

AGENDA
CITY OF CENTRALIA, MISSOURI
Board of Aldermen
Public Works and Public Utilities Committee
Tuesday, January 3, 2017
7:00 P. M.
City Hall Council Chambers

- I. ATTENDANCE
- II. PLEDGE OF ALLEGIANCE
- III. COMMENTS FROM CITIZENS
- IV. PUBLIC WORKS
 - A. Activity Report
 - B. Streets
 - C. Sanitation
 - 1. Commercial account changes
 - D. Storm sewer
 - E. Other
- V. WATER AND SEWER DEPARTMENT
 - A. Activity Report
 - B. Water
 - C. Sewer
 - D. Other
- VI. ELECTRIC DEPARTMENT
 - A. Activity Report
 - B. Generation
 - C. Distribution
 - 1. Accepting best bid for wire
 - D. Other
- VII. OTHER
 - A. Engineering RFQ Update
 - B. Regional MML Meeting Sedalia – Wednesday, January 25
 - C. Retreat Date and draft agenda – Saturday, January 21
- VIII. AS MAY ARISE
- IX. ADJOURN

STREET and SANITATION DEPARTMENT

Activity Report for December 2016

1. Cardboard recycling 3 times a week
2. Spent several days hauling off brush and leaves at the drop off site to the old landfill area
3. Did 41 locates this month
4. Checked and winterized all of the equipment
5. Changed the cutting edges, greased, and cleaned up the grader
6. Sprayed the conveyor chains on both of the spreaders
7. Spent 7 days this month hauling off the debris pile at the old landfill to several farmers outside of town. (51 dump truck loads)
8. Attended health insurance benefits meeting at city hall
9. Hauled 1 load of recycling to City of Columbia recycling facility
10. Greased and cleaned up the backhoe
11. Cleaned up the shop
12. Sign work:
 - Set 2 – 4x4 posts to replace damaged posts and put signs back up on w. Lakeview
 - Replaced 6 - stop signs
 - Replaced 1- no litter sign
 - Replaced 2 - 25 mph signs
 - Replaced 2 – no parking signs
 - Straightened lots of signs
13. Piled up compost at the landfill
14. Added rock and smoothed up several shoulders
15. Helped the electric dept. set new power pole on Singleton
16. Spent several days sweeping streets around town
17. Greased and cleaned up the loader
18. Spent several days at city park digging out the north pond dam and draining it
19. Spent several days this month spreading material and blading streets
20. Did maintenance and cleaned up the street sweeper
21. Discovered mulch pile at landfill on fire and separated it from the rest of the pile and have been monitoring it daily
22. Drove 1 ton on highway to clean exhaust filter
23. Picked up and hauled barricades back to the shop from tractor parade
24. Washed pickup truck, service truck, and both plow trucks
25. Hauled off 1 load of plastic to City of Columbia recycling facility
26. Spent several days cleaning storm sewer inlets with the street sweeper
27. Cut up and hauled off tree limb that fell and blocked Fairgrounds st.
28. Emptied material out of both spreaders
29. Piled up and stirred salt and sand piles
30. Bladed s. Columbia

**ACTIVITY REPORT
WATER DEPARTMENT
DECEMBER 2016**

- Repaired water service leak at Denton / Whitman
- Made water tap at 449 S. Adams – G. Harmon
- Worked on and replaced proximity sensor on slaker at Water Plant
- Interviews with two people for job opening – hired Matt Rusch (start date 12/27/16)
- Assisted ECCO Electric with scada maintenance improvements
- Flushed manhole and assisted Dollar General in opening sewer blockage on their side
- Flushed sewer main at 908 E. Lakeview
- Flushed sewer main at 814 S. Rollins to open blockage
- Flushed sewer main at Tarr towards McGuire's off of Southland
- Set timer on lime feeder on slaker and monitored
- Call in on high level alert at Plant on clearwell
- Meeting with Darren Adams on Campbell Subdivision lot changes
- Mowed at NE lagoon and overland flow fields
- Cut brush around secondary cell of NE lagoon
- Took two rounds of Bac T samples to Mexico after collection
- Worked on Planning Manual for irrigation system to turn in to DNR
- Changed 7 radio's for warranty work on meters
- Met with Bryson Plumbing at Tidball Trailer Ct. on blockage at Lot 5 – customer issue
- Broke down old meters for scrap bids
- Called in to shut off water at 618 N. Hickman due leak on their side
- Insurance meeting at City Hall for all employee's
- Worked on sewer camera to record footage
- Frozen meter at Kinkead Pharmacy – thawed
- Checked 405 N. Columbia for frozen meter -ok
- Checked for frozen meter at 601 E. Switzler – ok
- Checked for frozen meter at 719 Rodemeyer – meter was off
- Checked for frozen meter at 704 S. Jefferson – ok
- Shut off water at 147 Burnett due to leak
- Repaired backwash actuator valve at Water Plant – south filter
- Mike and Heather took EDMR class in Jefferson City
- Checked sewer main at 623 N. Allen for blockage – ok
- Worked on secondary basin scraper motor – freed due to freezing
- Shut off water at 421 S. Jefferson due to leak on them
- Shut off water at 617 E. Switzler due to leak on them

- Called in to Lot 57 Tidball's to shut off water due to leak on them
- Met with Bartlett & West on engineering bids and Water Plant issues
- Met with Allstate Consultants on engineering bids and Water Plant issues
- 22 missed readings for month
- Gathered readings for office use

