CITY		ENGINEER	
CITY OF JOPLIN 602 S. MAIN STREET JOPLIN, MO 64801		Name: **Olsson & Associates, Inc.** **d/b/a Joplin Joint Engineering Team (JET)** Address: **714 S. Main Street** **Joplin, Missouri, 64801**	
Attention: **Nicholas A. Heatherly, PE,CFM** **nheather@joplinmo.org**		Attention: **Jack Schaller. PE** **PROJECT MANAGER**	
Department: **Public Works Department**		Phone: **314-335-4038**	Fax: **314-335-5141**
Phone: **417-624-0820, ext 500**	Fax: **417-625-4738**		

WORK AUTHORIZATION NUMBER JET-DR2AP1-1
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 compensation and reimbursement to be paid to the Engineer under the terms of this work Authorization Number JET-DR2AP1-1 exceed the sum of One Million, One Hundred Eighty Eight Thousand, Seven Hundred and Fifty and 00/100 Dollars ($ 1,188,750.00).

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 cancellation or non-renewal 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

All policies except for the professional liability policy 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, 2014, 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 Two Million Six Hundred Eighty-Seven Thousand Five Hundred Ninety-Four and no/100 Dollars ($2,687,594.00) for all claims arising out of a single accident or occurrence and at least Four Hundred Three Thousand One Hundred Thirty-Nine and no/100 Dollars ($403,139.00) 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 attorneys 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 Two Million Six Hundred Eighty-Seven Thousand Five Hundred Ninety-Four and no/100 Dollars ($2,687,594.00) for all claims arising out of a single accident or occurrence and at least Four Hundred Three Thousand One Hundred Thirty-Nine and no/100 Dollars ($403,139.00) 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 on both a per-claim and an aggregate basis. 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

Dan Johnson - 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 & Associates, Inc
d/b/a Joplin Joint Engineering Team (JET)

By: _____

Printed Name: John Olsson, P.E.

Title: Senior Vice President

Date: 8/11/14

CITY OF JOPLIN, MISSOURI

By: _____
Nicholas A. Heatherly, P.E.
Public Works Director

Date: 8/13/14

Exhibit A

Scope of Services-Design Strategy Guide
(Conceptual, Probable Costs, Schedule)

Engineer's services under this agreement are generally identified as the design and production of plans and specifications for the construction of infrastructure improvements within the recovery area zones assigned to the JET team. The general scope of the project consists of the reconstruction of curb and gutter, sidewalk, and stormwater features. The following major tasks outline the scope of Master Plan services to be provided as a part of this project.

Meetings will be held with the City and other agencies to identify issues and alternatives at the start of the project, project coordination and progress meetings, meetings with other agencies to discuss and review potential impacts and gain concurrence for proposed actions.

Tasks include:

Task 1.0 – Utility Conflicts:
Task includes coordination of all available GIS data for city and private utility providers. This task will include determining any areas where utility conflicts might jeopardize the project from being completed in the appropriate timeframe. It will also take into account any special relocation that might need to be made. This task will also define if any portions of the sidewalk, stormwater, or curb and gutter projects that may need altered, redesigned, or possibly eliminated based on utility conflicts. The task will be based on current available data, additional survey data will be gathered at a later date to verify conflicts.

Task 2.0 – Project Boundary/ LMI Project Definition:
Task includes associating each specific project within the overall project group. It will define all of the sidewalk projects within the sidewalk category, and so to for the stormwater and curb and gutter. Based upon the direction given by the public works department on this project, projects will need to be designed and accounted for on each individual project. Projects consist of stormwater, sidewalk, and curb and gutter. Projects will be split up and designed for each specific project and tracked accordingly, accounting for which project is being worked on.

LMI Project Task will consist of grouping all of the respective sub projects within the overall project category within its appropriate LMI category. Projects will be formed so that they don't involve both LMI and non LMI areas on a single project. This will help facilitate tracking for reimbursement purposes.

Task 3.0 – Right-of-Way/Easements:
Task will consist of determining where projects can be relocated within existing right-of-way and when additional right-of-way/easements will be needed to be acquired for each project. Each of the projects will be specifically addressed based upon the specific project, either sidewalk stormwater or curb and gutter. Any easements/right-of-way that look to be difficult to acquire will be vetted and if warranted, project might be altered, or removed if necessary.

Task 4.0 – Environmental Project Planning:
Task will consist of determining any environmental "hot spots" that may warrant additional clearances or permitting. It will include looking at environmental concerns for each overall

project and will be tracked accordingly. Any environmental issues that look to make the project difficult or impossible to complete within the appropriate timeframe will be vetted and if warranted, project may be altered or removed if necessary. Any required permits are not included as part of this scope.

Task 5.0 – Importing Data Into GIS:
All projects shall be designed such that they can be imported into a GIS database for use for the city. The GIS database will be compatible with the city's existing GIS database and shall have all of the plans and pertinent project information available for each project. This includes but is not limited to utility location, environmental issues, pertinent survey information, and plans. If needed, post construction GIS locations can be verified by simply putting this requirement in as part of the contract documents.

Task 6.0 – Project Selection
Task will consist of forming and selecting all projects so that they are sized appropriately for design and construction purposes to facilitate the most efficient use of all professional services. Special consideration will be given to ensure projects are sized to maximize the opportunities for local contractors and their associated forces to compete for work in an equitable manner.

Task 7.0 – Cost Estimates
Task will consist of keeping all projects separate and providing an engineers estimate for each project in such form as approved by city staff. Cost estimates will include all items associated with the project including, but not limited to, preliminary and final design, right of way, construction administration, construction, and utility relocations.

Task 8.0 – Schedule
Task will consist of building preliminary schedules for each project to help facilitate the proper coordination of projects throughout the entirety of this grant. Special thought and consideration will be given to scheduling projects in such as manner as to provide maximum opportunities for local contractors to compete for as many of the separate projects they can reasonably deliver on time and within budget.

The project scope and compensation is proposed with the following assumptions, in no specific order:

A. The regulations and statutes of the City of Joplin, County of Jasper, and State of Missouri shall be followed during the process of this work. All work performed as a part of this project will be under the direct supervision of a professional engineer and/or surveyor licensed to perform work in the State of Missouri.
B. GIS data for utilities to be provided for project scope by the city.
C. Public involvement is excluded in this scope of work.
D. All services under this scope of work will be based on GIS data.

The anticipated estimated engineering fees are as follows:

Task Number & Title	Estimated Fee
Task 1.0 – Utility Conflicts	$ 40,000.00
Task 2.0 – Project Boundary/LMI Project Definition	$ 50,000.00
Task 3.0 – Right-of-Way/Easements	$ 25,000.00
Task 4.0 – Environmental Project Planning	$ 25,000.00
Task 5.0 – Importing Data Into GIS	$ 30,000.00
Task 6.0 – Project Selection	$120,000.00
Task 7.0 – Cost Estimates	$ 90,000.00
Task 8.0 – Schedule	$ 90,000.00
Sum:	*$470,000.00*

Scope of Services-Curb and Gutter (Micro Project # 1)

Engineer's services under this agreement are generally identified as the design and production of plans and specifications for the construction of curb and gutter improvements in association with construction within the tornado affected zones assigned to the JET team. The general scope of the project consists of the reconstruction of curb and gutter, sidewalk, street, and stormwater features, as well as the addition of new sidewalks. This particular project is described as follows:

> Remove and Replace 3,220 LF of Curb and Gutter Commencing on the northeast corner of Joplin Avenue and 24th Street, running west along the north side of 24th street to Pearl Avenue, then running north along the east side of Pearl Avenue, then running east along the south side of 23rd Street to Joplin Avenue, then running south along the west side of Joplin Avenue. This includes the Curb and Gutter along the east and west side of Wall Avenue between 23rd and 24th Street.

Tasks include:

Task 1.0 – Surveying Services:
Task includes Base mapping for the project area and shall be created from survey data (including geometrics and drainage facilities). The JET team will also perform records research at the City and County to acquire filed records of survey, corner records, subdivision maps and right-of-way drawings. Record survey measurements will be computed from the research records to establish right-of-way. In addition the following items will be identified in the surveying:

- Right of Way
- Easements
- Utilities (includes, but is not limited to Electric, Water, Gas, Communications, etc..)
- Existing Features (includes but is not limited to road profile, sidewalk, curb and gutter, storm structures, curb ramps, retaining walls, driveway approaches, etc...)

Deliverables: Digital base map to complete construction drawings and documents

The estimated cost to perform and provide these services for this project: $4800.00

Task 2.0 – Conceptual Plans:
Task includes coordination with GIS evaluation conducted under prior project to develop conceptual alternatives and graphically illustrate how the new curb and gutter system will work with the other elements of reconstruction such as street, stormwater, and sidewalks. In addition, important aspects will be identified in the process such as utility relocation, right of way needs, and drainage concerns. No construction documents will be prepared.

Deliverables: Plan sheet layout of the proposed curb and gutter improvements, incorporating additional improvements anticipated such as sidewalk and street.

