreement with Watson Concrete in the amount of \$37,328.50

RESOLUTION 4-21-2020

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT
WITH WATSON CONCRETE, INC.

WHEREAS, the street department has reviewed the proposal for construction of the concrete pad site, driveway and approach for the recycling center under a cooperative agreement with the City of Columbia, Missouri reference contract number 5/2015. The staff recommends approval of this proposal.

THEREFORE, be it resolved by the Board of Aldermen of the City of Ashland, Missouri as follows:

The Board of Aldermen hereby authorizes the Mayor to enter into an agreement with Watson Concrete, Inc. as set out in the proposal as attached and made part of this resolution.

Passed and adopted this _____ day of _____, 2020.

Gene Rhorer, Mayor

Attest:

Darla Sapp, City Clerk



WATSON CONCRETE INC.
 P.O. Box 7404
 Columbia, MO 65205
 www.watsonconcreteinc.com

ADDRESS

City of Ashland
 109 East Broadway
 P.O. Box 135
 Ashland, Missouri 65010

PROPOSAL 1640

DATE 04/14/2020

JOB LOCATION

ASHLAND, MISSOURI

JOB DESCRIPTION

RECYCLING CENTER

ACTIVITY

QTY

RATE

AMOUNT

DRIVE APPROACH (425 SQFT.)
 SITE MAP ATTACHED WITH SECTION DETAILS
 NOTE: Permit to be furnished by others
 - Saw cut existing road curb
 - Place 6" of MoDOT type 5 base and compact
 - Install 1/2" expansion joint at street and back of approach
 - Place and Finish 8" concrete with broom finish
 NOTE: Concrete Mix Design - 4,000 psi at 28 days
 NOTE: 7 day minimum closure to traffic
 - Place saw cut control joints as required with joint sealer compound
 - Apply cure and seal compound
 NOTE: All-In-One penetrating sealer, no re-application required, data sheet attached

PARKING LOT (3,400 SQFT.)
 SITE MAP ATTACHED WITH SECTION DETAILS
 - Place 6" of MoDOT type 5 base and compact
 - Install 30" rebar (#4 Grade 60, domestic) on P-stakes, 24" o.c. at saw joints
 - Place and Finish 8" of concrete with broom finish
 NOTE: Concrete Mix Design - 4,000 psi at 28 days
 NOTE: 7 day minimum closure to traffic
 - Place saw cut control joints as necessary with joint sealer compound
 - Apply cure and seal compound
 NOTE: All-In-One penetrating sealer, re-application not required, data sheet attached

TOTAL FOR SCOPE OF WORK LISTED ABOVE:

1

37,328.50

37,328.50

Quantities and Cost Sheet is attached

Thank you for the opportunity to bid your project!

TOTAL

\$37,328.50

Accepted By

Accepted Date

WATSON CONCRETE INC.

P.O.BOX 7404
COLUMBIA, MISSOURI 65205
OFFICE: 573/228-6678 FAX: 573/228-6679

www.watsonconcreteinc.com

PROJECT NAME: CITY OF ASHLAND – RECYCLING CENTER

PROPOSAL NUMBER: 1620

DATE: 3/24/2020

BASE BID NOTES

- Excavated grade to be + or – 0.1 prior to concrete being placed
- This proposal is under the assumption that the sub grade will be at the desired grade. Gravel is included in this proposal for up to 96 tons. In the event more gravel is required it will be billed at \$29.50 per ton for material, placing, and compaction.
- This proposal is under the assumption that the sub grade material is suitable for concrete construction. In the event the sub grade is found to be failing for whatever reason, excavation of the failing material will be billed at \$25.00 per cubic yard as measured by Watson Concrete Inc., Owner, or Owners Representative. Equipment, hauling, and dump fee is included in this unit price.
- In the event solid rock is incurred at any point of the concrete construction process it will be billed at \$300.00 per cubic yard as measured by Watson Concrete Inc., Owner, or Owners Representative with a \$1,500.00 minimum charge. If over removal is required by the engineer or by county or city building codes then that remediation will be an additional charge of \$75.00 per cubic yard as measured by the listed above. If it is further required that isolation materials be placed between any of the designed systems and the obstructive material then the cost of those isolation materials will be billed out at their cost plus 10%
- Cold Weather Concrete: In the event additives need to be added to the concrete mix due to inclement weather it will be billed at the following rates:
 - Hot Water (per cubic yard) ADD: \$7.00 per cubic yard
 - 1% NCA (per cubic yard) ADD: \$4.50 per cubic yard
 - 2% NCA (per cubic yard) ADD: \$9.00 per cubic yard
 - Concrete Blankets will be billed at an amount equal to winter mix charges
- Hot Weather Concrete: In the event additives need to be added to the concrete mix due to inclement weather it will be billed at the following rates:
 - Super plasticizer ADD: \$6.50 per yard
 - Monofilament Fiber Mesh (1.0 lb/yd.) ADD: \$5.00 per cubic yard
 - Concrete Cure and Seal (All-In-One) ADD: \$0.20 per square foot
 - Ice/Chilled Water ADD: \$10.00/\$7.00 per yard

