



FINANCE COMMITTEE

Monday, November 25, 2024 4:30 PM
Administration Conference Room, City Hall

- 1. Call to Order**
- 2. Financial Updates**
- 3. Action Items**
 - A. Approve the minutes for the October 28, 2024, meeting
 - B. Approve Change Order No. 1 with She Digs It Inc. for new variable frequency drives and related components for the 2024 McAfee Pump Station Rehabilitation Project (Public Works)
 - C. Approve Change Order No. 2 with She Digs It Inc. to repair electrical issues for the 2024 McAfee Pump Station Rehabilitation Project (Public Works)
 - D. Approve Change Order No. 3 with She Digs It Inc. for crane and fabrication work for the 2024 McAfee Pump Station Rehabilitation Project (Public Works)
 - E. Approve Change Order No. 1 with Barkley Asphalt Co. for additional work for the 2024 Asphalt Maintenance Project (Public Works)
 - F. Renew an intergovernmental agreement with Mid-America Regional Council Solid Waste Management District for the 2025 Regional Household Hazardous Waste Collection Program (Public Works)
 - G. Approve an agreement with KCI Technologies Inc. for geographic information system services (Public Works)
- 4. Non-Action Items**
- 5. Unfinished Business (postponed from prior meetings)**
- 6. Other Business**
 - A. Upcoming Meetings & Development Updates (Community Development)
- 7. Adjourn**



Finance Committee Meeting
Monday, October 28, 2024 4:30 PM
Administration Conference Room, City Hall

Minutes

1. Call to Order

Chair Wylie called the October 28, 2024, meeting to order at 4:30 p.m. A quorum was present.

Members Present: Chair Douglas Wylie, Vice Chair Bob Bennett and Philip Wassmer

City Staff Present: City Administrator Alexa Barton, Deputy City Administrator/Finance Director Bryan Kidney, Assistant City Administrator Jeffery Rhodes, Police Chief Kevin Chrisman (*via videoconference*), Public Works Director Dan Harper, Community Development Director Stephen Lachky, Parks & Recreation Director Brittanie Propes and City Clerk Melissa McChesney

Others Present: Brian Mertz, Creekside developer; and Rick McConnell, Armstrong Teasdale

2. Financial Updates

A. Third Quarter 2024 Budget Variance & Investment Reports

Deputy City Administrator/Finance Director Bryan Kidney provided an update to the 2024 budget and investments.

3. Action Items

A. Approve the minutes for the September 23, 2024, meeting

Bob Bennett moved to approve the minutes for the September 23, 2024, meeting. Philip Wassmer seconded; motion passed 3-0.

B. Approve a change order with Terry Snelling Construction for the 2024 Concrete Curb Repair project

City Administrator Alexa Barton explained that several small change order amounts were being presented for original contracts with costs over \$50,000 that did not include an allowance giving department heads authority to approve change orders up to ten percent above the original contract amount. She noted that agreements in the future would include the allowance.

Bennett moved to approve a change order with Terry Snelling Construction for the 2024 Curb Replacement Project in the amount of \$1,130.50. Wassmer seconded; motion passed 3-0.

C. **Approve a change order with Heartland Traffic Services Inc. for the 2024 Pavement Marking Program**

City Administrator Alexa Barton said that three additional items were needed for the pavement marking program that had a total cost of over \$50,000. The application of multi-component epoxy was a new material for the City and would be slowly transitioned for all striping in the future. It was noted that the symbols had to be thermoplastic because it performed better.

Bennett moved to approve a change order with Heartland Traffic Services Incorporated for the 2024 Pavement Marking Program in the amount of \$8,664.40 and the final contract amount of \$50,696.90. Wassmer seconded; motion passed 3-0.

D. **Approve an Education Pay Differential Policy**

City Administrator Alexa Barton said the policy was presented during a budget work session, at which time the Board discussed employee eligibility if a position required a degree.

Bennett moved to approve the Education Pay Differential Policy. Wassmer seconded; motion passed 3-0.

E. **Approve a Night Shift Pay Differential Policy**

City Administrator Alexa Barton stated that the proposed policy only impacted the Police Department and there were no changes from the policy that was presented at the Board of Aldermen budget work session.

Bennett moved to recommend that the Board of Aldermen approve the Night Shift Differential Policy. Wassmer seconded; motion passed 3-0.

F. **Approve an Internal Services Funding Method Policy**

City Administrator Alexa Barton said the policy was presented at the Board of Aldermen budget work session on October 15 and there were no changes to the policy that was presented.

Bennett moved to recommend that the Board of Aldermen approve the Internal Services Funding Method Policy. Wassmer seconded; motion passed 3-0.

4. **Non-Action Items**

A. **Review proposed funding agreement to determine feasibility of issuance of obligations by the Industrial Development Authority**

City Administrator Alexa Barton said there was a possibility of additional bonds to reimburse the Creekside developer for certified costs. The project would look at the market and revenues to determine if it was feasible.

Brian Mertz, Creekside developer, said that an income stream was established and with the lending requirements and capital restraints, he was looking to reinvest in Creekside.

Rick McConnell, Armstrong Teasdale, added that it was not a commitment to issue bonds,

but a way to determine if bonds could be issued and the amounts for the bonds. He noted the City could save some costs if it was determined to be feasible.

5. Unfinished Business (postponed from prior meetings)

6. Other Business

City Administrator Alexa Barton said that staff was in the process of preparing for winter and would be introducing a new product to help with snow plowing. Public Works Director Dan Harper said a cooperative purchasing agreement through the Mid-America Regional Council allowed for the purchase of snow slicer, a rock salt that was saturated with de-icer and allowed the salt to work in lower temperatures. He added it would place a purple color on the snow, which would wash off, and nothing indicated that it was harmful to the streets.

7. Adjourn

Chair Wylie adjourned the meeting at 4:51 p.m.

Submitted by:

Melissa McChesney
City Clerk

Approval Date

**CITY OF PARKVILLE
Policy Report**

Date: November 20, 2024

Prepared By:

Daniel Harper, Public Works Director

Reviewed By:

Alexa Barton, City Administrator

ISSUE:

Approve Change Order No. 1 with She Digs It Inc. for new variable frequency drives and related components for the 2024 McAfee Pump Station Rehabilitation Project (Public Works)

BACKGROUND:

The McAfee Pump Station Rehabilitation project was planned for FY 2024 to rehabilitate multiple components of the pump station. Over time, the components of the pump station wear down due to mechanical breakdown of grit and other abrasive materials working through the system, as well as mechanical components that wear out over time. In addition, chemical reactions occur that deteriorate concrete and also dissolve metal over multiple years of use.

This project was a required rehabilitation to keep the pump station in working order as the largest of seven pump stations on the Parkville sewer system.

Throughout the project there were unforeseen circumstances and conditions that could not be captured in the original design. As the project progressed, there were times when the contractor was requested to do additional work to address these concerns as they were components of the rehabilitation.

Change Order N. 1 is one instance of a change that was not foreseen. Each pump requires a variable frequency drive (VFD) that is a key electrical component to operating the pumps. The original VFDs prior to this project were in working order. However, as the new pumps were selected and installed, it was discovered that the existing VFDs were not compatible with the new pumps. Therefore, this change order covers the purchase of new VFD's and related components and their installation. The existing VFDs will be repurposed in other pump stations as backup components.

STRATEGIC GOAL(S):

Infrastructure and Public Facilities - Extend life of infrastructure & equipment.

BUDGET IMPACT:

The McAfee Pump Station Rehabilitation project had an FY 2024 budget amount of \$468,000. The contract was awarded to the lowest bid at an amount of \$446,314.00. Change order 1 increased the cost of the contract by \$6,489.91 for a final contract amount of \$452,803.91.

ALTERNATIVES:

1. Approve the change order with She Digs It for the McAfee Pump Station Rehabilitation.
2. Approve the item, subject to changes.

3. Do not approve the item.
4. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends the approval of the change order with She Digs It Inc. for the replacement VFDs and installation.

POLICY:

The Purchasing Policy, Resolution No. 23-016, requires Board of Aldermen approval for all purchases above \$50,000, upon recommendation of the Finance Committee.

SUGGESTED MOTION:

I motion to recommend that the Board of Aldermen approve Change Order No. 1 with She Digs It Inc. for the McAfee Pump Station Rehabilitation project in the amount of \$6,489.91 and the final contract amount of \$452,803.91.

ATTACHMENTS:

1. Change Order No. 1
2. Original Agreement

Change Order 1

PROJECT:
City of Parkville
McAfee Pump Station Repairs - 2024

CHANGE ORDER NUMBER: 1
DATE: August 20, 2024

TO CONTRACTOR (*Name and Address*):
She Digs It, LLC
600 SE Central Dr.
Blue Springs, MO 64014

PROJECT NO.: _____
CONTRACT DATE: May 21, 2024

THE CONTRACTOR IS CHANGED AS FOLLOWS:

The original Contract Sum was	\$ 446,314.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 446,314.00
The Contract Sum will be decreased by this Change Order in the amount of	\$ 6,489.91
The new Contract Sum including this Change Order will be	\$ 452,803.91

The Contract Time will be *increased* by zero (0) days.
The date of Substantial Completion as of the date of this Change Order will be 150 days from the date of the Notice to Proceed.

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.

Summary of Items for Change Order - Attached

NOT VALID UNTIL SIGNED BY THE CONTRACTOR AND OWNER.

SHE DIGS IT, LLC.
CONTRACTOR (*Firm name*)

CITY OF PARKVILLE
OWNER (*Firm Name*)

600 SE Central Dr., Blue Springs, MO 64014

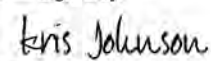
8880 Clark Ave., Parkville, MO 64152

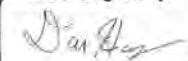
ADDRESS

ADDRESS

Signed by:

DocuSigned by:





F404BF65F006496
BY (*Signature*)

850EF63517814D9...
BY (*Signature*)

Kris Johnson

Daniel Haper

(Typed name)

(Typed name)

8/21/2024 | 6:05 AM PDT

8/21/2024 | 8:25 AM CDT

DATE

DATE

SUMMARY OF ITEMS FOR CHANGE ORDER NO. 1:

The purpose of this change order is to restore functionality to the existing odor control fan system by rebuilding the fan control panel that is located on the concrete deck next to the pump station wetwell. This change includes the following items:

1. Furnish and install new variable frequency drive (VFD) for the 5 HP fan motor.
2. Install new cooling fan and vent for the existing control panel enclosure, with rain hoods and temperature switch.
3. Install new cycle timer to replace existing cycle timer.
4. Add red-line markups to the existing blower panel schematics to reflect new components..
5. Provide up to 4 hours of technical labor for training, start-up, and testing of new controls.

See also attached sheet: COST WORKSHEET, dated July 24, 2024.



COST WORKSHEET

Date: July 24, 2024

Reason for Cost:
R.S. Electric Additional Cost to Furnish a New Breaker and VFD

Owner Name: Parkville, MO
Owner Contract No.:
SDI Project No.: 24031

Time Extension: NONE

LABOR						
Description	Base Rate	Overtime Rate	Base Hours	Overtime Hours	Extension	Totals
	\$ -	\$ -	0.0	0.0	\$ -	
Labor Subtotal						\$ -

EQUIPMENT				
Description	Hourly Operating Rate	Operating Hours	Extension	Totals
	\$ -		\$ -	
Equipment Subtotal				\$ -

SUBCONTRACTOR					
Description	Quantity	Unit	Unit Price	Extension	Totals
R.S. Electric to provide additional labor and materials to support:	1.0	LS	\$ 5,560.00	\$ 5,560.00	
VFD to replace the existing motor starter for the 5 hp blower			\$ -	\$ -	
Cooling fan and vent for existing blower enclosure with rain hoods and temperature switch			\$ -	\$ -	
Cycle timer to replace the existing electronic timer.			\$ -	\$ -	
Redline existing blower panel drawings to show new equipment			\$ -	\$ -	
Provide 4 hours of technical labor for training, startup, and testing of new blower controls.			\$ -	\$ -	
Subcontractor Subtotal					\$ 5,560.00

MATERIALS					
Description	Quantity	Unit	Unit Price	Extension	Totals
			\$ -	\$ -	
Material Subtotal					\$ -

SUMMARY							
Description	Quantity	Unit	Subtotal	Markup %	Markup Extension	Subtotal Plus Markup	Totals
LABOR	1	LS	\$ -	20%	\$ -	\$ -	
EQUIPMENT	1	LS	\$ -	20%	\$ -	\$ -	
SUBCONTRACTOR	1	LS	\$ 5,560.00	15%	\$ 834.00	\$ 6,394.00	
MATERIALS	1	LS	\$ -	20%	\$ -	\$ -	
Summary Subtotal							\$ 6,394.00

Subtotal (Including Markup):	\$ 6,394.00
Bonds & Insurance Premium:	\$ 95.91
TOTAL	\$ 6,489.91



PROPOSAL FOR ELECTRICAL & INTEGRATION WORK

To: She Digs It

Project: *Parkville, McAfee Lift
Station Changes*

Attn: Kris

Date: 7/16/2024

We hereby propose to furnish Technical Labor and Materials necessary for the below scope, in accordance with the following scope of work.

Scope:

1. Provide Additional labor and materials to support the following.
 - a. VFD to replace the existing motor starter for the 5 hp blower.
 - b. Cooling fan and vent for existing blower enclosure with rain hoods and temperature switch.
 - c. Cycle timer to replace the existing electronic timer.
 - d. Redline existing blower panel drawings to show new equipment.
2. Startup and Commissioning.
 - a. Provide 4 hours of technical labor for training, startup, and testing of new blower controls.

Qualifications:

1. This price is good for 30 days, however, the proposal price for this scope of work has been calculated based on the current material and gear prices. Given current geopolitical, market and potential pandemic circumstances that may affect availability and prices of such materials and gear, sudden price increases could occur. RS Electric agrees to use its best efforts to obtain the lowest possible prices from available suppliers, but should there be an increase in the prices of these materials and gear that are purchased after 30 days from the date of this proposal, you agree to pay that cost increase to RS Electric.
2. In the case of strike, lockout, other labor trouble, riot, war, rebellion, pandemic, epidemic, disease, public health crisis, state of emergency, unusual delay in deliveries, fire, flood, drought, earthquake, other act of God, governmental action, unforeseen restrictive governmental laws, acts or omissions of suppliers, equipment failure, or any circumstance beyond the control of RS Electric, as applicable, that renders performance of this Contract by such affected party impossible, no liability for non-performance of this Agreement caused thereby, during the time or continuance thereof, shall arise or exist with respect to such affected party.
3. Excludes
 - a. Overtime
 - b. Taxes
4. Any changes to the above scope other than what is described will be billed on a T&M basis
5. All Work Done In Compliance with NEC and State and Local Codes.

Schedule A

Accepted

By: _____

Date: _____

Estimator/PM: _____

Matt Wooten

Contractor: _____

RS ELECTRIC CORP

St. Joseph, MO

Office: (816) 233-7751

Fax: (816) 233-2934

Kansas City, MO.

Office (816) 842-3340

Fax: (816) 842-3937

"The Best in The ELECTRICAL Business."



PROPOSAL FOR ELECTRICAL & INTEGRATION WORK

Item	Description	Qty	Unit	Unit price	Extension
NA	Furnish new Breaker and VFD interpreted as scope above	1	LS	\$5,560.00	\$5,560.00

Accepted
By: _____

Date: _____

St. Joseph, MO
Office: (816) 233-7751
Fax: (816) 233-2934

Estimator/PM: Matt Wooten

Contractor: RS ELECTRIC CORP

Kansas City, MO.
Office (816) 842-3340
Fax: (816) 842-3937

"The Best in The ELECTRICAL Business."

CITY OF PARKVILLE, MO

**AGREEMENT BETWEEN CITY OF PARKVILLE
AND CONTRACTOR
FOR
McAFEE PUMP STATION REPAIRS - 2024**

This agreement is made and entered into this 7th day of May, 2024, by and between the City of Parkville, Missouri, (hereinafter the "City") and SHE DIGS IT, LLC. (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, to wit:

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 FOUR HUNDRED FORTY SIX THOUSAND THREE HUNDRED FOURTEEN DOLLARS AND NO/100 (\$446,314.00) (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 within **150 calendar days of the date of the Notice to Proceed**. In addition, from the time the existing McAfee Pumping Station is taken off-line, all repairs to the existing pump station shall be complete and the pump station placed back on-line within 21 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 \$ 250.00 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, Payment and Maintenance Bonds with Powers of Attorney, and the list of proposed Subcontractors from Contractor.

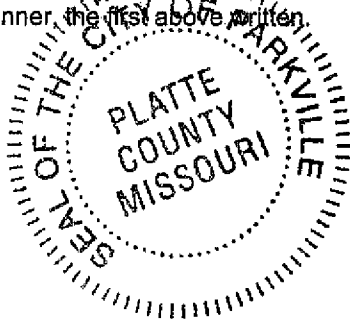
ARTICLE V. This Agreement is entered into, under and pursuant to, and is to be construed and enforceable in accordance with the laws of the State of Missouri.

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

- Contractor's Bid Form and attachments.
- 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 List of Plans (by sheet number and date), including attached plan sheets all addenda thereto.
- Exhibit D List of Specifications, including attached specifications and all addenda thereto
- 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
- 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 first above written.



CITY OF PARKVILLE, MISSOURI

By: Dean Katerndahl

Dean Katerndahl, Mayor

ATTEST:

Melissa McChesney
Melissa McChesney, City Clerk

SHE DIGS IT, LLC

By: C

(SEAL)

Title OPERATING MANAGER

(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.)

CITY OF PARKVILLE

Policy Report

Date: November 20, 2024

Prepared By:

Daniel Harper, Public Works Director

Reviewed By:

Alexa Barton, City Administrator

ISSUE:

Approve Change Order No. 2 with She Digs It Inc. to repair electrical issues for the 2024 McAfee Pump Station Rehabilitation Project (Public Works)

BACKGROUND:

The McAfee Pump Station Rehabilitation project was planned for FY 2024 to rehabilitate multiple components of the pump station. Over time, the components of the pump station wear down due to mechanical breakdown of grit and other abrasive materials working through the system, as well as mechanical components that wear out over time. In addition, chemical reactions occur that deteriorate concrete and also dissolve metal over multiple years of use.

This project was a required rehabilitation to keep the pump station in working order as the largest of seven pump stations on the Parkville sewer system.

Throughout the project there were unforeseen circumstances and conditions that could not be captured in the original design. As the project progressed, there were times when the contractor was requested to do additional work to address these concerns as they were components of the rehabilitation.

Change Order No. 2 is one instance of a change that was not foreseen. As the project was progressing, the contractor was allowed the use of a City-owned jib crane that exists on site to manage the pump station. When power was supplied to the crane, it was found that the crane had electrical issues and could not be safely used by the contractor or staff. To correct this issue, She Digs It hired an electrician to replace branch conductors and install a safety disconnect. In addition, a connection was made with the City's third-party monitoring service provider (Mission) so that they would be able to monitor the condition of the crane to avoid this situation recurring.

STRATEGIC GOAL(S):

Infrastructure and Public Facilities - Extend life of infrastructure & equipment.

BUDGET IMPACT:

The McAfee Pump Station Rehabilitation project had an FY 2024 budget amount of \$468,000. The contract was awarded to the lowest bid at an amount of \$446,314.00. The cost after change order 1 was \$452,803.91. Change order 2 increased the cost of the contract by \$3,324.79 for a revised final contract amount of \$456,128.70.

ALTERNATIVES:

1. Approve the change order with She Digs It for the McAfee Pump Station Rehabilitation.

2. Approve the item, subject to changes.
3. Do not approve the item.
4. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends the approval of the change order with She Digs It Inc. for the electrical repairs to the jib crane.

POLICY:

The Purchasing Policy, Resolution No. 23-016, requires Board of Aldermen approval for all purchases above \$50,000, upon recommendation of the Finance Committee.

SUGGESTED MOTION:

I motion to recommend the Board of Aldermen approve Change Order No. 2 with She Digs It for the McAfee Pump Station Rehabilitation project in the amount of \$3,324.79 and the final contract amount of \$456,128.70.

ATTACHMENTS:

1. Change Order No. 2
2. Original Agreement

Change Order 2

PROJECT:

City of Parkville
McAfee Pump Station Repairs - 2024

CHANGE ORDER NUMBER: 2

DATE: September 30, 2024

TO CONTRACTOR (Name and Address):

She Digs It, LLC
600 SE Central Dr.
Blue Springs, MO 64014

PROJECT NO.:

CONTRACT DATE: May 21, 2024

THE CONTRACTOR IS CHANGED AS FOLLOWS:

The original Contract Sum was	\$ 446,314.00
The net change by previously authorized Change Orders	\$ 6,489.91
The Contract Sum prior to this Change Order was	\$ 452,803.91
The Contract Sum will be decreased by this Change Order in the amount of	\$ 3,324.79
The new Contract Sum including this Change Order will be	\$ 456,128.70

The Contract Time will be *increased* by zero (0) days.

The date of Substantial Completion as of the date of this Change Order will be 150 days from the date of the Notice to Proceed.

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.

Summary of Items for Change Order - Attached

NOT VALID UNTIL SIGNED BY THE CONTRACTOR AND OWNER.

SHE DIGS IT, LLC.

CONTRACTOR (Firm name)

600 SE Central Dr., Blue Springs, MO 64014

ADDRESS

Signed by:

Kris Johnson

F404BFB85F006496

BY (Signature)

Kris Johnson

(Typed name)

10/7/2024 | 4:17 AM PDT

DATE

CITY OF PARKVILLE

OWNER (Firm Name)

8880 Clark Ave., Parkville, MO 64152

ADDRESS

DocuSigned by:

Dan Haper

B50EE63517814D9

BY (Signature)

Dan Haper

(Typed name)

10/28/2024 | 9:07 AM CDT

DATE

SUMMARY OF ITEMS FOR CHANGE ORDER NO. 2:

The purpose of this change order is to address deterioration and restore function to parts of the existing electrical distribution and monitoring systems:

1. Replace existing 30-amp 3-pole safety disconnect and branch circuit conductors for the jib crane. The existing conductor bars and moving parts inside the old disconnect were corroded and not safe to use. The existing conductors were frayed and corroded for several feet down the existing raceway.
2. Install #14 control wires from the existing RTU cabinet to both the auto transfer switch and the generator terminal box. These wires are needed for the existing Mission RTU to communicate alarms and status of the backup generator system.

See also attached sheet: SDI COST WORKSHEET, dated September 30, 2024, along with supporting documentation from RS Electric, dated September 5, 2024.



COST WORKSHEET

Date: September 30, 2024

Reason for Cost:
R.S. Electric - McAfee Pump Station Crane Rewiring and Connection

Owner Name: Parkville, MO
Owner Contract No.:
SDI Project No.: 24031

Time Extension: NONE

LABOR						
Description	Base Rate	Overtime Rate	Base Hours	Overtime Hours	Extension	Totals
	\$ -	\$ -	0.0	0.0	\$ -	
Labor Subtotal						\$ -

EQUIPMENT				
Description	Hourly Operating Rate	Operating Hours	Extension	Totals
	\$ -		\$ -	
Equipment Subtotal				\$ -

SUBCONTRACTOR					
Description	Quantity	Unit	Unit Price	Extension	Totals
R.S. Electric to provide additional labor and materials to support:	1.0	LS	\$ 2,848.40	\$ 2,848.40	
Change 30 amp 480 Volt 3 Ph NEMA 4X on Large Crane and Rewire			\$ -	\$ -	
Pull 4- #12 THHN conductors from ATS to RTU			\$ -	\$ -	
Pull 2 - #14 THHN from RTU to Generator Control Box			\$ -	\$ -	
			\$ -	\$ -	
			\$ -	\$ -	
			\$ -	\$ -	
Subcontractor Subtotal					\$ 2,848.40

MATERIALS					
Description	Quantity	Unit	Unit Price	Extension	Totals
			\$ -	\$ -	
Material Subtotal					\$ -

SUMMARY							
Description	Quantity	Unit	Subtotal	Markup %	Markup Extension	Subtotal Plus Markup	Totals
LABOR	1	LS	\$ -	20%	\$ -	\$ -	
EQUIPMENT	1	LS	\$ -	20%	\$ -	\$ -	
SUBCONTRACTOR	1	LS	\$ 2,848.40	15%	\$ 427.26	\$ 3,275.66	
MATERIALS	1	LS	\$ -	20%	\$ -	\$ -	
Summary Subtotal							\$ 3,275.66

Subtotal (Including Markup):	\$ 3,275.66
Bonds & Insurance Premium:	\$ 49.13
TOTAL	\$ 3,324.79

CITY OF PARKVILLE, MO

**AGREEMENT BETWEEN CITY OF PARKVILLE
AND CONTRACTOR
FOR
McAFEE PUMP STATION REPAIRS - 2024**

This agreement is made and entered into this 7th day of May, 2024, by and between the City of Parkville, Missouri, (hereinafter the "City") and SHE DIGS IT, LLC. (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, to wit:

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 FOUR HUNDRED FORTY SIX THOUSAND THREE HUNDRED FOURTEEN DOLLARS AND NO/100 (\$446,314.00) (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 within **150 calendar days of the date of the Notice to Proceed**. In addition, from the time the existing McAfee Pumping Station is taken off-line, all repairs to the existing pump station shall be complete and the pump station placed back on-line within 21 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 \$ 250.00 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, Payment and Maintenance Bonds with Powers of Attorney, and the list of proposed Subcontractors from Contractor.

