



## Board of Aldermen Request for Action

**MEETING DATE:** 9/5/2023

**DEPARTMENT:** Public Works

**AGENDA ITEM:** Res 1264 – Authorization No. 100 – On Call Engineering Services

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### **RECOMMENDED ACTION:**

A motion to approve Resolution 1264, authorizing and directing the mayor to execute Authorization No. 100 with HDR Engineering, Inc. for On Call Engineering Services.

### **SUMMARY:**

The City has had an on-call engineering services agreement with HDR since 2013 (Authorization 64). These services typically are less than \$5,000 in cost and need to be completed fairly quickly. HDR has staff in many disciplines and can assist with a variety of tasks. Some of the services they have provided in the past include:

- Development Plan Reviews (fees are passed on to developments)
- Updated City Mapping.
- Small Sanitary Sewer and Water Supply Evaluations.
- Small Street and Storm Water Evaluations.
- Small Engineering Consulting Projects.
- Surveying.
- Grant application assistance (estimates and renderings)
- Traffic analysis

The agreement is for one year and can be extended for up to four, one-year periods. Updated hourly rates for services will be provided annually.

### **PREVIOUS ACTION:**

Authorization 64 was approved June 18, 2013.

### **POLICY ISSUE:**

Infrastructure review

### **FINANCIAL CONSIDERATIONS:**

These projects are typically small, less than \$5000.

### **ATTACHMENTS:**

- |                                                |                                              |
|------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Ordinance             | <input checked="" type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans               |
| <input type="checkbox"/> Staff Report          | <input type="checkbox"/> Minutes             |
| <input type="checkbox"/> Other:                |                                              |



**RESOLUTION 1264**

**A RESOLUTION AUTHORIZING AND DIRECTING THE MAYOR TO  
EXECUTE AUTHORIZATION NO. 100 WITH HDR ENGINEERING, INC.  
FOR ON CALL ENGINEERING SERVICES**

**WHEREAS**, The City has needs to occasionally request small consulting services to be completed quickly and efficiently; and

**WHEREAS**, the City and HDR have had an On-Call Services agreement since 2003; and

**WHEREAS**, HDR Engineering Inc. has the capability to perform a variety of tasks with experience in multi-disciplines.

**WHEREAS**, HDR Engineering Inc. has submitted Authorization No. 100 to complete On-Call Engineering Services.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF  
THE CITY OF SMITHVILLE, MISSOURI:**

**THAT** the Mayor is hereby authorized to execute Authorization No. 100 with HDR Engineering, Inc. to complete On-Call Engineering Services

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 5<sup>th</sup> day of September, 2023

\_\_\_\_\_  
Damien Boley, Mayor

ATTEST:

\_\_\_\_\_  
Linda Drummond, City Clerk

**AUTHORIZATION No. 100**  
**TO**  
**AGREEMENT BETWEEN**  
**CITY OF SMITHVILLE, MISSOURI**  
**AND**  
**HDR ENGINEERING, INC. (FORMALLY E.T. ARCHER CORPORATION)**  
**FOR**  
**PROFESSIONAL ENGINEERING SERVICES**

**2023 ON CALL SERVICES (REPLACES AUTHORIZATION 64)**

In accordance with Section 1.A. of the December 18, 2003 Agreement, ENGINEER is hereby authorized to complete On-Call Services during the 2023 calendar year upon receipt of a notice to proceed from the City of Smithville, Missouri. This Authorization may be extended for up to four (4), one-year periods at the sole option of the City of Smithville. The purpose of the 2023 On-Call Engineering Services Agreement is to handle small consulting tasks quickly and efficiently as requested by City Staff. Examples of On-Call Services may include, but not limited to, the items listed in the Scope of Services.

**SCOPE OF SERVICES**

1. Development Plan Reviews.
2. Updated City Mapping.
3. Small Sanitary Sewer and Water Supply Evaluations.
4. Small Street and Storm Water Evaluations.
5. Small Engineering Consulting Projects.
6. Surveying.

**FEE**

The scope of services for each request, or activity, completed under this 2023 On-Call Services Agreement will generally be under a fee amount of \$5,000.00. The CITY shall compensate ENGINEER for CITY engineering services, based upon the 2023 Hourly Rate Schedule, hereto attached as Exhibit A. An updated rate schedule will be sent on or about January 1<sup>st</sup> of each year.

This AUTHORIZATION shall be binding on the parties hereto only after it has been duly executed and approved by the CITY and ENGINEER.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this AGREEMENT in duplicate on the respective dates indicated below.

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CITY: SMITHVILLE, MISSOURI

By: \_\_\_\_\_

\_\_\_\_\_  
Type or Print Name

Title \_\_\_\_\_

Date \_\_\_\_\_

ENGINEER: HDR Engineering, Inc.



By: \_\_\_\_\_

\_\_\_\_\_  
Cory Imhoff, P.E.

Type or Print Name

Title \_\_\_\_\_ Sr. Vice President

Date \_\_\_\_\_ Jul 26, 2023

**HDR Engineering, Inc.**  
**2023 Hourly Billing Rates**  
 Effective 1/1/2023 through 12/30/2023

Enclosed are the 2023 Hourly Billable Rates for HDR Engineering, Inc. These billing rates shall be adjusted annually to reflect any salary adjustments incurred by employees. The rates listed below do not included reimbursable direct expenses as defined below.

<b>Description</b>	<b>Billing Rate/Hour</b>
Senior Technical Specialist/Senior Project Manager III	\$290
Technical Specialist/Senior Project Manager II	\$260
Senior Project Manager I	\$230
Project Manager III	\$200
Project Manager II	\$175
<u>Project Manager I</u>	<u>\$135</u>
Engineer VI	\$230
Engineer V	\$200
Engineer IV	\$175
Engineer III	\$150
Engineer II	\$135
<u>Engineer I</u>	<u>\$120</u>
Cadd/BIM Manager	\$195
Model Manager	\$185
Cadd/GIS Technician V	\$170
Cadd/GIS Technician IV	\$150
Cadd/GIS Technician III	\$130
Cadd/GIS Technician II	\$110
<u>Cadd/GIS Technician I</u>	<u>\$95</u>
Environmental/Water Quality Scientist IV	\$230
Environmental/Water Quality Scientist III	\$200
Environmental/Water Quality Scientist II	\$175
<u>Environmental/Water Quality Scientist I</u>	<u>\$155</u>
Senior Land Surveyor	\$175
Survey Technician III	\$130
Survey Technician II	\$90
<u>Survey Technician I</u>	<u>\$70</u>
Construction Manager III	\$200
Construction Manager II	\$175
Construction Manager I	\$150
Construction Inspector II	\$125
<u>Construction Inspector</u>	<u>\$110</u>
Senior Support Staff	\$125
Support Staff	\$100
Admin Assistant	\$85
<b><u>Direct Expenses</u></b>	
Mileage	CURRENT IRS RATE
Printing	AT COST
Travel	AT COST
Subconsultants	AT COST