

**AGREEMENT**  
**For**  
**PROFESSIONAL ENGINEERING SERVICES**  
**Between**  
**THE CITY OF COLUMBIA, MISSOURI**  
**And**  
**OLSSON, INC.**

THIS AGREEMENT made by and between the City of Columbia, Missouri, a municipal corporation with an address of 701 East Broadway, Columbia, MO 65201 (hereinafter called "City"), and Olsson, Inc., a for profit corporation, registered to do business in Missouri, with an address of 7301W. 133<sup>rd</sup> Street, Suite 200, Overland Park, KS, 66213 (hereinafter called "Engineer"), is entered into on the date of the last signatory noted below (the "Effective Date"). City and Engineer are each individually referred to herein as a "Party" and collectively as the "Parties".

WHEREAS, City intends to make improvements as described below, hereinafter called the Project, consisting of the following:

Engineering services for electric vehicle (hereinafter "EV") charging grant and construction management services. The City was awarded federal grant funds to construct charging stations across the community. The overall Project includes the installation of charging stations at three (3) properties owned by the City, and one (1) location owned by the Daniel Boone Regional Library. This Agreement is for the provision of engineering services for grant management and construction management portions of the overall Project including environmental assessment, preliminary engineering of charging stations, grant compliance oversight to Project closeout, assisting with public improvement process, and drafting Request for Proposal for construction of charging stations;

WHEREAS, City issued a Request for Qualifications 18/2025 for Engineering Services: EV Charging Grant and Construction Management Services for the Project described herein (hereinafter "RFQUAL");

WHEREAS, Engineer submitted its response to City's RFQUAL (hereinafter "Engineer's Response") to provide services described herein, and represents and warrants that Engineer is qualified to provide all services necessary or appropriate in accordance with the terms of this Agreement; and

WHEREAS, City and Engineer desire to enter into this Agreement for Engineer to provide services described herein to City.

NOW, THEREFORE, in consideration of the mutual covenants set out herein, the Parties agree as follows:

Engineer shall serve as City's professional engineering contractor in those services to which this Agreement applies, and shall give consultation and advice to City during the performance of the services. All services shall be performed under the direction of a professional engineer registered in the State of Missouri and qualified in the particular field.

## SECTION 1 - AUTHORIZATION OF SERVICES

1.1 Engineer shall not undertake to begin any of the services contemplated by this agreement until directed in writing to do so by City. City may elect to authorize the Project as a whole or in parts.

1.2 Authorized work may include services described hereafter as Basic Services or as Additional Services of Engineer.

## SECTION 2 - BASIC SERVICES OF ENGINEER

### 2.1 General

2.1.1 Engineer shall perform professional engineering services as set forth herein, and as further set forth in City's RFQUAL 18/2025, with all exhibits and attachments, attached hereto as Exhibit A and incorporated herein, and as further set forth in Engineer's Response, with pricing and all exhibits and attachments, attached hereto as Exhibit B and incorporated herein, (hereinafter "Project").

2.1.2 Engineer will designate the following listed individuals as its Project team with responsibilities as assigned. Engineer shall dedicate whatever additional resources are necessary to accomplish the Project within the specified time frame but will not remove these individuals from the assigned tasks for any reason within the control of Engineer without the written approval of City.

<u>Name and Title</u>	<u>Assignment</u>
<b>Brian Marshall – Senior Business Consultant</b>	<b>Project Manager and Subject Matter Expert</b>
<b>Josh Pudlowski – Project Engineer</b>	<b>Deputy Project Manager</b>
<b>Nick Heiser – Senior Engineer</b>	<b>Lead Civil Engineer</b>
<b>Kate Collier – Senior Engineer</b>	<b>Lead Electrical Engineer</b>
<b>Liz Richards – Senior Scientist</b>	<b>Environmental Lead</b>
<b>Suzanne Brodine – Senior Business Specialist</b>	<b>Grant Administration Specialist</b>

All of the services required hereunder will be performed by Engineer or under its supervision and all personnel engaged in the work shall be fully qualified and authorized or permitted under state and local law to perform such services.

None of the work or services covered by this Agreement shall be subcontracted without the prior written approval of City and any work or services so subcontracted shall be subject to the provisions of this Agreement.

2.2 Engineer shall furnish such periodic reports as City may request pertaining to the work or services undertaken pursuant to this Agreement, the costs and obligations incurred or to be incurred, and any other matters covered by this Agreement.

2.3 Engineer shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to the Agreement and any other records as deemed necessary by City to assure proper accounting for all Project funds. These records must be available to City or its authorized representatives, for audit purposes, and must be retained for three (3) years after expiration or completion of this Agreement.

### SECTION 3 - ADDITIONAL SERVICES OF ENGINEER

#### 3.1 General

If authorized in writing by City, and agreed to in writing by Engineer, Engineer shall furnish or obtain from others Additional Services of the following types which are not considered normal or customary Basic Services. The scope of Additional Services may include:

##### 3.1.1 Financial Consultation

Consult with City's fiscal agents and bond attorneys and provide such engineering data as required for any bond prospectus or other financing requirements.

##### 3.1.2 Property Procurement Assistance

Provide consultation and assistance on property procurement as related to professional engineering services being performed.

##### 3.1.3 Obtaining Services of Others

Provide through subcontract the services or data set forth herein. Engineer is prohibited from holding a retainage on any payment to a subcontractor that provides any services or work on this Project.

3.1.4 Preliminary or final engineering design of capital facilities except as specifically identified herein.

3.1.5 Preparation of reports, data, application, etc., in connection with modifications to FEMA floodplain definition and/or mapping.

##### 3.1.6 Extra Services

Services not specifically defined heretofore that may be authorized in writing by City.

#### SECTION 4 - RESPONSIBILITIES OF CITY

- 4.1 Provide full information as to City's requirements for the Project.
- 4.2 Assist Engineer by placing at Engineer's disposal available information pertinent to the assignment including previous reports and other data relative thereto, including the items outlined herein.
- 4.3 Guarantee access to and make all provisions for Engineer to enter upon public and private property as required for Engineer to perform Engineer's services under this Agreement.
- 4.4 Examine all studies, reports, sketches, estimates, Bid Documents, Drawings, proposals and other documents presented by Engineer and render in writing decisions pertaining thereto.
- 4.5 Provide such professional legal, accounting, financial and insurance counseling services as may be required for the Project.
- 4.6 Designate **Eric Hempel, Sustainability Manager**, as City's representative with respect to the services to be performed under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define City's policies and decisions with respect to materials, equipment, elements and systems to be used in the Project, and other matters pertinent to the services covered by this Agreement. The City's designated representative may be changed during the duration of this Agreement by written notice from the City Manager, or City Manager's designee, to Engineer.
- 4.7 Give prompt written notice to Engineer whenever City observes or otherwise becomes aware of any defect in the Project.
- 4.8 Furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
- 4.9 Furnish Engineer data such as probings and subsurface explorations, with appropriate professional interpretations; property, boundary, easement, right-of-way, topographic and utility surveys; zoning and deed restriction; and other special data or consultations, all of which Engineer may rely upon in performing his services under this Agreement.

