FINANCE COMMITTEE
Monday, April 11, 2022 3:00 PM
Administration Conference Room, City Hall

Members of the Finance Committee will meet via telephone or video conference. Members of the public interested in this meeting are encouraged to listen in on the meeting via the following – Telephone: (312) 626-6799; Meeting ID: 860 0979 9809; Password: 788006 – rather than appear at City Hall (note: occupancy will be limited).

1. **Call to Order**

2. **Financial Updates**
   A. 4th Quarter 2021 Budget Variance Report

3. **Action Items**
   A. Approve the minutes from the March 28, 2022, meeting
   B. Approve the semi-annual financial report for the second half of 2021 and direct City Administration to publish (Administration)
   C. Approve a construction agreement with Asphaltic Surfaces for the 2022 Mill and Overlay Program (Public Works)
   D. Approve a construction agreement with Terry Snelling Construction for the 2022 Curb & Sidewalk Program (Public Works)
   E. Approve Change Order No. 1 with SGI Construction for the Pocket Park Phase 2 Improvements (Public Works)

4. **Non-Action Items**

5. **Unfinished Business (postponed from prior meetings)**

6. **Other Business**

7. **Adjourn**

Posted Date & Time: 4/8/22; 2:41 p.m. By: MM

BUDGET VARIANCE REPORT
General Fund Expenses
As of 12/31/2021

Input Form

Last Updated 4Q 2021

Expenditures	2020 Budget	2020 YTD as of 12/31/2020	2020 % of Budget	2020 Total Expenditures	2021 Budget	2021 YTD as of 12/31/2021	2021 % of Budget	2021 Budget Remaining	Avg Monthly Expense	FY 2021 Projections: Unaudited 2021 Expenditures	FY 2021 Projections: Projected (Over)/Under
Administration											
Personnel	607,154	432,199	78%	569,770	626,831	572,892	91%	53,939	47,741	572,892	53,939
Insurance	207,618	173,304	83%	166,659	217,195	205,338	95%	11,857	17,112	205,338	11,857
Utilities	75,500	64,274	59%	62,863	89,976	79,245	88%	10,731	6,604	79,245	10,731
Capital Expenditures	624	468	75%	624	624	395	63%	229	33	395	229
Office Expenditures	7,550	4,616	57%	7,309	7,250	6,769	93%	481	564	6,769	481
Maintenance	44,450	24,158	59%	43,044	45,150	41,494	92%	3,656	3,458	41,494	3,656
City Services	10,400	10,024	57%	9,231	10,600	18,796	177%	(8,196)	1,566	18,796	(8,196)
Professional Fees	308,800	185,289	98%	315,557	370,240	515,065	139%	(144,825)	42,922	515,065	(144,825)
Other Expenditures	117,600	120,344	573%	276,257	20,400	19,174	94%	1,226	1,598	19,174	1,226
Operating Expenses	**1,379,696**	**1,014,677**	**74%**	**1,451,314**	**1,388,266**	**1,459,168**	**105%**	**(70,902)**	**121,597**	**1,459,168**	**(70,902)**
Police											
Personnel	1,156,896	799,519	71%	1,031,530	1,284,100	1,157,704	90%	126,396	96,475	1,157,704	126,396
Insurance	214,067	178,591	90%	185,709	262,312	224,697	86%	37,615	18,725	224,697	37,615
Utilities	6,000	3,423	38%	2,833	6,000	4,070	68%	1,930	339.17	4,070	1,930
Office Expenditures	26,750	7,457	35%	16,129	28,150	20,302	72%	7,848	1,691.83	20,302	7,848
Maintenance	68,300	21,478	45%	43,841	69,300	43,252	62%	26,048	3,604.33	43,252	26,048
City Services	8,700	923	13%	2,253	8,700	2,858	33%	5,842	238.19	2,858	5,842
Other Expenditures	1,850		10%	180	1,850	162	9%	1,688	13.50	162	1,688
Operating Expenses	**1,482,563**	**1,011,390**	**68%**	**1,282,475**	**1,660,412**	**1,453,045**	**88%**	**207,367**	**121,087**	**1,453,045**	**207,367**
Municipal Court											
Personnel	129,126	91,217	77%	122,851	128,344	103,627	81%	24,717	8,635.58	103,627	24,717
Insurance	14,046	14,912	81%	12,942	18,836	12,354	66%	6,482	1,029.50	12,354	6,482
Utilities	120	60	67%	120	120	120	100%	-	10.00	120	-
Capital Expenditures	-	-	0%	-	-	-	0%	-	-	-	-
Office Expenditures	4,800	945	31%	2,974	5,000	2,080	42%	2,920	173.33	2,080	2,920
Maintenance	3,750	175	91%	3,216	4,750	3,332	70%	1,418	277.67	3,332	1,418
City Services	15,150	7,254	61%	12,014	15,150	6,039	40%	9,111	503.25	6,039	9,111
Other Expenditures	500		0%	-	500	255	51%	245	21.25	255	245
Operating Expenses	**167,492**	**114,563**	**68%**	**154,117**	**172,700**	**127,807**	**74%**	**44,893**	**10,651**	**127,807**	**44,893**

BUDGET VARIANCE REPORT
General Fund Expenses
As of 12/31/2021

Input Form

Last Updated 4Q 2021

Expenditures	2020 Budget	2020 YTD as of 12/31/2020	2020 % of Budget	2020 Total Expenditures	2021 Budget	2021 YTD as of 12/31/2021	2021 % of Budget	2021 Budget Remaining	Avg Monthly Expense	FY 2021 Projections Unaudited 2021 Expenditures	FY 2021 Projections Projected (Over)/Under
Public Works											
Personnel	242,232	165,188	79%	189,677	234,954	230,041	98%	4,913	19,170	230,041	4,913
Insurance	29,660	22,091	74%	27,440	32,145	33,648	105%	(1,503)	2,804.00	33,648	(1,503)
Utilities	650	509	62%	521	700	799	114%	(99)	66.58	799	(99)
Capital Expenditures			#DIV/0!		-	-	0%	-	-	-	-
Office Expenditures	1,400	772	11%	239	1,400	316	23%	1,084	26.33	316	1,084
Maintenance	3,500	2,209	99%	3,916	3,500	4,577	131%	(1,077)	381.42	4,577	(1,077)
Professional Fees	40,000	17,294	98%	43,901	40,000	15,550	39%	24,450	1,295.83	15,550	24,450
Other Expenditures	500	222	81%	405	500	110	22%	390	9.17	110	390
Operating Expenses	**317,942**	**208,286**	**66%**	**266,099**	**313,199**	**285,041**	**91%**	**28,158**	**23,753**	**285,041**	**28,158**
Community Development											
Personnel	281,663	200,149	70%	249,076	318,287	291,757	92%	26,530	24,313	291,757	26,530
Insurance	24,608	15,267	73%	17,650	22,274	31,876	143%	(9,602)	2,656.33	31,876	(9,602)
Utilities	1,600	945	16%	458	1,600	909	57%	691	75.75	909	691
Office Expenditures	4,000	4,449	71%	3,135	3,650	1,447	40%	2,203	120.58	1,447	2,203
Maintenance	2,000	637	57%	1,149	1,500	3,014	201%	(1,514)	251.17	3,014	(1,514)
City Services	5,000	136	102%	17,714	5,000	3,448	69%	1,552	287.33	3,448	1,552
Professional Fees	8,700	3,741	6%	2,070	6,700	11,575	173%	(4,875)	964.58	11,575	(4,875)
Other Expenditures	300	441	0	59	300	808	269%	(508)	67.33	808	(508)
Operating Expenses	**327,871**	**225,765**	**69%**	**291,311**	**359,311**	**344,834**	**96%**	**14,477**	**28,736**	**344,834**	**14,477**
Street Department											
Personnel	340,218	225,008	67%	290,946	349,804	355,417	102%	(5,613)	29,618	355,417	(5,613)
Insurance	69,581	61,660	86%	61,621	80,075	92,465	115%	(12,390)	7,705	92,465	(12,390)
Utilities	16,800	8,640	56%	11,948	17,000	10,871	64%	6,129	906	10,871	6,129
Office Expenditures	11,000	5,435	35%	6,604	11,000	8,240	75%	2,760	687	8,240	2,760
City Services	26,835	9,983	69%	25,380	28,900	26,232	91%	2,668	2,186	26,232	2,668
Other Expenditures/Maint	250	-	8%	19	-	433	#DIV/0!	(433)	36	433	(433)
Operating Expenses	**464,684**	**310,726**	**67%**	**396,518**	**486,779**	**493,658**	**101%**	**(6,879)**	**41,138**	**493,658**	**(6,879)**