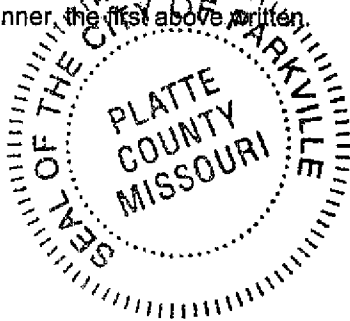
ARTICLE V. This Agreement is entered into, under and pursuant to, and is to be construed and enforceable in accordance with the laws of the State of Missouri.

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

- Contractor's Bid Form and attachments.
- 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 List of Plans (by sheet number and date), including attached plan sheets all addenda thereto.
- Exhibit D List of Specifications, including attached specifications and all addenda thereto
- 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
- 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 first above written.



CITY OF PARKVILLE, MISSOURI

By: Dean Katerndahl

Dean Katerndahl, Mayor

ATTEST:

Melissa McChesney
Melissa McChesney, City Clerk

SHE DIGS IT, LLC

By: C

(SEAL)

Title OPERATING MANAGER

(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.)

**CITY OF PARKVILLE
Policy Report**

Date: November 20, 2024

Prepared By:

Daniel Harper, Public Works Director

Reviewed By:

Alexa Barton, City Administrator

ISSUE:

Approve Change Order No. 3 with She Digs It Inc. for crane and fabrication work for the 2024 McAfee Pump Station Rehabilitation Project (Public Works)

BACKGROUND:

The McAfee Pump Station Rehabilitation project was planned for FY 2024 to rehabilitate multiple components of the pump station. Over time, the components of the pump station wear down due to mechanical breakdown of grit and other abrasive materials working through the system, as well as mechanical components that wear out over time. In addition, chemical reactions occur that deteriorate concrete and also dissolve metal over multiple years of use.

This project was a required rehabilitation to keep the pump station in working order as the largest of seven pump stations on the Parkville sewer system.

Throughout the project there were unforeseen circumstances and conditions that could not be captured in the original design. As the project progressed, there were times when the contractor was requested to do additional work to address these concerns as they were components of the rehabilitation.

Change Order No. 3 is one instance of a change that was not foreseen. As a result of the jib crane failure from Change Order No. 2 of this project, She Digs It rented a portable crane to perform the trash basket work as the City's jib crane was intended to be available for the contractor at the pre-bid meeting. Change Order No. 3 also includes the restoration of the rails and wheels of the trash basket, which were found to be non-functional and near failure once removed. She Digs It hired a metal fabricator to perform the fabrication work to address these issues.

STRATEGIC GOAL(S):

Infrastructure and Public Facilities - Extend life of infrastructure & equipment.

BUDGET IMPACT:

The McAfee Pump Station Rehabilitation project had an FY 2024 budget amount of \$468,000. The contract was awarded to the lowest bid at an amount of \$446,314.00. The cost after change order 1 and 2 was \$456,128.70. Change order 3 increased the cost of the contract by \$12,297.51 for a revised final contract amount of \$468,426.21.

ALTERNATIVES:

1. Approve change order 3 with She Digs It for the McAfee Pump Station Rehabilitation.
2. Approve the item, subject to changes.

3. Do not approve the item.
4. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends the approval of the change order with She Digs It Inc. for the crane rental and metal fabrication work.

POLICY:

The Purchasing Policy, Resolution No. 23-016, requires Board of Aldermen approval for all purchases above \$50,000, upon recommendation of the Finance Committee.

SUGGESTED MOTION:

I motion to recommend that the Board of Aldermen approve Change Order No. 3 with She Digs It for the McAfee Pump Station Rehabilitation project in the amount of \$12,297.51 and the final contract amount of \$468,426.21.

ATTACHMENTS:

1. Change Order No. 3
2. Original Agreement

Change Order 3

PROJECT:
City of Parkville
McAfee Pump Station Repairs - 2024

CHANGE ORDER NUMBER: 3
DATE: November 12, 2024

TO CONTRACTOR *(Name and Address):*
She Digs It, LLC
600 SE Central Dr.
Blue Springs, MO 64014

PROJECT NO.: _____
CONTRACT DATE: May 21, 2024

THE CONTRACTOR IS CHANGED AS FOLLOWS:

The original Contract Sum was	\$ 446,314.00
The net change by previously authorized Change Orders	\$ 9,814.70
The Contract Sum prior to this Change Order was	\$ 456,128.70
The Contract Sum will be decreased by this Change Order in the amount of	\$ 12,297.51
The new Contract Sum including this Change Order will be	\$ 468,426.21

The Contract Time will be *increased* by zero (0) days.
The date of Substantial Completion as of the date of this Change Order will be 150 days from the date of the Notice to Proceed.

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.

Summary of Items for Change Order - Attached

NOT VALID UNTIL SIGNED BY THE CONTRACTOR AND OWNER.

SHE DIGS IT, LLC.
CONTRACTOR *(Firm name)*

CITY OF PARKVILLE
OWNER *(Firm Name)*

600 SE Central Dr., Blue Springs, MO 64014
ADDRESS

8880 Clark Ave., Parkville, MO 64152
ADDRESS

Kris Johnson
BY *(Signature)*

BY *(Signature)*

Kris Johnson
(Typed name)

Dean Katerndahl, Mayor
(Typed name)

11/14/2024 | 3:57 AM PST
DATE

DATE

SUMMARY OF ITEMS FOR CHANGE ORDER NO. 3:

The purpose of this change order is to address deterioration and defects with the existing jib, crane, and sluice gate wall pipe.

1. Because the existing jib crane failed and was non-operational as this project began, the Contractor (SDI) was required to rent a portable crane to lift items in and out of the existing wet well.
2. During construction, we found out that the existing wall pipe that was cast into the manhole wall had the bolt holes installed off-plumb, at an odd angle. We could not install the new slide gate on the existing flange. SDI had to hire a metal fabricator to make a short flanged pipe section with two sets of flange holes. This allowed us to install the slide gate correctly, with the operating stem plumb and the frame level.
3. During construction, in pulling the existing trash basket, we discovered that the four wheels were corroded and no longer round. These wheels are used to engage the channel rails, which allow the basket to raised smoothly when loaded. This change covered the replacement of the axle bolts and stainless steel wheels.

See also attached sheet: SDI COST WORKSHEET, dated November 6, 2024.



COST WORKSHEET

Date: November 6, 2024

Reason for Cost:
SDI Labor and Equipment was for additional coordination with Brown's and spending additional time on slide gate and trash basket

Owner Name: CITY OF PARKVILLE MO
Owner Contract No. McAfee PS Repairs
SDI Project No. 24031

Time Extension:

LABOR						
Description	Base Rate	Overtime Rate	Base Hours	Overtime Hours	Extension	Totals
Supervisor	\$ 110.00	\$ 165.00	10.0	0.0	\$ 1,100.00	
Laborer 1	\$ 65.00	\$ 97.50	10.0	0.0	\$ 650.00	
Laborer 2	\$ 65.00	\$ 97.50	10.0	0.0	\$ 650.00	
Laborer 3 / Foreman With Truck	\$ 80.00	\$ 120.00	10.0	0.0	\$ 800.00	
Labor Subtotal						\$ 3,200.00

Equipment				
Description	Hourly Operating Rate	Operating Hours	Extension	Totals
Custom Truck - 35 TN Boom Truck (1 Week Rental)	\$ 3,340.00	1.00	\$ 3,340.00	
Subcontractor Subtotal				\$ 3,340.00

MATERIALS					
Description	Quantity	Unit	Unit Price	Extension	Totals
Brown's Fabrication - Welding for Slide Gate	3.5	Hours	\$ 150.00	\$ 525.00	
Brown's Fabrication - 18" SS flange Fabrication for Slide Gate	1	LS	\$ 3,094.41	\$ 3,094.41	
Brown's Fabrication - 4 EA SS Wheels for Trash Basket	1	LS	\$ 534.08	\$ 534.08	
Material Subtotal					\$ 4,153.49

SUMMARY							
Description	Quantity	Unit	Subtotal	Markup %	Markup Extension	Subtotal Plus Markup	Totals
LABOR	1	LS	\$ 3,200.00	15%	\$ 480.00	\$ 3,680.00	
Equipment	1	LS	\$ 3,340.00	15%	\$ 501.00	\$ 3,841.00	
MATERIALS	1	LS	\$ 4,153.49	15%	\$ 623.02	\$ 4,776.51	
Summary Subtotal							\$ 12,297.51

TOTAL	\$ 12,297.51
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200 N 8th St
Leavenworth, KS 66048
(913) 682-1818
www.brownsfabsteel.com

INVOICE

BILL TO

She Digs It, LLC
She Digs It, LLC
600 SE Central Dr.
Blue Springs, MO 64014

INVOICE

5892
DATE 10/02/2024
TERMS Net 30
DUE DATE 11/01/2024

JOB NUMBER

24-8804

PO NUMBER

Parkville WWTP

DESCRIPTION	QTY	RATE	AMOUNT
9/13/24 1 Man - Weld stainless steel pipe. Make 4ea stainless steel pipe brackets. Passivate welds.	7.50	150.00	1,125.00T
9/23/24 1 Man - Fit and weld 18" <i>Slide Gate</i> Flange inside and out.	3.50	150.00	525.00T
Fabricate 2ea stainless steel adapter flanges 6" to 4"	1	2,618.44	2,618.44T
Fabricate 18" 150# stainless steel <i>Slide Gate</i> flange with 4" pipe welded to it	1	3,094.41	3,094.41T
Provide 2ea 1/16" stainless steel spacers for pinch valves.	1	153.62	153.62T
Provide 4ea stainless steel wheels for waste basket.	1	534.08	534.08T
Provide 1-1/2 x 13' 304ss sch 40 pipe	1	310.83	310.83T

SUBTOTAL	8,361.38
TAX	0.00
TOTAL	8,361.38
BALANCE DUE	\$8,361.38



CTOS RENTALS, LLC

 7701 E. US-24 HIGHWAY
 KANSAS CITY, MO 64125
 260-824-6340

INVOICE

 Invoice #... 3028062-0001 Page: 1
 Invoice date 9/01/24
 Date out... 8/14/24 8:00 AM
 Billed thru 9/11/24 8:00 AM
 Job Loc.... 314 CENTRAL AVE, KANSAS CITY
 Job No..... 2 - SHEDIGS IT LLC -
 Written by..

 Customer: 41034
 SHEDIGS IT LLC
 600 SE CENTRAL DRIVE
 BLUE SPRINGS, MO 64014

 Job Site:
 SHEDIGS IT LLC
 314 CENTRAL AVE
 KANSAS CITY, KS 66118

C#: 816-295-1100 J#: 816-295-1100 CER

Ordered By: JESSE	Purchase Order Number: 24057-AID PUMP STATION BYP	Rental Term:	Terms: DUE UPON RECEIPT
COI Expiration Date: 7/01/24	Sales Representative: SHANE BOGAR	System Time: 9/01/24 8:11 PM	Termination Date: 9/11/24 8:00 AM

Qty	Equipment #	Day	Week	Month	Amount
1	226374 35 TON BOOM TRUCK Make: INTERNATIONAL Model: HV607 LK35-127H Ser #: 3HAEKTAT7PL216012 MI OUT1 4475.00 MI IN1: HR#2 OUT: 457.000 HR#2 IN: REPLACEMENT VALUE \$440,814.00	1120.00	3340.00	10020.00	10020.00
	TOTAL: 4475.00				
	TOTAL: 457.000				

SALES ITEMS:

Qty	Item number	Description	Unit	Price	
1	ENV	ENVIRONMENTAL FEE	EA	100.20	100.20

 Sub-total: 10120.20
 Tax: 923.47
 Total: 11043.67

BILLED 4 WEEKS 8/14/24 8:00 AM THRU 9/11/24 08:00 AM

Rent continues until termination number is issued (816) 241-4888

Please mail checks to PO Box 773385, Chicago, IL 60677-3385

 CTOS requests that any changes to remittance information
 communicated via email be subject to a verification process

PO #	COST CODE
24057.01	R
CATEGORY	AMOUNT
INVOICE	

** Now Available - billtrust Online Invoice Management - see more at <https://knowledge.customtruck.com/>
 IF THE EQUIPMENT DOES NOT WORK PROPERLY, NOTIFY THE OFFICE AT ONCE
 USAGE ALLOWED, 8HR/DAY 40HR/WK 160HR/4WK CUSTOMER IS RESPONSIBLE FOR REFUELING,
 OR 1,500 MILES/4WK, OT WILL APPLY DAMAGES, REPAIRS OR TIRE REPAIRS

I have read and agree to all of the terms and conditions in this Rental Out Schedule and in the Master Rental Agreement Terms and Conditions (the "Terms") found at www.customtruck.com/rental-terms which are incorporated by reference herein, collectively the "Agreement." If there is any conflict in terms, the Terms shall prevail. I acknowledge receipt of the equipment delivered in good order, and a copy of this Rental Out Schedule and the Terms. Signer represents that they are the authorized agent or employee Customer. The Agreement represents the entire agreement between us, and there are no oral or other representations or agreements. CTOS Rentals, LLC reserves the right to modify, change, or revise the Agreement in whole or in part, at any time and from time to time to account for changes in applicable laws, rules or regulations. Customer is responsible for all repair or replacement as provided in the Agreement. Customer hereby authorizes company to send advertisements and solicitations to customer by e-mail or facsimile transmission or otherwise. Rental rates based on 8 working hours per day, 40 hours per week, 160 hours per four week period or 1,500 miles per four week period. Overtime charged on overages. The Customer's signature indicates your understanding of and acceptance of responsibility for operator training requirements and licensing requirements as required by applicable local, state, and federal regulations. Customer has inspected the equipment and if any equipment is not operating properly at time of receipt, you must contact us within one (1) business day. If equipment is shipped via Customer provided transportation or a third party, such as a truck carrier, claims for damages in shipment must be made exclusively with that carrier or its insurance. Customer hereby also agrees to pay all costs of collection, including attorneys fees, incurred in connection with the collection of any amounts due and owing in connection with this rental transaction.

X

CUSTOMER SIGNATURE

NAME PRINTED

CITY OF PARKVILLE, MO

**AGREEMENT BETWEEN CITY OF PARKVILLE
AND CONTRACTOR
FOR
McAFEE PUMP STATION REPAIRS - 2024**

This agreement is made and entered into this 7th day of May, 2024, by and between the City of Parkville, Missouri, (hereinafter the "City") and SHE DIGS IT, LLC. (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, to wit:

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 FOUR HUNDRED FORTY SIX THOUSAND THREE HUNDRED FOURTEEN DOLLARS AND NO/100 (\$446,314.00) (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 within **150 calendar days of the date of the Notice to Proceed**. In addition, from the time the existing McAfee Pumping Station is taken off-line, all repairs to the existing pump station shall be complete and the pump station placed back on-line within 21 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 \$ 250.00 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, Payment and Maintenance Bonds with Powers of Attorney, and the list of proposed Subcontractors from Contractor.

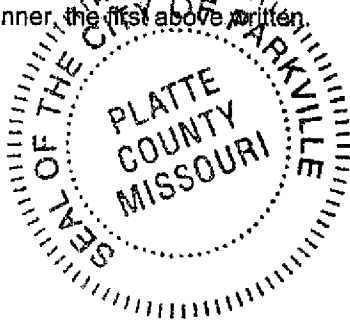
ARTICLE V. This Agreement is entered into, under and pursuant to, and is to be construed and enforceable in accordance with the laws of the State of Missouri.

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

- Contractor's Bid Form and attachments.
- 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
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- Exhibit D List of Specifications, including attached specifications and all addenda thereto
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- Exhibit F Sales tax exemption documentation forms
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- 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
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- Exhibit J-2 Prevailing Wage Rate Reporting Form
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- 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 first above written.



CITY OF PARKVILLE, MISSOURI

By: Dean Katerndahl

Dean Katerndahl, Mayor

ATTEST:

Melissa McChesney
Melissa McChesney, City Clerk

SHE DIGS IT, LLC

By: C

(SEAL)

Title OPERATING MANAGER

(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.)

**CITY OF PARKVILLE
Policy Report**

Date: November 20, 2024

Prepared By:

Daniel Harper, Public Works Director

Reviewed By:

Alexa Barton, City Administrator

ISSUE:

Approve Change Order No. 1 with Barkley Asphalt Co. for additional work for the 2024 Asphalt Maintenance Project (Public Works)

BACKGROUND:

In 2024, the capital improvement program included a project to perform routine asphalt maintenance throughout the city in the form of full depth asphalt patching and a mill and overlay of segments of roadway that had deteriorated over time. Through normal operations, asphalt pavement wears out from mechanical breakdown of vehicles using the pavement, the weather breaking down oils and causing freeze and thaw cycles, and the movement of the earth under the roadway.

Throughout the project there were unforeseen circumstances and conditions that could not be captured in the original design. As the project progressed, there were times when the contractor was requested to do additional work to address these concerns as they were components of the project.

Change Order No. 1 includes four components that were altered throughout the project outlined below:

- Removal of Concrete Islands at the roundabout on Lewis Street at the Price Chopper entrance. These islands were removed as the alignment was causing vehicles to routinely drive over the islands and crumbling the curb. They were removed and replaced with pavement markings to correct geometric issues and remove an ongoing maintenance issue for the city with a more manageable approach. This additional work was priced at \$7,700 which included the demolition, haul off, and disposal of each of the three islands.
- Bluff Way Patch was planned for the project. However, at the time of removal it was discovered that additional excavation and concrete removal was required. The limits of removal were increased based on field conditions when it was discovered that the extent of the water issues went longer than anticipated. In addition, the concrete curb was deeper than estimated and additional excavation of saturated material was requested. These additional actions were done in an effort to remove the failing segment of roadway. This work was priced at \$6,600 and included the additional demolition, haul off, and disposal of the additional material.
- Bluff View Patch was an additional patch that was requested after the contractor had left the project. In an effort to include this patch in this year's project, the contractor remobilized to perform this work. This additional mobilization and setup was priced at \$4,250.

- Adjustments to field measured quantities were made from the original contract estimated amounts. The final field measured quantities resulted in an under-run of \$840.65, which was reduced from the contract amount.

STRATEGIC GOAL(S):

Infrastructure and Public Facilities - Extend life of infrastructure & equipment.

BUDGET IMPACT:

The Asphalt Maintenance Project project had an FY 2024 budget amount of \$285,000. The contract was awarded to the lowest bid at an amount of \$269,837.00. Change order 1 increased the cost of the contract by \$17,709.35 for a revised final contract amount of \$287,546.35.

ALTERNATIVES:

1. Approve the change order with Barkley Asphalt Co. for the Asphalt Maintenance Project.
2. Approve the item, subject to changes.
3. Do not approve the item.
4. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends the approval of the change order with Barkley Asphalt Co. for additional removals, patch work, and quantity adjustment.

POLICY:

The Purchasing Policy, Resolution No. 23-016, requires Board of Aldermen approval for all purchases above \$50,000, upon recommendation of the Finance Committee.

SUGGESTED MOTION:

I motion to recommend the Board of Aldermen approve Change Order No. 1 with Barkley Asphalt Co. for the Asphalt Maintenance Project in the amount of \$17,709.35 and the final contract amount of \$287,546.35.

ATTACHMENTS:

1. Change Order No. 1
2. Original Agreement

Change Order 1

PROJECT (*Name and address*):

2024 Mill & Overlay Program

CHANGE ORDER NUMBER: 1

DATE: 11/5/2024

TO CONTRACTOR (*Name and Address*):

Barkley Asphalt Co., Inc.

P.O. Box 356

Liberty, MO 60469

PROJECT NO.: _____

CONTRACT DATE: 5/7/2024

THE CONTRACTOR IS CHANGED AS FOLLOWS:

The original Contract Sum was	\$	<u>269,837.00</u>
The net change by previously authorized Change Orders	\$	<u>0.00</u>
The Contract Sum prior to this Change Order was	\$	<u>269,837.00</u>
The Contract Sum will be increased by this Change Order in the amount of	\$	<u>17,709.35</u>
The new Contract Sum including this Change Order will be	\$	<u>287,546.35</u>

The Contract Time will be increased by ten (10) days.

The date of Substantial Completion as of the date of this Change Order is therefore September 1, 2024.

This Change Order Represents the following: Island Removal - \$7,700.00; Bluff Way Patch \$6,600.00; Bluff View Patch \$4,250.00; Final Quantities Overrun (840.65)

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.

Barkley Asphalt Co., Inc.

CONTRACTOR (*Firm name*)

City of Parkville

OWNER (*Firm Name*)

P.O. Box 356, Liberty, MO 64069

ADDRESS

8880 Clark Ave., Parkville, MO 64152

ADDRESS

BY (*Signature*)

(*Typed name*)

BY (*Signature*)

Dean Katerndahl, Mayor

(*Typed name*)

DATE

DATE

CITY OF PARKVILLE, MO

**AGREEMENT BETWEEN CITY OF PARKVILLE
AND CONTRACTOR
FOR
2024 MILL & OVERLAY PROGRAM**

This agreement is made and entered into this 7th day of May, 2024, by and between the City of Parkville, Missouri, (hereinafter the "City") and BARKLEY ASPHALT CO., 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, to wit:

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 TWO HUNDRED SIXTY-NINE THOUSAND EIGHT HUNDRED THIRTY-SEVEN DOLLARS AND NO/100 (\$269,837.00) (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.

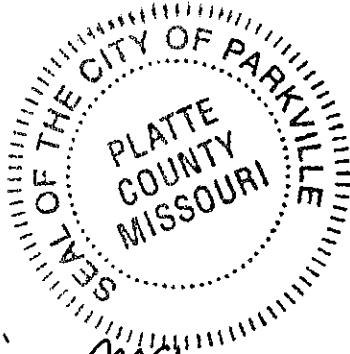
ARTICLE IV. This Agreement shall not become effective, nor shall Contractor commence any work hereunder, until the City has received, and approved, the Certificate of Insurance and Additional Insured- and Notice of Cancellation Endorsements, the fully executed Performance, Payment and Maintenance Bonds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

	Bid Form
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 the 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
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 date first above written.



ATTEST:

Melissa McChesney
Melissa McChesney, City Clerk

CITY OF PARKVILLE, MISSOURI

By: Dean Katerndahl

Title: Dean Katerndahl, Mayor

BARKLEY ASPHALT CO., INC.

By: Gary Barkley

Title Vice President

(SEAL)

(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.)

**CITY OF PARKVILLE
Policy Report**

Date: November 20, 2024

Prepared By:

Daniel Harper, Public Works Director

Reviewed By:

Alexa Barton, City Administrator

ISSUE:

Renew an intergovernmental agreement with Mid-America Regional Council Solid Waste Management District for the 2025 Regional Household Hazardous Waste Collection Program (Public Works)

BACKGROUND:

The City has historically participated in the Regional Household Hazardous Waste (HHW) Collection Program administered by the Mid-America Regional Council (MARC) Solid Waste Management District. The program is subject to annual renewal on or before December 15th.

The program allows Parkville residents to access permanent collection sites in Lee's Summit and Kansas City for proper disposal of HHW including paint, household cleaners, automotive fluids, pesticides, batteries and similar materials. The program also accommodates outreach collection sites throughout the region. Parkville hosts events in even-numbered years. The next HHW event will be held in Parkville in 2026. However, additional nearby events will be scheduled, but as of this policy report, the schedule for next year has not been released by MARC.

STRATEGIC GOAL(S):

This agreement is part of the Operational Excellence goal to create strategic partnerships for city services.

BUDGET IMPACT:

The program fee is based on a per capita rate using 2020 Census population estimates. In 2025, the proposed per capita rate will be \$1.13 with a total program fee of \$10,010.67. This fee is part of the FY 2025 budget and is included in the Public Works department under Spring & Fall Cleanup at a line item budget of \$30,000.

ALTERNATIVES:

1. Renew the intergovernmental agreement with the MARC Solid Waste Management District for the 2025 Regional Household Hazardous Waste Collection Program.
2. Do not approve the ordinance and provide further directions to staff.
3. Postpone this item.

