CITY OF JOPLIN
COUNCIL AGENDA ITEM

ITEM
Council Bill 2022-157 Amendment 1 to Work Authorization OLS-OC20-09 with Olsson.

MEETING DATE
November 21, 2022

ORIGINATING DEPARTMENT
Public Works - Engineering

ATTACHMENTS
Council Bill 2022-157, Amendment 1

REVIEWED BY
Director of Public Works: Daniel Johnson; Director of Finance: 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 Amendment 1 to Work Authorization OLS-OC20-09 with Olsson in the not to exceed amount of Fifty-Eight Thousand Three Hundred and 00/100 dollars ($58,300.00) for professional engineering consulting services for the design of intersection improvements at 4th and Murphy Blvd.

BACKGROUND
The Capital Improvement Sales Tax was approved by voters in 2004. One of the items listed on the projects to be funded by the tax was signal improvements. In September 2020, City Council approved a work authorization with Olsson for engineering services for the design of improvements at 4th and Murphy Blvd. In following with the "Improve Community Appearance" directive of the Action Plans, beautification efforts are to be added to this project.

Amendment 1 to Work Authorization OLS-OC20-09 is for the addition of beautification elements to the 4th and Murphy Blvd Project. In addition to the beautification aspects, the amendment includes design for a small parking/trailhead area on the southeast corner of the intersection and design for a trail extension through the box culvert under 4th Street. City staff has reviewed the fees submitted by Olsson for the engineering services and found them to be within industry standards.

FUNDING SOURCE
Transportation Sales Tax – Use Tax

RECOMMENDATION
Staff recommends approval of this Council Bill No. 2022-157, Amendment 1 to Work Authorization OLS- OC20-09 with Olsson in the not to exceed amount of Fifty-Eight Thousand Three Hundred and 00/100 dollars ($58,300.00) on first reading.

AMENDMENT #1

Date: 10/17/2022

This AMENDMENT ("Amendment") shall amend and become a part of the Letter Agreement for Professional Services dated September 8, 2020 between City of Joplin, Missouri ("Client") and Olsson, Inc. ("Olsson") providing for professional services for the following Project (the "Agreement"):

PROJECT DESCRIPTION AND LOCATION

Project is located at: Intersection of 4th Street and Murphy Boulevard

Project Description: Signalized Intersection Improvements
4th Street and Murphy Boulevard
Beautification Elements (Signage Design, trail extension)

SCOPE OF SERVICES

Client and Olsson hereby agree that Olsson's Scope of Services under the Agreement is amended by adding the services specifically described below for the additional compensation set forth below:

DESIGN SERVICES

Phase 100 – Surveying Services

Task 103 – Additional Topographic Survey Data **$5,500**

Olsson shall perform additional topographic survey on the NW, NE & SE corners of 4th St. & Murphy Blvd. to connect to previous job N17-0642 (as shown on the attached location map). Control points from the previous job will also be found and used for this site. The topographic survey data will be collected on approximately a 50 foot grid along with high and low spots, break lines and line connectivity will be used to contour the site. Contours will be shown on a (1) foot contour interval with spot elevations shown if needed for clarity. All physical improvements including buildings, driveways, sidewalks, fencing and visible utilities, as well as underground utilities as located by Missouri One-Call system will be shown.

Topographic Survey shall be tied vertically to the NAVD 1988 Vertical Datum and horizontally to the Missouri State Plane Coordinate System– Zone West-US Survey foot.

Only a in house AutoCad drawing will be provided.

• Utility location and mapping is for horizontal location of above ground and underground

utilities only. Utility depths will not be obtained or indicated on the topographic survey. Survey of utilities will be based on tracing and marking by One Call and / or a private utility locater. By signing this contract, the client understands and acknowledges that utility mapping is not exact, and it is possible that not all utility lines will be located. Olsson is not responsible for miss-marked or unmarked utilities.

TOTAL FEE = $5,5500

Phase 700 – Construction Administration Service

Task 703 – Landscaping Administration **$3,800**

Olsson shall provide the following construction administration services. All information shall be submitted to Olsson through Client, as required:

Bidding and construction assistance:
- Respond to Client's Contractor's questions
- Provide clarification to construction documents, as required
- Review signage shop drawings and submittals from Client's Contractor
- Review and submit required requests for information (RFIs), architectural supplemental instructions (ASIs), and Project change orders (PCOs)

Olsson shall observe construction for signage construction documents, as listed in this Agreement. Olsson shall visit Project site to review construction and attend construction progress meetings, as required. Olsson shall complete a final site observation to create punch lists for signage construction documents listed in this Agreement. Olsson shall coordinate punch list requirements with Client's Contractor, prior to Project substantial completion.