BUDGET VARIANCE REPORT
General Fund Expenses
As of 12/31/2021

Input Form

Last Updated 4Q 2021

Expenditures	-------------------- 2020 -------------------- Budget	YTD as of 12/31/2020	% of Budget	2020 Total Expenditures	-------------------- 2021 -------------------- Budget	YTD as of 12/31/2021	% of Budget	Budget Remaining	Avg Monthly Expense	---------- FY 2021 Projections ---------------- Unaudited 2021 Expenditures	Projected (Over)/Under
Parks Department											
Personnel	213,752	171,049	77%	201,164	229,329	220,450	96%	8,879	18,371	220,450	8,879
Insurance	39,843	37,585	113%	36,977	51,750	53,119	103%	(1,369)	4,427	53,119	(1,369)
Utilities	32,300	11,572	74%	26,329	33,300	18,447	55%	14,853	1,537	18,447	14,853
Office Expenditures	28,775	29,038	13%	13,245	33,075	29,154	88%	3,921	2,430	29,154	3,921
Maintenance	47,500	31,604	44%	32,938	53,000	52,701	99%	299	4,392	52,701	299
City Services	45,200	36,848	24%	26,904	49,200	66,735	136%	(17,535)	5,561	66,735	(17,535)
Other Expenditures	1,000	221	0%	-	1,000	580	58%	420	48	580	420
Operating Expenses	**408,370**	**317,917**	**78%**	**337,557**	**450,654**	**441,186**	**98%**	**9,468**	**36,766**	**441,186**	**9,468**
Nature Sanctuary											
Personnel	38,809	31,705	72%	36,431	46,310	48,142	104%	(1,832)	4,012	48,142	(1,832)
Insurance	-	553	0%	-	5,273	3,973	0%	1,300	331	3,973	1,300
Office Expenditures	7,105	2,078	46%	4,717	4,390	3,432	78%	958	286	3,432	958
Maintenance	7,350	2,216	21%	2,315	5,625	3,348	60%	2,277	279	3,348	2,277
City Services	100	-	8%	25	50	-	0%	50	-	-	50
Other Expenditures	500	21	0%	218	250	247	99%	3	21	247	3
Operating Expenses	**53,864**	**36,571**	**68%**	**43,706**	**61,898**	**59,142**	**96%**	**2,756**	**4,929**	**59,142**	**2,756**
Public Information											
Contracts	15,473	5,600	56%	11,450	12,950	11,825	91%	1,125	985	11,825	1,125
Capital Expenditures	100	-	0%	30	100	-	0%	100	-	-	100
Office Expenditures	200	88	0%	-	17,300	22,408	130%	(5,108)	1,867	22,408	(5,108)
Maintenance	7,960	10,496	61%	6,534	60	60	100%	-	5	60	-
Operating Expenses	**23,733**	**16,184**	**68%**	**18,014**	**30,410**	**34,293**	**113%**	**(3,883)**	**2,858**	**34,293**	**(3,883)**

BUDGET VARIANCE REPORT
General Fund Expenses
As of 12/31/2021

Input Form

Last Updated 4Q 2021

	-------------------- 2020 --------------------				-------------------- 2021 --------------------					---------- FY 2021 Projections ----------------	
Expenditures	**Budget**	**YTD as of 12/31/2020**	**% of Budget**	**2020 Total Expenditures**	**Budget**	**YTD as of 12/31/2021**	**% of Budget**	**Budget Remaining**	**Avg Monthly Expense**	**Unaudited 2021 Expenditures**	**Projected (Over)/Under**
Information Technology											
Personnel	20,000	8,262	68%	16,304	20,000	30,196	151%	(10,196)	2,516.33	30,196	(10,196)
IT Expenditures	44,204	27,307	75%	21,053	37,913	43,633	115%	(5,720)	3,636.08	43,633	(5,720)
Maintenance	2,832	1,722	67%	2,832	2,832	1,452	51%	1,380	121.00	1,452	1,380
Operating Expenses	**67,036**	**37,292**	**56%**	**40,189**	**60,745**	**75,281**	**124%**	**(14,536)**	**6,273**	**75,281**	**(8,245)**
General Fund Capital Outlay											
Administration	122,900	24,048	26%	92,145	46,000	7,750	17%	38,250	645.83	7,750	38,250
Police	93,010	33,788	9%	68,487	115,934	84,107	73%	31,827	7,008.92	84,107	31,827
Public Works	102,041		19%	22,041	32,041	22,041		10,000	1,836.75	22,041	10,000
Municipal Court					19,000	1,295		17,705	107.92	1,295	17,705
Community Development	158,000	60,800			70,000	39,528	56%	30,472	3,294.00	39,528	30,472
Streets	85,000				35,000	-	0%	35,000	-	-	35,000
Parks	-		179%	518,895	-	-		-	-	-	-
Nature Sanctuary					-	-		-	-	-	-
PIO/IT	31,500	1,424	0%	6,000	6,000	6,146	102%	(146)	512.18	6,146	(146)
Capital Outlay	**592,451**	**120,061**	**20%**	**707,568**	**323,975**	**160,867**	**50%**	**163,108**	**13,405.60**	**160,867**	**163,108**
Transfers											
To Emergency Reserve Fund	100,000	75,000	75%	317,500				-	-	-	-
To Projects Fund	400,000	400,000	0%	-				-	-	-	-
To Brush Creek NID	140,000	140,000	0%	-	112,357	112,357	100%	0	-	112,357	-
To Brink Meyer NID	282,822	282,822	0%	-	247,063	247,063	100%	(1)	-	247,063	-
Transfers	**100,000**	**75,000**	**75%**	**317,500**	**359,420**	**359,420**	**100%**	**(0)**	**-**	**359,420**	-
Total of General Fund:	**5,385,702**	**3,488,431**	**65%**	**5,306,368**	**5,667,769**	**5,293,742**	**93%**	**374,026**	**411,194**	**5,293,742**	**380,318**

Finance Committee Meeting
Monday, March 28, 2022 3:30 PM
Administration Conference Room, City Hall

Minutes

1. **Call to Order**

Chair Sportsman called the meeting to order at 3:33 p.m. A quorum was present.