BASE BID ITEMS INCLUDED

- All forming materials needed to support concrete until it is cured
- All stakes, braces, and miscellaneous hardware at ground level
- All necessary equipment to place and compact subgrade, after the building pad is delivered to Watson Concrete Inc. +/- 0.1 feet in elevation deviation
- All building materials and refuse used or created by the concrete process will be removed from the site
- All concrete spoils from footing excavation will be moved to a suitable location onsite for future use and under the direction of the project supervisor
- All warning or traffic barriers needed for the protection of immature slabs
- All reinforcement to be grade 60 or better and tied in place before concrete placement
- All concrete mix designs to be 4000 psi at 28 days or better
- All concrete in slabs will be placed with a vibratory screed where possible
- All reinforcing rebar in slabs will be tied in placed and set on chairs for proper height before concrete is poured

PROPOSAL DOES NOT INCLUDE THE FOLLOWING

- Any and all engineer staking
- Locating or movement of any and all utilities that maybe located in the project area
- Installation of drain pipe or anything associated with plumbing
- Any and all concrete associated with storm water management
- Any and all precast concrete and installation
- Concrete parking stops or installation
- Any striping or parking lot painting
- Waterproofing and drain tile
- Backfill or grading above scope of work listed in Base Bid
- Additional excavation above scope of work listed in Base Bid
- Any and all task associated with landscaping or seeding
- Any and all grout or labor associated with grout
- Compaction testing
- Concrete testing
- Soil testing
- Furnish or installation of any geotextile fabric
- Any permits required, or inspection costs associated with this project
- Bonding fees are not included in this proposal
- Construction or maintaining of concrete washout area

TERMS OF PAYMENT

- Bi-monthly invoicing based on percentage of work performed. Invoices submitted are due upon receipt with no retainage withheld. Unpaid balances at that time are subject to a 1 ½% monthly service charge.
- If retainage is withheld it is due within 30 days of previous billing month
- If additional tasks or footage are added it will be done by written change order
- Prices in this proposal are protected for thirty days. After thirty days increases in material cost are subject to an equal increase to the base bid. Fuel surcharges charged to Watson Concrete Inc. will be added to the base bid if incurred

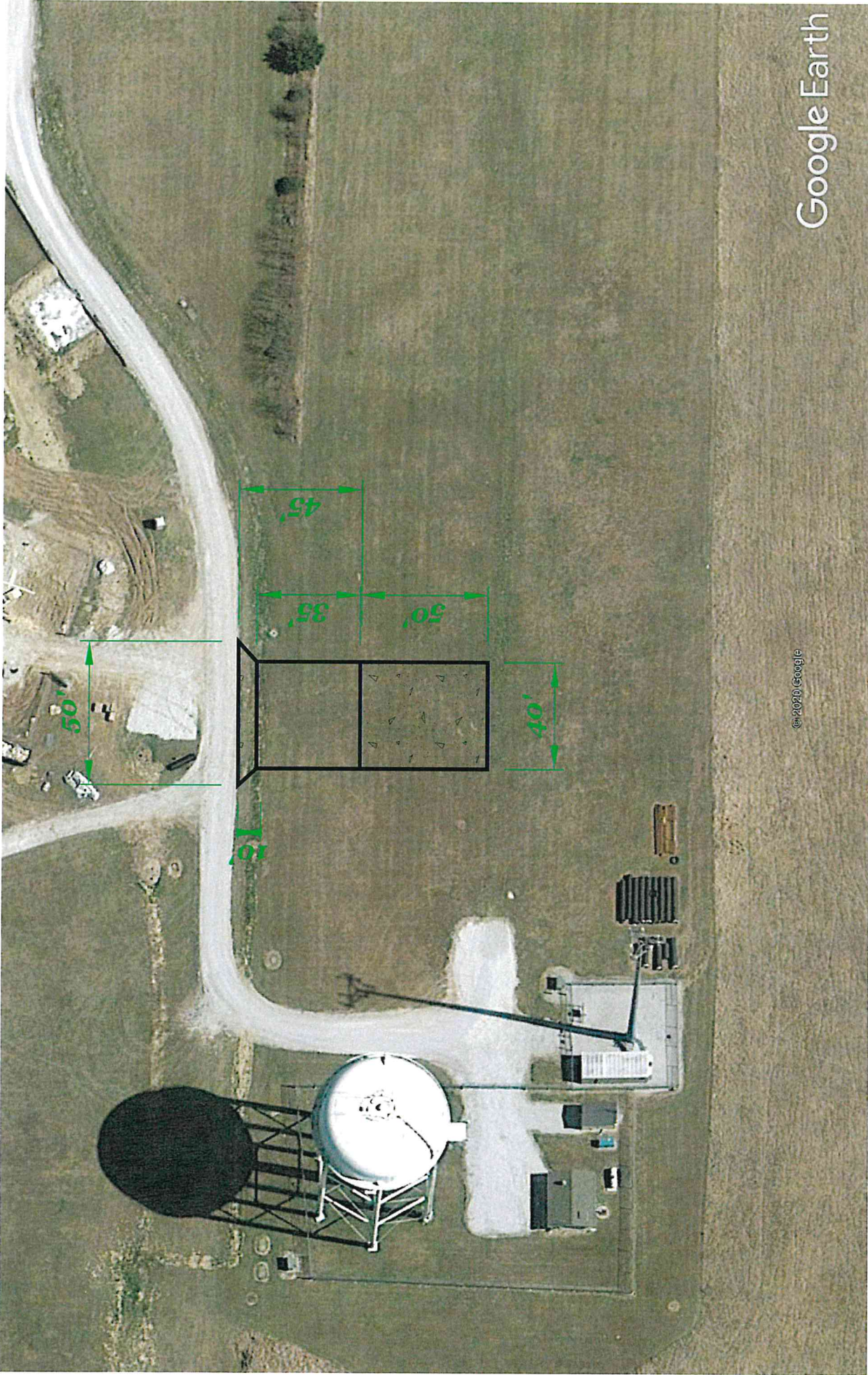
OSHA COMPLIANCE

Watson Concrete Inc. strives to provide a safe environment for all of its employees as well as employees of other trades onsite. It is never the intent of Watson Concrete Inc. to place any worker, regardless of his or her employer, in harm's way.