#### SECTION 5 - PERIOD OF SERVICE

- 5.1 This Agreement will become effective upon the first written notice by City authorizing services hereunder.



5.2 This Agreement shall be applicable to all work assignments authorized by City subsequent to the date of its execution and shall be effective as to all assignments authorized.

5.3 Services shall be started within 10 calendar days of Notice to Proceed and completed within the Project schedule and timeline to be updated and provided to City by Engineer and as agreed upon by the Parties. City shall have the right to establish performance times for individual phases or elements of the Project by delivering a written schedule setting out the performance times to the Engineer.

## SECTION 6 - PAYMENTS TO ENGINEER

### 6.1 Amount of Payment

6.1.1 For services performed, City agrees to pay Engineer the sum of **Three Hundred Seventeen Thousand Four Hundred Ninety-Six Dollars and No Cents (\$317,496.00)**, which shall constitute complete compensation for all services and payment of expenses to be rendered under this Agreement.

6.1.2 It is expressly understood that in no event will the total amount paid to Engineer under the terms of this Agreement, or any amendment thereto, exceed the sum set forth in paragraph 6.1.1 unless otherwise agreed to in writing between the Parties in advance of the provision of such services.

### 6.2 Payments

6.2.1 Engineer shall submit an invoice to City for the percentage of services rendered to date under this Agreement not more than once every month. Upon receipt of the invoice and progress report, City will, as soon as practical, pay Engineer for the services rendered, provided City does not contest the invoice.

## SECTION 7 - GENERAL CONSIDERATIONS

### 7.1 Insurance

7.1.1 **ENGINEER'S INSURANCE:** Engineer agrees to maintain, on a primary basis and at its sole expense, at all times during the life of this contract the following insurance coverages, limits, including endorsements described herein. The requirements contained herein, as well as City's review or acceptance of insurance maintained by Engineer is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Engineer under this contract.

Commercial General Liability. Engineer agrees to maintain Commercial General Liability at a limit of liability not less than **\$2,000,000** per occurrence and **\$3,000,000** aggregate covering both bodily injury and property damage, including accidental death. Coverage shall not contain any endorsement(s) excluding nor limiting Contractual Liability or Cross

**Liability.** If the contract involves any underground/digging operations, the general liability certificate shall include X, C and U (Explosion, Collapse and Underground) coverage.

**Professional Liability.** Engineer agrees to maintain Professional (Errors & Omissions) Liability at a limit of liability not less than **\$2,000,000** per occurrence and **\$3,000,000** aggregate. For policies written on a "Claims-Made" basis, Engineer agrees to maintain a Retroactive Date prior to or equal to the Effective Date of this contract. In the event the policy is canceled, non-renewed, switched to an Occurrence Form, retroactive date advanced; or any other event triggering the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of this contract, Engineer agrees to purchase a SERP with a minimum reporting period not less than two (2) years. The requirement to purchase a SERP shall not relieve Engineer of the obligation to provide replacement coverage.

**Business Automobile Liability.** Engineer agrees to maintain Business Automobile Liability at a limit of liability not less than **\$2,000,000** per occurrence and **\$3,000,000** aggregate, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Engineer's own automobiles, and trucks; hired automobiles, and trucks; and automobiles both on and off the site of work. Coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event Engineer does not own automobiles, Engineer agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

**Workers' Compensation Insurance & Employers' Liability.** Engineer agrees to take out and maintain during the life of this contract, Employers' Liability and Workers' Compensation Insurance for all of their employees employed at the site of the work, and in case any work is sublet, the Engineer shall require the subcontractor similarly to provide Workers' Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the Engineer. Workers' Compensation coverages shall meet Missouri statutory limits. Employers' Liability minimum limits shall be **\$500,000** each employee, **\$500,000** each accident and **\$500,000** policy limit. In case any class of employees engaged in hazardous work under this contract is not protected under the Workers' Compensation Statute, the Engineer shall provide and shall cause each subcontractor to provide Employers' Liability Insurance for the protection of their employees not otherwise protected.

**Excess/Umbrella Liability.** The above liability limits may be satisfied by any combination of primary and excess/umbrella liability policies.

**Additional Insured.** Engineer agrees to endorse City as an Additional Insured with a CG2026 Additional Insured – Designated Person or Organization endorsement, or similar endorsement, to the Commercial General Liability. The Additional Insured shall read "City of Columbia."

**Waiver of Subrogation.** Engineer agrees by entering into this contract to a Waiver of Subrogation for each required policy herein except professional liability. When required by the insurer, or should a policy condition not permit Engineer to enter into an pre-loss

agreement to waive subrogation without an endorsement, then Engineer agrees to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which includes a condition specifically prohibiting such an endorsement, or voids coverage should Engineer enter into such an agreement on a pre-loss basis.

Certificate(s) of Insurance. Engineer agrees to provide City with Certificate(s) of Insurance evidencing that all coverages, limits and endorsements required herein are maintained and in full force and effect. Said Certificate(s) of Insurance shall include a minimum thirty (30) day endeavor to notify due to cancellation or non-renewal of coverage. The Certificate(s) of Insurance shall name the City as additional insured in an amount as required in this contract and contain a description of the project or work to be performed.

Right to Revise or Reject. City reserves the right, but not the obligation, to review and revise any insurance requirement, not limited to limits, coverages and endorsements based on insurance market conditions affecting the availability or affordability of coverage; or changes in the scope of work / specifications affecting the applicability of coverage. Additionally, City reserves the right, but not the obligation, to review and reject any insurance policies failing to meet the criteria stated herein or any insurer providing coverage due of its poor financial condition or failure to operating legally.

7.1.2        **HOLD HARMLESS AGREEMENT:** To the fullest extent not prohibited by law, Engineer shall indemnify and hold harmless the City of Columbia, its directors, officers, agents and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any negligent act or failure to act, or willful misconduct, of Engineer, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with Engineer or a subcontractor for part of the services), of anyone directly or indirectly employed by Engineer or by any subcontractor, or of anyone for whose acts Engineer or its subcontractor may be liable, in connection with providing these services except as provided in this Agreement. This provision does not, however, require Engineer to indemnify, hold harmless or defend the City of Columbia from its own negligence, except as set out herein.

## 7.2            Professional Responsibility

### 7.2.1        Missouri Licensure & Certificate of Authority

Engineer certifies that it is currently in compliance, and agrees to maintain compliance for the duration of this Agreement, with all licensure requirements of the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects (hereinafter "APEPLSPLA") to practice in Missouri as a professional engineer as provided under Chapter 327, RSMo. To the extent required by Section 327.401, RSMo, Engineer understands and agrees that the person personally in charge and supervising the professional engineering services of Engineer under this Agreement shall be licensed and authorized to practice engineering in Missouri, and that Engineer will keep and maintain a valid certificate of authority from APEPLSPLA.