Meetings
Olsson shall attend Project meetings with Client, Owner, Client's Project team, City, and/or other meetings. The following meetings are anticipated to be conducted in Joplin, Missouri:
- One (1) construction administration Project site visit and meeting
- One (1) punch list project site visit for signage review

Deliverables: Meeting notes and memorandums, as required

TOTAL FEE = $3,800

Phase 800 – Conceptual Design Phase

Task 801 – Concept Plans **$8,000**

Olsson will prepare concept design plans and elevations for Client review and approval. Concept design plans will include preliminary site plan locations, sizes, shapes, elevations, and materials options. Concept design plans will include development of

concept options for overall Landreth Park signage as well as trail connection, parking/ trail head options, and general beautification as identified on exhibit. A. Olsson will submit one (1) concept design package to the client for review and comment. Olsson will update opinion of probably cost and quantities.

Meetings
Olsson shall attend Project meetings with Client's Project team. The following meetings are anticipated:

- One (1) virtual kick-off meeting with the client to review scope
- One (1) virtual concept design review meeting

Deliverables: Up to three (3) concept designs, meeting notes and memorandums, as required.

TOTAL FEE = $8,000

Phase 900 – Preliminary Design Phase

Task 901 – Preliminary Plans $11,500

Olsson will prepare design development plans for Client based on approved conceptual design plans, including preliminary site plan locations, sizes, shapes, elevations, and materials options. Olsson will submit plans for Client review and comments. Design will include primary signage design and lighting options, proposed parking layout, retaining wall materials, preliminary design grading, and associated softscape. Design development plans will be considered as 50% completion construction documents. Olsson will submit one (1) plan set to the client for review and comment. Plans will be incorporated into the existing plan set and additional sheets will be added as needed. Olsson will update opinion of probably cost and quantities.

Meetings
Olsson shall attend Project meetings with Client's Project team. The following meetings are anticipated:

- One (1) virtual design development presentation meeting
- One (1) in person review meeting and site visit

Task 902 – Hydraulic Analysis $5,000

Olsson will review existing FEMA floodplain mapping, and existing FEMA model. Olsson assumes FEMA will provide the HEC-RAS model as part of the engineering data request. Olsson will perform preliminary analysis for existing floodplain and no-rise conditions.

Deliverables: Design development plans, storm memo, meeting notes and memorandums, as required

TOTAL FEE = $16,500

Phase 1000 – Final Design Phase

Task 1001 – Final Design $12,500

Olsson will prepare construction documents, based on Client approved design development plans. Olsson will incorporate Client comments into construction documents. Construction documents will include elevation, section, details, and layout plans for requested removal of existing trees, primary park signage, trail head, trail extension, retaining wall materials, and additional landscaping. Construction documents for the park signage shall be submitted to signage contractors for pricing, shop drawing development, and permitting. Final plans will be incorporated into the overall project plan. Olsson will update opinion of probably cost and quantities.

Signage electrical, lighting, communication service, and structural engineering of sign and footing and retaining wall are not included within this Scope of Services.

Meetings
Olsson shall attend Project meetings with Client's Project team. The following meetings are anticipated:

- One (1) Site visit for location review and resolution review
- Two (2) virtual conference call review meetings

Work Products: Construction document plans and details; and meeting notes and memorandums, as required.

Task 1002 – Hydraulic Analysis $7,000

Olsson will review existing FEMA floodplain mapping, and existing FEMA model. Olsson assumes FEMA will provide the HEC-RAS model as part of the engineering data request. Olsson will perform final analysis and modeling for no-rise certificate. The Engineer shall prepare and submit on behalf of the Client the following permits, agreements, certifications and forms:

- SWPPP – NPDES Permit
- No-Rise Certificate
- Army Corps of Engineers Preconstruction Notice

Task 1003 – Underpass Lighting Design $5,000

Olsson will develop underpass lighting. Olsson will produce plan sheet for underpass lighting and conduit service, produce details for lighting fixtures, conduit, control cabinet and drop service details. Olsson will update opinion of probably cost and quantities. Olsson will prepare construction document specifications.

