



# INDEPENDENCE

## ★ MUNICIPAL SERVICES ★

**TO:** Lisa Reynolds, Municipal Services Director  
**CC:** Rich Kemple, Assistant Municipal Services Director; Alex Lopez, Acting City Engineer; Charles Harvey, Staff Assistant  
**FROM:** Rodney Honeycutt, P.E., Engineer III  
**DATE:** July 31, 2023  
**RE:** Purchase Order for Engineering Services  
**PROJECT:** FLAP087 – Independence Historic Trails Phase 1 – Project #112406

The City has been awarded federal funding from the Federal Lands Access Program (FLAP) fund to support the Independence Historic Trails Phase 1 project. This will be a 100% Federally funded project.

This project will construct a new shared use trail along Liberty Street and Pacific Ave., from Lexington Ave. to the Bingham-Waggoner Estate. This will improve safety for bicyclists & pedestrians. The work will include the new concrete trail, curb & gutter, ADA ramp and truncated domes, curb inlets, driveway approaches, retaining walls, pavement marking, and signage.

The selected consultant is expected to provide engineering services necessary for the design, permitting, bidding, and construction phases of the project.

The City requested RFP proposals and Veenstra & Kimm, Inc. was chosen to complete the design. They have submitted their scope and fee for the project (attached).

The fee for the design services was \$165,242.00. I request we issue a PO to Veenstra & Kimm, Inc. for a fee of \$165,242.00 with a 10% contingency for future minor change orders.

Fiscal Impact: \$181,766.20 from account #112406-C-7011-5406.

Veenstra & Kimm, Inc.  
1201 West College, Suite 100  
Liberty, MO 64068  
Attn: Tim Gramling  
tgramling@v-k.net

Recommend to Approve:

Rodney Honeycutt

Digitally signed by Rodney Honeycutt  
Date: 2023.08.02 07:31:00-05'00'

Date: 8/2/23

Approved

Date: 08/02/23

**CITY OF INDEPENDENCE, MISSOURI**  
**HISTORIC TRAILS PHASE 1**  
**SCOPE OF SERVICES**

**Background**

This project involves the preparation of right of way plans, legal descriptions, bid documents, preliminary and final design plans, and construction services for the Independence Historic Trail Phase 1 project.

**Scope of Services**

The following paragraphs provide a description of the work to be performed by Veenstra & Kimm, Inc. (V&K) under this contract.

**Task 1.00: PROJECT MANAGEMENT**

**Task 1.10 Kickoff Meeting**

- The Consultant and the City staff will review the project objectives, establish a project schedule, identify alternative scenarios and
- The City will provide the following information to the degree available at the kickoff meeting:  
As-built drawings of the Liberty Street corridor from Lexington to Pacific and the Pacific Avenue corridor from Liberty Street to the Bingham Waggoner Estate property including City owned utilities.

**Task 1.20 Project Management and Administration**

- The Consultant will monitor the project budget, schedule, and progress in delivering the specific tasks of the project outlined in the scope.
- The Consultant will maintain regular communication with the City and will provide meeting agendas and progress reports on monthly intervals to discuss the project progress and take meeting minutes.

**Task 2.00: DATA GATHERING AND PRELIMINARY INVESTIGATIONS/ANALYSES**

**Task 2.10 Information Review**

- The Consultant will review all available background information provided by the City.

**Task 2.20 Field Reconnaissance**

- The Consultant will conduct a detailed on-site reconnaissance of the project area to include observing building construction type and age, above ground structure and facilities in the area, take photos and note features such as retaining walls, utilities, stormwater infrastructure, trees, driveways and entrances and any features that may potentially be affected by construction of the trail.

**Task 2.30 Topographic/Boundary Surveys**

- McLaughlin Mueller, Inc. will perform topographic and boundary surveys, parcel descriptions and exhibits, informational title work for the project area along with associated deliverables as stated in the proposal submitted and is attached and incorporated in this scope for the Consultant.

**Task 2.40 Utility Coordination**

- VSM Engineering, Inc. will use the process of sending Utility Notices as outlined in the Consultant's proposal to all applicable utility partners on the project as stated in the scope and fee proposal attached and incorporated in this scope for the Consultant.

