



**City of Leavenworth**  
**100 N. 5<sup>th</sup> Street**  
**Leavenworth, Kansas 66048**

**CITY COMMISSION STUDY SESSION & SPECIAL MEETING**  
**COMMISSION CHAMBERS**  
**TUESDAY, SEPTEMBER 21, 2021 7:00 P.M.**

**Welcome to your City Commission Study Session & Special Meeting - Please turn off or silence all cell phones during the meeting**  
*Meetings are televised everyday on Channel 2 at 7 p.m. and midnight and available for viewing on YouTube and Facebook Live*

**STUDY SESSION:**

1. Leavenworth County Port Authority (LCPA) Building Committee Presentation (pg. 2)

**SPECIAL MEETING:**

**Open Special Meeting:**

**Action:** Motion

2. Consider Three Party Agreement Between City, KDOT and Brungardt Honomichl & Company (BHC) for KDOT K-7 (4<sup>th</sup> Street) Improvements Project

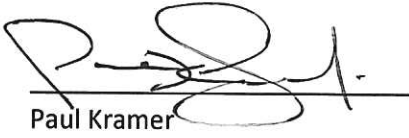
**Action:** Motion (pg. 10)

**Adjournment**

**Action:** Motion

**Policy Report**  
LCPA Building Committee presentation  
September 21, 2021

Prepared by:



Paul Kramer  
City Manager

**Issue:**

The Leavenworth County Port Authority (LCPA) Building Committee requested the opportunity to present at a City Commission study session on the topic of industrial building construction. According to the committee, the intent is to provide open guidance on options that can result in the construction of industrial buildings. The committee is presenting to all cities in the county.

The committee adds that, "each community and their available resources differ; for this reason the individual study sessions are designed to start the discussion for the creation of a mutually agreed upon plan of understanding that can be tailored to the unique circumstances of each community. At this stage of the planning process, all options are open for discussion."

No formal commitment will be requested at the study session, but the discussion will be used to by the committee in composing their recommendation to the LCPA Board for the construction of an industrial building somewhere in Leavenworth County.

# Community Study Session



## Study Options for Construction of Construction of Industrial Building



**LEAVENWORTH COUNTY**  
**PORT AUTHORITY**

**Prepared by Leavenworth County Port Authority  
Building Committee**

08/18/2021

**Introduction from the LCPA Building Committee:** In March 2021 the Leavenworth County Port Authority, Board of Directors appointed a Building Committee of five individuals to research and report back to the LCPA Board a plan of action to support the construction of industrial building/s somewhere within Leavenworth County. The purpose of this meeting is to seek your financial commitment to facilitate this assignment. This is a study session; therefore, no formal commitment can be obtained today. What is the next step, that will come later in agenda.

**AGENDA:**

1. Background and Brief Description of Operation
2. Brief Description of Options for Consideration
3. Financial Summary Page
4. Questions
5. What is the next step?

**Background and Brief Description of Operation:** Leavenworth County Port Authority (LCPA) is public body corporate and politic (quasi-governmental entity) that is governed by Kansas Statutes 12-3401--12-3433. The primary mission of LCPA is to promote, stimulate and develop the general welfare, economic development and prosperity of the state of Kansas by fostering the growth of intrastate and interstate commerce within the state; to promote the advancement and retention of ports within the state; to encourage and assist in the location of new business and industry in this state and the expansion, relocation or retention of existing business and industry when so doing will help maintain existing levels of commerce within the state or increase the movement of commodities, goods and products produced, manufactured or grown within or without the state through existing ports within the state or lead to the development of new ports within the state; and to promote the economic stability of the state by maintaining and providing employment opportunities, thus promoting the general welfare of the citizens of this state, by authorizing port authorities to be established in each city and in each county of the state. As economic development moved away from barge/rail importance, the organization adapted itself to serve additional economic development needs of the community.

LCPA initiated operations in 1969 with a board of five members who are appointed jointly by the Board of County Commissioners and the Leavenworth City Commission and serve four-year terms. In March 2020 the Board of County Commissioners and City of Leavenworth amended and restated the Leavenworth County Port Authority Agreement and established a Board of seven members. Two representatives for the County of Leavenworth, two representatives for the City of Leavenworth, one representative each for the Cities of Basehor, Lansing, and Tonganoxie. The Board meets monthly. Annually a budget is submitted to the Board of County Commissioners (BOCC) for their consideration. Other revenue comes from the development and sale of real estate, primarily from the two industrial parks owned by LCPA—The Gary Carlson Park in Leavenworth and Urban Hess Business Park in Tonganoxie.