The estimated cost to perform and provide these services for this project: $1200.00

Task 3.0 – Curb and Gutter Improvement, Plans:
Task includes preparation of plans and specifications for the improvements and modification of curb and gutter for subject project in conformance to conceptual layout agreed upon as part of Task 2.0, above. Specifically included, in no specific order, are:

A. Relocation and extension of existing storm sewerages which conflict with the proposed curb and gutter work.
B. Coordination with other roadway elements, e.g. utilities, stormwater, curb and gutter, street improvements with curb and gutter improvements and vice versa;
C. Show proposed improvements, illustrating elevations, extent of removals, and reconstruction elements, proposed sidewalks, proposed street modifications, proposed stormwater updates, proposed utility impacts, and proposed right of way needs, and proposed elements prepared by others such as adjacent zones and provided in AutoCAD 2014 format and PDF in a timely fashion;
D. Prepare and show required or desired proposed pavement markings;
E. Plans showing required demolition;
F. Preparation of an Estimate of Quantities and/or Engineer's Opinion of Construction Cost of task-related items once plans are issued.
G. Pavement, curb, and gutter design to include identification of necessary removals needed for construction of the proposed improvements, and identify curb elevations for construction.
H. Erosion Control Plans include preparation of plans and specifications as required to satisfy the requirements of the Federal Water Pollution Control Amendments of 1972 (also known as the Clean Water Act) and related State and City statutes and regulations.
I. Temporary Traffic Control Plans
J. Permitting identified and initiated during the phase (see Environmental Section)

It is anticipated that seven (7) working days will be required for completion of construction documents once all required information is provided.

It is anticipated that City review of this work will be required.

Deliverables: Completed Plan Set for Review, including Cover, Plan, Erosion Control, and Traffic Control.

The estimated cost to perform and provide these services for this project: $6950.00

Task 4.0 – Utility Coordination:
Task includes close coordination with each utility company to identify their utilities in the project area, and determine what action, if any needs to take place for relocation

Deliverables: Coordination Meeting with Utilities

The estimated cost to perform and provide these services for this project: $1200.00

Task 5.0 – Plans, Specifications, and Estimates (PS&E):
Plans, specifications, and estimate (PS&E) will be prepared. The preliminary PS&E scope of work is based on an assumed number of plans that are likely to be required for a complete set of construction documents.

Final documents shall incorporate comments and corrections made to the preliminary submittals. Once the final drawings, estimates and project special provisions are reviewed and approved by the Engineering Department, required documents in a form specified by the Project Engineer are to be submitted by JET to City.

A. Engineering drawings shall be produced and delivered in CD or other electronic format, specified by the City (sealed and signed).
B. Plans, Special Provisions, Bid Proposal, and Engineer's Cost Estimate shall be prepared using standard City and JET formats.
C. As part of bidding assistance JET shall respond to any project related questions during this phase.
D. Final Bid document package.

Deliverables: Plans, Specifications and Engineers Estimate

The estimated cost to perform and provide these services for this project: $2,450.00

Task 6.0 – Project Coordination:
Each project will coordinate with adjacent projects to ensure no overlap of work or redundancy takes place, in addition the coordination will ensure that there is a seamless transition between projects.

The project scope and compensation is proposed with the following assumptions, in no specific order:

A. The regulations and statutes of the City of Joplin, County of Jasper, and State of Missouri shall be the basis of design. Other applicable standards shall be provided by Owner if desired to be applicable.
B. It is intended that periodic design review will be accomplished at roughly 30%, 60%, and 90% of completion of each task which the Engineer shall solicit authorization to proceed from. If changes are required, they shall be addressed at that time to be considered within scope.

Deliverables: Design memorandum illustrating all of the project coordination and what action was taken.

The estimated cost to perform and provide these services for this project: $800.00

The anticipated estimated engineering fees are as follows based upon 3,220 linear feet of curb reconstruction.

Task Number & Title	Estimated Fee
Task 1.0 – Surveying Services	$4,800.00
Task 2.0 – Conceptual Plans	$1,200.00
Task 3.0 – Curb and Gutter Improvements, Plans	$6,950.00
Task 4.0 – Utility Coordination	$1,200.00
Task 5.0 –Plans, Specifications and Estimates (PS&E)	$2,450.00
Task 6.0 – Project Coordination	$ 800.00
Sum:	*$17,400.00*

Scope of Services-Curb and Gutter (Micro Project # 2)

Engineer's services under this agreement are generally identified as the design and production of plans and specifications for the construction of curb and gutter improvements in association with construction within the tornado affected zones assigned to the JET team. The general scope of the project consists of the reconstruction of curb and gutter, sidewalk, street, and stormwater features, as well as the addition of new sidewalks. This particular project is described as follows:

> Remove and Replace 2,990 LF of Curb and Gutter Commencing on the northeast corner of Jackson Avenue and 21st Street, running west along the north side of 21st street to Bird Avenue, then running north along the east side of Bird Avenue, then running east along the south side of 20th Street to Jackson Avenue, then running south along the west side of Jackson Avenue. This includes the Curb and Gutter along the east and west side of Conner Avenue between 20th and 21st Street.

Tasks include:

Task 1.0 – Surveying Services:
Task includes Base mapping for the project area and shall be created from survey data (including geometrics and drainage facilities). The JET team will also perform records research at the City and County to acquire filed records of survey, corner records, subdivision maps and right-of-way drawings. Record survey measurements will be computed from the research records to establish right-of-way. In addition the following items will be identified in the surveying:

- Right-of-Way
- Easements
- Utilities (includes, but is not limited to Electric, Water, Gas, Communications, etc..)
- Existing Features (includes but is not limited to road profile, sidewalk, curb and gutter, storm structures, curb ramps, retaining walls, driveway approaches, etc...)

Deliverables: Digital base map to complete construction drawings and documents

The estimated cost to perform and provide these services for this project: $4600.00

Task 2.0 – Conceptual Plans:
Task includes coordination with GIS evaluation conducted under prior project to develop conceptual alternatives and graphically illustrate how the new curb and gutter system will work with the other elements of reconstruction such as street, stormwater, and sidewalks. In addition, important aspects will be identified in the process such as utility relocation, right of way needs, and drainage concerns. No construction documents will be prepared.

Deliverables: Plan sheet layout of the proposed curb and gutter improvements, incorporating additional improvements anticipated such as sidewalk and street.

The estimated cost to perform and provide these services for this project: $1100.00

Task 3.0 – Curb and Gutter Improvement, Plans:
Task includes preparation of plans and specifications for the improvements and modification of curb and gutter for subject project in conformance to conceptual layout agreed upon as part of Task 2.0, above. Specifically included, in no specific order, are:

A. Relocation and extension of existing storm sewerages which conflict with the proposed curb and gutter work.
B. Coordination with other roadway elements, e.g. utilities, stormwater, curb and gutter, street improvements with curb and gutter improvements and vice versa;
C. Show proposed improvements, illustrating elevations, extent of removals, and reconstruction elements, proposed sidewalks, proposed street modifications, proposed stormwater updates, proposed utility impacts, and proposed right of way needs, and proposed elements prepared by others such as adjacent zones and provided in AutoCAD 2014 format and PDF in a timely fashion;
D. Prepare and show required or desired proposed pavement markings;
E. Plans showing required demolition;
F. Preparation of an Estimate of Quantities and/or Engineer's Opinion of Construction Cost of task-related items once plans are issued.
G. Pavement, curb, and gutter design to include identification of necessary removals needed for construction of the proposed improvements, and identify curb elevations for construction.
H. Erosion Control Plans include preparation of plans and specifications as required to satisfy the requirements of the Federal Water Pollution Control Amendments of 1972 (also known as the Clean Water Act) and related State and City statutes and regulations.
I. Temporary Traffic Control Plans
J. Permitting identified and initiated during the phase (see Environmental Section)

It is anticipated that seven (7) working days will be required for completion of construction documents once all required information is provided.

It is anticipated that City review of this work will be required.

Deliverables: Completed Plan Set for Review, including Cover, Plan, Erosion Control, and Traffic Control.

The estimated cost to perform and provide these services for this project: $6250.00

Task 4.0 – Utility Coordination:
Task includes close coordination with each utility company to identify their utilities in the project area, and determine what action, if any needs to take place for relocation

Deliverables: Coordination Meeting with Utilities

The estimated cost to perform and provide these services for this project: $1200.00

Task 5.0 – Plans, Specifications, and Estimates (PS&E):
Plans, specifications, and estimate (PS&E) will be prepared. The preliminary PS&E scope of work is based on an assumed number of plans that are likely to be required for a complete set of construction documents.

Final documents shall incorporate comments and corrections made to the preliminary submittals. Once the final drawings, estimates and project special provisions are reviewed and approved by the Engineering Department, required documents in a form specified by the Project Engineer are to be submitted by JET to City.

A. Engineering drawings shall be produced and delivered in CD or other electronic format, specified by the City (sealed and signed).
B. Plans, Special Provisions, Bid Proposal, and Engineer's Cost Estimate shall be prepared using standard City and JET formats.
C. As part of bidding assistance JET shall respond to any project related questions during this phase.
D. Final Bid document package.

Deliverables: Plans, Specifications and Engineers Estimate

The estimated cost to perform and provide these services for this project: $2,250.00

Task 6.0 – Project Coordination:
Each project will coordinate with adjacent projects to ensure no overlap of work or redundancy takes place, in addition the coordination will ensure that there is a seamless transition between projects.

The project scope and compensation is proposed with the following assumptions, in no specific order:

A. The regulations and statutes of the City of Joplin, County of Jasper, and State of Missouri shall be the basis of design. Other applicable standards shall be provided by Owner if desired to be applicable.
B. It is intended that periodic design review will be accomplished at roughly 30%, 60%, and 90% of completion of each task which the Engineer shall solicit authorization to proceed from. If changes are required, they shall be addressed at that time to be considered within scope.

Deliverables: Design memorandum illustrating all of the project coordination and what action was taken.

The estimated cost to perform and provide these services for this project: $800.00

The anticipated estimated engineering fees are as follows based upon 2,990 linear feet of curb reconstruction.

