

**AGENDA**  
**CITY OF CENTRALIA, MISSOURI**  
**Board of Aldermen**  
**Public Works and Public Utilities Committee**  
Monday, November 7, 2016  
7:00 P. M.  
City Hall Council Chambers

- I. ATTENDANCE
- II. PLEDGE OF ALLEGIANCE
- III. COMMENTS FROM CITIZENS
- IV. WATER AND SEWER DEPARTMENT
  - A. Activity Report
  - B. Water
    - 1. Aerator Installation bids
    - 2. Water main break update
    - 3. Declaring Truck #3 surplus property
  - C. Sewer
  - D. Other
    - 1. Adding personnel
- V. ELECTRIC DEPARTMENT
  - A. Activity Report
  - B. Generation
  - C. Distribution
    - 1. Equipment bids
  - D. Other
    - 1. Promotion of Jeff Armontrout
    - 2. Hiring Lineman
- VI. PUBLIC WORKS
  - A. Activity Report
  - B. Streets
    - 1. Jefferson Street Sidewalk Project Update
  - C. Sanitation
    - 1. Solid waste collection update
  - D. Storm sewer
  - E. Other
- VII. OTHER
  - A. Engineering RFQ
  - B. Comprehensive Plan Update
- IV. AS MAY ARISE
- V. ADJOURN

**ACTIVITY REPORT**  
**WATER DEPARTMENT**  
**OCTOBER 2016**

- Repaired leak on Collier after an 8" valve was inserted into cast main by Decker Construction
- Made water tap at 1033 Hampton for Adams
- Made two water taps at 711 /715 Jason Ct.
- Made water tap at 908 Lockport
- Changed key valve at 521 Central
- Called to 621 Ash to check for leak – broke by tree trimmer truck on resident side
- Replaced lime slaker feeder mounts and vibrator pad
- Fenced at Fountain Road around new manhole structure on south side of road and installed a winch
- Cut brush and roots at NE lagoon secondary cell for DNR approval on violation report
- Measured all farmers pivots for DNR verification to get nighttime pumping approved
- Prepared report on nighttime and delivered to DNR at Macon
- Mike and Randy meeting in Macon with DNR on irrigation issues
- Capped manhole at new Dollar General and added service cleanout
- Checked leak at #15 Mayes Meadows - ok
- Checked leak at 429 Walnut – key valve leaking
- Checked leak at 405 W. Hwy. 22 – customer leak
- Poured concrete pad at Fountain Road for manhole lid
- Assisted street department pour curbing
- Worked on bad electrical switch in blowdown at Plant
- Flushed sewer and storm sewer on W. Sims to find odor – storm sewer
- Checked sewer along Hwy. 22 to see if there was a blockage concerning JBS – ok on City side
- Checked sewer at #7 Mayes Meadow – ok
- Met with Dollar General and Forrest Chevrolet on private sewer issue
- Checked and found water leak at 219 W. Gano Chance and reported to resident
- Corrected lime feeder issue with help from electric department
- Checked pressure issue at 223 Country Club Dr. – resident side
- Assisted 724 Green with water repair and fittings
- Met with Flynn Drilling on aerator setting
- Fixed leak at meter at 403 N. Columbia
- Pulled F.R. pump once
- Raised manhole at 947 Lockport to grade
- Lowered valves on Lockport to grade
- Cleaned primary basin at Water Plant
- Completed lead and copper reports and sent to DNR
- Hauled 19 loads of lime to Atlasta farms on Hwy. 22

- Cut down meter jar at 928 S. Allen and put to grade
- 21 disconnects for nonpayment
- Read all utility meters for billing
- 13 readings for office use

PROPOSAL

**HEGEMANN**<sup>INC.</sup>  
**Plumbing • Piping**  
WARRENTON WASHINGTON  
**636-456-8524 636-239-2161**

FAX: 636-456-1172 PO Box 768 Warrenton, MO 63383

**Attn: Matt Harline**

PROPOSAL SUBMITTED TO	PHONE	DATE
City of Centralia	(573)682-2139	11/7/2016
STREET	JOB NAME	
114 South Rollins	Water Plant Aerator Replacement	
CITY, STATE AND ZIP CODE	JOB LOCATION	
Centralia, MO 65240	Centralia Water Plant	