Members Present: Chair Marc Sportsman, Vice Chair Dave Rittman, Nan Johnston and Robert Lock

City Staff Present: City Administrator Alexa Barton, Police Chief Kevin Chrisman, Public Works Director Alysen Abel, Finance/Human Resources Director Matthew Chapman, Community Development Director Stephen Lachky, Public Works Project Manager Chris Ashley, Assistant to the City Administrator Jeffery Rhodes and City Clerk Melissa McChesney

2. **Financial Updates**

A. **4th Quarter 2021 Budget Variance Report**

Assistant to the City Administrator Jeffery Rhodes provided an overview of the fourth quarter 2021 budget variance report. Chair Sportsman asked that staff compare the variance report with the semi-annual financial report to confirm the accuracy of the numbers.

B. **City Administrator Approvals**

City Administrator Alexa Barton provided an overview of purchases approved within her authority.

3. **Action Items**

A. **Approve the minutes for the March 7, 2022, meeting**

Dave Rittman moved to approve the minutes for the March 7, 2022, meeting Robert Lock seconded; motion passed 4-0.

B. **Approve the semi-annual financial report for the second half of 2021 and direct City Administration to publish**

The semi-annual financial report was discussed with the budget variance report.

C. **Approve a construction agreement with Ace Pipe Cleaning for the 2022 Street Sweeping Program**

Public Works Director Alysen Abel stated that street sweeping was completed twice per year, once in the spring and once in the fall. A bid was released in early March and one bid was received. Abel noted that because the company was not used for street sweeping staff would be checking references prior to the Board of Aldermen meeting on April 5. They had three Elgin sweepers and the agreement was for an amount not to exceed $18,000.

Rittman moved to recommend that the Board of Aldermen approve a construction agreement with Ace Pipe Cleaning for the 2022 Street Sweeping Program. Lock

seconded; motion passed 4-0.

D. **<u>Approve Work Authorization No. 4B with Kaw Valley for construction material testing services for the Route 9 Improvements project</u>**

Public Works Director Alysen Abel said that a work authorization was approved in July 2020 for the project to test the concrete and asphalt materials to ensure they were in compliance with applicable standards at an estimated amount for the project. Staff anticipated the project would be completed in June and the proposed work authorization was to continue testing through the end of the project.

Rittman moved to recommend that the Board of Aldermen approve Work Authorization No. 4B with Kaw Valley Engineering for additional construction materials testing services for the Route 9 improvements from Highway 45 to Lakeview Drive in the amount of $18,880.40. Lock seconded; motion passed 4-0.

4. Non-Action Items

A. **<u>Review the Parks Director job description</u>**

City Administrator Alexa Barton stated that she worked with staff to review other director positions and drafted the proposed job description. The biggest question was the funding source - General Fund or Park Sales Tax - for the position. She said there was not much room in the General Fund to absorb the salary and she sought the Committee's input. Chair Sportsman shared his hesitancy to fund it from the Park Sales Tax in the past because if the tax was not renewed, funding would have to come from another source. Discussion focused on what was included in the ballot language and if the sales tax could be used for personnel, equipment and maintenance.

5. Unfinished Business (postponed from prior meetings)

6. Other Business

Vice Chair Rittman asked if all the items for the Route 9 project had been ordered and received, including the streetlights and the signals. Public Works Director Alysen Abel replied that the process was underway and the placement of the pedestals was being finalized. She added that the May 27 time extension would be the final date for the project before the City would be seeking liquidated damages.

7. Adjourn

Chair Sportsman adjourned the meeting at 4:31 p.m.

Submitted by:

____________________ ____________________

Melissa McChesney Approval Date
City Clerk

ITEM 3.B.

For 4/11/2022
Board of Aldermen Meeting

CITY OF PARKVILLE
Policy Report

Date: April 5, 2022

Prepared By:
Matthew Chapman, Finance/HR Director

Reviewed By:
Alexa Barton, City Administrator

ISSUE:
Approve the semi-annual financial report for the second half of 2021 and direct City Administration to publish (Administration)

BACKGROUND:
Both state statute and City ordinance require the City Treasurer to produce a semi-annual financial report that summarizes revenues and expenses for a six-month period. The last report was produced in August for the first half of 2021. The semi-annual report for the second half of 2021 is ready for review and publication in a local newspaper as required by law. The report includes all revenues and expenditures that are expected to be credited and charged to the second half of 2021. To reduce publication costs, an abbreviated version of the report will be published in the newspaper, but it will direct readers to the City's website for additional information. The City Treasurer has prepared an expanded version of the report for the website that includes additional information.

BUDGET IMPACT:
There is no budget impact associated with this action other than the cost of publication, which will be funded from the Administration Division (501) of the General Fund (10).

ALTERNATIVES:

1. Approve the semi-annual financial report for the second half of 2021 and direct City Administration to publish.
2. Do not approve the report and provide further direction to staff.
3. Postpone the item.

FINANCE COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATION:
Staff recommends approval of the semi-annual financial report for the second half of 2021 and direct City Administration to publish.

POLICY:
Section 130.090 of the Parkville Municipal Code requires the City Treasurer to furnish to the Board of Aldermen a semi-annual report in January and July each year of the amount of money received on account of the City during the half year, from what sources received, and the amount of money disbursed, and on what account, and the balance in his hands to the credit of the City. Section 105.130 of the Parkville Municipal Code requires the Board of Aldermen to publish the semi-annual

report in some newspaper in the City. The sections of Code that require the production and publication of a six-month report are based on corresponding sections of Missouri statutes (RSMo 79.160 and 79.165).

SUGGESTED MOTION:

I move to recommend that the Board of Aldermen approve the semi-annual financial report for the second half of 2021 and direct City Administration to publish.

ATTACHMENTS:

1. Semi-Annual Report (Publication Version)
2. Semi-Annual Report (Detailed Version)

City of Parkville, Missouri

Semi-Annual Report

July 1 through December 31, 2021

General Fund	
Revenue	2,369,741
Expenditures	3,023,224
Revenue, net of Expenditures	(653,483)
Enterprise Fund-Sewer Utility	
Revenue	854,055
Expenditures	985,958
Revenue, net of Expenditures	(131,903)
Debt Service Funds	
Revenue	543,259
Expenditures	81,096
Revenue, net of Expenditures	462,163
Special Revenue Funds	
Revenue	5,256,285
Expenditures	6,100,048
Revenue, net of Expenditures	(843,763)
Debt of City of Parkville, December 31, 2021	
Certificates of Participation	2,957,413
Sewer Utility	535,000
Neighborhood Improvement Districts (NID's)	6,725,000
Total Debt	10,217,413