Task Number & Title	Estimated Fee
Task 1.0 – Surveying Services	$4,600.00
Task 2.0 – Conceptual Plans	$1,100.00
Task 3.0 – Curb and Gutter Improvements, Plans	$6,250.00
Task 4.0 – Utility Coordination	$1,200.00
Task 5.0 – Plans, Specifications and Estimates (PS&E)	$2,250.00
Task 6.0 – Project Coordination	$ 800.00
Sum:	*$16,200.00*

Scope of Services
Sidewalk, Micro Projects # 1 & # 2

Engineer's services under this agreement are generally identified as the design and production of plans and specifications for the construction of sidewalk improvements in association with construction within the tornado affected zones assigned to the JET team. The general scope of the project consists of the reconstruction of curb and gutter, sidewalk, street, and stormwater features, as well as the addition of new sidewalks. For the sidewalk portion of the scope the following major tasks are identified to be implemented after project identification.

For this 'targeted' project, we have developed the scope and fee for two projects. Each project consists of 2-city blocks, with an estimated sidewalk quantity of 1600 for each block, or 3200 lf for each project.

Tasks include:

Task 1.0 – Surveying Services:
Task includes Base mapping for the project and shall be created from survey data (including geometrics and drainage facilities). The JET team will also perform records research at the City and County to acquire filed records of survey, corner records, subdivision maps and right-of-way drawings. Record survey measurements will be computed from the research records to establish right-of-way. For certain areas of sidewalk and curb and gutter replacement that are not technically difficult, survey data may not be needed. In certain areas where right of way locations are readily apparent, the scope of services for the detailed investigations into right of way location may be reduced.

Task 2.0 – Conceptual Plans:
Task includes coordination with GIS evaluation conducted under prior project to develop conceptual alternatives and graphically illustrate how the new sidewalk and curb ramps will work with the other elements of reconstruction such as street, stormwater, and curb and gutter. In addition, important aspects will be identified in the process such as utility relocation, right of way needs, and drainage concerns. No construction documents will be prepared.

Task 3.0 – Sidewalk and Curb Ramp Improvement, Plans:
Task includes preparation of plans and specifications for the improvements and modification of sidewalk and curb ramps for each project in the tornado affected zones assigned to the JET Team in conformance to conceptual layout agreed upon as part of Task 2.0, above.
Improvement plans for the sidewalk and curb ramps will include adjoining drive entrances and alley entrances. Plans for the sidewalks and curb ramps will be developed to meet current ADA standards. Specifically included, in no specific order, are:

A. Relocation and extension of existing storm sewerages which conflict with the proposed curb and gutter work
B. Coordination with other roadway elements, e.g. utilities, stormwater, curb and gutter, street improvements with curb and gutter improvements and vice versa;
C. Show proposed improvements, illustrating elevations, extent of removals, and reconstruction elements, proposed sidewalks, proposed street modifications, proposed stormwater updates, proposed utility impacts, and proposed right of way needs, and proposed elements prepared by others such as adjacent zones and provided in AutoCAD 2014 format and PDF in a timely fashion;
D. Prepare and show required or desired proposed pavement markings;

E. Plans showing required demolition;
F. Preparation of an Estimate of Quantities and/or Engineer's Opinion of Construction Cost of task-related items once plans are issued.
G. Sidewalk and ramp design.
H. Erosion Control Plans include preparation of plans and specifications as required to satisfy the requirements of the Federal Water Pollution Control Amendments of 1972 (also known as the Clean Water Act) and related State and City statutes and regulations.
I. Temporary Traffic Control Plans
J. Permitting identified and initiated during the phase (see Environmental Section)

It is anticipated that seven (7) working days will be required for completion of construction documents once all required information is provided.

It is anticipated that City review of this work will be required.

Task 4.0 – Utility Coordination and Relocation Plans:
Task includes identification and subsequent preparation of plans and specifications for the relocation of utility facilities. This will include close coordination with each utility company to identify the best practices, and most efficient practice in relocating their facilities.

Task 5.0 – Plans, Specifications, and Estimates (PS&E):
Plans, specifications, and estimate (PS&E) will be prepared. The preliminary PS&E scope of work is based on an assumed number of plans that are likely to be required for a complete set of construction documents.

Final documents shall incorporate comments and corrections made to the preliminary submittals. Once the final drawings, estimates and project special provisions are reviewed and approved by the Engineering Department, required documents in a form specified by the Project Engineer are to be submitted by JET to City.

A. Engineering drawings shall be produced and delivered in CD or other electronic format, specified by the City (sealed and signed).
B. Plans, Special Provisions, Bid Proposal, and Engineer's Cost Estimate shall be prepared using standard City and JET formats.
C. As part of bidding assistance JET shall respond to any project related questions during this phase.
D. Final Bid document package.

Task 6.0 – Project Coordination:
Each project will coordinate with adjacent projects to ensure no overlap of work or redundancy takes place, in addition the coordination will ensure that there is a seamless transition between projects.

The project scope and compensation is proposed with the following assumptions, in no specific order:

A. The regulations and statutes of the City of Joplin, County of Jasper, and State of Missouri shall be the basis of design. Other applicable standards shall be provided by Owner if desired to be applicable.
B. It is intended that periodic design review will be accomplished at roughly 30%, 60%, and 90% of completion of each task which the Engineer shall solicit authorization to

proceed from. If changes are required, they shall be addressed at that time to be considered within scope.

The anticipated estimated engineering fees are as follows based upon 3200 feet of sidewalk reconstruction.

Task Number & Title	Estimated Fee
Task 1.0 – Surveying Services	$3,000.00
Task 2.0 – Conceptual Plans	$3,000.00
Task 3.0 – Sidewalk and Curb Ramp Improvements, Plans	$8,000.00
Task 4.0 – Utility Coordination and Relocation	$1,000.00
Task 5.0 – Plans, Specifications, & Estimates	$2,000.00
Task 6.0 – Project Coordination	$1,000.00
Sum:	*$18,000.00*

The above fee can be applied to each targeted project as they are very similar. Therefore, the grand total for the target projects would be $36,000.00.

Scope of Services-Stormwater (Micro Project # 1) Iowa Avenue Branch – 19th to 15th

Project Description
The Iowa Avenue Branch is located between Minnesota Avenue and Iowa Avenue and between 15th Street and 19th Street in Joplin, Missouri. The 1600-feet of existing channel is a reinforced concrete rectangular channel with culvert crossings at 15th Street, 17th Street, and 18th Street. Floodplain mapping available through FEMA shows much of the adjacent property is within the floodplain and floodway.

The goal of the project is to replace the existing concrete channel and culverts with a new section that is capable of conveying the 25-year design storm within the channel and at existing roadway crossings. Less frequent storms such as the 50-year and 100-year design storm will be analyzed to determine the floodplain limits outside of the existing channel.

In conjunction with the concrete channel replacement, the sanitary sewer adjacent to the channel will be replaced. Coordination of the sanitary sewer design and channel design will occur throughout the project.

Tasks Include

Task 1.0 - Data Collection

A. Survey
   a. A detailed topographic survey will be performed along the project limits and shall include physical improvements such as concrete channel, curb, pavement, retaining walls, sanitary sewer manhole rims, inverts, pipe type and size, storm sewer structures, inverts, pipe type and size, box culverts, fences, buildings, sidewalk, vegetation, etc. In addition ground shots will be collected along top and toe of bank, flowline, as well as other changes in grade to accurately depict contours at 1-foot vertical intervals.
   b. Complete field survey on up to three channel cross sections upstream and three channel sections downstream of the project reach
   c. A Missouri Utility One-Call will be performed and the marked utilities will be picked up with the topographic survey
   d. Consultant will research plants, deeds, easements, and any other documents required to establish property and Right-of-Way boundary information in the base mapping.
   e. The Consultant will develop an AutoCAD drawing that combines the GIS data sets and topographic survey.
   f. Surveys will be tied vertically to the NAVD 1988 Vertical Datum and horizontally to the Missouri State Plane Coordinate System NAD 83-Central Zone – US Survey Foot.
   g. Collect record drawings and plats of existing subdivisions.
B. GIS data
   a. City will provide GIS data including aerials and 1' LIDAR based contours, as well as layers shown the approximate locations of property lines, and storm and

sanitary sewer infrastructure. City will also provide mapping of City utilities showing the location of water, gas, and electric lines, etc.

C. Previous studies
   a. City will provide any previous studies or analysis completed for the project area. Studies will include FEMA flood insurance studies (current effective HEC-RAS and HEC-HMS models), environmental assessments, and mapping.
D. Ownership information
   a. The Consultant shall research ownership deeds and encumbrance documents through County records for properties adjacent to the area impacted by the project.

Task 2.0 -Conceptual Design

A. Attend a pre-design meeting.
B. Develop design criteria for the project and prepare design memorandum for City review.
C. Develop a detailed project schedule.
D. Hydrology and Hydraulic Analysis.
   a. Prepare a watershed and drainage boundary map for the project area.
   b. Review existing and ultimate development land uses for all watershed and sub-basin areas draining onto the project.
   c. Complete a hydrologic and hydraulic models of the project area to determine system improvements needed within the project reach.
E. Alternative Analysis.
   a. Review up to three design alternatives.
   b. Provide a recommended design alternative to the City for review.
      i. Prepare necessary exhibits for concept alternatives reviewed and the recommended alternative in further detail.
      ii. Provide a preliminary opinion of probable construction costs.
   c. Meet with City to discuss design alternatives.

Task 3.0 -Preliminary Plan Development

A. Preliminary Plans.
   a. Preliminary plans for the project shall be developed and will include the following sheets:
      i. Cover
      ii. General Layout Plan
      iii. Plan and Profile
      iv. Cross Sections
      v. Details of key improvements
   b. Drawings will be prepared in accordance with the City's drawing standards.
   c. Conduct a QA/QC review of the preliminary plans, hydrologic and hydraulic analysis.
   d. Attend a design progress meeting with the City.
   e. Coordinate a utility coordination meeting with all utilities within the project corridor.
      i. Send utilities a preliminary plan set to review the proposed project.
      ii. Facilitate utility meeting and prepare meeting minutes of the meeting.