We propose to furnish material and labor - complete in accordance with specifications below, for the sum of:

See Below

Payment to be made as follows:

**Draw as job progresses. Net in 30 days. Service charges will accrue.**

We hereby submit specifications and estimates for:

Price to remove existing aerator and install new aerator purchased by the city: \$29,433.00

Includes overtime to complete the demo and install in one 24 hour period.

Includes all hoisting, electrical, piping connections, and haul off of old aerator for a complete installation.

Existing piping and fittings to be reused. New bolts and gaskets will be supplied as necessary.

Excludes any painting of new or existing piping, conduit, or equipment.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications above involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

**All agreements contingent upon strikes, accidents or delays beyond our control**

NOTE: This proposal may be withdrawn by us if not accepted within: **30** days.

Authorized Signature:

ACCEPTANCE OF PROPOSAL - The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance:

Signature:

Signature:



# FLYNN DRILLING COMPANY

## COMPLETE WATER SERVICES

TROY P.O. Box 265 Troy, MO 63379 636-528-6137 Fax 636-528-6156  
ROLLA P.O. Box 862 Rolla, MO 65401 573-341-8444 Fax 573-341-5353

### PROPOSAL

Owner City of Centralia Phone \_\_\_\_\_

Address \_\_\_\_\_

Location of Property (Legal Description) Aerator Replacement

We hereby submit specifications and estimates for:

Mobe & Demobe 120 Ton Crane

Remove Existing 19,000lb. Aerator

Install New 9,000lb Aerator

Labor Complete Providing Equipment, Operators, Technitions, & Laborers

Misc. Related

TOTAL \$ 9,725.00

\*City of Centralia to provide aerator.

\*City of Centralia to provide fittings for piping modification.

\*Old aerator to be placed on ground at location specified on site.

\*Estimated 1 day turnaround.

\*Estimated 7 day notice for schedule required.

FLYNN DRILLING COMPANY, INC.

ACCEPTED BY

BY: [Signature]

X \_\_\_\_\_

DATE: 10-31-16 Thank You

X \_\_\_\_\_

All work done by the contractor shall be paid for upon completion. Owner agrees to pay a service charge on any unpaid balance after 10 days at the rate of 1.5% per month and, further, agrees that he (they) shall be responsible for all court costs and attorney's fees incurred in the collection of any balance due on this contract if attorney's fees and court costs are incurred in the collection.

**ELECTRIC DEPT.**  
OCTOBER 2016 ACTIVITY REPORT

1. Daily readings – 45
2. Daily locates – 61
3. Disconnects – 23
4. Re-reads – 27
5. SW Country – trenched and installed conduit, blew string, pulled 776 feet of primary wire, set six 25kVA transformers on pads, terminated elbow at transformers
6. Assisted Street Department with concreted repairs at Country Club Estates
7. 240 S Adams – finished transferring lines and removing old transformer and equipment
8. 700 S Allen – trimmed broken limbs along street
9. 901 S Jefferson – replaced D-D with LED model
10. Assisted Water Department with troubleshooting pump in blow down room, contactor was stuck, replaced contactor
11. 620 Porter – disconnected service drop to allow tree trimming
12. 530 W Hwy 22(Dollar General) – set three-phase pad mount transformer on pad, pulled primary wire, terminated at pole, connected secondary wire
13. BBQ Fest setup, teardown
14. Assisted Sewer Department with brush cleanup at NE Lagoons
15. 602 S Allen – disconnected old overhead service, pulled wire and connected new underground service
16. 709 S Rollins – tree limb fell & broke service drop loose, electrician repaired wire in mast, reconnected service drop
17. Replaced blown fuses at Jefferson/Southgate
18. 809 S Rollins – spliced street light wire damaged by tree limb
19. 429 S Jenkins – disconnected/reconnected service drop for tree trimmer
20. 311 E. Singleton(Dollar Tree) – set new pole behind Dollar Tree construction site, transferred primary, trenched and installed 4” primary conduit, set transformer, pulled primary wire, terminated elbows
21. 604 S Allen – disconnected overhead service for upgrade, pulled wire reconnected new service
22. Staked poles on Gano chance
23. Hauled brush @ North St pit
24. Installed radio and beacon in truck 332
25. Assisted Street Department with fabrication of bumper posts for Reed/Rodney Griffin
26. 121 Reed – trimmed limbs away from power lines in easement
27. Mowed @ WSS and shop