LCPA, by mutual agreement, utilizes and financially supports the staffing of a separate 501(c)(6) public/private organization commonly known as the Leavenworth County Development Corporation (LCDC) to facilitate day to day operations and marketing activities. LCDC's primary mission is to coordinate and facilitate the retention, expansion and attraction of primary businesses. The organization was originally established in 1981 by a group of business

leaders who understood the importance of diversifying the local tax base and having an organization in place that could assist in the development of stronger economic opportunities. Together, LCPA and LCDC work on projects to provide a seamless economic development portfolio to those interested in doing business in Leavenworth County.

K.S.A. 12-3406(b)(1) Establishes the LCPA may borrow money from private financial institutions, any agency of the state of Kansas or of the United States of America or a private person or entity approved by the port authority, and to issue therefor such notes or other evidence of indebtedness as may be required and to mortgage, pledge, or otherwise encumber the assets of the authority as security therefor.

Legal services for LCPA are provided by Timothy Girard, attorney with Woner, Reeder & Girard P.A. located at 5611 SW Barrington CT S, Topeka, KS 66614. Accounting is provided by Mary R. Scott CPA, LLC located at 411 N 4<sup>th</sup> St, Leavenworth, KS 66048.

LCPA is annually funded by the BOCC. LCPA requests funding from the BOCC on an annual basis. Funding is from mill levy proceeds.

**Brief Description of Options for Consideration** Because the assimilation of details at this point remains in the research phase, all options are open for consideration. However, after careful consideration the Building Committee has two primary options for your consideration. The 50,000 square foot building option is the preference of the Committee.

Building Size in sf	10,000	50,000
Land needed	3 acres	5 acres
Cost to Construct/sf	103.81	100.61
Project cost/sf	116.88	104.97
Total Project costs	1,168,780	5,030,696
Utilities	to the site	to the site
Road Access	to the site	to the site
Zoning	Industrial	Industrial
Jobs	10	100
Median Salary	59,597	59,597
Median Home Value	151,900	151,900



Actual appearance of buildings will vary



Community Study Session Worksheet  
 Leavenworth County Port Authority Building Committee

Summary Page of Options for Construction Phase of Industrial Building

7/28/2021

**10,000 sf building**

Land=3 acres

Investment

- Land provided free & clear-valued \$130,680
- Cash Investment to Construct Building-\$103,076

Return of:	Best Case	Probable	Worst Case
Cash Investment	103,076	103,076	-
Land Costs	130,680	30,000	-
Sale Proceeds	116,878	-	-
	350,634	133,076	-

**50,000 sf building**

Land=5 acres

Investment

- Land provided free & clear-valued \$217,800
- Cash Investment to Construct Building-\$831,899

Return of:	Best Case	Probable	Worst Case
Cash Investment	831,899	831,899	-
Land Costs	217,800	75,000	-
Sale Proceeds	524,850	-	-
	1,574,549	906,899	-

Annual Budget Impacts

Annual cash flow to budget before incentives (Bldg RE taxes, sales tax from payroll, residential RE taxes, etc.)

	Annually	10 yr, PV, 3%	40 yr, PV,3%
Tonganoxie	18,471	157,561.38	426,953
Lansing	16,858	143,802.16	389,669
Basehor	13,564	115,703.67	313,529
Leavenworth	13,590	115,925.46	314,130
ROI	85.30%		

Annual Budget Impacts

Annual cash flow to budget before incentives (Bldg RE taxes, sales tax from payroll, residential RE taxes, etc.)

	Annually	10 yr, PV, 3%	40 yr, PV,3%
Tonganoxie	111,894	954,479	2,586,404
Lansing	101,655	867,138	2,349,732
Leavenworth	84,427	720,179	1,951,511
Basehor	81,416	694,495	1,881,912
ROI	85.30%		

Disclaimer: All numbers illustrated on this page are estimates. Actual numbers will vary. There is risk with this type of investment that may result in no return of invested dollars

**What is the next step?**

Based on the results of the community study sessions and the compilation of supporting information the building committee will make a recommendation to the LCPA Board in late 2021. If approved by the LCPA Board, the goal will be to work closely with the community selected to construct an industrial building. Initial steps will be for LCPA to initiate pre-construction preparation details to support the construction of the building selected.

Once the details have been compiled, the building committee will officially re-approach you for formal approval of cash needed for the project. Your staff and any appointed members will be in the information channel from the start of the pre-construction preparation. Once funds are provided, loan will be initiated, and construction can begin.

**Questions:**

All questions are welcome and encouraged.

