CITY OF JOPLIN
COUNCIL AGENDA ITEM

ITEM
Council Bill 2025-145 Agreement and Work Authorization with SFS Architecture, Inc. for Architectural Design and Site Evaluation Services and for the Joplin Firearms/Range Facility

MEETING DATE
November 3, 2025

ORIGINATING DEPT
Public Works-Engineering/Police Department

ATTACHMENTS
Council Bill 2025-145; Agreement and Work Authorization; Scoring Summary; Location Map

REVIEWED BY
Director of Public Works, Daniel Johnson; Chief of Police, Richard Pearson; Finance Director, Leslie Haase; City Attorney, Peter Edwards; Assistant City Manager, Tony Robyn; City Manager, Nicholas Edwards

SUMMARY
This Council Bill authorizes the City Manager or his designee to approve an Agreement and Work Authorization with SFS Architecture, Inc. for Architectural Design and Site Assessment Services for the Joplin Firearms/Range Facility in the not to exceed amount of One Hundred Forty-Three Thousand Six Hundred and 00/100 dollars ($143,600.00)

BACKGROUND
The City of Joplin has an existing Firing Range located at 5500 S. McClelland Boulevard (in McClelland Park, on the North side of S. McClelland Boulevard). The need for a building located at this location has been identified for onsite instruction and training, equipment storage purposes, and includes restroom facilities for Joplin Police Department personnel. An assessment and safety evaluation of the site is needed as well. An estimated amount of $100,000.00 for design services was included in the fiscal year 2025 budget. However, the fiscal year 2026 budget is being amended with this item, since it will not be approved until after the new fiscal year begins. The public safety sales tax budget is being amended in the amount of $143,600.00.

In accordance with the City of Joplin's procurement policies, a Request for Qualifications for Architectural Services was advertised in the Joplin Globe on May 10, 2025, with submittals due to the City by May 3, 2025. Qualification submittals were received from nine architectural firms, which were reviewed and scored by teams comprised of both City Police Department and Public Works personnel. Based on the scoring, SFS Architecture, Inc., was determined to be the best qualified to provide the services requested. A scoping meeting was held with SFS to determine the scope of work to be included in the design agreement. The fees submitted by SFS Architecture, Inc. have been reviewed by City staff and found to be within industry standards.

FUNDING SOURCE
This item includes a fiscal year 2026 budget amendment to the Public Safety Sales Tax Fund in the amount of $143,600.00

RECOMMENDATION

Staff recommend approval of this Council Bill on first reading.

Joplin Firearms/Range Facility Architectural Services RFQ Scoring Summary

Max Score = 100

Scorer	Olsson	Clark & Enerson	PLJBD Architects	Esterly, Schneider & Associates	SFS Architecture	Cromwell Architects Engineers	BUF Studio	BKV Group	Chiodini Architects
1	100	99	95	100	100	87	93	100	99
2	87	79	73	72	91	78	78	83	79
3	89	84	82	82	95	82	83	88	86
Total	92.00	87.33	83.33	84.67	95.33	82.33	84.67	90.33	88.00

CITY		ARCHITECT (ENGINEER)	
CITY OF JOPLIN **602 S. MAIN STREET** **JOPLIN, MO 64801**		Name: SFS ARCHITECTURE Address: 2100 Central Street, Suite 31 Kansas City, MO 64108	
Attention: Robert Beachner, Capital Improvements Project Manager		Attention: Kwame W. Smith, Principal	
Department: Public Works		Phone: (816) 541-2288	Fax: n/a
Phone: 417.624.0820 ext:	Fax: 417.624.4620	Project: Police Firing Range Facility	

AGREEMENT FOR PROFESSIONAL ENGINEERING CONSULTING SERVICES

THIS AGREEMENT made and entered into this _____ day of _____, 20___, by the parties identified above.

WITNESSETH:

THAT, WHEREAS the City of Joplin desires to engage the Engineer to render certain technical and professional services in connection with a project identified on future Work Authorizations to this Agreement.

WHEREAS the Engineer made certain representations and statements to the City with respect to the provision of such services and the City has accepted said proposal; and

WHEREAS the Engineer represents Engineer is licensed by the Missouri Board for Architects, Professional Engineers, and Land Surveyors to perform the services designated under this contract and further represents that all survey services shall be done under the direction of a Land Surveyor licensed by the Missouri Board for Architects, Professional Engineers, and Land Surveyors.