For additional information, visit www.parkvillemo.gov

City of Parkville, Missouri

Semi-Annual Report

January 1 through December 31, 2021

General Fund	
Revenue	
Taxes	1,402,592
Licenses	70,583
Permits	518,981
Franchise Fees	816,131
Sales Taxes	1,179,878
Other Revenue	30,885
Court Revenue	66,310
Interest Income	5,531
Grants and Miscellaneous Revenue	436,039
Transfers In	866,200
Total Revenue	5,393,130
Expenditures	
Administration	1,459,168
Police Department	1,453,045
Municipal Court	127,806
Public Works	285,041
Community Development	344,834
Street Department	493,658
Parks Department	441,186
Nature Sanctuary	59,142
Channel 2/Website	34,293
Transfers Out	359,420
Information Technology	75,281
Capital Outlay	160,868
Total Expenditures	5,293,742
Net Revenues in Excess of Expenditures	99,388
Funds Carried Forward for current year	1,164,121
Revenue & Carryover, net of Expenditures	1,263,509
Enterprise Fund - Sewer Utility	
Revenue	1,609,904
Expenditures	1,576,646
Funds Carried Forward for current year	-
Revenue & Carryover, net of Expenditures	33,258
Debt Service Funds	
Revenue	1,386,523
Expenditures	1,369,835
Revenue, net of Expenditures	16,688
Reserved and Restricted Funds	
Revenue	6,458,820
Expenditures	6,677,406
Revenue, net of Expenditures	(218,586)
Debt of the City of Parkville, December 31, 2021	
Certificates of Participation	2,957,413
Sewer Utility	535,000
Neighborhood Improvement Districts (NIDs) [1]	6,725,000
Total Debt	10,217,413

[1] NID debt payments are a valid and legally binding indebtedness of the City payable from special assessments on properties benefitted by the improvements.

Submitted by Michelle Hefley, Treasurer

CITY OF PARKVILLE
Policy Report

Date: April 6, 2022

Prepared By:
Alysen Abel, Public Works Director

Reviewed By:
Alexa Barton, City Administrator

ISSUE:
Approve a construction agreement with Asphaltic Surfaces for the 2022 Mill and Overlay Program (Public Works)

BACKGROUND:
Each year, the City programs funding in the Capital Improvements Program (CIP) for street maintenance, which typically includes curb and sidewalk repair, asphalt mill and overlay, pavement marking and cracksealing.

In the past, the Public Works Department reviewed the quality of each city street. The streets are rated according to a standard pavement rating system, with a rating of 1.0 (indicating newly constructed streets) to 10,0 (indicating streets that need to be completely replaced). Based on this rating system, staff identifies areas in need of reconstruction which are prioritized in a long-range street maintenance plan. This plan is subject to change and will be updated annually based on re-prioritization from the annual street rating program, contract unit prices and budget available.

The 2022 Mill & Overlay Program includes areas of Riss Lake (Spinnaker Pointe, Walnut Way, Cedar Court/Way, Hickory Court/Way, and Willow Court/Way); areas of the National (Claret, Royal Court and Colonial); and Ensign Drive.

In March, the City released a bid request for the Mill & Overlay Program. The bid documents focused on milling existing pavement, asphalt overlay, full depth pavement remediation and associated pavement marking, and included recycled asphalt in the material specifications. The bid also included an alternate for virgin asphalt mix. On previous overlay projects, the City has used recycled asphalt with success. Another bid alternate included the ability for the contractor to price index the asphalt. With the volatility of gas prices recently, several municipalities have considered price indexing to help stabilize unit prices.

On March 23, the City received bids from seven contractors. Asphaltic Surfaces was the low bidder, with a bid of $196,525. The next low bidder was Metro Asphalt at $221,250, with a difference of $24,725 between the two bids.

The bid documents stated that the contractor must have at least five years of experience. Asphaltic Surfaces contacted City staff ahead of the bid opening to inquire, and an addendum was released requesting supplemental information that explained the company in greater detail (number of years in service, types of project, number of employees and other company profile information to support the strength of the company). Additional information was requested about similar projects the company has completed for municipalities along with the contract amount.

Asphaltic Surfaces has been in business since January 2019. It was a joint partnership with two individuals with a combined experience of 40 years in the asphalt and concrete industry. They have completed the asphalt work on the majority of the Creekside development, both in public and private areas of the development, as well as numerous other commercial projects in the Kansas City region.

Although Asphaltic Surfaces is new to the industry, they provided supporting documentation that illustrates their experience. Staff has had previous experience with Asphaltic Surfaces while monitoring the installation of public streets in the various plats of Creekside. Their references primarily included commercial businesses and one municipality. All of the references came back positive. The municipal reference included a street maintenance program of similar size to Parkville.

BUDGET IMPACT:

The 2022 Transportation Budget includes $250,000 in the Asphalt Overlay budget. This contract is within budget, with additional funding available to improve more streets. There is $10,000 available from the Creekside Industrial development agreement that can be utilized for the improvements to Ensign Drive.

ALTERNATIVES:

1. Approve a construction agreement with Asphaltic Surfaces for the 2022 Mill & Overlay Program.
2. Approve a construction agreement with Metro Asphalt for the 2022 Mill & Overlay Program.
3. Provide direction to staff related to the Mill & Overlay Program.
4. Postpone this item.

STAFF RECOMMENDATION:

Staff recommends the approval of a construction agreement with Asphaltic Surfaces for the 2022 Mill & Overlay Program. Although they do not have the required five years of experience, staff is willing to give them an opportunity with this contract based on the positive feedback received and our experience with the contractor with the Creekside development.

POLICY:

The Purchasing Policy, Resolution No. 17-016, requires Board of Aldermen approval for all purchases above $10,000 upon recommendation of the Finance Committee.

SUGGESTED MOTION:

I recommend that the Board of Aldermen approve a construction agreement with Asphaltic Surfaces for the 2022 Mill & Overlay Program in the amount of $196,525.

ATTACHMENTS:

1. Bid Tabulation
2. Agreement

BID TABULATION

2022 Mill & Overlay Project
Bid Opening Wednesday, March 23, 2022
10:05 a.m., Public Works Conference Room

Bidder Name	BASE TOTAL
Asphaltic Surfaces Independence, MO	$196,525
Metro Asphalt Independence, MO	$221,250
Barkley Asphalt Independence, MO	$229,375
Phillips Paving KCMO	$230,625
J.M. Fahey Grandview, MO	$252,500
McAnany Construction Shawnee, KS	$252,500
Little Joe's Asphalt Bonner Springs, KS	$253,000

(*) Recommended Award of Purchase

CITY OF PARKVILLE, MO

AGREEMENT BETWEEN CITY OF PARKVILLE
AND CONTRACTOR
FOR
2022 MILL AND OVERLAY PROGRAM

This agreement is made and entered into this **19th day of April, 2022**, by and between the **City of Parkville, Missouri**, (hereinafter the "City") and **ASPHALTIC SURFACES** (hereinafter the "Contractor").

WITNESSETH:

WHEREAS, the City, in the manner prescribed by law, has publicly opened, examined and evaluated the Bids submitted, and as a result of this process has, in accordance with the law, determined and declared the Contractor to be the lowest and best responsible bidder for the construction of the public improvements, and has duly selected the Contractor for award of a contract therefor upon the terms and conditions set forth in this Agreement for the sum or sums stated below.

