

CONTRACTOR UTILIZATION PLAN/REQUEST FOR WAIVER

Project/Contract Number: 80002274

Project Title: Water Main Replacement in the Area of Grandview Road to Lees Summit Road, Gregory Boulevard to Longview Road

WMR in the Area of Grandview Road to Lees Summit Road, Gregory Blvd. to Longview Road
(Department Project)

Water Services
Department

Walter P. Moore and Associate, Inc.
(Bidder/Proposer)

STATE OF Missouri)
) ss
COUNTY OF Jackson)

I, Daniel L. Brown, 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 goals are 11 % MBE and 7 % WBE. Bidder/Proposer assures that it will utilize a minimum of the following percentages of MBE/WBE participation in the above project:

BIDDER/PROPOSER PARTICIPATION: 28 % MBE 8 % WBE

3. 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)*

- a. Name of M/WBE Firm Lovelace & Associates, LLC
Address 929 SE 3rd Street, Lee's Summit, MO 64063
Telephone No. (816) 347-9997
I.R.S. No. 48-1853091

- b. Name of M/WBE Firm Environmental Advisors and Engineers, Inc.
 Address 19211 W. 64th Terrace, Shawnee, KS 66218
 Telephone No. (913) 599-4326
 I.R.S. No. 43-1806626
- c. Name of M/WBE Firm _____
 Address _____
 Telephone No. _____
 I.R.S. No. _____
- d. Name of M/WBE Firm _____
 Address _____
 Telephone No. _____
 I.R.S. No. _____
- e. Name of M/WBE Firm _____
 Address _____
 Telephone No. _____
 I.R.S. No. _____
- f. 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
<u>Lovelace & Associates</u>	_____	<u>\$173,700.00</u>	_____	<u>28.70%</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL MBE \$ / TOTAL MBE %: \$173,700.00 28.70 %

WBE FIRMS:

Name of WBE Firm	Supplier/Broker/Contractor	Subcontract Amount*	Weighted Value**	% of Total Contract
EAE		<u>\$51,400.00</u>		<u>8.49%</u>

TOTAL WBE \$ / TOTAL WBE %: \$ 51,400.00 8.49%

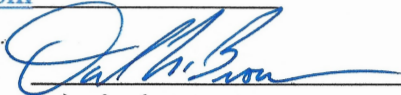
*“Subcontract Amount” refers to the dollar amount that Bidder/Proposer has agreed to pay each M/WBE subcontractor as of the date of contracting and is indicated here solely for the purpose of calculating the percentage that this sum represents in proportion to the total contract amount. Any contract 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 HRD Forms and Instructions for allowable credit and special instructions for suppliers.

5. 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

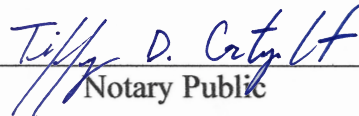
6. Bidder/Proposer acknowledges that it is responsible for considering the effect that any change orders and/or amendments changing the total contract amount may have on its ability to meet or exceed the Bidder/Proposer participation. Bidder/Proposer further acknowledges that it is responsible for submitting 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:

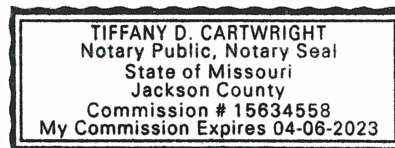
Bidder/Proposer primary contact: Daniel L. Brown, PE
 Address: 1100 Walnut Street, Suite 1825
Kansas City, Missouri 64106
 Phone Number: (816) 701-2100
 Facsimile number: (816) 701-2200
 E-mail Address: DLBrown@walterpmoore.com

By: 
 Title: Principal
 Date: July 12, 2021
 (Attach corporate seal if applicable)

Subscribed and sworn to before me this 12th day of July, 2021.

My Commission Expires: 04/06/2023


 Notary Public





LETTER OF INTENT TO SUBCONTRACT

Select one:

Original LOI:

Updated LOI:

Project Name/Title WMR in the Area of Grandview Rd to Lees Summit Rd, Gregory Blvd to Longview Rd

Project Location/Number 80002274

PART I: Prime Contractor Walter P. Moore and Associates, Inc. agrees to enter into a contractual agreement with M/W/DBE/Section 3 Subcontractor Lovelace & Associates, 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.]
Topographic and boundary surveying and preparation of legal documents for easements and right-of-way.

for an estimated amount of \$ 173,700 (or 28.70 % 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/Section 3 Subcontractor is, to the best of Prime Contractor's knowledge, currently certified with the City of Kansas City's Human Relations 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: Lovelace & Associates, LLC

Full address: 929 SE 3rd Street, Lee's Summit, MO 64063
Street number and name City, State and Zip Code

Primary contact: Jeff Lovelace, PLS (816) 347-9997
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: topographic and boundary surveying and legal document preparation for easements and right-of-way

c) The dollar value of this agreement is: \$173,700.00

PART 3: Please complete fields below, print, sign/notarize and submit.

