

ADAIR COUNTY COMMISSION MINUTES
MONDAY, JANUARY 25, 2021
9TH DAY JANUARY REGULAR

The Adair County Commission convened at 8:30 a.m. on January 25, 2021 in the Courthouse at Kirksville. All Commissioners were present.

At 2:00 p.m., the Commission reviewed documentation from Howe Company LLC to provide professional services related to obtaining soft match credit for two bridges in Adair County. Bridge 2040010 is located on Turkey Run Trail and Bridge 0730001 is located on Willmathsville School Way.

After review, Commissioner Thompson moved to approve the Agreements for Professional Services for Bridge 2040010 (Turkey Run Trail) and Bridge 0730001 (Willmathsville School Way). Commissioner King seconded the motion. Presiding Commissioner Shahan concurred. All voted in favor of the motion. Both bridges will be constructed by the Adair County Road and Bridge Department.

At 2:30 p.m. the final budget hearing for the 2021 Adair County Budget was held in the Commissioner's office on the second floor of the Courthouse. Adair County Collector, Sonja Harden, discussed line items in the Collector's Tax Maintenance Fund. Adair County Assessor, Kent Bryant attended to discuss increases to line items, Map Maintenance and Mileage and Training, in the Assessor's budget. The hearing ended at 4:00 p.m. No one from the public attended the budget hearing.

The Commission spent the remainder of the day attending to County business.

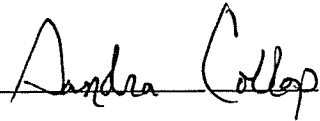
The Adair County Commission adjourned at 4:00 p.m. on January 25, 2021.

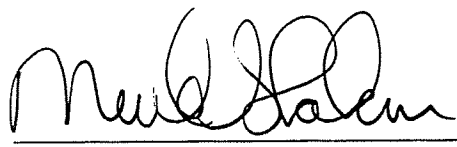
Unscheduled Public Walk-Ins and other Non-Agenda Items for Monday, January 25, 2021:

None

Continued on page 199.

ATTEST:



County Clerk


Presiding Commissioner, Mark Shahan

**ADAIR COUNTY COMMISSION MINUTES
MONDAY, JANUARY 25, 2021**

Continued from page 198.

IN REF. ORDER NO 8 Agreements for Professional Services for Bridge 2040010 (Turkey Run Trail) and Bridge 0730001 (Willmathsville School Way)



Civil & Structural Engineers
www.howecompany.com

21113404

January 12, 2021

Adair County Commission
106 W. Washington
Kirksville, MO 63501

**Re: Soft Match Credit Submittal for Bridge 2040010
Agreement for Professional Services**

Dear Commissioners,

Thank you for considering Howe Company (HoweCo) to provide professional services related to obtaining soft match credit for the bridge referenced above that will be built by the county, hereafter called the "Project". A detailed description of our proposed services on the project is provided in the attached Services Summary.

Our compensation for completing the services listed in the Services Summary and Additional Services will be the lump sum fees for authorized services and includes the cost of reimbursable expenses for mileage, copy charges, hotels, and meals. Other expenses such as newspaper advertisements, permit application fees, and other expenses not listed as included, are considered extra and will be billed, if encountered, in addition to the lump sum fees.

You will be invoiced monthly, based on the project progress that has occurred. All invoices are due and payable on receipt and will be considered past due if payment is not received within 21 days. Once project invoices are past due, an interest charge will accrue to your account as on the project until satisfactory arrangements are made to settle the account.

We expect to begin our services promptly, after receipt of your acceptance of this proposal, and complete our work, with all due diligence and in a timely manner. If there are protracted delays, for any reason, we will notify you immediately. Adair County agree(s) to provide all necessary information for the performance of our services within a reasonable time after it is requested and that HoweCo will be given timely access to the project site, as necessary, to complete the proposed professional services.

804 E Patton Street • Macon, Missouri 63552 • Phone: 660-395-HOWE (4693) • Fax: 660-395-4094

Adair County Commission
Soft Match Credit Submittal - Bridge 2040010
January 12, 2021
Page 2

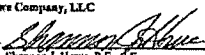
The following individuals are designated as primary project representatives for Adair County and HoweCo. These individuals shall be the primary point of contact and shall receive all correspondence or notices.

