



Project Number-81001071

SSP Sewer Improvements: 20th Street - Grand to McGee

CREO Document Upload:#1

Subject: CUP/LOI Document Upload | Contract WSD1817
Initiator: Driskell, Jamie
Date Created: 05.28.2026 12:29PM
Department: Water Services

Process Information

Document Type: CUP/LOI
Date Submitted: 05.28.2026
Date Received:
Contract Number: WSD1817
Prime Contractor: CM CONCRETE INC
Amount of Project: 1081106.00
%MBE 11
%WBE 11
%DBE

Special Instructions:

CREO - Division of Economic Equity & Inclusion

Contractor Utilization Plan Approval Form

Prepared J Driskell
by:

e-Builder users: Approval Form must be completed and attached in PDF format where indicated. CUP/LOIs must be attached where indicated, or as supporting documents.

Date: 5/28/26

Contract/Project Number: 1817/81001071	Project Name: Sewer Improvements: 20th street - Grand to McGee
Developer/Prime: CM Concrete INC	Contact Name: Francisco Chavez
Address: 16621 W 146th Ter, Olathe KS	Email: cmconcreteks@gmail.com

Full Contract Value: \$ 1,081,106.00

Funding: ☒ City ☐ State ☐ Federal ☐ CO-OP ☐ Grant: ☐ Other:
 Project Requirements: ☒ M/WBE ☐ DBE ☐ Section 3 ☐ N/A
 Tax Incentive: ☐ LCRA ☐ TIF ☐ PIEA ☒ N/A ☐ Other:
 Prevailing Wage: ☒ Yes ☐ No
 Davis-Bacon: ☐ Yes ☒ No

Construction Employment Program: ☒ Yes: Workforce goals are 10% Minority & 2% Women. There are over 800 Workforce hours and project cost is \$300,000 or more.
☐ NO: Workforce hours are less than 800 and project cost is less than \$300,000.

Contract Goals:	Contractor Utilization Plan Achievement:
Self-Perform: ____%	Self-Perform: ____%
MBE: <u>11</u> %	MBE: <u>11</u> %
WBE: <u>11</u> %	WBE: <u>12</u> %
Non-certified firms: ____%	Non-certified firms: ____%

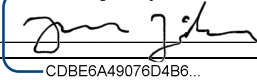
Contract Type (select one): ☒ Construction ☐ Design-Build ☐ Design Professional ☐ Professional Services
☐ General Services ☐ Facilities Maintenance/Repair/Renovation ☐ Concessions ☐ Co-operative
☐ Revenue Sharing ☐ Non-Municipal Agency ☐ Other Goods & Services ☐ Other _____

Project Manager: Kyle Tonjes
Additional Information:

Email: kltonjes@burnsmcd.com

This document is submitted with all available facts. Intentionally falsifying this document or omitting pertinent facts is grounds for disciplinary action pursuant to KCMO Human Resources Rules & Policy Manual (eff. August 4, 2014).

FOR CIVIL RIGHTS & EQUAL OPPORTUNITY DEPARTMENT (CREO) USE ONLY:			
The Contractor Utilization Plan is:			
☒ Approved		☐ Disapproved	
<u>11</u> % MBE	<u>12</u> % WBE	____ % DBE	
The Request for Good Faith Efforts Waiver is:			
☐ Approved		☐ Disapproved	
☐ Approved		☒ Not Applicable	
Appeal Sent to FICB or Incentive Agency? ☐ Yes ☐ No			

CREO Signature:  Date: 6/5/2026

Comments: CREO EEI CM approves this CUP at 11% MBE and 12% WBE.



Inter-Departmental Communication

Date: June 5, 2026

To: Councilman Kevin O'Neill; Chair; Transportation. Infrastructure & Operations Committee

From: Jaime Guillen; Director; Civil Rights & Equal Opportunity Department

Subject: CUP Summary – SSP Sewer Improvements: 20th street - Grand to McGee

CONTRACTOR: CM Concrete, Inc.
Address: 16621 W 146th Ter.
Olathe, KS 66062
Contract # WSD1817 / 81001071
Project Title: SSP Sewer Improvements: 20th street –
Grand to McGee
Contract Amount: \$1,081,106.00
MBE Goal 11%
WBE Goal: 11%
Total MBE Achieved: 11%
Total WBE Achieved: 12%

MBE SUBCONTRACTORS:

Name: RLS Trucking, Inc.
Address: 8001 Prospect Ave.
Kansas City, MO 64132
Scope of Work: Hauling and Excavation Services
Subcontract Percentage: 11% / \$120,000.00
Ownership: Shaw, Robert
Structure: African-American Male Code: 15

WBE SUBCONTRACTORS:

Name: Audrie Seeley & Co., LLC
Address: 9300 Holmes
Kansas City, MO 64131
Scope of Work: Landscaping Services
Subcontract Percentage: 7% / \$75,811.00
Ownership: Seeley, Audrie
Structure: Caucasian Female Code: 13

WBE SUBCONTRACTORS:

Name:	Thorne and Son Asphalt	
Address:	11705 E 350 Highway, Suite D	
	Raytown, MO 64138	
Scope of Work:	Road Surfacing	
Subcontract Percentage:	5% / \$57,495.78	
Ownership:	Mozee, Kelly	
Structure:	Caucasian Female	Code:27

Notes:**Comments:**

The prime contractor has submitted a CUP (Contractor Utilization Plan) meeting the project goals of 11% MBE and 11% WBE. The Prime Contractor is meeting the MBE goal of 11% with 11% MBE participation. The Prime Contractor is exceeding the WBE goal of 11% with 12% WBE participation. Based on the preceding information, CREO KC EEI approves this CUP with 11% MBE and 12% WBE.



KANSAS CITY
MISSOURI

CONTRACTOR UTILIZATION PLAN/REQUEST FOR WAIVER

Project Number 81001071/1817

Project Title SEWER IMPROVEMENTS: 20th STREET GRAND TO MC

(Department Project)

Water Department
Department

CM Concrete, Inc.

(Bidder/Proposer)

STATE OF MISSOURI)

COUNTY OF JACKSON) ss

I, Francisco Chavez, 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 11 % MBE and 11 % 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: 11.1 % MBE 12.1 %
WBE

POST-BID/POST-RFP ESTIMATED BUDGET: \$ 1,081,106.00

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 RLS Trucking, Inc.

Address 8001 Prospect Ave., Kansas City, MO 64132

Telephone No. 816-921-1230

I.R.S. No. 74-3054802

Name of M/WBE Firm Audrie Seeley & Company, LLC
Address 9300 Holmes, Kansas City, MO 64131
Telephone No. 816-361-0011
I.R.S. No. 43-1579393

Name of M/WBE Firm Thorne and Son Asphalt
Address 11705 E 350 Highway Suite D, Raytown, MO 64138
Telephone No. 816-358-4608
I.R.S. No. 43-1025733

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
RLS Trucking, Inc.	Contractor	120000.00	20000.0	11.1
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

11.1 %

WBE FIRMS:				
Name of WBE Firm	Supplier/Broker/Contractor	Subcontract Amount*	Weighted Value**	% of Total Contract
<u>Thorne and Son Asphal</u>	<u>Contractor</u>	<u>57,495.78</u>	<u>7,495.78</u>	<u>5.1</u>
<u>Audrie Seeley & Compa</u>	<u>Contractor</u>	<u>75,811.00</u>	<u>5,811.00</u>	<u>7.0</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
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<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL WBE \$ / TOTAL WBE %:		\$ 133,306.78		12.1 %

***“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.

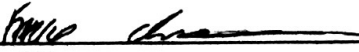
****“Weighted Value”** means the portion of the subcontract amount that will be credited towards meeting the Bidder/Proposer participation. See CREO KC Forms and Instructions for allowable credit and special instructions for suppliers.

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: Francisco Chavez
Address: 18821 W 146th Ter
Olathe, KS 66062
Phone Number: 816-405-3414
Facsimile number: _____
E-mail Address: cmconcreteks@gmail.com

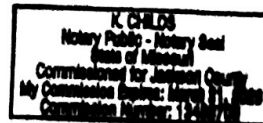
CM Concrete Inc.
Corporate Seal
2022
Kansas

By: 
Title: CEO
Date: 4/2/26
(Attach corporate seal if applicable)

Subscribed and sworn to before me this 2nd day of April, 2026

My Commission Expires: 3-21-29


Notary Public





LETTER OF INTENT TO SUBCONTRACT

Check one:

Original LOI: ☒

Updated LOI: ☐

Project Name/Title SEWER IMPROVEMENTS: 20th STREET - GRAND TO MCGEE

Project Location/Number 81001071/1817

PART 1: Prime Contractor CM Concrete, Inc. agrees to enter into a contractual agreement with M/W/DBE Subcontractor RLS Trucking, 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.]

