

**Inter-Departmental Communication**

Date: April 15, 2020

To: Teresa Loar, Chair: Transportation & Infrastructure Committee

From: Phillip Yelder Director Human Relations Department

Subject: Docket Memo #

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**CONTRACTOR:** Burns & McDonnell Engineering Co. Inc.  
Address: 9400 Ward Parkway  
Kansas City, MO 64114  
Contract # 1587/81000927- WWTP Facility Plan Update  
Contract Amount: \$801,029  
MBE Goal 15%  
WBE Goal: 10%  
Total MBE Achieved: 28%  
Total WBE Achieved: 10%

**MBE SUBCONTRACTORS:**

Name: Dubois Consultants Inc.  
Address: 5737 Swope Parkway  
Kansas City, MO 64130-4224  
Scope of Work: Design Services  
Dollar Amount: \$142,851  
Ownership: Ajamu Webster  
Structure African American Male Code 1

**MBE SUBCONTRACTORS:**

Name: Custom Engineering  
Address: 12760 E. 40 Hiway  
Independence, MO 64005  
Scope of Work: Site Investigations  
Dollar Amount: \$82,856  
Ownership: Joseph Davis  
Structure African American Male Code 1

**WBE SUBCONTRACTORS:**

Name: TSi Geotechnical Engineering, Inc.  
Address: 8448 NW 101<sup>st</sup> Terrace #5  
Kansas City, MO 64153  
Scope of Work: Soil Borings  
Dollar Amount: \$20,382  
Ownership: Denise Harvey  
Structure African American Female Code 6

**WBE SUBCONTRACTORS:**

Name:

TREKK Design Group, LLC

Address:

1411 East 104<sup>th</sup> Street  
Kansas City, MO 64131

Scope of Work:

Digital location of utilities

Dollar Amount:

\$56,527

Ownership:

Kimberly Robinett

Structure

Caucasian Female

Code 9

**Comments:**




# HRD Contractor Utilization Plan Approval

**Date:** April 13, 2020  
**To:** Phillip Yelder, Human Relations Department  
**From:** Leona Walton, Water Services Department  
**Subject:** Contract/Project No.: 1587/81000927  
**Project Title:** Todd Creek WWTP Facility Plan Update

<b>Funding:</b> <input checked="" type="checkbox"/> City (MBE/WBE/DBE) <input type="checkbox"/> Federal (DBE) <sup>1</sup> <input type="checkbox"/> State (DBE) <sup>1</sup> - Grant _____ <input type="checkbox"/> Other: _____	
<b>Contract</b> <input type="checkbox"/> Construction <input type="checkbox"/> General Service <input type="checkbox"/> Facility Repair	<b>Category:</b> <input checked="" type="checkbox"/> Design Professional <input type="checkbox"/> Professional Services <input type="checkbox"/> Concession <input type="checkbox"/> Other: _____
<b>Bid/Proposal Closing Date:</b> 10/10/2019	<b>No. of Bidders/Proposers:</b> 6
<b>Recommended Bid/Proposal<sup>2</sup>:</b> \$801,029.00	
<b>Company:</b> Burns & McDonnell Engineering Co., Inc.	<b>Address:</b> 9400 Ward Parkway, KCMO 64114
<b>Contact:</b> Jeffrey Keller	<b>Phone:</b> 816-822-4371
<b>Contact Email:</b> jkeller@burnsmcd.com	<b>Fax:</b> 816-822-3414
<b>Additional Information:</b>	

cc: Shawn Cross, Project Manager

<b>FOR HUMAN RELATIONS DEPARTMENT USE ONLY</b>	
<b>The attached Contractor Utilization Plan is:</b>	
<input checked="" type="checkbox"/> Approved	<b>The Request for Best Faith Efforts Waiver is:</b>
<input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved
	<input type="checkbox"/> Disapproved
	<input type="checkbox"/> Not Applicable
Contractor Utilization Plan Participation: <u>28</u> % MBE & <u>10</u> % WBE	or _____ % DBE
 Human Relations Department	<u>04/16/20</u> Date

<b>FOR GRANTING AGENCY USE ONLY<sup>3</sup></b> <input type="checkbox"/> N/A
Approved by: _____
_____ Date

<sup>1</sup> DBE Programs apply to specific federal or state grant requirements.

<sup>2</sup> The dollar figure here should match the approved Bid/Proposal recommendation or amendment preparation checklist on file with the requesting department.

<sup>3</sup> Federal and state grant agreements may require granting agency approval of contract goals.