1100 Old State Road  
 PO Box 729  
 Mattoon, IL 61938

600A T-BODY

www.anixterpowersolutions.com

Phone: 217.235.0546  
 Fax: 217.235.0024

Quotation: **U00476878.01**

To: **CENTRALIA POWER & LIGHT DEPT.**  
**114 SOUTH ROLLINS STREET**  
**CENTRALIA, MO 65240**

Issued Date: **Oct 26, 2016**  
 Expiration Date: **Nov 25, 2016**

Attn:  
 Phone:  
 Fax: **5736822493**

Sales Contact: **Philip Colgrove**  
**(P) 217.258.0922**  
**(F) 217.235.0024**  
 philip.colgrove@anixter.com

Item	CustLine	Product and Description	Quantity	Price	Unit	Extended
1		<b>DT625</b> BODY BOLT 600A 15KV W/O TP  DEL: STOCK	9	52.650	EA	473.85
2		<b>CA625GG</b> ADAPT CBL CLS6 600A 15KV & 25KV 1.36 - 1.71  DEL: 2 WEEKS	9	16.850	EA	151.65
3		<b>CC6A27U</b> CONNECTOR COMPRESSION UNT 1000MCM 600A 11/16A  DEL: 2 WEEKS	9	22.000	EA	198.00
4		<b>7655-S-4</b> TERM 15KV 750/1000MCM  DEL: STOCK	15	106.750	EA	1,601.25
5		<b>40178</b> LUG COMPRESSION CU/AL TWO-HOLE  DEL: 2 WEEKS	1	32.000	EA	32.00

SECTION TOTAL: \$2,456.75

QUOTE TOTAL: **\$2,456.75**

**Special Notes**

- 1) All items are In Stock unless otherwise noted.
- 2) All item pricing on this quote is valid for thirty days unless otherwise specified.
- 3) All applicable taxes apply.

For the latest terms & conditions please visit: <https://www.anixterpowersolutions.com/site/legal/purchase-terms.html>

Anixter Power Solutions offers the industry's most extensive and dynamic portfolio of products, services and solutions for the Public Power, Investor-owned Utilities, Construction and Industrial markets.



3609 PEAR ST  
 SAINT JOSEPH, MO 64503-1504  
 816-232-8478  
 Fax 816-364-3251



# Quotation

EXPIRATION DATE	QUOTE NUMBER
11/02/2016	S101407210
3609 PEAR ST SAINT JOSEPH, MO 64503-1504 816-232-8478 Fax 816-364-3251	PAGE NO.
	1 of 1

QUOTE TO:

SHIP TO:

CITY OF CENTRALIA  
 114 S ROLLINS ST  
 CENTRALIA, MO 65240-1367

CITY OF CENTRALIA  
 114 S ROLLINS ST  
 CENTRALIA, MO 65240-1367

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	REQUIRED DATE
32451			09/09/2016
ENTERED BY		SHIP VIA	FREIGHT ALLOWED
JASON WOLFE		BIG TRUCK WED	Yes
ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
9ea	BLACKBURN K656BLR BASIC ELBOW 15/25kV 600 Series Deadbreak Elbow with Test Point Housing Only (with Stud) *2 WEEKS *	62.360/EA	561.24
9ea	BLACKBURN 655CA-N CABLE ADAPTER *2 WEEKS	14.170/EA	127.53
9ea	BLACKBURN 03700410 SPADE CONNECTOR *8 WEEKS	19.010/ea	171.09
15ea	3M 5648 Cold Shrink Termination Kit 8 Skirt JCN *3 WEEKS *	186.110/ea	2791.65
18ea	3M 40178 Copper/Aluminum Two-Hole Lug *2 WEEKS STANDARD PACKAGE 6	27.600/ea	496.80