<p>Howe Company, LLC Shannon J. Howe, P.E., S.E. 804 H. Patton St Macon, Missouri 63552 Phone: 660-395-4693 Fax: 660-395-4694 E-mail: shj@howecompany.com Cell Phone: 660-651-1582</p>	<p>Adair County Adair County Commission 106 W. Washington Kirksville, MO 63501 Phone: 660-665-2283 Fax: 660-665-8406 E-mail: mahalusa@adaircount.com</p>
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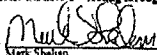
This letter agreement, along with the attached Basic Services Summary and Terms and Conditions, represent the entire understanding between us in respect to this project. The Terms and Conditions detail many provisions affecting this agreement, including some which limit HoweCo's liability regarding the project. The Terms and Conditions should be read and understood before entering into this agreement. If these documents satisfactorily set forth your understanding of our agreement, please sign the enclosed copy of this letter agreement in the space provided below and return it to us.

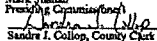
We appreciate this opportunity to provide you this proposal for our services and look forward to working with you on this project. If questions should arise after you review this proposal, please call the number listed above.

Howe Company, LLC

By: 
Shannon J. Howe, P.E., S.E.

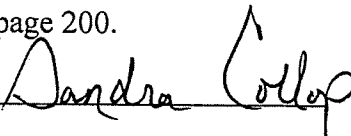
Agreement to Terms & Conditions
ADAIR COUNTY - Acting through the County Commission

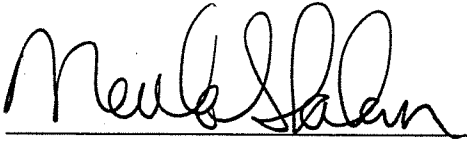
By:  Accepted Date: 1-25-2021
Mark Shahan
Presiding Commissioner

By: 
Sandra J. Collop, County Clerk

Continued on page 200.

ATTEST:


County Clerk


Presiding Commissioner, Mark Shahan

ADAIR COUNTY COMMISSION MINUTES MONDAY, JANUARY 25, 2021

Continued from page 199.

Adair County Commission
Soft Match Credit Submittal - Bridge 2040010
January 12, 2021
Page 3

SCOPE OF SERVICES

For the compensation listed below, Howe Company will perform the following professional services. Services not detailed within the various tasks below are specifically excluded from the scope of HoweCo's work and HoweCo assumes no responsibility to perform any services not specifically listed. Any services which are described below but are not authorized by Adair County are also specifically excluded from the scope of work to be performed by Howe Company, LLC.

TASK A
BASIC SERVICES LUMP SUM - \$30,000

- Utilize survey data, hydraulics, and girder sizes developed in BEAP 20TAP-26 report.
- Develop basic roadway and structure plans.
- Prepare and submit (with all required documentation) the following environmental permit applications:
 - o Army Corp of Engineers 404 permit
 - o Department of Natural Resources 401 permit
 - o Department of Conservation Heritage Review
 - o Consult with U.S. Fish and Wildlife (if necessary)
 - o Floodplain Development Permit (if necessary)
- Perform Asbestos Inspection and issue a report on findings.
- Lead Testing-Obtain paint sample, submit and pay fee to laboratory for testing (if necessary).
- Meet with Adair County to review the preliminary design.
- Make minor revisions to the plans based on comments from the review meeting.
- Prepare diary for field recordation of staff and equipment time.
- Make site visits during the following construction activities to document conformance with the plans. Estimated at 6-8 visits.
- Coordinate a final inspection with MoDOT
- Assemble the Request for Credit Submittal using costs and material documents supplied by Adair County and deliver to MoDOT.

NOTE: TASK A is authorized at the same time as subsequent tasks because all subsequent tasks build on the work completed in TASK A.

Adair County Commission
Soft Match Credit Submittal - Bridge 2040010
January 12, 2021
Page 4

TASK B
UTILITY NOTIFICATION & RELOCATION COORDINATION LUMP SUM - \$4000

- Send plans and transmittal letter to utilities which respond to Missouri One Call or have named facilities on site.
- Coordinate relocation and prepare relocation agreements if necessary, and circulate for signature.

TASK C
PREPARATION OF RIGHT OF WAY PLANS & EASEMENT DOCUMENTS LUMP SUM - \$4000

- Prepare a right of way plan, easement documents and donation letters suitable for use in acquiring right of way for the project.

TASK D
LANDOWNER OUTREACH LUMP SUM - \$5000

- Mail easement documents to landowners.
- Follow up with phone calls and meetings on site if necessary, joined by County Commissioners.
- Coordinate signatures by landowners and recording of documents.

TASK E
BIDDING SERVICES FOR MATERIALS LUMP SUM - \$3000

- Prepare list of materials and specifications for needed materials.
- Send Ad to newspaper.
- Send Ad to material supplier.
- Assist with bid opening and award.

TASK F
CONSTRUCTION STAKING SERVICES TRIP CHARGE - \$1000/TRIP

- Provide construction staking as requested by County staff.