7.2.2 Engineer will exercise reasonable skill, care, and diligence in the performance of its services and will carry out its responsibilities in accordance with customarily accepted good professional engineering practices. If Engineer fails to meet the foregoing standard, Engineer will perform at its own cost, and without reimbursement from City, the professional engineering services necessary to correct errors and omissions which are caused by Engineer's failure to comply with above standard, and which are reported to Engineer within one year from the completion of Engineer's services for the Project.

7.2.3 In addition, Engineer will be responsible to City for damages caused by its negligent conduct during its activities at the Project sites or in the field.

7.2.4 Professional Oversight Indemnification

Engineer understands and agrees that City has contracted with Engineer based upon Engineer's representations that Engineer is a skilled professional and fully able to provide the services set out in this Agreement. In addition to any other indemnification set out in this Agreement, Engineer agrees to defend, indemnify and hold and save harmless City from any and all claims, settlements and judgments whatsoever arising out of City's alleged negligence in hiring or failing to properly supervise Engineer. Engineer agrees to provide City with Certificate(s) of Insurance evidencing that all coverages, limits and endorsements are maintained and in full force and effect.

7.3 Estimates and Projections

Estimates and projections prepared by Engineer relating to construction costs and schedules, operation and maintenance costs, equipment characteristics and performance, and operating results are based on Engineer's experience, qualifications and judgment as a design professional. Since Engineer has no control over weather, cost and availability of labor, material and equipment, labor productivity, construction contractor's procedures and methods, unavoidable delays, construction contractor's methods of determining prices, economic conditions, competitive bidding or market conditions and other factors affecting such estimates or projections, Engineer does not guarantee that actual rates, costs, performance, schedules, etc., will not vary from estimates and projections prepared by Engineer.

7.4 On-Site Services

Project site visits by Engineer during construction shall not make Engineer responsible for construction means, methods, techniques, sequences or procedures; for construction safety precautions or programs; or for any construction contractor(s)' failure to perform its work in accordance with the plans and specifications.

7.5 Changes

City shall have the right to make changes within the general scope of Engineer's services, with an appropriate change in compensation and/or schedule, upon

execution of a mutually acceptable amendment or change order signed by an authorized representative of City and the President or any Vice President of Engineer.

#### 7.6 Suspension of Services

Should City fail to fulfill its responsibilities as provided under Section 4 to the extent that Engineer is unduly hindered in Engineer's services or if City fails to make any payment to Engineer on account of its services and expenses within ninety (90) days after receipt of Engineer's bill therefor, Engineer may, after giving seven (7) days' written notice to City, suspend services under this Agreement until City has satisfied his obligations under this Agreement.

#### 7.7 Termination

Services may be terminated by the City at any time and for any reason, and by Engineer in the event of substantial failure to perform in accordance with the terms hereof by City through no fault of Engineer, by ten (10) days' notice. If so terminated, City shall pay Engineer all uncontested amounts due Engineer for all services properly rendered and expenses incurred to the date of receipt of notice of termination.

7.7.1 In the event of City's termination of this Agreement pursuant to the above section, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared under this Agreement, shall at the option of City become its property.

Further, Engineer shall not be relieved of any liability to City for any damages sustained by City by virtue of any breach of this Agreement by Engineer and City may withhold any payments due Engineer for the purpose of set-off until such time as the exact amount of damages to City, if any, is determined.

#### 7.8 Publications

Recognizing the importance of professional development on the part of Engineer's employees and the importance of Engineer's public relations, Engineer may prepare publications, such as technical papers, articles for periodicals, and press releases, pertaining to Engineer's services for the Project. Such publications will be provided to City in draft form for City's advance review. City will review such drafts promptly and will provide comments to Engineer. City may require deletion of proprietary data or confidential information from such publications but otherwise will not unreasonably withhold its approval. The cost of Engineer's activities pertaining to any such publication shall be paid entirely by Engineer.

#### 7.9 Nondiscrimination

During the performance of this Agreement, Engineer agrees to the following:

7.9.1 Engineer shall comply with City Code Chapter 12, Article III. – Discriminatory Practices, shall comply with any state or federal laws or regulations

relating to unlawful employment practices, and shall require such compliance in all subcontracts.

7.9.2 Engineer shall, in all solicitation or advertisements for employees placed by or on behalf of Engineer, comply with City Code Chapter 12, Article III. – Discriminatory Practices, and shall comply with any state or federal laws or regulations relating to unlawful employment practices, and shall require such compliance in all subcontracts.

7.9.3 Engineer shall comply with all provisions of State and Federal Laws governing the regulation of Equal Employment Opportunity including Title VI of the Civil Rights Act of 1964.

7.10 Successor and Assigns

City and Engineer each binds themselves and their successors, executors, administrators and assigns to the other Party of this Agreement and to the successors, executors, administrators and assigns of such other Party, in respect to all covenants of this Agreement; except as above, neither City nor Engineer shall assign, sublet or transfer his interest in the Agreement without the written consent of the other.

7.11 Rights and Benefits

Engineer's services will be performed solely for the benefit of the City and not for the benefit of any other persons or entities.

7.12 Compliance with Local Laws

Engineer shall comply with all applicable laws, ordinances and codes of the state and city.

7.13 Law; Submission to Jurisdiction Governing

This Agreement shall be governed by, interpreted and enforced in accordance with the laws of the State of Missouri and/or the laws of the United States, as applicable. The venue for all litigation arising out of, or relating to this Agreement, shall be Boone County, Missouri or the United States Western District of Missouri. The Parties hereto irrevocably agree to submit to the exclusive jurisdiction of such courts in the State of Missouri and waive any defense of forum non conveniens.

7.14 Employment of Unauthorized Aliens Prohibited

7.14.1 Engineer agrees to comply with Section 285.530, RSMo, in that they shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

7.14.2 As a condition for the award of this Agreement, Engineer shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Engineer shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

7.14.3 Engineer shall require each subcontractor to affirmatively state in its contract with Engineer that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri. Engineer shall also require each subcontractor to provide Engineer with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

7.15 Missouri Anti-Discrimination Against Israel Act: To the extent required by Section 34.600, RSMo, Engineer certifies it is not currently engaged in and shall not, for the duration of this Agreement, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel. If any provision of this paragraph, or the application of such provision to any person or circumstance, shall be held invalid, the remainder of this Agreement, or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby. This paragraph shall not apply to contracts with a total potential value of less than one hundred thousand dollars (\$100,000.00) or to contractors with fewer than ten (10) employees.

7.16 No Waiver of Immunities

In no event shall the language of this Agreement constitute or be construed as a waiver or limitation for either Party's rights or defenses with regard to each Party's applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitutions or laws.

7.17 Counterparts and Electronic Signatures

This Agreement may be signed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document. Faxed signatures, or scanned and electronically transmitted signatures, on this Agreement or any notice delivered pursuant to this Agreement, shall be deemed to have the same legal effect as original signatures on this Agreement.