\*\*\*\*\* Unless otherwise noted quotes expire in 30 days \*\*\*\*\*  
 \*\*\*\* Sales Tax, Freight, and Misc Items may not be included \*\*\*\*  
 No returns without prior approval. All returns must be accompanied  
 by a copy of the invoice and are subject to a restocking charge.  
 No returns allowed on non-stocked items or cut wire.

Subtotal	4148.31
S&H Charges	0.00
Amount Due	4148.31



***STREET and SANITATION DEPARTMENT***  
***Activity Report for October 2016***

1. Did weekly cardboard recycling
2. Did the bi-weekly curbside recycling for the last time this month
3. Did trash collection for one week this month
4. Took out both loaner dumpsters
5. Washed out both trash trucks, cleaned out the cabs, removed decals and radios
6. Spent several days sawing, jackhammering and removing concrete on Fairway dr, and then poured concrete to replace 115ft x 4ft section of road and also a 15ft section of curb and gutter
7. Did 61 locates this month
8. Replaced 2 leaking fuel lines on the mower tractor
9. Hauled 2 loads of plastic and 2 loads of recycling to City of Columbia recycling facility
10. Met with Dayne (Daynes Waste Disposal) and went over trash questions he had
11. Spent several days checking and working on drainage around town
12. Delivered barricades to Central Bank on Railroad for customer appreciation lunch and picked up later
13. Attended retirement lunch for Jimmy Morris
14. Attended insurance committee meeting at city hall
15. Attended budget meeting at city hall
16. Spent several days hauling off brush and grass from drop off site to the old landfill area
17. Cleaned and serviced work truck #91
18. Loaded cinder spreader on trailer and hauled to Viking-Cives Midwest near Kansas City so it could be fit into new dump truck
19. Cleaned and did organizing at the street barn
20. Hauled 60 barricades and 3 temporary stop signs to the city square for the BBQ contest and hauled back to the shop afterwards
21. Loaded a dump trucks with mulch 6 times
22. Spent several days patching potholes around town
23. Had Central Metals out of Mexico drop a roll off dumpster and loaded it with appliances and had hauled off
24. Installed 3 warning signs at the dead end on east end of Southland
25. Did walk thru on new sidewalk on Jefferson with contractor, engineer, Matt and myself
26. Mowed street ditches around town
27. Put up 2 P&Z signs
28. Had Raymond attend annual Lagers meeting in Springfield, MO
29. Hauled 9 dump truck loads of mulch to the city park
30. Replaced both batteries in 1 ton work truck #10
31. Replaced both batteries in the backhoe #90
32. Went thru GIS maps of the storm sewers in town and mailed backed to Midland GIS
33. Pushed brush pit, piled and stirred compost, and piled dirt at the landfill with the dozer
34. Bladed several alleys
35. Removed busted lid at corner of Reed and Rodney Griffin and built form and pour concrete to make new lid. Installed lid and added 2 bumper posts to keep people from driving on it
36. Spent several days assisting the water dept. with water main repair on Collier
37. Tore out rusted out culvert and set 20ft of 15in metal culvert at 407 s. Bradford for Melody Kempker
38. Tore out 2 old culverts and set 2 – 10ft x 12in plastic culverts for new sidewalks at corner of Walnut and Booth

**From: Matt Harline, City Administrator**  
**To: Mayor, Board of Aldermen**  
**cc: City Clerk, Heather Russell**  
**Date: November 7, 2016**  
**Re: Recommendation for Solid Waste Charges**