## CONTRACTOR UTILIZATION PLAN/REQUEST FOR WAIVER

Project Number: 81000927-1587

Project Title: Todd Creek WWTP Facility Plan

Todd Creek WWTP Facility Plan  
(Department Project)

KC Water Department  
Department

Burns & McDonnell Engineering Company, Inc.  
(Bidder/Proposer)

STATE OF Missouri

COUNTY OF Jackson

I, Jeff Keller, of lawful age and upon my oath state as follows:

1. This Affidavit is made for the purpose of complying with the provisions of the MBE/WBE submittal requirements on the above project and the MBE/WBE Program and is given on behalf of the Bidder/Proposer listed below. It sets out the Bidder/Proposer's plan to utilize MBE and/or WBE contractors on the project.
2. The project goals are 15 % MBE and 10 % WBE. Bidder/Proposer assures that it will utilize a minimum of the following percentages of MBE/WBE participation in the above project:

**BIDDER/PROPOSER PARTICIPATION: 28% MBE 10 % WBE**

3. The following are the M/WBE subcontractors whose utilization Bidder/Proposer warrants will meet or exceed the above-listed Bidder/Proposer Participation. Bidder/Proposer warrants that it will utilize the M/WBE subcontractors to provide the goods/services described in the applicable Letter(s) of Intent to Subcontract, copies of which shall collectively be deemed incorporated herein. *(All firms must currently be certified by Kansas City, Missouri)*

- a. Name of M/WBE Firm: Trekk Design Group, LLC  
Address: 1411 East 104<sup>th</sup> Street, Kansas City, MO 64131  
Telephone No.: 816-874-4655  
I.R.S. No.: 43-1953275

- b. Name of M/WBE Firm: TSi Geotechnical, Inc.  
Address: 8248 NW 101<sup>st</sup>, #5, Kansas City, MO 64153  
Telephone No.: 816-599-7965  
I.R.S. No.: 43-1535463
- c. Name of M/WBE Firm: Custom Engineering  
Address: 12760 E US Hwy 40, Independence, MO 64005  
Telephone No.: 816-350-1473  
I.R.S. No.: 43-1031915
- d. Name of M/WBE Firm: DuBois Consultants, Inc.  
Address: 5737 Swope Parkway, Kansas City, MO 64130  
Telephone No.: 816-333-7722  
I.R.S. No.: 43-1494206

4. The following is a breakdown of the percentage of the total contract amount that Bidder/Proposer agrees to pay to each listed M/WBE:

**MBE/WBE BREAKDOWN SHEET**

**MBE FIRMS:**

Name of MBE Firm	Supplier/Broker/Contractor	Subcontract Amount*	Weighted Value**	% of Total Contract
Custom Engineering	Subcontractor	\$82,856	100%	10%
DuBois Consultants, Inc.	Subcontractor	\$142,851	100%	18%
<b>TOTAL MBE \$ / TOTAL MBE %:</b>		<b>\$225,707</b>		<b>28%</b>

**WBE FIRMS:**

Name of WBE Firm	Supplier/Broker/Contractor	Subcontract Amount*	Weighted Value**	% of Total Contract
Trekk Design Group, LLC	Subcontractor	\$56,527	100%	7%
TSI Geotechnical, Inc.	Subcontractor	\$20,382	100%	3%
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>TOTAL WBE \$ / TOTAL WBE %:</b>		<b>\$76,909</b>		<b>10%</b>

\*"Subcontract Amount" refers to the dollar amount that Bidder/Proposer has agreed to pay each M/WBE subcontractor as of the date of contracting and is indicated here solely for the purpose of calculating the percentage that this sum represents in proportion to the total contract amount. Any contract amendments and/or change orders changing the total contract amount may alter the amount due an M/WBE under their subcontract for purposes of meeting or exceeding the Bidder/Proposer participation.

\*\*"Weighted Value" means the portion of the subcontract amount that will be credited towards meeting the Bidder/Proposer participation. See HRD Forms and Instructions for allowable credit and special instructions for suppliers.