- Watson Concrete Inc. will provide the contractor with a Project Safety Manual containing all MSDS sheets as well as copies of each employee 10-hour OSHA class
- Each employee of Watson Concrete Inc. carries an OSHA ten card

DISCLAIMER

All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra cost will be executed only upon written change orders and will become an extra charge over and above the estimate. Watson Concrete Inc. is not responsible for shrinkage cracks. Concrete is a wearing surface and may crack in time under normal use and from freeze/thaw and wet/dry conditions. These conditions are beyond our control and Watson Concrete Inc. will not be responsible. **Any private utilities, i.e. sprinkler systems, electrical lines, etc., not marked by a normal locate process are the responsibility of the owner. If one of these lines is cut or damaged Watson Concrete cannot be held responsible.**



CITY OF ASHLAND

Watson Concrete Inc.

**RECYCLING CENTER
CONCRETE**

March 23, 2020

WATSON CONCRETE CITY CURB RAMP IMPROVEMENTS 2019 YEAR 5

SITE LOCATION: CITY OF ASHLAND - RECYCLING CENTER SITE WORK AND CONCRETE (ESTIMATE)
START DATE: 1/0/1900 **DATE COMPLETED:** 1/0/1900

BID NO.	ITEM DESCRIPTION	PLAN ESTIMATE		ACTUAL		BILLING	
		UNITS	QTY.	UNITS	QTY.	RATE	TOTAL
1	1 HR Consultation :	hour		hour	1	\$60.00	\$60.00
2	Removal of sidewalk, landing, or ramp	sqft.		sqft.	0	\$4.10	\$0.00
3	Removal of pavement with integral curb	sqft.		sqft.	0	\$2.93	\$0.00
4	Removal of curb and gutter	lf		lf	0	\$5.90	\$0.00
5	Removal and Replacement of Pinned-On-Curb	lf		lf	0	\$41.34	\$0.00
6	4" PCC sidewalk matching street grade	sqft.		sqft.	0	\$10.02	\$0.00
7	4" DOWNTOWN PCC SIDEWALK MAT	sqft.		sqft.	0	\$11.05	\$0.00
8	4" PCC ramp, landing, or sidewalk not matching street grade	sqft.		sqft.	0	\$10.40	\$0.00
9	4" DOWNTOWN PCC ramp, landing, or sidewalk not match street	sqft.		sqft.	0	\$11.02	\$0.00
10	4" PCC ramp, landing, or sidewalk w/ Integral curb or flare	sqft.		sqft.	0	\$10.62	\$0.00
11	6" PCC sidewalk, ramp, or landing	sqft.		sqft.	0	\$11.44	\$0.00
12	6" DOWNTOWN PCC sidewalk, ramp, or landing	sqft.		sqft.	0	\$12.10	\$0.00
13	6" PCC sidewalk, ramp, or landing with integral curb or flare	sqft.		sqft.	0	\$11.46	\$0.00
14	Dig Out pavement repair	sq. yd.		sq. yd.	0	\$33.90	\$0.00
15	Patching P.C.C. pavement	sq. yd.		sq. yd.	425	\$86.22	\$36,643.50
16	Concrete Curb Type-S, Variable Height	lf		lf	0	\$31.87	\$0.00
17	2' Concrete Curb and Gutter	lf		lf	0	\$31.87	\$0.00
18	Detectable Warning - Cast-in-Place	sqft.		sqft.	0	\$28.97	\$0.00
19	Detectable Warning - Surface Applied	sqft.		sqft.	0	\$34.75	\$0.00
20	Erosion Control - Inlet Protection for Curb Inlets	each		each	0	\$175.00	\$0.00
21	Erosion Control - Inlet Protection for Grated Inlets	each		each	0	\$175.00	\$0.00
22	Temporary Traffic Control - Shoulder Work w/minor encroachment	each		each	25	\$25.00	\$625.00
23	Temporary Traffic Control - lane closure at side of intersection	each		each	0	\$1,500.00	\$0.00
24	Temporary Traffic Control - Crosswalk Closure and detours	each		each	0	\$25.00	\$0.00
25	Grinding Trip Hazard	lf		lf	0	\$2.60	\$0.00
26	Earth Excavation, grading, and backfill	lf		lf	0	\$15.00	\$0.00
27	Seeding and Mulching	sq. yd.		sq. yd.	0	\$3.60	\$0.00
28	Sodding	sq. yd.		sq. yd.	0	\$5.04	\$0.00