**Thank you for your service to your community and your consideration on the issue.**

**Leavenworth County Port Authority  
Building Committee**

The LCPA Building Committee is asking you to communicate your willingness to participate in the construction of an industrial building. You may complete the following or provide any other means of your choosing to communicate your willingness and return your response to the LCPA Building Committee by September 30, 2021:

Community: \_\_\_\_\_

Option/s we want to financially pursue:  10,000 sf building  
 50,000 sf building  
 Other: \_\_\_\_\_  
 None

Fiscal Year to Provide Cash: \_\_\_\_\_

Suggested building site: \_\_\_\_\_  
\_\_\_\_\_

Community will provide land free & clear  Yes  
 No

Contact information for the building committee is:

Leavenworth County Port Authority  
Building Committee  
Dan Gutshall, Chairperson  
1294 Eisenhower Road  
Leavenworth, KS 66048  
[dang@thecnb.bank](mailto:dang@thecnb.bank)  
direct dial 913-250-3624



8/16/2021					
<b>Leavenworth County Port Authority Spec Building Scoring Model</b>					
		<b>Weighting Points</b>		<b>% Weight</b>	
<b>1 Is there Private Sector Investment?</b>					
Yes		15		15%	
No		0			
<b>2 Is the project location shovel ready?</b>					
Yes		10		10%	
No		0			
<b>3 Is the land already owned by the LCPA or a municipality?</b>					
Yes		8		8%	
No		0			
<b>4 Is the property zoned industrial?</b>					
Yes		8		8%	
No		0			
<b>5 Does the site currently have road access?</b>					
Yes		12		12%	
No		0			
<b>6 Is the City where the property is located contributing cash?</b>					
Yes - 10%+		12		12%	
Yes - Less than 10%		8			
Yes - Less than 5%		4			
No		0			
<b>7 Is the County contributing cash?</b>					
Yes		5		5%	
No		0			
<b>8 What level of Property Tax Abatement is available? (assume 10 years)</b>					
100%		9		9%	
75%		6			
50%		3			
0%		0			
<b>9 What level of Land Contribution is available?</b>					
100% Discount		5		5%	
50% Discount		2.5			
0% Discount		0			
<b>10 After all of the municipal contributions of land, tax abatement and cash are calculated what is the estimated project cost per square foot? (This calculation needs to be annually adjusted for inflation)</b>					
\$80 per sq ft or less		6		6%	
\$81- \$89 per sq ft		4			
\$90 per sq ft		2			
\$100 per sq ft		0			
				90	Above Average
				75	Average
				Below 75	Below Average
	<b>Total Score</b>				
Example of #11 Calculation					
50,000 square foot building @ \$100 per sq ft. = \$5,000,000					
Land Value \$250,000					
Cash Contribution \$250,000					
Total Project Cost= \$4,500,000 or \$90 per square ft.					

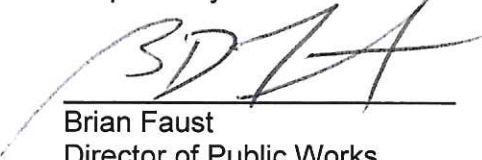
POLICY REPORT PWD NO. 2021-32

CONSIDER AUTHORIZING THE CREATION OF A THREE PARTY  
AGREEMENT BETWEEN THE CITY, KDOT AND BRUNGARDT HONOMICHL & COMPANY FOR  
IMPROVEMENTS ON 4th STREET  
FROM CHOCTAW STREET TO SENECA STREET  
KDOT PROJECT NO. 73-52 KA-5990-01  
CITY PROJECT NO. 2020-939

September 21, 2021

Prepared by:

Reviewed by:

  
Brian Faust  
Director of Public Works

  
Paul Kramer  
City Manager

**ISSUE:**

Consider authorizing City Staff to work with Brungardt Honomichl & Company (BHC) and KDOT on a three (3) party agreement for the 4th Street Improvements (US-73 from Choctaw to Seneca). This project is part of the City Connecting Link Improvement Program (CCLIP).

**BACKGROUND:**

In March of 2019, the City submitted CCLIP applications to KDOT for two (2) projects along 4th Street. The first project was from Choctaw to Delaware and the second was from Delaware to Seneca.

KDOT notified the City in July of 2020 that our project between Choctaw and Delaware was selected. The second project, between Delaware and Seneca was not. The CCLIP is a cost share program with KDOT covering 85% of eligible costs while the City's share is 15%. The maximum KDOT contribution will be \$1,000,000. Costs that are not eligible are acquisition of rights-of-way (ROW) and utility relocations. At this time, we do not envision additional ROW being required.

While not selected, the City requested that the second project (Delaware to Seneca) be included in the overall project limits. KDOT agreed and the City and KDOT previously signed Agreement No. 142-21 that includes the updated project limits.

With KDOT's participation in the project, there are a number of different steps along with additional paperwork that is required before a project can begin. Many of these items are above and beyond what is required if the project was funded using only city funds.