Adair County Commission
Soft Match Credit Submittal - Bridge 2040010
January 12, 2021
Page 5

AUTHORIZATION OF SERVICES by ADAIR COUNTY

TASK A
BASIC SERVICES LUMP SUM - \$30,000

Authorized By: Mark Shahan 2-5-2021
Signature Date

TASK B
UTILITY NOTIFICATION & RELOCATION COORDINATION LUMP SUM - \$4000

Authorized By: _____
Signature Date

TASK C
PREPARATION OF RIGHT OF WAY PLANS & EASEMENT DOCUMENTS LUMP SUM - \$4000

Authorized By: _____
Signature Date

TASK D
LANDOWNER OUTREACH LUMP SUM - \$5000

Authorized By: _____
Signature Date

TASK E
BIDDING SERVICES FOR MATERIALS LUMP SUM - \$3000


Authorized By: _____
Signature Date

TASK F
CONSTRUCTION STAKING SERVICES TRIP CHARGE - \$1000/TRIP

Authorized By: Mark Shahan 1-25-2021
Signature Date

Agreed to By: Adair County Commission
Mark Shahan Mark Thompson Don King
Mark Shahan Mark Thompson Don King

Attested By: Sandra J. Collop Date: 1-25-21
Sandra J. Collop, Adair County Clerk



Civil & Structural Engineers
www.howecompany.com 21123405

January 12, 2021

Adair County Commission
106 W. Washington
Kirksville, MO 63501

Re: Soft Match Credit Submittal for Bridge 0940015 0730001
Agreement for Professional Services ASH

Dear Commissioners,

Thank you for considering Howe Company (HoweCo) to provide professional services related to obtaining soft match credit for the bridge referenced above that will be built by the county, hereafter called the "Project". A detailed description of our proposed services on the project is provided in the attached Services Summary.

Our compensation for completing the services listed in the Services Summary and Additional Services will be the lump sum fee for authorized services and includes the cost of non-billable expenses for mileage, copy charges, hotels, and meals. Other expenses such as newspaper advertisements, permit application fees, and other expenses not listed as included, are considered extra and will be billed, if encountered, in addition to the lump sum fee.

You will be invoiced monthly, based on the project progress that has occurred. All invoices are due and payable on receipt and will be considered past due if payment is not received within 21 days. Once project invoices are past due, an interest charge will accrue to your account as on the project until satisfactory arrangements are made to settle the account.

We expect to begin our services promptly, after receipt of your acceptance of this proposal, and complete our work with all due diligence and in a timely manner. If there are projected delays, for any reason, we will notify you immediately. Adair County agrees to provide all necessary information for the performance of our services within a reasonable time after it is requested and that HoweCo will be given timely access to the project site, as necessary, to complete the proposed professional services.

304 E Patton Street • Macon, Missouri 63551 • Phone: 646-395 HOWE (4693) • Fax: 646-395-4694

Continued on page 201.

ATTEST: Sandra Collop
County Clerk

Mark Shahan
Presiding Commissioner, Mark Shahan

ADAIR COUNTY COMMISSION MINUTES

MONDAY, JANUARY 25, 2021

Continued from page 200.

Adair County Commission
Soft Match Credit Submittal - Bridge 0710017- 0730001 *ESH*
January 12, 2021
Page 2

The following individuals are designated as primary project representatives for Adair County and HoweCo. These individuals shall be the primary point of contact and shall receive all correspondence or notices.

Howe Company, LLC Shannon J. Howe, P.E., S.E. 804 E. Patton St Macon, Missouri 63552 Phone: 660-395-4693 Fax: 660-395-4694 E-mail: shannon@howecompany.com Cell Phone: 660-651-1582	Adair County Adair County Commission 106 W. Washington Kirksville, MO 63501 Phone: 660-675-2283 Fax: 660-663-8406 E-mail: mahahan@adaircountmo.com
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This letter agreement, along with the attached Basic Services Summary and Terms and Conditions, represent the entire understanding between us in respect to this project. The Terms and Conditions detail many provisions affecting this agreement, including terms which limit HoweCo's liability regarding the project. The Terms and Conditions should be read and understood before entering into this agreement. If these documents satisfactorily set forth your understanding of our agreement, please sign the enclosed copy of this letter agreement in the space provided below and return it to us.

We appreciate this opportunity to provide you this proposal for our services and look forward to working with you on this project. If questions should arise after you review this proposal, please call the number listed above.

Howe Company, LLC
By: *Shannon J. Howe*
Shannon J. Howe, P.E., S.E.