B. Right-of-way and Easements.
   a. Identify all right-of-way and easements required for the project.
   b. Prepare easement documents for the project. Easement descriptions will be incorporated into the City's standard easement forms. A pictorial exhibit of the easement and affected parcel will be attached to the easement document. All necessary title work will be provided by the City.

C. Opinion of Probable Construction Costs.
   a. Provide an opinion of probable construction costs.

D. Field check meeting.
   a. The Consultant shall attend an on-site field check meeting with City staff to review the preliminary design and proposed improvements.

Task 4.0 -Permitting

A. Several permits will be required throughout the project. The Consultant shall assist the City in obtaining the necessary permits which shall include preparing all correspondence and attending meetings to discuss the project, preparing the necessary exhibits, documentation and permit applications for the work. Application fees shall be paid for by the city and are not included within the reimbursable expenses for the project. The following permits are anticipated for the project.
   a. United States Corps of Engineers (USACE) Nationwide Permit. If during discussions and consultations with USACE an Individual Permit is needed for the project, the Consultant shall provide the City with a separate supplement to complete this work. The fee for this project has been prepared assuming a nationwide permit for the project can be obtained.
   b. Federal Emergency Management Agency (FEMA) Letter of Map Revision (LOMR). Most of the project is within a FEMA regulated floodplain may require that changes to the floodway and floodplain be reviewed and documented by FEMA. These services are excluded from this scope.
   c. Missouri Department of Natural Resources Land Disturbance Permit

Task 5.0 -Public Involvement

A. Provide data and assist City in one open house style public meeting.

Task 6.0 -Final Plan Development

A. Final Plans
   a. Preliminary plans shall be revised to incorporate written comments from the City and other agencies and stakeholders.
   b. The final plans shall include preliminary plans content plus an erosion control plan, traffic control plan, and additional details for bid and construction.
   c. Schedule and facilitate a utility coordination meeting for the project
      i. Send a final plan set to all utility companies
   d. Prepare project specifications and special provisions
   e. Update and revise the opinion of probably construction costs
   f. Prepare a Stormwater Pollution Prevention Plan (SWPPP)
   g. Provide a QA/QC review of the final plans, specifications, opinion of probable construction costs

Task 7.0 – Plans, Specifications, and Estimates (PS&E):
Plans, specifications, and estimate (PS&E) will be prepared. The preliminary PS&E scope of work is based on an assumed number of plans that are likely to be required for a complete set of construction documents.

Final documents shall incorporate comments and corrections made to the preliminary submittals. Once the final drawings, estimates and project special provisions are reviewed and approved by the Engineering Department, required documents in a form specified by the Project Engineer are to be submitted by JET to City.

A. Engineering drawings shall be produced and delivered in CD or other electronic format, specified by the City (sealed and signed).
B. Plans, Special Provisions, Bid Proposal, and Engineer's Cost Estimate shall be prepared using standard City and JET formats.
C. As part of bidding assistance JET shall respond to any project related questions during this phase.
D. Final Bid document package.

The anticipated estimated engineering fees are as follows based upon 1,600 feet of channel and culvert replacement.

Task Number & Title	Estimated Fee
Task 1.0 – Data Collection	$ 2,700.00
Task 2.0 – Conceptual Design	$13,500.00
Task 3.0 – Preliminary Plan Development	$33,750.00
Task 4.0 – Permitting	$13,500.00
Task 5.0 – Public Involvement	$ 6,750.00
Task 6.0 – Final Plan Development	$33,750.00
Task 7.0 – Plans, Specifications and Estimates (PS&E)	$13,500.00
	Sum: $117,450.00

Scope of Services- (Micro Project # 2) Mohaska Water Quality Basin

Project Description

The proposed Mohaska water quality basin is generally located near the intersection of Mohaska Avenue and Jackson Avenue in Joplin, Missouri. Floodplain mapping available through FEMA shows much of the adjacent property is within the floodplain and floodway.

The goal of the project is to construct a water quality basin to improve water quality within the watershed. The anticipated basin is expected to be an extended dry detention facility with pocket wetlands that will be used to treat the stormwater runoff.

In conjunction with the water quality basin, property acquisition will need to be completed within the project vicinity. Property acquisition is outside the scope of this project, but will be conducted through a separate contract. Coordination of the property acquisition and design of the water quality basin will need to occur throughout the project.

Tasks Include

Task 1.0 - Data Collection

A. Survey
   a. A detailed topographic survey will be performed along the project limits and shall include physical improvements such as concrete channel, curb, pavement, retaining walls, sanitary sewer manhole rims, inverts, pipe type and size, storm sewer structures, inverts, pipe type and size, box culverts, fences, buildings, sidewalk, vegetation, etc. In addition ground shots will be collected along top and toe of bank, flowline, as well as other changes in grade to accurately depict contours at 1-foot vertical intervals.
   b. Complete field survey on up to three channel cross sections upstream and three channel sections downstream of the project reach
   c. A Missouri Utility One-Call will be performed and the marked utilities will be picked up with the topographic survey
   d. Consultant will research plats, deeds, easements, and any other documents required to establish property and Right-of-Way boundary information in the base mapping.
   e. The Consultant will develop an AutoCAD drawing that combines the GIS data sets and topographic survey.
   f. Surveys will be tied vertically to the NAVD 1988 Vertical Datum and horizontally to the Missouri State Plane Coordinate System NAD 83-Central Zone – US Survey Foot.
   g. Collect record drawings and plats of existing subdivisions.
B. GIS data
   a. City will provide GIS data including aerials and 1' LIDAR based contours, as well as layers shown the approximate locations of property lines, and storm and sanitary sewer infrastructure. City will also provide mapping of City utilities showing the location of water, gas, and electric lines, etc.

C. Previous studies
    a. City will provide any previous studies or analysis completed for the project area. Studies will include FEMA flood insurance studies (current effective HEC-RAS and HEC-HMS models), environmental assessments, and mapping.
D. Ownership information
    a. The Consultant shall research ownership deeds and encumbrance documents through County records for properties adjacent to the area impacted by the project.

Task 2.0 - Conceptual Design

A. Attend a pre-design meeting
B. Develop design criteria for the project and prepare design memorandum for City review
C. Develop a detailed project schedule
D. Hydrology and Hydraulic Analysis
    a. Prepare a watershed and drainage boundary map for the project area.
    b. Review existing and ultimate development land uses for all watershed and sub-basin areas draining onto the project.
    c. Complete a hydrologic and hydraulic model of the project area to determine system improvements needed within the project reach.
E. Alternative Analysis
    a. Review up to three design alternatives.
    b. Provide a recommended design alternative to the City for review.
        i. Prepare necessary exhibits for concept alternatives reviewed and the recommended alternative in further detail.
        ii. Provide a preliminary opinion of probable construction costs.
    c. Meet with City to discuss design alternatives.

Task 3.0 - Preliminary Plan Development

A. Preliminary Plans
    a. Preliminary plans for the project shall be developed and will include the following sheets:
        i. Cover
        ii. General Layout Plan
        iii. Plan and Profile
        iv. Cross Sections
        v. Details of key improvements
    b. Drawings will be prepared in accordance with the City's drawing standards.
    c. Conduct a QA/QC review of the preliminary plans, hydrologic and hydraulic analysis.
    d. Attend a design progress meeting with the City.
    e. Coordinate a utility coordination meeting with all utilities within the project corridor.
        i. Send utilities a preliminary plan set to review the proposed project.
        ii. Facilitate utility meeting and prepare meeting minutes of the meeting.
B. Right-of-way and Easements
    a. Identify all right-of-way and easements required for the project.

b. Prepare easement documents for the project. Easement descriptions will be incorporated into the City's standard easement forms. A pictorial exhibit of the easement and affected parcel will be attached to the easement document. All necessary title work will be provided by the City.

C. Opinion of Probable Construction Costs
   a. Provide an opinion of probable construction costs.

D. Field check meeting
   a. The Consultant shall attend an on-site field check meeting with City staff to review the preliminary design and proposed improvements.

Task 4.0 - Permitting

A. Several permits will be required throughout the project. The Consultant shall assist the City in obtaining the necessary permits which shall include preparing all correspondence and attending meetings to discuss the project, preparing the necessary exhibits, documentation and permit applications for the work. Application fees shall be paid for by the city and are not included within the reimbursable expenses for the project. The following permits are anticipated for the project.
   a. United States Corps of Engineers (USACE) Nationwide Permit. If during discussions and consultations with USACE an Individual Permit is needed for the project, the Consultant shall provide the City with a separate supplement to complete this work. The fee for this project has been prepared assuming a nationwide permit for the project can be obtained.
   b. Federal Emergency Management Agency (FEMA) Letter of Map Revision (LOMR). Most of the project is within a FEMA regulated floodplain may require that changes to the floodway and floodplain be reviewed and documented by FEMA. These services are excluded from this scope.
   c. Missouri Department of Natural Resources Land Disturbance Permit

Task 5.0 - Public Involvement

A. Provide data and assist City in one open house style public meeting.

Task 6.0 - Final Plan Development

A. Final Plans
   a. Preliminary plans shall be revised to incorporate written comments from the City and other agencies and stakeholders.
   b. The final plans shall include preliminary plans content plus an erosion control plan, traffic control plan, and additional details for bid and construction.
   c. Schedule and facilitate a utility coordination meeting for the project.
      i. Send a final plan set to all utility companies.
   d. Prepare project specifications and special provisions.
   e. Update and revise the opinion of probably construction costs.
   f. Prepare a Stormwater Pollution Prevention Plan (SWPPP).
   g. Provide a QA/QC review of the final plans, specifications, and opinion of probable construction costs.

Task 7.0 – Plans, Specifications, and Estimates (PS&E):

Plans, specifications, and estimate (PS&E) will be prepared. The preliminary PS&E scope of work is based on an assumed number of plans that are likely to be required for a complete set of construction documents.