NOW, THEREFORE, for the considerations herein expressed, it is agreed by and between the City and the Engineer as follows:

1. **Services.** The City agrees to engage the services of the Engineer and the Engineer agrees, upon receipt of each duly executed Work Authorization, to perform the services described in the Work Authorization. The services of the Engineer shall commence as soon as practicable after the execution of a Work Authorization, unless otherwise directed in writing, and shall be undertaken and completed in such sequence as to assure their expeditious completion in the light of the purposes of the contract. The Engineer shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all designs, drawings, specifications, reports, and other services furnished by the Engineer under this Agreement. Approval by the City and other agencies of drawings, designs, specifications, reports, and incidental engineering work or materials furnished hereunder shall not in any way relieve the Engineer of his responsibility for the technical adequacy of his work except as to matters involving peculiar conditions or uses of property known to the City or other agencies but not to the Engineer.

2. **Term.** The services of Engineer shall commence as soon as practicable after the execution of this contract, unless otherwise directed in writing, and shall be undertaken and completed in such sequence as to assure their expeditious completion in the light of the purposes of the contract, but in any event, all of the services required hereunder shall be completed as set forth in the schedule for the project which is attached hereto as ***Exhibit A*** of any executed Work Authorization.

3. **Payment.** The City, pursuant to each fully executed Work Authorization, shall pay Engineer the consideration set forth in the Work Authorization, which shall constitute complete payment for the services furnished in connection with the work required to be performed under the Work Authorization.

4. **Exchange of Data**. All information, data, and reports, as are in the City's possession and necessary for the carrying out of the work, shall be furnished to the Engineer without charge, and the parties shall cooperate with each other in every way possible in carrying out the scope of services.

5. **Personnel**. Engineer represents that Engineer will secure at Engineer's own expense; all personnel required to perform the services called for under this contract by Engineer. Such personnel shall not be employees of or have any contractual relationship with the City except as employees of the Engineer. All of the services required hereunder will be performed by the Engineer or under Engineer's direct supervision and all personnel engaged in the work shall be fully qualified and shall be authorized under state and local law to perform such services. None of the work or services covered by this contract shall be subcontracted without the written approval of the City.

6. **Termination of Contract.**

a. Termination for breach. Failure of the Engineer to fulfill Engineer's obligations under this contract in a timely and satisfactory manner in accordance with the schedule and description of services set forth in Exhibit A shall constitute a breach of the contract, and the City shall thereupon have the right to immediately terminate the contract. The City shall give written notice of termination to the Engineer by one of three different means: Facsimile Transmission ("FAX") if Engineer has a FAX number; U.S. Postal Service Mails; or by hand delivering a copy of the same to the Engineer; or may give notice by any combination of the above methods. The date of termination shall be the date upon which notice of termination is hand delivered to Engineer or given by FAX, or the third day following mailing of the notice of termination, whichever first occurs. In the event of termination for breach, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other materials prepared by the Engineer under this contract shall at the option of the City become its property, and the Engineer shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials; provided, that the Engineer shall not be relieved of liability to the City for damages sustained by the City by virtue of any such breach of the contract by the Engineer.

b. Right to terminate in the absence of breach. Either party may terminate this contract for any reason, by serving notice of intent to terminate upon the other party by the means specified in paragraph A of this section. Such notice shall specify the date of termination, but in no event shall either party terminate the contract under this provision upon less than thirty (30) days' notice to the other party; provided, that the parties may mutually agree to waive the thirty (30) day requirement and to shorten the time for notice of termination. In the event of termination in the absence of breach, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other materials prepared by the Engineer under this contract shall at the option of the City become its property, and the Engineer shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

7. **Conflicts**. No salaried officer or employee of the City, and no member of the City Council shall have a financial interest, direct or indirect, in this contract. A violation of this provision renders the contract void. Any federal regulations, and applicable provisions in Section 105.450 et seq. RSMo. shall not be violated. Engineer covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services to be performed under this contract. The Engineer further covenants that in the performance of this contract no person having such interest shall be employed.

8. **Assignment**. Engineer shall not assign any interest in this contract and shall not transfer any interest in the same (whether by assignment or novation), without prior written consent of the City thereto. Provided, however, that claims for money due or to become due to the Engineer from the City under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of such assignment or transfer shall be furnished in writing promptly to the City. Any such assignment is expressly subject to all rights and remedies of the City under this agreement, including the right to change or delete activities from the contract or to terminate the same as provided herein, and no such assignment shall require the City to give any notice to any such assignee of any actions which the City may take under this agreement, though City will attempt to so notify any such assignee.

9. **Confidentiality of Documents**. Any reports, data, design, or similar information given to or prepared or assembled by the Engineer under this contract which the City requests to be kept as confidential shall not be made available to any individual or organization by the Engineer without prior written approval of the City.