WATSON CONCRETE CITY CURB RAMP IMPROVEMENTS 2019 YEAR 5

	PLAN ESTIMATE		ACTUAL		BILLING	
	UNITS	QTY.	UNITS	QTY.	RATE	TOTAL
29	each		each	0	\$125.00	\$0.00
30	each		each	0	\$50.00	\$0.00
31	each		each	0	\$500.00	\$0.00
32	sqft.		sqft.	0	\$0.94	\$0.00
33	lf		lf	0	\$0.55	\$0.00
34	sqft.		sqft.	0	\$5.84	\$0.00
35	m/h		m/h	0	\$65.29	\$0.00
36	m/h		m/h	0	\$94.10	\$0.00
37	hour		hour	0	\$174.45	\$0.00
38	hour		hour	0	\$212.12	\$0.00
39	hour		hour	0	\$128.81	\$0.00
40	hour		hour	0	\$165.50	\$0.00
41	hour		hour	0	\$146.31	\$0.00
42	hour		hour	0	\$172.09	\$0.00
43	hour		hour	0	\$126.20	\$0.00
44	hour		hour	0	\$160.63	\$0.00
45	hour		hour	0	\$118.17	\$0.00
46	hour		hour	0	\$154.89	\$0.00
47	hour		hour	0	\$101.29	\$0.00
48	hour		hour	0	\$120.45	\$0.00
49	hour		hour	0	\$135.05	\$0.00
50	hour		hour	0	\$172.09	\$0.00
1	sqft.		sqft.	0.00	\$41.20	\$0.00
2	sqft.		sqft.	0.00	\$65.85	\$0.00
	TOTAL					\$37,328.50

QUANTITIES AT TIME OF COMPLETION

DATE: _____

Approved By:

WATSON CONCRETE INC

Mark Watson

SIGNATURE

Mark Watson

PRINT

CITY OF ASHLAND

SIGNATURE

PRINT



CITY OF COLUMBIA

REQUIREMENTS FOR SOLID WASTE BULK COLLECTION CONTAINERS, PADS, AND ENCLOSURES

January 2012

(Revised December 2015)

(Revised December 2019)



Subject: Requirement for Solid Waste Bulk Collection Containers, Pads & Enclosures

Applicable Management Practice: 21.1. 21.2

Purpose: Establish guidelines for construction of trash enclosures and pads, container volume requirements for commercial and multi-family structures.

Discussion: The Solid Waste Utility will provide specifications for trash container pad requirements, enclosures, types of service vehicles with approach requirements, and implement guideline for new construction.

Policy: This policy is a solid waste removal guide for developers. It applies only to new developments. This policy is set forth as authorized by the code or ordinance and addresses containers style, size, quantity, collection method, collection frequency, and collection vehicle access as it relates to the property. Recommendations are shown in the attachments A and B.

Original Effective Date December 21, 2015 – Cynthia Mitchell – Solid Waste Manger

Revised/updated December 16, 2019 – Adam White – Acting Solid Waste Manger

Adam White 12/16/2019

Definition of Common Terms

Service Vehicle: One of three types, front loading, rear loading, or roll-off. Details of the drive approach is in Attachment A and the turning radius of the vehicles can be found in Attachment B.

Roll-off Collection Vehicle: A collection vehicle that requires straight drive approach for access to the roll off trash container. Truck must access roll off containers from the rear of the truck. The entire roll off container is pulled on the truck, transported to a landfill, and then returned. Different vehicles sizes range from 22.5 feet long and 39,000 GVW to 35 feet long and 72,000 GVW.

Trash Compactor: Trash compactors are designed for large volumes of trash. They have a 4:1 loose to compacted reduction ratio over standard non-compacting containers. They are serviced by a roll off collection vehicle. These units require electrical power. Different size compactors may be recommended or required ranging from approximately 14 cubic yards at 16 feet long to 35-40 cubic yards at 24 feet long. (Attachment A)

Recommended Electrical Service: The electric for the compactors is either 208/230 single phase or 208 three phase with a 60 Amp Disconnect box. It is preferred to have ¾ inch conduit put in the concrete to run the electrical wires from the power supply to the power unit.

Front Loading Collection Vehicle: A collection vehicle that requires straight drive approach for access to a front loading trash container. Trash containers are lifted up from the front of the vehicle over the vehicle and contents deposited in the truck from the top. The height clearance for dumping the dumpster will be 19 feet. Containers are two (2), four (4), six (6) or eight (8) cubic yard capacity. Truck has a GVW rating of 66,000-72,000 pounds. (Attachment A)

Rear Loading Collection Vehicle: A collection vehicle that can access a rear loading trash container sitting either perpendicular or parallel to the collection hopper at the rear of the truck. Container and truck must be on the same plane. Containers are generally two (2) yard capacity. Truck has a GVW rating of 66,000 pounds. (Attachment A)

Containers: Containers are used to place and store trash at place of residents. There are three different types: rear loading, front loading, and roll-off. The container type, number, and capacity depend on trash volume and collection vehicle access.

Container Pad: Usually concrete designed to withstand the weight of vehicle and container. This is the area underneath and around a trash container.