Final documents shall incorporate comments and corrections made to the preliminary submittals. Once the final drawings, estimates and project special provisions are reviewed and approved by the Engineering Department, required documents in a form specified by the Project Engineer are to be submitted by JET to City.

A. Engineering drawings shall be produced and delivered in CD or other electronic format, specified by the City (sealed and signed).
B. Plans, Special Provisions, Bid Proposal, and Engineer's Cost Estimate shall be prepared using standard City and JET formats.
C. As part of bidding assistance JET shall respond to any project related questions during this phase.
D. Final Bid document package.

The anticipated estimated engineering fees are as follows:

Task Number & Title	Estimated Fee
Task 1.0 – Data Collection	$ 1,800.00
Task 2.0 – Conceptual Design	$ 9,000.00
Task 3.0 – Preliminary Plan Development	$22,500.00
Task 4.0 – Permitting	$ 9,000.00
Task 5.0 – Public Involvement	$ 4,500.00
Task 6.0 – Final Plan Development	$22,500.00
Task 7.0 – Plans, Specifications and Estimates (PS&E)	$ 9,000.00
	Sum: $78,300.00

Scope of Services- Stormwater Surveying

Engineer's services under this agreement are generally identified as the design and production of plans and specifications for the construction of infrastructure improvements within the recovery area zones assigned to the JET team. The general scope of the project consists of the reconstruction of curb and gutter, sidewalk, street, and stormwater features. The following major tasks outline the surveying scope of services for stormwater projects to be provided for the following projects.

- Ditch Improvements - 24th & Connecticut to 20th & St. Louis
- New Culvert - 20th & New Hampshire
- Water Quality - Wet Basin on Vermont between 15th & Murphy Blvd
- Pipes & Inlets - 15th & Michigan Area
- New Pipes & Inlets - 15th & Illinois
- Ditch North of 26th & Kansas
- Iowa Avenue Branch - 19th to 15th
- Main to Iowa - 15th to 19th
- Missouri & 26th & 27th / All to 24th
- Garvin Park
- Tin Cup Creek East Fork
- Mohaska Water Quality Basin
- Sergeant - 21st to 29th plus 22nd, 23rd & 24th Side Streets
- Murphy Ave from 21st to 25th, plus 22nd, 23rd & 24th Side Streets
- Cunningham Park Drain south through Old St. John's
- Culverts from 28th & Main to 27th and Pearl

Meetings will be held with the City and other agencies to identify issues and alternatives at the start of the project, project coordination and progress meetings, meetings with other agencies to discuss and review potential impacts and gain concurrence for proposed actions.

Tasks include:

Task 1.0 – Project Control:
Task includes establishing horizontal and vertical survey control throughout the zones assigned to the JET team. This will consist of approximately 12 primary control points that will be utilized for all survey activities for this project and from which all intermediate survey control will be established. The project control will be established from existing United States Geological Survey (USGS) control points located within the City of Joplin. The horizontal project control will be based on the Missouri State Plane Coordinate System of 1983 and the vertical project control will be based on the North American Vertical Datum of 1988 (NAVD88). Reference sheets listing all pertinent data of the primary control points established for this project will be provided to the City of Joplin for incorporation into the public record.

Task 2.0 – Utility Locates Coordination:
Task includes coordination of utility locate requests to Missouri One-Call. This task also includes direct coordination with the utility owners to request utility locates, line sizes and types and line

depths. In addition, utility owners may be requested to provide hard copy or electronic maps showing the location of their respective utilities.

Task 3.0 – Engineering Surveys:
Task includes the collection of survey data necessary for the proposed engineering design. The amount of detail for data to be collected at each project area will be determined by the JET team project engineers.
These tasks include but are not limited to the following:

A. Establish intermediate survey control at the project site.
B. Provide field surveys to establish the location and elevations of existing features such as streets, curb & gutter, sidewalks, signage, structures, size and type of stormwater/drainage structures as well as other substantial features observed in the process of conducting the survey.
C. Field locate above ground utilities, visible evidence underground utilities and utility markings provided by the utility owners.

Task 4.0 – Boundary / Right-of-Way Line Determination:
Task includes the determination of right-of-way lines and parcel boundaries when deemed necessary as a part of the project design. This will consist of office research, collection of field data and office calculations.

Task 5.0 – Easement, Exhibits & Right-of-Way Taking Descriptions:
Task includes the preparation of easement and right-of-way descriptions when necessary as a part of the project design. The descriptions will be based on the right-of-way and parcel boundaries determined as a part of Task 4.0. All descriptions will be accompanied by an exhibit to help streamline the review and negotiation process and which can be used as an attachment to the recorded easement or right-of-way taking document.

The project scope and compensation is proposed with the following assumptions, in no specific order:

A. The survey regulations and statutes of the City of Joplin, County of Jasper, and State of Missouri shall be followed during the process of this survey. All work performed as a part of this project will be under the direct supervision of a professional land surveyor licensed to perform work in the State of Missouri.
B. Title commitments shall be provided by the City of Joplin.

The anticipated estimated engineering fees are as follows:

Task Number & Title	Fixed Fee
Task 1.0 – Project Control	$ 20,000.00
Task 2.0 – Utility Locates Coordination	$ 7,000.00
Task 3.0 – Engineering Surveys	$226,000.00
Task 4.0 – Boundary / Right-of-Way Determination	$ 45,000.00
Task 5.0 – Easement, Exhibits & Right-of-Way Descriptions	$ 7,000.00
Sum:	*$305,000.00*

SCOPE OF SERVICES-NEPA Documentation for Sidewalks, Curb and Gutter, Stormwater Infrastructure

Engineer's Services: Documentation and environmental compliance consistent with the requirements of the National Environmental Policy Act (NEPA) must be completed for the design and construction of sidewalks, curb and gutters, and stormwater infrastructure in targeted project areas. Specifically, the areas of reconstruction that are addressed in this scope of work to be completed for NEPA documentation include the portions of the city as defined by the CDBG map. The environmental documentation addresses only the actions for design and construction of sidewalks, curb and gutter, and stormwater infrastructure, although other infrastructure design and construction in the same areas may occur in the future.

Meetings will be held with the City and other agencies to identify issues and alternatives at the start of the project, project coordination and progress meetings, meetings with other agencies to discuss and review potential impacts and gain concurrence for proposed actions.

The assessment of potential environmental impacts resulting from the design and construction of new sidewalks, curb and gutter, and stormwater infrastructure in the target area may have impacts to the environment, such as unearthing hazardous substances (naturally-occurring), unstable geologic conditions, erodible soils, or other potential below ground features, resulting from excavation and other ground disturbances. The NEPA documentation that is the focus of this scope of work will be an Environmental Assessment (EA) that will satisfy the requirements of NEPA and the HUD and CDBG environmental review process. The JET team understands that the City of Joplin is responsible for the final review and approval of the EA and this will help in obtaining information, facilitating community involvement, and achieving project milestones.

The project will require the following major tasks:

Task 1.0 - Review of existing databases and other information sources
Task includes compilation and review of existing information regarding the project area as it will apply to potential environmental impacts, including information from the City, State and Federal resources, and previous work that has been completed. This will enable the project team to evaluate and review the adequacy of existing and available information, identify data gaps, and complete preliminary review of site conditions and potential environmental impacts.

Task 2.0 - Letters to appropriate agencies requesting information
Task includes the initiation and follow through of communications with State and Federal agencies to obtain clearances for Cultural and Historical Resources, Threatened and Endangered Species, Floodplains, Farmlands, Hazardous Waste Sites, and other relevant environmental information. Coordination letters will be sent to the Missouri State Historical Preservation Office (SHPO), the Missouri Department of Natural Resources, the Missouri Department of Conservation, The U.S. Fish and Wildlife Service, the USDA Natural Resources Conservation Service, and the Federal Emergency Management Administration to obtain information on or clearances in regard to the presence or absence of possible resources that could be impacted.

Task 3.0 - Alternatives Analysis
Task will include evaluation of potential alternatives developed for the project, including the "No Action Alternative" to assess potential impacts resulting from differing strategies for sidewalk,

curb and gutter, and stormwater infrastructure construction. Alternatives and Project Modifications Considered [24 CFR 58.40(e), Ref. 40 CFR 1508.9] requires identification of other reasonable courses of action that were considered and not selected, including other actions or design strategies, or other uses of target sites or areas. For this EA, one build alternative will be carried forward to be evaluated in detail. A description of the benefits and adverse impacts to the human environment of each alternative and the reasons for rejecting it must be included, including an evaluation of a No Action Alternative [24 CFR 58.40(e)] which entails discussion of the benefits and adverse impacts to the human environment of not implementing the preferred alternative.

Task 4.0 - Site Visits

This task includes site reconnaissance for photo documentation of affected areas, wetlands and streams determinations, assessment of potential hazards, presence and condition of existing structures, and assessment of potential natural resources that could be impacted by the project. Inasmuch as most of the area has historically been urban use, potential impacts are anticipated to be relative to stormwater management that could be associated with curb and gutter and stormwater infrastructure, particularly in streams or drainages in the area that could be affected, as well as wetlands. If new infrastructure will require structures within or alterations of streams, wetlands or other water bodies, coordination with the U.S. Army Corps of Engineers will be necessary.

Task 5.0 - Evaluation of Mitigation Measures

This task involves review of potential mitigation measures that may be recommended [as required by 24 CFR 58.40(d), 40 CFR 1508.20] for potential impacts to environmental resources, or for disruption to City services, traffic, or commercial and residential land use during and after construction. This task will identify and evaluate potential mitigation measures that are appropriate for possible impacts.