10. **Discrimination.** Engineer agrees in the performance of this contract not to discriminate on the ground or because of race, creed, color, national origin or ancestry, sex, religion, handicap, age, or political opinion or affiliation, against any employee of Engineer or applicant for employment and shall include a similar provision in all subcontracts let or awarded hereunder.

11. **Occupational License**. Engineer shall obtain and maintain an occupational license with the City of Joplin, Missouri, if required by city code and any required state or federal license. The cost for this occupational license shall be borne by the Engineer. No contract will be executed by the City until this occupational license has been obtained and that the Engineer is current on any City taxes is verified.

12. **Compliance with Laws**. Engineer agrees to comply with all applicable federal, state and local laws or rules and regulations applicable to the provision of services and products hereunder. Engineer affirmatively states that payment of all local, state, and federal taxes and assessments owed by Engineer is current.

13. **Affidavit for Contracts Over $5,000.00**. That pursuant to Missouri Revised Statute Sections 285.525 through 285.550, if this contract exceeds the amount of $5,000.00 and Engineer is associated with a business entity, Engineer shall provide an acceptable notarized affidavit stating that the associated business entity is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services, and that said business entity does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. Additionally, Engineer must provide documentation for said business entity evidencing current enrollment in a federal work authorization program.

14. **Nonresident/Foreign Contractors**. Engineer shall procure and maintain during the life of this contract:

a. If Engineer is a foreign corporation, a certificate of authority to transact business in the State of Missouri from the Secretary of State, unless exempt pursuant to the provisions of Section 351.572 RSMo.

b. A certificate from the Missouri Director of Revenue evidencing compliance with the transient employer financial assurance law, unless exempt pursuant to the provisions of Section 285.230 RSMo.

15. **General Independent Contractor Clause**. This agreement does not create an employee/employer relationship between the parties. It is the parties' intention that the Engineer will be an independent contractor and not the City's employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, Missouri revenue and taxation laws, Missouri workers' compensation and unemployment insurance laws. The Engineer will retain sole and absolute discretion in the judgment of the manner and means of carrying out the Engineer's activities and responsibilities hereunder. The Engineer agrees that it is a separate and independent enterprise from the public employer, that it has a full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This agreement shall not be construed as creating any joint employment relationship between the Engineer and the City, and the City will not be liable for any obligation incurred by the Engineer, including but not limited to unpaid minimum wages and/or overtime premiums.

16. **City Benefits**. Engineer shall not be entitled to any of the benefits established for the employees of the City nor be covered by the Worker's Compensation Program of the City.

17. **Liability and Indemnity**. The parties mutually agree to the following:

a. Engineer shall, indemnify, and hold the City harmless from and against all damages, losses, liabilities, expenses, and costs with respect to all claims, including, but not limited to, claims for personal injuries, wrongful death, and damages to property, which may be asserted against the City by any person or entity as the result of Engineer’s (or any of Engineer’s subcontractors) negligent acts, errors, or omissions in the course of the performance of this contract, provided that the Engineer is not obligated to indemnify or hold harmless the City from the City’s own negligence or wrong doing.

b. Engineer shall indemnify and hold the City harmless from all wages or overtime compensation due its employees in rendering services pursuant to this agreement, including payment of reasonable attorneys' fees and costs in the defense of any claim made under the Fair Labor Standards Act or any other federal or state law.

c. In no event shall the City or Engineer be liable to the other for special, indirect, or consequential damages, except those caused by either Party's gross negligence or willful or wanton misconduct arising out of or in any way connected with a breach of this contract. The maximum liability of the other Party shall be limited to the amount of money to be paid or received by the other Party under this contract.

18. **Ownership of Documents.** All files and information will be submitted before or upon final approval and acceptance of the contract documents. All documents, including original drawings, calculations, computer runs, field notes, drawings, estimates, specifications, written design criteria and written reports are and remain the property of the Engineer until such time as this Agreement is, for any reason, terminated, at which time they become the property of the City. The Engineer shall furnish to the City, one set of reproducible record Mylars of drawings, AutoCAD files and copies of estimates, specifications, written reports, and written design criteria, in consideration of which the City will use them fully in connection with the project and will not sell them.

19. **Notices**. All notices required or permitted hereinunder and required to be in writing may be given by FAX or by first class mail addressed to City and Engineer at the addresses shown above. The date of delivery of any notice given by mail shall be the date falling on the third day after the day of its mailing. The date of delivery of notice by FAX transmission shall be deemed to be the date transmission occurs, except where the transmission is not completed by 5:00 p.m. on a regular business day at the terminal of the receiving party, in which case the date of delivery shall be deemed to fall on the next regular business day for the receiving party.

