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Civil Rights & Equal Opportunity Department
Economic Equity & Inclusion
Contractor Utilization Plan Approval Form

Date: 3-16-2023
Form Prepared By: Leona Walton

Contract/Project Number: 1678/81001000	**Developer/Prime:** Jacobs Engineering Group, Inc.
Project Name: Rocky Branch WWTP Facility Plan	**Contact Information:**
Final Contract Value: $499,976.00	**Address:**

Funding:	☑ City	☐ State	☐ Federal	☐ CO-OP	☐ Grant:	☐ Other:
Project Requirements:	☑ M/WBE	☐ DBE	☐ Section 3	☐ N/A		
Tax Incentive:	☐ LCRA	☐ TIF	☐ PIEA	☐ N/A	☐ Other:	
Prevailing Wage:	☐ Yes	☑ No				
Davis-Bacon:	☐ Yes	☑ No				

Construction Employment Program:
☐ Yes: Workforce goals are 10% Minority & 2% Women. There are over 800 Workforce hours and project cost is $300,000 or more.
☑ No: Workforce hours are less than 800 and project cost is less than $300,000.

Contract Goals: 11% MBE / 11% WBE	Contractor Utilization Plan Achievement: 11% MBE / 11% WBE
Self-Perform: ____%	Self-Perform: ____%
MBE: 11 %	MBE: 11 %
WBE: 11 %	WBE: 11 %
Non-certified firms: ____%	Non-certified firms: ____%

Contract Type:

☐ Construction	☐ Design-Build	☑ Design Professional	☐ Professional Services
☐ General Service	☐ Concession	☐ Other Goods & Services	☐ Non-Municipal Agency
☐ Co-Operative	☐ Revenue Sharing	☐ Facilities Maintenance/Repair/Renovation	
☐ Other:			

Additional Information:

This document is submitted with all available facts. Intentionally falsifying this document or omitting pertinent facts is grounds for disciplinary action pursuant to KCMO Human Resources Rules & Policy Manual (eff. August 4, 2014).

FOR CIVIL RIGHTS & EQUAL OPPORTUNITY DEPARTMENT (CREO) USE ONLY:

The Contractor Utilization Plan is:

☒ Approved	☐ Disapproved	
11 % MBE	11 % WBE	% DBE

The Request for Good Faith Efforts Waiver is:

☐ Approved	☐ Disapproved	☐ Not Applicable

Appeal Sent to FICB or Incentive Agency? ☐ Yes _____ FICB _____ Incentive Agency ☐ No

CREO Signature: DocuSigned by: Mark Runge 6AFEC864B03641A... Date: 3/17/2023

Comments:

Contractor Utilization Plan (CUP) MUST be submitted to CREO prior to being posted on docket for review & approval from Council.

Inter-Departmental Communication

Date: March 17, 2023

To: Mayor Quinton Lucas Chair: Transportation, Infrastructure & Operations Committee

From: Andrea Dorch Director Civil Rights & Equal Opportunity Department

Subject: CUP Summary #:

CONTRACTOR:	Jacobs Engineering Group, Inc.
Address:	2300 Main St., Suite 325 Kansas City, MO 64108
Contract #	1678 / 81001000 – Rocky Branch WWTP Facility Plan
Contract Amount:	$499,976.00
MBE Goal	11%
WBE Goal:	11%
Total MBE Achieved:	11%
Total WBE Achieved:	11%

MBE SUBCONTRACTORS:

Name:	Taliaferro & Browne, Inc.
Address:	1020 E. 8th St. Kansas City, MO 64106
Scope of Work:	Utility Locate / Surveying / Assessments
Dollar Amount:	$55,000
Ownership:	Andebrhan, Hagos
Structure:	African-American Male Code 15

WBE SUBCONTRACTORS:

Name:	Environmental Advisors & Engineers, Inc.
Address:	19211 W. 64th Terrace Shawnee, KS 66218
Scope of Work:	Service Area Growth Projections / Envision / Architecture
Dollar Amount:	$45,819
Ownership:	Biesma, Jill
Structure:	Caucasian Female Code 27

WBE SUBCONTRACTORS:

Name:	Lynchpin Ideas, LLC	
Address:	4550 Main St., Suite 200 Kansas City, MO 64111	
Scope of Work:	Public Engagement	
Dollar Amount:	$9,181	
Ownership:	Lynch, Laura	
Structure:	Caucasian Female	Code 27

Comments:

CITY OF FOUNTAINS
HEART OF THE NATION
KANSAS CITY
MISSOURI

CONTRACTOR UTILIZATION PLAN/REQUEST FOR WAIVER

Project Number 81001000 Contract No. 1678

Project Title Rocky Branch WWTP Facility Plan

(Department Project) Water Services Department

Jacobs Engineering Group, Inc.
(Bidder/Proposer)

STATE OF Missouri)
) ss
COUNTY OF St. Louis)

I, Michael W. McCarty, 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 target goals are 11 **% MBE** and 11 **% WBE.**

3. Bidder/Proposer assures that it will utilize a minimum of the following percentages of MBE/WBE participation in the above project:

   - **BIDDER/PROPOSER PARTICIPATION:** 11 **%** **MBE** 11 **% WBE**

   - **POST-BID/POST-RFP ESTIMATED BUDGET: $** 499,975.00

4. 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)***

   - Name of M/WBE Firm Environmental Advisors and Engineers, Inc. (WBE)
     Address 19211 W. 64th Terrace, Shawnee, KS 66218
     Telephone No. 913-599-4326
     I.R.S. No. 43-1806626

Name of M/WBE Firm Lynchpin Ideas (WBE)
Address 4550 Main Street, Suite 200, Kansas City, MO 64111
Telephone No. 816-886-9414
I.R.S. No. 81-1445274

Name of M/WBE Firm Taliaferro & Browne, Inc. (MBE)
Address 1020 East 8th Street, Kansas City, MO 64106
Telephone No. 816-283-3456
I.R.S. No. 48-0758891

Name of M/WBE Firm _____
Address _____
Telephone No. _____
I.R.S. No. _____

Name of M/WBE Firm _____
Address _____
Telephone No. _____
I.R.S. No. _____

Name of M/WBE Firm _____
Address _____
Telephone No. _____
I.R.S. No. _____

(List additional M/WBEs, if any, on additional page and attach to this form)

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
Taliaferro & Browne	Contractor	$ 55,000.00	$ 55,000.00	11.00

TOTAL MBE $ / TOTAL MBE %: $ 55,000.00 11.00 %

WBE FIRMS:

Name of WBE Firm	Supplier/Broker/Contractor	Subcontract Amount*	Weighted Value**	% of Total Contract
Env. Advisors & Eng. (EAE)	Contractor	$ 45,819.00	$ 45,819.00	9.16
Lynchpin Ideas	Contractor	$ 9,181.00	$ 9,181.00	1.84

TOTAL WBE $ / TOTAL WBE %: $ 55,000.00 11.00 %

*"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 CREO KC 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: Estell Johnson, Project Manager
Address: 2300 Main Street, Suite 325
Kansas City, Missouri 64108
Phone Number: 316-708-2505
Facsimile number:
E-mail Address: estell.johnson@jacobs.com

By: Michael W. McCarty
Title: VP of Missouri Operations
Date: March 15, 2023
(Attach corporate seal if applicable)

Subscribed and sworn to before me this 15 day of March, 2023.

My Commission Expires: 02/13/2025

Sandra M Calhoun
Notary Public

SANDRA M CALHOUN
Notary Public, Notary Seal
State of Missouri
St. Louis County
Commission # 13448649
My Commission Expires 02-13-2025

LETTER OF INTENT TO SUBCONTRACT

Check one:
Original LOI: ☑
Updated LOI: ☐

Project Name/Title Rocky Branch WWTP Facility Plan

Project Location/Number 81001000 Contract No. 1678

PART 1: Prime Contractor Jacobs Engineering Group, Inc. agrees to enter into a contractual agreement with M/W/DBE Subcontractor Environmental Advisors & Engineers, Inc. who will provide the following goods/services in connection with the above-reference contract: [Insert a brief narrative describing goods/services to be provided. Broad Categorizations (e.g., "electrical," "plumbing," etc.) or the listing of NAICS Codes in which M/W/DBE Subcontractor is certified are insufficient and may result in denial of this Letter of Intent to Subcontract.]
Base scope includes service area growth projections & Envision credit assessments. Also providing architectural services for Task Series 500 - Optional Services.

for an estimated amount of $ 45,819.00 (or 9.16 % of the total estimated contract value.)

M/WBE Vendor type:
- ☑ Subcontractor/manufacturer (counts as 100% of contract value towards goals)
- ☐ Supplier (counts as 60% of the total dollar amount paid or to be paid by a prime contractor for supplies or goods towards goals)
- ☐ Broker (counts as 10% of the total dollar amount paid or to be paid by a prime contractor for supplies or goods towards goals)

M/W/DBE Subcontractor is, to the best of Prime Contractor's knowledge, currently certified with the City of Kansas City's Civil Rights & Equal Opportunity 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.

PART 2: This section is to be completed by the M/W/DBE subcontractor listed above. Please attach additional sheets as needed for more than one intended sub-tier contract. **IMPORTANT: Falsification of this document will result in denial and other remedies available under City Code.**

Select one:
- ☒ The M/W/DBE Subcontractor listed above **IS NOT** subcontracting any portions of the above-stated scope of work(s). (Continue to Part 3.)
- ☐ The M/W/DBE Subcontractor listed above **IS** subcontracting certain portions of the above stated scope of work(s) to:

(1) Company name: _____

Full address: _____
Street number and name City, State and Zip Code

Primary contact: _____
Name Phone

a) This subcontractor is (select one): ☐MBE ☐WBE ☐DBE ☐N/A

i: If this subcontractor is an M/W/DBE certified with the City of Kansas City, Missouri, a separate Letter of Intent must be attached to this document.

ii. If this subcontractor is NOT a certified M/W/DBE certified with the City of Kansas City, Missouri, the firm must still be listed for reporting purposes but a Letter of Intent is not required.

b) Scope of work to be performed: _____

c) The dollar value of this agreement is: _____

PART 3:

NOTE: SIGNATURES AND NOTARIZATIONS REQUIRED FOR NEW LETTERS OF INTENT (LOI); SIGNATURES ONLY FOR UPDATED LOI (ADDING VALUE TO EXISTING CONTRACT).

PRIME CONTRACTOR BUSINESS NAME: Jacobs Engineering Group, Inc.

Signature: Prime Contractor

Michael W. McCarty
Print Name

VP of Missouri Operations
Title

March 15, 2023
Date

State of Missouri)
County of St. Louis)

I, Sandra M Calhoun, state that the above and foregoing is based on my best knowledge and belief.

Subscribed and sworn to before me, a notary public, on this 15 day of March, 20 23

My Commission Expires: 02/13/2025

Sandra M Calhoun
Notary Public

STAMP:

SANDRA M CALHOUN
Notary Public, Notary Seal
State of Missouri
St. Louis County
Commission # 13448649
My Commission Expires 02-13-2025

MWDBE SUBCONTRACTOR BUSINESS NAME: Environmental Advisors and Engineers, Inc.

Jill R. Biesma
Signature: Subcontractor

Jill R. Biesma
Print Name

President
Title

3/15/2023
Date

State of)
County of)

I, Jill R. Biesma, state that the above and foregoing is based on my best knowledge and belief.

Subscribed and sworn to before me, a notary public, on this 15th day of March, 20 23

My Commission Expires: November 17, 2024

Notary Public

STAMP:

SAMANTHA FLOYD
NOTARY PUBLIC - NOTARY SEAL
STATE OF MISSOURI
MY COMMISSION EXPIRES NOVEMBER 17, 2024
CLAY COUNTY
COMMISSION #12331055

CITY OF FOUNTAINS
HEART OF THE NATION
KANSAS CITY
MISSOURI

LETTER OF INTENT TO SUBCONTRACT

Check one:
Original LOI: ☑
Updated LOI: ☐

Project Name/Title Rocky Branch WWTP Facility Plan

Project Location/Number 81001000 Contract No. 1678

PART I: Prime Contractor Jacobs Engineering Group, Inc. agrees to enter into a contractual agreement with M/W/DBE Subcontractor Lynchpin Ideas who will provide the following goods/services in connection with the above-reference contract: [Insert a brief narrative describing goods/services to be provided. Broad Categorizations (e.g., "electrical," "plumbing," etc.) or the listing of NAICS Codes in which M/W/DBE Subcontractor is certified are insufficient and may result in denial of this Letter of Intent to Subcontract.]
Stakeholder and Public Engagement/Coordination during Task Series 500 Optional Services

for an estimated amount of $ 9,181.00 (or 1.84 % of the total estimated contract value.)

M/WBE Vendor type:
- ☑ Subcontractor/manufacturer (counts as 100% of contract value towards goals)
- ☐ Supplier (counts as 60% of the total dollar amount paid or to be paid by a prime contractor for supplies or goods towards goals)
- ☐ Broker (counts as 10% of the total dollar amount paid or to be paid by a prime contractor for supplies or goods towards goals)

M/W/DBE Subcontractor is, to the best of Prime Contractor's knowledge, currently certified with the City of Kansas City's Civil Rights & Equal Opportunity 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.

PART 2: This section is to be completed by the M/W/DBE subcontractor listed above. Please attach additional sheets as needed for more than one intended sub-tier contract. **IMPORTANT: Falsification of this document will result in denial and other remedies available under City Code.**

Select one:
- ☒ The M/W/DBE Subcontractor listed above **IS NOT** subcontracting any portions of the above-stated scope of work(s). (Continue to Part 3.)
- ☐ The M/W/DBE Subcontractor listed above **IS** subcontracting certain portions of the above stated scope of work(s) to:

(1) Company name: _____

Full address: _____
Street number and name City, State and Zip Code

Primary contact: _____
Name Phone

a) This subcontractor is (select one): ☐MBE ☐WBE ☐DBE ☐N/A

i: If this subcontractor is an M/W/DBE certified with the City of Kansas City, Missouri, a separate Letter of Intent must be attached to this document.

ii. If this subcontractor is NOT a certified M/W/DBE certified with the City of Kansas City, Missouri, the firm must still be listed for reporting purposes but a Letter of Intent is not required.

b) Scope of work to be performed: _____

c) The dollar value of this agreement is: _____

PART 3:

NOTE: SIGNATURES AND NOTARIZATIONS REQUIRED FOR NEW LETTERS OF INTENT (LOI); SIGNATURES ONLY FOR UPDATED LOI (ADDING VALUE TO EXISTING CONTRACT).

PRIME CONTRACTOR BUSINESS NAME: Jacobs Engineering Group, Inc.

Signature: Prime Contractor

Michael W. McCarty
Print Name

VP of Missouri Operations
Title

March 15, 2023
Date

State of Missouri)

County of St. Louis)

I, Sandra M Calhoun, state that the above and foregoing is based on my best knowledge and belief.

Subscribed and sworn to before me, a notary public, on this 15 day of March, 20 23

My Commission Expires: 02/13/2025

Sandra M Calhoun
Notary Public

STAMP:

SANDRA M CALHOUN
Notary Public, Notary Seal
State of Missouri
St. Louis County
Commission # 13448649
My Commission Expires 02-13-2025

MWDBE SUBCONTRACTOR BUSINESS NAME: Lynchpin Ideas, LLC

Signature: Subcontractor

Laura J. Lynch
Print Name

Owner/CEO
Title

3-14-2023
Date

State of MISSOURI)

County of JACKSON)

I, CYNTHIA CASH, state that the above and foregoing is based on my best knowledge and belief.

Subscribed and sworn to before me, a notary public, on this 14th day of MARCH 20 23

My Commission Expires: 6/12/26

Notary Public

STAMP:

CYNTHIA CASH
Notary Public-Notary Seal
STATE OF MISSOURI
Jackson County
My Commission Expires 6/12/2026
Commission #22125464

LETTER OF INTENT TO SUBCONTRACT

Check one:	
Original LOI:	☑
Updated LOI:	☐

Project Name/Title Rocky Branch WWTP Facility Plan

Project Location/Number 81001000 Contract No. 1678

PART I: Prime Contractor Jacobs Engineering Group, Inc. agrees to enter into a contractual agreement with M/W/DBE Subcontractor Taliaferro & Browne, Inc. who will provide the following goods/services in connection with the above-reference contract: [Insert a brief narrative describing goods/services to be provided. Broad Categorizations (e.g., "electrical," "plumbing," etc.) or the listing of NAICS Codes in which M/W/DBE Subcontractor is certified are insufficient and may result in denial of this Letter of Intent to Subcontract.]

Utility locates including locates of valves/meters/sensors, survey, transfer to Kansas City WSD GIS and condition assessment of fixed assets

for an estimated amount of $ 55,000 (or 11.0 % of the total estimated contract value.)

M/WBE Vendor type:

- ☑ Subcontractor/manufacturer (counts as 100% of contract value towards goals)
- ☐ Supplier (counts as 60% of the total dollar amount paid or to be paid by a prime contractor for supplies or goods towards goals)
- ☐ Broker (counts as 10% of the total dollar amount paid or to be paid by a prime contractor for supplies or goods towards goals)

M/W/DBE Subcontractor is, to the best of Prime Contractor's knowledge, currently certified with the City of Kansas City's Civil Rights & Equal Opportunity 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.

PART 2: This section is to be completed by the M/W/DBE subcontractor listed above. Please attach additional sheets as needed for more than one intended sub-tier contract. **IMPORTANT: Falsification of this document will result in denial and other remedies available under City Code.**

Select one:

- ☑ The M/W/DBE Subcontractor listed above **IS NOT** subcontracting any portions of the above-stated scope of work(s). (Continue to Part 3.)
- ☐ The M/W/DBE Subcontractor listed above **IS** subcontracting certain portions of the above stated scope of work(s) to:

(1) Company name: _____

Full address: _____
Street number and name City, State and Zip Code

Primary contact: _____
Name Phone

a) This subcontractor is (select one): ☐MBE ☐WBE ☐DBE ☐N/A

i: If this subcontractor is an M/W/DBE certified with the City of Kansas City, Missouri, a separate Letter of Intent must be attached to this document.

ii. If this subcontractor is NOT a certified M/W/DBE certified with the City of Kansas City, Missouri, the firm must still be listed for reporting purposes but a Letter of Intent is not required.

b) Scope of work to be performed: _____

c) The dollar value of this agreement is: _____

PART 3:

NOTE: SIGNATURES AND NOTARIZATIONS REQUIRED FOR NEW LETTERS OF INTENT (LOI); SIGNATURES ONLY FOR UPDATED LOI (ADDING VALUE TO EXISTING CONTRACT).

PRIME CONTRACTOR BUSINESS NAME: Jacobs Engineering Group, Inc.

Signature: Prime Contractor

Michael W. McCarty
Print Name

VP of Missouri Operations
Title

March 15, 2023
Date

State of Missouri)

County of St. Louis)

I, Sandra M Calhoun, state that the above and foregoing is based on my best knowledge and belief.

Subscribed and sworn to before me, a notary public, on this 15 day of March, 20 23

My Commission Expires: 02/13/2025

Notary Public

STAMP:

SANDRA M CALHOUN
Notary Public, Notary Seal
State of Missouri
St. Louis County
Commission # 13448649
My Commission Expires 02-13-2025

MWDBE SUBCONTRACTOR BUSINESS NAME: Taliaferro & browne Inc.

Signature: Subcontractor

Hagos E Andebrhan PE., PLS
Print Name

CEO
Title

03/14/2023
Date

State of missouri)

County of Jackson)

I, Hagos E Andebrhan, state that the above and foregoing is based on my best knowledge and belief.

Subscribed and sworn to before me, a notary public, on this day of Mar. 14th, 20 23

My Commission Expires: 03-07-2026

Notary Public

STAMP:

EARTHA J. TAYLOR
Notary Public, Notary Seal
State of Missouri
Clay County
Commission # 92458631
My Commission Expires 03-07-2026