With the hiring of Dayne's Waste Disposal, Inc. (Dayne's) the citizens were promised a reduction in the cost of service. If the City had maintained service we likely would have raised rates to \$19.25/month for residential and \$44/month for 2-cubic yard container (owned by the business or \$52/month if we provided the container. This is based on the City's bid submitted on August 31 of this year. Because we went with Dayne's we can drop the cost of residential trash to \$16.00/month for curbside collection and \$15.00/month for residents that have their trash collected in a dumpster (2cubic yards or larger). This is sufficient to cover recycling, the administrative fee and the costs of the yard waste collection and grinding.

In addition, several other rate changes will need to be implemented to match the contract with Dayne's.

- The first bulky item per week is free. Additional bulky items at the same collection are \$7.50/each.
- The commercial trash rates for all containers larger than 2 cubic yards (2-yd dumpsters) will need to be charged at the rate Dayne's is charging us. Beginning March 25, 2017 we will adjust rates to add the \$2/month fee to cover administrative costs.
- Commercial 2-yd dumpsters, bags and carts will remain at the current rate, but will be raised/adjusted to the rate Dayne's is charging plus a \$2/month administration fee beginning March 25, 2017.
- I propose to set the rates for extra tips at 1/3<sup>rd</sup> of the monthly rate for a collection of that size container tipped one time per month.
- I propose to set the rate for dumpsters set for residential collection at the rate Dayne's is charging us. Since these requests do take staff time, the \$2.50 fee will be added to the rate we are charged on March 25, 2017.
- I propose to set the rates for construction and other temporary commercial dumpsters equal to Dayne's rates with the administrative fee added on March 25, 2017.
- I propose to allow the City Administrator (or his designee) to charge a fee equal to what Dayne's charged us for special collection items such as overflows at dumpsters, etc., plus and administrative fee.
- I propose to create an option for commercial customers to share a dumpster. One business will take the lead and be charged the full going rate for the collection and administrative fee (when added on March 25, 2017). Additional businesses will be charged an administrative fee of \$5.00/month only. This additional charge will be needed because this will take additional staff time, but for the Greene's building, Rodger's Rental, and the

Hardin building this could be a more equitable way to charge. It also allows us to charge everyone with a water account a solid waste bill in accordance with our ordinance. This businesses will have to be located immediately next to each other or directly across an alley from each other. The businesses must also sign an agreement held by the City and naming all the businesses involved, the size of container, frequency of collection, etc. for our records. This will not need to contain the way that the businesses work out the shared costs. That is up to them. No one will be allowed to cart trash down the block or across town.

Out of necessity some of these charges have been applied already, so the ordinance will address that as well. The rationale for not raising the commercial rates at this time is that the City would likely have not raised our rates until that point either. More over there has been an adjustment period to everyone and this will delay the necessary prices increases for commercial customers. In reality, some businesses may find that they can REDUCE their costs by selecting a larger dumpster with fewer collections.

Finally I would like to investigate a buy-back/trade in program for the 96-gallon carts. Since Dayne's requires all material to be bagged in these large residential containers, but not in smaller containers, I propose that we find a container small enough for Dayne's to hand tip it when full, but large enough and sturdy enough for citizens to find practical.



## **Request for Qualifications (RFQ) for On-Call Project Engineering and Civil Site Services.**

The City of Centralia, Missouri, is accepting Qualification Statements until DATE & TIME for the following:

The City of Centralia, Missouri, is inviting engineering firms to submit qualifications for professional services for a variety of services in the City of Centralia, Missouri. An annual agreement that is renewable for up to an additional three years will be available to the firms selected. Renewals will be granted for each firm if recommended by city staff after an annual review meeting.

Once firms have been selected and the Agreement for On-Call Services signed, all assigned work shall be based upon the engineer's experience, training, and knowledge of, and in accordance with, practices reputable and in current use in the engineering and construction professions. Each task will be done under a different task order signed by both parties. Entering into an Agreement for On-Call Services will not guarantee that actual work will be assigned, and if no work is assigned, then no payment will be due.