20. **Jurisdiction**. This agreement and every question arising hereunder shall be construed or determined according to the laws of the State of Missouri. Should any part of this agreement be litigated, venue shall be proper only in the Circuit Court of Jasper County, Missouri.

21. **Entire Agreement**. This agreement contains the entire agreement of the parties. No modification, amendment, or waiver of any of the provisions of this agreement shall be effective unless in writing specifically referring hereto and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year herein stated.

REVIEWED FOR APPROVAL

_____
Name & Title of Staff Project Manager

CERTIFICATE OF DIRECTOR OF FINANCE

I certify that the expenditure contemplated by this document is within the purpose of the appropriation to which it is to be charged and that there is an unencumbered balance of appropriated and available funds to pay, therefore.

_____
Leslie Haase, Director of Finance

APPROVED AS TO FORM

_____
Peter Edwards, City Attorney

Engineer: SFS Architecture, Inc.

By: _____

Printed Name: Kwame W. Smith

Title: Principal

Date: 10/21/2025

By: _____
Daniel Johnson, P.E., Public Works Director

Date: _____

CITY		ENGINEER (ARCHITECT)	
CITY OF JOPLIN **602 S. MAIN STREET** **JOPLIN, MO 64801**		Name: SFS Architecture, Inc. Address: 2100 Central Street, Suite 31 Kansas City, MO 64108	
Attention: Robert Beachner, Capital Improvements Project Manager		Attention: Kwame W. Smith, Principal	
Department: Public Works		Phone: (816) 474-1397	Fax:
Phone: 417.624.0820 ext:	Fax: 417.624.4620	Project: Police Firing Facility	

WORK AUTHORIZATION NUMBER **JPD Firing Range - D0001**

TO MASTER AGREEMENT FOR PROFESSIONAL ENGINEERING CONSULTING SERVICES **JPD Firing Range - D0001**

City of Joplin and Engineer enter into this Work Authorization only for the work described below. This Work Order is issued pursuant to that Master Services Agreement for Professional Engineering Consulting Services ("MSA") previously executed by City and Engineer, and upon acceptance by hereof by both parties, shall form a part of the MSA. The terms of the MSA are incorporated herein by reference. The parties agree that the Engineer will perform the Services upon the terms and conditions set forth herein and in the MSA. Engineer's acceptance of the terms of this Work Authorization shall be evidenced by Engineer's execution and return of one copy of this Work Authorization to City. Unless sooner terminated as permitted in the MSA, this Work Authorization shall terminate upon completion of the Services for this Work Authorization, except to the extent of surviving obligations set forth herein and in the MSA.

1. **Services**. City agrees to engage the services of the Engineer and the Engineer agrees to perform the services hereinafter set forth in connection with projects described in ***Exhibit A***.

2. **Addition to Services**. City of Joplin may add to the Engineer services or delete therefrom activities of a similar nature to those set forth in ***Exhibit A***, provided that the total cost of such work does not exceed the total cost allowance as specified in Paragraph 5 hereof. The Engineer shall undertake such changed activities only upon the direction of the City. All such directives and changes shall be in written form and prepared and approved by the City and shall be accepted and countersigned by the Engineer.

3. **Term**. The services of the Engineer shall commence as soon as practicable after the execution of this contract, unless otherwise directed in writing, and shall be undertaken and completed in such sequence as to assure their expeditious completion in the light of the purposes of the contract, but in any event, all the services required hereunder shall be completed as set forth in the schedule for the project which is attached hereto as ***Exhibit A***.

4. **Costs not to Exceed**. City of Joplin is limited by law with respect to the amount of money it can pay. Therefore, the City has established a fixed sum for this contract, which cannot be exceeded unless this contract is amended. The Engineer providing services hereunder shall be required to always keep track of the number of hours billable under this contract; and any work more than the fixed sum shall not be eligible for payment. The Engineer shall notify the City if Engineer anticipates that the contract amount may be exceeded, in order to determine whether or not the City is prepared to increase the total compensation. The Engineer shall establish a billing system showing the amount of money remaining on the contract, which shall be shown in each monthly billing.

5. **Payment**.

a. **Conditioned upon acceptable performance**. City agrees to pay the Engineer in accordance with the terms set forth in ***Exhibit A***, which shall constitute complete compensation for all services to be rendered under this contract; provided, that where payments are to be made periodically to Engineer for services rendered under this contract, the City expressly reserves the right to disapprove in whole or in part a request for payment where the services rendered during the period for which payment is claimed are not performed in a timely and satisfactory manner in accordance with the schedule and description of services set forth in ***Exhibit A***.

b. **Total compensation not to exceed**. It is expressly understood that in no event will the total compensation and reimbursement to be paid to the Engineer under the terms of this work Authorization Number JPD Firing Range - D0001 exceed the sum of One Hundred Forty Three Thousand Six Hundred Dollars ($143,600.00).

