

**CITY OF WARRENSBURG**  
**PUBLIC WORKS**

Council Letter No.22-

August 19, 2022

Honorable Mayor and  
Members of the City Council  
City of Warrensburg, Missouri

Dear Mayor and Council Members

**SUBJECT:** Consider authorizing the City Manager and City Clerk to execute a task order amendment under Master Services Agreement with Engineering Surveys And Services, LLC.

**BACKGROUND:**

The City recognizes that we have failing infrastructure (e.g., roads, sidewalks, sanitary sewer, storm sewer, etc.) and that we also do not have sufficient dedicated funding sources to help address **all** these issues. In an effort to make these necessary improvements, the City is partnering with Engineering Surveys & Services and the Pioneer Trails Regional Planning Commission to assist the City in securing one-time monies through the Community Development Block Grant application process and subsequently to use these dollars to improve W Market St between Chestnut and Maynard, see Exhibit A below. The City will pursue this grant with the intent to pledge a 50/50 match on funding in order to be more competitive in this process.

The proposed improvements of the project area will be to provide total street reconstruction, inclusive of geometric/drainage/sight distance/subgrade improvements along the project area, and to improve street lighting, sidewalks, sanitary sewer, significant storm water work, and add street trees.

**ISSUE:**

Staff is requesting the consideration for the City Manager and City Clerk to execute the task order amendment.

**STRATEGIC PLAN:**

This is will be included in Focus I: Investment in Infrastructure.

**FISCAL IMPACT:**

The fiscal Impact will be \$14,000 which will be paid by utilizing general obligation bonds.

**ECONOMIC BENEFITS/IMPACT:**

Improved streets add to the overall aesthetic appeal of the community and promote economic development.

**RECOMMENDATION:**

Staff recommends approval as submitted.

Sincerely,

Enrico Villegas  
Assistant City Manager/

Director of Public Works

cc: City Manager

Attachments: Ordinance  
Agreement  
Exhibit

BILL NO \_\_\_\_\_

ORDINANCE NO \_\_\_\_\_

**AN ORDINANCE AUTHORIZING THE CITY MANAGER AND CITY CLERK TO EXECUTE A TASK ORDER AMENDMENT UNDER MASTER SERVICES AGREEMENT WITH ENGINEERING SURVEYS AND SERVICES, LLC**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WARRENSBURG, MISSOURI AS FOLLOWS:**

Section One The City Manager and City Clerk are authorized to execute on behalf of the City a Task Order Amendment with Engineering Surveys and Services, LLC in the form attached hereto.

Section Two This ordinance shall be in full force and effect from and after its passage.

Read two times and passed in open session this \_\_\_\_\_ day of August, 2022

\_\_\_\_\_  
Jim Kushner, Mayor

Attest:

\_\_\_\_\_  
Jodi Schneider, City Clerk



**SCOPE OF WORK -  
TASK ORDER AMENDMENT – NO. 1  
TO  
SHORT FORM OF AGREEMENT  
BETWEEN OWNER AND ENGINEER  
FOR  
PROFESSIONAL SERVICES  
BETWEEN**

City of Warrensburg ("Owner"),  
Engineering Surveys and Services LLC ("Engineer").

This Task Order Amendment (TOA) becomes an attachment to the following Agreement:

Master Services Agreement for Professional Engineering and Consulting Services  
between Owner and Engineer effective as of 8/19/2022 ("Effective Date").

The Task Order Amendment (TOA), of which Engineer's services under this Agreement are a part, is generally identified as follows:

Preliminary Engineering Report (PER) for CDBG Project Application  
Street, Storm Drainage, Sanitary & Related Improvements  
(Task Order)

**Engineer shall furnish to the Owner the following additional services:**

Provide a report to supplement the Owner's application for *Community Block Development Grant* (CDBG) funding for pavement improvements, storm drainage improvements, sanitary sewer relocation, street lighting and ADA upgrades along the following city streets:

- West Market Street – (Maynard to Chestnut)
- West Pine Street, West Culton & the alley northwest of the Courthouse

The report will describe proposed improvements, with the ultimate decision of the project limits for the actual CDBG grant application based on a decision by Owner, informed by the PER, about the level of investment that is deemed feasible.

As provided in CDBG program guidance, the PER will include at a planning-level of detail the following characteristics of the proposed improvements:

**Title Page:**

- A. Name of Project
- B. Owner of system, property, facility, building, structure, infrastructure, etc.
- C. Name of CDBG applicant (county, city, village)
- D. Preparer name, agency / firm, address, phone, e-mail, and fax numbers, licensed to practice in Missouri
- E. Licensed engineer's seal, signature and date of report.