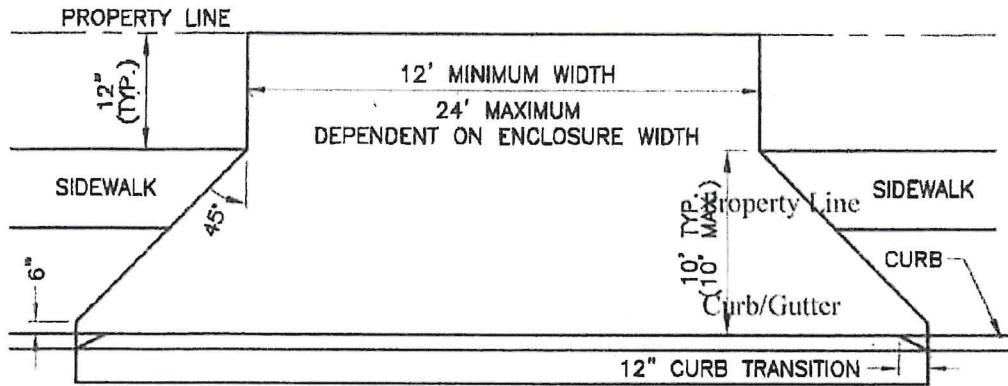
Site Plan: A drawing that shows the location for trash containers and collection vehicle access route.

Visual Screen: An enclosure around a trash container(s) to improve its appearance.

For new construction, a site plan is required addressing solid waste removal. The plan will be approved by the Director of Public Works, Director of Planning or authorized representatives.

ATTACHMENT A

I. DRIVE APPROACH FOR SOLID WASTE COLLECTION VEHICLES



Drive approach is recommended for all types of service. Approach should be 7 inch thick Class A concrete. Drive approach based on City of Columbia Street, Storm and Sanitary Specifications January 2012, Driveway (Commercial) detail 410.03.

Concrete Pad should be 6 inches thick, reinforced with 1/2" rebar 12" spacing or 8" thick, if non-reinforced. Screening is not required. If screening is used, increase the pad size by 2' and place bollards to protect the fence. Bollards should be 4" X 8' OD, 6 inches from the back of enclosure, 3 feet apart, 4 feet in ground and filled with concrete. Overhead clearance should be 16 feet. Driveway access and pad height should be the same. Access should be as level as possible.

Recommended electrical service for the compactors is 208 three phase with a 60 Amp Disconnect box. It is preferred to have 3/4 inch conduit put in the concrete to run the electrical wires from the power supply to the power unit.

II. CONTAINER TYPE DETERMINATION

Multi-family residential developments shall be constructed to allow for waste collection containers determined from the following guideline.

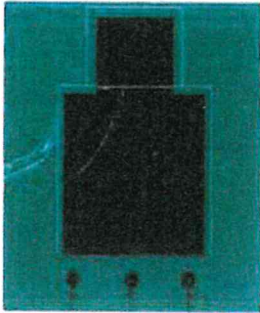
Number of Bedrooms (not Units)	Collection Container Type
< 200	Rear loaders, Front loaders or Mini compactor to be determined on a case-by-case basis. Quantity of rear- and front-loading containers and frequency of service per site are determined by 4:1 cubic yard conversion based on rate structure and charges by Unit according to Code of Ordinance section 22-160.
200-349	Mini Compactor
350 and up	Full-Sized Compactor

Commercial entities should contact Solid Waste Division Management to discuss use and size required.

