

**ADAIR COUNTY COMMISSION MINUTES  
WEDNESDAY, OCTOBER 14, 2020  
5TH DAY OCTOBER REGULAR**

The Adair County Commission convened at 8:30 a.m. on October 14, 2020 in the Courthouse at Kirksville. All Commissioners were present.

At 11:00 a.m., the Commission met with Shannon Howe & Company and Adair County Road and Bridge Supervisor, JB Hamlin. They met to review and approve an agreement with Howe Company to provide professional services in the conjunction with the removal and replacement of Bridge NO. 3220011 on Cranberry Rd, Bridge NO. 3160004 on Titan Lan over the Burlington Northern Santa Fe Railroad (BNSF), and the Columbus Lane short span bridge adjacent to/under BNSF. Also present was Adair County Road and Bridge Supervisor, JB Hamlin.


The Commission reviewed the BNSF agreement with Mr. Howe, the engineer of the project. The agreement was signed by the Commission and Mr. Howe. Mr. Howe was awarded the bid to provide the professional services on August 26, 2020.

The Adair County Commission adjourned at 4:00 p.m. on October 14, 2020.

**Unscheduled Public Walk-Ins and other Non-Agenda Items for Wednesday, October 14, 2020:**

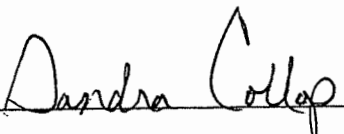
None

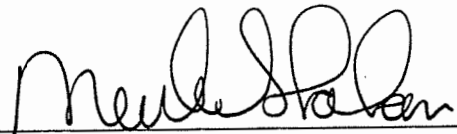
IN REF. ORDER NO 10 Agreement for Professional Services Regarding 3 Bridges at BNSF

 <b>Howe Company LLC</b>	Civil & Structural Engineers www.howecompany.com
October 14, 2020	
Mark Shahan, Presiding Commissioner Adair County 106 W. Washington St. Kirksville, MO 63501	
Re: 3 Bridges at BNSF Agreement for Professional Services	
Thank you for considering Howe Company (HoweCo) to provide professional services in conjunction with the removal and replacement of Bridge No. 3220011 on Cranberry Rd, Bridge No. 3160004 on Titan Lane, and the Columbus Lane short span bridge, hereafter called the "Project". A detailed description of our proposed services on the project is provided in the attached Basic Services Summary.	
Our compensation for completing the services listed in the Basic Services Summary will be a lump sum fee of \$375,000.00, which includes the cost of HoweCo vehicle mileage and internal copies. Reimbursable expenses (out-of-pocket expenses such as external copies and printing, delivery charges, filing fees, or application fees, etc.) are extra and will be invoiced at actual cost, plus ten percent (10%) to cover administrative overhead.	
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 at the rate of one-and-one-half percent (1½%) per month, and we will retain the right to cease work 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. You agree 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: 660-395-4694	

Continued on page 117.

ATTEST:


  
County Clerk

  
Presiding Commissioner, Mark Shahan

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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 Street Macon, Missouri 63552 Phone: 660-395-4693 Fax: 660-395-4694 E-mail: shannon@howecompany.com	Adair County Mark Shahan 106 W. Washington St. Kirksville, MO 63501 Phone: 660-665-2283 Fax: 660-665-8406 E-mail: mshahan@adaircome.com
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This letter agreement, along with the attached Basic Services Summary and Terms and Conditions (3 pages), 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. This proposal is open for 60 calendar days from the date on the cover page.

Mark Shahan, Presiding Commissioner  
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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 By: \_\_\_\_\_  
Shannon J. Howe, P.E., S.E. (Name & Title of Additional Contact)

Adair County Authorized Lump Sum Fee = \$375,000.00

By: Mark Shahan Accepted Date: 10-14-20  
Mark Shahan

Title: Presiding Commissioner

By: Bill King  
Bill King

Title: Associate Commissioner

By: Mark Thompson  
Mark Thompson

Title: Associate Commissioner

Attested By: Andra Collop  
signature

Attested By: SANDRA Collop  
printed name

Attested By: Adair County Clerk  
title

ATTEST:

Andra Collop

County Clerk

Mark Shahan

Presiding Commissioner, Mark Shahan