**POLICY:**

The City generally uses the Qualifications Base Selections process to select engineers for project design. The City posted a Request for Qualifications for design consultants and received five (5) submittals:

- BHC (Brungardt Honomichl & Company)
- MHS (McAfee Henderson Solutions, Inc.)
- JEO Consulting Group
- Affinis Corporation
- Wilson & Company

The review committee consisted of the following:

- Paul Kramer, City Manager
- Julie Hurley, Director of Planning & Community Development
- Brian Faust, Director of Public Works
- Michael Stephan, Project Manager
- Jacquelyn Porter, City Planner

The five (5) submittals were evaluated following established KDOT procedures and the top two (2) firms were interviewed. Based on the final ranking, BHC was identified as the top firm.

City staff has worked with BHC to negotiate a detailed project scope of services along with an estimated engineering fee for the work. This information has been provided to KDOT and they are in agreement with the estimate and hours.

**RECOMMENDATION:**

Staff recommends that the City Commission authorize staff to work with KDOT and BHC to create a three (3) party agreement for Preliminary Engineering (PE) for the improvements to US-73 from Choctaw Street to Seneca Street. Once the PE Agreement is developed, it will be brought back to the Commission for review and approval. Based on the Estimate of Preliminary Engineering Fees, the design cost will be \$325,331.54.

**ATTACHMENTS:**

Special Attachment No. 8 – Estimate of Preliminary Engineering Fee  
Project Scope with Hours

## ESTIMATE OF PRELIMINARY ENGINEERING FEE

<b>PROJECT NUMBER:</b>	<b>COUNTY/CITY:</b> City of Leavenworth
<b>LOCATION:</b>	US 73 from Choctaw to Seneca
<b>WORK ITEM:</b>	<b>DATE:</b> 9/14/2021

1. DIRECT PAYROLL				
POSITION/TITLE	RATE	ESTIMATED HOURS	AMOUNT	TOTAL
Principal	56.00	112.00	6,272.00	
Project Manager	51.80	452.00	23,413.60	
Sr. Project Engineer	45.80	140.00	6,412.00	
Design Engineer	30.10	140.00	4,214.00	
Sr. Engineering Technician	37.90	600.00	22,740.00	
Survey Manager	50.00	30.00	1,500.00	
Survey Technician	27.00	270.00	7,290.00	
Utility Supervisor	38.00	50.00	1,900.00	
SUBTOTAL LINE 1		1,794.00		73,741.60
<b>2. SALARY RELATED AND GENERAL OVERHEAD ( 198.64 )</b>				146,480.31
<b>3. SUBTOTAL (LINES 1 &amp; 2)</b>				220,221.91
<b>4. NET FEE</b>			11.00	24,224.41
<b>5. DIRECT EXPENSES (TRAVEL, MATERIAL, SUB-CONSULTANT, ETC.) (BE DETAILED)</b>				
ITEM	RATE	DAYS, MILES OTHER	AMOUNT	
RDG Planning & Design (see attached)	22,537.13	1.00	22,537.13	
Terracon (see attached)	7,701.29	1.00	7,701.29	
EchoGPR (no overhead rates)	7,500.00	1.00	7,500.00	
Utility Potholing (TBD)	13,725.00	1.00	13,725.00	
Sewer Inspection (TBD)	18,000.00	1.00	18,000.00	
Traffic Counts (TBD)	4,200.00	1.00	4,200.00	
Mileage	0.56	2,780.00	1,556.80	
Reproduction, Equipment Usage Charges, etc.	5,665.00	1.00	5,665.00	
SUBTOTAL LINE 5				80,885.22
<b>TOTAL (LINES 3, 4 &amp; 5)</b>				325,331.54