6. **Insurance**. Without limiting any of the other obligations or liabilities of the Engineer, the Engineer shall secure and maintain at its own cost and expense, throughout the duration of this Contract and until the work is completed and accepted by the City of Joplin, insurance of such types and in such amounts as may be necessary to protect it and the interests of the City of Joplin against all hazards or risks of loss as hereunder specified or which may arise out of the performance of the Contract Documents. The form and limits of such insurance, together with the underwriter thereof in each case, are subject to approval by the City of Joplin. Regardless of such approval, it shall be the responsibility of the Engineer to always maintain adequate insurance coverage during the term of the Contract. Failure of the Engineer to maintain coverage shall not relieve it of any contractual responsibility or obligation or liability under the Contract Documents.

The certificates of insurance, including evidence of the required endorsements hereunder or the policies, shall be filed with the City at the time that this contract is signed by the Engineer. All insurance policies shall provide thirty (30) days written notice to be given by the insurance company in question prior to modification or cancellation of such insurance. Such notices shall be mailed, certified mail, return receipt requested, to:

City of Joplin - Public Works, 602 S. Main, Joplin, MO 64801; and

Such policies shall name the City as an additional insured with limits of liability not less than the sovereign immunity limits for Missouri public entities calculated by the Missouri Department of Insurance as of January 1 each calendar year and published annually in the Missouri Register pursuant to Section 537.610, RSMo.
(See, http://insurance.mo.gov/industry/sovimmunity.php).

As of January 1, 2025, the minimum coverage for the insurance referred to herein shall be as set out below:

a. Workers' Compensation…. Statutory coverage per RSMo 287.010 et seq.
Employer's Liability……. $1,000,000.00

b. Commercial General Liability Insurance, including coverage for Contractual Liability and Independent Contractors Liability. Such coverage shall apply to bodily injury and property damage on an "Occurrence Form Basis" with limits of at least Three Million and no/100 Dollars ($3,000,000.00) for all claims arising out of a single accident or occurrence and at least Five Hundred Seventeen Thousand Three Hundred Six and no/100 Dollars ($517,306.00) with respect to injuries and/or death of any one person in a single occurrence and an amount not less than at least $1,000,000 for all claims to property arising out of a single occurrence and at least $100,000 to any one owner with respect to damages to property. Engineer agrees that the proceeds of such insurance policy shall first be used to pay any award, damages, costs, and/or attorneys' fees incurred by or assessed against City, its employees, officers and agents, before payment of any award, damages, costs or attorney's fees of Engineer, its employees, officers or agents. Engineer agrees to cause its insurer to name City as an additional insured on such insurance policy, including the City as an additional insured for coverage under its products-completed operations hazard, and said policy shall be primary and noncontributory.

c. Automobile Liability Insurance covering bodily injury and property damage for owned, non-owned and hired vehicles, with limits of at least Three Million and no/100 Dollars ($3,000,000.00) for all claims arising out of a single accident or occurrence and at least Five Hundred Seventeen Thousand Three Hundred Six and no/100 Dollars ($517,306.00) with respect to injuries and/or death of any one person in a single accident or occurrence.

d. Errors and Omissions Insurance. Engineer shall maintain a professional liability insurance policy in the amount of $1,000,000.00 per claim aggregate. This policy shall remain in full force and effect for a period of one year after completion and acceptance by the City of the construction of the project.

e. Subcontracts. In case any or all this work is sublet, the Engineer shall require the subcontractor to procure and maintain all insurance required in subparagraphs (A), (B) and (C) hereof and in like amounts. Engineer shall require all subcontractors with whom it enters into a contract to perform work on this project to protect the City of Joplin through insurance against applicable hazards or risks and shall, upon request of the City, provide evidence of such insurance.

f. Notice. Engineer and/or subcontractor shall furnish the City prior to beginning the work satisfactory proof of carriage of all the insurance required by this contract, with the provision that policies shall not be canceled, modified or non-renewed without thirty (30) days written notice to the City of Joplin.

g. Legislative or Judicial Changes. In the event the scope or extent of the City's tort liability as a governmental entity as described in Section 537.600 through 537.650 RSMo is broadened or increased during the term of this agreement by legislative or judicial action, the City may require Engineer, upon 10 days written notice, to execute a contract addendum whereby the Engineer agrees to provide, at a price not exceeding Engineer's actual increased premium cost, additional liability insurance coverage as the City may require to protect the City from increased tort liability exposure as the result of such legislative or judicial action. Any such additional insurance coverage shall be evidenced by an appropriate certificate of insurance and shall take effect within the time set forth in the addendum.