The City of Centralia will review the qualifications provided by firms for use in selecting one (1) or more firms in each area of expertise listed below. You may provide qualifications for one, some, or all of the areas of expertise. Below and attached you will find the format required for the submittal. The City will be evaluating each firm based on the information and qualifications provided for each area of expertise. There will be no bias based upon the number of areas of expertise in which a consultant submits qualifications, or on the overall size of the firm.

Areas of Expertise: The scope of work for projects may include but is not limited to the following:

1. Roadway/Alley Rehabilitation and Reconstruction, including Sidewalks and ADA compliance and construction inspection.
2. Wastewater Collection and Treatment (with experience in minimal release/land application systems preferred).
3. Municipal Water Utility Engineering, including Distribution and Water Plant design, construction, and operation.
4. Water and Wastewater Sample Testing.
5. Stormwater Management and Low Impact Development
6. Geotechnical Engineering and Materials Testing
7. Surveying
8. Subdivision and Site Plan Review
9. Project Management (both locally and federally-funded projects, from inception to completion)

Scope of work for which qualifications are being submitted may include but are not limited to the following elements, to be determined on a per project basis: civil engineering, mechanical

engineering, document preparation, specification preparation, bid management services, and project management services.

If your firm desires to be considered for one of these Indefinite-Delivery/Indefinite-Quantity (IDIQ) open-ended contracts, in one or multiple areas of expertise, please return two (2) sets of your Qualification Statement in hard copy and a CD with the same information in PDF format by DATE & TIME. They should be addressed as follows:

Heather Russell, City Clerk  
City of Centralia  
114 S. Rollins St.  
Centralia, MO 65240  
RE: On-Call Engineering Consultants

Please submit the required elements of the Qualification Statement in this order:

1. Cover Letter (paragraph form, maximum two (2) pages):
  - a. Describe your familiarity with the City of Centralia and its unique circumstances, and describe how your firm is uniquely qualified and situated to take on those challenges by providing these areas of expertise to the City of Centralia.
  - b. Describe your capacity to complete work on schedule.
  - c. QA/QC Plan description.
2. Qualification Submission Checklist (See Attached).
3. For each area of expertise (two (2) to five (5) pages for each area of expertise):
  - a. Description of firm's qualifications and specialties.
  - b. Evidence of relevant experience.
  - c. Evidence of at least three (3) relevant projects within the last five years completed by the firm and current staff:
    - i. Describe the project, including location, scope of work, and role of the firm.
    - ii. Specify leads and project managers.
    - iii. Client reference and contact information.
    - iv. Project Cost (estimated and actual).
  - d. Summary of key personnel that will complete the work and their professional qualifications.
  - e. Clearly state the firm's intent to use any subcontracted professional services or existing strategic partnerships.
  - f. Clearly state the location of the service office that will supply services and personnel.

Evaluation of consultants will be in accordance with the City of Centralia's Purchasing Policy and the [Missouri Revised Statute § 8.289](#), as shown below:

[8.289](#). Present provisions of law notwithstanding, in the procurement of architectural, engineering or land surveying services, each agency which utilizes architectural, engineering or land surveying services shall encourage firms engaged in the lawful practice of their professions to annually submit a statement of qualifications and performance data to the agency. Whenever a project requiring architectural, engineering or land surveying

services is proposed for an agency of the state or political subdivision thereof, the agency shall evaluate current statements of qualifications and performance data of firms on file together with those that may be submitted by other firms regarding the proposed project.

In evaluating the qualifications of each firm the agency shall use the following criteria:

1. The specialized experience and technical competence of the firm with respect to the type of services required;
2. The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project, including partnerships with other firms;
3. The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules;
4. The firm's proximity to and familiarity with the area in which the project is located.

Statements will be evaluated by a committee with approval by the Board of Aldermen to award contract for the proposed work.