Task No. Task		Labor (Hours) / Rate								Labor Hours	
		Public Works						Surveying			
		Prin. Prog. Man. Gorton / Sherfy	Project Manager David Smalling	Sr. Project Eng. Katie Bushong	Design Eng. Collin Schmidt	Utility Supervisor Lauren Marcucci	Sr. Eng. Tech. Craig Drummond	Survey Manager	Survey Tech.		
<b>4th Street (Choctaw Street to Seneca Street)</b> Leavenworth, KS Prepared By: BHC (September 2021)											
<b>1.</b>	<b>Assess KDOT's Road Diet Acceptance</b>										
A.	Prepare Road Diet narrative and examples citing known ADT's along 4th Street (K-7). Traffic counts will not be conducted as part of this task.	2	8					2		12	
B.	Discussion with KDOT officials regarding the reduction of 4 lanes to 3 lanes on 4th Street (K-7). A Road Diet Study is not anticipated or scoped.	4	4							8	
<b>Task 1 Subtotal</b>		<b>6</b>	<b>12</b>					<b>2</b>		<b>20</b>	
<b>2.</b>	<b>Data Collection</b>										
A.	Attend a pre-design meeting to establish the City's design criteria for the project.		4					4		8	
B.	Develop design criteria for the project and prepare a design memorandum that is to be submitted to the City.		6	3						9	
C.	Prior to Survey, contact utility companies to notify them of the project's limits, scope of work, and schedule, verify the project's contact, and solicit for mapping or any planned upgrades. Call in utility locates for Surveyors.		8		2	20				30	
D.	Seek information from business / building owners regarding lower level construction (i.e. coal chutes or vaults) that may reside under the sidewalk or road.		2						2	4	
E.	Camera Inspection of Storm Sewer (up to 20 locations) will be performed by BHC to verify the integrity of existing arch pipe.										
	Field Data Collection.			22	16					38	
	Download Field Data and Analysis.				10					10	
	Recommendations via email with photos and video transfer.				8					8	
F.	Geotechnical Corings will be performed by Terracon to determine existing pavement thickness and subgrade conditions. Up to eight (8) corings are scoped. A pavement / subgrade section recommendation will be provided using subgrade conditions and traffic and truck data. BHC will coordinate with Terracon.		4					2		6	
G.	Ground Penetrating Radar (GPR) will be performed by Echo GPR Services to determine the presence, location, and approximate depth of utilities. BHC will coordinate with Echo GPR Services.		4					2		6	
H.	Vacuum Excavation will be performed by Kantex to determine depths of existing utilities. Up to eight (8) potholes are scoped. BHC will coordinate with Kantex.		4					2		6	
I.	Dye Testing will be performed by TREKK or A-1 Sewer & Septic to determine the sanitary discharge location. Up to twenty (20) tests for businesses along the corridor are scoped. BHC will coordinate with TREKK or A-1 Sewer & Septic.		4							4	
<b>Task 2 Subtotal</b>		<b>36</b>	<b>25</b>	<b>36</b>	<b>20</b>	<b>10</b>	<b>2</b>			<b>129</b>	
<b>3.</b>	<b>Surveys and Basemapping</b>										
A.	Perform field surveys utilizing a SX-10 Scanner (for safety concerns) to obtain sufficient detail for the project design. The survey will extend 250' south of Choctaw, 250' north of Seneca, 100' down side streets and 50' down the alleys. "Surveyors on Road" signs will be placed before and after the work areas. The surveyor shall also notify all property owners along the project (typically with door knob hangers) of the topographic survey prior to any work being done. Right-of-way will be established based on survey information including found monuments, plats, previous surveys, and road records. If there is an area of uncertainty that would require more extensive research the client will be advised. Agreement on direction will be required. Right-of-way does not establish side boundaries of the existing parcels. O&E's will not be obtained as it is not anticipated that takings will be necessary.		2						16	102	120
B.	Compile and process survey data to create a base map and Digital Terrain Model (DTM).		2					4	10	152	168
<b>Task 3 Subtotal</b>		<b>4</b>						<b>4</b>	<b>26</b>	<b>254</b>	<b>288</b>
<b>4.</b>	<b>Traffic Study of 4th Street Intersections (Choctaw, Cherokee, Delaware, Shawnee, Seneca)</b>										
A.	Data Collection. Traffic & Pedestrian Counts with Video will be conducted by Gewalt Hamilton Associates (GHA). One (1) intersection, likely Delaware, will be a 24-Hour Count. The other four (4) intersections will be AM (2-Hour) and PM (2-Hour) Counts. BHC will coordinate with GHA.		4								4
B.	Capacity Analysis using Synchro traffic software.										
	Identify existing signal timings and calibrate analysis software.	3	6								9
	Scenario 1: Existing 4-lane conditions with Existing Timings.	1	4								5
	Scenario 2: Proposed 3-lane conditions with Adjust Timings / Coordinated Signals. This scenario would also evaluate adding a traffic signal at Choctaw Street.	1	10								11
	Summarize Analysis.	1	6								7
C.	Crash Data Analysis.	1	3								4
D.	Traffic Study Report.										
	Traffic study development.	4	16								20
	Figures / Tables / Final Exhibits.							4			4
	Findings and recommendations.	4	6								10
	Meet with City.	4	4								8
	Incorporate comments and complete study.	1	4								5
<b>Task 4 Subtotal</b>		<b>20</b>	<b>63</b>					<b>4</b>			<b>87</b>