STAFF RECOMMENDATION:

Staff recommends the approval of an intergovernmental agreement with MARC to provide Household Hazardous Waste services.

POLICY:

Intergovernmental agreements require Board of Aldermen approval.

SUGGESTED MOTION:

I move to recommend that the Board of Aldermen renew the agreement with the Mid-America Regional Council Solid Waste Management District for the 2025 Regional Household Waste Collection Program.

ATTACHMENTS:

1. Draft Ordinance
2. Agreement
3. 2025 Community Rates
4. Letter for 2025 HHW Program

BILL NO. ____

ORDINANCE NO. ____

AN ORDINANCE APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH THE MID-AMERICA REGIONAL COUNCIL SOLID WASTE MANAGEMENT DISTRICT FOR THE 2025 REGIONAL HOUSEHOLD HAZARDOUS WASTE COLLECTION PROGRAM

WHEREAS, the City participates annually in the Regional Household Hazardous Waste (HHW) Collection Program administered by the Mid-America Regional Council (MARC) Solid Waste Management District (SWMD); and

WHEREAS, Cass, Clay, Jackson, Platte, and Ray Counties and the City of Kansas City, Missouri formed the SWMD pursuant to Sections 260.300 through 260.345 of the Revised Statutes of Missouri (1986 & Cum. Supp. 1990) and the members of the SWMD include most cities within the member counties; and

WHEREAS, the Program is subject to annual renewal on or before December 20; and

WHEREAS, the Program allows Parkville residents to access permanent household hazardous waste facilities located in Kansas City and Lee's Summit for proper disposal of HHW products and accommodates outreach collection sites throughout the region.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF PARKVILLE, MISSOURI AS FOLLOWS:

Section 1. The Mayor is hereby authorized to sign an intergovernmental agreement, attached hereto and incorporated herein by reference, with the Mid-America Regional Council Solid Waste Management District for the 2024 Regional Household Hazardous Waste Collection Program in the amount of \$10,010.67.

Section 2. This ordinance shall be in effect immediately upon its passage and approval.

PASSED and APPROVED this 3rd day of December 2024.

Mayor Dean Katerndahl

ATTESTED:

City Clerk Melissa McChesney

2025

Intergovernmental Agreement between the MARC Solid Waste Management District and Parkville, Missouri relating to the Regional Household Hazardous Waste Collection Program

This Agreement is entered into pursuant to Missouri Revised Statutes Section 70.210 *et seq.*

Whereas, Cass, Clay, Jackson, Platte, and Ray Counties and the City of Kansas City have formed the MARC Solid Waste Management District (SWMD) pursuant to Sections 260.300 through 260.345 of the Revised Statutes of Missouri (1986 & Cum. Supp. 1990) and the members of the SWMD include most cities within the member counties; and

Whereas the City of Kansas City, Missouri (Kansas City) operates a permanent Household Hazardous Waste facility located at 4707 Deramus, Kansas City, Missouri, and operates outreach sites for collection of Household Hazardous Waste (HHW) at various locations and on various dates; and

Whereas, the City of Lee's Summit, Missouri operates a permanent Household Hazardous Waste Facility located at 2101 SE Hamblen Road, Lee's Summit; and

Whereas, Kansas City and Lee's Summit have made these HHW collection facilities available for use by members of the SWMD and the SWMD, Kansas City and Lee's Summit have agreed to create a regional household hazardous waste program for the benefit of all members of the SWMD; and

Whereas Parkville, Missouri (sometimes referred to in this Agreement as the "Participating Member") intends to participate in the Regional HHW Collection Program;

Therefore, the SWMD and the Participating Member agree that participation in the Regional HHW Collection Program shall be on the following terms and conditions:

I Definitions

Household Hazardous Waste (HHW) shall mean waste that would be classified as hazardous waste by 40 CFR 261.20 through 261.35 but that is exempt under 40 CFR 261.4 (b) (1) (made applicable in Missouri by 10 CSR 25-4.261) because it is generated by households. Examples include paint products, household cleaners, automotive fluids, pesticides, batteries, and similar materials. A determination of whether any material meets this definition shall be made by Kansas City.

II Effective Date

Parkville, Missouri agrees to participate in the Regional HHW Collection Program for a one-year period beginning on **January 1, 2025**.

III Termination

A. Budget Limitations. This Agreement and all obligations of the Participating Member and the SWMD arising therefrom shall be subject to any limitation imposed by budget law. The parties represent that they have within their respective budgets sufficient funds to discharge the obligations and duties assumed and sufficient funds for the purpose of maintaining this Agreement. This Agreement shall be deemed to terminate by operation of law on the date of expiration of funding.

B. Termination of regional program. If the regional household hazardous waste program is terminated prior to the expiration of this Agreement, the SWMD shall refund the amount paid by the participating member, less the cost of services provided prior to termination of the regional program. The cost of services shall be assessed at seventy-five dollars (\$75.00) for each vehicle belonging to a resident of the participating member that has been served prior to the termination of the program, not to exceed the amount paid by the participating member.

C. Each participating member will be required to notify the SWMD, Kansas City and Lee's Summit in writing of its intention to renew the annual agreement for the following year no later than December 15. In the event that notification is not provided in advance or the final decision is made to not rejoin the program for the upcoming year, the participating member is responsible for any costs incurred by Kansas City and/or Lee's Summit to serve residents after December 31. Kansas City and SWMD reserve the right to invoice the member city or county for any waste disposal costs incurred as a result of late notification.

IV *Duties of Participating Member*

A. **Fees.** **Parkville, Missouri** agrees to pay the sum of **\$10,010.67** to participate in the 2025 Regional HHW Collection Program for the period from January 1 to December 31. The program participation fee is based on a per capita rate of \$1.13 applied to 2023 Population Estimate figures as shown in Attachment One. At least one-half of this amount shall be paid within thirty (30) days upon receiving the district invoice. Payment of any remaining balance shall be paid within the following six months.

B. **Payment.** The Participating Member shall be obligated for payment of the amount shown in Paragraph IV(A) irrespective of the participation of its citizens, or of any actual expenses incurred by the SWMD, Kansas City, or Lee's Summit attributable to the Participating Member, except in the event of termination of the regional program, as reflected in III(B) above. Payment by the Participating Member of the agreed upon amount shall not be contingent upon renewal of this Agreement or renewal of the Agreement between the SWMD and Kansas City or Lee's Summit.

Annual Renewal. The agreement between the SWMD and the Participating Member will be subject to renewal each year. To assure community information is included in the printed promotional material, agreements will be due no later than February 1, 2025. No pro ration of fees is applicable under this agreement.

C. **Contact Person.** The Participating Member agrees to notify the SWMD and Kansas City, on or before the date of this Agreement, of the name of an individual who will serve as its contact person with respect to the Regional HHW Collection Program.

V *Services Provided by the SWMD*

A. **Permanent Collection Facilities.** HHW collection services shall be provided by Kansas City and Lee's Summit pursuant to agreements entered into between the SWMD and Kansas City, and the SWMD and Lee's Summit. Pursuant to those agreements, residents of the Participating Member may deliver HHW, by appointment, if required, and during normal hours of operation, to the Kansas City permanent HHW facility and to the Lee's Summit permanent HHW facility.

B. **Outreach Collections.** Pursuant to the agreement between the SWMD and Kansas City, Kansas City has also agreed to provide contractor services for the collection of HHW at outreach collection sites throughout the SWMD area. Residents of the Participating Member will be able to deliver HHW to outreach collection sites, the dates and locations of which will be negotiated by the SWMD and Kansas City. If, at the request of a Participating Member, an outreach collection is held within its boundaries, the Participating Member agrees that Kansas City or the contractor shall have overall control of the collection activities but the Participating Member shall provide the following:

- adequate and safe sites with unobstructed public access;
- access to restroom facilities and drinking water
- adequate publicity of the date and location of the mobile collection;
- a means for the collection, removal and disposal of any wastes that do not meet the definition of hazardous waste;
- volunteers or workers to conduct traffic control, survey participating residents, stack latex paint and automotive batteries, and assist with non-hazardous waste removal and bulking of motor oil;

- means of limiting the vehicles to a number negotiated by Kansas City and the SWMD (estimated to be either 200, 300, or 400 vehicles per outreach collection);
- a forklift and forklift operator available at the opening and closing of the event; and
- access to residents of any city or county that is also a participating member.

VI *Reports*

The SWMD will provide to the Participating Member quarterly reports on the operations of the Kansas City and Lee's Summit permanent facilities and on the operations of the outreach collections, based on information provided to the SWMD by Kansas City and Lee's Summit. The quarterly reports shall include the following information:

- Total number vehicles using each facility (permanent or mobile) on a quarterly basis;
- Number of vehicles from each participating member using the facility;
- An end-of-the-year summary report including waste composition and disposition.
- Each program year the district will provide brochures which include facility hours of operation, mobile event schedule, and contact information

VII *Insurance*

A. Insurance. The SWMD agrees that, pursuant to the terms of its Agreement with Kansas City, Kansas City shall maintain liability insurance related to the outreach collection sites under which the community where the site is located shall be named as an additional insured.

VIII *Legal Jurisdiction*

Nothing in this Agreement shall be construed as either limiting or extending the legal jurisdiction of the parties.

MARC Solid Waste Management District:

Participating Member:

_____ Date: _____

_____ Date: _____

Doug Wylie, Chair

Print Name

Print Title

2025 Intragovernmental Agreement - Attachment 1		
2025 Regional HHW Program Fees	2023 Population	2025 Rate
Community	Estimates	\$1.13 per capita
Archie	1,262	\$1,426.06
Belton	25,534	\$28,853.42
Blue Springs	60,539	\$68,409.07
Buckner	2,877	\$3,251.01
Claycomo Village	1,353	\$1,528.89
Cleveland	639	\$722.07
Dearbprn	502	\$567.26
Drexel	811	\$916.43
Edgerton	605	\$683.65
Excelsior Springs	10,612	\$11,991.56
Ferrelview	650	\$734.50
Garden City	1,579	\$1,784.27
Gladstone	27,329	\$30,881.77
Glenaire	531	\$600.03
Grain Valley	16,609	\$18,768.17
Grandview	25,436	\$28,742.68
Greenwood	6,123	\$6,918.99
Hardin	559	\$631.67
Harrisonville	9,852	\$11,132.76
Independence	120,922	\$136,641.86
Kearney	11,060	\$12,497.80
Lake Lotawana	2,515	\$2,841.95
Lake Tapawingo	777	\$878.01
Lake Waukomis	931	\$1,052.03
Lake Winnebago	1,715	\$1,937.95
Lawson	2,526	\$2,854.38
Liberty	30,794	\$34,797.22
Loch Lloyd	975	\$1,101.75
Lone Jack	1,744	\$1,970.72
North Kansas City	5,534	\$6,253.42
Oak Grove	8,795	\$9,938.35
Orrick	740	\$836.20
Parkville	8,859	\$10,010.67
Peculiar	6,101	\$6,894.13
Platte City	4,828	\$5,455.64
Pleasant Hill	8,679	\$9,807.27
Pleasant Valley	2,726	\$3,080.38
Raymore	25,306	\$28,595.78
Raytown	29,097	\$32,879.61
Richmond	5,958	\$6,732.54
Riverside	4,417	\$4,991.21
Smithville	10,785	\$12,187.05
Sugar Creek	3,204	\$3,620.52
Weatherby Lake	2,111	\$2,385.43
Weston	1,811	\$2,046.43
Wood Heights	754	\$852.02
Unincorporated Cass County	24,494	\$27,678.22
Unincorporated Clay County	15,606	\$17,634.78
Unincorporated Jackson Co.	23,682	\$26,760.66
Unincorporated Platte County	30,209	\$34,136.17
Unincorporated Ray County	11,194	\$12,649.22
Population Source:		
https://www.marc.org/Data-Economy/Metrodateline/Population/Current-Population-Data		

**MARC Solid Waste
Management District**

Serving local governments in
Cass, Clay, Jackson, Platte and
Ray Counties and working
cooperatively with Johnson,
Leavenworth, Miami and
Wyandotte Counties

Executive Board

Appointed:

Louis Cummings
City of Kansas City

Bob Huston
Cass County

Donna Koontz
Clay County

Vacant
Jackson County

Daniel Erickson
Platte County

Vacant
Ray County

Elected:

David Pavlich
City of Kearney

Doug Wylie, Chair
City of Parkville

Mike Jackson, Vice Chair
City of Independence

Chris Bussen
City of Lee's Summit

Mike Larson
City of Sugar Creek

Trent Salisbury
City of Raymore

Vacant
City of Blue Springs

Lauran Kurtz
City of Lake Lotawana

Ex Officio:

Dianna Bryant
Secretary/Treasurer

October 25, 2024

Re: 2025 Regional Household Hazardous Waste (HHW) Program

The Regional Household Hazardous Waste Collection Program provides residents the opportunity to safely dispose of household hazardous products that cannot be thrown away in the trash. The MARC Solid Waste Management District administers this program in partnership with the cities of Kansas City, Mo and Lee's Summit.

Membership in the program provides residents year-round access to permanent facilities in Kansas City and Lee's Summit, and to multiple mobile collection events.

Materials accepted for safe disposal include paint and paint-related products, automotive fluids, batteries, lawn and garden chemicals, housecleaners, fluorescent bulbs, and other items such as nail polish, bug spray and oven cleaners.

The 2025 participation fee will remain at \$1.13 per capita and will be applied to 2023 population estimates. A community cost list is attached to the agreement enclosed. The MARC Solid Waste Management District also supports the program with Plan Implementation funds.

If you are interested in providing this service to your residents in 2025, please sign and return the agreement by **Friday, December 20, 2024**. After both parties have signed the agreement, we will send you an invoice.

If you have any questions and/or would like a presentation to your city council or county commissioners, please contact Nadja Karpilow at (816) 701-8226.

We look forward to serving your community.

Sincerely,



Doug Wylie
Chair, MARC Solid Waste Management District

CITY OF PARKVILLE

Policy Report

Date: November 20, 2024

Prepared By:

Daniel Harper, Public Works Director

Reviewed By:

Alexa Barton, City Administrator

ISSUE:

Approve an agreement with KCI Technologies Inc. for geographic information system services (Public Works)

BACKGROUND:

The City procured a Geographic Information System (GIS) in October 2023 from Environmental System Research Institute (ESRI). Since that time, City staff has been collecting and converting data into the new system and has reached the limits of internal staff expertise without a dedicated GIS professional. To continue to develop the City's GIS, the City issued a request for proposals in September to seek a consulting company that is able to further build the system, provide staff training and serve as an on-call and maintenance provider until December 31, 2026.

This service agreement includes multiple items of work that are expected to be developed by the consultant, with staff input. These items include bringing in existing GIS data that the City already has and further developing that information to allow staff to continue to develop this information and utilize it in routine operations. For example, the consultant is being asked to develop layers containing City infrastructure (street, storm, sewer, etc.), community development (zoning, land use, districts, subdivisions etc.), financial (assessments, tax valuations, special districts) and parks assets. They are also being asked to structure the City's GIS to communicate with existing software that the City already has and identify any potential connections that could be made to link this information. Lastly, the consultant will be utilized to build a public-facing portal for GIS-related information. As these stages of GIS are designed, the consultant is expected to work with City staff to develop a localized solution for this information.

Once the initial GIS is running, the consultant will remain an active on-call contractor with the city to help provide maintenance and any supplement city staff with any GIS related work.

The selection process sought proposals to fulfill multiple aspects of the project looking for an experienced team that would be able to complete the work in a timely manner. A total of seven proposals were received from companies from throughout the US. A staff committee reviewed the proposals and determined that there were two finalists from the proposals that were selected to conduct an interview between the consultants team that would be working with staff and the primary staff leads that would be overseeing this work. This process resulted in the selection of KCI Technologies Inc., which is headquartered in Maryland with offices in several locations, including one in St. Louis, Missouri. They were selected based on their comprehensive knowledge of the project, quality of their proposal, expertise of staff & ability to complete the work, and the quality of their interview.

Due to the nature of the project, the exact time and scope of services was requested to be estimated in each proposal. KCI technologies provided similar staff rates to the other seven proposals, and their total estimated cost was \$126,308. This estimated price was in the middle of the seven proposals in estimated cost. However, the scope of the project will be adjusted as the consultant better learns the needs of the City to develop the system. Therefore, the final cost of the project will be determined by the amount of utilization of the consultant at identified rates in the contract.

STRATEGIC GOAL(S):

This agreement fulfills operational excellence in creating a strategic partnership to utilize appropriate technology and equipment.

BUDGET IMPACT:

This first phase of the project will be initially funded through the Stormwater Fund, which has \$305,000 in FY 2025 programmed for Stormwater functions (Page 100 of the FY 2025 budget). This fund is being used as the primary driver for further GIS implementation and is needed to meet regulatory requirements set forth by the Missouri Department of Natural Resources to comply with the City's National Pollutant Discharge Elimination System (NPDES) permit, which requires compliance in 2025. Further GIS functions, as they are developed, will be funded by their respective Department/Fund relevant to the type of work being performed.

ALTERNATIVES:

1. Approve the agreement with KCI Technologies for GIS services.
2. Approve the item, subject to changes.
3. Do not approve the item.
4. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends the approval of a contract with KCI Technologies to provide GIS services.

POLICY:

The Purchasing Policy, Resolution No. 23-016, requires Board of Aldermen approval for all purchases above \$50,000, upon recommendation of the Finance Committee.

SUGGESTED MOTION:

I move to recommend the Board of Aldermen approve an agreement with KCI Technologies to provide GIS services in an amount not to exceed \$126,308.

ATTACHMENTS:

1. Agreement
2. KCI Technologies Proposal
3. Request for Proposals
4. RFP Addendum No. 1

PROFESSIONAL SERVICES AGREEMENT FOR THE CREATION AND IMPLEMENTATION OF A GEOGRAPHIC INFORMATION SYSTEM (GIS)

THIS SERVICE AGREEMENT, entered into on this 3rd day of December 2024, by and between the CITY OF PARKVILLE, MISSOURI ("City") and **KCI TECHNOLOGIES, INC.** ("Service Provider").

WHEREAS, Service Provider was chosen through a qualifications-based selection process and has demonstrated the necessary expertise, experience, and personnel to complete the Project.

WHEREAS, the City requires the Consultant to provide professional services for the Creation and Implementation of a Geographic Information System (GIS); and

NOW THEREFORE, IN CONSIDERATION of the mutual covenants and agreements set forth herein, the parties mutually agree as follows:

I. SCOPE OF SERVICES

- A. The term "Services" when used in this Agreement shall mean any and services provided by the Service Provider in accordance with this Agreement.
- B. Service Provider agrees to perform and complete the following Services:
 - i. When notified by the Assistant to the City Administrator, City Administrator, or their designees, either verbally or in writing, meet with City staff to discuss auditing service needs and tasks that arise. Meetings will occur via telephone or in person at a location of mutual convenience such as Parkville City Hall. If requested by City staff, briefly investigate situations or problems and advise City on a recommended course of action to resolve.
 - ii. If a definable scope and work product can be identified and described in writing, Service Provider will prepare a Work Authorization Form (WA Form) using the template labeled as Exhibit A, attached hereto and incorporated by reference, which shall contain a written list of work tasks and an estimated number of hours to complete the Services.
 - iii. Once approved by City in writing, Service Provider will complete the services set forth in the WA Form. Unless amended in writing by City, Service Provider's estimate of hours and price shall not be exceeded.
 - iv. The City reserves the right to direct revision of the Services at the City's discretion. Service Provider shall advise the City of additional costs and time delays, if any, in performing the revision, before Service Provider performs the revised services. If conditions arise which constitute a change in scope to a WA Form, Service Provider will bring this situation to the attention of City staff as soon as possible, and if mutually acceptable the scope of work and the WA Form will be revised. Service Provider is not

eligible for compensation for changes in scope unless approved in writing through a revision to the WA Form.

- C. Service Provider shall provide Additional Services under this Agreement only upon written request of the City and only to the extent defined and required by the City. Any additional services or materials provided by the Service Provider without the City's prior written consent shall be at the Service Provider's own risk, cost, and expense, and Service Provider shall not make a claim for compensation from the City for such work.

II. STANDARD OF CARE

- A. Service Provider shall exercise the same degree of care, skill, and diligence in the performance of all Services to the City that is ordinarily possessed and exercised by reasonable, prudent, and experienced professionals under similar circumstances.
- B. Service Provider represents it has all necessary licenses, permits, knowledge, and certifications required to perform the Services described herein.

III. COMPENSATION

- A. As consideration for providing the Services, the City shall pay Service Provider as follows:
 - a. Services will be billed and paid as a percentage of the refunds and/or possible future savings, identified by the Service Provider, and only after the City physically receives these refunds and savings, and only for a period negotiated between the City and the Service Provider.
 - b. Service Provider is not entitled to reimbursement for miscellaneous expenses including but not limited to travel, transportation, postage, without prior written approval from the City.
 - c. Service Provider is not entitled to hourly compensation for work that is not associated with the direct provision of Services, such as overhead tasks including preparing WA Forms, submitting invoices, and travel time.
- B. In the case of possible future savings found, Service Provider shall submit an itemized invoice to the City on the first day of each Quarter that details the amount due from the savings percentage. The City agrees to pay the balance of an approved invoice, or undisputed portions of a disputed invoice, within 30 days of the date of receipt by the City. In the event of a dispute, and prior to the invoice's due date, City shall pay the undisputed portion of the invoice and notify Service Provider of the nature of the dispute regarding the balance.
- C. Service Provider shall maintain accounts and records, including personnel, property, and financial records, adequate to identify and account for all costs pertaining to the Agreement and such other records as may be deemed necessary by the City to assure proper accounting for all funds. These records will be made available for audit purposes to the City or any

authorized representative, and will be retained for three years after the expiration of this Agreement unless permission to destroy them is granted by the City.

IV. SCHEDULE

- A. Unless otherwise directed by the City, Service Provider shall commence performance of the Services upon execution of this Agreement.
- B. Services shall be completed within the schedule documented in each WA Form.
- C. Neither the City nor the Service Provider shall be in default of the Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party.
- D. If Service Provider's performance is delayed due to items caused by the City, Service Provider shall have no claim against the City for damages or payment adjustment other than an extension of time to perform the Services.

V. LIABILITY AND INDEMNIFICATION

- A. Service Provider shall indemnify, defend and hold harmless the City and its departments, elected officials, officers, employees and agents, from and against all liability, suits, actions, proceedings, judgments, claims, losses, damages, and injuries (including attorneys' fees and other expenses of litigation, arbitration, mediation or appeal), which in whole or in part arise out of or have been connected with Service Providers' negligence, error, omission, recklessness, or wrongful or criminal conduct in the performance of Services, including performance by Service Provider's employees and agents; or arising from any claim for libel, slander, defamation, copyright infringement, invasion of privacy, piracy and/or plagiarism related to any materials related to materials Service Provider creates or supplies to the City, except to the extent that such claims arise from materials created or supplied by the City.
- B. Service Provider's obligation to indemnify and hold harmless shall remain in effect and shall be binding on Service Provider whether such injury shall accrue, or may be discovered, before or after termination of this Agreement.

VI. INSURANCE

- A. The Service Provider shall secure and maintain, at its expense, through the duration of this Agreement Commercial General Liability Insurance on an occurrence basis with minimum limits of \$1,000,000 per occurrence and \$1,000,000 aggregate coverage. Service Provider shall also secure and maintain Worker's Compensation and Employer's Liability Insurance, when

applicable, at the limits required by state and/or federal law. The City will only accept coverage from an insurance carrier that offers proof that it :

- a. Is licensed to do business in the State of Missouri;
 - b. Carries a Best's policy holder rating of A or better; and
 - c. Carries at least a Class X financial rating.
- B. Service Provider shall furnish the City with a Certificate of Insurance on a standard ACORD form, indicating types of insurance, policy numbers, dates of commencement and expiration of policies and carriers. Service Provider shall cause the City to be included as an Additional Insured, and shall require its insurer to provide the City with at least 30 days advance notice of cancellation. Service Provider shall deliver to the City a copy of an Additional Insured Endorsement, using ISO Additional Insured Endorsement (CG 20 10), edition date 11/85, or an equivalent (e.g., CG 20 10, edition date 10/93, plus CG 20 37, edition date 04/13 or other carrier form) and a Notice of Cancellation Endorsement, using CNA form G-140327-B (Ed. 07/11), Travelers Form IL T4 00 (12/09) or other equivalent carrier forms. A copy of the Notice of Cancellation Endorsement and Additional Insured Endorsement must be furnished to the City prior to commencement of any services on City property.

VII. ASSIGNMENT OF AND RESPONSIBILITY FOR PERSONNEL

- A. Service Provider's assignment of personnel to perform the Services shall be subject to the City's oversight and general guidance. The City reserves the right to request qualifications and/or reject service from any and all employees of the Service Provider.
- B. While upon City premises, the Service Provider's employees and agents shall be subject to the City's rules and regulations respecting its property and the conduct of employees thereon.