TOTAL FEE = $24,500

Assumptions and Exclusions

We have made assumptions in the preparation of this scope of services. These assumptions and subsequent explanations are as follows:

- Plans will be completed for one bid package. Splitting the plans into multiple plan sets would require a contract amendment.
- Olsson assumes existing box culvert is adequate for pedestrian use and no modifications will be made to the box.
- All permit and mitigation fees will be paid by the Client
- Assumes a 404 Permit will not be required, the nation-wide permit will be sufficient.
- Client shall provide design guidelines, City Fonts, and Parks Department Logos
- Upon Client's request, Olsson shall provide the following services under a separate Agreement:
    - Building tenant exterior and interior signage design
    - Secondary, Tertiary, Directory, building mounted signage design
    - Tenant criteria handbook

Exclusions include, but not limited to the following:

- Building exterior and interior signage design
- Design of any culvert modifications
- Electrical design providing power to signage locations
- Structural design of sign or footing
- Contract development for contractor
- Sign permitting services fees
- Electrical engineering design
- Geotechnical study
- Three-dimensional modeling and illustrative graphics
- Value engineering revisions
- Payment of submittal fees and expenses for governmental reviews
- Elevation certifications
- As-built surveys and preparation of record drawings, except were specifically stated otherwise.
- Any services not specifically detailed in the scope.

Unless otherwise agreed, Olsson expects to perform its services covered by this Amendment as follows:

Anticipated Start Date: November 15, 2022
Anticipated Completion Date: April 15, 2023

Olsson will endeavor to start its services on the Anticipated Start Date and to complete its services on the Anticipated Completion Date. However, the Anticipated Start Date, the Anticipated Completion Date, and any milestone dates are approximate only, and Olsson reserves the right to adjust its schedule and any or all of those dates at its sole discretion, for any reason, including, but not limited to, delays caused by Client or delays caused by third parties.

SUMMARY OF FEES		
Phase 100	Survey Services	$5,500.00
Phase 700	Construction Administration	$3,800.00
Phase 800	Conceptual Design	$8,000.00
Phase 900	Preliminary Design	$16,500.00
Phase 1000	Final Design	$24,500.00
GRAND TOTAL FEE		$58,300.00

Attachments
Exhibit A: Initial Signage Idea
Exhibit B: Additional Survey Limits

Exhibit A
Proposal Idea Only

Limits of Design

Limits of Design

Trail Connection Through Box Culvert

Limits of Design

Limits of Design

Murphy Blvd.

E 4th Street

4th STREET

GRADING LIMITS

PROPOSED R/W

60' EXISTING ROW

BLACKSHIRT INVESTMENTS
BOOK 2604 , PAGE 0014
–NO TAKING–

PARCEL 2
KANSAS CITY SOUTHERN RAILWAY CO
–NO TAKING–

PARCEL 1
LANDCO, INC
STING = .57 ACRES (24829.2 sq. ft.)
W ACQUISITION = 175 SQ. FT.
MP. CONST. ESMT. = 598 SQ. FT.
MAINING = 0.57 ACRES

25' UTILITY EASEMENT

BOOK 1581 , PAGE 0387
–NO TAKING–

CITY OF JOPLIN
BOOK 1968 , PAGE 2159
–NO TAKING–

CITY OF JOPLIN
BOOK 2217 , PAGE 0811
–NO TAKING–

BLACKSHIRT INVEST
BOOK 2040 , PAGE
–NO TAKING–

Lowa Ave

Water Ave

Becton Ave

115+00 116+00 117+00 118+00 119+00 120+00 121+00 123+00 124+00

204+00 205+00 206+00 207+00 208+00

Legend

1. Existing Trees to Be Removed
2. Hardscape Paving
3. Flowering Backdrop Trees
4. Existing Trees
5. New Trail Connection
6. Box Culvert Trail
7. New Parking Lot / Trail Head
8. Existing Curb Cut Removed
9. New Retaining Wall (If Needed)
10. Additional Street Trees