Task No.	Task	Labor (Hours) / Rate								Labor Hours
		Public Works						Surveying		
		Prin. Prog. Man. Gorton / Sherfy	Project Manager David Smalling	Sr. Project Eng. Katie Bushong	Design Eng. Collin Schmidt	Utility Supervisor Lauren Marucci	Sr. Eng. Tech. Craig Drummond	Survey Manager	Survey Tech.	
<b>4th Street (Choctaw Street to Seneca Street)</b> Leavenworth, KS Prepared By: BHC (September 2021)										
<b>5.</b>	<b>Field Check Plans</b>									
A.	Prepare the following field check plan sheets.									
	Title Sheet.		2					2		4
	General Notes and Legend.		2					4		6
	Quantities per KDOT standards with itemized quantity tables.		24	5				16		45
	General Layout and Survey Data Sheet.		1					8		9
	Typical Sections.		4					8		12
	Roadway Plan & Profiles.		16					60		76
	Intersection Details. ADA Sidewalk Ramp design and ADA Building Entrances (up to 4) if necessary.		12					60		72
	Driveway / Alley Plan & Profiles. A profile for each driveway and alley will be provided from the saw cut to the tie-in point of the driveway / alley.		2					8		10
	Roadway Details.		2					4		6
	Storm Sewer Profiles & Details.		4	42	12			4		62
	Streetscaping. Concept study by RDG. BHC will coordinate with RDG. <i>(see additional detail in attached scope summary)</i>		2					8		10
	Erosion Control Plan & Details.		1	1	4			2		8
	Street Lighting and Photometric Plan. Replace existing street light poles/mast arms with pedestal light poles similar to those on Delaware. Adjustments to junction boxes, control centers, conduit, or distribution cable are not assumed to be part of the scope.		2		8			8		18
	Traffic Signal Design at Choctaw (new), Cherokee, Delaware, and Shawnee. Replace existing pedestal traffic signal poles with similar pedestal poles. ADA crosswalk requirements will be met.	32	4					24		60
	Pavement Marking and Signing Plan & Details.		2					8		10
	Construction Phasing Plan.		4					16		20
	Traffic Control Details.		2					4		6
	Drainage Area Map and Calculations. A 10-year storm event and 25-year storm event only at sump locations will be analyzed using KC Metro APWA guidelines.		1	10	8			4		23
	Cross Sections. Cross sections will provided every 25 feet. Cross sections at intersections will not be provided.		4		12			32		48
B.	Submit three (3) half-size sets (11"x17") and one (1) full-size set (22"x34") of field check plans to the City for review and comment. In addition, submit field check plans to KDOT in PDF format and the City in PDF format and as a Bluebeam session.		1					6		7
C.	Prepare a cost estimate.		16					4		20
D.	Meet with City and KDOT staff and perform a field check of the site to compare the plans with the actual field conditions.	4	4							8
E.	Field Check Plans status meeting with the City and KDOT. The consultant shall prepare and submit meeting minutes to the City and KDOT within two days following the meeting.		6					2		8
F.	Revise the field check plans as per City and KDOT plan review comments and field check comments.		4	5	4			16		29
G.	Submit a field check plan set to each utility company along with a list identifying potential conflicts. Also included in the submittal to the utility companies will be a notification indicating a tentative project letting date which has been established by the Project Manager.		4				4	2		10
H.	Notice of Intent (NOI) permit and documentation. The NOI consists of a Kansas Historical Society (KHS) and a Kansas Department of Wildlife, Parks and Tourism (KDWP) Endangered Species documentation.		2		8					10
I.	Public Engagement.									
	Meet with Commission (up to 2 meetings) regarding reducing road diet, historic features, and construction timeline. These meetings will be held in early Field Check plan development and toward the end of Field Check plan development. A SimTraffic model will be created to help illustrate the current traffic movements in the existing and proposed conditions.	8	12					2		22
	Meet with Downtown Group (up to 2 meetings) regarding reducing road diet, historic features, proposed roadway / sidewalk design, and construction timeline. These meetings will be held in early Field Check plan development and toward the end of Field Check plan development. A SimTraffic model will be created to help illustrate the current traffic movements in the existing and proposed conditions.	8	12					2		22
J.	Conduct a utility coordination meeting. Prepare an agenda and contact utilities one day prior as a reminder.		6		2	6		1		15
K.	Provide Quality Assurance and Quality Control which includes a Plan Set Review prior to Submittal.	2	4							6
<b>Task 5 Subtotal</b>		<b>54</b>	<b>162</b>	<b>63</b>	<b>58</b>	<b>10</b>	<b>315</b>			<b>662</b>