VIII. OWNERSHIP OF WORK PRODUCT

Service Provider agrees that any documents, materials and work products produced in whole or in part through it under this Agreement, any intellectual property rights of Service Provider therein (collectively the "Works") are intended to be owned by the City. Accordingly, Service Provider hereby assigns to the City all of its right title and interest in and to such Works.

IX. RELATIONSHIP OF THE PARTIES

- A. Service Provider represents that it has, or will secure at Service Provider's own expense, all personnel required in performing the Services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the City.
- B. All of the Services required hereunder will be performed by the Service Provider or under Service Provider's supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and Local law to perform such services.

- C. None of the work or services covered by this Agreement shall be subcontracted without the prior written approval of the City. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Agreement.

X. NOTICES

- A. All notices required by this Agreement shall be in writing, and unless otherwise directed by this Agreement, shall be sent to the addresses as set forth in this Section:
- B. Notices sent by Service Provider shall be sent to:

City of Parkville
Attn: Daniel Harper
Public Works Director
8880 Clark Ave.
Parkville, MO 64152
dharp@parkvillemo.gov

- C. Notices sent by the City shall be sent to:

KCI Technologies, Inc.
Attn: Jeanne Ruthloff
Jeanne.Ruthloff@kci.com
Sector President Technology & Innovation
936 Ridgebrook Rd.
Sparks, MD 21152
(410) 472-5932

XI. TERM AND TERMINATION

- A. The effective date of this Agreement shall be the date of execution, when the Agreement is signed by both parties.
- B. The term of this Agreement shall be until all Services are satisfactorily completed and accepted by the City.
- C. Notwithstanding Article XI, Paragraph B, the City reserves the right and may elect to terminate this Agreement at any time, with or without cause, by giving at least ten (10) days written notice to the Service Provider. The City shall compensate Service Provider for the Services that have been completed to the City's satisfaction as of the date of termination. Service Provider shall perform no activities other than reasonable wrap-up activities after receipt of notice of termination.

XII. MISCELLANEOUS PROVISIONS

- A. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of Missouri.

- B. Assignability. Service Provider shall not assign any interest on this Agreement, and shall not transfer any interest in the same (whether by assignment or invitation), without the prior written consent of the City thereto. Provided, however, that the claims for money by Service Provider from the City under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the City.
- C. Media Announcements. Service Provider shall not be authorized to make statements to the media or otherwise on behalf of the City without express direction and consent of the City.
- D. Compliance with Local Laws. Service provider shall comply with all applicable laws, ordinances, and codes of the State and local governments, and shall save the City harmless with respect to any damages arising from any tort done in performing any of the work embraced by this Agreement.
- E. Equal Employment Opportunity. During the performance of this Agreement, Service Provider agrees as follows:
- i. Service Provider will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, religion, or sex. Service Provider will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, national origin, religion, or sex. Such action shall include, but not be limited to, employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
 - ii. Service Provider will, in all solicitation or advertisements for employees placed by or on behalf of Professional, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, religion, or sex.
 - iii. Service Provider will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.
- F. Authorized Employees. Service Provider acknowledges that Section 285.530, RSMo, prohibits any business entity or employer from knowingly employing, hiring for employment, or continuing to employ an unauthorized alien to perform work within the State of Missouri. Service Provider therefore covenants that it will not knowingly be in violation of subsection 1 of Section 285.530, RSMo, and that it will not knowingly employ, hire for employment, or continue to employ any unauthorized aliens to perform Services related to this Agreement, and that its employees are lawfully to work in the United States.
- G. Interest of Members of a City. No member of the governing body of the City and no other officer, employee, or agent of the City who exercises any functions or responsibilities in connection with the planning and carrying out of this Agreement, shall have any personal financial interest, direct or indirect, in this Agreement, and Service Provider shall take appropriate steps to assure compliance.

- H. Interest of Service Provider and Employees. Service Provider covenants that he/she presently has no interest and shall not acquire interest, direct or indirect, in the scope of work associated with this Agreement or any other interest which would conflict in any manner or degree with the performance of his/her services hereunder. Service Provider further covenants that in the performance of this Agreement, no person having any such interest shall be employed.
- I. Entire Agreement. This Agreement represents the entire Agreement and understanding between the parties, and this Agreement supersedes any prior negotiations, proposals, or agreements. Unless otherwise provided in this Agreement, any amendment to this Agreement shall be in writing and shall be signed by the City and Service Provider, and attached hereto.
- J. Severability. If any part, term or provision of this Agreement, or any attachments or amendments hereto, is declared invalid, void, or enforceable, all remaining parts, terms, and provisions shall remain in full force and effect.
- K. Waiver. The failure of either party to require performance of this Agreement shall not affect such party's right to enforce the same. A waiver by either party of any provision of breach of this Agreement shall be in writing. A written waiver shall not affect the waiving party's rights with respect to any other provision or breach.
- L. Third Parties. The Services to be performed by the Service Provider are intended solely for the benefit for the City. Nothing contained herein shall create a contractual relationship with, or any rights in favor of, any person or entity not a signatory to this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first above written.

CITY OF PARKVILLE, MISSOURI

By: _____
Dean Katerndahl, Mayor

ATTEST:

Melissa McChesney, City Clerk

KCI TECHNOLOGIES, INC.

By: _____
Jeanne Ruthloff



EXHIBIT A

Work Authorization

City of Parkville
Department of Public Works

Preparation date:

To:

General Scope of Work Description/Project:

Project Title

Description

Primary Tasks: (List task and hours):

Estimated Total: \$ _____

Project Start Date:

Estimated Completion Date:

Budget Account Code:

Schedule:

Name/Title: _____

Signature: _____

Company: _____

Date: _____

City Authorization:

☐ Department Head: _____

Date: _____

☐ City Administrator: _____

☐ Mayor (if applicable): _____



City of Parkville - GIS Project

Submitted by: KCI Technologies Inc.
Submitted on: October 11, 2024

**RISE TO THE
CHALLENGE**



ISO 9001:2015 CERTIFIED

ENGINEERS • PLANNERS • SCIENTISTS • CONSTRUCTION MANAGERS

936 Ridgebrook Road • Sparks, MD 21152 • Phone 410-316-7800 • Fax 410-316-7817

October 11, 2024

Dan Harper
Public Works Director
City of Parkville
8880 Clark Ave.
Parkville, MO 64152

RE: Request for Proposals: Creation and Implementation of a Geographic Information System (GIS) Services

Dear Mr. Harper and Members of the Selection Committee:

KCI Technologies, Inc. (KCI) understands the project outlined in the RFP aims to engage professional planning and urban design consultants, engineering, and architecture firms with expertise in GIS hardware/software, development, operation, training, and maintenance. The primary objectives include gathering data and developing foundational map layers using internal and external sources, such as the Platte County Assessor's Office. The selected consultant will create and edit various map layers, including those for sanitary and storm sewers, planning, zoning, and more.

Additionally, the project involves establishing communication with existing software systems, setting up an Esri web-based account, and developing user groups with specific access levels. The consultant will also provide hardware specifications, limited training, and ongoing maintenance for the GIS system until December 31, 2026. A public portal will be created to share city information and facilitate public access to maps, alongside reporting mechanisms for stormwater inspection documentation.

KCI stands out as the ideal candidate for this contract due to its extensive experience and proven ability to collaborate effectively with diverse stakeholders, including planners and engineers across the city. With a robust skill set tailored to the unique needs of small municipalities, KCI is adept at fulfilling multiple roles, ensuring seamless project execution. The firm's familiarity with the National Pollutant Discharge Elimination System (NPDES) Minimum Control Measures (MCM) further enhances its capability to navigate regulatory requirements. Additionally, KCI's expertise in systems integration positions them to deliver comprehensive GIS solutions that meet the project's objectives efficiently and effectively.

KCI has thoroughly reviewed the agreement and will comply with its terms.

Sincerely,

Jeanne M. Ruthloff, Sector President Technology & Innovation

CONTACT INFORMATION

Jeanne M. Ruthloff
Sector President Technology & Innovation
KCI Technologies, Inc.
936 Ridgebrook Road
Sparks, MD 21152
(410) 472-5932

RELATED EXPERIENCE AND REFERENCES



KCI's history can be traced to a small firm operating out of the basement of the co-founder's home in 1955. By its second year, the company took up residence in a proper facility, only to change locations several times over the next decade in a succession of moves that paralleled its growth.

At KCI, we apply knowledge, determination, and skill to create a more interconnected, livable world - a society that connects us to our clients and each other. We relentlessly pursue solutions today to address tomorrow's technology challenges across all functional departments for municipalities of all sizes. Our team's size and experience allow us to provide services for large and high-profile projects. At the same time, our commitment and care enable us to deliver solutions at the level of detail expected from a smaller municipality.

Operating as a 100% employee-owned firm, our team of experts are passionate about making a difference. This makes it easy to stand by our work and deliver what we promise. KCI is also ISO 9001:2015 certified, a widely recognized international standard for quality management systems. As a team, we are committed to continuous improvement—of ourselves, each other, and the world around us. We are driven to rise to the challenge.



2100+
EMPLOYEE OWNERS



100%
EMPLOYEE-OWNED



AWARD-WINNING
ORGANIZATION, PEOPLE & PROJECTS



60+
OFFICES



FOUNDED IN
1955



18
STATES
+ DC

ISO 9001:2015
CERTIFIED FIRM

For over 35 years, KCI has applied geospatial technology to clients in virtually every technical discipline. We work in a multidiscipline, multi-platform environment, employing our best GIS resources available to meet the needs of our clients. Whether analyzing environmental impacts in a potential transportation corridor or migrating utility geodatabases to the Esri Utility Network, KCI's GIS professionals have consistently demonstrated a mastery of Geospatial technology and its versatile applications. We routinely work with our utility location and survey teams to conduct utility surveys in the field and perform quality assurance and post-processing to convert that data into GIS and CADD formats.

Our technology team of over 60+ professionals includes project managers, business analysts, solution architects, system architects, database administrators, application developers, COTs and low code/no code configuration specialists, data analysts, GIS analysts, and technicians. As a dedicated team, we offer clients our collective knowledge, resources, and expertise to provide the highest-quality service.

As an **Esri Silver Level Business Partner**, the KCI technology team has expertise in the Esri platform and are highly skilled in installing, configuring, and managing the ArcGIS Enterprise suite. KCI's solutions engineers provide clients with comprehensive services deploying solutions on-premises as well as on major cloud platforms like Azure, AWS, and Google Cloud, offering scalable and secure GIS infrastructures tailored to each client's unique requirements. KCI's solutions engineers are experienced in supporting major enterprise database platforms such as Microsoft SQL Server, Oracle, and PostgreSQL and provide robust data management, data warehousing, and data lake expertise to allow organizations to leverage the full potential of the enterprise geodatabase model. Additionally, KCI's geospatial application developers are well-versed in industry-standard languages and methodologies, enabling effective integration of GIS functionalities with other enterprise systems for enhanced operational efficiency.

A local municipality maintains data for a variety of asset, boundary, and administrative datasets. These datasets are critical to the functions of the municipality. GIS plays a vital role by helping us understand their location, interrelationships, and various components as assets themselves. The KCI team has extensive experience thoughtfully understanding and developing database structure, relationships, and relevant attribution to capture all pertinent spatial and tabular information effectively for these critical datasets. Our team is adept at performing field data collection for a variety of assets using off-the-shelf Esri GIS applications such as Esri Field Maps or Survey123 and the use of connected, high-accuracy GPS/GNSS receivers. ArcGIS Field Maps allow for the pre-configuration of data layer attribute domains and relationships, streamlining the workflow and increasing data capture efficiency.

KCI's team uses Esri software daily for a host of similar clients in the public and private sectors. Our team of experts provides GIS consulting services for on-premise, cloud, field, desktop, and web-based solutions on the Esri stack. As a dedicated team, we offer clients our collective knowledge, resources, and expertise to provide the highest quality service consulting services.

available. KCI staff have the following Esri certifications, which makes us uniquely qualified to provide services to the City for this contract.

- Esri Certified Web Application Developer Associate
- Esri Certified Enterprise Administration Associate
- Esri Certified Enterprise Administration Professional
- Esri Certified Enterprise Geodata Management Associate
- Esri ArcGIS API for JavaScript
- Esri ArcGIS API for JavaScript Specialty
- PI for Python
- Esri ArcGIS API for Python Specialty
- Esri ArcGIS Online (AGOL) Administration
- Esri AGOL Administration Specialty
- Esri ArcGIS System Ready Specialty

Our team has expertise in all facets of the Esri project lifecycle (SDLC), from inception to delivery, including:

- Requirements capture
- Design and activity modeling
- Geodatabase design (Oracle/SQL Server/PostgreSQL)
- Integration planning (Network, Document management/SharePoint, 3rd party API)
- Data capture planning (Collector/Field Maps), QA, and maintenance (Versioning) Workflows
- Data conversion and population techniques (CAD/FME)
- Process automation and analysis (ArcObjects/Python/Modeling)
- Data dissemination and sharing (Dashboards/Mobile/Web Service Architectures)

ASSET AND WORK ORDER MANAGEMENT PLANNING

Anne Arundel County, MD

REFERENCE	SERVICES PROVIDED	KEY PERSONNEL	ROLE
Dave Gillum GIS Systems Analyst Anne Arundel County Heritage Office Complex 2662 Riva Road Annapolis, MD 21401 410.222.4023 itgill00@aacounty.org	GIS / Geospatial and Asset Management	Chris Blinn – Solution Architect	Prime
			DATES OF SERVICE 2015 to present
			COST OF SERVICES \$1,000,000+

Anne Arundel County Department of Public Works engaged the KCI team to help them plan to implement an enterprise Asset and Work Order Management (AWOM) system. In addition, the County desired to implement a comprehensive asset management program to strengthen business and infrastructure decision-making and provide defined LOS to customers. This project aimed to ensure the organization's future readiness through strategic planning and documentation across the three operational bureaus (Highways, Solid Waste, and Utilities) and the Bureau of Engineering.

AWOM Implementation Support

After the County selected the VUEWorks asset and work order management software solution, the KCI team has continued to support the County in various support roles as well as furthering several of the high priority initiatives identified in the Asset Management Plans. Activities have included:

- GIS Migration Support - KCI staff also assisted the Office of Planning and Zoning with migrating legacy data and processes from on-premises servers to the current OIT GIS ArcGIS Enterprise environment in the cloud. Our business analyst first reviewed, cataloged and inventoried all existing data sources on the file server. Next, work sessions were facilitated with data stewards to identify those data sources to migrate, those to be archived, and those to be deleted. KCI then supported operations to move the needed data sources to the OIT ArcGIS Enterprise platform and provided relevant training.
- GIS System Architecture - The KCI team has designed and implemented the system environment to support ArcGIS Server, SQL Server, and VUEWorks to support multiple environments, including EDIT, DEV, QA, and PROD. Considerations for one-way and two-editing were considered as well as workflows for change management. KCI assisted OIT GIS with their GIS program and provided direction regarding best practices and uses of Esri's ArcGIS

technologies. We provided administrative support to OIT GISs ArcGIS Enterprise environments in AWS and interfaced and collaborated with OIT regarding shared IT and GIS issues and responsibilities. We also assisted OIT GIS with configuration, design, data loading, maintenance, versioning, archiving, tuning, and replication of enterprise geodatabases.

- **Standard Operating Procedures (SOPs)** - Identified as a high-priority initiative, the KCI team has developed a framework for naming, logging, and organizing SOPs that can be department-wide or bureau/business unit specific. Initial SOPs developed by KCI include those focused on the new system architecture and editing workflows.
- **Traffic Asset Inventory Compilation** - The Traffic Division within the Department of Public Works (DPW) Bureau of Highways owns, tracks, and maintains thousands of traffic assets, including longline, special pavement paint markings, traffic signs, traffic control devices and signalized intersection assets, among many others. KCI compiled and conflated various data sources into GIS layers to support the VUEWorks implementation and has completed several subsequent inventory enhancements, including the augmentation of signs, streetlights, and longlines, among others. KCI has also supported the Traffic Division with complex analytic tasks, including the development of a comprehensive crash data inventory and the development of a GIS model to process and assess County crash data and the development and maintenance of custom geoprocessing tools that automate significant editing and maintenance tasks for Traffic data. In addition, KCI has supported the Traffic Division with the creation and maintenance of its published services, field collector maps, web maps, and applications on the County's Production Portal.
- **Risk Framework** - Using water mains as a pilot, the KCI team worked with key stakeholders to determine relevant factors for the consequence of failure and the probability of failure. The data was analyzed and through the working group, scores of 1-5 were assigned to the appropriate values. The factors were then weighted and used to calculate risk scores for water pipes in the County. The next step will be to incorporate these factors into the VUEWorks risk module platform.

GIS SUPPORT SERVICES

Solano County, CA

REFERENCE	SERVICES PROVIDED	KEY PERSONNEL	ROLE
Stewart Bruce, GISP Regional IT Infrastructure and Operations Manager Solano County 675 Texas Street, Ste. 3700 Fairfield, CA 94533 253.508.9672 sbruce@solanocounty.com	GIS / Geospatial	Chris Blinn – Solutions Architect Darbie Gibbs – Configuration Specialist	Prime DATES OF SERVICE 2022-2023 COST OF SERVICES \$175,000

KCI was responsible for migrating numerous applications and the associated datasets from legacy portals to a new portal architecture. To support this work, our team evaluated the county-identified applications to understand the datasets and services each application consumes. We created an application matrix, which was used to evaluate the datasets and services that were migrated into the new County portal. This application and data matrix allowed the team to define a migration plan and road map for County review and approval. Once approved, KCI supported the County in implementing the defined road map, including standing up the new portal architecture, supporting the County's migration to Azure cloud environment, and migrating the identified applications and data to the new Portal architecture and AGOL instance.

ON-CALL SUPPORT

City of Anacortes, WA

REFERENCE	SERVICES PROVIDED	KEY PERSONNEL	ROLE
Robert Hoxie GIS Manager City of Anacortes 904 6th Street Anacortes, WA 98221 360.299.1988 robh@anacorteswa.gov	GIS / Geospatial	Dustin Henry – Project Manager	Prime DATES OF SERVICE 2023 to present COST OF SERVICES \$7,500

KCI provided comprehensive on-call support services to the City of Anacortes, focusing on upgrading their ArcGIS Server environment, enhancing enterprise geodatabase editing workflows, supporting both ArcGIS Enterprise and ArcGIS Online, and delivering custom GIS programming solutions. The project included a parallel upgrade of the City's ArcGIS Server to version 10.9.1, which was executed with careful planning to minimize downtime and thorough post-upgrade validation to ensure all services operated smoothly and minimized impacts to City operations.

KCI provided critical support for the City's enterprise geodatabase by troubleshooting, configuring, and optimizing versioned editing workflows, successfully resolving persistent issues between ArcGIS Server and Cartograph. Additionally, KCI updated the City's Python 2.x geodatabase maintenance scripts to Python 3.x, ensuring compatibility with Esri's latest software and maintaining the smooth operation of automated database processes. A custom web application was developed using the ArcGIS JavaScript API 4.x, allowing users to dynamically calculate tree canopy coverage for any location within the City. As users search, pan, or zoom, the tree canopy data is automatically updated, providing real-time insights for City planners, environmental experts, and the public.

Throughout the project, KCI delivered comprehensive troubleshooting and support across all GIS-related areas, including assisting the City with its migration from ArcMap to ArcGIS Pro. KCI provided expert guidance on editing workflows, data loading, publishing ArcGIS map services, and resolving day-to-day operational challenges, ensuring that the City could fully leverage its GIS technology for improved efficiency and functionality.

GIS AND IT SUPPORT SERVICES

Carroll County, MD

REFERENCE	SERVICES PROVIDED	KEY PERSONNEL	ROLE
Tom Dowd GIS Services Manager Carroll County 225 North Center Street Westminster, MD 21157 410.386.2063 tdowd@ccg.carr.org	GIS / Geospatial	Brent Reeves - Project Manager Chris Blinn - Solution Architect	Prime DATES OF SERVICE Multiple contracts since 2016 COST OF SERVICES \$20,000 per year

Over the past several years, KCI has provided Carroll County with staff resources to perform a variety of tasks focused on the planning, design, and implementation of software products, database migration, application development, map configuration, data loading and optimization, and other tasks as needed. Under this contract, KCI is providing as-needed IT, GIS, and server support services to the County. Additional work includes Geocortex and ArcGIS Online support and contour generation.

GIS SUPPORT SERVICES

City of Lilburn, GA

REFERENCE	SERVICES PROVIDED	KEY PERSONNEL	ROLE
Jenny Simpkins City Manager City of Lilburn 340 Main Street Lilburn, GA 30047 770.279.3719 jsimpkins@cityoflilburn.com	GIS / Geospatial	Dax Flinn - Project Manager Chris Blinn - Solutions Architect	Prime DATES OF SERVICE 2023 to present COST OF SERVICES \$79,710

KCI designed and configured an ArcGIS Online Hub Site, along with related GIS web applications. KCI developed and uploaded key GIS datasets into ArcGIS Online, offering both administrative and technical GIS support. KCI also provided ArcGIS Online training to City staff, ensuring effective use of the platform. Furthermore, KCI worked closely with the City to integrate its ArcGIS platform with the City's EnerGov licensing and permitting software, helping automate and streamline the City's permitting workflows.

STORM DRAIN INVENTORY

Prince George's County, MD

REFERENCE	SERVICES PROVIDED	KEY PERSONNEL	ROLE
Elizabeth Miller Chief, Engineering Services Division Prince George's County 1301 McCormick Drive Largo, MD 20774 301.883.5642 efmiller@co.pg.md.us	GIS / Geospatial	Brent Reeves - Project Manager	Prime DATES OF SERVICE 2019 to present COST OF SERVICES \$1,7000,000 over four tasks

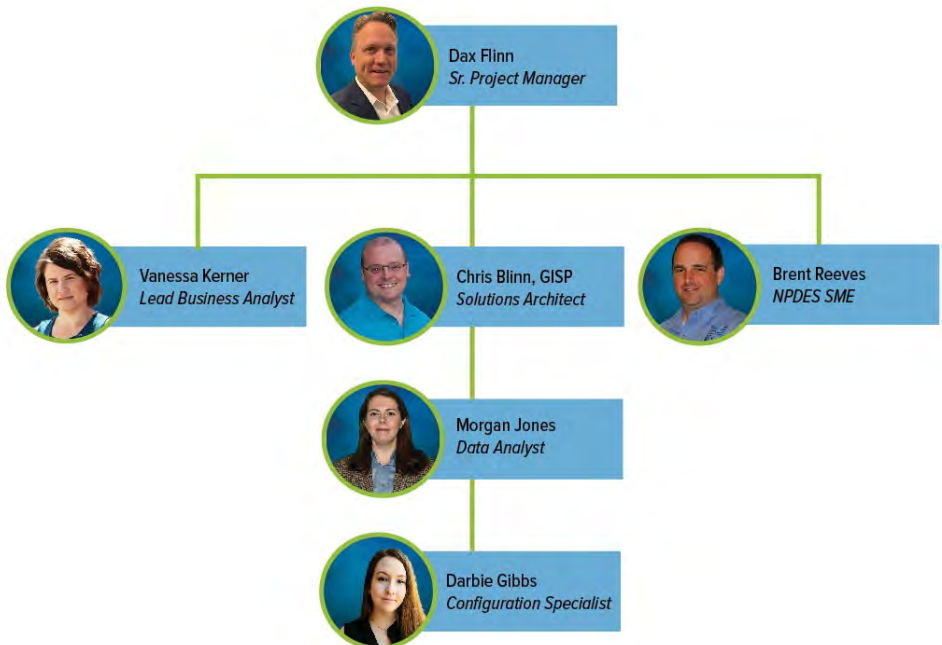
The Department of Public Works and Transportation of Prince George's County is responsible for maintaining the stormwater management district and assisting with the compliance of their NPDES MS4 Permit. KCI was tasked to complete a pilot project to update the current stormwater data and collection workflows; develop a data collection application for inventory and condition assessment; update the SOPs; and implement a data sharing collaboration. Upon successfully delivering the pilot, KCI was tasked to complete the data collection for a watershed containing ~30,000 structures, to oversee and coordinate up to four other consultant firms with similar size projects, and to provide overall data sharing and management for the County's stormwater data collection program.

PROJECT TEAM

The success of any project is dependent on the quality and experience of the overall team as well as individual project personnel; therefore, KCI selected key staff to highlight based on their experience with creating, implementing, maintaining, and providing training for GIS. In addition, KCI has a team of 60+ highly qualified, diverse experts to leverage as needed.