Task 6.0 - Community Involvement

Community involvement is a requirement of NEPA projects to inform residents and other stakeholders of the proposed action and possible alternatives, and to solicit feedback regarding concerns, added ideas, or awareness of potential impacts to the environment. This task assumes one public meetings and solicitation of feedback from stakeholders.

Task 7.0 - Draft Environmental Assessment Report

Task involves the production of the Draft EA Report, including the findings of tasks 1 through 7 above. The EA will follow the guidelines of the NEPA Environmental Assessment Checklist (Environmental Review Guide HUD CPD 782, 24 CFR 58.40; Ref. 40 CFR 1508.8 &1508.27). This process evaluates the significance of the effects of the proposal on the character, features and resources of the project area. For each factor considered and assessed, relevant base data and verifiable source documentation is evaluated to support the findings of the EA. To provide clarity of the evaluation process, an appropriate impact code from the following list is used to make a determination of impact. The Impact Codes are:

(1) - No impact anticipated;
(2) - Potentially beneficial;
(3) - Potentially adverse;
(4) - Requires mitigation;
(5) - Requires project modification.

In this process, the names, dates of contacts, telephone numbers and page references are documented for the final EA report. Additional materials are reviewed and included in the report as appropriate. In completion of the EA, the following information must be assessed and documented.

A. Land Restoration and Development: Land restoration and development is a fundamental aspect of the HUD NEPA evaluation and documentation. Typical factors to be assessed include:
   a. Review and conformance of site work with all applicable laws and regulations.
   b. Compatibility with existing or planned urban development.
   c. Analysis of land features for development including:
      i. Slope
      ii. Erosion potential/hazards
      iii. Soil suitability
      iv. Geologic features
   d. Assessment of hazards and nuisances.
   e. Analysis of visual quality and features.

B. Socioeconomic: Socioeconomic assessment addresses potential impacts to the existing population resulting from the proposed project. Factors to be assessed include:
   a. Assessment of demographics – changes and future uses
   b. Displacement of existing population
   c. Employment and income patterns

C. Community Facilities and Services: Potential impacts to community facilities or services in the target and nearby areas, including both positive and negative impacts during and after construction, must be addressed in the EA, including:
   a. Education
   b. Commercial
   c. Health Care and Social Services
   d. Solid waste
   e. Water supply
   f. Stormwater and wastewater
   g. Public Safety
   h. Open space and recreation
   i. Transportation

D. Natural Features: Assessment of the natural environment, even in urban communities, is a fundamental component and requirement of the NEPA process. Factors to be considered include:
   a. Water resources, including necessary impacts and permits
   b. Surface water impacts, including necessary permits
   c. Unique natural features and farmland
   d. Vegetation and wildlife, including provisions of existing regulations
   e. Other Factors: Other factors often become critical issues during the EA review and must be assessed for potential impacts. Some factors require specific detailed analysis procedures, including flood potential and floodplain analysis (8-step floodplain planning process)

The Draft EA document will be produced resulting from the assessment of each of these factors, and others that may be identified during the scoping and community involvement process.

Task 8.0 - Draft EA Report Review and Response to Comments
This task will involve response to comments from the City and other reviewers of the Draft EA Document.

Task 9.0 - Final Environmental Assessment
Task 10 is the production of the Final EA Report, including incorporation of reviewer comments, supporting documentation in the form of correspondence and maps, and all information necessary and appropriate for final of the EA document. Upon completion, the Final EA Report will be submitted to the City for submission to HUD and release of funding.

Task 10.0 - Project Management
This task involves project management by the JET team for efficient and effective completion of the EA. Project management includes daily communications with the City, project tracking of budget and schedule to assure compliance with City requirements, assignment of project staff and resource allocation, and quality assurance during the EA process.

ESTIMATED PROJECT COST
The estimated project cost for the NEPA (EA) documentation for Joplin CBDG Infrastructure Restoration project involving sidewalks, curb and gutter, stormwater infrastructure is **$148,400.00**. The anticipated estimated engineering fees are as follows:

Task Number & Title	Estimated Fee
Task 1.0 - Review of existing databases and other information sources	$ 12,300.00
Task 2.0 - Letters to appropriate agencies requesting information	$ 3,500.00
Task 3.0 - Alternatives Analysis	$ 12,000.00
Task 4.0 - Site Visits	$ 27,300.00
Task 5.0 - Evaluation of Mitigation Measures	$ 12,900.00
Task 6.0 - Community Involvement	$ 8,500.00
Task 7.0 - Draft Environmental Assessment Report	$ 32,700.00
Task 8.0 - Draft EA Report Review and Response to Comments	$ 9,200.00
Task 9.0 - Final Environmental Assessment	$ 13,500.00
Task 10.0 - Project Management	$ 16,500.00

This estimated cost is based on the tasks described above and the assumptions listed below.

Assumptions
1. One community involvement meeting.
2. One review of the Draft EA Document and respective response to comments, and amendment of the EA Document.
3. No detailed studies for threatened and endangered species, or for cultural resources, will be needed for the EA.
4. No detailed studies of noise impacts or air quality will be needed.
5. No detailed studies of asbestos or lead contamination will be needed.
6. No detailed geotechnical investigations will be needed.

Summary of Fees

Project Title	Estimated Fee
Design Strategy Guide	$470,000.00
Curb & Gutter – Micro Project # 1	$ 17,400.00
Curb & Gutter – Micro Project # 2	$ 16,200.00
Sidewalk – Micro Project # 1	$ 18,000.00
Sidewalk – Micro Project # 2	$ 18,000.00
Stormwater – Micro Project # 1	$117,450.00
Stormwater – Micro Project # 2	$ 78,300.00
Stormwater Surveying	$305,000.00
NEPA Documentation (Stormwater, Sidewalks and Curb & Gutter)	$148,400.00
Grand Total	**$1,188,750.00**

***We propose to provide this scope of services on a fixed fee basis of $1,188,750.00.**

OLSSON ASSOCIATES

Billing Rate Schedule

Classification	2014 Rate	2015 Rate	2016 Rate
Principle in Charge	225.00	231.75	238.70
Project Manager	165.00	169.95	175.05
Client Manager	$150.00	$154.50	$159.14
Senior Engineer	$171.00	$176.13	$181.41
Senior Project Engineer	$140.00	$144.20	$148.53
Project Engineer	$121.00	$124.63	$128.37
Associate Engineer	$100.00	$103.00	$106.09
Assistant Engineer	$85.00	$87.55	$90.18
Student Engineer	$52.00	$53.56	$55.17
Project Landscape Architect	$100.00	$103.00	$106.09
Senior Surveyor	$95.00	$97.85	$100.79
Surveyor	$85.00	$87.55	$90.18
Associate Surveyor	$65.00	$66.95	$68.96
Assistant Surveyor	$54.00	$55.62	$57.29
Design Associate	$97.00	$99.91	$102.91
Design Technician	$79.00	$81.37	$83.81
Senior Technician	$78.00	$80.34	$82.75
Associate Technician	$65.00	$66.95	$68.96
Assistant Technician	$55.00	$56.65	$58.35
Student Technician – Level 1	$40.00	$41.20	$42.44
Administrative Coordinator	$68.00	$70.04	$72.14
Administrative Assistant	$58.00	$59.74	$61.53
Secretarial	$57.00	$58.71	$60.47

714 South Main Street
Joplin, MO 64801

TEL (417) 206-9000
FAX (417) 206-9002

www.olssonassociates.com

TranSystems Corporation
Schedule of Hourly Rates for 2016 for
Joplin, MO – CDBG-DR2

Classification	Rate	Classification	Rate
Principal/Civil Engineer V	$291	Industry Specialist III	$148
Civil Engineer IV	$212	Industry Specialist IV	$234
Civil Engineer Manager	$170	Industry Specialist V	$291
Civil Engineer III	$170	Inspector V	$239
Civil Engineer II	$128	Inspector IV	$128
Civil Engineer I	$102	Inspector III	$94
Architect IV	$202	Inspector II	$76
Architect II	$101	Marketing Mgr.	$291
Planner II	$103	Marketing Administrator II	$148
Scientist II	$94	Administrator Mgr.	$239
Technician V	$160	Administrator II	$128
Technician IV	$122	Administrator I	$94
Technician III	$100	Surveyor V	$0
Technician II	$82	Surveyor IV	$115
Technician I	$69	Surveyor III	$96
Principal/ Structural Engineer V	$297	Surveyor II	$71
Structural Engineer Manager	$180	Surveyor I	$57
Structural Engineer IV	$212	Two- Person Survey Crew	$141
Structural Engineer III	$180	Three- Person Survey Crew	$199
Structural Engineer II	$133		

- Sub-contracted labor, material testing equipment, printing and technical photography, and all other direct job costs to be paid at cost.
- Vehicle mileage to be paid at the current IRS rate per mile.
- The rates set forth on this initial Schedule of Rates shall be the rates provisions in effect from the date of this Agreement until December 31, 2016. TranSystems will revise the Schedule of Rates annually and will submit the revised Schedule of Rates which shall automatically become effective with regard to this Agreement and the Services performed under this Agreement on January 1st of the next calendar year.