7.18 Agreement Documents

This Agreement includes the following exhibits, which are incorporated herein by reference:

<u>Exhibit</u>	<u>Description</u>
A	City's RFQUAL 18/2025
B	Engineer's Response

In the event of a conflict between the terms and conditions of this Agreement and any exhibit hereto, the terms contained in this Agreement shall prevail

and the terms contained in any exhibit shall subsequently prevail in the order attached hereto.

7.19           Entire Agreement

This Agreement represents the entire and integrated Agreement between Engineer and City relative to the Project herein. All previous or contemporaneous agreements, representations, promises and conditions relating to Engineer's services described herein are superseded.

[SIGNATURES ON FOLLOWING PAGE]







**SOLICITATION NO.:** Request for Qualifications (RFQUAL) 18/2025

**BUYER:** Cale Turner

**PHONE NO.:** (573) 874-7375

**E-MAIL:** [cale.turner@como.gov](mailto:cale.turner@como.gov)

**TITLE:** Engineering Services: EV Charging Grant and Construction Management Services

**ISSUE DATE:** January 13, 2025

**RETURN QUALIFICATIONS NO LATER THAN:** February 12, 2025 AT 5:00 PM CENTRAL TIME (END DATE)

**VENDORS ARE ENCOURAGED TO RESPOND ELECTRONICALLY THROUGH THE CITY'S E-BIDDING WEBSITE BUT MAY RESPOND BY HARD COPY (See Mailing Instructions Below)**

**MAILING INSTRUCTIONS:** Print or type **Solicitation Number** and **End Date** on the lower left hand corner of the envelope or package. Delivered sealed qualifications must be in the Purchasing Division office (701 E. Broadway, 5<sup>th</sup> Floor) by the return qualifications date and time.

<p>(U.S. Mail)</p> <p><b>RETURN QUALIFICATIONS TO:</b> CITY OF COLUMBIA PURCHASING PO BOX 6015 COLUMBIA MO 65205</p>	<p>or</p>	<p>(Courier Service)</p> <p><b>CITY OF COLUMBIA PURCHASING</b> <b>701 E. BROADWAY, 5<sup>th</sup> FLOOR</b> <b>COLUMBIA MO 65201</b></p>
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**ORIGINAL CONTRACT PERIOD:** Date of Award through Project Completion

**DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:**

**City of Columbia**  
**Office of Sustainability**  
**Columbia, Missouri**

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein. The offeror further agrees that the language of this RFQUAL shall govern in the event of a conflict with their qualifications. The offeror further agrees that upon receipt of an authorized purchase order from the Purchasing Division or when a Contract/Agreement is signed and issued by an authorized official of the City of Columbia, a binding contract shall exist between the offeror and the City of Columbia.

**SIGNATURE REQUIRED**

VENDOR NAME	
MAILING ADDRESS	
CITY, STATE, ZIP CODE	
CONTACT PERSON	EMAIL ADDRESS
PHONE NUMBER	FAX NUMBER
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt	
AUTHORIZED SIGNATURE	DATE
PRINTED NAME	TITLE

RFQUAL 18/2025: ENGINEERING SERVICES: EV CHARGING GRANT AND CONSTRUCTION  
MANAGEMENT SERVICES

**1. INTRODUCTION AND GENERAL INFORMATION**

**INTRODUCTION AND PROJECT BACKGROUND:**

This document constitutes a request for competitive, sealed qualifications for the provision of engineering services for EV charging grant and construction management services for the City of Columbia, Office of Sustainability (hereinafter referred to as City) as set forth herein.

The City was awarded Federal grant funds to construct charging stations across the community. The project includes the installation of charging stations at three properties owned by the City. One location is owned by the Daniel Boone Regional Library.

Selection of a Professional Engineering contractor shall be in accordance with Missouri State Statutes.

**ORGANIZATION:**

This document, referred to as Request for Qualifications (RFQUAL), is divided into the following parts:

- 1) Introduction and General Information
- 2) Scope of Services
- 3) Qualifications Submission Information
- 4) Selection Criteria
- 5) Exhibits A – F
- 6) Attachment 1 – Charging and Fueling Infrastructure (CFI) Grant Agreement
- 7) Attachment 2 – General Terms and Conditions Under CFI Grant Agreement

**TERMINOLOGY/DEFINITIONS:**

Whenever the following words and expressions appear in a RFQUAL document or any addendum thereto, the definition or meaning described below shall apply.

- Addendum/Amendment means a written, official modification to an RFQUAL.
- Attachment applies to all forms which are included with an RFQUAL to incorporate any informational data or requirements related to the performance requirements and/or specifications.
- Qualifications end date and time and similar expressions mean the exact deadline required by the RFQUAL for the receipt of sealed qualifications.
- Offeror means the supplier, vendor, person, or organization that responds to an RFQUAL by submitting a qualifications with prices to provide the equipment, supplies, and/or services as required in the RFQUAL document.
- Buyer means the procurement staff member of the Purchasing Division. The contact person as referenced herein is usually the buyer.
- Contract means a legal and binding agreement between two or more competent parties, for a consideration for the procurement of equipment, supplies, and/or services.
- Contractor means a supplier, offeror, person, or organization who is a successful offeror as a result of an RFQUAL and who enters into a contract.
- Exhibit applies to forms, which are included with an RFQUAL for the offeror to complete and submit with the sealed qualifications prior to the specified end date and time.
- Request for Qualifications (RFQUAL) means the solicitation document issued by the Purchasing Division to potential offerors for the purchase of equipment, supplies, and/or

RFQUAL 18/2025: ENGINEERING SERVICES: EV CHARGING GRANT AND CONSTRUCTION  
MANAGEMENT SERVICES

services as described in the document. The definition includes all exhibits, attachments, and addendums thereto.

- May means that a certain feature, component, or action is permissible, but not required.
- Must means that a certain feature, component, or action is a mandatory condition.
- Shall have the same meaning, as the word must.
- Should means that a certain feature, component and/or action are desirable but not mandatory.

**SCHEDULE OF ACTIVITIES:**

DATE	ACTIVITY
January 27, 2025	Close of written <i>Requests for Additional Information</i>
January 29, 2025	Written responses to <i>Requests for Additional Information</i> sent to all
February 12, 2025	RFQUAL response is due at 5:00 p.m. CST
April 2025	Contract Start Date
*The above dates are target dates and are subject to change by the City.	

**QUALIFICATIONS SUBMISSION:**

Qualifications may be submitted in a sealed envelope at the purchasing office **or** uploaded electronically on the City's E-bidding website. No fax or e-mail qualifications will be accepted. Sealed qualifications must be delivered to the Finance Department, Purchasing Division, 701 E. Broadway, 5<sup>th</sup> Floor, Columbia, MO 65201 by the closing date and time. Qualifications received after the appointed time will be determined non-responsive and will not be opened. The qualifications must be in sealed envelopes and marked in bold letters "RFQUAL 18/2025: ENGINEERING SERVICES: EV CHARGING GRANT AND CONSTRUCTION MANAGEMENT SERVICES."