Hauling - Excavation

for an estimated amount of \$ 120,000.00 (or 11.1 % 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: RLS Trucking, Inc.
Full address: 8001 prospect Ave Kansas City MO 64132
Primary contact: Robert Shaw 816-921-1230
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: CM Concrete, Inc.

Francisco Chavez
Signature: Prime Contractor

Francisco Chavez
Print Name

CEO
Title

4/2/26
Date

State of Missouri)

County of Jackson)

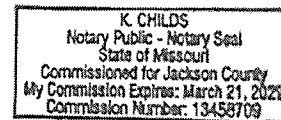
I, Francisco Chavez, state that the above and foregoing is based on my best knowledge and belief.

Subscribed and sworn to before me, a notary public, on this 2nd
day of April, 2026

My Commission Expires: 3-21-29

[Signature]
Notary Public

STAMP:



MWD BE SUBCONTRACTOR BUSINESS NAME: RLS Trucking, Inc.

Robert L Shaw
Signature: Subcontractor

Robert L Shaw
Print Name

Owner
Title

4/2/2026
Date

State of Missouri)

County of Jackson)

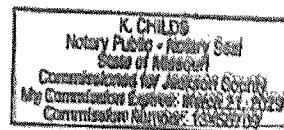
I, _____, state that the above and foregoing is based on my best knowledge and belief.

Subscribed and sworn to before me, a notary public, on this 2nd
day of April, 2026

My Commission Expires: 3-21-29

[Signature]
Notary Public

STAMP:





LETTER OF INTENT TO SUBCONTRACT

Project Name/Title SEWER IMPROVEMENTS: 20th STREET - GRAND TO MCGEE

Project Location/Number 81001071/1817

Check one:

Original LOI: ☒

Updated LOI: ☐

PART 1: Prime Contractor CM Concrete, Inc. agrees to enter into a contractual agreement with M/W/DBE Subcontractor Audrie Seeley & Company, 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.]
Landscaping

for an estimated amount of \$ 75,811.00 (or 7.0 % 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: Audrie Seeley & Company, LLC
Full address: 9300 Holmes Rd Kansas City MO 64131
Street number and name City, State and Zip Code
Primary contact: Kim Seeley 816-361-0011
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: Landscape

c) The dollar value of this agreement is: \$75,811.00

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: CM Concrete, Inc.

Francisco Chavez
Signature: Prime Contractor
CEO
Title

Francisco Chavez
Print Name
4/2/26
Date

State of Missouri)

County of Jackson)

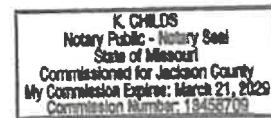
I, Francisco Chavez, state that the above and foregoing is based on my best knowledge and belief.

Subscribed and sworn to before me, a notary public, on this 2nd day of April, 2026

My Commission Expires: 3-21-29

[Signature]
Notary Public

STAMP:



MWDBE SUBCONTRACTOR BUSINESS NAME: Audrie Seeley & Company, LLC

Audrie Seeley
Signature: Subcontractor
Owner
Title

Audrie Seeley
Print Name
5/20/26
Date

State of Missouri)

County of Jackson)

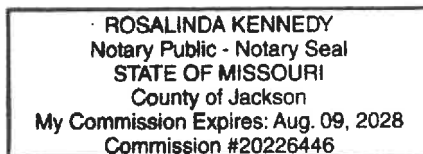
I, Audrie Seeley, state that the above and foregoing is based on my best knowledge and belief.

Subscribed and sworn to before me, a notary public, on this 20th day of May, 2026

My Commission Expires: 8/9/2028

Rosalinda Kennedy
Notary Public

STAMP:





LETTER OF INTENT TO SUBCONTRACT

Project Name/Title SEWER IMPROVEMENTS: 20th STREET - GRAND TO MCGEE

Project Location/Number 81001071/1817

Check one:

Original LOI: ☒

Updated LOI: ☐

PART 1: Prime Contractor CM Concrete, Inc. agrees to enter into a contractual agreement with M/W/DBE Subcontractor Thorne and Son Asphalt Paving, 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.]
Surfacing

for an estimated amount of \$ 57,495.78 (or 5.1 % 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: Thorne and Son Asphalt Paving, Inc.
Full address: 11705 E 350 Highway Suite D Raytown MO 64138
Primary contact: Tom Tinsley 816-358-4608
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: CM Concrete, Inc.