Agreement in Terms & Conditions
ADAIR COUNTY - Acting through the County Commission
By: *Mark Shahan*
Mark Shahan
Presiding Commissioner
By: *Sandra J. Collop*
Sandra J. Collop, County Clerk
Accepted Date: 1-25-2021

Adair County Commission
Soft Match Credit Submittal - Bridge 0710017- 0730001 *ESH*
January 12, 2021
Page 3

SCOPE OF SERVICES

For the compensation listed below, Howe Company will perform the following professional services. Services not detailed within the various tasks below are specifically excluded from the scope of HoweCo's work and HoweCo assumes no responsibility to perform any services not specifically listed. Any services which are described below but are not authorized by Adair County are also specifically excluded from the scope of work to be performed by Howe Company, LLC. *ESH*

TASK A
BASIC SERVICES LUMP SUM - \$28,000⁰²

- Utilize survey data, hydraulics, and girder sizes developed in BEAP 20TTAP-25 report.
- Develop basic roadway and structure plans.
- Prepare and submit (with all required documentation) the following environmental permit applications:
 - Army Corp of Engineers 404 permit
 - Department of Natural Resources 401 permit
 - Department of Conservation Heritage Review
 - Consult with U.S. Fish and Wildlife (if necessary)
 - Floodplain Development Permit (if necessary)
- Perform Asbestos Inspection and issue a report on findings.
- Lead Testing-Obtain paint sample, submit and pay fee to laboratory for testing (if necessary).
- Meet with Adair County to review the preliminary design.
- Make minor revisions to the plans based on comments from the review meeting.
- Prepare diary for field recreation of staff and equipment time.
- Make site visits during the following construction activities to document conformance with the plans. Estimated at 6-8 visits.
- Coordinate a final inspection with MoDOT
- Assemble the Request for Credit Submittal using costs and material documents supplied by Adair County and deliver to MoDOT.

NOTE: TASK A is authorized at the same time as subsequent tasks because all subsequent tasks build on the work completed in TASK A.

Adair County Commission
Soft Match Credit Submittal - Bridge 0710017- 0730001 *ESH*
January 12, 2021
Page 4

TASK B
UTILITY NOTIFICATION & RELOCATION COORDINATION LUMP SUM - \$4000

- Send plans and transmittal letter to utilities which respond to Missouri One Call or have named facilities on site.
- Coordinate relocations and prepare relocation agreements if necessary, and circulate for signature.

TASK C
PREPARATION OF RIGHT OF WAY PLANS & EASEMENT DOCUMENTS
LUMP SUM - \$4000

- Prepare a right of way plan, easement documents and duration letters suitable for use in acquiring right of way for the project.

TASK D
LANDOWNER OUTREACH LUMP SUM - \$5000

- Mail easement documents to landowners.
- Follow up with phone calls and meetings on site if necessary, joined by County Commissioners.
- Obtain signatures by landowners and recording of documents.

TASK E
BIDDING SERVICES FOR MATERIALS LUMP SUM - \$3000

- Prepare list of materials and specifications for needed materials.
- Send Ad to newspaper.
- Send Ad to material suppliers.
- Assist with bid opening and award.

TASK F
CONSTRUCTION STAKING SERVICES TRIP CHARGE - \$1000/TRIP

- Provide construction staking as requested by County staff.

Adair County Commission
Soft Match Credit Submittal - Bridge 0710017- 0730001 *ESH*
January 12, 2021
Page 5

AUTHORIZATION OF SERVICES by ADAIR COUNTY

TASK A
BASIC SERVICES LUMP SUM - \$28,000⁰²

Authorized By: *Mark Shahan* Signature Date: 1-25-2021

TASK B
UTILITY NOTIFICATION & RELOCATION COORDINATION LUMP SUM - \$4000

Authorized By: _____ Signature Date: _____

TASK C
PREPARATION OF RIGHT OF WAY PLANS & EASEMENT DOCUMENTS
LUMP SUM - \$4000

Authorized By: _____ Signature Date: _____

TASK D
LANDOWNER OUTREACH LUMP SUM - \$5000

Authorized By: _____ Signature Date: _____

TASK E
BIDDING SERVICES FOR MATERIALS LUMP SUM - \$3000

Authorized By: _____ Signature Date: _____

TASK F
CONSTRUCTION STAKING SERVICES TRIP CHARGE - \$1000/TRIP

Authorized By: *Mark Shahan* Signature Date: 1-25-2021

Agreed to by: Adair County Commission
Mark Shahan Mark Shahan
Bob Hoke Bob Hoke
Attested By: *Sandra J. Collop* Sandra J. Collop, Adair County Clerk Date: 1-25-21

ATTEST: *Sandra Collop*
County Clerk

Mark Shahan
Presiding Commissioner, Mark Shahan