**QUESTIONS/CLARIFICATIONS OF THE REQUEST FOR QUALIFICATIONS:**

All questions concerning the solicitation and specifications shall be submitted in writing via e-mail or fax to the name below. You are encouraged to submit your questions via e-mail.

Cale Turner, Purchasing Agent  
Phone: (573) 874-7375  
E-mail: [cale.turner@como.gov](mailto:cale.turner@como.gov)

Any oral responses to any question shall be unofficial and not binding on the City. An Addendum to this RFQUAL providing the City's official response will be issued if necessary to all known prospective offerors. Questions must be submitted no later than 5:00 p.m. on January 27, 2025.

This written *Request for Additional Information* will take place of the normal Pre-Qualifications Conference.

**VALIDITY OF QUALIFICATIONS:**

Offerors agree that qualifications submitted will remain firm for a period of ninety (90) calendar days after the date specified for the return of qualifications.

RFQUAL 18/2025: ENGINEERING SERVICES: EV CHARGING GRANT AND CONSTRUCTION  
MANAGEMENT SERVICES

**REJECTION OF QUALIFICATIONS:**

The City reserves the right to reject any or all qualifications received in response to this RFQUAL, or to cancel the RFQUAL if it is in the best interest of the City to do so. Failure to furnish all information requested in this RFQUAL may disqualify the qualifications. Any exceptions to the requirements specified must be identified in the qualifications.

**WITHDRAWAL OF QUALIFICATIONS:**

Any offeror may withdraw their qualifications at any time prior to the scheduled closing time for the receipt of qualifications. However, no qualifications will be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for the receipt of qualifications.

**ALTERATION OF SOLICITATION:**

The wording of the City's solicitation may not be changed or altered in any manner. Offerors taking exception to any clause in whole or in part should do so by listing said exceptions on their letterhead and submitting them with their qualifications; such exceptions will be evaluated and accepted or rejected by the City, whose decision will be final.

**RESPONSE MATERIAL OWNERSHIP:**

All material submitted regarding this RFQUAL becomes the property of the City. Any person may review qualifications after the Agreement has been issued, subject to the terms of this solicitation.

**INCURRING COSTS:**

The City shall not be obligated or be liable for any cost incurred by offerors prior to issuance of an Agreement. All costs to prepare and submit a response to this solicitation shall be borne by the offeror.

**COLLUSION CLAUSE:**

Any agreement or collusion among offerors and prospective offerors to illegally restrain freedom of competition by agreement to fix prices, or otherwise, will render the qualifications of such offerors void.

**CONTRACT DOCUMENTS:**

The final agreement between the City and the offeror will include by reference:

- Offeror's Response to the RFQUAL
- The City Issued RFQUAL with any addendums

Any changes, additions or modifications hereto will be in writing and signed by the City Manager. No other individual is authorized to modify the agreement in any manner.

**FUNDS:**

Financial obligations of the City payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void, without penalty to the City.

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**MISSOURI LICENSURE AND CERTIFICATE OF AUTHORITY:**

Offeror certifies that it is currently in compliance, and agrees to maintain compliance for the duration of the agreement/contract, with all licensure requirements of the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects (hereinafter referred as APEPLSPLA) to practice in Missouri as a professional engineer as provided under Chapter 327 of the Missouri Revised Statutes. To the extent required by Section 327.401 of the Missouri Revised Statutes, offeror understands and agrees that the person personally in charge and supervising the professional engineering services of offeror under the agreement/contract shall be licensed and authorized to practice engineering in Missouri, and the offeror will keep and maintain a valid certificate of authority from APEPLSPLA.

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**2. SCOPE OF SERVICES**

The contractor shall provide the following professional engineering services to support the execution of the CFI grant at a minimum:

- Environmental assessment
- Preliminary Engineering of charging stations
- Grant compliance oversight to project closeout
- Assist with Public improvement process
- Draft RFP for construction of charging stations

The contractor must provide all services in accordance with the CFI Grant Agreement (Attachment 1) and the General Terms and Conditions Under CFI Grant Agreement (Attachment 2).

**PERIOD OF SERVICE:** The contractor shall commence with work shortly after City Council approval of the contract in Spring 2025 with a desired total duration of the project extending for one year.

### **3. QUALIFICATIONS SUBMISSION INFORMATION**

#### **SUBMISSION OF QUALIFICATIONS:**

On-line Qualifications - If a registered offeror is responding electronically through the City Bidding System website, the registered offeror should submit completed exhibits, forms, and other information concerning the qualifications as an attachment to the electronic qualifications. The registered offeror is instructed to review the RFQUAL submission provisions carefully to ensure they are providing all required information.

The exhibits and forms provided herein can be saved into a word processing document, completed by a registered offeror, and then sent as an attachment to the electronic submission. Other information requested or required may be sent as an attachment. Be sure to include the solicitation/bid number, company name, and a contact name on any electronic attachments.

In addition, a registered offeror may submit the exhibits, forms, etc., through mail or courier service. However, any such submission must be received prior to the specified end date and time.

If a registered offeror submits an electronic and hard copy qualifications response and if such responses are not identical, the offeror should explain which response is valid. In the absence of an explanation, the City shall consider the response which serves its best interest.

Hard Copy Qualifications - If the offeror is submitting qualifications via the mail or a courier service or is hand delivering the qualifications, the offeror should include completed exhibits, forms, and other information concerning the qualifications. The offeror is instructed to review the RFQUAL submission provisions carefully to ensure they are providing all required information.

Recycled Products - The City recognizes the limited nature of our resources and the leadership role of government agencies in regard to the environment. Accordingly, the offeror is requested to print the qualifications double-sided using recycled paper, if possible, and minimize or eliminate the use of non-recyclable materials such as plastic report covers, plastic dividers, vinyl sleeves, and binding. Lengthy qualifications may be submitted in a notebook or binder.

Open Records - Pursuant to section 610.021, RSMo, the offeror's qualifications shall be considered an open record after a contract is executed or all qualifications are rejected. At that time, all qualifications are scanned into the bid file by the Purchasing Division.

The scanned information will be available upon request from the Purchasing Division. Therefore, the offeror is advised not to include any information in the qualifications that the offeror does not want to be viewed by the public, including personal identifying information such as social security numbers.

In preparing qualifications, the offeror should be mindful of document preparation efforts for scanning purposes and storage capacity that will be required to image the qualifications and should limit qualifications content to items that provide substance, quality of content, and clarity of information.

To facilitate the evaluation process, the offeror is encouraged to organize their qualifications into sections that correspond with the individual evaluation categories described herein. The offeror is cautioned that it is the offeror's sole responsibility to submit information related to the evaluation categories and that the City is under no obligation to solicit such information if it is not included with the qualifications. The



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offeror's failure to submit such information may cause an adverse impact on the evaluation of the qualifications.

The qualifications should be page numbered.

The signed page one from the original RFQUAL and all signed addendums should be placed at the beginning of the qualifications.

