



## CONTRACTOR UTILIZATION PLAN/REQUEST FOR WAIVER

Project Number 80002523/9849

Project Title Turkey Creek Pump Station Rehabilitation

Water  
(Department Project)

Facilities  
Department

CDM Smith, Inc.

(Bidder/Proposer)

STATE OF Missouri )

COUNTY OF Jackson ) ss

I, Mark Griffin, of lawful age and upon my oath state as follows:

1. This Affidavit is made for the purpose of complying with the provisions of the MBE/WBE submittal requirements on the above project and the MBE/WBE Program and is given on behalf of the Bidder/Proposer listed below. It sets out the Bidder/Proposer's plan to utilize MBE and/or WBE contractors on the project.

2. The project target goals are 14 % MBE and 14 % WBE.

3. Bidder/Proposer assures that it will utilize a minimum of the following percentages of MBE/WBE participation in the above project:

BIDDER/PROPOSER PARTICIPATION: 14 % MBE 14 %  
WBE

POST-BID/POST-RFP ESTIMATED BUDGET: \$ 3,673,700.00

4. The following are the M/WBE subcontractors whose utilization Bidder/Proposer warrants will meet or exceed the above-listed Bidder/Proposer Participation. Bidder/Proposer warrants that it will utilize the M/WBE subcontractors to provide the goods/services described in the applicable Letter(s) of Intent to Subcontract, copies of which shall collectively be deemed incorporated herein). (*All firms must currently be certified by Kansas City, Missouri*)

Name of M/WBE Firm Custom Engineering, Inc. (MBE)

Address 12760 E Highway 40, Independence, MO 64055

Telephone No. 816-350-1473

I.R.S. No. 43-1031915



Name of M/WBE Firm Wellner Architects, Inc (WBE)  
Address 1627 Main Street, Suite 100, Kansas City, MO 64108  
Telephone No. 816-221-0017  
I.R.S. No. 43-1643517

Name of M/WBE Firm Environmental Advisors & Engineers, (EAE) Inc (WBE)  
Address 19211 W 64th Street, Shawnee, KS 66218  
Telephone No. 913-599-4328  
I.R.S. No. 43-1806626

Name of M/WBE Firm She Digs It (WBE)  
Address 600 SE Central Drive, Blue Springs, MO 64014  
Telephone No. 816-295-1100  
I.R.S. No. 45-5420688

Name of M/WBE Firm TREKK Design Group (WBE)  
Address 1411 E 104th Street, Kansas City, MO 64131  
Telephone No. 816-874-4644  
I.R.S. No. 43-19532375

Name of M/WBE Firm Parsons & Associates (MBE)  
Address 1780 Woodland Ave , Kansas City, MO 64108  
Telephone No. 816-216-6571  
I.R.S. No. 33-1169076

*(List additional M/WBEs, if any, on additional page and attach to this form)*

- 4 The following is a breakdown of the percentage of the total contract amount that Bidder/Proposer agrees to pay to each listed M/WBE:

**MBE/WBE BREAKDOWN SHEET**

**MBE FIRMS:**

Name of MBE Firm	Supplier/Broker/Contractor	Subcontract Amount*	Weighted Value**	% of Total Contract



Name of M/WBE Firm KMB Engineering, LLC (WBE)  
 Address 11412 W 114th Street, Overland Park, KS 66210  
 Telephone No. 913-707-0543  
 I.R.S. No. 87-4401810

Name of M/WBE Firm DuBois Consultants (MBE)  
 Address 7611 State Line Road, Suite 103, Kansas City, MO 64114  
 Telephone No. 816-363-4907  
 I.R.S. No. 43-1494206

Name of M/WBE Firm \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 I.R.S. No. \_\_\_\_\_

Name of M/WBE Firm \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 I.R.S. No. \_\_\_\_\_

Name of M/WBE Firm \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 I.R.S. No. \_\_\_\_\_

*(List additional M/WBEs, if any, on additional page and attach to this form)*

4. The following is a breakdown of the percentage of the total contract amount that Bidder/Proposer agrees to pay to each listed M/WBE:

### **MBE/WBE BREAKDOWN SHEET**

#### **MBE FIRMS:**

Name of MBE Firm	Supplier/Broker/Contractor	Subcontract Amount*	Weighted Value**	% of Total Contract
Custom Engineering, Inc		\$ 427,000 00	\$ 427,000 00	11 60
Parsons & Associates		\$ 22,075 00	\$ 22,075 00	0 60
DuBois Consultants		\$ 65,000 00	\$ 65,000 00	1 80



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<b>TOTAL MBE \$ / TOTAL MBE %:</b>	<b>\$ 514,075.00</b>	<b>14 00 %</b>
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**WBE FIRMS:**

Name of WBE Firm	Supplier/Broker/Contractor	Subcontract Amount*	Weighted Value**	% of Total Contract
She Digs It		\$ 80,000 00	\$ 80,000 00	2 20
Trekk Design Group, LLC		\$ 206,607 74	\$ 206,607 74	5 60
EAE, Inc.		\$ 83,043 00	\$ 83,043 00	2 30
KMB Engineering, LLC		\$ 46,000 00	\$ 46,000 00	1 30
Wellner Architects, Inc.		\$ 97,070 00	\$ 970,700 00	2 60
<b>TOTAL WBE \$ / TOTAL WBE %:</b>		<b>\$ 512,720 74</b>		<b>14 00 %</b>

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\*“Subcontract Amount” refers to the dollar amount that Bidder/Proposer has agreed to pay each M/WBE subcontractor as of the date of contracting and is indicated here solely for the purpose of calculating the percentage that this sum represents in proportion to the total contract amount. Any contract amendments and/or change orders changing the total contract amount may alter the amount due an M/WBE under their subcontract for purposes of meeting or exceeding the Bidder/Proposer participation.