7. **All other terms and conditions of the original Agreement shall remain in effect.**

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year herein stated.

REVIEWED FOR APPROVAL

_____
Name & Title of Staff Project Manager

CERTIFICATE OF DIRECTOR OF FINANCE

I certify that the expenditure contemplated by this document is within the purpose of the appropriation to which it is to be charged and that there is an unencumbered balance of appropriated and available funds to pay, therefore.

_____
Leslie Haase, Director of Finance

APPROVED AS TO FORM

_____
Peter Edwards, City Attorney

Engineer: SFS Architecture, Inc.

By: _____

Printed Name: Kwame W. Smith

Title: Principal

Date: 10/21/2025

By: _____
Daniel Johnson, P.E., Public Works Director

Date: _____

EXHIBIT A

sfsarchitecture
drivenbyconnections

October 21, 2025 revised

Robert Beachner
Capital Improvements Project Manager
City of Joplin, MO
602 S. Main Street
Joplin, Missouri 64801

Re: Joplin Firearms/ Range Facility Building & Range Safety Evaluation
Design Services Proposal

Dear Mr. Beachner:

SFS Architecture is pleased to provide this professional design services proposal to provide architectural and engineering services for the development of a new firearms/ range facility building that also includes a safety evaluation and recommended improvements at the existing city owned firing range site in Joplin, MO.

Again, we appreciate the opportunity to provide a proposal for these services. We are very excited about the opportunity to work with you and the Police Department on this important project.

If you have questions or comments regarding this information, please do not hesitate to call us.

Sincerely,

Kwame W. Smith, AIA
Principal

EXHIBIT A

sfsarchitecture
drivenbyconnections

PROJECT UNDERSTANDING

The scope of this project is to develop design and bidding documents for a firearms/ range facility building and safety improvement solutions identified through a safety evaluation of the city-owned firing range grounds.

Facility building

The size and configuration of the facility building is approximately 2,400 SF (60' by 40') which includes a range officer office, two individual restrooms, a classroom, a covered patio, an enclosed open area for building clearing and a two-bay garage. A 120' x 120' concrete pad and possible extension of the existing parking area is also included. All interior spaces are to be conditioned with the garage space being heated and ventilated only.

Safety evaluation and recommendations

The safety evaluation of the range will include assessing the structural integrity of the existing berm(s) and safety protections at the range including the need for perimeter fencing and overhead containment/ covered protection at the zero line. Documentation of recommendations for safety improvements would be performed.

Our understanding is that City of Joplin does not intend to utilize a community engagement component to the design phase of this project. Construction and procurement documents would be developed to solicit competitive bids at a later date. Bid-ready documents are to be completed within 120 days of receiving a notice-to-proceed.

SCOPE OF WORK

Professional Services for this project will include the disciplines of Architecture, Structural Engineering, MEP Engineering, Civil Engineering, and Landscape Architecture. The following consultants are identified for these disciplines:

Civil Engineering	Olsson
Landscape Architect	SWT Design
Structural Engineering	Bob D. Campbell
Mech. Elect. & Plumbing Engineering	PKMR Engineers
Land Surveying	Olsson
Geotechnical	Olsson

Our approach to this project as outlined herein is based on the following assumptions:

- Design services will include Site Analysis, Cost Estimating, and Construction Documents for Bid.
- Safety evaluation and improvement recommendations of the existing range facility is included.
- Topographic surveys and a geotechnical report are to be included as a reimbursable expense.

Reference attached work plan for key dates and milestones.

Task 1 –Site Analysis and Schematic Design (33% design completion)

SFS will work with project stakeholders to assess the existing site based on anticipated needs and identify a potential location for the facility. These may include discussion and confirmation of the site location, building character, size, and any other overall expectations. In addition, the SFS team will prepare visual preferencing materials to guide the material selection and character of the structures. Once the location of the proposed structure has been agreed upon, a topographic survey and geotechnical investigations will be performed. Safety improvement recommendations limited to berm improvements, adding a containment canopy, and site security fencing will be documented as part of this task.

Deliverables at the conclusion of the Schematic Design phase will include the following:

- Site Plans – Architectural
- Conceptual Floor Plans – Architectural
- Exterior Elevations – Colorized with materials noted.
- Safety Evaluation Report
- Opinion of Probable Cost

Meetings: One (1) Initial Site Visit, up to two (2) virtual meetings.