Task No.	Task	Labor (Hours) / Rate								Labor Hours
		Public Works						Surveying		
		Prin. Prog. Man. Gorton / Sherfy	Project Manager David Smalling	Sr. Project Eng. Kate Bushong	Design Eng. Collin Schmidt	Utility Supervisor Lauren Maurucci	Sr. Eng. Tech. Craig Drummond	Survey Manager	Survey Tech.	
<b>4th Street (Choctaw Street to Seneca Street)</b> Leavenworth, KS Prepared By: BHC (September 2021)										
<b>6.</b>	<b>Office Check Plans</b>									
A.	Prepare the following office check plan sheets.									
	Title Sheet.		1					1		2
	General Notes and Legend.		1					2		3
	Quantities per KDOT standards with itemized quantity tables.		12	3				8		23
	General Layout and Survey Data Sheet.		1					4		5
	Typical Sections.		2					4		6
	Roadway Plan & Profiles.		6					24		30
	Intersection Details. ADA Sidewalk Ramp design and ADA Building Entrances (up to 4) if necessary.		6					32		38
	Driveway / Alley Plan & Profiles. A profile for each driveway and alley will be provided from the saw cut to the tie-in point of the driveway / alley.		1					4		5
	Roadway Details.		1					2		3
	Storm Sewer Profiles & Details.		1	21	8			2		32
	Streetscaping. TBD after concept study.		1					4		5
	Erosion Control Plan & Details.		1	1	2			1		5
	Street Lighting and Photometric Plan. Replace existing street light poles/mast arms with pedestal light poles similar to those on Delaware. Adjustments to junction boxes, control centers, conduit, or distribution cable are not assumed to be part of the scope.		1		4			4		9
	Traffic Signal Design at Choctaw (new), Cherokee, Delaware, and Shawnee. Replace existing pedestal traffic signal poles with similar pedestal poles. ADA crosswalk requirements will be met.	16	2					12		30
	Pavement Marking and Signing Plan & Details.		2					4		6
	Construction Phasing Plan.		4					8		12
	Traffic Control Details.		1					2		3
	Drainage Area Map and Calculations. A 10-year storm event and 25-year storm event only at sump locations will be analyzed using KC Metro APWA guidelines.		1	5	4			2		12
	Cross Sections. Cross sections will be provided every 25 feet. Cross sections at intersections will not be provided.		2		8			16		26
B.	Submit three (3) half-size sets (11"x17") and one (1) full-size set (22"x34") of office check plans to the City for review and comment. In addition, submit office check plans to KDOT in PDF format and the City in PDF format and as a Bluebeam session.		1					4		5
C.	Prepare a cost estimate.		8					2		10
D.	Office Check Plans status meeting with the City and KDOT. The consultant shall prepare and submit meeting minutes to the City and KDOT within two days following the meeting.		6					2		8
E.	Revise the office check plans as per City and KDOT plan review comments and office check comments.		2	3	2			8		15
F.	Submit a office check plan set to each utility company along with a list identifying potential conflicts. Also included in the submittal to the utility companies will be a notification indicating a tentative project letting date which has been established by the Project Manager.		4				4	2		10
G.	Conduct a utility coordination meeting. Prepare an agenda and contact utilities one day prior as a reminder.		6		2		6	1		15
H.	Provide Quality Assurance and Quality Control which includes a Plan Set Review prior to Submittal.	2	4							6
	<b>Task 6 Subtotal</b>	<b>18</b>	<b>78</b>	<b>33</b>	<b>30</b>	<b>10</b>	<b>155</b>			<b>324</b>
<b>7.</b>	<b>Final Plans</b>									
A.	Prepare the following final plan sheets.									
	Title Sheet.		1					1		2
	General Notes and Legend.		1					1		2
	Quantities per KDOT standards with itemized quantity tables.		6	1				4		11
	General Layout and Survey Data Sheet.		1					2		3
	Typical Sections.		1					2		3
	Roadway Plan & Profiles.		4					16		20
	Intersection Details. ADA Sidewalk Ramp design and ADA Building Entrances (up to 4) if necessary.		4					16		20
	Driveway / Alley Plan & Profiles. A profile for each driveway and alley will be provided from the saw cut to the tie-in point of the driveway / alley.		1					2		3
	Roadway Details.		1					1		2
	Storm Sewer Profiles & Details.		1	10	4			1		16
	Streetscaping. TBD after concept study.		1					2		3
	Erosion Control Plan & Details.		1	1	1			1		4
	Street Lighting and Photometric Plan. Replace existing street light poles/mast arms with pedestal light poles similar to those on Delaware. Adjustments to junction boxes, control centers, conduit, or distribution cable are not assumed to be part of the scope.		1		2			2		5
	Traffic Signal Design at Choctaw (new), Cherokee, Delaware, and Shawnee. Replace existing pedestal traffic signal poles with similar pedestal poles. ADA crosswalk requirements will be met.	8	1					6		15