III. COMPACTOR PAD REQUIREMENTS (not to scale)

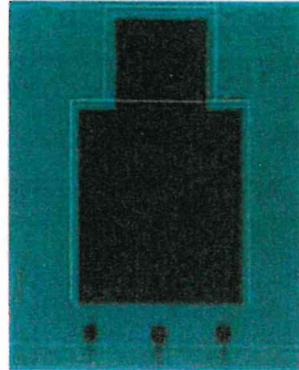
WITHOUT ENCLOSURE

**Mini Compactor
12 Ft**



18 Ft

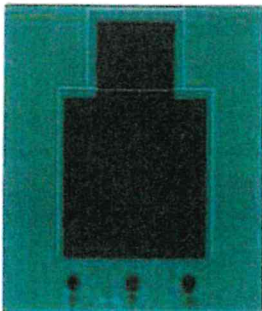
**Full Size Compactor
12 Ft**



26 Ft

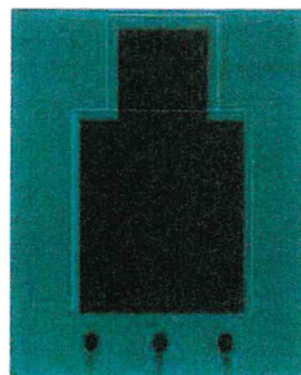
WITH ENCLOSURE

**Mini Compactor
14 Ft**



20 Ft

**Full Size Compactor
14 Ft**

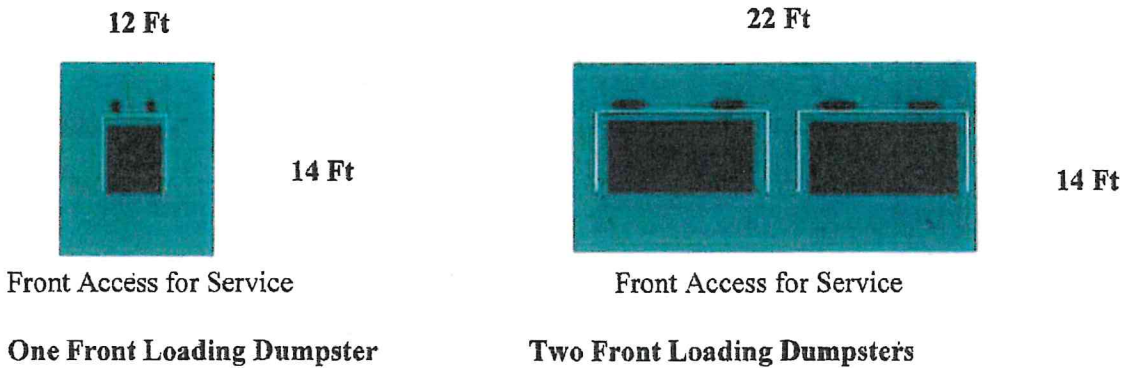


28 Ft

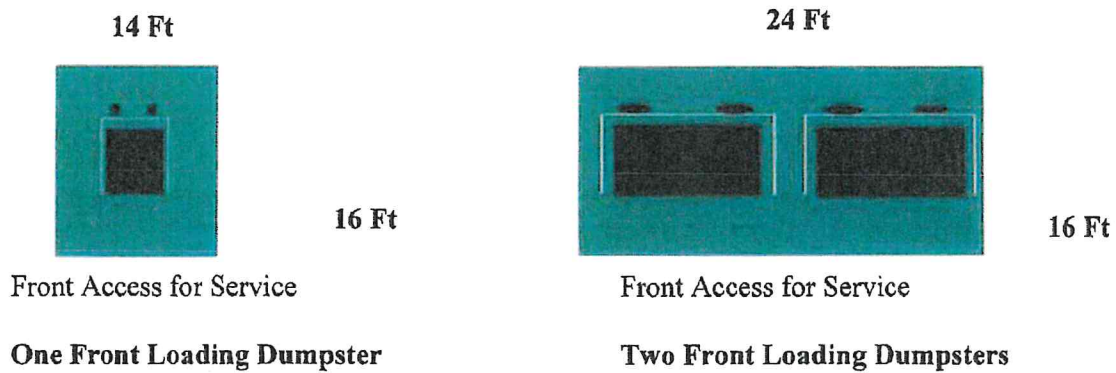
IV. DUMPSTER PAD REQUIREMENTS (not to scale)

Concrete pad should be 6" reinforced with 1/2" rebar 12" spacing or 8" non-reinforced. Screening is not required. If screening is used increase the pad size by 2' and place bollards should be 4 inches OD, 6 inches from back of enclosure, 3 feet apart 4 feet in ground and filled with concrete.

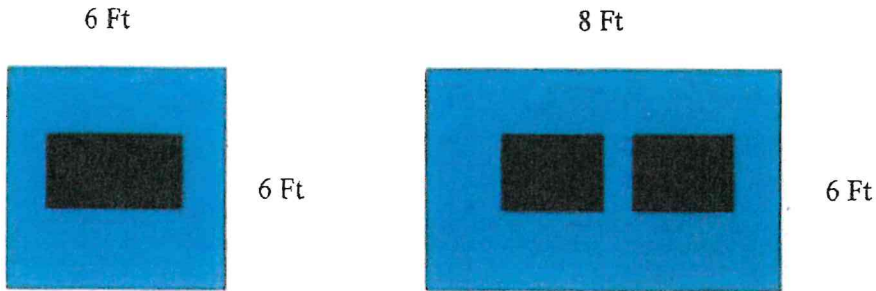
A. FRONT LOADING DUMPSTERS WITHOUT ENCLOSURE