**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: Walter P. Moore and Associates, Inc.

Daniel L. Brown
Signature: Prime Contractor
Principal
Title

Daniel L. Brown
Print Name
July 12, 2021
Date

State of Missouri)
County of Jackson)

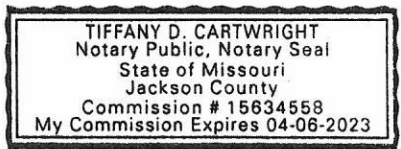
I, Daniel L. Brown, state that the above and foregoing is based on my best knowledge and belief.

Subscribed and sworn to before me, a notary public, on this 12th day of July, 20 21

My Commission Expires: 04/06/2023

Tiffany D. Cartwright
Notary Public

STAMP:



MWD BE SUBCONTRACTOR BUSINESS NAME: Lovelace & Associates, LLC

Jeff Lovelace
Signature: Subcontractor
Vice-President
Title

Jeff Lovelace
Print Name
7-15-2021
Date

State of Missouri)
County of Jackson)

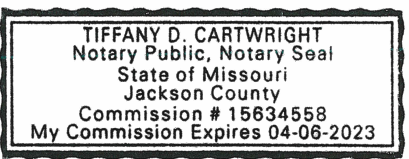
I, Jeff Lovelace, state that the above and foregoing is based on my best knowledge and belief.

Subscribed and sworn to before me, a notary public, on this 15th day of July, 20 21

My Commission Expires: 04-06-2023

Tiffany D. Cartwright
Notary Public

STAMP:





LETTER OF INTENT TO SUBCONTRACT

Select one:

Original LOI:

Updated LOI:

Project Name/Title WMR in the Area of Grandview Rd to Lees Summit Rd, Gregory Blvd to Longview Rd

Project Location/Number 80002274

PART I: Prime Contractor Walter P. Moore and Associates, Inc. agrees to enter into a contractual agreement with M/W/DBE/Section 3 Subcontractor Environmental Advisors and 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.]
 Assessment of possible Envision credits, preparation of a Stormwater Pollution Prevention Plan (SWPPP), and Utility Coordination.

for an estimated amount of \$ 51,400.00 (or 8.49 % 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/Section 3 Subcontractor is, to the best of Prime Contractor's knowledge, currently certified with the City of Kansas City's Human Relations 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: Environmental Advisors and Engineers, Inc.

Full address: 19211 W. 64th Terrace, Shawnee, KS 66218

Street number and name		City, State and Zip Code
<u>Jill R. Biesma, PE</u>		<u>(913) 599-4326</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: Envision / SWPPP / Utility Coordination
- c) The dollar value of this agreement is: \$51,400.00

PART 3: Please complete fields below, print, sign/notarize and submit.

**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: Walter P. Moore and Associates, Inc.

Daniel L. Brown
Signature: Prime Contractor
Principal
Title

Daniel L. Brown, PE
Print Name
July 12, 2021
Date

State of Missouri)
County of Jackson)

I, Daniel L. Brown, 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 12th day of July, 20 21

My Commission Expires: 04/06/2023

Tiffany D. Cartwright
Notary Public

STAMP:



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

Jill R. Biesma
Signature: Subcontractor
President
Title

Jill R. Biesma, PE
Print Name
07/14/2021
Date

State of Kansas)
County of Johnson)

I, Jill R. Biesma, 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 14th day of July, 20 21

My Commission Expires: 9-26-2021

Linda Lozano-Dickerson
Notary Public

STAMP:



TIMETABLE FOR MBE/WBE UTILIZATION

(This form should be submitted to the City after contract award.)

I, Daniel L. Brown, acting in my capacity as Principal and Managing Director
(Name) *(Position with Firm)*
of Walter P. Moore and Associates, Inc., with the submittal of this Timetable, certify that
(Name of Firm)
the following timetable for MBE/WBE utilization in the fulfillment of this contract is correct and true to the best of my knowledge.

ALLOTTED TIME FOR THE COMPLETION OF THIS CONTRACT

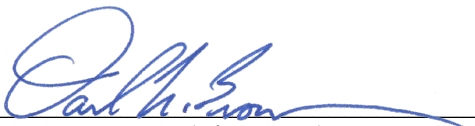
(Check one only)

15 days 75 days 135 days
30 days 90 days 150 days
45 days 105 days 165 days
60 days 120 days 180 days
Other 320 days (Specify)

Throughout Walter P Moore and EAE Beginning 1/3 Lovelace & Associates
Middle 1/3 _____ Final 1/3 _____
Beginning 1/3 58 % Middle 1/3 21 % Final 1/3 21 %

PLEASE NOTE: Any changes in this timetable require approval of the Human Relations Department in advance of the change.

If you have any questions regarding the completion of this form, please contact the Department of Human Relations at: (816) 513-1818.



(Signature)

Principal and Managing Director

(Position with Firm)

July 16, 2021

(Date)