The team presented herein has completed projects under similar agreements and will draw on their experience to move with timeliness and efficiency through the project. KCI has extensive experience completing fast-track schedules for similar projects and is accustomed to working with tight time constraints. KCI has ample staff to dedicate to any project, as schedules deem necessary, while maintaining quality control of the work.

Our key personnel will mobilize quickly to meet the project schedule and deliverables. On the following pages we have provided the required information, including resumes for key project team members. These resumes detail their educational background, training, certifications, related experience, and roles played on past projects.



DAX FLINN

PROJECT MANAGER

EDUCATION

MA / Geography

BS / Geography

REGISTRATIONS/CERTIFICATIONS

FAA Part 107 UAS (Drone) Pilot

ITIL Foundation Certificate in IT

Service Mgmt

YEARS OF EXPERIENCE 23

RESIDENCE Atlanta, GA

Mr. Flinn is a Senior Project Manager in KCI's Technology and Innovation Sector. Prior to joining KCI, he served as the IT GIS Manager for Gwinnett County, GA, and the GIS Manager for the City of Atlanta. His previous experience offers a unique perspective and understanding of the challenges associated with projects in the public sector. During his time at Gwinnett County, he oversaw the operations of the Geospatial Solutions (GS) Division within the Department of Information Technology Services. His responsibilities included implementing, maintaining, managing, and providing support for all Accela Civic Platform and GIS enterprise systems for Gwinnett County. Additionally, he developed and managed the implementation of the GS Division's multi-year strategic plan, service delivery goals, and annual objectives. He also managed the delivery of services provided by the GS Division using a collaborative, team-based approach to achieve goals and objectives.

Additionally, Mr. Flinn served in multiple roles at the City of Atlanta for 11 years, including as the GIS Manager for seven years. As the GIS Manager for GIS Division, Office of Engineering Services, and Department of Watershed Management, his duties included coordinating and directing staff in GIS data collection, data maintenance, and project management efforts. He implemented GIS data maintenance processes and associated workflows, designed and implemented new online map requests with the ability to track project time, project type, and requestor, as well as archive ability to search and store historical jobs, and integrated Electronic Content Management System (ECMS) with GIS. Additionally, he served as the lead on the Department of Watershed Management (DWM) Data /Systems Enablement Initiative, identifying and integrating key systems within DWM. He performed data security, including disaster recovery, access control, and risk management; CMMS migration and upgrade implementation projects - Infor Hansen, Maximo, enQuesta; and mobile application development and roll-out, including integration with CMMS and GIS. His experience with KCI is included below:

- City of Lilburn, GIS Support - Lilburn, GA
- City of Pulaski, GIS Support - Pulaski, TN
- City of Gallatin, Asset Management Plan - Gallatin, TN

VANESSA KERNER

LEAD BUSINESS ANALYST

EDUCATION

MS / Geographic Information

Science

Certificate / Intelligence Studies

Certificate / Geographic Information

Science

YEARS OF EXPERIENCE 12

RESIDENCE St. Louis, MO

Ms. Kerner is a Lead Business Analyst in KCI's Technology and Innovation Sector. Her primary area of expertise encompasses GIS project support and permitting, licensing, and land management systems. In her capacity, she plays a pivotal role in GIS implementation services, overseeing requirements-gathering sessions, documentation, configuration, data management, and reporting. Ms. Kerner boasts an impressive 12-year tenure in the field of GIS, encompassing activities such as mapping, spatial analysis, custom Python solutions, and team leadership. Previous experience spans military, federal, and local government.

- Maryland-National Capital Park and Planning Commission, DAMS Replacement Implementation - Prince George's County, MD
- City of Morgantown, Cityworks Implementation - Morgantown, WV
- Alexander City, Cityworks PLL Implementation - Alexander City, AL
- Baltimore County Office of Information Technology, Land Use Regulatory Automation - Baltimore County, MD

CHRIS BLINN, GISP

SENIOR SOLUTIONS ARCHITECT

EDUCATION

MS / GIS
BS / Meteorology and Climatology

REGISTRATIONS/CERTIFICATIONS

GISP / 65550

YEARS OF EXPERIENCE 15

RESIDENCE Remote worker in IN

Mr. Blinn is a Solutions Architect in KCI's Technology and Innovation Sector. Prior to joining KCI, Mr. Blinn was a Senior Solutions Engineer and Architect where he created and configured ArcGIS Online applications, managed ArcGIS Enterprise and Server instances, and served as the primary technical lead for more than 50 projects. Mr. Blinn's passion for problem-solving drives him to take on every task with excitement, insightfulness, and creativity. With a deep understanding of both the technical approach and business application of a solution, he can train a user or pitch to a CEO. Mr. Blinn has worked with numerous municipal and commercial agencies to correctly size infrastructure on-premises and in the cloud.

- Anne Arundel County, GIS and Asset Management Support – Anne Arundel County, MD
- City of Lilburn, GIS Support – Lilburn, GA
- Solano County, GIS – Solano County, CA
- The Metropolitan Government of Nashville and Davidson County, CDR Enterprise Technology Infrastructure – Nashville, TN
- Howard County, ArcGIS Enterprise Installation and Configuration – Howard County, MD
- Capital Region Water, GIS Support, Harrisburg, PA
- Carroll County, GIS Support Services, Carroll County, MD

DARIE GIBBS

CONFIGURATION SPECIALIST

EDUCATION

BS / Earth Science
AAS / Computer Information Technology
AA / Studio Art

YEARS OF EXPERIENCE 4

RESIDENCE Nashville, TN

Ms. Gibbs is a GIS Data Analyst with over four years of experience in geospatial programming, database analysis, and web map development. She has experience in GIS analysis, database manipulation, and feature extraction, with contributions to multiple projects using Esri software, SQL, AutoCAD, and AGOL tools such as Web AppBuilder, StoryMaps, and Dashboard. She manages spatial databases, performs QA/QC, and improves data quality across various industries. She is also proficient in a range of programming languages and design tools, with a blend of technical expertise and creative problem-solving skills.

- Solano County GIS – Solano County, CA
- City of Pulaski GIS Support Services – Pulaski, TN
- Belvidere Rural Utility District, Asset Management Plan – Belvidere, TN
- Center Grove Utility District, Asset Management Plan – Estill Springs, TN

MORGAN JONES

DATA ANALYST

EDUCATION

MA / Sustainability
MSc / Geospatial Intelligence
BS / Geology

REGISTRATIONS/CERTIFICATIONS

FAA Part 107 sUAS Pilot
Kingdom Data Downloading from IHS
Submerged Paleo Landscape Workshop Certification from the University of West Florida
TWIC
Watershed Stewards Academy

Ms. Jones is a GIS Analyst in KCI's Technology and Innovation Sector. Her primary responsibilities are to support stormwater projects related to stormwater control measure and [Illicit Discharge Detection and Elimination \(IDDE\)](#) programs. Her tasks include developing and managing stormwater geodatabases; identifying the requirements for data collections; developing database dictionaries and schemas; developing file geodatabase for a variety of transportation and utility assets; compiling data from as-built plan sheets and field verifications in ArcPro and AGOL; migrating legacy data into enhanced database schemas; and identifying and developing QC tests and rules. She stands up and manages feature and map services in an AGOL, Field Maps, and Survey123 environment; performs database versioning; provides quality control services related to stormwater database attribution and geometry; and coordinates with KCI business analysts, project managers, and client stakeholders to complete tasks related to NPDES MS4 compliance. She provides status reporting for stormwater

MD SAV Watchers
Pending ESRI MOOC: Imagery in
Action (ETC: 11/3/23)

YEARS OF EXPERIENCE 10

RESIDENCE Sparks, MD

programs, SOPs, NPDES annual reporting activities, and collaboration with project stakeholders to ensure compliance with NPDES permits. Ms. Jones is currently developing an Esri model to support the automation of drainage areas for stormwater assets.

- Maryland Department of Transportation State Highway Administration, Illicit Discharge and Elimination Program – Baltimore, MD
- Maryland Department of Transportation State Highway Administration, Stormwater BMP Inventory and Inspection Program – Baltimore, MD
- Montgomery County, MS4 NPDES Permit Annual Reporting and IDDE Program Support – Montgomery County, MD
- Maryland Department of Transportation State Highway Administration, NPDES Schema and Data Collection Application Development and Enhancements – Baltimore, MD
- Anne Arundel County, IDDE Program Support – Anne Arundel County, MD
- Maryland Transportation Authority, IDDE Program Support – Baltimore, MD
- Frederick County, IDDE Monitoring Program – Frederick County, MD

BRENT REEVES

NPDES MS4 SUBJECT MATTER EXPERT

EDUCATION

MS / Environmental Science
BS / Environmental Science
BS / Geology

REGISTRATIONS/CERTIFICATIONS

PennDOT Stormwater Control
Measures Condition Assessment
Inspection / 2018
PennDOT Stormwater Control
Measures Visual Screening
Inspections / 2018
NCSU Stormwater SCM Inspection
and Maintenance Certification /
2020

YEARS OF EXPERIENCE 23

RESIDENCE Sparks, MD

Mr. Reeves is a Project Manager in KCI's Technology and Innovation Sector with a water resources background. His primary responsibilities over his 23 years of experience have been to manage and conduct office and field efforts for storm drain and stormwater management inventory and inspection tasks, perform IDDE screenings, develop and manage stormwater databases, map and inventory for storm water pollution prevention plans and provide support to Phase I and Phase II NPDES MS4 permit holders. He is proficient in the use of Esri GIS software, including ArcInfo, ArcView, and ArcGIS as well as MicroStation, Microsoft Access, and water resources modeling applications. Other specialties include data collection using custom Esri-based field and office editing applications, developing requirements and workflows for data collection, managing projects related to NPDES and TMDL compliance, and performing QA/QC of submittals. Working mostly in the storm drain data collection and compliance industry for 19 years, Mr. Reeves has gained a vast amount of subject matter expertise including data collection techniques, software solutions for data collection, and full program workflow strategies for cost and time savings. Mr. Reeves has performed the tasks listed below for clients, including Maryland Department of Transportation State Highway Administration, Prince George's County, MD; Maryland Port Administration; Anne Arundel County, MD; City of Tacoma Park, MD; Baltimore City, MD; City of Elkton, MD; North Carolina Department of Transportation, and Delaware Department of Transportation. He can transfer the success and lessons learned for storm drain data collection process to new clients.

- Maryland Department of Transportation State Highway Administration, Illicit Discharge and Elimination Program – Baltimore, MD
- Maryland Department of Transportation State Highway Administration, Stormwater BMP Inventory and Inspection Program – Baltimore, MD
- NPDES Schema and Data Collection Application Development and Enhancements – Maryland Department of Transportation State Highway Administration, Baltimore, MD
- Montgomery County, MS4 NPDES Permit Annual Reporting and IDDE Program Support – Montgomery County, MD
- City of Takoma Park, Stormwater Inventory and IDDE Program Support – Takoma Park, MD
- City of Mauldin, Stormwater Inventory Solution Support – Mauldin, SC
- City of Pinewood, Stormwater Inventory Solution – Pinewood, SC
- Prince George's County, Stormwater Inventory and Condition Assessment – Prince George's County, MD

- Pennsylvania Turnpike Commission, Stormwater and IDDE Inventory, Tracking, and Reporting – Middletown, PA
- Delaware Department of Transportation, Stormwater Inventory and Inspection Program – New Castle County, DE
- Howard County, Sanitary Database Development and Compilation – Howard County, MD

FEE

The cost to complete the above-described tasks is estimated to be \$126,308. As described above, multiple components involved in the system's development require additional discovery to fully understand the level of effort. The cost outlined below reflects the project's total, considering these components and the maximum allocation of hours specified for each (e.g. Hub site development, development of datasets, etc.). The cost per task is broken up as follows:

	Project Manager	Business Analyst	Solution Architect	Data Analyst	Configuration Specialist	Total Hours Per Task	Total
Rate	\$210	\$162	\$222	\$101	\$100		
Task 1: Project Initiation and Planning	32	3	2	2	1	40	\$7,952
Task 2: Discovery	29	84	51	22	0	186	\$33,242
Task 3: Establishing GIS Layers and ArcGIS Online Content	7	26	53	96	106	288	\$37,744
Task 4: Connection and Communication with Existing Solutions	6	10	85	0	16	117	\$23,350
Task 5: Establish NPDES & MS4 Reporting Solution	12	8	10	20	50	100	\$13,056
Task 6: Training, Go Live, & Post Go-Live Maintenance	6	36	12	8	4	66	\$10,964
Hours Per Resource	192	167	213	148	177		
Total Project Hours						797	
Total Project Cost							\$126,308

Field Data Collection

KCI is prepared to coordinate field data collection, as needed, and as determined based on the Discovery Phase for an additional fee. Field data collection will be performed at \$135/hour, per resource. A minimum of 80 hours is required for these activities. KCI would require a lead time of up to 60 days to perform these activities.

On-Call Maintenance

As described in the approach, KCI is prepared to support the City in the maintenance of their system and with any related technical or non-technical needs after the system has been implemented. The following rate structure describes how support would be provided to the City per resource. The rates are valid for calendar year 2025 and 2026.

On-site rates as based on the assumption that there will be two on-site visits, each with one KCI staff, per year.

	On-Site Support	Remote Support
Project Manager	\$250	\$210
Business Analyst	\$180	\$162

Solution Architect	\$240	\$222
Data Analyst	\$130	\$101
Configurations Specialist	\$115	\$100

All proposed budget costs are guaranteed for 60 days following the date of proposal opening.

UNDERSTANDING AND APPROACH TO THE WORK

It is understood that the City has taken preliminary steps to establish a Geographic Information System (GIS) by procuring an ArcGIS Online subscription and that they are seeking assistance to further develop and implement the system. This proposal outlines a comprehensive approach to support the City in establishing its GIS. KCI will collaborate with the City to implement a GIS leveraging ArcGIS Online as the primary platform and environment – an approach that allows the City to establish its datasets, understand the primary use cases of the system, and establish a user base within the City. Leveraging ArcGIS Online – a Software-as-a-Service (SaaS) solution – allows the City to harness the benefits of GIS while managing minimal, if any, infrastructure. This approach ensures a scalable and well-functioning GIS that can grow alongside the City as it adopts the new system.

Task 1: Project Initiation and Planning

This task will encompass project initiation and project management activities. The project will commence with a virtual Kickoff Meeting aimed at establishing a shared understanding of project goals among stakeholders. KCI will introduce the project team during the call and meet project sponsors, stakeholders, and key staff from the City. During the Kickoff Meeting, we will work to establish communication protocols, schedule expectations, and other project management protocols to confirm the project is effectively executed. KCI will draft meeting minutes at the conclusion of the Kickoff Meeting and provide the meeting minutes to the City for review within three business days.

The kickoff meeting will be followed by the development of a Project Management Plan, which will encompass an executive summary, communication plan, schedule, and Risk, Assumptions, Issues, Dependencies (RAID) log, ensuring clarity in project scope and execution. The RAID log will be updated throughout the project, as needed. Additionally, as part of this, we will collaborate with the City to initiate the onboarding process to establish necessary access to City environments, as needed. It is certainly within the realm of possibility that not all access needs are fully known until Discovery is completed (Task 2).

To maintain open lines of communication and monitor progress throughout the project lifecycle, bi-weekly project management meetings will be conducted and scheduled for a day/time based on the availability of the City stakeholders.

Task 1 Deliverables:

- Project Kickoff
- Kickoff Meeting Minutes
- Project Management Plan
- Bi-weekly Meeting (30 min x 16 meetings)

The project will be structured into six key tasks:



Each task will be executed with careful consideration of stakeholder engagement and project management best practices to ensure successful implementation.

Task 2: Discovery

After project initiation, the project team will begin the Discovery phase. This task will involve comprehensive discovery workshops to gather the requirements for the new system. The information collected during this phase will be critical in determining how the system will be configured and how subsequent tasks will be executed. This phase is imperative to the project's success; KCI will work diligently to ensure a mutual understanding is achieved and that the City's expectations for the system are understood.

Subtask 2.1: Discovery Workshops

KCI will conduct on-site discovery sessions with City stakeholders during a two-day period to be scheduled after project initiation. Two KCI staff will meet in person with City stakeholders and will include, as-needed, technical and subject matter expert (SME) staff in the meetings remotely. The exact delineation and scope of the discovery sessions can be determined during the Kickoff Meeting, but it is anticipated that the following sessions/topics will be held with the City stakeholders in order to solidify the requirements of the system:

- Data + Basemaps Requirements Gathering
- AGOL User Groups / Access Requirements
- CivicPlus and Enterprise Solutions Integration Requirements Gathering
- Public Portal Requirements Gathering
- NPDES and MS4 Reporting Requirements Gathering
- Misc. / TBD Requirements Gathering

Following the discovery sessions, meeting minutes will be drafted and provided to the City for review within five business days.

Task 2.1 Deliverables:

- On-Site Discovery Sessions (six two-hour session)
- Draft Workshop Meeting Minutes (x6)

Subtask 2.2: Requirements Documentation

After gathering requirements, KCI will draft a comprehensive Requirements Document that captures the necessary specifications for the system. The document will outline the requirements for the data layers, the configuration of the ArcGIS Online organization – including user groups, user types, and permissions, the ArcGIS Online content – including published feature services, a basemap app, and a public Hub site, integration with CivicPlus and other systems, and the NPDES and MS4 inspection and reporting requirements. A review meeting will follow to review the document. City stakeholders will then be given time to review and validate what was documented. The final output will be a comprehensive document that captures all agreed-upon requirements.

KCI staff will review and validate data sources to understand the data layers the City desires to establish and any source data that has been made available. Through discovery with the City, the level of effort and feasibility of establishing datasets based on source data will be better understood. This information will be captured in the requirements and will inform how task 3.3 will be performed.

Additionally, as part of this task, KCI will determine the system's hardware specifications based on the City's use cases and provide them to the City in document format.

Task 2.2 Deliverables:

- Draft Requirements Document
- Requirements Review Meeting
- Finalized Requirements Document
- Hardware Specifications Document

Task 3: Establishing GIS Layers and ArcGIS Online Content

Task 3 will establish the ArcGIS Online organization, configure user groups and access, and establish content as per the requirements. This will be the primary development task – where the system will be built out. The task will be executed through multiple subtasks that focus on specific aspects of establishing the City's GIS leveraging ArcGIS Online.

Subtask 3.1: Establish ArcGIS Online Organization

It is understood that the City currently has an ArcGIS Online organization. KCI will review the existing ArcGIS Online configurations and align them with best practices to establish a well-organized platform for GIS data management. KCI will review the user authentication method currently established and help ensure it is aligned with the City's requirements.

Task 3.1 Deliverables:

- Configured ArcGIS Online Organization for the City of Parkville

Subtask 3.2: Set Up User Roles, Groups

KCI will configure access and content management in ArcGIS Online through User Roles and ArcGIS Online Groups. City staff identified during the discovery sessions will be added to the system as users, assigned to a specific role, and added to the appropriate groups. The City will provide a final list of users, designating their roles and groups they should be a part of, prior to the completion of this task. The ArcGIS Online environment will be configured to facilitate effective data sharing and collaboration.

Task 3.2 Deliverables:

- Configured AGOL User Groups
- Configured AGOL User Roles
- City Staff added as Users

Subtask 3.3: Establish Data Layers

KCI will establish the core GIS layers/datasets essential for the City's GIS system. The City has identified the need for various GIS layers to visualize and manage its assets and administrative layers/datasets. These layers include, but may not be limited to, sanitary sewer, storm sewer, planning, zoning, development, roadway, park assets, special districts, special assessments, and tax valuations. Additionally, KCI understands that the City possesses existing data regarding curb and gutter locations, street ratings, and sidewalks. The specific layers to be developed during this task will be finalized in collaboration with the City during the Discovery phase.

The effort to establish the City's core GIS layers will encompass the adoption of existing data schemas where applicable and/or the development of new schemas when necessary. Upon determining the data sources and data schemas, KCI will source and compile the relevant data into ArcGIS Pro documents and databases, preparing it for subsequent publication to ArcGIS Online. KCI will help ensure that the ArcGIS Pro project documents are configured with appropriate data connections, symbology, labeling, and other essential settings to facilitate ongoing data management and republishing as required.

KCI will publish the data as feature services on ArcGIS Online, which will serve as the City's system of record for GIS data. This setup will enable the City to manage and maintain its GIS data seamlessly, whether through a web interface or a desktop environment.

As the specific layers to be developed are to be determined during discovery, KCI will, as part of the proposed fee structure, commit to creating the agreed-upon datasets utilizing both internal and external data sources as required, with a maximum allocation of 80 hours of technical effort.

Additionally, KCI understands that the primary objective of this project is not data compilation but the establishment of GIS datasets that empower the City to maintain and manage its GIS data effectively. Should the establishment of a particular data layer necessitate field data collection, KCI will provide on-site data collection services as needed for an additional fee, based on the rates outlined in the Fee section of this proposal.

Task 3.3 Deliverables:

- Source ArcGIS Pro Document for Managing/Publishing Data
- Datasets Designed, Compiled, and Published to AGOL (approx. 10 datasets, 80 hours)

Subtask 3.4: Configure City Basemap

Once the data layers are established and published to ArcGIS Online, KCI will configure a user-friendly Experience Builder application that allows City staff to visualize and interact with GIS data. Experience Builder is a highly configurable solution that Esri offers within ArcGIS Online to build desktop and mobile apps – providing viewing, analyzing, and editing capabilities. The specific requirements for this application will be solidified during the discovery phase.

As part of the proposed fee structure, KCI will provide up to 40 hours of support to configure an Experience Builder solution for the City. KCI will facilitate the requirements discovery session to best align the effort of this configuration task with the proposed allocated time.

Task 3.4 Deliverables:

- Experience Builder App to View/Interact with City GIS Layers (40 hours)

Subtask 3.5: Establish Data Pipelines/SOP for Update Routines

KCI will establish methods for the City to maintain data coming from internal or external sources. To help ensure data remains current, KCI will create automation tools such as data pipeline services and notebook scripts for updates from sources where applicable. KCI will provide technical documentation and SOPs to effectively use the tools and will provide training on the tools as part of Task 6.

The level of effort to develop these tools will be determined based on the data sources and to-be GIS layers. As part of the proposed fee structure, KCI will provide up to 60 hours to support configuring the data pipelines, update scripts, and SOPs.

Task 3.5 Deliverables:

- Data Pipelines, Scripts, SOPs to Maintain Datasets from Source Data (60 hours)
- Technical Documentation

Subtask 3.6: Establish Reporting Mechanisms and Public Portal

KCI understands the City's need to provide information and data to the public. KCI will configure an ArcGIS Hub site that meets the City's requirements, which will involve testing and validation to ensure functionality. The specifications of the Hub site, information provided on the site, and data available to the public will be determined during the discovery phase.

As part of the proposed fee structure, KCI will provide up to 40 hours to support configuring the Hub site and corresponding content.

Task 3.6 Deliverables:

- City of Parkville ArcGIS Hub Site (40 hours)

Task 4: Connection and Communication with Existing Solutions

This task will focus on integrating GIS solutions with existing City enterprise solutions – CivicPlus and ECODE. KCI will work to establish synchronization of various applications with GIS by configuring out-of-the-box connectors and custom integrations.

Subtask 4.1: Establish and Configure CivicPlus Connectors

In coordination with City stakeholders and their vendor, CivicPlus, KCI will guide the City in procuring the necessary Connectors CivicPlus offers and configure the Connectors to work with the City's newly established GIS.

KCI will configure three out-of-the-box integrations with the CivicPlus solutions which are:

- SeeClickFix connector to leverage request data within the ArcGIS Online environment; i.e. view the SeeClickFix records on a map within ArcGIS Online
- CivicRec connector which leverages a GIS layer that includes citizen information in order to vet residency when a registration request is made
- Community Development (formerly CivicGov) connector which leverages GIS data inside the Community Development platform

KCI assumes the CivicPlus integrations are made via Connectors provided by CivicPlus. The City will, working with the CivicPlus vendor, make these Connectors available to the KCI team.

Task 4.1 Deliverables:

- Configured SeeClickFix Connector to Esri
- Configured CivicRec Connector to Esri
- Configured Community Development Connector to Esri

Subtask 4.2: Custom Integrations (Based on Discovery)

It is understood that custom integrations with existing City solutions will likely be needed to meet the City's needs and use cases. In particular, integration with the City's ECODE solution will not be an out-of-the-box solution. For this reason, KCI is prepared to provide custom integrations between the newly established GIS and existing systems. Based on findings from discovery, we will also develop tailored integrations that address specific user needs.

As part of the proposed fee structure, KCI will provide up to 80 hours of support to develop the custom integrations.