#### Task 2.50 Geotechnical and Utility Potholing

- Sub-consultant services will be retained if necessary to conduct the geotechnical services along the proposed alignment at retaining wall locations.
- Potholing of utilities along the project corridor will be performed, as necessary.

### **Task 3.00: PRELIMINARY DESIGN**

#### Task 3.10 30% Design and Preliminary Plans

- The Consultant will develop a 30% design to establish the preliminary design which will determine the basic design parameters for each of the critical elements of the project that will include the preliminary layout, sizing, and profile of proposed improvements.
- The consultant will coordinate with the Railroad during this phase of the project to obtain input and address issues that need to be accounted for in the project.
- The consultant will assist the City with the NEPA environmental processes to obtain MoDOT review and necessary permits.

#### Task 3.20 30% Design Submittal

- The Consultant will incorporate elements of the preliminary design plans as well as review comments from the preliminary design and will prepare and submit 30% design plans to the city.

#### Task 3.30 Preliminary Quantities and Estimate

The consultant will develop the quantity takeoffs and associated cost estimate opinion based on the 30% design.

### **Task 4.00: FINAL DESIGN**

#### Task 4.10 Final Design Plans and Specifications

- The Consultant will prepare final design plans and specifications which will involve 60% plans, 90% plans and the final 100% design completion.
- The Consultant will finalize easement, permit and right-of-way documents.

#### Task 4.20 Final Design Submittals

- The Consultant will submit final design plans, specifications, and estimates.
- Submittals in this task will include the Final Basis of Design report and plans and specifications for each final design stages.
- The Consultant will present supporting information developed during the preliminary and final designs as part of the final basis of design report and any supplemental information will be provided to the city. This task includes the review and comment phase on the final design phases by the city.

#### Task 4.30 Final Quantities and Estimate

- The Consultant will develop the quantity takeoffs and associated estimate of cost opinion based on the 100% design.

### **Task 5.00: RIGHT OF WAY**

#### Task 5.10 Right of Way Plans

- The Consultant will prepare the right of way plans showing temporary and permanent easements necessary to construct the improvements shown in the final design plans.

**Task 5.20 Legal Descriptions/Easement Preparation**

- The Consultant will prepare the necessary legal descriptions and exhibits for easements to be acquired by the City.

**Task 6.00: PUBLIC OUTREACH**

**Task 6.10 Public Outreach Program**

- The Consultant will assist the City in holding two public meetings for the proposed shared use trail.

**Task 6.20 Property Owner Meetings**

- The Consultant will conduct public outreach with specific property or business owners as needed.
- The Consultant will coordinate with City staff and the City's Public Information Officer to provide information for public information sources as determined by the City.

**Task 6.30 Construction Notification and Outreach**

- The Consultant will conduct construction notification and outreach as determined by the City.

**Task 7.00: CONSTRUCTION SERVICES**

**Task 7.10 Bidding Assistance**

The Consultant will assist the City in all bidding activities to include pre-bid meetings, preparing the necessary bid documents, assessing bids submitted and publishing the bid results.

**Task 7.20 Preconstruction Meeting**

The Consultant will assist the City to the extent determined by the City with a meeting prior to issuing Notice To Proceed with the construction of the project.

**Task 7.30 Shop Drawings Review**

The Consultant will assist the City in reviewing shop drawing submittals once the project is under construction.

\*Construction services not included in this contract are periodic site inspections, change order preparation, testing and daily inspection observation. These services can be added under a separate supplemental agreement as determined by the City.

**McLaughlin Mueller, Inc.**  
Professional Land Surveyors  
218 West Mill Street  
Liberty, MO 64068  
Phone: 816-407-0002 Fax: 816-407-0003

July 26, 2023

Scott M. McDonald, PE  
Veenstra & Kimm, Inc.  
1201 West College, Suite 100  
Liberty, MO 64068

Re: Surveying Services for Independence, MO Historic Trails Project  
Independence, Jackson County, Missouri

## **SCOPE OF SERVICE**

### **Introduction**

Provide survey information for the Engineer to design street and sidewalk improvements.