WHEREAS, the City has caused to be prepared, in accordance with the law, Notice to Bidders, Instructions to Bidders, Bid, this Agreement, General and Special Conditions, Plans, Specifications and other documents as identified below and as further defined in the General Conditions(collectively referred to as "the Contract Documents"), for the work therein described, and has approved and adopted these said Contract Documents and has caused to be published, in the manner and for the time required by law, an advertisement inviting sealed Bids for furnishing construction materials, labor, tools, equipment and transportation necessary for, and in connection with, the construction of public improvements in accordance with the terms of this Agreement; and

WHEREAS, the Contractor, in response to the advertisement, has submitted to the City, in the manner and at the time specified, a sealed Bid in accordance with the terms of this Agreement; and

WHEREAS, the City, in the manner prescribed by law, has publicly opened, examined and evaluated the Bids submitted, and as a result of this evaluation has, in accordance with the law, determined and declared the Contractor to be the lowest and best responsible bidder for the construction of the public improvements, and has duly selected the Contractor for award of a contract therefor upon the terms and conditions set forth in this Agreement for the sum or sums set forth below.

NOW, THEREFORE, in consideration of the compensation to be paid the Contractor, and of the mutual agreements herein contained, the parties hereto have agreed, and hereby agree, the City for itself and its successors and the Contractor for itself, its, successors and assigns, as follows:

ARTICLE I. The Contractor will furnish at its own cost and expense all labor, tools, equipment, materials and transportation required to construct and complete the work designated, described and required by the Contract Documents,

22,500 square yards 2" Full Width, Edge & Header Milling
2,500 tons of 2" Asphalt Overlay **(Type III Recycled Surface Mix)**

Work Timeframe:
The work will commence once the City issues a notice-to-proceed and the Board of Aldermen have approved the contract. This is a 90 calendar day project from Notice to Proceed.

Sequence of Work:
The Contractor shall sequence work in such a way as to minimize disruptions to the general public. Work hours shall be restricted to 7 a.m. to 5 p.m. Monday-Friday unless approved otherwise. Flyers shall be hand delivered to all affected residents with information about when the work will be done, what the work involves, who is completing the work, and a contact person for questions. Two sets of flyers shall be completed, one at the beginning of the project with the estimated timeframe and another at least 24 hours in advance of work.

Environmental and Safety Requirements:
The project shall comply with all local, state, and federal regulations, including but not limited to EPA, OSHA, and Missouri clean water and clean air requirements.

Material & Construction Specifications:
The material and construction shall follow the KC-APWA specifications as currently adopted. The asphalt shall be, APWA Type III, Recycled Asphalt Surface Mix. The City will provide and pay for material testing by a third party. Construction shall follow current KC-APWA standards.

Traffic Control:
Traffic Control shall meet all requirements as outlined in the current edition of the Manual for Uniform Traffic Control devices (MUTCD). Traffic control shall be considered subsidiary to other bid items. Any work not specifically outlined, but required shall be considered subsidiary to other bid items.

all in accordance with the Contract Documents, on file with the City Clerk of Parkville, Missouri, all of which are as fully a part hereof as if repeated verbatim herein; all work to be done in a good, substantial and workmanlike manner to the entire satisfaction of the City, and in accordance with the laws of the City, the State of Missouri and the United States of America. All terms used herein shall have the meanings ascribed to them in the General Conditions unless otherwise specified.

ARTICLE II. The City shall pay to the Contractor for the performance of the work embraced in this Contract, and the Contractor will accept in full compensation therefor, the sum of **ONE HUNDRED NINETY-SIX THOUSAND FIVE HUNDRED TWENTY- FIVE DOLLARS AND NO/100 ($196,525.00)** (subject to adjustment as provided by the Contract Documents) for all work covered by and included in the Contract award and designated in the foregoing Article I, payment thereof to be made in cash or its equivalent and in the manner provided in the Contract Documents.

ARTICLE III. The contractor shall commence work upon the date stated in the Notice to Proceed and will complete all work by this Contract by 90 days. Time is of the essence. Accordingly, liquidated damages shall be assessed against Contractor, as stipulated liquidated damages and not as a penalty, in the amount of $100.00 for each and every calendar day the work remains incomplete over the specified completion time.

ARTICLE IV. This Agreement shall not become effective, nor shall Contractor commence any work hereunder, until the City has received, and approved, the Certificate of Insurance and Additional Insured-and Notice of Cancellation Endorsements, the fully executed Performance and Payment Bonds with Powers of Attorney, and the list of proposed Subcontractors from Contractor.

ARTICLE V. This Agreement is entered into, under and pursuant to, and is to be construed and enforceable in accordance with the laws of the State of Missouri.

ARTICLE VI: The following documents are made part of this agreement by reference:

Exhibit A	General Conditions of the Contract
Exhibit A-1	Special Conditions of the Contract
Exhibit B-1	Performance Bond
Exhibit B-2	Payment Bond
Exhibit B-3	Maintenance Bond
Exhibit C	Project Scope
Exhibit D	Specifications included in Project Scope
Exhibit E	Contractor's Affidavit Acknowledging Federal Lobbying Activities and Conflict of Interest Prohibition
Exhibit F	Sales tax exemption documentation forms
Exhibit G	Contractor's Affidavit of Compliance with Non-Discrimination and Equal Employment Opportunity Laws
Exhibit H	Affidavit of Compliance with Safety Training Requirements (§292.675 R.S. Mo.)
Exhibit I	Affidavit of Compliance with R.S. Mo §285.530.6
Exhibit J-1	Applicable Missouri Prevailing Wage Rates - Applicable for Contracts Exceeding $75,000
Exhibit J-2	Prevailing Wage Rate Reporting Form – Applicable for Contracts Exceeding $75,000
Exhibit J-3	Certification of Compliance with Prevailing Wage Requirements - Applicable for Contracts Exceeding $75,000
Exhibit K	Insurance Requirements
Exhibit L	Bill of Sale
Exhibit M	Bailment Agreement
Exhibit N	Conditional Partial Waiver of Lien and Release of Claims
Exhibit O	Conditional Final Waiver of Lien and Release of Claims
	Certificate of Substantial Completion
	Certificate of Final Completion
	Construction Change Directive
	Change Order

WITNESS WHEREOF, the City of Parkville, Missouri, has caused this Agreement to be executed on its behalf, thereunto duly authorized, and the said Contractor has executed this contract in the prescribed form and manner, the day and year first above written.

CITY OF PARKVILLE, MISSOURI

By: ______________________________________

Title: Mayor

ATTEST:

____
Melissa McChesney, City Clerk

ASPHALTIC SURFACES
Contractor

By ______________________________________

(SEAL)

Title ______________________________________

(If the Contract is not executed by the President of the Corporation or general partner of the partnership, please provide documentation, which authorizes the signatory to bind the corporation or partnership. If a corporation, Contractor shall furnish the City a current certificate of good standing, dated within ten (10) days of the date of this Contract.)