Task 2 - Construction Documents (66% design completion and Pre-bid)

The Construction Documents phase will include refining the preliminary design and developing the technical drawings and specifications for bidding the Work. Documents will be suitable for permitting, bidding and construction. Intermediate submittal will be provided at the 66% and 100% completion phases followed by review meetings. Revisions required by permit plan reviewers will be included as part of this phase. In addition, the team will contact utility services to anticipate utility connection expectations. Sanitary sewer is not available on site. Therefore, an onsite septic system will be utilized. Safety improvement recommendations limited to berm improvements, adding a containment canopy, and site security fencing will be documented as part of this task.

Deliverables at the conclusion of this phase will include the following:

- Demolition plan.
- Site plan.
- Civil grading, erosion control and utility plans.
- Structural plans and details.
- Architectural plans, elevations and details.
- M/E/P plans and details.
- Opinion of probable cost.

Meetings: Up to two (2) virtual meetings.

Task 3 - Safety evaluation of firing range

The safety evaluation of the range will include assessing the structural integrity of the existing berm(s) and safety protections at the range including the need for perimeter fencing and overhead containment/ covered protection at the zero line. At conclusion of the evaluation, recommendations for improvements will be provided. **This task will be concurrent with Task 1.**

Deliverables at the conclusion of this phase will include the following:

- Safety evaluation summary with recommendations.

Basic Services Exclusions

The following items are specifically excluded from the Basic Services noted above:

- Bidding and procurement and construction administration.
- Plan review fees or other fees charged by third party entities.
- Drainage studies, traffic studies, and public improvements.
- Public meetings, planning commission or City Council presentations.
- Hazardous materials abatement assessment and design.
- As-built surveys.
- Entitlement services.
- Record documents.
- Code-required special inspections. Special Inspections/Testing (can be added if needed).
- Private utility locates.
- Off-site drainage improvements.

EXHIBIT A

sfsarchitecture
drivenbyconnections

Basic Services Clarifications

- Sanitary sewer service is approximately 1,400 LF away. We have excluded any main extensions and assume this site would be served by septic or a holding tank. Septic system design would be provided by others and is typically delivered as a design-build service by the selected vendor. We will provide a statement to the bidders that they design and install a system that meets the needs of the facility and is designed and installed per City, County, and State guidelines.
- We are not certain about water mains in the area and therefore our proposal does not include design services for a main extension should water not be close by.
- Surveying services is limited to a design survey for the area where the expansion/new firing range will be built as does not include an ALTA survey for the entire property.

Schedule

SFS Architecture is prepared to begin work immediately. Anticipated timeframes for each task are identified in the attached work plan. Schedule may be affected by delays out of our control such as: reviews required by regulating agencies or authorities having jurisdiction, delays in geotechnical or surveying firms, or Owner directed changes to previously approved plans.

PROFESSIONAL SERVICES COMPENSATION

SFS architecture proposes providing the above scope for the fees outlined below:

Professional Design Services for Task 1 & 2	$112,250.00
Professional Design Services for Task 3	$10,250.00
Reimbursed Expenses	$21,100.00
Total (including reimbursed expenses)	**$143,600.00**

Reimbursable Project Expenses

Reimbursable Expenses are in addition to the professional fees indicated above. Expenses such as printing, reproductions, mileage, postage, and topographic survey are considered reimbursed expenses and are excluded from the above fee and scope. Reimbursed expenses incurred by SFS and its consultants shall be billed and itemized by each cost incurred. We estimate reimbursable project-related expenses to be $21,100* and will invoice the City for expenses monthly at a rate of 1.0 times the actual cost.

**Reimbursable expenses include a proposal of $18,600 to provide a land survey and geotechnical investigations of the subject portion of the property.*

Supplemental Services

During the project additional services may be requested. Fees for additional services outside of the scope outlined in this proposal will be discussed and mutually agreed upon prior to SFS Architecture and the consultants proceeding with those services.

Invoicing

Invoicing will occur monthly for services rendered and are due upon receipt.