Task 4.2 Deliverables:

- Custom Integrations with Existing Solutions TBD during Discovery (80 hours)

Subtask 4.3: Testing and Documentation

KCI will facilitate User Acceptance Testing (UAT) to help ensure that City staff can effectively validate the system and its integrations. As part of this process, KCI will provide testing guidance during the UAT meeting, outlining how to test the system. The City will conduct internal and asynchronous testing, supported by documentation that will guide them throughout the testing process. Any necessary revisions identified during testing will be addressed during this subtask.

KCI will provide technical documentation for the developed system integrations.

Task 4.3 Deliverables:

- UAT Kickoff Meeting with Testing Documentation
- Integrations Technical Documentation

Task 5: Establish NPDES and MS4 Reporting Solution

Based on the stakeholder requirements meeting for outfall and IDDE-related data collection, management, and reporting, we will support the development of the outfall and IDDE inspection criteria and methodology, tracking solutions, and report generation to support NPDES MS4 compliance reporting. Based on the stakeholder requirements meeting for outfall and IDDE-related data collection, management, and reporting, we will support the development of the outfall and IDDE inspection criteria and methodology, tracking solutions, and report generation to support NPDES MS4 compliance reporting.

Subtask 5.1: Configure Outfall & IDDE Inspection Solution

An often used and proven solution for outfall and IDDE inventory, inspection, and assessment is Esri's AGOL, Field Maps, and Survey123 platform. KCI will stand-up feature and map services through Field Maps (AGOL) to allow for a user-friendly platform to complete an inventory of stormwater features, including BMP outfalls, storm drain outfalls, and IDDE sites/locations. KCI will build out a Survey123 form to be used for inspection and IDDE screening data collection in the field. The functionality will allow the field team to select an outfall or IDDE site and launch a survey form in Survey123 directly from Field Maps. The Survey123 form will simplify data collection and will include dropdown selections, text input, and the option to capture photographs.

KCI will configure an Inspection Dashboard through AGOL to allow for a comprehensive view of inspection data. The dashboard could include a mapping interface where project stakeholders can select a site to view inventory and inspection information/data. Depending on the decision from requirements meetings, querying capabilities can also be incorporated into the dashboard.

KCI will establish and configure a reporting template summarizing the results of the outfall and IDDE inspections. In Addendum 1 of the RFP, the City provided a sample of the MS4 Stormwater Management Program Report. The goal of the template development is to provide resultant data to support answering questions in the MS4 Stormwater Management Program Report. Report template requirements will be determined during requirements meetings.

Upon completion of the data collection and management solution and reporting template, KCI will test the solution and report generation. KCI will provide a walkthrough of the solutions and report output to the City for approval. Upon City review and comments, KCI will complete one iteration update to the report.

KCI will develop a draft inspection procedure/workflow, data management workflow, and report generation standard operating procedure document. KCI will submit the draft to the City for review and approval. Upon City review and comments, KCI will complete one iteration update to the SOPs and submit a final document.

Task 5.1 Deliverables:

- Outfall & IDDE Field Inventory & Inspection Tools
- Outfall & IDDE Inspection Dashboard
- Outfall & IDDE Data Reporting Template
- Outfall & IDDE Inspection SOP

Task 6: Training, Go Live, & Post Go-Live Maintenance

KCI will provide training in preparation for go-live of the system. After go-live, KCI will provide on-call service to the City to assist the City with ongoing data and system maintenance.

Subtask 6.1: Training & Go-Live

After the development of the system, KCI will facilitate both on-site and virtual training sessions for City staff. KCI will create training guides that will serve as a foundation for these training sessions. The guides will provide overarching guidance for maintaining the data and system. One staff person from the KCI team will provide a total of eight hours of on-site training. The

training sessions will be determined and scheduled based on details of the system's implementation and can span up to two consecutive days in order to provide flexibility and ensure necessary trainees are available for the sessions. The specific details of this training will be determined in collaboration with the City and based on the implementation of the system. Additionally, KCI will facilitate four one-hour virtual training sessions as needed.

At the conclusion of training, KCI will provide guidance on procedures and messaging to support the City's go-live of the system.

Task 6.1 Deliverables:

- Draft Training Guides
- On-Site Training Session (8 hours)
- Virtual Training Sessions (1 hour sessions x4)
- Go-Live Support

Subtask 6.2: Year 1 Maintenance

KCI will provide on-call support throughout 2025, ensuring City staff can access assistance.

The city can receive both on-site and remote support. Rates for on-call support are provided in the fee section of this proposal.

Task 6.2 Deliverables:

- On-Call Support for 2025, to be used at the discretion of City

Subtask 6.3: Year 2 Maintenance

KCI will provide on-call support throughout 2026, ensuring City staff can access assistance.

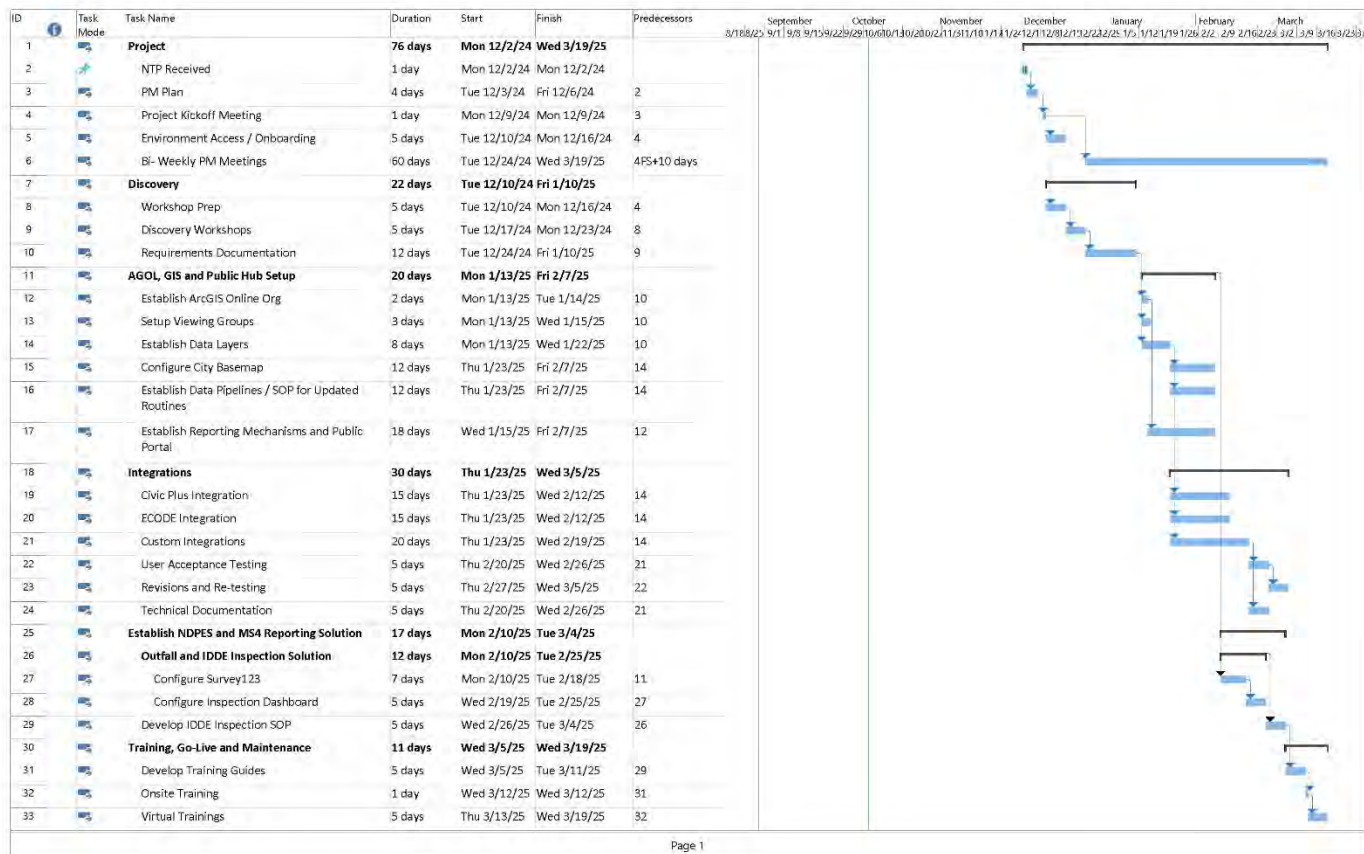
The city can receive both on-site and remote support. Rates for on-call support are provided in the fee section of this proposal.

Task 6.3 Deliverables:

- On-Call Support for 2026, to be used at the discretion of City

SCHEDULE

KCI is prepared to implement the solution and complete training by Wednesday, March 15, 2025, providing the City a contingency of seven business days before the desired date of March 28, 2025. This assumes a start date of December 2, 2024, and that no unforeseen requirements are uncovered during the Discovery phase that would require additional time to implement.



DISCLOSURE

KCI has no professional or personal financial interest which could be a possible conflict of interest in contracting with the City. KCI's three-year open litigation related to professional liability matters is included below. Some of these open civil actions stem from third parties; others were brought by the project owner regarding performance concerns. KCI promptly addresses any unresolved disputes or allegations that do not move into litigation. To the firm's knowledge, there are no criminal actions pending against it or any of its key personnel related to contracting.

UC Athletic, LLC v. McMillan Pazdan Smith, LLC / KCI Associates of North Carolina, P.A.

Case No: 2021-CP-46-02683

Jurisdiction: State of South Carolina, County of York

Opened: September 2022

Closed: Ongoing

Plaintiff is a developer who hired the architect, McMillan Pazdan Smith who contracted with KCI for certain structural design services. UCA alleges a breach of duty of care and implied warranty against KCI.

Novanetto, LLC dba Prose Nails Riverwalk / Dolores Novak / Andrea Fascinetto v. R Jordan Design Group, LLC dba The Jordan Group / KCI Technologies, Inc. / Jack Laurence Corporation

Case No: 2023CI21293

Jurisdiction: 57th District Court, Bexar County, Texas

Opened: October 2023

Closed: Ongoing

Plaintiff is a tenant of a building and hired an interior design firm for the design of the leased space where a nail salon was to be located. The interior design firm subcontracted with KCI for certain mechanical engineering and design services. Plaintiff alleges negligence in the provision of mechanical engineering duties.

Estate of Widmann, Jr. and David J. Widmann, Sr. v. Rondell Bradley / PennDOT / Bristol Township / URS Corporation / AECOM Technical Services, Inc. / KCI Technologies, Inc.

Case No: 2022-05562

Jurisdiction: Court of Common Pleas of Buck County, Pennsylvania

Opened: December 2023

Closed: Ongoing

This litigation involves a 2022 motorcycle accident on Bristol Pike in Bristol, PA. The accident occurred when the driver of an SUV turned left over double solid yellow lines and contrary to posted no-left turn signs and struck the motorcycle traveling toward him. Bristol Pike underwent reconstruction in the vicinity of the accident between 2013 and 2016, and KCI was a subconsultant to URS Corporation (now AECOM) as part of the design of that project.

Matthew P. Pinckney v. Tommy W. Welch dba Tommy Welch Livestock / Tommy Bradley Welch dba TBW Cattle / Cary A. Fields / South Carolina Department of Transportation / Blythe Construction, Inc. / Zachry Construction Corporation / Blythe Construction Inc. - Zachry Construction Corporation, a Joint Venture / KCI Technologies, Inc. / Infrastructure, Consulting & Engineering, PLLC / Johnson, Mirmiran and Thompson, Inc.

Case No: 2023-CP-11-00031

Jurisdiction: State of South Carolina, Court of Common Pleas for the Seventh Judicial Circuit

Opened: February 2024

Closed: Ongoing

The litigation is based on a car crash that occurred on March 3, 2021, whereby Plaintiff was stopped in traffic and struck from behind by a tractor trailer within the construction zone of the I-85 widening project. KCI was performing inspection services under a contract with the South Carolina Department of Transportation.

COMPLIANCE WITH PROFESSIONAL SERVICES AGREEMENT

KCI will comply with the City's standard Professional Services Agreement terms, provided as "Attachment A" to this Request for Proposals.





Request for Proposals: Creation and Implementation of a Geographic Information System Services (GIS)

The City of Parkville, Missouri ("City") is pleased to issue this Request for Proposals ("RFP") for the Creation and Implementation of a Geographic Information System (GIS) Services.

1. INTRODUCTION

The City of Parkville is a fourth-class city located in the southern portion of Platte County, Missouri along the Missouri River. The 2020 population estimate for Parkville was 7,117. Parkville is home to Park University, Parkville Commons, English Landing Park, the National Golf Club, Riss Lake, Creekside Development and the historic downtown Main Street area. The City of Parkville has approximately 43 permanent employees supplemented by various contracted, seasonal, and intern employees. The city offers a full range of municipal services including street maintenance, public parks, sewer utility, community development, police and municipal court. The 2024 city Budget and most recent audit are available online: <http://parkvillemo.gov/financialdocuments/>

In October 2023, the City procured services from ESRI for an enterprise level ArcGIS service. Since this time the City has obtained limited data sources for the use of ArcGIS, and is at a point where further development of the system is necessary. The use of ArcGIS is intended to support staff functions as well as create public facing information while integrating with existing software.

2. SCOPE OF SERVICES

The City of Parkville (City) is issuing a Request for Proposals (RFP) for a Geographic Information System (GIS) for the City of Parkville, Missouri

The goal of this Request for Proposals (RFP) is to solicit a Statement of Qualifications and Proposal from professional planning and urban design consultants, engineering, and architecture firms that have expertise in the hardware/software, development, operation, training, and maintenance of GIS, specifically:

- a. Gathering of the Data and Developing foundational Map Layers
 - i. The Consultant will work with the City and develop base maps that utilize internal and external data sources from the Platte County Assessor's Office and other government and utility providers (e.g., parcels, roads, flood hazard zones, contours) property parcel layers to a level to be fully functional with staff.
 - ii. The main uses will be to create and edit layers of:
 1. Sanitary sewer
 2. Storm sewer
 3. Planning

4. Zoning
 5. Development
 6. Roadway
 7. Park assets
 8. Special Districts
 9. Special assessments
 10. Tax valuations
- iii. Creation of Data Templates for each respective elements that will be used. For example, the creation of elements that include associated data for the element such as a storm sewer inlet including flow lines and directions.
 - iv. The development of data pipelines to routinely source external data and periodically update in the future.
 - v. Data collection may be included as part of this RFP, however the scope of the quantity of data collection is unknown. Proposals should include a base rate(s) for this work and services provided for that respective rate(s).
- b. Connection & Communication with Existing Software
 - i. Creation of the communication between software that the City currently uses that has a GIS component. The City currently uses CivicPlus (CivicRec, CivicGov, CivicPlus, and SeeClickFix) and ECODE. Additional software connections may be identified as the consultant works with City staff to develop the system.
 - c. Set up of ESRI Web Based Account
 - i. The Consultant will use the information gathered in Task 1 to coordinate with the City of Parkville and ESRI. The Consultant will work with ESRI to set up the City's account to create a new web-based account for the City to use as it chooses to develop maps and create work orders as needed.
 - d. Set up Viewing Groups
 - i. The Consultant will work with the City of Parkville to develop the various user groups. These groups will be clustered by City Department. Each department will have the following user types and the access by user group. These groups are identified as, but may be adjusted through the development of the GIS platform:
 1. Manager User – This account will have supervisory ability to perform and overwrite any of the accounts below.
 2. Technician User – This user would be able to view, read, print, edit, issue work orders, create maps, and save changes to the data base.
 3. Clerk User – This user would be able to view, read, print, create work orders, create maps from the data base.
 4. Field Users – This user would be able to view, read, print from the data base
 - e. Hardware Specifications
 - i. The Consultant will work with each of the identified departments and boards to develop a single set of specifications to provide the respective users with the laptops, servers, and tablets needed to maintain and operate the ESRI maps in the field and office as outlined above. The consultant will need to assist in the procurement and setup of hardware to function with the GIS system.
 - f. Limited Software Training and Maintenance
 - i. The Consultant will work with the City to provide training sessions of training for each user group on how to operate the system. This training will be at the City's facility and/or remote training. The proposal should contain respective rates for performing both in person and

remote training for these functions. The City will strive to consolidate in person training to be on consecutive hours and days if out of town travel is required.

- ii. The proposal should plan for ongoing maintenance of the GIS system for a period ending on December 31, 2026. This maintenance will include remote and in person rates for helping manage, troubleshoot, and further develop any of the systems created under this proposal. These maintenance rates may be adjusted annually to the city by providing a written notice of the adjusted rates. Rate changes shall not exceed 5% per year and needs to be made in a written notice to the City in October through December for adjustments starting on January 1st of each calendar year.

g. Reporting Mechanisms and Public Portal

- i. A public portal will need to be created that provides information about the city. The specifics of the public portal will be determined through meetings with the City, however it will include panels to share numerical information for the city that is updated based on maps and will also include limited access to the public to view maps that are created.

h. i. The proposal will include the development of reporting methods for the following city functions:

- i. National Pollutant Discharge Elimination System / Missouri Separate Storm Sewer System (NPDES & MS4) stormwater inspection documentation and report generation.
 - 1. Inspection methods for documenting and tracking MS4 BMP outfalls and illicit discharges.
 - 2. Report generation of inspections performed.

2.

3. Qualifications

- a. Academic and/or professional certification in the GIS field or closely related field;
- b. Working knowledge of GIS and associated systems with respect to hardware/software, development, operation, training, and maintenance;
- c. Evidence of prior experience in working with municipalities to implement GIS or similar new systems/programs;
- d. Ability to work with the City of Parkville to have a functional GIS in place by March 28, 2025. The project will begin no later than December 2, 2024. Additional work may extend beyond March 28, 2025.

4. Selection Process:

- a. The City of Parkville will review all proposals and select a Consultant based on:
 - i. Comparison to the scope of work, including budget provided by the bidder.
 - ii. Experience with past projects, including GIS mapping, implementation, updating/maintenance.
 - iii. Proven ability to complete the project in a timely manner.
 - iv. Past performances and references.
- b. Applicant selection will be based upon submission materials with follow up interviews at the City's discretion. A contract will be negotiated at a reasonable fee with the most qualified firm. Members of the City of Parkville Staff will make their selection for interviews within two weeks and will endeavor to complete a contract with the selected firm by October 1, 2024.

5. Payment Process:

- a. The Consultant will be paid for services provided at the rates detailed in the contract. Any additional travel or other expenses will need to be paid for at the contract rates.
- b. Payment period will be agreed upon between the City and the Consultant after selection. Payments are processed by the City bi-monthly after each Board of Aldermen meeting that occurs every other Tuesday.

6. PROPOSAL

Instructions to Applicants:

- a. Proposals clearly labeled “**City of Parkville – GIS Project**” will be received until **Friday, October 11, 2024**, at Parkville City Hall no later than 2:00 PM Central Time. Mailed proposals must be received prior to the same deadline. Proposals shall be submitted to:
 Dan Harper
 Public Works Director
 City of Parkville
 8880 Clark Ave.
 Parkville, MO 64152
 (816) 741-7676 ext. 227
- b. Any proposals received after the specified date and time will be rejected and returned unopened. Proposals may not be modified or withdrawn after the submittal deadline. However, a respondent may withdraw one’s proposal from the selection process at any time prior to the submittal deadline. The City reserves the right to extend the time for submittals.
- c. Digital submissions can be provided in the proposal package as a USB drive or transmitted over e-mail at a date & time prior to the submission deadline. Alternative submission methods for electronic may be coordinated with Dan Harper. Digital submission does not remove the required hard copy submissions.
- d. All submissions must be in an enclosed envelope clearly marked “**City of Parkville – GIS Project**”. All e-mailed submissions must contain the same subject line in the e-mail.
- e. Project Proposal describing scope of work for the project and a proposed time frame and budget. All budget costs shall be guaranteed for 60 days following the date of proposal opening.
- f. Resume or CV of individuals assigned to the project including information on experience with similar planning projects
- g. Three examples of the consultant’s best previous work illustrating expertise relevant to this project;
- h. Additional promotional materials/brochures may be included in addition to the proposal but may not substitute for any of the content requirements of the proposal itself. This additional material need not be submitted in an electronic format.
- i. The City reserves the right to request a change in any proposed sub-consultants, if applicable.
- j. The City reserves the right to waive any irregularities and/or reject any and all submittals. The City is under no obligation to award a contract to any firm submitting a proposal.
- k. The City shall not be responsible for any costs incurred in the preparation, submittal, and presentation of proposals.
- l. All materials submitted shall become the property of the City and shall be subject to the laws and regulations relating to the disclosure of public information. No guarantee of privacy or confidentiality is offered or implied.
- m. The City reserves the right to schedule a pre-proposal meeting and/or interviews with each firm.

Proposal Requirements and Evaluation Criteria

The following are the contents that all proposals must include. All the listed criteria should be addressed completely and should follow, as closely as possible, the order and format in which it is listed below. These categories and criteria will be major considerations in the evaluation and

determination of the most qualified and capable firm(s). Note: The sequence of the listing is not intended to reflect relative weight of each category.

1. Cover Letter:

The cover letter should briefly state the understanding of the work to be performed, and a statement as to why the company believes it is best qualified to perform the services. The cover letter should also include the name(s) of the person(s) authorized to represent the proposer, title, address, and telephone number.

2. Related Experience and References:

Proposal shall include the name, address and telephone number of three to five clients for whom services similar to those described in this Request for Proposals have been performed. Proposal shall also include a brief description of the past services provided for each reference.

3. Project Team:

Proposal shall include resumes for all the key project team members including educational background/training, certifications, related experience and detailed descriptions of roles played on past projects.

4. Fee:

There will be no up-front fees or any charges to the City. The City will pay for these consulting services as fees at unit rates identified in the proposal and contract. Charges not outlined in the proposal and contract will not be considered for payment.

5. Understanding and Approach to the Work:

Proposal shall describe the approach to the scope of work described in this RFP, including process and schedule. This criterion will be evaluated based on the proposer's understanding of the City's objectives and ability to demonstrate a process that efficiently and effectively achieves the desired outcomes.

6. Disclosure

Proposal will disclose any professional or personal financial interest which could be a possible conflict of interest in contracting with the City. Proposal shall further disclose all current and unresolved litigations, arbitrations, or mediations of the company.

7. Compliance with Professional Services Agreement

The City's standard Professional Services Agreement is included as "Attachment A" to this Request for Proposals. Proposer shall thoroughly review the agreement and state an ability to comply with its terms and/or state any terms for which it will request re-negotiation.

7. PROPOSED PROCESS AND TIMELINE (SUBJECT TO CHANGE)

September 13, 2024	RFP issued and posted on the City of Parkville website and Drexel Technologies.
October 11, 2024	Receipt of proposals due by 2:00 PM Central Time
October 14-18, 2024	A selection committee comprised of three city staff will evaluate the proposals and select a preferred company to begin contract negotiations. If multiple companies have exceptional Proposals, the selection committee will select a short-listed group of finalists for interviews, if necessary.
October 28, 2024	Finance Committee takes action on recommended contract(s)
November 5, 2024	Board of Aldermen takes action on recommended contract(s)
November 7, 2024	Notice to Proceed; Preferred company or companies are notified of selection and contract negotiations – Subject to business licensing requirements

By submitting a proposal in response to this RFP, the respondent expresses its intent to comply with the established timeline. In addition, the respondent accepts the evaluation process and methodology, as well as acknowledges and accepts that the determination of “the most qualified and capable” firm(s) will require subjective judgments by the selection committee and the City. Thank you in advance for your interest in the City of Parkville.

8. ATTACHMENT

Attachment A: Professional Services Agreement

Attachment A

Professional Services Agreement

PROFESSIONAL SERVICES FOR CREATION AND IMPLEMENTATION OF A GEOGRAPHIC INFORMATION SYSTEM (GIS)

THIS SERVICE AGREEMENT, entered into on this _____, 2024 by and between the CITY OF PARKVILLE, MISSOURI ("City") and _____ ("Service Provider").

WHEREAS, Service Provider was chosen through a qualifications-based selection process and has demonstrated the necessary expertise, experience, and personnel to complete the Project.

WHEREAS, the City requires the Consultant to provide professional services for the Creation and Implementation of a Geographic Information System (GIS); and

NOW THEREFORE, IN CONSIDERATION of the mutual covenants and agreements set forth herein, the parties mutually agree as follows:

I. SCOPE OF SERVICES

- A. The term "Services" when used in this Agreement shall mean any and services provided by the Service Provider in accordance with this Agreement.
- B. Service Provider agrees to perform and complete the following Services:
 - i. When notified by the Assistant to the City Administrator, City Administrator, or their designees, either verbally or in writing, meet with City staff to discuss auditing service needs and tasks that arise. Meetings will occur via telephone or in person at a location of mutual convenience such as Parkville City Hall. If requested by City staff, briefly investigate situations or problems and advise City on a recommended course of action to resolve.
 - ii. If a definable scope and work product can be identified and described in writing, Service Provider will prepare a Work Authorization Form (WA Form) using the template labeled as Exhibit A, attached hereto and incorporated by reference, which shall contain a written list of work tasks and an estimated number of hours to complete the Services.
 - iii. Once approved by City in writing, Service Provider will complete the services set forth in the WA Form. Unless amended in writing by City, Service Provider's estimate of hours and price shall not be exceeded.