B. FRONT LOADING DUMPSTERS WITH ENCLOSURE (not to scale)



C. REAR LOADING DUMPSTERS WITHOUT ENCLOSURE (not to scale)



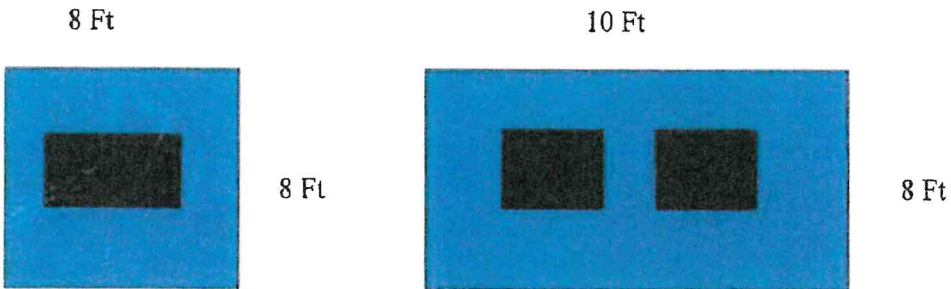
Front Access for Service

One Rear Loading Dumpster

Front Access for Service

Two Rear Loading Dumpsters

D. REAR LOADING DUMPSTERS WITH ENCLOSURE (not to scale)



Front Access for Service

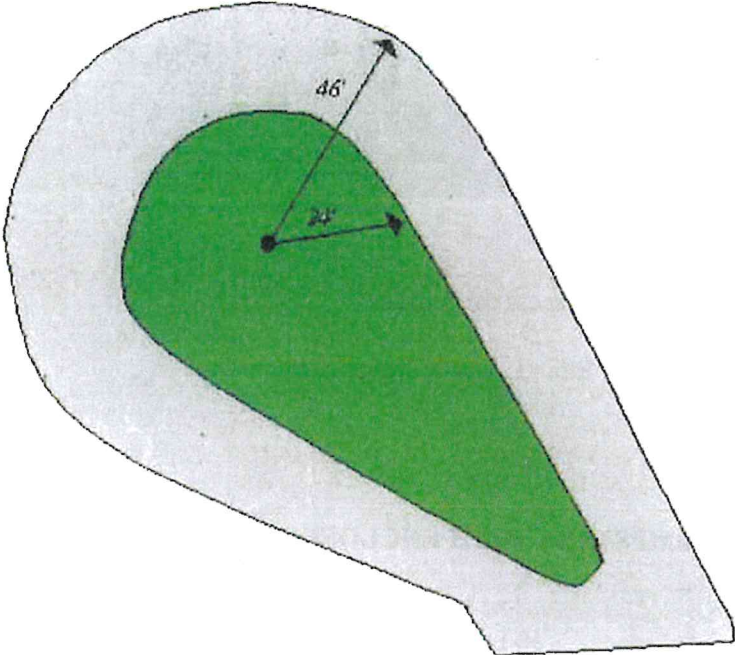
One Rear Loading Dumpster

Front Access for Service




Two Rear Loading Dumpsters





































ATTACHMENT B

Example of minimum turning radius of trash collection vehicles. No parking on street.



CITY ADMINISTRATOR'S REPORT - 04/21/2020

-  0% complete
-  In process
-  100% complete

PROJECT LIST		Status	Key Person Responsible	Priority	Status
ALLIANCE (sewer) agreement exp. Apr 2020	Renegotiate lease with Alliance		City Administrator	1	 Board approved 4/21/20
Ashland Municipal Complex, Inc (non-profit)	Approved by BOA on 11/12/2019		City Counselor	1	 Board approved 11/12/19
Ashland Commons Development	Final plat approval tentative May P&Z meeting		City Administrator	1	
Banking Services - Develop RFP	RFP for banking services to be developed and advertised.		City Treasurer	1	 Board approved 2/18/20
Board Agenda process	Recommend adjustments to the Board agenda outline for efficiency and improved citizen input during Resolution & Ordinance discussion.		City Administrator/City Clerk	3	
BoCo Road Maintenance Agreement	Review agreement with BoCo re: maintenance of roads in and around the incorporated limits of the City.		Public Works Director	2	
Bonding requirements for yard /landscape bonds	Re-write policy with consideration for increasing the monetary requirements.		City Administrator	2	
Broadway Overpass Improvements	Develop plan and work with MoDOT for improvements of Broadway Overpass (beautification, lighting, pedestrian safety)		Public Works Director	3	
Broadway resurfacing	Obtain proposal for Broadway mill & overlay (City portion) to be performed in conjunction with MoDOT overlay in Spring of 2020.		Public Works Director	1	 Project to be rebid by MoDOT
Budget FY21	Develop detailed budget calendar and budget for 2021 budget approval process.		City Treasurer	1	 BOA approval 4/21/20
Capital Improvement Plan	In process. Projects will be considered as part of the budget process.		City Treasurer	1	 BOA approval 4/21/20
Cartwright Technology & Industrial Park	Reviewing the applicability of various economic development incentives for the development of this area.		City Administrator	2	
Charter City	Review and present a case for Ashland to become a Charter city once population (confirmed by 2020 census) exceeds 5,000. With the assistance of a qualified firm, develop a Citizen Satisfaction Survey to measure the degree of satisfaction that the community has with the City in a wide variety of areas – streets, public safety, refuse collection, utilities, growth, planning, parks, recreation facilities, etc. Compare results with similar size Missouri cities. Questions should also be included to ask for the community's level of support on any major proposed initiatives that the Board may consider proposing.		City Administrator	2	
Citizen satisfaction survey	Agreement with PBA approved on 10/15/2019. Awaiting property donation prior to beginning design work.		City Administrator	1	 Property to be donated following final plat approval
City Hall Design/Build	Renegotiate lease with Westhoff Rentals		City Administrator	1	 Board approved 2/4/20
City Hall Lease (exp. Apr 2020)	Work with MMRPC to update City street and Ward maps		City Administrator	2	
City Map Updates	This project will require significant input from the Board, community and City staff in order to determine the City's Vision and Mission, along with specific measurable objectives to achieve the needed results.		City Administrator	2	
City strategic plan			City Administrator	2	