CITY OF JOPLIN, MO - LANDRETH PARK SIGNAGE IDEA

Joplin, Missouri

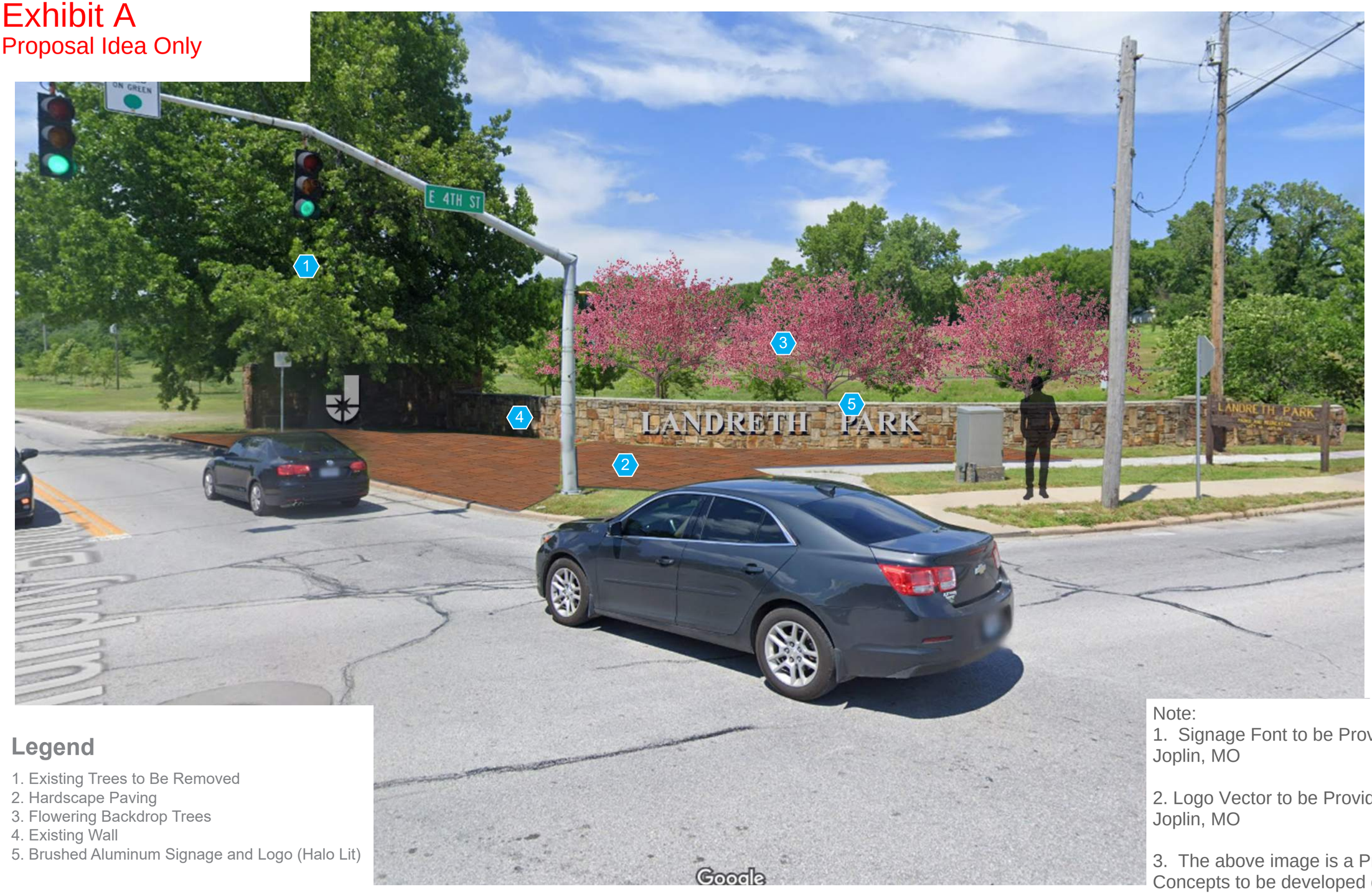
October 19th, 2022 / N17-06420

N

SCALE IN FEET
0' 30' 60' 120'
1' = 60'

ochsner hare + hare
1814 Main Street / Kansas City, MO 64108
O 816.842.8844 / olsson.com

Exhibit A
Proposal Idea Only



Legend

1. Existing Trees to Be Removed
2. Hardscape Paving
3. Flowering Backdrop Trees
4. Existing Wall
5. Brushed Aluminum Signage and Logo (Halo Lit)