The City of Centralia reserves the right to reject any and all qualifications as it sees fit.

The City reserves the right to reject any Qualification Statement if the evidence submitted by, or investigation of, such Qualification Statement fails to satisfy the City that such contractor is qualified to carry out the obligation of the contract and to complete the work as described.

Questions regarding Qualification Statements should be directed to Matt Harline, City Administrator, at [cityadmin@centraliamo.org](mailto:cityadmin@centraliamo.org) or 573-682-2139.

# RFQ CHECKLIST



**NAME OF FIRM**

---

**MAIN CONTACT**

---

**MAIN PHONE NUMBER**

**MAIN FAX NUMBER (optional)**

---

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**MAILING ADDRESS OF FIRM**

Street

City,

State Zip Code

**EMAIL ADDRESS OF MAIN CONTACT FOR FIRM (optional)**

\_\_\_\_\_ @ \_\_\_\_\_

1. INSURANCE REQUIREMENTS (BELOW) ARE ACCEPTABLE AND CERTIFICATE OF INSURANCE IS ENCLOSED; YES \_\_\_\_\_ NO \_\_\_\_\_
2. WE UNDERSTAND THE REQUIREMENTS FOR E-VERIFY, EQUAL OPPORTUNITY HIRING AND APPLICABLE CITY, STATE AND FEDERAL LAWS AND REGULATIONS AND HAVE SIGNED AND SUBMITTED THE AFFIDAVIT FOUND BELOW; YES \_\_\_\_\_ NO \_\_\_\_\_
3. CURRENT CREDENTIALS AS A MISSOURI REGISTERED PROFESSIONAL ENGINEER ARE ENCLOSED FOR ALL STAFF WITH P.E. CREDENTIALS LISTED IN THE PROPOSAL; YES \_\_\_\_\_ NO \_\_\_\_\_
4. WE BELIEVE THAT WE HAVE ADEQUATE STAFF TO COMPLETE THE PROVIDE THE SERVICE OFFERED; YES \_\_\_\_\_ NO \_\_\_\_\_
5. LITIGATION HISTORY IN THE LAST FIVE (5) YEARS, IF ANY, IS DESCRIBED. IF JUDGEMENT(S) AGAINST PROPOSER, APPROPRIATE EXPLANATION PROVIDED.  
YES (ATTACHED) \_\_\_\_\_ NOT APPLICABLE \_\_\_\_\_
6. NUMBER OF YEARS IN BUSINESS;  
AT ANY LOCATION \_\_\_\_\_ AT THE OFFICE CLOSEST TO CENTRALIA, MO \_\_\_\_\_

**AREAS OF EXPERTISE SUBMITTED:**

- \_\_\_\_\_ 1. ROADWAY/ALLEY REHABILITATION AND RECONSTRUCTION, INCLUDING SIDEWALKS AND ADA COMPLIANCE AND CONSTRUCTION INSPECTION.
- \_\_\_\_\_ 2. WASTEWATER COLLECTION AND TREATMENT (WITH EXPERIENCE IN MINIMAL RELEASE/LAND APPLICATION SYSTEMS PREFERRED).
- \_\_\_\_\_ 3. MUNICIPAL WATER UTILITY ENGINEERING, INCLUDING DISTRIBUTION AND WATER PLANT DESIGN, CONSTRUCTION, AND OPERATION.
- \_\_\_\_\_ 4. WATER AND WASTEWATER SAMPLE TESTING.
- \_\_\_\_\_ 5. STORMWATER MANAGEMENT AND LOW IMPACT DEVELOPMENT
- \_\_\_\_\_ 6. GEOTECHNICAL ENGINEERING AND MATERIALS TESTING
- \_\_\_\_\_ 7. SURVEYING
- \_\_\_\_\_ 8. SUBDIVISION AND SITE PLAN REVIEW
- \_\_\_\_\_ 9. PROJECT MANAGEMENT (BOTH LOCALLY AND FEDERALLY-FUNDED PROJECTS, FROM INCEPTION TO COMPLETION)

Bids/PROPOSALS/QUALIFICATIONS shall be submitted by mail or in person on the bid form (Attachment A) and delivered or mailed to the City of Centralia **NO LATER** than: **DATE & TIME**

**BIDS/PROPOSALS/QUALIFICATIONS must be sealed and labeled “ON-CALL ENGINEERING CONSULTANTS”.**

All bids will be publicly opened at approximately **DATE & TIME**.