\*\*\*“Weighted Value” means the portion of the subcontract amount that will be credited towards meeting the Bidder/Proposer participation. See CREO KC Forms and Instructions for allowable credit and special instructions for suppliers.

- Bidder/Proposer acknowledges that the monetary amount to be paid each listed M/WBE for their work, and which is approved herein, is an amount corresponding to the percentage of the total contract amount allocable to each listed M/WBE as calculated in the MBE/WBE Breakdown Sheet. Bidder/Proposer further acknowledges that this amount may be higher than the subcontract amount listed therein as change orders and/or amendments changing the total contract amount may correspondingly increase the amount of compensation due an M/WBE for purposes of meeting or exceeding the Bidder/Proposer participation



6. Bidder/Proposer acknowledges that it is responsible for considering the effect that any change orders and/or amendments changing the total contract amount may have on its ability to meet or exceed the Bidder/Proposer participation. Bidder/Proposer further acknowledges that it is responsible for submitting a Request for Modification or Substitution if it will be unable to meet or exceed the Bidder/Proposer participation set forth herein.
7. If Bidder/Proposer has not achieved both the M/WBE goal(s) set for this Project, Bidder/Proposer hereby requests a waiver of the MBE and/or WBE goal(s) that Bidder/Proposer has failed to achieve
8. Bidder/Proposer will present documentation of its good faith efforts, a narrative summary detailing its efforts and the reasons its efforts were unsuccessful when requested by the City.
9. I hereby certify that I am authorized to make this Affidavit on behalf of the Bidder/Proposer named below and who shall abide by the terms set forth herein:

Bidder/Proposer primary contact: Mark Griffin  
Address: 8080 Ward Parkway, Suite 100  
Kansas City, Missouri 64114  
Phone Number: 816-412-3160  
Facsimile number: \_\_\_\_\_  
E-mail Address: GriffinMW@CDMSmith.com

By: Mark Griffin  
Title: Mark Griffin  
Date: 6/23/25  
(Attach corporate seal if applicable)

Subscribed and sworn to before me this 23<sup>rd</sup> day of June, 2025.

My Commission Expires: 12/7/27 Danah L Bove  
Notary Public

PAMELA L. BOWE  
Notary Public-Notary Seal  
STATE OF MISSOURI  
Jackson County  
My Commission Expires Dec. 7, 2027  
Commission # 12410078







# LETTER OF INTENT TO SUBCONTRACT

Check one:	
Original LOI:	<input checked="checked" type="checkbox"/>
Updated LOI:	<input type="checkbox"/>

Project Name/Title Turkey Creek Pump Station Rehabilitation

Project Location/Number 80002523/9849

**PART I:** Prime Contractor CDM Smith, Inc agrees to enter into a contractual agreement with M/W/DBE Subcontractor DuBois Consultants who will provide the following goods/services in connection with the above-reference contract: [Insert a brief narrative describing goods/services to be provided Broad Categorizations (e g., "electrical," "plumbing," etc.) or the listing of NAICS Codes in which M/W/DBE Subcontractor is certified are insufficient and may result in denial of this Letter of Intent to Subcontract.]  
Structural Engineering assessment and report of Turkey Creek Pump Station

for an estimated amount of \$ 65,000.00 (or 18 % of the total estimated contract value.)

M/W/DBE Vendor type: ☒ Subcontractor/manufacturer (counts as 100% of contract value towards goals)  
☐ Supplier (counts as 60% of the total dollar amount paid or to be paid by a prime contractor for supplies or goods towards goals)  
☐ Broker (counts as 10% of the total dollar amount paid or to be paid by a prime contractor for supplies or goods towards goals)

M/W/DBE Subcontractor is, to the best of Prime Contractor's knowledge, currently certified with the City of Kansas City's Civil Rights & Equal Opportunity Department to perform in the capacities indicated herein. Prime Contractor agrees to utilize M/W/DBE Subcontractor in the capacities indicated herein, and M/W/DBE Subcontractor agrees to work on the above-referenced contract in the capacities indicated herein, contingent upon award of the contract to Prime Contractor

**PART 2:** This section is to be completed by the M/W/DBE subcontractor listed above. Please attach additional sheets as needed for more than one intended sub-tier contract. **IMPORTANT: Falsification of this document will result in denial and other remedies available under City Code.**

Select one. ☒ The M/W/DBE Subcontractor listed above **IS NOT** subcontracting any portions of the above-stated scope of work(s). (Continue to Part 3 )  
☐ The M/W/DBE Subcontractor listed above **IS** subcontracting certain portions of the above stated scope of work(s) to:

(1) Company name: \_\_\_\_\_

Full address: \_\_\_\_\_

Street number and name

City, State and Zip Code

Primary contact: \_\_\_\_\_

Name

Phone

a) This subcontractor is (select one): ☐ MBE ☐ WBE ☐ DBE ☐ N/A

i. If this subcontractor is an M/W/DBE certified with the City of Kansas City, Missouri, a separate Letter of Intent must be attached to this document.

ii. If this subcontractor is NOT a certified M/W/DBE certified with the City of Kansas City, Missouri, the firm must still be listed for reporting purposes but a Letter of Intent is not required.

b) Scope of work to be performed. \_\_\_\_\_

c) The dollar value of this agreement is \_\_\_\_\_



**PART 3:**

**NOTE: SIGNATURES AND NOTARIZATIONS REQUIRED FOR NEW LETTERS OF INTENT (LOI);  
SIGNATURES ONLY FOR UPDATED LOI (ADDING VALUE TO EXISTING CONTRACT).**

PRIME CONTRACTOR BUSINESS NAME: CDM Smith, Inc.