CJW Generalized Fee Schedule
2014 - 2016

	Hourly Rates		
Staff Classification	2014	2015	2016
Principal	$152.00	$157.00	$162.00
Senior Engineer	$135.00	$139.00	$143.00
Project Engineer	$95.00	$98.00	$101.00
Engineer Intern	$65.00	$67.00	$69.00
Project Manager	$75.00	$77.00	$79.00
Inspector	$70.00	$72.00	$74.00
Senior Designer	$75.00	$77.00	$79.00
Senior Designer II	$70.00	$72.00	$74.00
Survey Manager / PLS	$79.00	$81.00	$83.00
Survey Crew Chief	$65.00	$67.00	$69.00
Survey Crew Member	$53.00	$55.00	$57.00
2 Person Survey Crew	$118.00	$122.00	$126.00
3 Person Survey Crew	$171.00	$176.00	$181.00
4 Person Survey Crew	$224.00	$231.00	$238.00
Traffic Data Collector	$25.00	$26.00	$27.00
Engineering Technician	$55.00	$57.00	$59.00
Administrator	$30.00	$31.00	$32.00
Clerical	$25.00	$26.00	$27.00

Vehicle	Per Federal Rate	
Copies	$0.10	each
Blueprints	$0.50	SQFT
Real Time GPS Equipment	$250.00	per day
Robotic Prism less Instrument	$195.00	per day

Tri-State Engineering, INC
HOURLY RATES

Employee Type	2014	2015	2016
Engineer Principal	$180.00	$185.00	$191.00
Managing Eng	$155.00	$160.00	$165.00
Assistant Project Manager	$110.00	$114.00	$117.00
Prof. Engineer I	$135.00	$139.00	$143.00
Prof. Engineer II	$115.00	$119.00	$122.00
Engineer Intern	$85.00	$88.00	$91.00
Prof. Surveyor I	$140.00	$144.00	$149.00
Prof. Surveyor II	$100.00	$103.00	$106.00
Survey Manager	$90.00	$93.00	$96.00
Survey Party Chief	$80.00	$82.00	$85.00
Surveyor's Aide I	$60.00	$62.00	$64.00
Surveyor's Aide II	$45.00	$47.00	$48.00
GPS Equipment	$35.00	$36.00	$37.00
Chief Designer	$95.00	$98.00	$101.00
Designer I	$85.00	$88.00	$91.00
Designer II	$75.00	$77.00	$80.00
Engineering Tech I	$63.00	$65.00	$67.00
Engineering Tech II	$53.00	$55.00	$57.00
Resident Project Representative I	$115.00	$119.00	$122.00
Resident Project Representative II	$85.00	$88.00	$90.00
Resident Project Representative II	$65.00	$67.00	$69.00
GIS Specialist	$75.00	$77.00	$80.00
GIS Technician I	$60.00	$62.00	$64.00
Field Service Tech	$75.00	$77.00	$80.00
Secretary	$40.00	$41.00	$43.00
Appraiser	$105.00	$108.00	$111.00
Right of Way Agent I	$95.00	$98.00	$101.00
Public Relations Specialist	$85.00	$88.00	$91.00
Traffic Technician I	$80.00	$82.00	$85.00
Expert Witness	$210.00	$216.00	$223.00
Arbitrator/Mediator	$210.00	$216.00	$223.00

JOPLIN, MO STRONGER, SAFER, SMARTER
JET JOINT ENGINEERING TEAM

REIMBURSABLE EXPENSE SCHEDULE

The expenses incurred by Olsson or Olsson's independent professional associates or consultants directly or indirectly in connection with the Project shall be included in periodic billing as follows:

Classification	Cost
Automobiles	$0.56/mile*
Suburbans and Pick-Ups	$0.75/mile*
Other travel or lodging cost	Actual Cost
Meals	Actual Cost
Printing and Duplication including mylars and linens	
In-house	Actual Cost
Outside	Actual Cost+10%
Postage & Shipping Charges for Project Related Materials including express mail and special delivery	Actual Cost
Film and Photo Developing	Actual Cost+10%
Miscellaneous Materials & Supplies Applicable to this Project	Actual Cost+10%
Copies of deeds, easements or other Project Related documents	Actual Cost+10%
Fees for applications or permits	Actual Cost+10%
Sub-Consultants	Actual Cost+ 3%

* Rates consistent with the IRS Mileage Rate Reimbursement Guidelines (Subject to Change).

714 South Main Street
Joplin, MO 64801

TEL (417) 206-9000
FAX (417) 206-9002

Company ID Number: 37287

THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION

MEMORANDUM OF UNDERSTANDING

ARTICLE I

PURPOSE AND AUTHORITY

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Social Security Administration (SSA), the Department of Homeland Security (DHS) and **Olsson Associates** (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). E-Verify is a program in which the employment eligibility of all newly hired employees will be confirmed after the Employment Eligibility Verification Form (Form I-9) has been completed.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note).

ARTICLE II

FUNCTIONS TO BE PERFORMED

A. RESPONSIBILITIES OF THE SSA

1. Upon completion of the Form I-9 by the employee and the Employer, and provided the Employer complies with the requirements of this MOU, SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all newly hired employees and the employment authorization of U.S. citizens.

2. The SSA agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. The SSA agrees to provide the Employer with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during the E-Verify process.

3. The SSA agrees to safeguard the information provided by the Employer through the E-Verify program procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security Numbers and for evaluation of the E-Verify program or such other persons or entities who may be authorized by the SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

4. SSA agrees to establish a means of automated verification that is designed (in conjunction with DHS's automated system if necessary) to provide confirmation or tentative nonconfirmation of U.S. citizens' employment eligibility and accuracy of SSA records for both citizens and aliens within 3 Federal Government work days of the initial inquiry.

5. SSA agrees to establish a means of secondary verification (including updating SSA records as may be necessary) for employees who contest SSA tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of U.S. citizens' employment eligibility and accuracy of SSA records for both citizens and aliens within 10 Federal Government work days of the date of referral to SSA, unless SSA determines that more than 10 days may be necessary. In such cases, SSA will provide additional verification instructions.

B. RESPONSIBILITIES OF THE DEPARTMENT OF HOMELAND SECURITY

1. Upon completion of the Form I-9 by the employee and the Employer and after SSA verifies the accuracy of SSA records for aliens through E-Verify, DHS agrees to provide the Employer access to selected data from DHS's database to enable the Employer to conduct:

- Automated verification checks on newly hired alien employees by electronic means, and
- Photo verification checks (when available) on newly hired alien employees.

2. DHS agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.

3. DHS agrees to provide to the Employer a manual (the E-Verify Manual) containing instructions on E-Verify policies, procedures and requirements for both SSA and DHS, including restrictions on the use of E-Verify.. DHS agrees to provide training materials on E-Verify.

4. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in the E-Verify program. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, and U.S. Department of Justice.

5. DHS agrees to issue the Employer a user identification number and password that permits the Employer to verify information provided by alien employees with DHS's database.

6. DHS agrees to safeguard the information provided to DHS by the Employer, and to limit access to such information to individuals responsible for the verification of alien employment eligibility and for evaluation of the E-Verify program, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security Numbers and employment eligibility, to enforce the Immigration and Nationality Act and federal criminal laws, and to ensure accurate wage reports to the SSA.

7. DHS agrees to establish a means of automated verification that is designed (in conjunction with SSA verification procedures) to provide confirmation or tentative nonconfirmation of employees' employment eligibility within 3 Federal Government work days of the initial inquiry.

8. DHS agrees to establish a means of secondary verification (including updating DHS records as may be necessary) for employees who contest DHS tentative nonconfirmations and photo non-match tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

C. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the notices supplied by DHS in a prominent place that is clearly visible to prospective employees.

2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted regarding E-Verify.

3. The Employer agrees to become familiar with and comply with the E-Verify Manual.

4. The Employer agrees that any Employer Representative who will perform employment verification queries will complete the E-Verify Tutorial before that individual initiates any queries.

   A. The employer agrees that all employer representatives will take the refresher tutorials initiated by the E-Verify program as a condition of continued use of E-Verify.

   B. Failure to complete a refresher tutorial will prevent the employer from continued use of the program.

5. The Employer agrees to comply with established Form I-9 procedures, with two exceptions:

- If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2 (b) (1) (B)) can be presented during the Form I-9 process to establish identity).
- If an employee presents a DHS Form I-551 (Permanent Resident Card) or Form I-766 (Employment Authorization Document) to complete the Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The employer will use the photocopy to verify the photo and to assist the Department with its review of photo non-matches that are contested by employees. Note that employees retain the right to present any List A, or List B and List C, documentation to complete the Form I-9. DHS may in the future designate other documents that activate the photo screening tool.

6. The Employer understands that participation in E-Verify does not exempt the Employer from the responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, except for the following modified requirements applicable by reason of the Employer's participation in E-Verify: (1) identity documents must have photos, as described in paragraph 5 above; (2) a

rebuttable presumption is established that the Employer has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of any individual if it obtains confirmation of the identity and employment eligibility of the individual in compliance with the terms and conditions of E-Verify ; (3) the Employer must notify DHS if it continues to employ any employee after receiving a final nonconfirmation, and is subject to a civil money penalty between $500 and $1,000 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) the Employer is subject to a rebuttable presumption that it has knowingly employed an unauthorized alien in violation of section 274A(a)(1)(A) if the Employer continues to employ any employee after receiving a final nonconfirmation; and (5) no person or entity participating in E-Verify is civilly or criminally liable under any law for any action taken in good faith on information provided through the confirmation system. DHS reserves the right to conduct Form I-9 compliance inspections during the course of E-Verify, as well as to conduct any other enforcement activity authorized by law.

7. The Employer agrees to initiate E-Verify verification procedures within 3 Employer business days after each employee has been hired (but after both sections 1 and 2 of the Form I-9 have been completed), and to complete as many (but only as many) steps of the E-Verify process as are necessary according to the E-Verify Manual. The Employer is prohibited from initiating verification procedures before the employee has been hired and the Form I-9 completed. If the automated system to be queried is temporarily unavailable, the 3-day time period is extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability. In all cases, the Employer must use the SSA verification procedures first, and use DHS verification procedures and photo screening tool only after the the SSA verification response has been given.

8. The Employer agrees not to use E-Verify procedures for pre-employment screening of job applicants, support for any unlawful employment practice, or any other use not authorized by this MOU. The Employer must use E-Verify for all new employees and will not verify only certain employees selectively. The Employer agrees not to use E-Verify procedures for re-verification, or for employees hired before the date this MOU is in effect. The Employer understands that if the Employer uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and the immediate termination of its access to SSA and DHS information pursuant to this MOU.