[Signature]
Signature: Prime Contractor

CEO

Title

Francisco Chavez

Print Name

4/2/26

Date

State of Missouri)

County of Jackson)

I, Francisco Chavez

and belief.

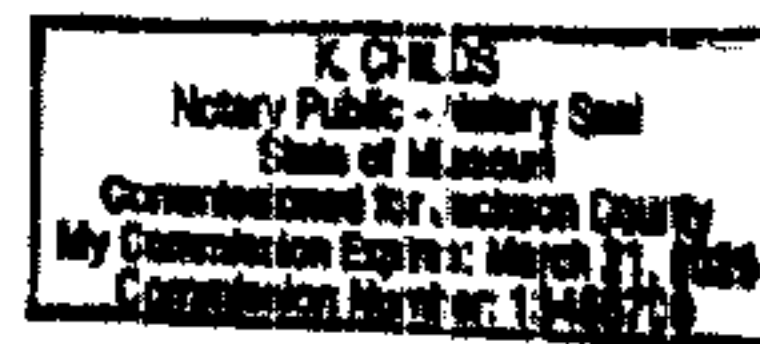
state that the above and foregoing is based on my best knowledge

Subscribed and sworn to before me, a notary public, on this
day of April, 2026

My Commission Expires: 3-21-29

[Signature]
Notary Public

STAMP:



MWDBE SUBCONTRACTOR BUSINESS NAME: Thorne and Son Asphalt Paving, Inc.

Kelly Moezel
Signature: Subcontractor

President

Title

Kelly Moezel

Print Name

5-14-26

Date

State of MO)

County of Jackson)

I, Angela Benedetti

and belief.

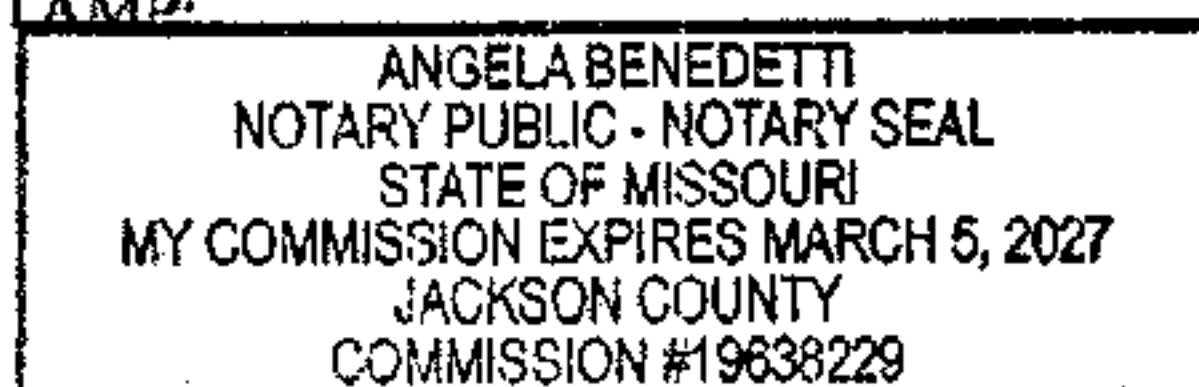
state that the above and foregoing is based on my best knowledge

Subscribed and sworn to before me, a notary public, on this 14
day of May, 2026

My Commission Expires: 3-5-27

Angela Benedetti
Notary Public

STAMP:



TIMETABLE FOR MBE/WBE UTILIZATION

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

I, Francisco Chavez, acting in my capacity as CEO
(Name) (Position with Firm)
of CM Concrete, 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	☐ (Specify)				

Throughout	☐	Beginning 1/3	☐
Middle 1/3	☐	Final 1/3	☐
Beginning 1/3	<u>50</u> %	Middle 1/3	<u>20</u> %
		Final 1/3	<u>30</u> %

PLEASE NOTE: Any changes in this timetable require approval of the Civil Rights & Equal Opportunity Department in advance of the change.

If you have any questions regarding the completion of this form, please contact the Civil Rights & Equal Opportunity Department at: (816) 513-1836.


(Signature)

CEO
(Position with Firm)

4/2/26
(Date)