Mark Griffin  
Signature: Prime Contractor

Mark Griffin  
Print Name

Principal  
Title

6/23/25  
Date

State of Missouri )

County of Jackson )

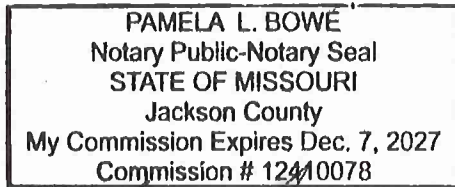
I, Pamela L Bowe, state that the above and foregoing is based on my best knowledge and belief.

Subscribed and sworn to before me, a notary public, on this 23<sup>rd</sup>  
day of June, 2025

My Commission Expires: 12/7/27

Pamela L Bowe  
Notary Public

STAMP:



MWDBE SUBCONTRACTOR BUSINESS NAME: DuBois Consultants

Cervente D. Sudduth  
Signature: Subcontractor

Cervente D. Sudduth  
Print Name

President  
Title

06-18-2025  
Date

State of Missouri )

County of Jackson )

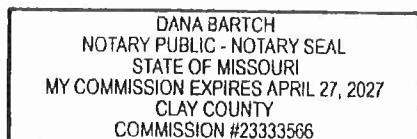
I, Cervente D. Sudduth, state that the above and foregoing is based on my best knowledge and belief.

Subscribed and sworn to before me, a notary public, on this 18th  
day of June, 2025

My Commission Expires: 04-27-2027

Dana Barch  
Notary Public

STAMP:







# LETTER OF INTENT TO SUBCONTRACT

Check one:

Original LOI: ☒

Updated LOI: ☐

Project Name/Title Turkey Creek Pump Station Rehabilitation

Project Location/Number 80002523/9849

**PART 1:** Prime Contractor CDM Smith, Inc agrees to enter into a contractual agreement with M/W/DBE Subcontractor Trekk Design Group, LLC. who will provide the following goods/services in connection with the above-reference contract: [Insert a brief narrative describing goods/services to be provided. Broad Categorizations (e.g., "electrical," "plumbing," etc.) or the listing of NAICS Codes in which M/W/DBE Subcontractor is certified are insufficient and may result in denial of this Letter of Intent to Subcontract.]  
Survey, BIM modeling support and Standards review, Lidar

for an estimated amount of \$ 206,607 74 (or 5 6 % of the total estimated contract value.)

M/WBE Vendor type: ☒ Subcontractor/manufacture (counts as 100% of contract value towards goals)  
☐ Supplier (counts as 60% of the total dollar amount paid or to be paid by a prime contractor for supplies or goods towards goals)  
☐ Broker (counts as 10% of the total dollar amount paid or to be paid by a prime contractor for supplies or goods towards goals)

M/W/DBE Subcontractor is, to the best of Prime Contractor's knowledge, currently certified with the City of Kansas City's Civil Rights & Equal Opportunity Department to perform in the capacities indicated herein. Prime Contractor agrees to utilize M/W/DBE Subcontractor in the capacities indicated herein, and M/W/DBE Subcontractor agrees to work on the above-referenced contract in the capacities indicated herein, contingent upon award of the contract to Prime Contractor.

**PART 2:** This section is to be completed by the M/W/DBE subcontractor listed above. Please attach additional sheets as needed for more than one intended sub-tier contract. **IMPORTANT: Falsification of this document will result in denial and other remedies available under City Code.**

Select one: ☒ The M/W/DBE Subcontractor listed above **IS NOT** subcontracting any portions of the above-stated scope of work(s). (Continue to Part 3.)  
☐ The M/W/DBE Subcontractor listed above **IS** subcontracting certain portions of the above stated scope of work(s) to:

(1) Company name: \_\_\_\_\_

Full address: \_\_\_\_\_

Street number and name

City, State and Zip Code

Primary contact: \_\_\_\_\_

Name

Phone

a) This subcontractor is (select one): ☐ MBE ☐ WBE ☐ DBE ☐ N/A

i: If this subcontractor is an M/W/DBE certified with the City of Kansas City, Missouri, a separate Letter of Intent must be attached to this document.

ii. If this subcontractor is NOT a certified M/W/DBE certified with the City of Kansas City, Missouri, the firm must still be listed for reporting purposes but a Letter of Intent is not required.

b) Scope of work to be performed: \_\_\_\_\_

c) The dollar value of this agreement is: \_\_\_\_\_

**PART 3:**

**NOTE: SIGNATURES AND NOTARIZATIONS REQUIRED FOR NEW LETTERS OF INTENT (LOI);  
SIGNATURES ONLY FOR UPDATED LOI (ADDING VALUE TO EXISTING CONTRACT).**

PRIME CONTRACTOR BUSINESS NAME: CDM Smith, Inc.

Mark Griffin  
Signature: Prime Contractor

Mark Griffin

Print Name

Principal

Title

Date

6/23/25

State of Missouri )

County of Jackson )

I, Pamela L. Bowe,  
and belief.

state that the above and foregoing is based on my best knowledge

Subscribed and sworn to before me, a notary public, on this 23<sup>rd</sup>  
day of June, 2025

My Commission Expires: 12/7/27

Pamela L. Bowe

Notary Public

STAMP:

PAMELA L. BOWE  
Notary Public-Notary Seal  
STATE OF MISSOURI  
Jackson County  
My Commission Expires Dec. 7, 2027  
Commission # 12410078

MWDBE SUBCONTRACTOR BUSINESS NAME: Trekk Design Group, LLC.