Each section should be titled with each individual evaluation category and all material related to that category should be included therein.

Questions Regarding the RFQUAL – Except as may be otherwise stated herein, the offeror and the offeror's agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFQUAL, the solicitation process, the evaluation, etc., to the buyer of record indicated on the first page of this RFQUAL. Inappropriate contacts to other personnel are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer.

The buyer may be contacted via e-mail or phone as shown on the first page.

Only those questions which necessitate a change to the RFQUAL will be addressed via an addendum to the RFQUAL. Offerors are advised that any questions received less than ten (10) calendar days prior to the RFQUAL opening date may not be addressed.

Joint Venture or Co-Counsel Response – If the qualifications is being submitted in conjunction with another entity or law firm (similar to a joint response, joint venture, or co-counsel), there can be only one (1) response submitted in response to the RFQUAL by the entities/firms involved. Therefore, only one (1) entity/firm must be designated as lead and must be designated as the official offeror for purposes of submitting the qualifications. Such lead offeror and contractor, if awarded the contract, must be the only party officially signing and submitting the qualifications as well as serving as the official signatory for the joint venture or co-counsel.

**MINIMUM REQUIRED SUBMITTALS:**

- A brief description of the firm (Exhibit A)
- The qualifications and background of the firm (Exhibit A)
- A summary of any arrangements that will be made with any other firm for assistance on the work (Exhibit D)
- A list of key personnel to be involved in the work (Exhibit C)
- A list of similar work performed for other municipalities or agencies, including a description of work and the name of the municipality or agency, and the action taken as a result of the work. A list of references should be included. (Exhibit B)
- Discussion explaining why the firm believes the City would benefit from selecting the firm to do the work. (Exhibit D)

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- A description of the approach the firm will take to complete the work, including an estimate of the total time needed for the firm to complete the work. (Exhibit D)

**MISCELLANEOUS SUBMITTAL INFORMATION:**

Affidavit of Work Authorization and Documentation - Pursuant to section 285.530, RSMo, if the offeror meets the section 285.525, RSMo, definition of a “business entity” (<http://www.moga.mo.gov/statutes/C200-299/2850000525.HTM>), the offeror must affirm the offeror’s enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services requested herein. The offeror should complete Exhibit E, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization. Exhibit E must be submitted prior to an award of a contract.

The offeror should complete and submit Exhibit F, Miscellaneous Information.

Business Compliance - The offeror must be in compliance with the laws regarding conducting business in the City. The offeror certifies by signing the signature page of this original document and any addendum signature page(s) that the offeror and any proposed subcontractors either are presently in compliance with such laws or shall be in compliance with such laws prior to any resulting contract award. The offeror shall provide documentation of compliance upon request by the Purchasing Division. The compliance to conduct business in the state shall include, but not necessarily be limited to:

Registration of business name (if applicable) with the Secretary of State at <http://sos.mo.gov/business/startBusiness.asp>  
Certificate of authority to transact business/certificate of good standing (if applicable)  
Taxes (e.g., city/county/state/federal)  
State and local certifications (e.g., professions/occupations/activities)  
Licenses and permits (e.g., city/county license, sales permits)  
Insurance (e.g., worker’s compensation/unemployment compensation)

#### **4. SELECTION CRITERIA**

##### **CRITERIA:**

After determining that a qualification satisfies the mandatory requirements stated in the RFQUAL, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the qualifications in accordance with the criteria stated below.

- Evaluation of proposals/interview
- Proven background and experience in the work required
- Reputation of the firm handling similar projects
- References provided
- Ability to complete the work in the time required
- Specific background and experience of the key people who will be involved in providing these services.

##### **EVALUATION PROCESS:**

After receipt of the qualifications, a review committee appointed by the City Manager at least two members of which are licensed professional engineers or architects shall evaluate the qualifications and select as a general rule, not less than three firms for interview.

After interviews are conducted, the review committee shall select a firm for negotiation of terms of an agreement/contract. The services in the agreement/contract shall substantially conform to those described in the RFQUAL. Modifications may be made to accommodate budget limitations or to address related issues not considered in the original scope of work.

##### **COMPETITIVE NEGOTIATION OF QUALIFICATIONS:**

The offeror is advised that under the provisions of this RFQUAL, the Purchasing Division reserves the right to conduct negotiations of the qualifications received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

Negotiations may be conducted in person, in writing, or by telephone.

Negotiations will only be conducted with potentially acceptable offeror. The Purchasing Division reserves the right to limit negotiations to those qualifications which received the highest rankings during the initial evaluation phase. All offerors involved in the negotiation process will be invited to submit a best and final offer if necessary.

Terms, conditions, methodology, or other features of the offeror's qualifications may be subject to negotiation and subsequent revision. As part of the negotiations, the offeror may be required to submit supporting financial and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the qualifications.

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The mandatory requirements of the RFQUAL shall not be negotiable and shall remain unchanged unless the Purchasing Division determines that a change in such requirements is in the best interest of the City.

**AGREEMENT/CONTRACT:**

When agreement on a detailed scope of services and fee schedule is reached, a formal agreement/contract will be prepared and submitted to City Council for approval. If an agreement/contract cannot be reached, the City will terminate negotiations and select an alternate firm for negotiations.

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**EXHIBIT A**

**OFFEROR INFORMATION**

The offeror should provide the following information about the offeror's organization:
--

Provide a brief company history, including the founding date and number of years in business as currently constituted.

Describe the nature of the vendor's business, type of services performed, etc. Identify the vendor's website address, if any.

Provide a list of and a short summary of information regarding the vendor's current contracts/clients.

List, identify, and provide reasons for each contract/client gained and lost in the past two (2) years.

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**EXHIBIT B**

**CURRENT/PRIOR EXPERIENCE**

The offeror should copy and complete this form documenting the offeror and any subcontractor's current/prior experience considered relevant to the services required herein. In addition, the offeror is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

<b>Offeror Name or Subcontractor Name:</b> _____ (if reference is for a Subcontractor):	
<b>Reference Information (Current/Prior Services Performed For :)</b>	
Name of Reference Company/Client:	
Address of Reference Company/Client:	
Reference Contact Person Name, Phone #, and E-mail Address:	
Title/Name of Service/Contract	
Dates of Project Initiation and Project Completion:	
If service/contract has terminated, specify reason:	
Description of Services Performed, such as: ✓ What the offeror did ✓ How the offeror did it ✓ Results ✓ Additional Detail	
Personnel Assigned to Service/Contract (include all key personnel and identify role):	

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**EXHIBIT C**

**EXPERTISE OF KEY PERSONNEL**

(Copy and complete this table for each key person proposed)

<b>Title of Position:</b> _____	
<b>Name of Person:</b>	
Educational Degree (s): include college or university, major, and dates	
License(s)/Certification(s), #(s), expiration date(s), if applicable:	
Specialized Training Completed.	
# of years' experience in area of service proposed to provide:	
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	
Describe this person's responsibilities over the past 12 months.	
Previous employer(s), positions, and Dates	

**Staffing Methodology**

Describe the person's planned duties/role proposed herein:	
--	--

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**EXHIBIT D**

**WORK TO BE PERFORMED**

The offeror should use this Exhibit, or any format desired, to present a written plan for performing the requirements specified in this Request for Qualifications.