Task No. Task		Labor (Hours) / Rate								Labor Hours
		Public Works						Surveying		
		Prin. Prog. Man. Gorton / Sherly	Project Manager David Smalling	Sr. Project Eng. Katie Bushong	Design Eng. Collin Schmidt	Utility Supervisor Lauren Marcucci	Sr. Eng. Tech. Craig Drummond	Survey Manager	Survey Tech.	
4th Street (Choctaw Street to Seneca Street) Leavenworth, KS Prepared By: BHC (September 2021)										
	Pavement Marking and Signing Plan & Details.		2					2		4
	Construction Phasing Plan.		4					4		8
	Traffic Control Details.		1					1		2
	Drainage Area Map and Calculations. A 10-year storm event and 25-year storm event only at sump locations will be analyzed using KC Metro APWA guidelines.		1	3	2			1		7
	Cross Sections. Cross sections will provided every 25 feet. Cross sections at intersections will not be provided.		1		4			8		13
B.	Submit three (3) half-size sets (11"x17") and one (1) full-size set (22"x34') of final plans to the City for review and comment. In addition, submit final plans to KDOT in PDF format and the City in PDF format and as a Bluebeam session.		1					6		7
C.	Prepare a final cost estimate.		12					2		14
D.	Final Plans status meeting with the City and KDOT. The consultant shall prepare and submit meeting minutes to the City within two days following the meeting.		6					2		8
E.	Revise plans as per City and KDOT plan review comments.		4	3	2			12		21
F.	Once all comments have been addressed and the plans have been finalized, submit three (3) half-size sets (11"x17") and one (1) full-size set (22"x34') of final plans to the City. In addition, submit final plans to KDOT and the City in PDF format.		2	1	1			4		8
G.	Submit a final plan set to each utility company along with a list identifying potential conflicts. Also included in the submittal to the utility companies will be a notification indicating a tentative project letting date which has been established by the Project Manager.		4				4	2		10
H.	Conduct a utility coordination meeting. Prepare an agenda and contact utilities one day prior as a reminder.		6				6	1		13
I.	Provide Quality Assurance and Quality Control which includes a Plan Set Review prior to Submittal.	2	4							6
<b>Task 7 Subtotal</b>		<b>10</b>	<b>73</b>	<b>19</b>	<b>16</b>	<b>10</b>	<b>102</b>			<b>230</b>
<b>8. Bidding Services and Construction Administration</b>										
A.	Bidding Services. Attend the pre-bid conference, answer contractor questions during advertisement, prepare written addenda to the bidding documents, attend the bid opening, and evaluate the bids.		6							6
B.	Provide technical assistance during construction. Technical assistance includes but is not limited to answering questions during the bidding process and/or during construction, reviewing shop drawings and catalog cuts, attending a preconstruction meeting.		12							12
C.	Public Engagement. Meet with Downtown Group (1 meeting) to introduce contractor and schedule.	4	4							8
D.	As-Built Plans. Prepare plans from inspector's red lines. Proposed storm sewer structures will be surveyed and as-built conditions will be incorporated into the plan set.		2					8	2	16
<b>Task 8 Subtotal</b>		<b>4</b>	<b>24</b>					<b>8</b>	<b>2</b>	<b>16</b>
<b>Project Total</b>		<b>112</b>	<b>452</b>	<b>140</b>	<b>140</b>	<b>50</b>	<b>600</b>	<b>30</b>	<b>270</b>	<b>1,794</b>

## Additional Services

The services provided for this project are limited to those listed in the Scope of Services. Any additional services will be performed at an hourly rate or a lump sum basis as agreed to prior to initiating the additional service. Additional services may include but are not limited to the following:

- Retaining Wall or Structural Design.
- Streetscaping by RDG beyond Field Check Plans (i.e. Office Check and Final Plans).
- Obtain ownership certification information from the title company to determine right-of-way lines, property lines, easement limits and ownership information.
- Prepare individual tract maps and legal descriptions of each taking for each tract on separate sheets.
- Provide field stakes at each property to delineate the temporary and permanent easements and the right-of-way.
- Platting or Rezoning.
- Right-of-Way Plans.
- Specifications or Special Provisions.
- Site Renderings.
- Meetings with City staff other than specifically indicated in the Scope of Services.
- Provide a two-person survey team to survey new utility locations (horizontal and vertical).
- Additional Permitting (i.e. KDOT, USACE 404, FEMA, NPDES).
- Storm Detention Design.
- Best Management Practices (BMP) Design.
- Stream Realignment Design.
- Prepare a Stormwater Pollution Prevention Plan (SWPPP).
- Utility Design.
- Waterline Design.
- Environmental Studies / Reports / Mitigation.
- Construction Staking.
- Inspection - Construction Observation & Documentation.
- Testing Services.