5. Bidder/Proposer acknowledges that the monetary amount to be paid each listed M/WBE for their work, and which is approved herein, is an amount corresponding to the percentage of the total contract amount allocable to each listed M/WBE as calculated in the MBE/WBE Breakdown Sheet. Bidder/Proposer further acknowledges that this amount may be higher than the subcontract amount listed therein as change orders and/or amendments changing the total contract amount may correspondingly increase the amount of compensation due an M/WBE for purposes of meeting or exceeding the Bidder/Proposer participation
6. Bidder/Proposer acknowledges that it is responsible for considering the effect that any change orders and/or amendments changing the total contract amount may have on its ability to meet or exceed the Bidder/Proposer participation. Bidder/Proposer further acknowledges that it is responsible for submitting a Request for Modification or Substitution if it will be unable to meet or exceed the Bidder/Proposer participation set forth herein.
7. If Bidder/Proposer has not achieved both the M/WBE goal(s) set for this Project, Bidder/Proposer hereby requests a waiver of the MBE and/or WBE goal(s) that Bidder/Proposer has failed to achieve
8. Bidder/Proposer will present documentation of its good faith efforts, a narrative summary detailing its efforts and the reasons its efforts were unsuccessful when requested by the City.

9. I hereby certify that I am authorized to make this Affidavit on behalf of the Bidder/Proposer named below and who shall abide by the terms set forth herein:

Bidder/Proposer primary contact: Jeffrey J. Keller, PE  
Address: 9400 Ward Parkway, Kansas City, MO 64114  
Phone Number: 816-822-4371  
Facsimile number: 816-822-3414  
E-mail Address: jkeller@burnsmcd.com


By:   
Jeffrey J. Keller

Title: Project Manager

Date: 4/8/2020  
(Attach corporate seal if applicable)

Subscribed and sworn to before me this 8th day of April, 2020

My Commission Expires: March 14, 2024

  
Notary Public  
ANGIE YELTON  
NOTARY PUBLIC-NOTARY SEAL  
STATE OF MISSOURI  
JACKSON COUNTY  
MY COMMISSION EXPIRES 3/14/2024  
COMMISSION # 12381302

# BURNS MCDONNELL

010515 Form GCO-16

To Shawn Cross  
4800 East 63rd Street  
Kansas City, MO 64130

Date 4/8/2020  
Project Todd Creek Facility Plan Update

Via US Mail and email

Attention Shawn Cross

Subject HRD Forms

Enclosed are the following:

No. of copies	Description and Remarks
1	HRD Forms 00450, 00450.01 for 4 subs, 00460
	Paper originals by regular mail (USMAIL), electronic via email

Copies to:

BURNS & MCDONNELL

By Jeff Keller, PE



## TIMETABLE FOR MBE/WBE UTILIZATION

*(This form should be submitted to the City after contract award.)*

I, Jeffrey J. Keller, PE, acting in my capacity as Project Manager  
*(Name)* *(Position with Firm)*  
of Burns & McDonnell Engineering Company, Inc., with the submittal of this Timetable, certify that  
*(Name of Firm)*  
the following timetable for MBE/WBE utilization in the fulfillment of this contract is correct and true to the best of my knowledge.

### ALLOTTED TIME FOR THE COMPLETION OF THIS CONTRACT *(Check one only)*

15 days	_____	75 days	_____	135 days	_____
30 days	_____	90 days	_____	150 days	_____
45 days	_____	105 days	_____	165 days	_____
60 days	_____	120 days	_____	180 days	_____
Other	<u>270 days</u>		<i>(Specify)</i>		

Throughout X Beginning 1/3 \_\_\_\_\_  
Middle 1/3 \_\_\_\_\_ Final 1/3 \_\_\_\_\_  
Beginning 1/3 35 % Middle 1/3 30 % Final 1/3 35 %

**PLEASE NOTE:** Any changes in this timetable require approval of the Human Relations Department in advance of the change.

If you have any questions regarding the completion of this form, please contact the Department of Human Relations at: (816) 513-1818.



\_\_\_\_\_  
*(Signature)*

Project Manager

\_\_\_\_\_  
*(Position with Firm)*

4/7/2020

\_\_\_\_\_  
*(Date)*



## LETTER OF INTENT TO SUBCONTRACT

Project Number: 81000927-1587

Project Title: Todd Creek WWTP Facility Plan

Burns & McDonnell Engineering Company, Inc. ("Prime Contractor") agrees to enter into a contractual agreement with Custom Engineering, Inc. ("M/W/DBE Subcontractor"), who will provide the following goods/services in connection with the above-referenced contract:

(Insert a brief narrative describing the goods/services to be provided. Broad categorizations (e.g., "electrical," "plumbing," etc.) or the listing of the NAICS Codes in which M/W/DBE Subcontractor is certified are insufficient and may result in this Letter of Intent to Subcontract not being accepted.)

Custom Engineering, Inc. will assist in the development of a Facility Plan for the Todd Creek WWTP, providing design services for electrical/power components. MBE Subcontractor will participate in site investigations to perform visual inspection of electrical assets to determine expected life. An incoming electrical power evaluation will be performed. MBE Subcontractor will also support alternatives analysis, providing one-line diagrams and backup power options for each alternative. These findings will be incorporated into the final report and preliminary design.