**EXHIBIT E**

**NOTICE TO OFFERORS**

**Sections 285.525 To 285.550 RSMo.**

Pursuant to section 285.530 (1) RSMo., No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri.

As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. {RSMo 285.530 (2)}

An Employer may enroll and participate in a federal work authorization program and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. **The E-verify system issues a Memorandum of Understanding once enrollment is complete; the City of Columbia requires a copy of this document be attached to the Work Authorization Affidavit.** The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. {RSMo 285.530 (4)}

For offerors that are not already enrolled and participating in a federal work authorization program, E-Verify is an example of this type of program. Information regarding E-Verify is available at:  
<http://www.dhs.gov/e-verify>

**EXHIBIT E, Continued**  
**CITY OF COLUMBIA, MISSOURI**  
**WORK AUTHORIZATION AFFIDAVIT**  
**PURSUANT TO 285.530 RSMo**  
**(FOR ALL BIDS IN EXCESS OF \$5,000.00)**

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**EXHIBIT F**

**MISCELLANEOUS INFORMATION**

**Employee/Conflict of Interest:**

Offerors who are elected or appointed officials or employees of the City of Columbia or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the offeror or any owner of the offeror's organization is currently an elected or appointed official or an employee of the City of Columbia or any political subdivision thereof, please provide the following information:	
Name and title of elected or appointed official or employee of the City of Columbia or any political subdivision thereof:	
If employee of the City of Columbia or political subdivision thereof, provide name of City or political subdivision where employed:	
Percentage of ownership interest in offeror's organization held by elected or appointed official or employee of the City of Columbia or political subdivision thereof:	_____ %

**Registration of Business Name (if applicable) with the Missouri Secretary of State**

The offeror should indicate the offeror's charter number and company name with the Missouri Secretary of State. Additionally, the offeror should provide proof of the offeror's good standing status with the Missouri Secretary of State. If the offeror is exempt from registering with the Missouri Secretary of State pursuant to section 351.572, RSMo., identify the specific section of 351.572 RSMo., which supports the exemption.

<b><i>Charter Number (if applicable)</i></b>	<b><i>Company Name</i></b>
If exempt from registering with the Missouri Secretary of State pursuant to section 351.572 RSMo., identify the section of 351.572 to support the exemption:	

**NOTICE TO OFFERORS**

**ADDENDUM 1 TO REQUEST FOR QUALIFICATIONS (RFQUAL) 18/2025: ENGINEERING SERVICES: EV CHARGING GRANT AND CONSTRUCTION MANAGEMENT SERVICES**

Offerors shall note the changes stated herein to the above-mentioned RFQUAL and *incorporate these changes in their qualifications*. Offerors shall attach a signed acknowledged copy of this addendum to their qualifications, if submitting a hard copy (via paper) or agree to the addendum electronically if submitting through the electronic bid system on-line.

This addendum consists of the following information:

**The following clarification/information has been provided by the City of Columbia (City):**

- Q1) The items listed (and bulleted below) can have, in our experience, different levels of engagement or detailed involved or required. Would you be able to provide more detail around the activities you envision for us to accomplish or to complete those tasks for the City?
- Grant compliance oversight to project closeout
  - Assist with Public improvement process
  - Draft RFP for construction of charging stations
- A1) The City intends to use a Design Build/Engineer Procure Construct process to complete the construction of the EV Charging Stations.
- Grant compliance oversight to project closeout: The CFI grant and the NEVI regulation include numerous requirements including and not limited to labor, materials, equipment, and technical specifications. Services to support compliance with these requirements may include field assistance, construction contract document preparation, construction phase inspection and administration, or other professional services.
  - Assist with the Public improvement process: The Public Improvement Process is located here. [https://library.municode.com/mo/columbia/codes/code\\_of\\_ordinances?nodeId=COORCOMI\\_C\\_H22PUWOIM\\_ARTIIPUIM\\_DIV3PUIMPR](https://library.municode.com/mo/columbia/codes/code_of_ordinances?nodeId=COORCOMI_C_H22PUWOIM_ARTIIPUIM_DIV3PUIMPR) The contractor shall attend and provide support documents and materials to the interested parties meeting and public hearing.
  - Draft RFP for construction of charging stations: Preliminary review must be completed/evaluated for all four locations to provide adequate information for the construction Engineer Procure Construct design build RFP. The City shall require assistance from the contractor in drafting a scope of services and attachments for the RFP.
- Q2) Given the Base Phase grant budget, how much of that total is allocated to the scope completion for this RFQ?

- A2) The City does not wish to share this.
- Q3) Is there additional detail around number chargers estimated for site 4, for the Columbia Regional Airport?
- A3) 4-6 DCFC Ports at Airport is the working estimate at this time.
- Q4) Does the awardee of the Base Phase project preclude said awardee from submitting for the Option Phase One Project?
- A4) It does not preclude a submission from the awardee, however a Base Phase awardee would not be eligible for award of the Option Phase One Project.
- Q5) On page 2, it states that the project includes the installation of charging stations at three properties owned by the City and one location owned by the Daniel Boone Regional Library. However, the Scope of Services on page 6 does not mention the library location. Please clarify if the engineering services are required for the library location as well.
- A5) The same services engineering and otherwise are required for all four locations. Three owned by the City and one owned by the Daniel Boone Regional Library.
- Q6) The Scope of Services on page 6 mentions "Environmental assessment" as one of the required services. Can you provide more details on the scope and expectations for the environmental assessment?
- A6) At a minimum, the contractor shall be expected to complete the Categorical Exclusion Template and submit for approval. All sites are currently being used as parking facilities. See attachment 1 for the template.
- Q7) The Minimum Required Submittals on page 8 include "A description of the approach the firm will take to complete the work, including an estimate of the total time needed for the firm to complete the work." However, the Scope of Services does not provide detailed information about the specific tasks or deliverables required. Can you provide more details on the expected tasks, deliverables, and milestones for the engineering services?
- A7)
- Complete and submit the Categorical Exclusion Template
  - Develop preliminary engineering materials for project sites in consultation with City of Columbia
  - Support and participate in interested parties meeting and public hearing
  - Draft solicitation and support materials for RFP for construction of charging stations in consultation with the City of Columbia
  - Provide project and grant oversight activities as described in A1
- Q8) The Selection Criteria on page 10 mentions "Evaluation of proposals/interview." However, there are no specific instructions or requirements for a proposal or interview process outlined in the RFP/RFQ. Please clarify if a separate proposal submission and interview process will be required, and if so, provide details on the expectations and evaluation criteria.