9. The Employer agrees to follow appropriate procedures (see Article III.B. below) regarding tentative nonconfirmations, including notifying employees of the finding, providing written referral instructions to employees, allowing employees to contest the finding, and not taking adverse action against employees if they choose to contest the finding. Further, when employees contest a tentative nonconfirmation based upon a photo non-match, the Employer is required to take affirmative steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

10. The Employer agrees not to take any adverse action against an employee based upon the employee's employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1 (l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification to verify work authorization, a tentative nonconfirmation, or the finding of

a photo non-match, does not mean, and should not be interpreted as, an indication that the employee is not work authorized. In any of the cases listed above, the employee must be provided the opportunity to contest the finding, and if he or she does so, may not be terminated or suffer any adverse employment consequences until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo non-match, then the Employer can find the employee is not work authorized and take the appropriate action.

11. The Employer agrees to comply with section 274B of the INA by not discriminating unlawfully against any individual in hiring, firing, or recruitment or referral practices because of his or her national origin or, in the case of a protected individual as defined in section 274B(a)(3) of the INA, because of his or her citizenship status. The Employer understands that such illegal practices can include selective verification or use of E-Verify, discharging or refusing to hire eligible employees because they appear or sound "foreign", and premature termination of employees based upon tentative nonconfirmations, and that any violation of the unfair immigration-related employment practices provisions of the INA could subject the Employer to civil penalties pursuant to section 274B of the INA and the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-7688 or 1-800-237-2515 (TDD).

12. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

13. The Employer agrees that it will use the information it receives from the SSA or DHS pursuant to E-Verify and this MOU only to confirm the employment eligibility of newly-hired employees after completion of the Form I-9. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords) to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU.

14. The Employer acknowledges that the information which it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a (i) (1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)), and that any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

15. The Employer agrees to allow DHS and SSA, or their authorized agents or designees, to make periodic visits to the Employer for the purpose of reviewing E-Verify -related records, i.e., Forms I-9, SSA Transaction Records, and DHS verification records, which were created during the Employer's participation in the E-Verify Program. In addition, for the purpose of evaluating E-Verify, the Employer agrees to allow DHS and SSA or their authorized agents or designees, to interview it regarding its experience with E-Verify, to interview employees hired during E-Verify use concerning their experience with the pilot, and to make employment and E-Verify related records available to DHS and the SSA, or their designated agents or designees. Failure to comply with the terms of this paragraph may lead DHS to terminate the Employer's access to E-Verify.

Company ID Number: 37287

ARTICLE III

REFERRAL OF INDIVIDUALS TO THE SSA AND THE DEPARTMENT OF HOMELAND SECURITY

A. REFERRAL TO THE SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation.

2. The Employer will refer employees to SSA field offices only as directed by the automated system based on a tentative nonconfirmation, and only after the Employer records the case verification number, reviews the input to detect any transaction errors, and determines that the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security Number to SSA for verification again if this review indicates a need to do so. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible after the Employer receives it.

3. If the employee contests an SSA tentative nonconfirmation, the Employer will provide the employee with a referral letter and instruct the employee to visit an SSA office to resolve the discrepancy within 8 Federal Government work days. The Employer will make a second inquiry to the SSA database using E-Verify procedures on the date that is 10 Federal Government work days after the date of the referral in order to obtain confirmation, or final nonconfirmation, unless otherwise instructed by SSA or unless SSA determines that more than 10 days is necessary to resolve the tentative nonconfirmation..

4. The Employer agrees not to ask the employee to obtain a printout from the Social Security Number database (the Numident) or other written verification of the Social Security Number from the SSA.

B. REFERRAL TO THE DEPARTMENT OF HOMELAND SECURITY

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must print the tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation.

2. If the Employer finds a photo non-match for an alien who provides a document for which the automated system has transmitted a photo, the employer must print the photo non-match tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the finding.

3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation received from DHS automated verification process or when

the Employer issues a tentative nonconfirmation based upon a photo non-match. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible after the Employer receives it.

4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will provide the employee with a referral letter and instruct the employee to contact the Department through its toll-free hotline within 8 Federal Government work days.

5. If the employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will provide the employee with a referral letter to DHS. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will send a copy of the employee's Form I-551 or Form I-766 to DHS for review by:

- Scanning and uploading the document, or
- Sending a photocopy of the document by an express mail account (furnished and paid for by DHS).

7. The Employer understands that if it cannot determine whether there is a photo match/non-match, the Employer is required to forward the employee's documentation to DHS by scanning and uploading, or by sending the document as described in the preceding paragraph, and resolving the case as specified by the Immigration Services Verifier at DHS who will determine the photo match or non-match.

ARTICLE IV

SERVICE PROVISIONS

The SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access the E-Verify System, an Employer will need a personal computer with Internet access.

ARTICLE V

PARTIES

This MOU is effective upon the signature of all parties, and shall continue in effect for as long as the SSA and DHS conduct the E-Verify program unless modified in writing by the mutual consent of all parties, or terminated by any party upon 30 days prior written notice to the others. Any and all system enhancements to the E-Verify program by DHS or SSA, including but not limited to the E-Verify checking against additional data sources and instituting new verification procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes. DHS agrees to train employers on all changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify manual. Even

without changes to E-Verify, the Department reserves the right to require employers to take mandatory refresher tutorials.

Termination by any party shall terminate the MOU as to all parties. The SSA or DHS may terminate this MOU without prior notice if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established procedures or legal requirements. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as they may determine.

Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.

Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.

The employer understands that the fact of its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to, Congressional oversight, E-Verify publicity and media inquiries, and responses to inquiries under the Freedom of Information Act (FOIA).

The foregoing constitutes the full agreement on this subject between the SSA, DHS, and the Employer.

The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively.

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify Operations at 888-464-4218.

Employer Olsson Associates

Name (Please type or print)	Title
Signature	Date

Department of Homeland Security – Verification Division

Company ID Number: 37287

INFORMATION REQUIRED
FOR THE E-VERIFY PROGRAM

Information relating to your Company:

Company Name: **Olsson Associates**

Company Facility Address: **1111 Lincoln Mall, Suite 111**
Lincoln, NE 68508

Company Alternate Address: **PO Box 84608**
Lincoln, NE 68501

County or Parish: **LANCASTER**

Employer Identification Number: **47078176**

North American Industry Classification Systems Code: **541330**

Parent Company: **Olsson Associates**

Number of Employees: **500 to 999**

Number of Sites Verified for: **21**

Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State.

- ARIZONA 3 site(s)
- MISSOURI 2 site(s)
- COLORADO 3 site(s)
- NEBRASKA 9 site(s)
- KANSAS 1 site(s)
- IOWA 2 site(s)
- MINNESOTA 1 site(s)

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name: **Stephanie L Florez**
Telephone Number: **(602) 748 - 1000 ext. 4352** Fax Number: **(602) 748 - 1001**
E-mail Address: **sflorez@oaconsulting.com**

without changes to E-Verify, the Department reserves the right to require employers to take mandatory refresher tutorials.

Termination by any party shall terminate the MOU as to all parties. The SSA or DHS may terminate this MOU without prior notice if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established procedures or legal requirements. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as they may determine.

Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.

Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.

The employer understands that the fact of its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to, Congressional oversight, E-Verify publicity and media inquiries, and responses to inquiries under the Freedom of Information Act (FOIA).

The foregoing constitutes the full agreement on this subject between the SSA, DHS, and the Employer.

The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively.

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify Operations at 888-464-4218.

Employer Olsson Associates

Stephanie Florez
Name (Please type or print)

Human Resources
Title

Signature

12·13·2006
Date

Department of Homeland Security – Verification Division

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 7/31/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER SilverStone Group 11516 Miracle Hills Drive Suite 100 Omaha NE 68154	CONTACT NAME: Jill Aldredge PHONE (A/C, No, Ext): 402-964-5575 FAX (A/C, No): 402-557-6325 E-MAIL ADDRESS: jaldredge@ssgi.com
INSURED 5761 Olsson Associates, Inc. 550 St. Louis Street 417-890-8802 Springfield MO 65806	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A: Charter Oak Fire Ins. Co. — 25615 INSURER B: Travelers Property & Cas Of Am — 36161 INSURER C: Ace American Insurance Co. INSURER D: Phoenix Insurance Company — 25623 INSURER E: Travelers Indemnity Co. — 10826 INSURER F:

COVERAGES **CERTIFICATE NUMBER:** 2038871679 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
D	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC	Y		P-630-8D707184IND-14	1/12/2014	1/1/2015	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$1,000,000 $500,000 $10,000 $1,000,000 $2,000,000 $2,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS	Y		P-810-1E019141-COF-14	1/12/2014	1/1/2015	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$1,000,000 $ $ $
B	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $	Y		PSM-CUP-1E019165-TIL-14	1/12/2014	1/1/2015	EACH OCCURRENCE AGGREGATE	$9,000,000 $8,000,000
E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		PVYCKUB-8D98059-4-14	1/12/2014	1/1/2015	X WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $1,000,000 $1,000,000 $1,000,000
C	Professional Liability Claims Made			EON G25589993 001	1/12/2014	1/1/2015	PL Each Claim PL Aggregate PL Ded Per Claim	$5,000,000 $5,000,000 $350,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

All Carriers listed above have AM Best Ratings of A++XV.
Re: Work Authorization JET-DR2AP1-1 Joplin MO CDBG-DR Infrastructure Projects. City of Joplin is additional insured, primary, including completed operations as required by written contract.

CERTIFICATE HOLDER

City of Joplin - Public Works
602 S Main
Joplin MO 64801

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Debra A Dodson

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