Note:
1. Signage Font to be Provided by the City of Joplin, MO

2. Logo Vector to be Provided by the City of Joplin, MO

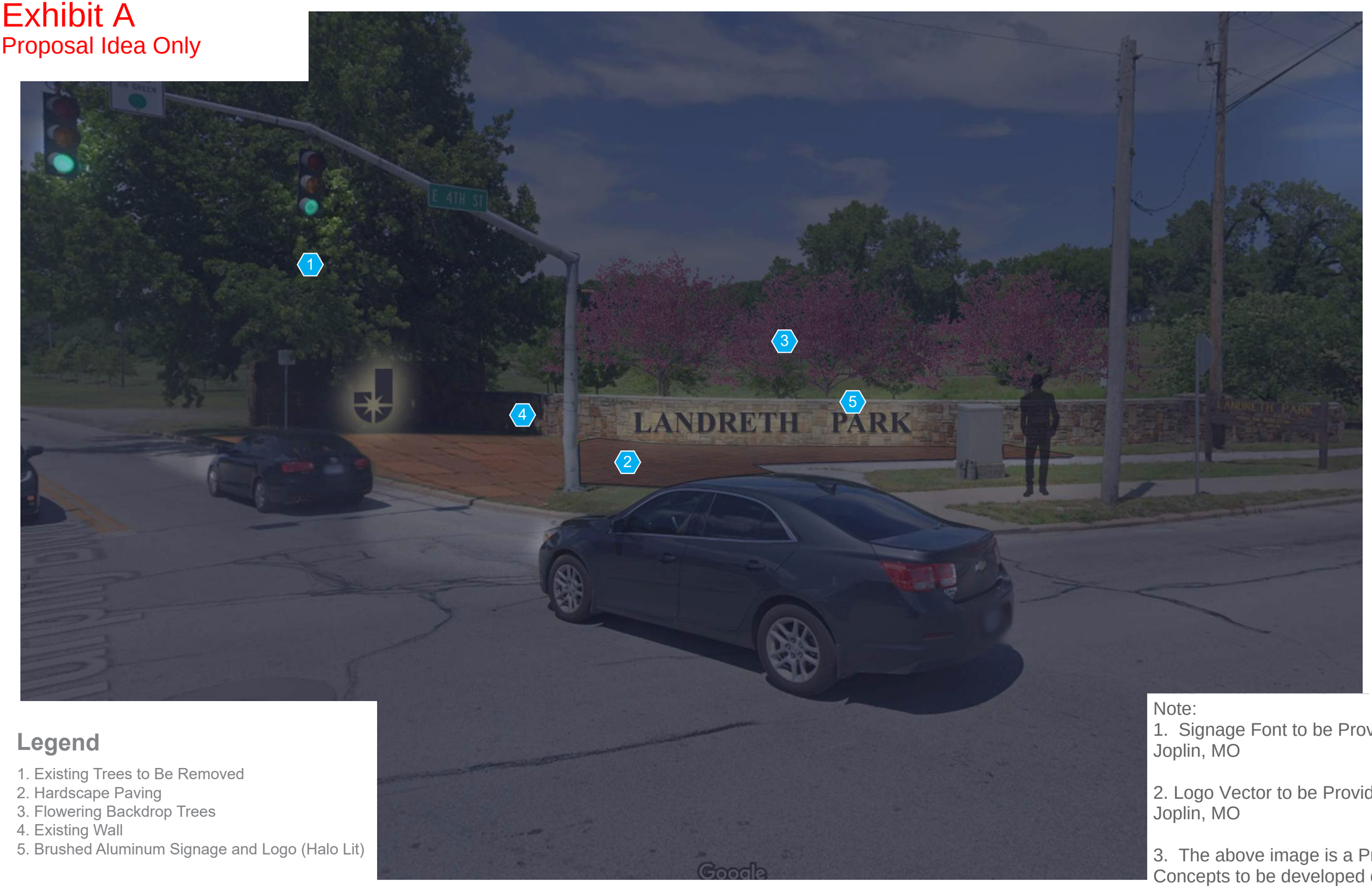
3. The above image is a Proposal "Idea". Concepts to be developed during design.

CITY OF JOPLIN, MO - LANDRETH PARK SIGNAGE IDEA
Joplin, Missouri

October 19th, 2022 / N17-06420

ochsner hare + hare
1814 Main Street / Kansas City, MO 64108
O 816.842.8844 / **olsson.com**

Exhibit A
Proposal Idea Only



Legend

1. Existing Trees to Be Removed
2. Hardscape Paving
3. Flowering Backdrop Trees
4. Existing Wall
5. Brushed Aluminum Signage and Logo (Halo Lit)