Travis Biddinger  
Signature: Subcontractor

Travis Biddinger

Print Name

Survey Manager  
Title

12/19/2025  
Date

State of Missouri )

County of Jackson )

I, Linda S. Dodson,  
and belief.

state that the above and foregoing is based on my best knowledge

Subscribed and sworn to before me, a notary public, on this 19<sup>th</sup>  
day of June, 2025

My Commission Expires: 6/30/2026

Linda S. Dodson

Notary Public

STAMP:

LINDA S DODSON  
Notary Public - Notary Seal  
Jackson County - State of Missouri  
Commission Number 14991560  
My Commission Expires Jun 30, 2026



# LETTER OF INTENT TO SUBCONTRACT

Check one:	
Original LOI:	<input checked="" type="checkbox"/>
Updated LOI:	<input type="checkbox"/>

Project Name/Title Turkey Creek Pump Station Rehabilitation

Project Location/Number 80002523/9849

**PART 1:** Prime Contractor CDM Smith, Inc. agrees to enter into a contractual agreement with M/W/DBE Subcontractor Custom Engineering, Inc. who will provide the following goods/services in connection with the above-reference contract: [Insert a brief narrative describing goods/services to be provided. Broad Categorizations (e.g., "electrical," "plumbing," etc.) or the listing of NAICS Codes in which M/W/DBE Subcontractor is certified are insufficient and may result in denial of this Letter of Intent to Subcontract.]  
Electrical Assessment and Electrical Design

for an estimated amount of \$ 427,000 (or 11.6 % of the total estimated contract value.)

M/W/DBE Vendor type: ☒ Subcontractor/manufacture (counts as 100% of contract value towards goals)  
☐ Supplier (counts as 60% of the total dollar amount paid or to be paid by a prime contractor for supplies or goods towards goals)  
☐ Broker (counts as 10% of the total dollar amount paid or to be paid by a prime contractor for supplies or goods towards goals)

M/W/DBE Subcontractor is, to the best of Prime Contractor's knowledge, currently certified with the City of Kansas City's Civil Rights & Equal Opportunity Department to perform in the capacities indicated herein. Prime Contractor agrees to utilize M/W/DBE Subcontractor in the capacities indicated herein, and M/W/DBE Subcontractor agrees to work on the above-referenced contract in the capacities indicated herein, contingent upon award of the contract to Prime Contractor.

**PART 2:** This section is to be completed by the M/W/DBE subcontractor listed above. Please attach additional sheets as needed for more than one intended sub-tier contract. **IMPORTANT: Falsification of this document will result in denial and other remedies available under City Code.**

Select one: ☒ The M/W/DBE Subcontractor listed above **IS NOT** subcontracting any portions of the above-stated scope of work(s). (Continue to Part 3.)  
☐ The M/W/DBE Subcontractor listed above **IS** subcontracting certain portions of the above stated scope of work(s) to:

(1) Company name: \_\_\_\_\_

Full address: \_\_\_\_\_

Street number and name

City, State and Zip Code

Primary contact: \_\_\_\_\_

Name

Phone

a) This subcontractor is (select one): ☐ MBE ☐ WBE ☐ DBE ☐ N/A

i: If this subcontractor is an M/W/DBE certified with the City of Kansas City, Missouri, a separate Letter of Intent must be attached to this document.

ii. If this subcontractor is NOT a certified M/W/DBE certified with the City of Kansas City, Missouri, the firm must still be listed for reporting purposes but a Letter of Intent is not required.

b) Scope of work to be performed: \_\_\_\_\_

c) The dollar value of this agreement is: \_\_\_\_\_

**PART 3:**

**NOTE: SIGNATURES AND NOTARIZATIONS REQUIRED FOR NEW LETTERS OF INTENT (LOI);  
SIGNATURES ONLY FOR UPDATED LOI (ADDING VALUE TO EXISTING CONTRACT).**

PRIME CONTRACTOR BUSINESS NAME: CDM Smith, Inc.

Mark Griffin  
Signature: Prime Contractor  
Principal  
Title

Mark Griffin

Print Name

Date

6/23/25

State of Missouri )

County of Jackson )

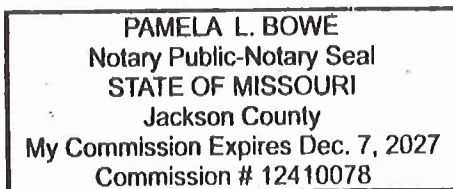
I, Pamela L. Bowe, state that the above and foregoing is based on my best knowledge and belief.

Subscribed and sworn to before me, a notary public, on this 23<sup>rd</sup>  
day of June, 2025

My Commission Expires: 12/7/27

Pamela L. Bowe  
Notary Public

STAMP:



MWDBE SUBCONTRACTOR BUSINESS NAME: Custom Engineering, Inc.

Joseph T. Davis  
Signature: Subcontractor  
CEO  
Title

Joseph T. Davis

Print Name

06/18/2025

Date

State of MO )

County of Jackson )

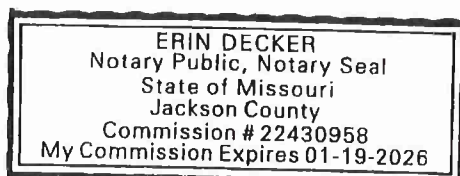
I, Joseph T. Davis, state that the above and foregoing is based on my best knowledge and belief.