Exhibit C

Project, scope, and all addenda thereto

There are no plans prepared for this project. The Project Scope includes:

Material & Construction Specifications:
22,500 square yards 2" Full Width, Edge, & Header Milling
2,500 tons of 2" Asphalt Overlay (**Type III Recycled Surface Mix)**

Asphaltic Surfaces, Independence, MO

Description	**Units**	**Unit price**	**Total item price**
2" Full Width, Edge, & Header Milling	22,500 Sq. Yds.	$1.29	$29,025.00
2" Asphalt Overlay **(Type III Recycled Surface Mix)**	2,500 Tons	$67.00	$167,500.00
TOTAL ESTIMATED BID PRICE*			**$196,525.00**
ALTERNATE #1 BID PRICING FOR VIRGIN MIX ASPHALT	2,500 Tons	$72.00	
ALTERNATE BID PRICING #2 FOR FULL DEPTH PATCHING 8" **Description**		**Unit Price**	**Total Item Price**
Full Depth Asphalt Removal	250 Sq. Yds.	$19.50	$4,875.00
Full Depth Asphalt Patching	125 Tons	$98.50	$12,312.50
ALTERNATE #3 ASPHALT PRICE INDEXING **Description**		**Unit Price Per Ton *Price Index**	
2" Asphalt Overlay (Type III Recycled Surface Mix	2,500 Tons	$600.00	

PROPOSED PROJECT AREAS - *SUBJECT TO CHANGE

Riss Lake	**Spinnaker Pointe – North**
Riss Lake	**Spinnaker Pointe – North**
Riss Lake	**Walnut Way**
Riss Lake	**Cedar Court**
Riss Lake	**Cedar Place**
Riss Lake	**Hickory Court**
Riss Lake	**Hickory Place**
Riss Lake	**Willow Court**
Riss Lake	**Willow Place**
N. National	**Claret**
N. National	**Royal Ct**
N. National	**Colonial**
Western Parkville	**Ensign Drive**

Work Timeframe:
The work will commence once the City issues a notice-to-proceed and the Board of Aldermen have approved the contract. This is a 90 calendar day project from Notice to Proceed.

Sequence of Work:
The Contractor shall sequence work in such a way as to minimize disruptions to the general public. Work hours shall be restricted to 7 a.m. to 5 p.m. Monday-Friday unless approved otherwise. Flyers shall be hand delivered to all affected residents with information about when the work will be done, what the work involves, who is completing the work, and a contact person for questions. Two sets of flyers shall be completed, one at the beginning of the project with the estimated timeframe and another at least 24 hours in advance of work.

Environmental and Safety Requirements:
The project shall comply with all local, state, and federal regulations, including but not limited to EPA, OSHA, and Missouri clean water and clean air requirements.

Material & Construction Specifications:
The material and construction shall follow the KC-APWA specifications as currently adopted. The asphalt shall be APWA Type III, Recycled Asphalt Surface Mix. The City will provide and pay for material testing by a third party. Construction shall follow current KC-APWA standards.

Traffic Control:
Traffic Control shall meet all requirements as outlined in the current edition of the Manual for Uniform Traffic Control devices (MUTCD). Traffic control shall be considered subsidiary to other bid items. Any work not specifically outlined, but required shall be considered subsidiary to other bid items.

*90 Days from Notice to Proceed

ITEM 3.D.
For 4/11/2022
Board of Aldermen - Finance Committee Meeting

CITY OF PARKVILLE
Policy Report

Date: April 6, 2022

Prepared By:
Alysen Abel, Public Works Director

Reviewed By:
Alexa Barton, City Administrator

ISSUE:
Approve a construction agreement with Terry Snelling Construction for the 2022 Curb & Sidewalk Program (Public Works)

BACKGROUND:
Each year, the City programs funding in the Capital Improvements Program for street maintenance, that typically includes curb and sidewalk, asphalt mill and overlay, pavement marking and cracksealing.

The primary curb replacement areas will be the areas identified in the Mill & Overlay Program. The secondary curb replacement areas are included on a priority list maintained by the Streets Division of Public Works.

In March, the City released a bid request for the Curb & Sidewalk Program. The bid documents focused on the removal and replacement of approximately 1,600 feet of CG-2, which is the standard style of curb in most residential subdivisions. In an effort to lock in unit prices for CG-1 curb, staff requested those unit prices separately. Since the estimated cost of the project is under $75,000, prevailing wage will not be required.

On March 23, the City received responses from six contractors. Terry Snelling Construction provided the lowest bid in the amount of $57,740. Terry Snelling has previously worked for the City in the Curb & Sidewalk Program in previous years.

BUDGET IMPACT:
The 2022 Transportation Fund includes $50,000 for the Curb & Sidewalk Program. The low bidder was Terry Snelling Construction with a proposed bid of $57,740. Staff will manage the repairs to keep the project cost within budget. There is capacity in the Transportation Fund to handle the overage since the Mill & Overlay pricing was lower than anticipated.

ALTERNATIVES:
1. Approve a construction agreement with Terry Snelling Construction for the 2022 Curb & Sidewalk Program.
2. Provide direction to staff related to the Curb & Sidewalk Program.
3. Postpone this item.

STAFF RECOMMENDATION:
Staff recommends approval of a construction agreement with Terry Snelling Construction for the Curb & Sidewalk Program.

POLICY:

The Purchasing Policy, Resolution No. 17-016, requires Board of Aldermen approval for all purchases above $10,000 upon recommendation of the Finance Committee.

SUGGESTED MOTION:
I move to recommend that the Board of Aldermen approve a construction agreement with Terry Snelling Construction for the 2022 Curb & Sidewalk Program in the amount of $57,740.

ATTACHMENTS:
1. Bid Tabulation
2. Agreement

BID TABULATION

2022 CURB & SIDEWALK PROJECT
Bid Opening Wednesday, March 23, 2022
10:35 a.m., City Hall Board Room

Bidder Name	BASE TOTAL
Terry Snelling Const., Inc. Independence, MO	$57,740
Phillips Paving Co., Inc. KCMO	$60,400
She Digs It, LLC Blue Springs, MO	$69,800
R&R Concrete KC, Inc. KCKS	$70,990
McConnell & Assoc. Corp. NCK, MO	$79,900
J.D. Bishop Const. LLC Chillicothe, MO	$100,800

(*) Recommended Award of Purchase

CITY OF PARKVILLE, MO

AGREEMENT BETWEEN CITY OF PARKVILLE
AND CONTRACTOR
FOR
2022 CONCRETE CURB AND SIDEWALK REPAIR

This agreement is made and entered into this 19th day of April, 2022 by and between **CITY OF PARKVILLE MISSOURI**, (hereinafter the "City") and **TERRY SNELLING CONSTRUCTION, INC.** (hereinafter the "Contractor").

WITNESSETH:

WHEREAS, the City, in the manner prescribed by law, has publicly opened, examined and evaluated the Bids submitted, and as a result of this process has, in accordance with the law, determined and declared the Contractor to be the lowest and best responsible bidder for the construction of the public improvements, and has duly selected the Contractor for award of a contract therefor upon the terms and conditions set forth in this Agreement for the sum or sums stated below.

WHEREAS, the City has caused to be prepared, in accordance with the law, Notice to Bidders, Instructions to Bidders, Bid, this Agreement, General and Special Conditions, Plans, Specifications and other documents as identified below and as further defined in the General Conditions(collectively referred to as "the Contract Documents"), for the work therein described, and has approved and adopted these said Contract Documents and has caused to be published, in the manner and for the time required by law, an advertisement inviting sealed Bids for furnishing construction materials, labor, tools, equipment and transportation necessary for, and in connection with, the construction of public improvements in accordance with the terms of this Agreement; and

WHEREAS, the Contractor, in response to the advertisement, has submitted to the City, in the manner and at the time specified, a sealed Bid in accordance with the terms of this Agreement; and

WHEREAS, the City, in the manner prescribed by law, has publicly opened, examined and evaluated the Bids submitted, and as a result of this evaluation has, in accordance with the law, determined and declared the Contractor to be the lowest and best responsible bidder for the construction of the public improvements, and has duly selected the Contractor for award of a contract therefor upon the terms and conditions set forth in this Agreement for the sum or sums set forth below.