Note:
1. Signage Font to be Provided by the City of Joplin, MO

2. Logo Vector to be Provided by the City of Joplin, MO

3. The above image is a Proposal "Idea". Concepts to be developed during design.

CITY OF JOPLIN, MO - LANDRETH PARK SIGNAGE IDEA
Joplin, Missouri

October 19th, 2022 / N17-06420

ochsner hare + hare
1814 Main Street / Kansas City, MO 64108
O 816.842.8844 / **olsson.com**


Exhibit B
Legend
Additional Survey Limits
E 3rd St
Beeton Ave
E 3rd St
S Cox Ave
E 4th St
E 4th St
Water Ave
Lowe Ave
Murphy Blvd
E 5th St
Google Earth
N
400 ft

CITY		ENGINEER	
CITY OF JOPLIN **602 S. MAIN STREET** **JOPLIN, MO 64801**		Name: Olsson Address: 1027 S Main St. Joplin, MO 64801	
Attention: Dan Johnson		Attention: Clayton Cristy Jack Schaller	
Department: Public Works		Phone: 417-781-0643	Fax: 417-781-4714
Phone: 417-624-0820	Fax:	**Intersection of 4th and Murphy Boulevard**	

AMENDMENT __1__ TO WORK AUTHORIZATION NUMBER _OLS-OC20-09____

TO AGREEMENT FOR PROFESSIONAL ENGINEERING CONSULTING SERVICES

City and Engineer agree to amend their Agreement for Professional Engineering Consulting Services to include a scope of work and fees for engineering services, by adding the following terms to their Agreement.

1. **Services**. The 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**. The City 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 of 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**. The 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 keep track of the amount of hours billable under this contract at all times; and any work in excess of 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**. The 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 additional compensation and reimbursement for the Scope of Work described in this Amendment be paid to the Engineer under the terms of Work Authorization Number OLS-OC20-09 exceed the sum of Fifty-Eight Thousand, Three Hundred Dollars ($ 58,300.00).

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 maintain adequate insurance coverage at all times 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, 2022, 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 Three Million Sixty-Five Thousand Nine Hundred Fifty-Two and no/100 Dollars ($3,065,952.00) for all claims arising out of a single accident or occurrence and at least Four Hundred Fifty-Nine Thousand Eight Hundred Ninety-Three and no/100 Dollars ($459,893.00) 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 Sixty-Five Thousand Nine Hundred Fifty-Two and no/100 Dollars ($3,065,952.00) for all claims arising out of a single accident or occurrence and at least Four Hundred Fifty-Nine Thousand Eight Hundred Ninety-Three and no/100 Dollars ($459,893.00) with respect to injuries and/or death of any one person in a single accident or occurrence.

d. Errors and Omissions Insurance. The Engineer shall maintain a professional liability insurance policy in the amount of $1,000,000.00. 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 of 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 any and 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. The 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: Olsson

By: _____

Printed Name: Clayton Cristy

Title: Vice President

Date: 11/114/2022

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

Date: _____

Engineer: Olsson

By: _____

Printed Name: Jack Schaller

Title: Vice President

Date: 11/14/2022

COUNCIL BILL NO. 2022-157 ORDINANCE NO

AN ORDINANCE approving Amendment 1 to Work Authorization OLS-OC20-09 with Olsson in the not to exceed amount of Fifty-Eight Thousand Three Hundred and 00/100 dollars ($58,300.00) for professional engineering consulting services for intersection improvements at 4th and Murphy Blvd; and authorizing the City Manager or his designee to execute the same by and on behalf of the City of Joplin.

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

Section 1. That the Amendment 1 to Work Authorization OLS-OC20-09 with Olsson in the not to exceed amount of Fifty-Eight Thousand Three Hundred and 00/100 dollars ($58,300.00) for professional engineering consulting services for intersection improvements at 4th and Murphy Blvd, a true and accurate copy of said amendment 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.

Section 3. That upon the final approval and acceptance of the consultant's work under said contract, in substantial conformance with the attached work authorization, 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 Transportation Sales Tax – Use Tax fund.

Passed by the Council of the City of Joplin, Missouri, this _____ day of

_____, 2022 by a _____ vote.

_____

ATTEST: Douglas W. Lawson, Mayor

_____

Holly Nagy, City Clerk

APPROVED AS TO FORM:

_____

Peter C. Edwards, City Attorney

Council Bill 2022-157

I hereby certify that a sufficient amount is available in the Transportation Sales Tax – Use Tax Fund to pay the amounts called for on the basis of the negotiated fee.

_____

Leslie Haase, Director of Finance