**Section 1: Purpose and Need for the Project**

- A. Purpose & need for new construction, expansion, or improvements of existing facilities; project beneficiaries.
- B. Health & safety concerns
- C. Violations and / or environmental issues and agency concerns and recommendations
- D. Existing population and projected population for 20 years
- E. Projected economic growth
- F. Operation and maintenance (O & M) issues, if applicable
- G. Future needs of owners / beneficiaries
- H. Whether the project is in conformance with any existing comprehensive or strategic plans.

**Section 2: Project Description – All activities by all funding sources**

- A. Details of the proposed project – size(s) of existing facilities, detailed improvements proposed, materials and amounts needed, whether project is multi-jurisdictional, whether project is to be completed in phases (explain each phase in detail, including timelines, as currently known)
- B. Timeline for construction
- C. Location – address, coordinates, legal description, maps photos, sketches, legal & natural boundaries, major obstacles, elevations, general service area, etc.

**Section 3: Existing Facility / Infrastructure, and / or Land Description**

- A. Location of existing and / or proposed infrastructure or facility to be addressed by the project.
- B. Location of property proposed for acquisition, if applicable, and a plan and timeline for acquisition
- C. Location of easements needed, if applicable, and a plan and timeline for acquiring easements
- D. Origin of funding for original facility or infrastructure, including any existing debt
- E. History and condition of facilities / infrastructure, current easements.

**Section 4: Alternatives Considered – Include No Project / No Action Alternative**

- A. Description of each alternative (sites & designs) including: locations, design parameters, schematic layout map, land requirements, permitting, potential construction issues, environmental impacts, etc.)
- B. Construction and average annual operation and maintenance cost for each Alternative

**Section 5: Recommended Alternative for Proposed Project**

- A. Preferred alternative; reason for selection: cost, efficiency, environmental impacts, location, ease of construction, etc.

**Section 6: Project Cost & Project Financing**

- A. Total project cost all sources; existing & proposed project budget including costs for O&M, capital improvements, debt payment and status of reserve accounts, if applicable.
- B. Anticipated annual operation & maintenance (O&M) cost for proposed project
- C. Technical, managerial, administrative capacity of owner / operator and / or applicant
- D. Funding source(s) for all project costs, additional O&M, and replacement costs
- E. Status of funding – contingencies by any sources; anticipated receipt of funding

**Section 7: Environmental Review / Impacts**

- A. General impacts to natural & manmade environments from construction & completed project: noise; odors; increased traffic and new traffic hazards; fugitive dust, etc.
- B. Environmental clearances needed; agencies' clearances / responses if received prior to completing PER.
- C. Environmental permits needed and / or received; timeline for obtaining permits
- D. Environmental impacts for the No Action / No Project alternative
- E. Maps, photos, environmental studies and narratives
- F. Location, significance of, and anticipated impacts to important resources on and near project site(s): farmland; forest; conservation areas; wetlands; unique features; 100 & 500 year floodplains; streams, creeks, and river crossings; historic sites; critical habitats; low income & minority neighborhoods and residential areas; landfills; Superfund sites; flammable / hazardous facilities; air quality; water quality; mitigation; abatement of toxic or hazardous materials (heavy metals, asbestos, arsenic, tec.); etc.
- G. Land Use Compatibility and Planning & Zoning
- H. Construction best management practices and construction staging controls
- I. Storm water drainage including, NPDES permitting and storm water pollution prevention plan, if applicable.

**Section 8: Conclusion**

- A. Final recommendation
- B. Additional information and explanations

ES&S staff member will attend a City Council meeting to present the findings of the PER, respond to questions, and discuss assistance with the CDBG application preparation (by others).

The PER will be submitted to the Owner in PDF-format. In addition, four copies of the PER will be provided in hard-copy format:

- One draft PER for Owner review/comment
- Three final PER copies, two of which are to be submitted with the CDBG grant application

The individual point(s) of contact for this task order, if different from those undersigned, shall be:

**OWNER:**

Enrico Villegas, Public Works Director  
PH: (660) 262-4660  
EML: [enrico.villegas@warrensburg-mo.com](mailto:enrico.villegas@warrensburg-mo.com)

**ENGINEER:**

Chris Yarnell, PE – Task Manager  
PH: (573) 636-3303  
EML: [cyarnell@ess-inc.com](mailto:cyarnell@ess-inc.com)

We proposed to complete the draft PER for Owner review within three weeks from Notice to Proceed (NTP). At the time of this TOA preparation, the final CDBG guidance defining due dates for grant applications to be submitted to the Department of Economic Development, so the proposed time frame may be adjusted to accommodate the program deadlines.

Owner will compensate Engineer for services performed as provided in the Agreement's *Section 7.01 Basis of Payment—Lump Sum* for the lump sum amount of \$ 14,000 (fourteen thousand dollars and no-cents).

Scope of Work

Task Order Amendment – No. 1

Page 5

IN WITNESS WHEREOF, the parties hereto have executed this Task Order Amendment, the Effective Date of which is \_\_\_\_\_ (“TOA Effective Date”).