Subscribed and sworn to before me, a notary public, on this 18<sup>th</sup>  
day of June, 2025

My Commission Expires: 1-19-26

Erin Decker  
Notary Public

STAMP:





# LETTER OF INTENT TO SUBCONTRACT

Project Name/Title Turkey Creek Pump Station Rehabilitation

Project Location/Number 80002523/9849

Check one:

Original LOI: ☒

Updated LOI: ☐

**PART I:** Prime Contractor CDM Smith, Inc agrees to enter into a contractual agreement with M/W/DBE Subcontractor KMB Engineering, LLC who will provide the following goods/services in connection with the above-reference contract [Insert a brief narrative describing goods/services to be provided. Broad Categorizations (e.g. "electrical," "plumbing," etc.) or the listing of NAICS Codes in which M/W/DBE Subcontractor is certified are insufficient and may result in denial of this Letter of Intent to Subcontract.]  
SCADA instrumentation and Controls Design

for an estimated amount of \$ 46,000 (or 128 % of the total estimated contract value.)

M/WBE Vendor type: ☒ Subcontractor/manufacturer (counts as 100% of contract value towards goals)  
☐ Supplier (counts as 60% of the total dollar amount paid or to be paid by a prime contractor for supplies or goods towards goals)  
☐ Broker (counts as 10% of the total dollar amount paid or to be paid by a prime contractor for supplies or goods towards goals)

M/W/DBE Subcontractor is, to the best of Prime Contractor's knowledge, currently certified with the City of Kansas City's Civil Rights & Equal Opportunity Department to perform in the capacities indicated herein. Prime Contractor agrees to utilize M/W/DBE Subcontractor in the capacities indicated herein, and M/W/DBE Subcontractor agrees to work on the above-referenced contract in the capacities indicated herein, contingent upon award of the contract to Prime Contractor.

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(1) Company name: \_\_\_\_\_

Full address: \_\_\_\_\_

Street number and name

City, State and Zip Code

Primary contact \_\_\_\_\_

Name

Phone

a) This subcontractor is (select one): ☐ MBE ☐ WBE ☐ DBE ☐ N/A

i. If this subcontractor is an M/W/DBE certified with the City of Kansas City, Missouri, a separate Letter of Intent must be attached to this document.

ii. If this subcontractor is NOT a certified M/W/DBE certified with the City of Kansas City, Missouri, the firm must still be listed for reporting purposes but a Letter of Intent is not required.

b) Scope of work to be performed: \_\_\_\_\_

c) The dollar value of this agreement is: \_\_\_\_\_

**PART 3:**

**NOTE: SIGNATURES AND NOTARIZATIONS REQUIRED FOR NEW LETTERS OF INTENT (LOI);  
SIGNATURES ONLY FOR UPDATED LOI (ADDING VALUE TO EXISTING CONTRACT).**

PRIME CONTRACTOR BUSINESS NAME: CDM Smith, Inc.

Mark Griffin  
Signature: Prime Contractor

Principal

Title

Mark Griffijn

Print Name

Date

3/3/25

State of Missouri )

County of Jackson )

I, Mark Griffin,  
and belief.

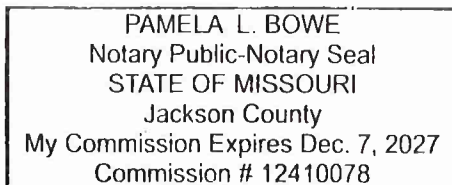
state that the above and foregoing is based on my best knowledge

Subscribed and sworn to before me, a notary public, on this 3rd  
day of Mar, 2025

My Commission Expires: 12/7/2027

Pamela L. Bowe  
Notary Public

STAMP:



MWDBE SUBCONTRACTOR BUSINESS NAME: KBM Engineering, LLC

Kathleen M Buechler  
Signature: Subcontractor

Principal

Title

Kathleen M Buechler

Print Name

Date

3/3/25

State of Kansas )

County of Johnson )

I, Kathleen M Buechler,  
and belief.

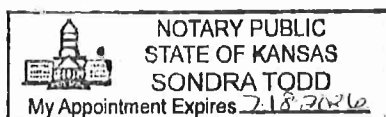
state that the above and foregoing is based on my best knowledge

Subscribed and sworn to before me, a notary public, on this  
3rd day of March, 2025

My Commission Expires: 7.18.2026

Sandra Todd  
Notary Public

STAMP:





# LETTER OF INTENT TO SUBCONTRACT

Check one:

Original LOI: ☒

Updated LOI: ☐

Project Name/Title Turkey Creek Pump Station Rehabilitation

Project Location/Number 80002523/9849

**PART I:** Prime Contractor CDM Smith, Inc agrees to enter into a contractual agreement with M/W/DBE Subcontractor She Digs It who will provide the following goods/services in connection with the above-reference contract: [Insert a brief narrative describing goods/services to be provided Broad Categorizations (e.g , "electrical," "plumbing," etc ) or the listing of NAICS Codes in which M/W/DBE Subcontractor is certified are insufficient and may result in denial of this Letter of Intent to Subcontract ]

Excavations for utility locates

for an estimated amount of \$ 80,000 (or 2.22 % of the total estimated contract value.)

M/WBE Vendor type ☒ Subcontractor/manufacture (counts as 100% of contract value towards goals)  
☐ Supplier (counts as 60% of the total dollar amount paid or to be paid by a prime contractor for supplies or goods towards goals)  
☐ Broker (counts as 10% of the total dollar amount paid or to be paid by a prime contractor for supplies or goods towards goals)

M/W/DBE Subcontractor is, to the best of Prime Contractor's knowledge, currently certified with the City of Kansas City's Civil Rights & Equal Opportunity Department to perform in the capacities indicated herein Prime Contractor agrees to utilize M/W/DBE Subcontractor in the capacities indicated herein, and M/W/DBE Subcontractor agrees to work on the above-referenced contract in the capacities indicated herein, contingent upon award of the contract to Prime Contractor.