NOW, THEREFORE, in consideration of the compensation to be paid the Contractor, and of the mutual agreements herein contained, the parties hereto have agreed, and hereby agree, the City for itself and its successors and the Contractor for itself, its, successors and assigns, as follows:

ARTICLE I. The Contractor will furnish at its own cost and expense all labor, tools, equipment, materials and transportation required to construct and complete the work designated, described and required by the Contract Documents,

> 1,800 lineal feet of CG-1 and CG-2 Curb & Gutter Removal and Replacement
>
> Work Timeframe:
> The work will commence once the City issues a notice-to-proceed and the Board of Aldermen have approved the contract. This is a 60 calendar day project from Notice to Proceed.

Sequence of Work:
The Contractor shall sequence work in such a way as to minimize disruptions to the general public. Work hours shall be restricted to 7 a.m. to 5 p.m. Monday-Friday unless approved otherwise. Flyers shall be hand delivered to all affected residents with information about when the work will be done, what the work involves, who is completing the work, and a contact person for questions. Two sets of flyers shall be completed, one at the beginning of the project with the estimated timeframe and another at least 24 hours in advance of work.

Environmental and Safety Requirements:
The project shall comply with all local, state, and federal regulations, including but not limited to EPA, OSHA, and Missouri clean water and clean air requirements.

Material & Construction Specifications:
The material and construction shall follow the KC-APWA specifications as currently adopted. The concrete shall be MCIB Mix No WA 610-1-4 (4500psi, 3” max. slump, 1” max coarse aggregate size). All concrete shall be cured using an approved curing compound and shall be applied liberally. The City will provide and pay for material testing by a third party. Construction shall follow current KC-APWA standards.

Concrete Caulk (MP1) shall be applied on all expansion joints where the curb meets the driveway.

Sidewalk and sidewalk ramp repairs shall conform to ADA Standards.

Traffic Control:
Traffic Control shall meet all requirements as outlined in the current edition of the Manual for Uniform Traffic Control devices (MUTCD). Traffic control shall be considered subsidiary to other bid items. Any work not specifically outlined, but required shall be considered subsidiary to other bid items.

all in accordance with the Contract Documents, on file with the City Clerk of Parkville, Missouri, all of which are as fully a part hereof as if repeated verbatim herein; all work to be done in a good, substantial and workmanlike manner to the entire satisfaction of the City, and in accordance with the laws of the City, the State of Missouri and the United States of America. All terms used herein shall have the meanings ascribed to them in the General Conditions unless otherwise specified.

ARTICLE II. The City shall pay to the Contractor for the performance of the work embraced in this Contract, and the Contractor will accept in full compensation therefor, the sum of **FIFTY SEVEN THOUSAND SEVEN HUNDRED FORTY DOLLARS AND NO/100 ($57,740.00)** (subject to adjustment as provided by the Contract Documents) for all work covered by and included in the Contract award and designated in the foregoing Article I, payment thereof to be made in cash or its equivalent and in the manner provided in the Contract Documents.

ARTICLE III. The contractor shall commence work upon the date stated in the Notice to Proceed and will complete all work by this Contract by 60 days. Time is of the essence. Accordingly, liquidated damages shall be assessed against Contractor, as stipulated liquidated damages and not as a penalty, in the amount of $100.00 for each and every calendar day the work remains incomplete over the specified completion time.

ARTICLE IV. This Agreement shall not become effective, nor shall Contractor commence any work hereunder, until the City has received, and approved, the Certificate of Insurance and Additional Insured-and Notice of Cancellation Endorsements, the fully executed Performance and Payment Bonds with Powers of Attorney, and the list of proposed Subcontractors from Contractor.

ARTICLE V. This Agreement is entered into, under and pursuant to, and is to be construed and enforceable in accordance with the laws of the State of Missouri.

ARTICLE VI: The following documents are made part of this agreement by reference:

Exhibit A	General Conditions of the Contract
Exhibit A-1	Special Conditions of the Contract
Exhibit B-1	Performance Bond
Exhibit B-2	Payment Bond
Exhibit B-3	Maintenance Bond
Exhibit C	Scope of Project
Exhibit D	Not Applicable
Exhibit E	Contractor's Affidavit Acknowledging Federal Lobbying Activities and Conflict of Interest Prohibition
Exhibit F	Sales tax exemption documentation forms
Exhibit G	Contractor's Affidavit of Compliance with Non-Discrimination and Equal Employment Opportunity Laws
Exhibit H	Affidavit of Compliance with Safety Training Requirements (§292.675 R.S. Mo.)
Exhibit I	Affidavit of Compliance with R.S. Mo §285.530.6
Exhibit J-1	Applicable Missouri Prevailing Wage Rates if Project Total Exceeds $75,000
Exhibit J-2	Prevailing Wage Rate Reporting Form
Exhibit J-3	Certification of Compliance with Prevailing Wage Requirements
Exhibit K	Insurance Requirements
Exhibit L	Bill of Sale
Exhibit M	Bailment Agreement
Exhibit N	Conditional Partial Waiver of Lien and Release of Claims
Exhibit O	Conditional Final Waiver of Lien and Release of Claims
	Certificate of Substantial Completion
	Certificate of Final Completion
	Construction Change Directive
	Change Order

WITNESS WHEREOF, the City of Parkville, Missouri, has caused this Agreement to be executed on its behalf, thereunto duly authorized, and the said Contractor has executed this contract in the prescribed form and manner, the day and year first above written.

CITY OF PARKVILLE, MISSOURI

By: ______________________________________

Title: Mayor

ATTEST:

____
Melissa McChesney, City Clerk

TERRY SNELLING CONSTRUCTION, INC.
Contractor

By _____________________________________

(SEAL)

Title ____________________________________

(If the Contract is not executed by the President of the Corporation or general partner of the partnership, please provide documentation, which authorizes the signatory to bind the corporation or partnership. If a corporation, Contractor shall furnish the City a current certificate of good standing, dated within ten (10) days of the date of this Contract.)

Exhibit C

List of Plans, by sheet and date of issue, and all addenda thereto

There are no plans prepared for this project. The scope includes:

Material & Construction Specifications:

1,800 lineal feet of CG-1 and CG-2 Curb & Gutter Removal and Replacement

Work Timeframe: The work will commence once the City issues a notice-to-proceed and the Board of Aldermen have approved the contract. This is a **60 calendar day project from Notice to Proceed.**

Sequence of Work:
The Contractor shall sequence work in such a way as to minimize disruptions to the general public. Work hours shall be restricted to 7 a.m. to 5 p.m. Monday-Friday unless approved otherwise. Flyers shall be hand delivered to all affected residents with information about when the work will be done, what the work involves, who is completing the work, and a contact person for questions. Two sets of flyers shall be completed, one at the beginning of the project with the estimated timeframe and another at least 24 hours in advance of work.

Environmental and Safety Requirements:
The project shall comply with all local, state, and federal regulations, including but not limited to EPA, OSHA, and Missouri clean water and clean air requirements.