City website	Develop RFP for new City website.	City Administrator	2	●	BOA approval 4/21/20
Comprehensive Plan Update	Chapter 3 (Vision, Goals & Objectives) reviewed by City Administrator & P&Z in Nov, 2019 with Todd Streiler. Looking to complete the plan in early 2020.	City Administrator	1	●	Public Hearing on plan tentatively scheduled for May P&Z meeting.
Downtown beautification	Broadway Beautification Task Force approved by Board on 10/15/2019. Appointments to be made by December, 2019.	City Administrator	1	●	
East Ashland Plaza	Monitor progress on sale of lots, build-out, etc.	City Administrator	1	●	
Economic development strategy	Continue to work with REDI, SBEDC and key community partners such as the School District, Chamber, Parks Board, etc.	City Administrator	2	●	Working with SBEDC and SB Chamber of Commerce to fund a part time position, City's portion included in FY21 budget for approval on 4/21/20
GIS	Develop strategy for mapping water, sewer and other City infrastructure.	City Administrator	1	●	Funding included in FY21 budget
Golf Cart & Low Speed Vehicle Ordinance	Change Code to permit use of golf carts on City streets	City Administrator	1	●	Draft Ordinance in process for BOA approval in May.
Henry Clay Blvd Overhaul	Develop plan for roadway and lighting improvements along Henry Clay Blvd (curb and gutter, stormwater, shoulder, sidewalk, street lamps, pavement, pedestrian safety, etc.)	Public Works Director	3	●	
Implement purchasing module	Agreement with gWorks approved by BOA on 10/15/2019. Working to establish a date for installation and training.	City Treasurer	1	●	Module installed and functional.
Lakeview Park Improvements	Work with MDC and Park Board for design of recreational area/fishing access (ADA dock, restroom, trail, parking lot, lighting).	Public Works Director	3	●	One small parcel still to be acquired before design development can proceed.
Lodging Tax	Work with Rep. Walsh to establish state legislation authorizing Ashland to initiate a ballot initiative for approval of a transient guest tax.	City Administrator/City Counselor	1	●	Awaiting State of MO Senate approval. HB1601.
Main Street Resurfacing	Obtain proposal for Main St resurfacing (to be completed after YMCA and East Ashland Plaza construction).	Public Works Director	3	●	
Mowing & Trimming City Parks & Facilities	Hire company to mow City parks and other facilities	City Administrator/Public Works Director	1	●	Currently out for bid. Will be awarded in May with BOA approval.
Parks Improvements	Purchase and install new restroom at City Park. Complete repairs of ball field. Address erosion issues in parking lot and playground areas.	Public Works Director	1	●	LWCF & RTP grants submitted on 2/14/2020
Pay Classification Plan	Establish formal pay ranges and classifications	City Administrator	1	●	BOA approval on 4/21/20
Perry Ave Extension	Extension of Perry Ave to connect with Industrial Blvd at East Ashland Plaza.	City Administrator/Public Works Director	1	●	Funding for engineering costs budgeted in FY 21
Personnel manual	Complete Personnel Manual for approval by BOA.	City Administrator	2	●	
Planning & Zoning Code Revisions - 9, 10, 11 and 12	Review and recommend changes to Chapters 9, 10, 11 & 12 of the City Code. Work through P&Z.	City Administrator	2	●	Funding included in FY21 budget
Pocket Park	Preliminary design for division of park sent to two property owners on 11/21/2019 for input.	City Administrator	2	●	Allstate Engineering - in process of surveying for revised plat.
Procurement process	Review and re-write Chapter 7 (Selection of Professional Services) of the City's Code.	City Administrator	1	●	Board approved on 1/7/20

Public Works Policy and Procedure Manual	Develop policy and procedure manual to coincide with City Personnel manual	Public Works Director	2	●	In process. Contract with Watson Concrete scheduled for BOA approval on 4/21.
Recycling Lot	Relocate to W Redtail Dr	Public Works Director	1	●	Scheduled for renewal on June 1
Refuse Collection Agreement	Review agreement with Republic for refuse collection services.	City Administrator	1	●	Agreements scheduled for approval on 4/21/20
RFQ for Engineering Services - On Call	Develop RFP for on-call engineering services.	City Administrator	1	●	Teleconference with MoDOT ROW Team on 4/16/20
Roundabout (Broadway/Henry Clay)	Preliminary design approved at 11/5/19 BOA meeting. Project moves on to MoDOT ROW negotiation and acquisition with affected property owners.	City Administrator	1	●	Surplus land parcels currently being marketed.
Sale of surplus land parcels	Contract for real estate broker approved by BOA on 11/5/2019 with South County Realty. Four (4) parcels to be listed for sale.	City Administrator	2	●	In process
Sarah Drive Bridge	Allstate Engineering working on engineering plans and bid documents.	Public Works Director	1	●	
Snow Policy	Develop snow policy including the designation of snow routes within the City where parking will be prohibited following a 2" snowfall.	Public Works Director	2	●	
Social Media	Increase Ashland's presence on social media	City Administrator	1	●	SAR page established with over 800+ members
Supplemental Budget Request	Develop a form for departments to complete that justifies the need for capital items or personnel during the 2021 budget process.	City Treasurer	1	●	Form used in development of FY21 budget
Tax Increment Financing	Resolution approved for adopting procedures for accepting bids & proposals on 10/15/2019. Ordinance establishing TIF Commission approved 11/5/2019. Ordinance for establishing criteria for the evaluation of TIF applications in development.	City Administrator	1	●	
Tennis Court Repairs	Apply for USTA grant for repairing and recoating tennis courts.	Public Works Director	1	●	
Utility Policy & Procedures	Review and update shut-off policy, deposits, transfers when home sold.	City Administrator	1	●	
Utility Rates - Sewer, Water	Compare rates and impact/connection fees with other providers. Review cost of service study that was completed approx 3 years ago in conjunction with WWTP funding.	City Administrator	3	●	
USDA Facility Loan	Apply for financing for construction of new City Hall complex.	City Treasurer	1	●	
Wastewater Treatment Plant	Monitor completion, punch lists etc. Visit Brookfield WWTP on December 10, 2019 to review their operational methods and staffing requirements. Contract for purchase of community recreational services approved by BO on 11/5/2019. Site plan for YMCA scheduled for P&Z review in Dec 2019.	City Administrator/Public Works Director	1	●	Schedule date for ribbon cutting/open house once Covid-19 pandemic restrictions are removed.
YMCA		City Administrator	2	●	Under construction