**PART 2:** This section is to be completed by the M/W/DBE subcontractor listed above Please attach additional sheets as needed for more than one intended sub-tier contract. **IMPORTANT: Falsification of this document will result in denial and other remedies available under City Code.**

Select one ☒ The M/W/DBE Subcontractor listed above **IS NOT** subcontracting any portions of the above-stated scope of work(s) (Continue to Part 3.)  
☐ The M/W/DBE Subcontractor listed above **IS** subcontracting certain portions of the above stated scope of work(s) to.

(1) Company name: \_\_\_\_\_

Full address. \_\_\_\_\_

Street number and name

City, State and Zip Code

Primary contact: \_\_\_\_\_

Name

Phone

a) This subcontractor is (select one): ☐ MBE ☐ WBE ☐ DBE ☐ N/A

i: If this subcontractor is an M/W/DBE certified with the City of Kansas City, Missouri, a separate Letter of Intent must be attached to this document

ii. If this subcontractor is NOT a certified M/W/DBE certified with the City of Kansas City, Missouri, the firm must still be listed for reporting purposes but a Letter of Intent is not required.

b) Scope of work to be performed: \_\_\_\_\_

c) The dollar value of this agreement is: \_\_\_\_\_





**PART 3:**

**NOTE: SIGNATURES AND NOTARIZATIONS REQUIRED FOR NEW LETTERS OF INTENT (LOI);  
SIGNATURES ONLY FOR UPDATED LOI (ADDING VALUE TO EXISTING CONTRACT).**

PRIME CONTRACTOR BUSINESS NAME: CDM Smith, Inc.

Mark Griffin  
Signature: Prime Contractor

Principal  
Title

Mark Griffin

Print Name

3/3/25  
Date

State of Missouri )

County of Jackson )

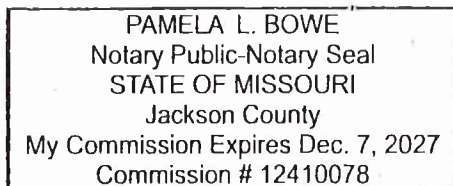
I, Mark Griffin, state that the above and foregoing is based on my best knowledge and belief.

Subscribed and sworn to before me, a notary public, on this 3<sup>rd</sup>  
day of Mar, 20 25

My Commission Expires: 12/7/2027

Pamela L. Bowe  
Notary Public

STAMP:



MWDBE SUBCONTRACTOR BUSINESS NAME: She Digs It

Cheryl G. GASTNER  
Signature: Subcontractor

OPERATING MANAGER  
Title

Cheryl G. GASTNER

Print Name

2/27/25  
Date

State of MO )

County of Jackson )

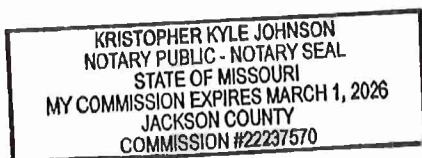
I, Kris Johnson, state that the above and foregoing is based on my best knowledge and belief.

Subscribed and sworn to before me, a notary public, on this 27<sup>th</sup>  
day of February, 20 25

My Commission Expires: 03/01/2026

Kristopher Kyle Johnson  
Notary Public

STAMP:







# LETTER OF INTENT TO SUBCONTRACT

Check one:

Original LOI: ☒

Updated LOI: ☐

Project Name/Title Turkey Creek Pump Station Rehabilitation

Project Location/Number 80002523/9849

**PART I:** Prime Contractor CDM Smith, Inc agrees to enter into a contractual agreement with M/W/DBE Subcontractor Parsons & Associates who will provide the following goods/services in connection with the above-reference contract: [Insert a brief narrative describing goods/services to be provided. Broad Categorizations (e.g., "electrical," "plumbing," etc ) or the listing of NAICS Codes in which M/W/DBE Subcontractor is certified are insufficient and may result in denial of this Letter of Intent to Subcontract.]  
Communications and community engagement consulting services

for an estimated amount of \$ 22,075 (or 0.61 % of the total estimated contract value.)

M/WBE Vendor type: ☒ Subcontractor/manufacturer (counts as 100% of contract value towards goals)  
☐ Supplier (counts as 60% of the total dollar amount paid or to be paid by a prime contractor for supplies or goods towards goals)  
☐ Broker (counts as 10% of the total dollar amount paid or to be paid by a prime contractor for supplies or goods towards goals)

M/W/DBE Subcontractor is, to the best of Prime Contractor's knowledge, currently certified with the City of Kansas City's Civil Rights & Equal Opportunity Department to perform in the capacities indicated herein. Prime Contractor agrees to utilize M/W/DBE Subcontractor in the capacities indicated herein, and M/W/DBE Subcontractor agrees to work on the above-referenced contract in the capacities indicated herein, contingent upon award of the contract to Prime Contractor.

**PART 2:** This section is to be completed by the M/W/DBE subcontractor listed above. Please attach additional sheets as needed for more than one intended sub-tier contract. **IMPORTANT: Falsification of this document will result in denial and other remedies available under City Code.**

Select one: ☒ The M/W/DBE Subcontractor listed above **IS NOT** subcontracting any portions of the above-stated scope of work(s). (Continue to Part 3.)  
☐ The M/W/DBE Subcontractor listed above **IS** subcontracting certain portions of the above stated scope of work(s) to

(1) Company name: \_\_\_\_\_

Full address: \_\_\_\_\_

Street number and name

City, State and Zip Code

Primary contact: \_\_\_\_\_

Name

Phone

a) This subcontractor is (select one) ☐ MBE ☐ WBE ☐ DBE ☐ N/A

i: If this subcontractor is an M/W/DBE certified with the City of Kansas City, Missouri, a separate Letter of Intent must be attached to this document.

ii. If this subcontractor is NOT a certified M/W/DBE certified with the City of Kansas City, Missouri, the firm must still be listed for reporting purposes but a Letter of Intent is not required.

b) Scope of work to be performed: \_\_\_\_\_

c) The dollar value of this agreement is: \_\_\_\_\_



**PART 3:**

**NOTE: SIGNATURES AND NOTARIZATIONS REQUIRED FOR NEW LETTERS OF INTENT (LOI);  
SIGNATURES ONLY FOR UPDATED LOI (ADDING VALUE TO EXISTING CONTRACT).**

PRIME CONTRACTOR BUSINESS NAME: CDM Smith, Inc.