Material & Construction Specifications:
The material and construction shall follow the KC-APWA specifications as currently adopted. The concrete shall be MCIB Mix No WA 610-1-4 (4500psi, 3” max. slump, 1” max coarse aggregate size). All concrete shall be cured using an approved curing compound and shall be applied liberally. The City will provide and pay for material testing by a third party. Construction shall follow current KC-APWA standards.

Concrete Caulk (MP1) shall be applied on all expansion joints where the curb meets the driveway.

Sidewalk and sidewalk ramp repairs shall conform to ADA Standards.

Traffic Control shall meet all requirements as outlined in the current edition of the Manual for Uniform Traffic Control devices (MUTCD). Traffic control shall be considered subsidiary to other bid items. Any work not specifically outlined, but required shall be considered subsidiary to other bid items.

Terry Snelling Const., Inc., Independence, MO

Description	Units	Unit price	Total item price
CG-1 Concrete Curb Removal and Replacement	200 Lineal Ft.	$33.50	$6,700.00
CG-2 Concrete Curb Removal and Replacement	1,600 Lineal Ft.	$31.90	$51,040.00
Total			**$57,740.00**
4’ Concrete Sidewalk Removal and Replacement	Per Square Yd.	$72.00	N/A

CITY OF PARKVILLE
Policy Report

Date: April 6, 2022

Prepared By:
Alysen Abel, Public Works Director

Reviewed By:
Alexa Barton, City Administrator

ISSUE:
Approve Change Order No. 1 with SGI Construction for the Pocket Park Phase 2 Improvements (Public Works)

BACKGROUND:
In late 2020, the Board of Aldermen approved the Pocket Park Master Plan. Since that time, staff has been working on the safety upgrades to Pocket Park, which include the replacement of the stairs on the south side and improvements to the frontage along Main Street.

On September 21, 2021, the Board of Aldermen approved a construction agreement with SGI to reconstruct the stairs and relocate the Grigsby Statue. The contract was awarded in the amount of $104,815.

There were some initial delays with the project due to coordination with adjacent property owners and planned events downtown. The contractor was not able to work during the winter months due to the shutdown of many concrete plants. During this time, staff evaluated the need to move the Bill Grigsby statue. There are some additional structural and geotechnical concerns related to relocating the statue to the upper level of Pocket Park. In an effort to move forward with the replacement of the stairs, staff recommends waiting to relocate the statue until a later date.

The ideal time to start the reconstruction of the stairs is after the Easter weekend because the Main Street Parkville Association will be hosting the Easter Bunny in Pocket Park. The contractor is ready to start on Monday, April 18th.

The contract was bid in September 2021. Since that time, gas prices have increased and material supplies have become limited. This results in a higher cost of materials. The delays in construction have been related to the City, not the contractor. It was not intended that the project schedule would extend out this far. Staff reached out to the contractor to determine the actual material price increases in the past eight months, since August 2021.

Change Order No. 1 reflects the material price increase and reduction in contract to remove the relocation of the Grigsby Statue. The total contract adjustment is in the amount of $14,187, adjusting the total price of the contract to $119,002. When the project was bid on August 31st, there were three contractors who bid on the project. SGI was the low bidder at $104,815, while MegaKC was the next low bidder at $122,828. Even with the adjustment for the material price increases, SGI is still the low bidder.

BUDGET IMPACT:

The Parks Sales Tax receives approximately $500,000 per year in sales tax. There is funding available in the Capital Improvements Program to cover the additional cost of $14,187 associated with this change order.

ALTERNATIVES:

1. Approve Change Order No. 1 with SGI to reflect the material price increases due to City-related schedule delays.
2. Provide direction to staff related to the Pocket Park stair reconstruction project.
3. Postpone this item.

STAFF RECOMMENDATION:

Staff recommends approval of a change order with SGI associated with the materials costs caused by the project delays.

POLICY:

The Purchasing Policy, Resolution No. 17-016, requires Board of Aldermen approval for all purchases above $10,000 upon recommendation of the Finance Committee.

SUGGESTED MOTION:

I move to recommend that the Board of Aldermen approve Change Order No. 1 with SGI for the Pocket Park Phase 2 Improvements in the amount of $14,187.

ATTACHMENTS:

1. Change Order No. 1

Change Order 1

PROJECT (*Name and address*):
2021 Pocket Park – New Exterior Stairs & Relocation of Statue

CHANGE ORDER NUMBER: 1
DATE: 4/19/2022

TO CONTRACTOR (*Name and Address*):
SGI –Southtown Glass Inc.

PROJECT NO.: ___________________
CONTRACT DATE: 9/21/2021

THE CONTRACTOR IS CHANGED AS FOLLOWS:

The original Contract Sum was	$	104,815.00
The net change by previously authorized Change Orders	$	0.00
The Contract Sum prior to this Change Order was	$	0.00
The Contract Sum will be decreased by this Change Order in the amount of	$	14,187.00
The new Contract Sum including this Change Order will be	$	119,002.00

The Contract Time will be increased.
The date of Substantial Completion as of the date of this Change Order is August 31, 2022.

This Change Order represents a complete and final resolution of all matters concerning or arising out of the work described in the Change Order, including any impact, delay, disruption and/or acceleration of work unless specifically identified herein.

NOT VALID UNTIL SIGNED BY THE CONTRACTOR AND OWNER.

SGI
CONTRACTOR (*Firm name*)

P.O. Box 90, Liberty, MO 64069
ADDRESS

BY (*Signature*)

Mike Wilson, President
(*Typed name*)

4-1-22
DATE

CITY OF PARKVILLE
OWNER (*Firm Name*)

8880 Clark Ave., Parkville, MO 64152
ADDRESS

BY (*Signature*)

(*Typed name*)

DATE

2021 POCKET PARK – NEW EXTERIOR STAIRS AND RELOCATION OF STATUE
3-25-22 PROPOSAL FOR MISC SCOPE CHANGES

- EXTEND COMMENCEMENT DATE FROM SEPTEMBER 21, 2021 TO APRIL 18, 2022 AND EXTEND COMPLETION DATE FROM DECEMBER 8, 2021 TO JULY 1, 2022 FOR ALL WORK EXCLUDING NEW HANDRAILS; EXTEND COMPLETION DATE FOR NEW HANDRAILS TO AUGUST 31, 2022
    - INCREASE FOR SPRING SUMMER WORK 2022 VS. FALL WORK 2021 ADD $7,337 (THAT'S A MODEST AND VERY REASONABLE 7% INCREASE IN OUR BID PRICE)
    - INFLATIONARY PRICE INCREASE FOR CONCRETE ADD $2,500
    - INFLATIONARY PRICE INCREASE FOR FUEL ADD $1,500
    - INFLATIONARY PRICE INCREASE FOR HANDRAILS ADD $3,500
    - INFLATIONARY PRICE INCREASE FOR FORM LUMBER AND CONCRETE ACCESSORIES ADD $1,250
- CITY TO RE-ROUTE ALL FOOT TRAFFIC AND DIVERT AROUND THE WORK SITE DURING THE CONTRACT PERIOD.
- DELETE STATUE AND PAVER RELATED WORK DEDUCT ($1,900)

LUMP SUM ADD $14,187

SGI
P.O. Box 90
LIBERTY, MO 64069-0090