

Inter-Departmental Communication

Date: April 15, 2020

To: Teresa Loar, Chair: Transportation & Infrastructure Committee

From: Phillip Yelder Director Human Relations Department

Subject: Docket Memo #

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 st 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 104th 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:

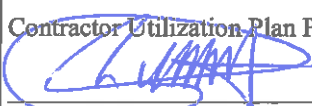


HRD Contractor Utilization Plan Approval

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

Funding: ☒ City (MBE/WBE/DBE) ☐ Federal (DBE) ¹ ☐ State (DBE) ¹ - Grant ☐ Other: ☐	
Contract ☐ Construction ☐ General Service ☐ Facility Repair	
Category: ☒ Design Professional ☐ Professional Services ☐ Concession ☐ Other:	
Bid/Proposal Closing Date: 10/10/2019	No. of Bidders/Proposers: 6
Recommended Bid/Proposal²: \$801,029.00	
Company: Burns & McDonnell Engineering Co., Inc.	Address: 9400 Ward Parkway, KCMO 64114
Contact: Jeffrey Keller	Phone: 816-822-4371
Contact Email: jkeller@burnsmcd.com	Fax: 816-822-3414
Additional Information:	

cc: Shawn Cross, Project Manager

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

FOR GRANTING AGENCY USE ONLY³ ☐ N/A	
Approved by: _____	
Date: _____	

¹ DBE Programs apply to specific federal or state grant requirements.

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

³ 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 104th 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 101st, #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%
TOTAL MBE \$ / TOTAL MBE %:		\$225,707		28%

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%
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
TOTAL WBE \$ / TOTAL WBE %:		\$76,909		10%

*"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

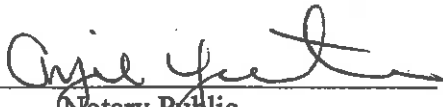
By:  Jeffrey J. Keller

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



010515 Form GCO-15

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

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)



KANSAS CITY
MISSOURI

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



KANSAS CITY
MISSOURI

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

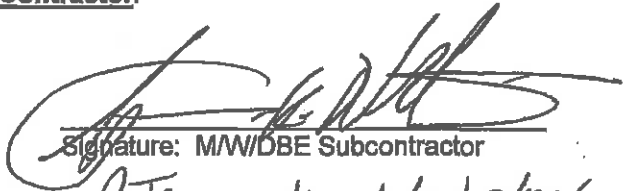
Print Name

Project Manager

Title

4/7/2020

Date


Signature: M/W/DBE Subcontractor

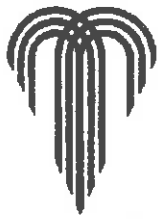
Print Name

A. Jamu K. Webster

Title

PRESIDENT 4/6/2020

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 TSi Geotechnical, Inc.. ("MW/DBE Subcontractor"), who will provide the following goods/services in connection with the above-referenced contract:

TSi Geotechnical, Inc.. will assist in the development of a Facility Plan for the Todd Creek WWTP, providing geotechnical services. WBE Subcontractor will perform 5 soil borings to a depth of 50 feet or auger refusal. Samples will be taken at regular intervals for standard laboratory testing. A preliminary geotechnical report will be provided summarizing recommendations for foundation design of previously identified structures.

For an estimated amount of \$20,382 or 3% of the total estimated contract value.

MW/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 MW/DBE Subcontractor in the capacities indicated herein, and MW/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 4/8/2020

Title

Date

Signature: MW/DBE Subcontractor

Denise B. Hervey

Print Name

CEO 4/8/2020

Title

Date