- iv. The City reserves the right to direct revision of the Services at the City's discretion. Service Provider shall advise the City of additional costs and time delays, if any, in performing the revision, before Service Provider performs the revised services. If conditions arise which constitute a change in scope to a WA Form, Service Provider will bring this situation to the attention of City staff as soon as possible, and if mutually acceptable the scope of work and the WA Form will be revised. Service Provider is not eligible for compensation for changes in scope unless approved in writing through a revision to the WA Form.
- C. Service Provider shall provide Additional Services under this Agreement only upon written request of the City and only to the extent defined and required by the City. Any additional services or materials provided by the Service Provider without the City's prior written consent shall be at the Service Provider's own risk, cost, and expense, and Service Provider shall not make a claim for compensation from the City for such work.

II. STANDARD OF CARE

- A. Service Provider shall exercise the same degree of care, skill, and diligence in the performance of all Services to the City that is ordinarily possessed and exercised by reasonable, prudent, and experienced professionals under similar circumstances.
- B. Service Provider represents it has all necessary licenses, permits, knowledge, and certifications required to perform the Services described herein.

III. COMPENSATION

- A. As consideration for providing the Services, the City shall pay Service Provider as follows:
 - a. Services will be billed and paid as a percentage of the refunds and/or possible future savings, identified by the Service Provider, and only after the City physically receives these refunds and savings, and only for a period negotiated between the City and the Service Provider.
 - b. Service Provider is not entitled to reimbursement for miscellaneous expenses including but not limited to travel, transportation, postage, without prior written approval from the City.
 - c. Service Provider is not entitled to hourly compensation for work that is not associated with the direct provision of Services, such as overhead tasks including preparing WA Forms, submitting invoices, and travel time.
- B. In the case of possible future savings found, Service Provider shall submit an itemized invoice to the City on the first day of each Quarter that details the amount due from the savings percentage. The City agrees to pay the balance of an approved invoice, or undisputed portions

of a disputed invoice, within 30 days of the date of receipt by the City. In the event of a dispute, and prior to the invoice's due date, City shall pay the undisputed portion of the invoice and notify Service Provider of the nature of the dispute regarding the balance.

- C. Service Provider shall maintain accounts and records, including personnel, property, and financial records, adequate to identify and account for all costs pertaining to the Agreement and such other records as may be deemed necessary by the City to assure proper accounting for all funds. These records will be made available for audit purposes to the City or any authorized representative, and will be retained for three years after the expiration of this Agreement unless permission to destroy them is granted by the City.

IV. SCHEDULE

- A. Unless otherwise directed by the City, Service Provider shall commence performance of the Services upon execution of this Agreement.
- B. Services shall be completed within the schedule documented in each WA Form.
- C. Neither the City nor the Service Provider shall be in default of the Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party.
- D. If Service Provider's performance is delayed due to items caused by the City, Service Provider shall have no claim against the City for damages or payment adjustment other than an extension of time to perform the Services.

V. LIABILITY AND INDEMNIFICATION

- A. Service Provider shall indemnify, defend and hold harmless the City and its departments, elected officials, officers, employees and agents, from and against all liability, suits, actions, proceedings, judgments, claims, losses, damages, and injuries (including attorneys' fees and other expenses of litigation, arbitration, mediation or appeal), which in whole or in part arise out of or have been connected with Service Providers' negligence, error, omission, recklessness, or wrongful or criminal conduct in the performance of Services, including performance by Service Provider's employees and agents; or arising from any claim for libel, slander, defamation, copyright infringement, invasion of privacy, piracy and/or plagiarism related to any materials related to materials Service Provider creates or supplies to the City, except to the extent that such claims arise from materials created or supplied by the City.
- B. Service Provider's obligation to indemnify and hold harmless shall remain in effect and shall be binding on Service Provider whether such injury shall accrue, or may be discovered, before or after termination of this Agreement.

VI. INSURANCE

- A. The Service Provider shall secure and maintain, at its expense, through the duration of this Agreement Commercial General Liability Insurance on an occurrence basis with minimum limits of \$1,000,000 per occurrence and \$1,000,000 aggregate coverage. Service Provider shall also secure and maintain Worker's Compensation and Employer's Liability Insurance, when applicable, at the limits required by state and/or federal law. The City will only accept coverage from an insurance carrier that offers proof that it :
- a. Is licensed to do business in the State of Missouri;
 - b. Carries a Best's policy holder rating of A or better; and
 - c. Carries at least a Class X financial rating.
- B. Service Provider shall furnish the City with a Certificate of Insurance on a standard ACORD form, indicating types of insurance, policy numbers, dates of commencement and expiration of policies and carriers. Service Provider shall cause the City to be included as an Additional Insured, and shall require its insurer to provide the City with at least 30 days advance notice of cancellation. Service Provider shall deliver to the City a copy of an Additional Insured Endorsement, using ISO Additional Insured Endorsement (CG 20 10), edition date 11/85, or an equivalent (e.g., CG 20 10, edition date 10/93, plus CG 20 37, edition date 04/13 or other carrier form) and a Notice of Cancellation Endorsement, using CNA form G-140327-B (Ed. 07/11), Travelers Form IL T4 00 (12/09) or other equivalent carrier forms. A copy of the Notice of Cancellation Endorsement and Additional Insured Endorsement must be furnished to the City prior to commencement of any services on City property.

VII. ASSIGNMENT OF AND RESPONSIBILITY FOR PERSONNEL

- A. Service Provider's assignment of personnel to perform the Services shall be subject to the City's oversight and general guidance. The City reserves the right to request qualifications and/or reject service from any and all employees of the Service Provider.
- B. While upon City premises, the Service Provider's employees and agents shall be subject to the City's rules and regulations respecting its property and the conduct of employees thereon.

VIII. OWNERSHIP OF WORK PRODUCT

Service Provider agrees that any documents, materials and work products produced in whole or in part through it under this Agreement, any intellectual property rights of Service Provider therein (collectively the "Works") are intended to be owned by the City. Accordingly, Service Provider hereby assigns to the City all of its right title and interest in and to such Works.

IX. RELATIONSHIP OF THE PARTIES

- A. Service Provider represents that it has, or will secure at Service Provider's own expense, all personnel required in performing the Services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the City.
- B. All of the Services required hereunder will be performed by the Service Provider or under Service Provider's supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and Local law to perform such services.
- C. None of the work or services covered by this Agreement shall be subcontracted without the prior written approval of the City. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Agreement.

X. NOTICES

- A. All notices required by this Agreement shall be in writing, and unless otherwise directed by this Agreement, shall be sent to the addresses as set forth in this Section:
- B. Notices sent by Service Provider shall be sent to:

City of Parkville
Attn: Daniel Harper
Public Works Director
8880 Clark Ave.
Parkville, MO 64152
dharper@parkvillemo.gov

- C. Notices sent by the City shall be sent to:

Vendor Contact Information

XI. TERM AND TERMINATION

- A. The effective date of this Agreement shall be the date of execution, when the Agreement is signed by both parties.
- B. The term of this Agreement shall be until all Services are satisfactorily completed and accepted by the City.
- C. Notwithstanding Article XI, Paragraph B, the City reserves the right and may elect to terminate this Agreement at any time, with or without cause, by giving at least ten (10) days written notice to the Service Provider. The City shall compensate Service Provider for the Services that have been completed to the City's satisfaction as of the date of termination. Service Provider shall perform no activities other than reasonable wrap-up activities after receipt of notice of termination.

XII. MISCELLANEOUS PROVISIONS

- A. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of Missouri.
- B. Assignability. Service Provider shall not assign any interest on this Agreement, and shall not transfer any interest in the same (whether by assignment or invitation), without the prior written consent of the City thereto. Provided, however, that the claims for money by Service Provider from the City under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the City.
- C. Media Announcements. Service Provider shall not be authorized to make statements to the media or otherwise on behalf of the City without express direction and consent of the City.
- D. Compliance with Local Laws. Service provider shall comply with all applicable laws, ordinances, and codes of the State and local governments, and shall save the City harmless with respect to any damages arising from any tort done in performing any of the work embraced by this Agreement.
- E. Equal Employment Opportunity. During the performance of this Agreement, Service Provider agrees as follows:
 - i. Service Provider will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, religion, or sex. Service Provider will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, national origin, religion, or sex. Such action shall include, but not be limited to, employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
 - ii. Service Provider will, in all solicitation or advertisements for employees placed by or on behalf of Professional, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, religion, or sex.
 - iii. Service Provider will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.
- F. Authorized Employees. Service Provider acknowledges that Section 285.530, RSMo, prohibits any business entity or employer from knowingly employing, hiring for employment, or continuing to employ an unauthorized alien to perform work within the State of Missouri. Service Provider therefore covenants that it will not knowingly be in violation of subsection 1 of Section 285.530, RSMo, and that it will not knowingly employ, hire for employment, or continue to employ any unauthorized aliens to perform Services related to this Agreement, and that its employees are lawfully to work in the United States.

- G. Interest of Members of a City. No member of the governing body of the City and no other officer, employee, or agent of the City who exercises any functions or responsibilities in connection with the planning and carrying out of this Agreement, shall have any personal financial interest, direct or indirect, in this Agreement, and Service Provider shall take appropriate steps to assure compliance.
- H. Interest of Service Provider and Employees. Service Provider covenants that he/she presently has no interest and shall not acquire interest, direct or indirect, in the scope of work associated with this Agreement or any other interest which would conflict in any manner or degree with the performance of his/her services hereunder. Service Provider further covenants that in the performance of this Agreement, no person having any such interest shall be employed.
- I. Entire Agreement. This Agreement represents the entire Agreement and understanding between the parties, and this Agreement supersedes any prior negotiations, proposals, or agreements. Unless otherwise provided in this Agreement, any amendment to this Agreement shall be in writing and shall be signed by the City and Service Provider, and attached hereto.
- J. Severability. If any part, term or provision of this Agreement, or any attachments or amendments hereto, is declared invalid, void, or enforceable, all remaining parts, terms, and provisions shall remain in full force and effect.
- K. Waiver. The failure of either party to require performance of this Agreement shall not affect such party's right to enforce the same. A waiver by either party of any provision of breach of this Agreement shall be in writing. A written waiver shall not affect the waiving party's rights with respect to any other provision or breach.
- L. Third Parties. The Services to be performed by the Service Provider are intended solely for the benefit for the City. Nothing contained herein shall create a contractual relationship with, or any rights in favor of, any person or entity not a signatory to this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first above written.

CITY OF PARKVILLE, MISSOURI

By: _____

ATTEST:

Melissa McChesney, City Clerk

Selected Vendor

By: _____

Name of Vendor Principal



EXHIBIT A

Work Authorization

City of Parkville
Department of Public Works

Preparation date:

To:

General Scope of Work Description/Project:

Project Title
Description

Primary Tasks: (List task and hours):

Estimated Total: \$ _____

Project Start Date:

Estimated Completion Date:

Budget Account Code:

Schedule:

Name/Title: _____

Signature: _____

Company: _____

Date: _____

City Authorization:

☐ Department Head: _____

Date: _____

☐ City Administrator: _____

☐ Mayor (if applicable): _____



CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

ADDENDUM NO. 1

Wednesday, October 2, 2024

Request for Proposals: Creation and Implementation of a Geographic Information System Services (GIS)

This addendum is to provide additional information not originally included in the bid package. This addendum is hereby made a part of the **Request for Proposals**.

Please attach this addendum to the documents in your possession, and confirm receipt of Addendum No. 1 in your proposal. The proposal date remains unchanged.

The following questions were asked of the City and are being shared as an addendum to the RFP for GIS Services. The questions are not listed in any particular order; however the City's responses are underlined to assist in identify the City's responses. In some instances, multiple questions of the same type were used but had the same answer.

- 1) Is the City's GIS system cloud-based or on-premise?

The City's GIS system is cloud-based and hosted by ESRI.

- 2) Will a weekly rate suffice for a section a – subcategory v and the potential for field data collection?

No, the City requires an hourly based approach for payment of services provided. If there is a minimum amount that is required to provide the services, please include those minimums as part of your submitted rates.

- 3) Is the city requesting lump sum pricing for each task or a rate sheet?

For each task a rate sheet is desired along with an estimated number of hours to complete each task. The rate will be utilized in the contract for future payment, the estimated amount of time to complete is for scoping and budgeting purposes for the city and not a selection criteria – for example, estimating a task at 50 hours does not mean a higher chance of selection than another submittal than estimates 100 hours.

- 4) Can you provide a more detailed background on the current state of the GIS environment in Parkville including the following:
 - a. Is Enterprise set up and fully functional?

Yes. The system is up and running for the city and multiple users have already been using it locally for limited tasks. The online portion of the system is functional, but has had minimal setup performed.

- b. How many licenses does the City have access to?

Under the state agreement for Missouri the city has approximately 50 licenses that can be moved around and reassigned. The City has utilized less than 10 of these licenses so far.

- c. Is ArcGIS Online currently set up for Parkville?

Yes, the system is setup. At this time though the online portion has had minimal data uploaded for testing purposes.

- d. Is there any existing GIS data that is expected to be used as part of this project? If so what and can we be provided access to it?

The City has minimal GIS data but it will be readily available for the selected consultant to use. Current layers that the City has are:
Sanitary Sewer (previous generation and needs converted to current software)
Curb & Gutter locations
Street rating analysis – Two years of data
Sidewalk inventory
Water system location (obsolete data)
In addition the City has created KML layers and had external sources (such as an HoA) provide information through Google Earth

- 5) How many employees does the city estimate will need training?

Approximately 7 employees for training on more complex ArcGIS functions for power users.
Approximately 10 employees for field use and basic editing abilities.
Approximately 20 employees for viewing and accessing information.

- 6) How many hard copies of the proposal does the city require?

A single hard copy of the proposal is sufficient.

- 7) Could the city please provide a working link to view the 2024 city budget?

The City's budget can be found on the following webpage:
<https://parkvillemo.gov/government/city-budget/>

Please note that this proposal is not specifically outlined in that budget as it was not part of the original budget process but rather an item that came out during strategic planning.

- 8) For 2.a. - It is understood that we will compile GIS datasets for the datasets listed in 2.a.ii. Some of these datasets we understand can likely be sourced from Platte County (i.e. Zoning, Roadways, Tax Valuations, etc). For data not maintained by the County, are there known data sources for these data? Specifically for datasets such as sanitary sewer, storm sewer and park assets, is this data available in digital format in some way (e.g., shapefiles, CAD files, etc.) or would this data be compiled from plan sheets / as-builts / field data collection?

The City has internal files for sanitary sewer and some storm sewer, however these files were created under an older version of ArcMap and need to be converted to the new standard. This project is not expected to need to compile data from plan sheets or as-built plans for input. Field data collection may occur in limited amounts; however this project is not intended to be for data collection, but rather setting up a method for data collection and training staff on how to perform it for the future.

- 9) For 2.a - It is understood that data pipelines / routines should be established to keep datasets in sync with its corresponding source data, but for any datasets not sourced externally and therefore established as part of this scope of work, does the City require mechanisms (solutions, SOPs) to maintain this data or would that be the responsibility of the vendor as part of the maintenance outlined in 2.f.ii?

The initial setup of the pipeline / routines is expected as part of the project along with working with the project manager on how the system works. The on-going maintenance until 12-31-26 is intended to help ensure the system continues to work as the City begins managing it on our own. It is anticipated that some SOPs / training materials / guides may be necessary on some tasks for City staff. At this time the quantity is unknown, however it will need to be determined during the project.

- 10) For 2.b. - Do you have an example of how you would like these systems to communicate? CivicPlus offers connectors to their solutions that provide some out of the box functionality – one of them being the SeeClickFix Connector for ArcGIS that allows the service request data to be leveraged within the ArcGIS environment; and they also offer an API that would allow for more customized integration but this would likely require additional discovery. In general – are you looking for the out of the box connectivity between CivicPlus and Esri or something more specific / customized? Can you tell us how ECODE is leveraging GIS?

The expectation is that some customization will be necessary to align the system with staff needs. The specific outcome of these will be determined when the selected consultant meets with City staff to determine the best way to construct the system. The goal is to minimize customizations, but still have a system that staff will be able to collect, alter, use, and display the data from the other software solutions.

ECODE does not currently connect directly to GIS, however it does connect to the CivicGov platform through an API that the city does not currently have. This project may include building this connection depending on what it is able to provide.

11) For 2.h

- a. Is this task specific to BMP outfalls and illicit discharges only as 2.h.i.1 suggests, or should other MCM requirements be considered in this task (and the database development/data solutions task), such as Management of Construction Site Runoff, Management of Post Construction Site Runoff, and Good Housekeeping in Municipal Operations?

The inspection reports would need to include outfalls & illicit discharges. At this time management of construction site runoff, management of post construction site runoff, and good housekeeping in municipal operations is not anticipated.

- b. Does the City currently have inspection methodology and criteria documented for outfalls and IDDE (and other MCM requirements like a BMP inspection or good housekeeping inspection/monitoring), or is the consultant to support development of the inspection program related to NPDES compliance?

The inspection form has not yet been created, however the methodology and inspection criteria is part of the draft Stormwater Management Plan.

12) Would the City consider providing us with a copy of their past Annual Report submittal, so the consultant has a better understanding of the report content/format?

The annual report is attached as Exhibit 1 in this addendum.

13) Is the list of layers under Item 2, subitem a(ii) in order of importance or priority for the City of Parkville?

No, they were not listed in any order. The highest importance item however is getting a storm sewer layer operating as the city has a regulatory obligation to have the system mapped by the end of 2025.

14) What is meant by the phrase 'functional GIS' as it relates to Item 3, subitem d?

A functional system for the city is one that staff can use for routine and special work. This work would be defined as the ability to input, modify, update, collect data for use in GIS. In addition, this would include the ability for the public to have a portal available to review information that is shared externally. Part of this includes training time to bring staff up to a proficiency level to use these basic functions.

Exhibit 1: MS4 Annual Report

**Additional questions should be addressed to:
Dan Harper, Public Works Director
816-741-7676 Ext. 227**



MISSOURI DEPARTMENT OF NATURAL RESOURCES
WATER PROTECTION PROGRAM
**MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)
STORMWATER MANAGEMENT PROGRAM REPORT MOR04 AND
SITE SPECIFIC**

FOR OFFICE USE ONLY

PROJECT ID NUMBER

DATE RECEIVED

Part A – MS4 PERMIT HOLDER INFORMATION

1. MS4 NAME Parkville Phase II MS4	2. NPDES PERMIT NUMBER MOR04C042	3. MS4 UNIQUE ID NO. (If applicable – co-permittees only)	
4. ADDRESS 8880 Clark Ave.	5. CITY Parkville	6. STATE MO	7. ZIP CODE 64152
8. TELEPHONE NUMBER WITH AREA CODE 816-268-5027	9. NAME OF MS4 CONTACT PERSON dharper@parkvillemo.gov		
10. EMAIL OF MS4 CONTACT PERSON Dan Harper			
11. Is the MS4 contact person listed above different from the most recent MS4 stormwater management program report? ☒ Yes ☐ No			
12. Have any areas of the MS4 been added or removed from the MS4 jurisdiction due to annexation or other legal means since the most recent permit application (renewal, new, modification), or most recent MS4 stormwater management program report? ☐ Yes ☒ No If Yes, attach a map showing the changes.			

Part B – REPORTING REQUIREMENTS

1. Is your MS4 subject to a Total Maximum Daily Load (TMDL)? ☐ Yes ☒ No
If Yes, you are required to submit the MS4 Assumptions And Requirements Attainment Plan (ARAP) report annually. Reports are due **Feb. 28** each year. See Part F of this form.

2. Is your MS4 newly permitted (i.e., is this your first MS4 permit)? ☐ Yes ☒ No

3. If you are part of a co-permitted MS4 permit, did each co-permitted MS4 submit an individual stormwater management program report, or a combined MS4 stormwater management program report? ☒ Individual ☐ Combined

4. Reporting Period (i.e., the previous year from January 1st to December 31st)
BEGINNING: January 1, 2023 ENDING: December 31, 2023

Part C – STORMWATER MANAGEMENT PROGRAM REPORT PROGRESS AND COMPLIANCE

As an attachment, provide information for each of the items below. Provide informative data, success stories, and experiences that support the successful implementation of your stormwater management plan (SWMP).

1. Describe your stormwater program's efforts toward compliance with your MS4 permit and SWMP requirements. (This section may be a summary encompassing the overall efforts of the stormwater program, but should include details regarding progress toward achieving the statutory goal of reducing the discharge of pollutants to the MS4 to the maximum extent practicable. The summary does not necessarily need to breakdown efforts for each Minimum Control Measure (MCM) and the Best Management Practices (BMPs) implemented for each MCM unless the permittee would like to specifically highlight something.)
2. If another governmental entity implements any BMPs or MCMs for your stormwater program, provide the following:
 - a. Name of the government entity;
 - b. Name of the primary contact for the government entity;
 - c. Contact information (i.e., address, city, ZIP code, state, and phone number); and
 - d. Specific best management practices or minimum control measures being implemented by the government entity.

It is the responsibility of the permittee to provide all information under this report regardless if programmatic BMPs or MCMs are being implemented by another governmental entity. If an entire MCM is being implemented by an alternative governmental entity, indicate that under the appropriate MCM below.
3. Provide a description of any changes to the stormwater management program, programmatic BMPs, measurable goals, and the iterative process that have occurred during the covered reporting period. (See Part D of this form)
4. Provide a list of programmatic BMPs that were evaluated during the reporting period, and provide information on how the BMP was determined effective. (See Part D of this form)
 - a. If any of the programmatic BMPs were determined to be ineffective, provide a summary on how the ineffective BMP was resolved.
5. If any water samples were collected and analyzed during the covered reporting period by the permitted MS4 or on behalf of the permitted MS4, complete Part E – Water Sample(s) Analysis. This part may be uploaded as an attachment. (This is not meant for samples collected during MCM 3 field screenings or illicit discharge investigations; those results should be retained in your SWMP.)

PART D – MINIMUM CONTROL MEASURES, BEST MANAGEMENT PRACTICES, AND MEASURABLE GOALS EVALUATION

☒ CHECK HERE if necessary attachments are uploaded for any item under the MCMs below.

MCM 1. Public Education and Outreach

Were any changes made to MCM 1 during the reporting period? ☒ Yes ☒ No

4.1.A Were any changes to 4.1.A made during reporting period? ☐ Yes ☒ No

If **Yes**, include an attachment describing changes.

Were all BMPs for 4.1.A evaluated during reporting period? ☒ Yes ☐ No

If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.1.A successfully reached? ☐ Yes ☒ No

If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☐ Yes ☐ No

Were the **BMPs** for 4.1.A determined effective/successful for this reporting period? ☐ Yes ☒ No

If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☐ Yes ☒ No

If **Yes**, include an attachment describing how the BMP will be modified or replaced.

If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

4.1.B Were any changes to 4.1.B made during reporting period? ☐ Yes ☒ No

If **Yes**, include an attachment describing changes.

Were all BMPs for 4.1.B evaluated during reporting period? ☒ Yes ☐ No

If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.1.B successfully reached? ☐ Yes ☒ No

If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☒ Yes ☐ No

Were the **BMPs** for 4.1.B determined effective/successful for this reporting period? ☒ Yes ☐ No

If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☐ Yes ☒ No

If **Yes**, include an attachment describing how the BMP will be modified or replaced.

If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

4.1.C Were any changes to 4.1.C made during reporting period? ☒ Yes ☐ No

If **Yes**, include an attachment describing changes.

Were all **BMPs** for 4.1.C evaluated during reporting period? ☒ Yes ☐ No

If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.1.C successfully reached? ☐ Yes ☒ No

If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☐ Yes ☐ No

Were the **BMPs** for 4.1.C determined effective/successful for this reporting period? ☒ Yes ☐ No

If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☐ Yes ☒ No

If **Yes**, include an attachment describing how the BMP will be modified or replaced.

If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

MCM 2. Public Involvement and Participation

Were any changes made to MCM 2 during the reporting period? ☐ Yes ☒ No

4.2.A (Completing 4.2.A in this form is only applicable during permit renewal OR as a result of major modification to the SWMP. If neither of these apply during this reporting period, check N/A here and skip to 4.2.C below.) ☐ N/A

Were any changes to 4.2.A made during reporting period? ☐ Yes ☒ No

If **Yes**, include an attachment describing changes.