Mark Griffin  
Signature: Prime Contractor  
Principal  
Title

Mark Griffin

Print Name

Date

3/3/25

State of Missouri )  
County of Jackson )

I, Mark Griffin,  
and belief.

state that the above and foregoing is based on my best knowledge

Subscribed and sworn to before me, a notary public, on this 3rd  
day of Mar, 20 25

My Commission Expires: 12/7/2027

Pamela L. Bowe  
Notary Public

STAMP:

PAMELA L. BOWE  
Notary Public-Notary Seal  
STATE OF MISSOURI  
Jackson County  
My Commission Expires Dec. 7, 2027  
Commission # 12410078

MWDBE SUBCONTRACTOR BUSINESS NAME: Parsons & Associates

Robert "Jason" Parson  
Signature: Subcontractor  
President & CEO  
Title

Robert "Jason" Parson

Print Name

3 March 25

Date

State of Missouri )

County of Jackson )

I, Erin Buek,  
and belief.

state that the above and foregoing is based on my best knowledge

Subscribed and sworn to before me, a notary public, on this  
day of March, 20 25

My Commission Expires: May 12, 2028

Erin Buek  
Notary Public

STAMP:

ERIN BUEK  
Notary Public - Notary Seal  
Jackson County - State of Missouri  
Commission Number 24835663  
My Commission Expires May 12, 2028



# LETTER OF INTENT TO SUBCONTRACT

Check one:

Original LOI: ☒

Updated LOI: ☐

Project Name/Title Turkey Creek Pump Station Rehabilitation

Project Location/Number 80002523/9849

**PART I:** Prime Contractor CDM Smith, Inc agrees to enter into a contractual agreement with M/W/DBE Subcontractor Environmental Advisors & Engineers, Inc who will provide the following goods/services in connection with the above-reference contract: [Insert a brief narrative describing goods/services to be provided Broad Categorizations (e.g., "electrical," "plumbing," etc.) or the listing of NAICS Codes in which M/W/DBE Subcontractor is certified are insufficient and may result in denial of this Letter of Intent to Subcontract ]

Permitting, Architectural, consulting services

for an estimated amount of \$ 83,043 (or 2.31 % of the total estimated contract value )

M/WBE Vendor type: ☒ Subcontractor/manufacture (counts as 100% of contract value towards goals)  
☐ Supplier (counts as 60% of the total dollar amount paid or to be paid by a prime contractor for supplies or goods towards goals)  
☐ Broker (counts as 10% of the total dollar amount paid or to be paid by a prime contractor for supplies or goods towards goals)

M/W/DBE Subcontractor is, to the best of Prime Contractor's knowledge, currently certified with the City of Kansas City's Civil Rights & Equal Opportunity Department to perform in the capacities indicated herein. Prime Contractor agrees to utilize M/W/DBE Subcontractor in the capacities indicated herein, and M/W/DBE Subcontractor agrees to work on the above-referenced contract in the capacities indicated herein, contingent upon award of the contract to Prime Contractor

**PART 2:** This section is to be completed by the M/W/DBE subcontractor listed above. Please attach additional sheets as needed for more than one intended sub-tier contract. **IMPORTANT: Falsification of this document will result in denial and other remedies available under City Code.**

Select one: ☒ The M/W/DBE Subcontractor listed above **IS NOT** subcontracting any portions of the above-stated scope of work(s). (Continue to Part 3.)  
☐ The M/W/DBE Subcontractor listed above **IS** subcontracting certain portions of the above stated scope of work(s) to

(1) Company name: \_\_\_\_\_

Full address \_\_\_\_\_

Street number and name

City, State and Zip Code

Primary contact: \_\_\_\_\_

Name

Phone

a) This subcontractor is (select one): ☐ MBE ☐ WBE ☐ DBE ☐ N/A

i: If this subcontractor is an M/W/DBE certified with the City of Kansas City, Missouri, a separate Letter of Intent must be attached to this document.

ii. If this subcontractor is NOT a certified M/W/DBE certified with the City of Kansas City, Missouri, the firm must still be listed for reporting purposes but a Letter of Intent is not required.

b) Scope of work to be performed: \_\_\_\_\_

c) The dollar value of this agreement is: \_\_\_\_\_



**PART 3:**

**NOTE: SIGNATURES AND NOTARIZATIONS REQUIRED FOR NEW LETTERS OF INTENT (LOI);  
SIGNATURES ONLY FOR UPDATED LOI (ADDING VALUE TO EXISTING CONTRACT).**

PRIME CONTRACTOR BUSINESS NAME: CDM Smith, Inc.

Mark Griffin  
Signature: Prime Contractor

Principal  
Title

Mark Griffin  
Print Name

3/3/25  
Date

State of Missouri )

County of Jackson )

I, Mark Griffin,  
and belief.

state that the above and foregoing is based on my best knowledge

Subscribed and sworn to before me, a notary public, on this 3rd  
day of Mar, 20 25

My Commission Expires: 12/7/2027

Pamela L. Bowe  
Notary Public

STAMP:

PAMELA L. BOWE  
Notary Public-Notary Seal  
STATE OF MISSOURI  
Jackson County  
My Commission Expires Dec. 7, 2027  
Commission # 12410078

MWDBE SUBCONTRACTOR BUSINESS NAME: Environmental Advisors & Engineers, Inc.