**OWNER:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**ENGINEER:**

By: \_\_\_\_\_

Title: President

Date Signed: 12 August 2022

Ross Kasmann

*Engineering Surveys and Services LLC*

*NOTE: Owner will notify Engineer if there is a change in the point of contact individual or the contact information.*

**Missouri Professional Engineering Firm:** 2004005018

**Missouri Professional Surveying Firm:** 2004004672

State of: Missouri

*Address for giving notices:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Address for giving notices:*

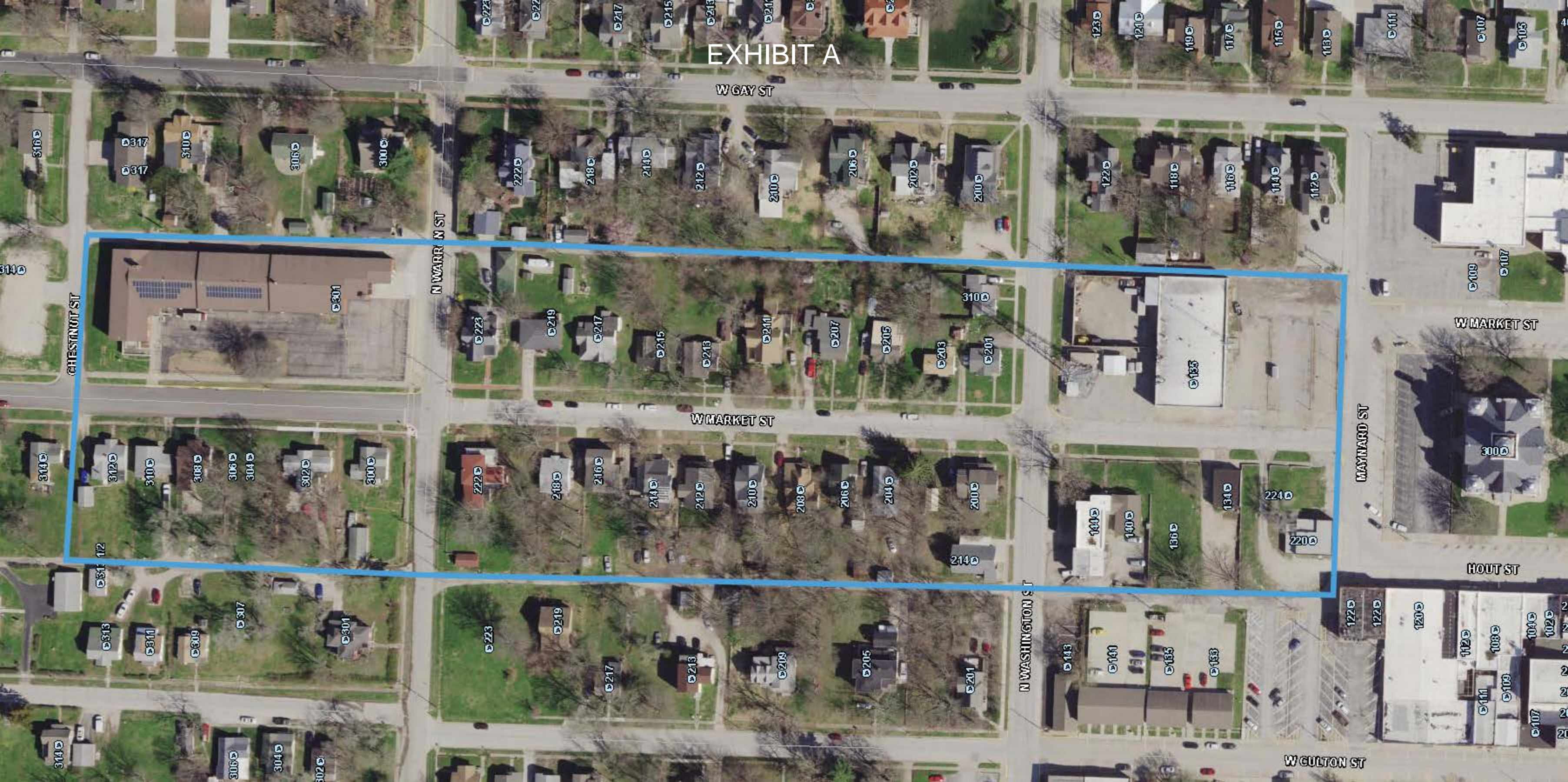
1113 Fay Street

Columbia, MO 65201

\_\_\_\_\_  
\_\_\_\_\_



# EXHIBIT A



W GAY ST

CHESTNUT ST

N WARR N ST

W MARKET ST

W MARKET ST

MAYNARD ST

HOUT ST

N WASHINGTON ST

W CULTON ST