Were all **BMPs** for 4.2.A evaluated during reporting period? ☐ Yes ☒ No

If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.2.A successfully reached? ☐ Yes ☒ No

If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☒ Yes ☐ No

Were the **BMPs** for 4.2.A determined effective/successful for this reporting period? ☐ Yes ☒ No
If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☒ Yes ☐ No
If **Yes**, include an attachment describing how the BMP will be modified or replaced.
If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

4.2.B (Completing 4.2.B in this form is only applicable during permit renewal OR as a result of major modification to the SWMP. If neither of these apply during this reporting period, check N/A here and skip to 4.2.C below.) ☒ N/A

Were any changes to 4.2.B made during reporting period? ☐ Yes ☒ No
If **Yes**, include an attachment describing changes.

Were all BMPs for 4.2.B evaluated during reporting period? ☐ Yes ☒ No
If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.2.B successfully reached? ☐ Yes ☒ No
If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☒ Yes ☐ No

Were the **BMPs** for 4.2.B determined effective/successful for this reporting period? ☐ Yes ☒ No
If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☒ Yes ☐ No
If **Yes**, include an attachment describing how the BMP will be modified or replaced.
If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

4.2.C Were any changes to 4.2.C made during reporting period? ☐ Yes ☒ No
If **Yes**, include an attachment describing changes.

Were all BMPs for 4.2.C evaluated during reporting period? ☐ Yes ☒ No
If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.2.C successfully reached? ☐ Yes ☒ No
If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☒ Yes ☐ No

Were the **BMPs** for 4.2.C determined effective/successful for this reporting period? ☐ Yes ☒ No
If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☒ Yes ☐ No
If **Yes**, include an attachment describing how the BMP will be modified or replaced.
If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

4.2.D If the permittee does not currently utilize a stormwater management panel or committee, did the permittee evaluate the potential benefits of utilizing a stormwater management panel or committee? ☐ Yes ☒ No

If **Yes**, will the permittee utilize a stormwater management panel or committee during the next reporting period? ☐ Yes ☐ No
If **No**, 4.2.D is not applicable. The permittee does not utilize a stormwater management panel or committee. ☒ Check here if N/A.

Were any changes to 4.2.D made during reporting period? ☐ Yes ☒ No
If **Yes**, include an attachment describing changes.

Were all BMPs for 4.2.D evaluated during reporting period? ☐ Yes ☒ No
If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.2.D successfully reached? ☐ Yes ☒ No
If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☒ Yes ☐ No

Were the **BMPs** for 4.2.D determined effective/successful for this reporting period? ☐ Yes ☒ No
If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☒ Yes ☐ No
If **Yes**, include an attachment describing how the BMP will be modified or replaced.
If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

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MCM 3. Illicit Discharge Detection and Elimination

Were any changes made to MCM 3 during the reporting period? ☒ Yes ☐ No

4.3.A Were any changes to 4.3.A made during reporting period? ☒ Yes ☐ No

If **Yes**, include an attachment describing changes.

Were all BMPs for 4.3.A evaluated during reporting period? ☐ Yes ☒ No

If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.3.A successfully reached? ☐ Yes ☒ No

If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☒ Yes ☐ No

Were the **BMPs** for 4.3.A determined effective/successful for this reporting period? ☐ Yes ☒ No

If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☒ Yes ☐ No

If **Yes**, include an attachment describing how the BMP will be modified or replaced.

If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

4.3.B Were any changes to 4.3.B made during reporting period? ☐ Yes ☒ No

If **Yes**, include an attachment describing changes.

Were all BMPs for 4.3.B evaluated during reporting period? ☐ Yes ☒ No

If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.3.B successfully reached? ☐ Yes ☒ No

If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☒ Yes ☐ No

Were the **BMPs** for 4.3.B determined effective/successful for this reporting period? ☐ Yes ☒ No

If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☒ Yes ☐ No

If **Yes**, include an attachment describing how the BMP will be modified or replaced.

If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

4.3.C Were any changes to 4.3.C made during reporting period? ☐ Yes ☒ No

If **Yes**, include an attachment describing changes.

Were all BMPs for 4.3.C evaluated during reporting period? ☒ Yes ☐ No

If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.3.C successfully reached? ☒ Yes ☐ No

If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☐ Yes ☐ No

Were the **BMPs** for 4.3.C determined effective/successful for this reporting period? ☒ Yes ☐ No

If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☐ Yes ☐ No

If **Yes**, include an attachment describing how the BMP will be modified or replaced.

If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

4.3.D Were any changes to 4.3.D made during reporting period? ☒ Yes ☐ No

If **Yes**, include an attachment describing changes.

Were all BMPs for 4.3.D evaluated during reporting period? ☐ Yes ☒ No

If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.3.D successfully reached? ☐ Yes ☒ No

If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☒ Yes ☐ No

Were the **BMPs** for 4.3.D determined effective/successful for this reporting period? ☐ Yes ☒ No

If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☒ Yes ☐ No

If **Yes**, include an attachment describing how the BMP will be modified or replaced.

If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

4.3.F Were any changes to 4.3.F made during reporting period? ☒ Yes ☐ No

If **Yes**, include an attachment describing changes.

Were all BMPs for 4.3.F evaluated during reporting period? ☐ Yes ☒ No

If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.3.F successfully reached? ☐ Yes ☒ No

If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☒ Yes ☐ No

Were the **BMPs** for 4.3.F determined effective/successful for this reporting period? ☐ Yes ☒ No

If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☒ Yes ☐ No

If **Yes**, include an attachment describing how the BMP will be modified or replaced.

If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

4.3.G

Were any changes to 4.3.G made during reporting period? ☒ Yes ☐ No

If **Yes**, include an attachment describing changes.

Were all BMPs for 4.3.G evaluated during reporting period? ☐ Yes ☒ No

If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.3.G successfully reached? ☐ Yes ☒ No

If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☒ Yes ☐ No

Were the **BMPs** for 4.3.G determined effective/successful for this reporting period? ☐ Yes ☒ No

If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☒ Yes ☐ No

If **Yes**, include an attachment describing how the BMP will be modified or replaced.

If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

MCM 4. Construction Site Stormwater Runoff Control

Were any changes made to MCM 4 during the reporting period? ☒ Yes ☐ No

4.4.A Were any changes to 4.4.A made during reporting period? ☐ Yes ☒ No

If **Yes**, include an attachment describing changes.

Were all BMPs for 4.4.A evaluated during reporting period? ☒ Yes ☐ No

If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.4.A successfully reached? ☒ Yes ☐ No

If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☒ Yes ☐ No

Were the **BMPs** for 4.4.A determined effective/successful for this reporting period? ☒ Yes ☐ No

If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☒ Yes ☐ No

If **Yes**, include an attachment describing how the BMP will be modified or replaced.

If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

4.4.B Were any changes to 4.4.B made during reporting period? ☐ Yes ☒ No

If **Yes**, include an attachment describing changes.

Were all BMPs for 4.4.B evaluated during reporting period? ☒ Yes ☐ No

If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.4.B successfully reached? ☒ Yes ☐ No

If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☒ Yes ☐ No

Were the **BMPs** for 4.4.B determined effective/successful for this reporting period? ☒ Yes ☐ No

If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☒ Yes ☐ No

If **Yes**, include an attachment describing how the BMP will be modified or replaced.

If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

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4.4.C Were any changes to 4.4.C made during reporting period? ☐ Yes ☒ No

If **Yes**, include an attachment describing changes.

Were all BMPs for 4.4.C evaluated during reporting period? ☒ Yes ☐ No

If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.4.C successfully reached? ☒ Yes ☐ No

If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☒ Yes ☐ No

Were the **BMPs** for 4.4.C determined effective/successful for this reporting period? ☒ Yes ☐ No

If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☒ Yes ☐ No

If **Yes**, include an attachment describing how the BMP will be modified or replaced.

If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

4.4.D Were any changes to 4.4.D made during reporting period? ☒ Yes ☐ No

If **Yes**, include an attachment describing changes.

Were all BMPs for 4.4.D evaluated during reporting period? ☒ Yes ☐ No

If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.4.D successfully reached? ☒ Yes ☐ No

If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☒ Yes ☐ No

Were the **BMPs** for 4.4.D determined effective/successful for this reporting period? ☒ Yes ☐ No

If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☒ Yes ☐ No

If **Yes**, include an attachment describing how the BMP will be modified or replaced.

If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

4.4.E Were any changes to 4.4.E made during reporting period? ☐ Yes ☒ No

If **Yes**, include an attachment describing changes.

Were all BMPs for 4.4.E evaluated during reporting period? ☒ Yes ☐ No

If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.4.E successfully reached? ☒ Yes ☐ No

If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☒ Yes ☐ No

Were the **BMPs** for 4.4.E determined effective/successful for this reporting period? ☒ Yes ☐ No

If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☒ Yes ☐ No

If **Yes**, include an attachment describing how the BMP will be modified or replaced.

If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

4.4.F Were any changes to 4.4.F made during reporting period? ☐ Yes ☒ No

If **Yes**, include an attachment describing changes.

Were all BMPs for 4.4.F evaluated during reporting period? ☒ Yes ☐ No

If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.4.F successfully reached? ☒ Yes ☐ No

If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☒ Yes ☐ No

Were the **BMPs** for 4.4.F determined effective/successful for this reporting period? ☒ Yes ☐ No

If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☒ Yes ☐ No

If **Yes**, include an attachment describing how the BMP will be modified or replaced.

If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

4.4.G Were any changes to 4.4.G made during reporting period? ☐ Yes ☒ No

If **Yes**, include an attachment describing changes.

Were all BMPs for 4.4.G evaluated during reporting period? ☐ Yes ☒ No

If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.4.G successfully reached? ☐ Yes ☒ No

If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☒ Yes ☐ No

Were the **BMPs** for 4.4.G determined effective/successful for this reporting period? ☐ Yes ☒ No
If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☒ Yes ☐ No
If **Yes**, include an attachment describing how the BMP will be modified or replaced.
If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

MCM 5. Post-Construction Stormwater Management in New Development and Redevelopment

Were any changes made to MCM 5 during the reporting period? ☒ Yes ☐ No

4.5.A Were any changes to 4.5.A made during reporting period? ☒ Yes ☐ No
If **Yes**, include an attachment describing changes.

Were all BMPs for 4.5.A evaluated during reporting period? ☒ Yes ☐ No
If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.5.A successfully reached? ☐ Yes ☒ No
If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☒ Yes ☐ No

Were the **BMPs** for 4.5.A determined effective/successful for this reporting period? ☐ Yes ☒ No
If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☒ Yes ☐ No

If **Yes**, include an attachment describing how the BMP will be modified or replaced.
If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

4.5.B Were any changes to 4.5.B made during reporting period? ☒ Yes ☐ No
If **Yes**, include an attachment describing changes.

Were all BMPs for 4.5.B evaluated during reporting period? ☒ Yes ☐ No
If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.5.B successfully reached? ☐ Yes ☒ No
If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☒ Yes ☐ No

Were the **BMPs** for 4.5.B determined effective/successful for this reporting period? ☐ Yes ☒ No
If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☒ Yes ☐ No

If **Yes**, include an attachment describing how the BMP will be modified or replaced.
If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

4.5.C Were any changes to 4.5.C made during reporting period? ☐ Yes ☒ No
If **Yes**, include an attachment describing changes.

Were all BMPs for 4.5.C evaluated during reporting period? ☒ Yes ☐ No
If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.5.C successfully reached? ☐ Yes ☒ No
If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☒ Yes ☐ No

Were the **BMPs** for 4.5.C determined effective/successful for this reporting period? ☐ Yes ☒ No
If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☒ Yes ☐ No

If **Yes**, include an attachment describing how the BMP will be modified or replaced.
If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

4.5.D Were any changes to 4.5.D made during reporting period? ☒ Yes ☐ No
If **Yes**, include an attachment describing changes.

Were all BMPs for 4.5.D evaluated during reporting period? ☒ Yes ☐ No
If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.5.D successfully reached? ☐ Yes ☒ No
If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☒ Yes ☐ No

Were the **BMPs** for 4.5.D determined effective/successful for this reporting period? ☐ Yes ☒ No
If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☒ Yes ☐ No

If **Yes**, include an attachment describing how the BMP will be modified or replaced.
If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

4.5.E Were any changes to 4.5.E made during reporting period? ☒ Yes ☐ No

If **Yes**, include an attachment describing changes.

Were all BMPs for 4.5.E evaluated during reporting period? ☐ Yes ☒ No

If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.5.E successfully reached? ☐ Yes ☒ No

If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☒ Yes ☐ No

Were the **BMPs** for 4.5.E determined effective/successful for this reporting period? ☐ Yes ☒ No

If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☒ Yes ☐ No

If **Yes**, include an attachment describing how the BMP will be modified or replaced.

If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

MCM 6. Pollution Prevention/Good Housekeeping for Municipal Operations

Were any changes made to MCM 6 during the reporting period? ☒ Yes ☐ No

4.6.A Were any changes to 4.6.A made during reporting period? ☒ Yes ☐ No

If **Yes**, include an attachment describing changes.

Were all BMPs for 4.6.A evaluated during reporting period? ☒ Yes ☐ No

If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.6.A successfully reached? ☐ Yes ☒ No

If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☒ Yes ☐ No

Were the **BMPs** for 4.6.A determined effective/successful for this reporting period? ☐ Yes ☒ No

If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☒ Yes ☐ No

If **Yes**, include an attachment describing how the BMP will be modified or replaced.

If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

4.6.B Were any changes to 4.6.B made during reporting period? ☒ Yes ☐ No

If **Yes**, include an attachment describing changes.

Were all BMPs for 4.6.B evaluated during reporting period? ☒ Yes ☐ No

If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.6.B successfully reached? ☐ Yes ☒ No

If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☒ Yes ☐ No

Were the **BMPs** for 4.6.B determined effective/successful for this reporting period? ☐ Yes ☒ No

If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☒ Yes ☐ No

If **Yes**, include an attachment describing how the BMP will be modified or replaced.

If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

4.6.C Were any changes to 4.6.C made during reporting period? ☒ Yes ☐ No

If **Yes**, include an attachment describing changes.

Were all BMPs for 4.6.C evaluated during reporting period? ☒ Yes ☐ No

If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.6.C successfully reached? ☐ Yes ☒ No

If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☒ Yes ☐ No

Were the **BMPs** for 4.6.C determined effective/successful for this reporting period? ☐ Yes ☒ No

If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☒ Yes ☐ No

If **Yes**, include an attachment describing how the BMP will be modified or replaced.

If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

4.6.D Were any changes to 4.6.D made during reporting period? ☒ Yes ☐ No

If **Yes**, include an attachment describing changes.

Were all BMPs for 4.6.D evaluated during reporting period? ☒ Yes ☐ No

If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.6.D successfully reached? ☐ Yes ☒ No
If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☒ Yes ☐ No

Were the **BMPs** for 4.6.D determined effective/successful for this reporting period? ☐ Yes ☒ No
If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☒ Yes ☐ No

If **Yes**, include an attachment describing how the BMP will be modified or replaced.
If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

4.6.E Were any changes to 4.6.E made during reporting period? ☐ Yes ☐ No
If **Yes**, include an attachment describing changes.

Were all BMPs for 4.6.E evaluated during reporting period? ☒ Yes ☐ No
If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.6.E successfully reached? ☒ Yes ☐ No
If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☒ Yes ☐ No

Were the **BMPs** for 4.6.E determined effective/successful for this reporting period? ☐ Yes ☒ No
If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☐ Yes ☐ No

If **Yes**, include an attachment describing how the BMP will be modified or replaced.
If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

4.6.F Were any changes to 4.6.F made during reporting period? ☒ Yes ☐ No
If **Yes**, include an attachment describing changes.

Were all BMPs for 4.6.F evaluated during reporting period? ☒ Yes ☐ No
If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.6.F successfully reached? ☐ Yes ☒ No
If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☒ Yes ☐ No

Were the **BMPs** for 4.6.F determined effective/successful for this reporting period? ☐ Yes ☒ No
If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☒ Yes ☐ No

If **Yes**, include an attachment describing how the BMP will be modified or replaced.
If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

4.6.G Were any changes to 4.6.G made during reporting period? ☒ Yes ☐ No
If **Yes**, include an attachment describing changes.

Were all BMPs for 4.6.G evaluated during reporting period? ☒ Yes ☐ No
If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.6.G successfully reached? ☐ Yes ☒ No
If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☒ Yes ☐ No

Were the **BMPs** for 4.6.G determined effective/successful for this reporting period? ☐ Yes ☒ No
If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☒ Yes ☐ No

If **Yes**, include an attachment describing how the BMP will be modified or replaced.
If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

4.6.H Were any changes to 4.6.H made during reporting period? ☒ Yes ☐ No
If **Yes**, include an attachment describing changes.

Were all BMPs for 4.6.H evaluated during reporting period? ☒ Yes ☐ No
If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.6.H successfully reached? ☐ Yes ☒ No
If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☒ Yes ☐ No

Were the **BMPs** for 4.6.H determined effective/successful for this reporting period? ☐ Yes ☒ No
If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☒ Yes ☐ No

If **Yes**, include an attachment describing how the BMP will be modified or replaced.
If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

4.6.I
4.6.I is not applicable. The permittee does not have any new flood management projects. ☒ Check here if N/A.

Were any changes to 4.6.I made during reporting period? ☒ Yes ☐ No
If **Yes**, include an attachment describing changes.

Were all BMPs for 4.6.I evaluated during reporting period? ☒ Yes ☐ No
If **No**, include an attachment describing what BMPs were not evaluated and why.

Were the **measurable goals** for all BMPs for 4.6.I successfully reached? ☐ Yes ☒ No
If **No**, were the measurable goals evaluated/modified in an effort for success in the next reporting period? ☒ Yes ☐ No

Were the **BMPs** for 4.6.I determined effective/successful for this reporting period? ☐ Yes ☒ No
If **No**, were the BMPs determined to be ineffective/unsuccessful evaluated for modification or replacement? ☒ Yes ☐ No

If **Yes**, include an attachment describing how the BMP will be modified or replaced.
If **No**, include an attachment describing why the ineffective/unsuccessful BMPs were not evaluated for modification or replacement.

Part E – WATER SAMPLE(S) ANALYSIS

PARAMETER OR INDICATOR	FREQUENCY or DATE (Ongoing monitoring, single event)	RESULT	DRY WEATHER SAMPLE?	WET WEATHER SAMPLE?
Surface Water - Odor Control	Single Event - 3/24/23	Visual / Odor - Pass	☐ Yes ☒ No	☒ Yes ☐ No
Channel Siltation - Watkins Park	Single Event - 4/26/23	Visual - Pass	☐ Yes ☒ No	☒ Yes ☐ No
Standing Water - The Bluffs	Single Event - 6/2/23	Visual - Pass	☐ Yes ☒ No	☒ Yes ☐ No
Ridge Washout - Riss Lake	Single Event	Visual - Pass	☒ Yes ☐ No	☐ Yes ☒ No

1. Are any of the parameters being sampled due to the MS4 being subject to an established or approved Total Maximum Daily Load?
☐ Yes ☒ No
If **Yes**, indicate the parameter/pollutant.

2. Does the data support water quality attainment or support trend data toward water quality attainment?
☐ Yes ☒ No
If **Yes**, describe.

Part F – TOTAL MAXIMUM DAILY LOAD (TMDL) ASSUMPTIONS AND REQUIREMENTS ATTAINMENT PLAN (ARAP)

1. Is your MS4 subject to an established or approved TMDL? If no, indicate "No" below and do not complete any other portion of the TMDL Assumptions and Requirements Attainment Plan portion of this report. ☐ Yes ☒ No

2. Has your TMDL ARAP been completed and submitted? If no, provide a summary as an attachment on the progress toward submitting and implementing the TMDL Assumptions and Requirements Attainment Plan. ☐ Yes ☐ No

4. Does the TMDL ARAP incorporate Integrated Planning? If **Yes**, provide a summary of the status of the Integrated Plan. ☐ Yes ☐ No

PART G – SUBMIT REPORT TO:

The facility must register in the Department's eDMR system through the Missouri Gateway for Environmental Management (MoGEM) before the first report is due. Registration and other information regarding MoGEM can be found at [MoGEM Splash Page](#). Information about the eDMR system can be found on the [eDMR Splash Page](#). To access the eDMR system, use: [MoGEM Login](#). For assistance using the eDMR system, contact edmr@dnr.mo.gov or call 855-789-3889 or 573-526-2082.

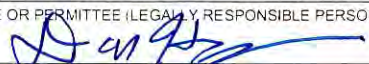
OPTIONAL QUESTIONS REGARDING MILITARY SERVICE

Have you or an immediate family member ever served in the U.S. Armed Forces? ☐ Yes ☒ No

If yes, would you like information about military-related services in Missouri? ☐ Yes ☒ No

PART H - CERTIFICATION

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

SIGNATURE OR PERMITTEE (LEGALLY RESPONSIBLE PERSON) 	DATE SIGNED 2-27-24
NAME (PRINTED OR TYPED) Dan Harper	TITLE Director of Public Works

Parkville MS4 Annual Report Supplemental Information

The following document provides the additional information required as a part of the annual report for the questions in Part C. In completing this report, the following considerations need to be made as they influence the answers to the questions.

1: Parkville is working towards bringing our SWMP up to current requirements after being audited in February 2023. Currently the City is working on writing our first SWMP and have completed our education and outreach for MCM 1 and Illicit Discharge for MCM 3. MCM 2 and MCM 4 are in the process of being drafted at the time of this report. This represents the work of developing our SWMP, however it has not yet been implemented as a complete document. The City has already instituted many of the required processes, but expects to be fully implemented by December 2025 as per our agreement with the local MDNR office.

Due to the status of the SWMP, many of the efforts of the City have been in addressing the deficiencies in the report to bring it into compliance before implementing all of the changes as per the agreement. For this reason many of the measurable goals, procedures, methods etc. have not yet been designed and implemented at the time of this report.

2. No other governmental entity implements any BMPs or MCMs for our stormwater program.

3. Many of the answers to the specific sections are based on the current state of the City's SWMP. As of this report the SWMP is only partially developed and several of these sections are being evaluated for the first time through this development. Many of the BMPs will be evaluated over the course of this development along with the processes, procedures, and forms to track the required information to develop measurable goals. Until the time when the SWMP has been fully implemented, these specific areas cannot be achieved for complete compliance, however the broader effort is to bring the city into full compliance. The following are brief overviews of changes were made with respect to each section which signifies the first write of the SWMP:

MCM 1 – Public Education and Outreach

4.1.A – No change from traditional MS4

4.1.B – No new audiences from previous audiences.

4.1.C – The City added social media distribution as the means to inform the target audience. This portion has not been implemented yet as part of the SWMP development.

MCM 2 – Public Involvement and Participation

4.2.A, 4.2.B, & 4.2.C - This portion of the SWMP has not yet been written, so no direct correlation could be made to changes from previous SWMPs. During the development this section will be evaluated.

4.2.D – This evaluation has not yet been done as Parkville has not yet reached this point of the development of our SWMP.

MCM 3 – Illicit Discharge Detection and Elimination

4.3.A & 4.3.B – The City had not previously mapped all of the MS4 outfalls to perform the inspections. As part of the development of this plan the City is working on mapping the MS4 outfalls throughout 2024 and inspecting them in the process to achieve future compliance.

4.3.D, 4.3.F & 4.3.G – The City did not have a process for these goal for the previous year. The strategies and processes are being developed as part of the SWMP and are in draft for currently.

MCM 4 – Construction Site Stormwater Runoff Control

4.4.A, 4.4.B, 4.4.C, 4.4.D, 4.4.E & 4.4.F – The City currently has procedures in place and ordinances to comply with these requirements prior to the new SWMP.

4.4.G – The City has not yet developed these processes but they will be included as part of the SWMP development.

MCM 5 – Post-Construction Stormwater Management in New Development and Redevelopment

4.5.A & 4.5.B – The City has not yet established an ordinances, strategies or written this portion of the SWMP as of the time of this report but are planning on passing an ordinance once the SWMP has been developed.

4.5.C – These strategies have not yet been established as part of the SWMP, however the city does currently conduct plan reviews that consider these items, however no measurable goals or strategies have been formally written yet.

4.5.D – As part of the implementation phase of the SWMP the O&M manuals will be written but the City has not reached this portion of the SWMP development phase.

4.5.E – These processes have not yet been established but will be part of the development of the new SWMP.

MCM 6 – Pollution Prevention/Good Housekeeping for Municipal Operations

4.6.A, 4.6.B, 4.6.C & 4.6.D – The City does not yet have established training procedures, but they will be developed during the implementation phase of the SWMP.

4.6.E, 4.6.F, 4.6.G, 4.6.H & 4.6.I – The City has not yet built the facility list, controls, procedures, SWPPPs, or O&M Manuals but it will be completed as the SWMP is developed.