### **Vertical Control**

The vertical datum will be NAVD 1988 datum. Elevations will be established on horizontal control points. We will set two benchmarks on site.

### **Horizontal Control**

The horizontal datum will be based on Missouri State Plane Coordinates, 1983 West Zone. Horizontal control points will be established along the project corridor. Horizontal control points will be referenced and described on drawing.

### **Topography**

Provide a detailed topographic survey of the area outlined in red shown on the project limits map, approximately 2,500 lineal feet of topography. Topography will include but is not limited to edge of pavements, surface elevations, driveways, trees, bushes, culverts, flower gardens, sidewalks, decks, building faces, power poles, telephone poles, fences, utilities, storm water structures, sanitary sewer structures, gas lines, telephone lines, telephone boxes, cable TV lines, power lines, water mains, fire hydrants, valves, water meters and other visible improvements within the survey limits.

### **Utilities**

Contact One-Call system a maximum of one time and request that they provide field marks of existing utilities for the project area. If not marked in the field, utilities may be shown from available mapping. Locate sanitary and storm structure and provide invert elevations.

### **Property Lines**

Locate an adequate number of existing property corner monuments to establish the right-of-way lines and property lines for the properties, within the survey limits. Obtain mapping from Jackson County to reference the collected survey data. List property owner names on drawing from Assessor's GIS.

### **Descriptions and Exhibits**

Descriptions and Exhibits will be prepared for 24 parcels requiring easement or right-of-way acquisition for a Fee of **\$440.00 per parcel**

**Deliverables**

1. Provide base map drawing of topography showing existing structures, right-of-way lines, property lines, visible utilities, marked utilities or if not marked from mapping, horizontal and vertical control points and legend for blocks and 1 foot contours.
2. Digital files will be in AutoCAD Civil3D.
3. Provide a copy of the field notes.
4. One reproducible plan of the survey signed by a registered Land Surveyor.

**Base Mapping Fee \$28,640.00**  
**Description and Exhibit Fee \$10,560.00**  
**Total Fee \$39,200.00**

The description and exhibit fee is based on 24 Parcels at \$440.00 per Parcel. We will invoice this project based on the number of Parcels requiring descriptions and exhibits.