Jill R. Biersma  
Signature: Subcontractor

President  
Title

Jill R. Biersma  
Print Name

2/27/2025  
Date

State of Missouri )

County of Clay )

I, Jill R. Biersma,  
and belief.

state that the above and foregoing is based on my best knowledge

Subscribed and sworn to before me, a notary public, on this 27th  
day of Feb, 20 25

My Commission Expires: November 17, 2028

STF  
Notary Public

STAMP:

SAMANTHA FLOYD  
NOTARY PUBLIC - NOTARY SEAL  
STATE OF MISSOURI  
MY COMMISSION EXPIRES NOVEMBER 17, 2028  
CLAY COUNTY  
COMMISSION #12331055



# LETTER OF INTENT TO SUBCONTRACT

Check one:

Original LOI: ☒

Updated LOI: ☐

Project Name/Title Turkey Creek Pump Station Rehabilitation

Project Location/Number 80002523/9849

**PART I:** Prime Contractor CDM Smith, Inc. agrees to enter into a contractual agreement with M/W/DBE Subcontractor Wellner Architects, Inc who will provide the following goods/services in connection with the above-reference contract: [Insert a brief narrative describing goods/services to be provided. Broad Categorizations (e.g., "electrical," "plumbing," etc.) or the listing of NAICS Codes in which M/W/DBE Subcontractor is certified are insufficient and may result in denial of this Letter of Intent to Subcontract.]  
HVAC and Plumbing assessment and Design

for an estimated amount of \$ 97,070.00 (or 2.70 % of the total estimated contract value.)

M/WBE Vendor type: ☒ Subcontractor/manufacture (counts as 100% of contract value towards goals)  
☐ Supplier (counts as 60% of the total dollar amount paid or to be paid by a prime contractor for supplies or goods towards goals)  
☐ Broker (counts as 10% of the total dollar amount paid or to be paid by a prime contractor for supplies or goods towards goals)

M/W/DBE Subcontractor is, to the best of Prime Contractor's knowledge, currently certified with the City of Kansas City's Civil Rights & Equal Opportunity Department to perform in the capacities indicated herein. Prime Contractor agrees to utilize M/W/DBE Subcontractor in the capacities indicated herein, and M/W/DBE Subcontractor agrees to work on the above-referenced contract in the capacities indicated herein, contingent upon award of the contract to Prime Contractor.

**PART 2:** This section is to be completed by the M/W/DBE subcontractor listed above. Please attach additional sheets as needed for more than one intended sub-tier contract. **IMPORTANT: Falsification of this document will result in denial and other remedies available under City Code.**

Select one: ☒ The M/W/DBE Subcontractor listed above **IS NOT** subcontracting any portions of the above-stated scope of work(s). (Continue to Part 3.)  
☐ The M/W/DBE Subcontractor listed above **IS** subcontracting certain portions of the above stated scope of work(s) to:

(1) Company name: Wellner Architects + Engineers, Inc

Full address. 1627 Main St, STE 100, Kansas City, MO 64108

Primary contact: 

Street number and name	City, State and Zip Code
<u>Cory Wilson, PE - Principal</u>	<u>816 221 0019</u>
Name	Phone

a) This subcontractor is (select one): ☐ MBE ☒ WBE ☐ DBE ☐ N/A

i: If this subcontractor is an M/W/DBE certified with the City of Kansas City, Missouri, a separate Letter of Intent must be attached to this document.

ii If this subcontractor is NOT a certified M/W/DBE certified with the City of Kansas City, Missouri, the firm must still be listed for reporting purposes but a Letter of Intent is not required.

b) Scope of work to be performed: Mechanical Engineering

c) The dollar value of this agreement is: \$97,070

**PART 3:**

**NOTE: SIGNATURES AND NOTARIZATIONS REQUIRED FOR NEW LETTERS OF INTENT (LOI);  
SIGNATURES ONLY FOR UPDATED LOI (ADDING VALUE TO EXISTING CONTRACT).**

PRIME CONTRACTOR BUSINESS NAME: CDM Smith, Inc.

Mark Griffin  
Signature: Prime Contractor

Principal

Title

Mark Griffin

Print Name

3/3/25  
Date

State of Missouri )

County of Jackson )

I, Mark Griffin,  
and belief.

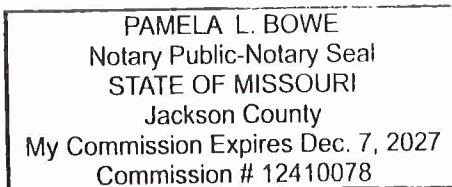
state that the above and foregoing is based on my best knowledge

Subscribed and sworn to before me, a notary public, on this 3<sup>rd</sup>  
day of Mar, 2025

My Commission Expires: 12/7/2027

Pamela L. Bowe  
Notary Public

STAMP:



MWDBE SUBCONTRACTOR BUSINESS NAME: Wellner Architects, Inc.

Cory Wilson  
Signature: Subcontractor

Principal

Title

Cory Wilson

Print Name

02/28/2025

Date

State of Missouri )

County of Jackson )

I, Emily Marsh,  
and belief.

state that the above and foregoing is based on my best knowledge

Subscribed and sworn to before me, a notary public, on this  
day of 28<sup>th</sup>, 2025

My Commission Expires: 11/11/28

Emily Marsh  
Notary Public

STAMP:

