October 16, 2025

Mr. Daniel Johnson
Director of Public Works – City of Joplin
602 S. Main St.
Joplin, MO 64801

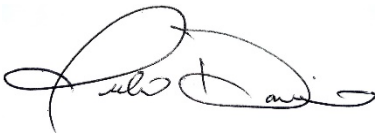
RE: Scope of Services for Residential Solid Waste and Recycling Procurement Consulting RFQ #2025-15

Dear Mr. Johnson,

Thank you for selecting Burns & McDonnell Engineering Co. to serve the City of Joplin (City) with the RFQ #2025-15 for Solid Waste and Recycling Procurement Consulting Services. Burns & McDonnell understands that the City currently provides residential waste management services through a contract with Republic Services (Republic) that expires on June 30, 2026. Burns & McDonnell looks forward to guiding the City through a transparent procurement process. This scope of services includes our scope of work, schedule, fee, and assumptions.

We appreciate the opportunity to continue our relationship with the City of Joplin. If you have any questions, please contact Julie Davis at 816-448-7363 or jdavis3@burnsmcd.com.

Sincerely,



Julie Davis
Project Manager



Scott Pasternak
Solid Waste and Resource Recovery Planning Leader

Scope of Work

Task 1 | Project Administration, Initiation and Management

Prior to commencing the project, members of the Project Team will conduct a virtual kick-off meeting with key City staff. At this kick-off meeting, we will discuss:

- Project work plan
- Objectives and key issues to be addressed
- Team member introductions and contact information
- Confirmation of participants in the Task 3 workshop
- Project schedule
- Initial data request (as described in Task 2)

During the meeting, we will identify primary contacts for our Project Team and the City and establish a protocol for the exchange of information and resolution of issues that arise in the normal course of this engagement. To facilitate effective communication between Project Team members and the City throughout the course of this project, Burns & McDonnell will:

- Schedule and participate in periodic conference calls as needed to discuss project matters
- Provide periodic status updates via electronic format
- Be available for other communications as needed



The kick-off meeting will provide a forum for establishing clear communication for the project.

Project management efforts have been developed based on a six-month project schedule.

Task 1 Deliverables

- Electronic copies of the kick-off meeting agenda, handouts, and follow-up summary
- Participation of Burns & McDonnell Project Manager and key staff in virtual kick-off meeting

Task 2 | Data Collection

After receiving Notice to Proceed, Burns & McDonnell will provide the City with a request for data that is necessary to prepare the procurement documents. Having recently evaluated key data for the Solid Waste Master Plan and the Recycling Education and Outreach Plan, Burns & McDonnell already has some of the needed data as indicated with an asterisk (*). Data requested includes, but is not limited to, the following:

- Existing contract*
- Standard City procurement template and contract
- Billing data
- Population estimates and projections, including any planned annexations*
- Ordinances and policy statements*
- Historical tonnages of solid waste and recyclables generated*
- Other information that may be determined to be relevant to the procurement

Task 2 Deliverable

- Preliminary data request

Task 3 | RFP Development Workshop

We have found utilizing a workshop to discuss key procurement issues is an effective and timely method for making important decisions. Burns & McDonnell's Project Manager and Procurement Consultant will facilitate an in-person one-day workshop to discuss the procurement. The procurement strategy workshop will include discussion and evaluation of the following topics:

- Procurement process (Request for Proposals, Request for Qualifications or Invitation for Bids)
- Minimum qualifications
- Evaluation criteria and weighting
- Service sectors (single-family residential)
- Base service levels and optional services
- Acceptable and unacceptable materials
- Collection vehicle fleet specifications
- Cart specifications, purchase, maintenance and ownership
- Performance standards and assurances
- Initial and renewal terms
- Price structure and adjustments
- Recycling requirements
- Contract audits and access to records
- Permitting or franchise fee
- Performance standards and remedies for non-performance
- Customer service responsibilities
- Billing services responsibilities
- Public outreach plan and educational requirements
- Disposal and recycling processing
- Transition plan

Burns & McDonnell will provide a copy of the agenda and any handout materials in advance to allow City staff to consider the topics prior to the workshop. City staff are responsible for coordinating to confirm participation of the appropriate individuals. Burns & McDonnell will deliver a memorandum summarizing key decisions of the procurement strategy workshop.

Task 3 Deliverables

- Meeting agenda and other handout materials, including a list of issues to be discussed during the procurement strategy workshop
- Participation of Burns & McDonnell Project Manager and Procurement Consultant in the procurement strategy workshop
- Memorandum summarizing key decisions of the procurement strategy workshop

Task 4 | Draft RFP and Agreement Development

Burns & McDonnell will assist the City with developing the procurement and agreement documents.

Develop RFP

Note, we understand that the City's RFQ referred to the development of an RFQ for this project. We will discuss the merits of an RFP versus RFQ process during the strategy workshop described in Task 3. We have referred to the documents as an RFP simply for clarity. For all parts of this task, Burns & McDonnell will coordinate with the designated purchasing staff and legal counsel and will rely on the City for any standard language to be included in procurement documents.

During procurement document development, Burns & McDonnell will prepare the following items for inclusion in the draft RFP:

- General terms and conditions, including any standard terms and conditions provided by the City
- Background information, including an explanation of why the procurement document is being developed, historical program data, demographic information, etc.
- Proposal format and content
- Procurement process, including schedule and evaluation criteria
- Scope of work and minimum requirements
- Proposal response forms, including personnel, experience, cost, etc.

- Other sections of the procurement document

Develop Agreement

Burns & McDonnell will develop a draft collection services agreement in accordance with regulatory requirements, City objectives, and best management practices. Our team will align the RFP documents with agreement documents for an enforceable and unified outcome. We will work in coordination with the City's purchasing staff and legal counsel to develop the contract based on our industry experience and the results from prior tasks.

Burns & McDonnell will prepare one draft and one final version of the RFP and agreement. Following delivery of the first draft version of the procurement documents, the Burns & McDonnell Project Director, Project Manager and the Procurement Consultant will participate in a virtual meeting with the City to discuss the documents. The City's project manager will be responsible for consolidating comments on the draft procurement documents from the City's reviewers for incorporation by Burns & McDonnell.

Task 4 Deliverables

- One draft version of the RFP and agreement
- Participation of Burns & McDonnell Project Manager and Procurement Consultant in one virtual meeting to discuss draft documents

Task 5 | Final RFP and Agreement Development

Following the City's review of the draft RFP Document from Task 4, Burns & McDonnell will address comments and edits received for a final RFP and agreement documents delivery. We would request that the City compile and consolidate comments from all staff who may review the document into one set of comments/suggested edits. We will schedule a meeting to review the document and discuss any comments and then, we will update the final report to address comments into a final RFP in both Word and PDF formats.

Task 5 Deliverable

- One final version of the RFP

Task 6 | Solicitation Support, Evaluations, Interviews

Burns and McDonnell will assist with the solicitation of RFP, conduct proposal evaluations, and facilitate interviews with candidates, if desired.

Task 6A: Solicitation Support and Pre-proposal Coordination

Burns & McDonnell Project Manager or Procurement Consultant will attend the pre-proposal virtually. The City will be responsible for facilitating the pre-proposal meeting. Upon request, Burns & McDonnell may draft addenda to answer questions or revise the RFP and contract documents based on feedback received from the pre-proposal meeting or the comment period. Burns & McDonnell will provide the draft addenda to the City's project manager for approval and distribution to all interested vendors.

Task 6B: Facilitation of Proposer Interviews

Following the evaluation of proposals, Burns & McDonnell's Project Manager and Procurement Consultant will assist the City with the facilitation of proposer interviews. As part of this task, we will:

- Assist with identifying proposers to be interviewed
- Develop questions for the proposer interview
- Participate in proposer interviews
- Revise Burns & McDonnell's evaluation of proposals (Task 6C) based on the interview
- Compilation of scoring from the evaluation committee in an Excel-based format

Task 6C: Evaluation of Proposals

Burns & McDonnell will support the City's evaluation committee by completing a technical and financial review of the proposals received. We will serve as an "ad hoc" and non-voting member of the evaluation committee. The goal of this task is to evaluate proposals based on the evaluation criteria set forth in the RFP. As part of the evaluation of proposals, Burns & McDonnell will:

- Evaluate whether the proposer meets the City's minimum qualifications
- Determine if the proposer has provided all information requested in the RFP, and provide the page number in the proposal where the information is provided
- Evaluate the strengths and weaknesses of each component of the proposals
- Evaluate the proposer's technical capability and approach, including such categories as work plan, equipment, etc.
- Review the proposer's experience providing services of similar size, complexity, and scope
- Evaluate cost proposals using an Excel model to understand total system costs for different pricing options and market conditions, including City and vendor costs
- Identify questions and negotiating points

Burns & McDonnell will participate in one virtual meeting with the City to discuss our findings. This task does not include assessing compliance with purchasing procedures since it is assumed that the city will identify compliant and non-compliant proposals.

Task 6 Deliverables

- Participation of Burns & McDonnell Project Manager or Procurement Consultant in pre-proposal meeting
- Assistance with addendum preparation
- Excel spreadsheets (saved as PDF files) and a summary of the evaluation of proposals
- Interview questions
- Participation of Burns & McDonnell Project Manager and Procurement Consultant at vendor interviews
- Revised memo and spreadsheets (saved as PDF files) that summarize the evaluation of proposals
- Compilation of scoring from the evaluation committee

Task 7 | Negotiation Assistance

As requested, Burns & McDonnell can provide contract negotiations to assist the City. Contract negotiations can occur with the existing contractor as requested and/or with the selected vendor based on the procurement process. We can customize this task to allow for flexibility in the role played by our team based on the direction provided by the City. The role in the contract negotiations will be determined by various factors, including:

- Composition of the negotiation team (i.e., technical, legal and financial)
- Number of contracts awarded (i.e., one or multiple contracts)
- Other factors related to the procurement

As part of contract negotiations, we could conduct activities including, but not limited to, the following:

- On-site meetings with prospective provider(s)
- Conference call(s) with City staff and/or service provider(s)
- Updating financial analysis to reflect negotiated rates
- Review of proposed changes or amendments to contract
- Other tasks as needed

The Project Team recognizes that the amount of time will vary based on the pace and progress of the negotiations. The budget will significantly depend on the type of contract awarded. In the event the city requests contract negotiation services, such services would be billed on a time and expense basis, based on hourly rates.

Task 7 Deliverables

- To be determined

Task 8 | City Council Presentation

Burns & McDonnell will present to the City Council on the procurement process and/or findings, at the appropriate time in the process, as identified by the City. We will develop one draft and final PowerPoint presentation and deliver presentation content in person.

Task 8 Deliverables

- One draft and final presentation and in-person delivery to City Council

Task 9 | Optional Additional Services

Burns & McDonnell can provide additional services and transition and implementation assistance that are outside of the scope of work, subject to agreement between the City and the Project Team. In the event additional services are requested by the City, such additional services would be billed on a time and expense basis, based on hourly rates included in this proposal. Examples of additional services include, but are not limited to:

- Additional revisions to the RFP and/or contract (beyond those described in previous Tasks)
- Additional addenda preparation (beyond the description in previous Tasks)
- Evaluation of additional proposals (beyond those described in previous Tasks)
- Participation in more than one day of proposer interviews (beyond described in previous Tasks)
- Participation in contract negotiations with the selected contractor (beyond described in previous Tasks)

After the City enters into an agreement with the selected contractor, the City may request transition and implementation assistance. Examples of transition and implementation assistance include, but are not limited to:

- Ordinance revision
- Transitional assistance guidance and implementation support
- Carts procurement and negotiation
- Grant coordination for carts
- Customer rate development
- Meetings with City staff, contractor and/or City Council

If requested, we can develop a specific scope of work for future requested services.

Task 9 Deliverable(s)

- To be determined

Schedule

Burns & McDonnell has developed the following schedule based on the assumption that we will receive Notice to Proceed by November 3, 2025. Given the importance of providing transition time for a new contract (even if the current contractor is selected), Burns & McDonnell would recommend that the City request a short-term (3 – 4 months) contract extension with the current provider to provide sufficient time for a transition.

Task	Schedule
1 Project Administration, Initiation and Management	November 2025
2 Data Collection	November 2025
3 RFP Development Workshop	November 2025
4 Draft RFP and Agreement Development	November – December 2025
5 Final RFP and Agreement Development	December 2025
6 Solicitation Support, Evaluations, Interviews	
6A Solicitation Support and Pre-Proposal Coordination	January 2025
6B Facilitation of Proposer Interviews	February 2025
6C Evaluation of Proposals	February – March 2025
7 Negotiation Assistance (T&M based on Rate Sheet, not to exceed)	As Needed and/or March 2025
8 City Council Presentation	TBD
9 Optional Additional Services	TBD

Fee

Burns & McDonnell proposes a fixed fee of Ninety-Two Thousand Three Hundred Dollars ($92,300) for completing the described Scope of Work. Burns & McDonnell will submit monthly invoices to the City on a percent project complete basis for Tasks 1-6 and 8. Services for Tasks 7 will be invoiced on a time and materials basis not to exceed the proposed fee. The following table provides an outline of the services to be provided and includes the fee, inclusive of professional fees and expenses.

Task	Cost
1 Project Administration, Initiation and Management	$ 4,300
2 Data Collection	$ 3,800
3 RFP Development Workshop	$ 9,300
4 Draft RFP and Agreement Development	$ 22,500
5 Final RFP and Agreement Development	$ 10,000
6 Solicitation Support, Evaluations, Interviews	
6A Solicitation Support and Pre-Proposal Coordination	$ 3,500
6B Facilitation of Proposer Interviews	$ 5,100
6C Evaluation of Proposals	$ 14,200
7 Negotiation Assistance (T&M based on Rate Sheet, not to exceed)	$ 15,300
8 City Council Presentation	$ 4,300
9 Optional Additional Services	TBD
Total	**$ 92,300**

Assumptions and Conditions

Our scope of work, schedule and fee are based on the following understanding:

- The Project Team will coordinate with the City's Purchasing Department and City Attorney's Office and will rely on the City for any standard City language to be included within the RFP.
- The City Attorney's Office will provide all legal advice and will review the procurement documents and prepare and negotiate the contract documents.
- City staff will be responsible for the distribution of the procurement documents, advertising costs to announce the procurement, the coordination of the receipt of the proposals and the review of proposals in accordance with City requirements.
- Our project schedule is dependent on the timely provision of requested data and review of draft documents provided to the City.
- Burns & McDonnell will exercise reasonable skill, care, and diligence in the performance of its services and will carry out its responsibilities in accordance with customarily accepted professional practices. If Burns & McDonnell fails to meet the foregoing standard, Burns & McDonnell will perform at its own cost, the professional services necessary to correct errors and omissions reported to Contractor in writing within one year from the completion of the Burns & McDonnell's services. No warranty, express or implied, is included as part of the services to be provided.
- In no event will Burns & McDonnell be liable for any special, indirect, or consequential damages including, without limitation, damages or losses in the nature of increased Project costs, loss of revenue or profit, lost production, claims by customers of Client, and/or governmental fines or penalties. aggregate liability for all damages connected with its services for the Project not excluded by the preceding subparagraph, whether or not covered by Burns & McDonnell's insurance, will not exceed $100,000.
- Burns & McDonnell and the City will utilize the same terms and conditions as included in the agreement between the parties dated December 14, 2021, or come to terms and conditions mutually agreed upon by both parties.

Attachment

Schedule of Hourly Rates and Expenses

Position Classification	Classification Level	Hourly Billing Rate
General Office*	5	$78.00
Technician*	6	$99.00
Assistant*	7	$120.00
	8	$165.00
	9	$195.00
Staff*	10	$214.00
	11	$234.00
Senior	12	$266.00
	13	$287.00
Associate	14	$295.00
	15	$297.00
	16	$299.00
	17	$303.00

Unit Cost Rates

Description	Unit Cost
Flow Meter Installation	$500.00/each
Flow Monitoring (minimum 5 meters)	$70.00/meter-day
Rain Gauge Monitoring	$15.00/gauge-day

NOTES:

1. Position classifications listed above refer to the firm's internal classification system for employee compensation. For example, "Associate", "Senior", etc., refer to such positions as "Associate Engineer", "Senior Architect", etc.

2. For any nonexempt personnel in positions marked with an asterisk (*), overtime will be billed at 1.5 times the hourly labor billing rates shown.

3. For outside expenses incurred by Burns & McDonnell, such as authorized travel and subsistence, and for services rendered by others such as subcontractors, the client shall pay the cost to Burns & McDonnell plus 10%.

4. Monthly invoices will be submitted for payment covering services and expenses during the preceding month. Invoices are due upon receipt. A late payment charge of 1.5% per month will be added to all amounts not paid within 30 days of the invoice date.

5. The services of contract/agency and/or any personnel of a Burns & McDonnell subsidiary or affiliate shall be billed to Owner according to the rate sheet as if such personnel is a direct employee of Burns & McDonnell.

6. The rates shown above are effective for services through December 31, 2025, and are subject to revision thereafter.