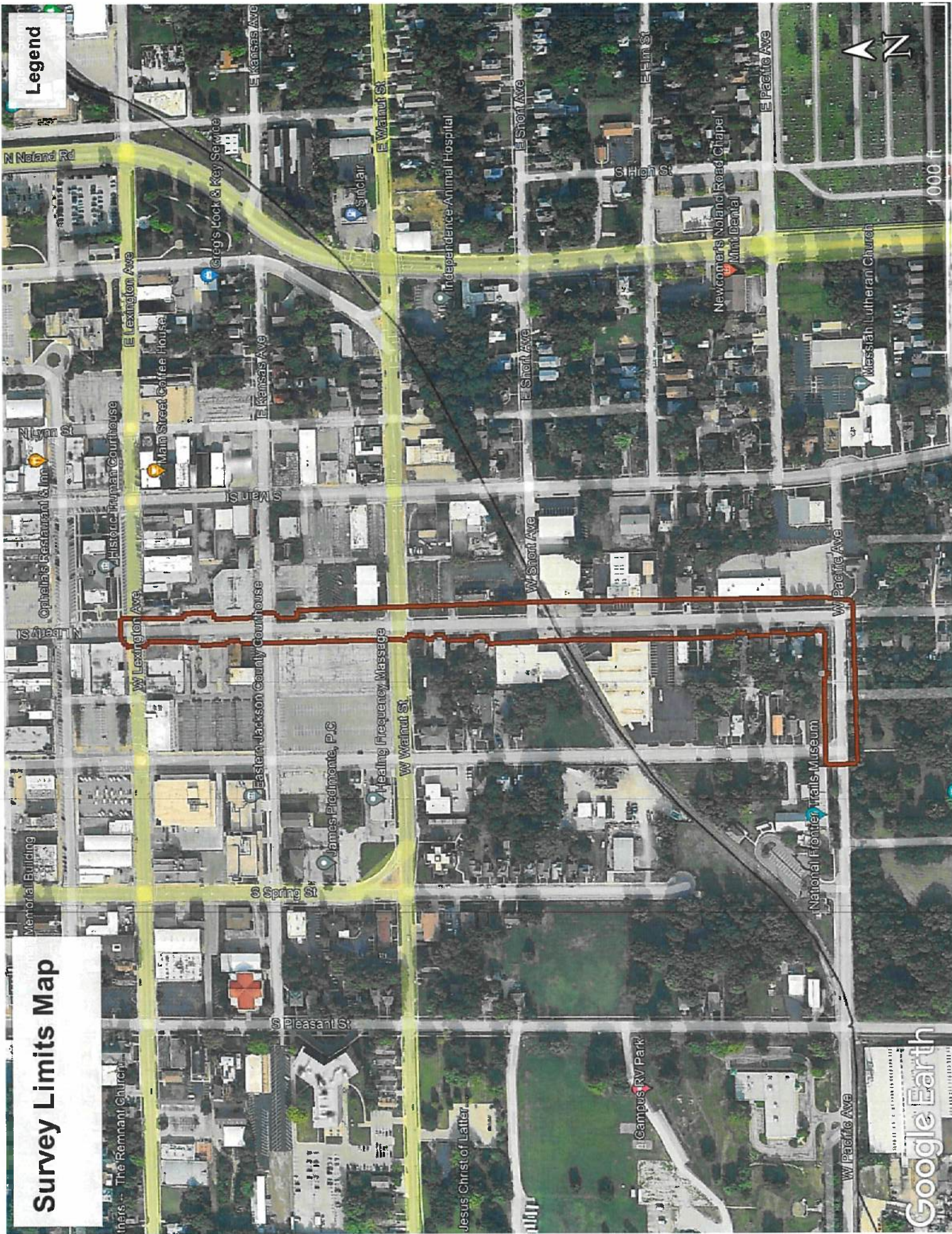
If Title Work is required for this project there will be additional fees for incorporating the Title Work in to the drawing and for the cost of the Title Work.

Thank you for this opportunity to provide you with this scope of services. McLaughlin Mueller, Inc. is a Licensed and Insured Company, certificates are available upon request. Please call if you have any questions.

McLaughlin Mueller, Inc.  
Martin Mueller, PLS  
President

# Survey Limits Map

# Legend



**Scope of Work**  
**Design Professional Contract - Utility Coordination**  
**VSM Engineering**

**Initial design (Survey/Preliminary Design stage)**

- Send out **Utility Notice No. 1** – to utilities identified by One-call ITIC as on the project site.
- Coordinate with surveyor on design team - (to see if any other utilities how up and mark utilities)
- Create **utility roster** with name, street and mailing address, phone number and email (if possible) (let them decide how)
- Get copies of atlas data if possible and see that surveyor has a copy also
- Follow-up to get responses to Notice 1.

**Deliverables:**

- Copies of Utility notices sent out and returned.
- Utility roster

**60% Design (ROW Stage)**

- Send out **Utility Notice No. 2**
- Provide drawings to Utilities (CAD, PDF'S, full size plots half size plots) – plan and profile sheets, traffic control plan views. Bridge plan and elevation at a minimum.
- Obtain other utilities company plans and share with other utility companies
- Hold 1 utility coordination meeting of selected utilities.

**Deliverables:**

- Copies of Utility 2 notices sent out and returned.
- Updated Utility roster
- Meeting Minutes of Utility Meeting No. 1

**90% Design to Bid Set**

- Send out Utility Notice No. 3 after ROW has been obtained
- Hold 1 utility coordination meeting of selected utilities.
- 
- Create project summary sheet – list of utilities and relocations each one's status and schedule.