Bids should be addressed to:  
**HEATHER RUSSELL, CITY CLERK**  
**City of Centralia**  
**114 S. Rollins St.**  
**Centralia, MO 65240**  
**RE: ON-CALL ENGINEERING CONSULTANTS**

Questions regarding this REQUEST FOR BIDS/PROPOSALS/QUALIFICATIONS may be directed to: CITY ADMINISTRATOR, MATT HARLINE, 114 S. Rollins St., Centralia, MO 65240. Phone: (573) 682-2139. Email: [cityadmin@centraliamo.org](mailto:cityadmin@centraliamo.org)

**THE FOLLOWING STATEMENT OF QUALIFICATIONS IS THE OFFICIAL SUBMISSION OF OUR FIRM AND CONTAINS NO KNOWN ERRORS OR OMISSIONS:**

\_\_\_\_\_  
*SIGNATURE* *DATE*

\_\_\_\_\_  
NAME PRINTED TITLE



## INSURANCE REQUIREMENTS

### Insurance

The Bidder/Contractor shall procure, maintain and provide proof of insurance coverages for injuries to persons and/or property damage as may arise from or in conjunction with the work performed on behalf of the City of Centralia by the Bidder/Contractor its agents, representatives, employees or subcontractors. The City of Centralia shall be named as an additional insured under such contracts (except for Worker's Compensation coverage) with endorsements. Proof of coverage as contained herein shall be submitted along with the **submittal of qualifications** and cover the period of time from the commencement of the agreement and such coverage shall be maintained by the Bidder/Contractor for the duration of the agreement period. Claims made on policies must be enforce or that coverage purchased for three (3) years after the completion of the agreement.

1. General Liability
  - \$2,000,000 General Aggregate Limit
  - \$1,000,000 Products and Completed Operations
  - \$1,000,000 Personal and Advertising Injury
  - \$1,000,000 Each Occurrence Limit
  - \$1,000,000 Fire Damage Limit
  - \$5,000 Medical Expense Limit
2. Automobile Liability
  - \$2,000,000 Combined Single Limit
  - \$1,000,000 Each Occurrence Limit
  - \$5,000 Medical Expense Limit
3. Contractual Liability
  - \$1,000,000 Bodily Injury Each Accident
  - \$1,000,000 Property Damage Each Accident

Insurance for items 1 – 3 General, Automobile and Contractual may be satisfied with a combination of primary and umbrella coverage.

4. Worker's Compensation
  - Limit as required by the Worker's Compensation Statutes of the State of Missouri,
  - Employers Liability, \$1,000,000

**AFFIDAVIT OF WORK AUTHORIZATION ANNUAL RENEWAL DOCUMENT**

The contractor who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization Annual Renewal Document.

Comes now \_\_\_\_\_ (Name of Business Entity Authorized Representative) as \_\_\_\_\_ (Position/Title) first being duly sworn on my oath, affirm \_\_\_\_\_ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that \_\_\_\_\_ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

***In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)***

_____	_____
Authorized Representative's Signature	Printed Name
_____	_____
Title	Date
_____	_____
E-Mail Address	E-Verify Company ID Number

Subscribed and sworn to before me this \_\_\_\_\_ of \_\_\_\_\_  
(DAY) (MONTH, YEAR)

I am commissioned as a notary public within the County of \_\_\_\_\_, State of \_\_\_\_\_  
(NAME OF COUNTY)  
\_\_\_\_\_, and my commission expires on \_\_\_\_\_.