EXHIBIT A

sfsarchitecture
drivenbyconnections

Limitation of Liability

In recognition of the relative risks and benefits of the Project to both the Client and the Consultant, the risks have been allocated such that the Client agrees to the fullest extent permitted by law, to limit the liability of the Consultant and Consultants officers, directors, partners, employees, shareholders, owners and subconsultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of the Consultant and Consultants officers, directors, partners employees, shareholders, owners and subconsultants shall not exceed the Consultant's total fee for services rendered on this Project. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

Joplin Firing Range Facility
City of Joplin, Missouri

sfsarchitecture

Preliminary Project Work Plan

9/18/2025 ***revised 10/21/25***

		Date/ Duration
TASK 1 + 3	**SITE ANALYSIS + SCHEMATIC DESIGN**	**1 month**
	Work period complete	**week of 12/15/25**
Pre-Kickoff Activities		Anticipated NTP 11/18/25
Collect and review pre-existing information		
Schedule kickoff meeting		
Design Kickoff Meeting (in-person)		**week of 11/17/25**
Introductions / roles and responsibilities		
Project / scope overview		
Establish project goals and objectives		
Review preliminary work plan		
Budget Confirmation		
Space needs confirmation		
Visual preferencing		
Site analysis and tour		
Existing Site Investigations & Safety Evaluation		**week of 12/01/25**
Topographic survey		
Geotechnical investigation		
Prepare Schematic Design Deliverable		**submit week of 12/08/25**
Architectural Site Plan		
Conceptual Floor Plan		
Exterior Building Elevations (colorized)		
Opinion of Probable Cost		
Progress Meeting: SD Review Meeting (virtual)		**week of 12/15/25**
Review SD deliverable		
Approval to move into construction documents		
TASK 2	**CONSTRUCTION DOCUMENTS**	**2 months**
	Work period complete	**week of 3/09/26**
Prepare 66% Design Deliverable		**submit week of 1/19/25**
Progress Construction Documents		
Draft Specifications		
Opinion of Probable Cost		
Progress Meeting: 66% Design Deliverable Review (virtual)		**week of 1/26/26**
Review design deliverable		
Approval to finalize construction documents		
Prepare Draft 100% Construction Documents Deliverable		**submit week of 2/23/26**
Construction Documents		*submit for permitting*
Specifications		
Opinion of Probable Cost		
Progress Meeting: 100% Design Deliverable Review (virtual)		**week of 3/02/26**
Review design deliverable		
Final owner comments		
100% Construction Documents Deliverable		**week of 3/09/26**
Incorporate final review and permitting comments		
Submit 100% Construction Documents		
DESIGN COMPLETE		


Survey limits
new 120'x120'
concrete pad
demolish
watch tower
extend chip-n-seal
parking/ drive
confirm truck access
McClelland Blvd
Glendale Rd


Survey limits
new 120'x120'
concrete pad
demolish
watch tower
extend chip-n-seal
parking/ drive
confirm truck access
McClelland Blvd
Glendale Rd

COUNCIL BILL NO. 2025-145 **ORDINANCE NO.**

AN ORDINANCE approving an Agreement and Work Authorization with SFS Architecture, Inc. for Architectural Design and Site Evaluation Services for the Joplin Firearms/Range Facility in the not to exceed amount of One Hundred Forty-Three Thousand Six Hundred and 00/100 dollars ($143,600.00) and authorizing the City Manager or his designee to execute the same by and on behalf of the City of Joplin; amending the Annual Budget of the City of Joplin for the Fiscal Year 2025-2026 as adopted by Ordinance 2025-143 on October 20, 2025; and setting a date when this Ordinance shall become effective.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF JOPLIN, as follows:

Section 1. That the Agreement and Work Authorization with SFS Architecture, Inc. for Architectural Design and Site Evaluation Services for the Joplin Firearms/Range Facility Building in the not to exceed amount of One Hundred Forty-Three Thousand Six Hundred and 00/100 dollars ($143,600.00), for the City of Joplin, a true and accurate copy of said agreement being attached hereto and incorporated herein, be, and the same, is hereby approved.

Section 2. That the City Manager of the City of Joplin, Missouri, or his designee, is hereby authorized and directed to execute said agreement, or agreement in substantially similar form, by and on behalf of the City of Joplin with SFS Architecture, Inc.

Section 3. That fiscal year 2025-2026 budgeted appropriations as adopted by Ordinance 2025-143 be amended by increasing appropriations by the total amount of One Hundred Forty-Three Thousand Six Hundred and 00/100 dollars ($143,600.00).

Section 4. That the Director of Finance is hereby directed to make all necessary entries on the City records to show the increase in appropriations.

Section 5. That upon the final approval and acceptance of the consultant's work under said contract, in substantial conformance with the attached exhibits, in writing by the Director of Public Works and his certification to the effect to the Director of Finance, the consultant shall be paid from the Public Safety Sales Tax Fund.

Section 6. That this Council Bill shall have an effective date of November 18, 2025.

PASSED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, this _____ day of_____, 2025, by a vote of_____.

_____

ATTEST: Keenan T. Cortez, Mayor

_____

Holly Nagy, City Clerk

Council Bill 2025-145

APPROVED AS TO FORM:

_____
Peter C. Edwards, City Attorney