**Deliverables**

- Copies of Utility 3 notices sent out and returned.
- Updated Utility roster
- Meeting Minutes of Utility Meeting No. 2

**Bid Set**

- Follow-up with utility companies to ensure relocation construction is complete.
- Create project summary sheet – list of utilities and relocations each one's status and schedule.
- Create Utility Contact Invite List for Pre-Construction Meeting



**CITY OF INDEPENDENCE, MISSOURI  
HISTORIC TRAILS PHASE 1  
FEE ESTIMATE**

Task No.	Description	QA/QC Officer		Project Manager		Project Engineer		Staff Engineer		CADD Technician		Admin Assistant		Total Hours	Labor	Materials	Sub-consultants	TOTAL COST
		160	170	150	150	97	114	70										
<b>1.00 PROJECT MANAGEMENT</b>																		
1.10	Kick-off Meeting		2	2	2	2								1	7	904	100	1004
1.20	Project Management and Administration	4	16	12	8	8								4	52	7128		7128
	<b>SUBTOTAL</b>	4	18	14	10	8								5	59	\$8,082.00	\$100.00	\$8,182.00
<b>2.00 DATA GATHERING</b>																		
2.10	Information Review		4	8	8	8								28		3568		3568
2.20	Field Reconnaissance		2	4	4	2								12		1556	100	1656
2.30	Topographic Surveys <sup>1</sup>		1	2	2	2							1	6	768	100	28640	
2.40	Utility Coordination <sup>2</sup>		1	4	4	2							1	12	1456		16950	
2.50	Geotechnical <sup>3</sup>		1	2	2	2							1	6	768	7500	8268	
	<b>SUBTOTAL</b>	0	9	20	16	16							3	64	\$8,116.00	\$200.00	\$53,090.00	\$61,406.00
<b>3.00 PRELIMINARY DESIGN</b>																		
3.10	30% Design and Preliminary Plans	8	4	16	40	60								4	132	15360	150	15510
3.20	30% Design Submittal		2	2	4	2								2	12	1396		1396
3.30	Preliminary Quantities and Estimate		4	12	16	12								4	48	5680		5680
	<b>SUBTOTAL</b>	8	10	30	60	74							10	192	\$22,436.00	\$150.00	\$0.00	\$22,586.00
<b>4.00 FINAL DESIGN</b>																		
4.10	Final Design Plans and Specifications	8	8	40	80	100								15	252	28920	150	29070
4.20	Final Design Submittals		2	2	4	2								2	12	1396		1396
4.30	Final Quantities and Estimate		2	8	16	16								2	44	5056		5056
	<b>SUBTOTAL</b>	8	12	50	100	118							20	308	\$35,372.00	\$150.00	\$0.00	\$35,522.00
<b>5.00 RIGHT OF WAY</b>																		
5.10	Right of Way Plans	2	2	8	16	16								1	45	5306		\$5,306.00
5.20	Legal Descriptions/Easement Preparation	2	2	4	8	4								1	21	2562		\$14,040.00
	<b>SUBTOTAL</b>	4	4	12	24	20							2	66	\$7,868.00	\$0.00	\$14,040.00	\$21,908.00
<b>6.00 PUBLIC OUTREACH</b>																		
6.10	Public Outreach Program		4	8	12	12								8	44	4972	100	5072
6.20	Property Owner Meetings		2	4	4	2								2	14	1696	100	1796
6.30	Construction Notification and Outreach		2	2	4	4								2	14	1624		1624
	<b>SUBTOTAL</b>	0	8	14	20	18							12	72	\$8,292.00	\$200.00	\$0.00	\$8,492.00
<b>7.00 CONSTRUCTION SERVICES</b>																		
7.10	Bidding Assistance		2	4	4	4								2	12	1468	\$100.00	\$1,568.00
7.20	Preconstruction Meeting		2	2	2	2								1	7	904	\$100.00	\$1,004.00
7.30	Shop Drawings Review		4	8	16	8							4	40	4624		\$4,624.00	
	<b>SUBTOTAL</b>		8	14	22	8							7	59	\$6,996.00	\$200.00	\$0.00	\$7,196.00
	<b>GRAND TOTAL HOURS AND FEE</b>	24	69	154	252	262							59	820	\$97,112.00	\$800.00	\$67,130.00	\$165,242.00

1 Sub-Consultant services include topographic and legal survey including easement descriptions and title work. (Easement and Title work Allowance is \$14,040)  
2 Sub-Consultant services include utility coordination services  
3 Sub-Consultant services include geotechnical services if determined needed (allowance is \$7,500)