For an estimated amount of \$82,856 or 10% of the total estimated contract value.

M/W/DBE Subcontractor is, to the best of Prime Contractor's knowledge, currently certified with the City of Kansas City's Human Relations Department to perform in the capacities indicated herein. Prime Contractor agrees to utilize M/W/DBE Subcontractor in the capacities indicated herein, and M/W/DBE Subcontractor agrees to work on the above-referenced contract in the capacities indicated herein, contingent upon award of the contract to Prime Contractor.

Signature: Prime Contractor

Jeffrey J. Keller

Print Name

Project Manager 4/7/2020

Title

Date

Signature: M/W/DBE Subcontractor

Joseph T. Davis

Print Name

CEO

Title

04/06/2020

Date



## LETTER OF INTENT TO SUBCONTRACT

Project Number: 81000927-1587

Project Title: Todd Creek WWTP Facility Plan

Burns & McDonnell Engineering Company, Inc. ("Prime Contractor") agrees to enter into a contractual agreement with Trekk Design Group, LLC. ("M/W/DBE Subcontractor"), who will provide the following goods/services in connection with the above-referenced contract:

Trekk Design Group, LLC. will assist in the development of a Facility Plan for the Todd Creek WWTP, providing site documentation and surveying services. WBE Subcontractor will investigate and quantify interconnections with Platte County/Platte City sanitary sewers. WBE Subcontractor will digital laser scan information of the Todd Creek WWTP. A utility survey will be performed to verify location of gas, electric, water, sanitary sewer, and storm sewer utilities above and below grade. WBE Subcontractor will also provide data analysis support for cargo facility future flow and loading contributions to the Todd Creek WWTP.

For an estimated amount of \$56,527 or 7% of the total estimated contract value.

M/W/DBE Subcontractor is, to the best of Prime Contractor's knowledge, currently certified with the City of Kansas City's Human Relations Department to perform in the capacities indicated herein. Prime Contractor agrees to utilize M/W/DBE Subcontractor in the capacities indicated herein, and M/W/DBE Subcontractor agrees to work on the above-referenced contract in the capacities indicated herein, **contingent upon award of the contract to Prime Contractor.**

Signature: Prime Contractor

Jeffrey J. Keller

Print Name

Project Manager

Title

4/7/2020

Date

Signature: M/W/DBE Subcontractor  
Trent Robinett

Print Name  
Partner

Title

4/6/20

Date



## LETTER OF INTENT TO SUBCONTRACT

Project Number: 81000927-1587

Project Title: Todd Creek WWTP Facility Plan

Burns & McDonnell Engineering Company, Inc. ("Prime Contractor") agrees to enter into a contractual agreement with Dubois Consultants, Inc. ("M/W/DBE Subcontractor"), who will provide the following goods/services in connection with the above-referenced contract:

Dubois Consultants, Inc. will assist in the development of a Facility Plan for the Todd Creek WWTP, providing design services for civil and structural components. MBE Subcontractor will participate in site investigations to perform visual inspection of structural assets to determine expected life. MBE Subcontractor will also support alternatives analysis, providing site piping drawings, preliminary site plans, and review of floodplain implications for each alternative. These findings will be incorporated into the final report and preliminary design.

For an estimated amount of \$142,851 or 18% of the total estimated contract value.

M/W/DBE Subcontractor is, to the best of Prime Contractor's knowledge, currently certified with the City of Kansas City's Human Relations Department to perform in the capacities indicated herein. Prime Contractor agrees to utilize M/W/DBE Subcontractor in the capacities indicated herein, and M/W/DBE Subcontractor agrees to work on the above-referenced contract in the capacities indicated herein, contingent upon award of the contract to Prime Contractor.



Signature: Prime Contractor

Jeffrey J. Keller

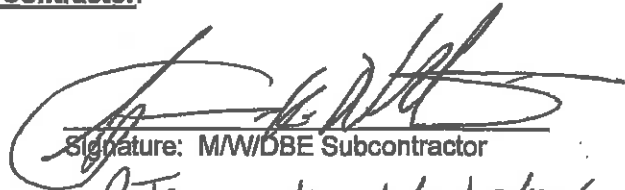
Print Name

Project Manager

4/7/2020

Title

Date



Signature: M/W/DBE Subcontractor

A. Jamu K. Webster

Print Name

PRESIDENT

4/6/2020

Title

Date