ELECTRIC DEPT.
DECEMBER 2016 ACTIVITY REPORT

1. Daily readings – 40
2. Daily locates – 45
3. Disconnects – 12
4. Re-reads – 22
5. Installed four new services: Kansas City Southern at Jefferson Street and North Street, 711 Jason Court and 616 South Sappington Street
6. Installed three temporary services: 704 South Allen, 818 Tidball and 489 South Adams Streets.
7. Removed old guy pole at Pioneer and Singleton transferring guy wire to new guy pole.
8. Set two new poles: 420 South Allen, 418 West Singleton and transferred.
9. Trimmed trees at 420 South Allen, 502 East Switzler and removed two trees at 102 South Reed.
10. Assisted Water Department rewiring a portion of the Slaker.
11. Repaired broken PVC riser pipe.
12. Worked power outage at Herndon Welding.
13. Removed five poles, one transformer and two spans of primary wire at old sawmill location.
14. Clayton Crump passed his third year apprentice course final test. Clayton has one more year in the program. Scott Smith and Matt Fadler will be starting the four year program in January 2017.
15. Serviced all trucks and equipment with oil change, air and fuel filters



1100 Old State Road
 PO Box 729
 Mattoon, IL 61938

350MCM URD

Phone: 217.235.0546
 Fax: 217.235.0024

www.anixterpowersolutions.com

Quotation: U00488537.00

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

Issued Date:
 Expiration Date: **Jan 26, 2017**

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	162-23-3090	WIRE 350MCM AL 37STR 15KV 220M EPR 1/3 NEUT QUOTING 1 X 2000FT REEL STD PKG: 2500 DEL: END OF JAN 2017	2000	3.350	FT	6,700.00

SECTION TOTAL: \$6,700.00

QUOTE TOTAL: \$6,700.00

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
01/26/2017	S101474854
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			12/27/2016
ENTERED BY		SHIP VIA	FREIGHT ALLOWED
JASON WOLFE		BIG TRUCK WED	No
ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
2000ft	OKONITE 162-23-3090 1/C 350 MCM 37X ALUMINUM FILLED STRAND - SS - 220 OKOGUARD EPR - 040 SC EPR - 1 X #14 SOLID COPPER CONC WIRES - 050 OKOLENE PE W/3 RED STRIPES - SEQ PRINT - 15KV *AVAILABLE MID JANUARY PRICE IS SUBJECT TO METALS ESCALATION. THIS WOULD BE PLUS FREIGHT IN!	3364.000/m	6728.00

***** 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	6728.00
S&H Charges	0.00
Amount Due	6728.00



**Request for Qualifications (RFQ) for
On-Call Project Engineering and Civil Site Services.
Amendments of 16 December 2016**

The City of Centralia, Missouri, is accepting Qualification Statements until **2:00 p.m., Wednesday, January 4, 2017 in the City Clerk's office, City of Centralia, City Hall, 114 S Rollins St., Centralia, MO 65240** for the following:

AMENDMENTS APPEAR **in bold and underlined in the document.** ~~Deletions are will be struck through.~~

The City of Centralia, Missouri, is inviting engineering firms **and firms in related fields** 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.

Note: the term engineer is used here where and individual or firm without an engineering license may be able to perform some tasks. For instance surveying and Water and Wastewater Sample Testing may be performed by a technical expert in the field where another license may be required, or certification may be preferred but not required.

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, **structural engineering, surveying, sample and materials testing**, 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 **or “thumb drive”** with the same information in PDF format by **2:00 p.m., Wednesday, January 4, 2017 in the City Clerk's office, City of Centralia, City Hall, 114 S Rollins St., Centralia, MO 65240**. They should be addressed as follows:

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

An optional pre-bid conference will be held Thursday, December 8, 2016 in the Council Chambers of Centralia City Hall at 10:00 a.m.

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.
5. **Quoted prices may be considered for testing services only. No mention of hourly rates should be submitted for professional services. However, the ability to bring a project in under total project costs will be evaluated.**

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.

~~An optional pre-bid conference will be held Thursday, December 8, 2016 in the Council Chambers of Centralia City Hall at 10:00 a.m.~~

Questions regarding Qualification Statements should be directed to Matt Harline, City Administrator, at cityadmine@centraliamo.org or 573-682-2139.

ATTACHMENT A
RFQ CHECKLIST



NAME OF FIRM

MAIN CONTACT

MAIN PHONE NUMBER

MAIN FAX NUMBER (optional)

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, PROFESSIONAL LAND SURVEYOR, 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. **STRUCTURAL ENGINEERING**
10. **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 “RFQ -ON-CALL ENGINEERING SERVICES”. All bids will be publicly opened at approximately **2:01 p.m., Wednesday, January 4, 2017** in the City of Centralia, City Hall, 114 S Rollins St., Centralia, MO 65240

Bids should be addressed to:
HEATHER RUSSELL, CITY CLERK
City of Centralia
114 S. Rollins St.
Centralia, MO 65240

RE: RFQ - ON-CALL ENGINEERING SERVICES

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

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 Professional Liability Insurance

\$1,000,000 Errors & Omissions Insurance

\$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

Optional

If you only want to be considered for small projects (surveying easements, engineering to provide budget estimates for projects, permit applications but not actual physical infrastructure) we will accept \$500,000 per occurrence for Professional Liability and Errors & Omissions, \$1,000,000 aggregate and \$500,000 limit for Automobile Liability Insurance.

Insurance for items 1 – 3 General, Automobile and Contractual may be satisfied with a combination of primary and umbrella coverage for an aggregate \$2,000,000.

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

Council Work Session/Retreat
Centralia City Hall, Council Chambers
Saturday, January 21, 2017
10:00 am
Proposed Agenda

- I. Survey Results Report

- II. FY 2018 Capital Budget Overview

- III. City Administrator Priorities
 - A. Comprehensive Plan Review
 - B. Protective Inspection City v./County
 - C. Salary & Benefit Review

- IV. Board Priorities

- V. Follow up