- A8) This is a qualification-based selection. We will evaluate the qualifications of the firm as stated in the RFQUAL as it relates to similar services being provided and expertise of the personnel. We must (according to ordinance) complete an interview process of a minimum of three short listed offerors to complete the qualification evaluation of the firms.
- Q9) Can you please provide input on whether the new administration's Executive Order on Unleashing American Energy will have any impact on timing for this solicitation or change the proposed timing?
- A9) It is unclear at this time whether, and the extent to which, the Executive Order Unleashing American Energy, dated January 20, 2025, may impact this project's timing and/or funding. The City is monitoring this situation and anticipates receiving further information from the federal granting authority regarding any such impact.

NO OTHER ADDITIONAL CHANGES MADE

CALE TURNER  
PURCHASING AGENT

**ACKNOWLEDGMENT**

The undersigned offeror hereby certifies that the change set forth in this Addendum #1 have been incorporated in their proposal and are a part of RFQUAL 18/2025. All other provisions of the RFQUAL document, except as stated herein, shall remain in force as written.

Firm \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_

## Categorical Exclusion (CE) Form for Direct Recipients

(For Projects using grant funds from the Bipartisan Infrastructure Law (BIL))

Date:

{dd/mm/yyyy}

### Section I) Project Information\*

Project Sponsor (Applicant):				Federal Project #:	
Name of Project:				State Project #:	
Is the project on an approved STIP/TIP?	Yes	X	No	STIP Reference #:	
Funding (Grant) Source(s):		Charging and Fueling Infrastructure Grant			
		Estimated Cost:		\$	
Purpose and Need:		The purpose of this project is to construct EV charging stations at 4 locations across the City of Columbia. The need for the project is to {insert bulleted needs list here}.			
Project Description:					
Logical Termini:					
Independent Utility:					
Is there a previously approved FHWA / State DOT Categorical Exclusion for the project?					
Yes		Environmental process is complete. Identify State DOT Project and forward CE to FHWA.			
No	X	Continue			
Is there a previously approved FHWA / State DOT Planning & Environmental Linkage (PEL) study for the project?					
Yes		Consult PEL documentation and incorporate results.			
No	X	Continue			

Will the proposed project:	Scope of the Proposed Action		
	No	Possible	Comments
Be a facility on a new location or a realignment?	X		
Add through traffic lanes to an existing facility?	X		
Provide a substantial change in access control to the roadway?	X		
Provide a temporary disruption to traffic flow?	X		
Result in a permanent alteration of local traffic pattern?	X		
Result in a disruption to public facilities and/or services?	X		
Involvement with existing bridge(s)?	X		

Will the proposed project:	Right-of-Way (R/W)		
	No	Possible	Comments
Involve right-of-way acquisition or easements?		X	
Involve any residential or commercial relocations?	X		
Provide the number of properties affected by total take (acquisition):			None
Provide the number of properties affected by strip take or other form of partial take:			None

## Section II) Environmental Resources Evaluations\*

### Involvement with Resources:

	No	Possible	Studies, Coordination and Comments
<b>Air Quality Impacts</b>			
Mobile Source Air Toxics (MSAT)			
Particulate Matter 2.5 (PM 2.5)			
Carbon Monoxide (CO)			
Ozone			
Noise	X		
Hazardous Materials	X		
Landfills	X		
<b>Cultural Resources (Section 106)</b>			
Archaeological Resources			
Historic Architecture			
<b>Tribal Consultation</b>			
Wetlands	X		
Streams and Rivers	X		
Wild & Scenic Rivers	X		
Other Surface Waters	X		
Unique/high Quality Terrestrial Habitat	X		
Threatened/Endangered Species	X		
Fish & Wildlife Coordination Act	X		
Migratory Bird Treaty Species	X		
Bald & Golden Eagle Protection	X		
Farmlands	X		
Drinking Water	X		
Sole Source Aquifer	X		
Section 4(f) Property			
Section 6(f) Property			
<b>Community Impacts</b>			
Local/Regional development Planning compliance			
Negative impacts to community cohesion	X		
Indirect or cumulative impacts	X		
Impacts to health, educational, public utilities, fire, police, emergency services, religious institutions, public transit, or bicycle and pedestrian facilities			
Displacement of residents, businesses, institutions or farms	X		
Environmental Justice (EJ)		X	
Racial Equity		X	
Public Involvement		X	
Section 404 Waterway Permits	X		
Section 401 Water Quality Certification	X		
USCG Section 9 Bridge Permit	X		
Stormwater Permits	X		
Floodplain Impacts	X		



## Section V) Required Attachments\*

- These items MUST BE submitted by the times shown below

By the time of federal NEPA approval for project:

- NEPA packet prepared using the Environmental Review Document Checklist
- Project mapping
- Project photolog
- Pre-coordination letters with permitting agencies (EPA, Army Corps, Floodplain Coordinator, etc.)
- Documentation of Public Involvement
- External resource agency coordination letters showing final agency concurrence with project (USFWS, SHPO, DNR, etc.), which includes completion and agency approval of all requested additional resource studies by any resource agency.

Prior to construction for all projects, please provide:

- Copies of all waterway permits
- Copies of all floodplain permits
- Evidence of all environmental commitments as shown in project plans and specifications

## Section VI) Class of Action Determination

- Consult with FHWA if uncertain.

Select a Categorical Exclusion from the drop-down menu below based upon the scope of the project:

Choose an item.

Select additional Categorical Exclusion, if needed from the drop-down menu below:

Choose an item.

If categorical exclusions (c)(26), (c)(27), or (c)(28) were selected above, do any of the following circumstances apply? If yes, the project must be completed as a d-listed CE, an Environmental Assessment or Environmental Impact Statement as appropriate. Consult with FHWA for a final determination.

1. An acquisition of more than a minor amount of right-of-way or that would result in any residential or non-residential displacements;
2. An action that needs a bridge permit from the U.S. Coast Guard, or an action that does not meet the terms and conditions of a U.S. Army Corps of Engineers nationwide or general permit under section 404 of the Clean Water Act and/or section 10 of the Rivers and Harbors Act of 1899;
3. A finding of "adverse effect" to historic properties under the National Historic Preservation Act, the use of a resource protected under 23 U.S.C. 138 or 49 U.S.C. 303 (section 4(f)) except for actions resulting in de minimis impacts, or a finding of "may affect, likely to adversely affect" threatened or endangered species or critical habitat under the Endangered Species Act;
4. Construction of temporary access, or the closure of existing road, bridge, or ramps, that would result in major traffic disruptions;
5. Changes in access control;
6. A floodplain encroachment other than functionally dependent uses (e.g., bridges, wetlands) or actions that facilitate open
7. space use (e.g., recreational trails, bicycle and pedestrian paths); or construction activities in, across or adjacent to a river component designated or proposed for inclusion in the National System of Wild and Scenic Rivers.

## Section VI) Approval

This section must be signed by all parties and approved by FHWA prior to federal authorization of the next phase of the project.

After reviewing the current status of this project, the Applicant considers that the NEPA process and documentation to be completed. The applicant confirms that there are not *unusual circumstances* associated with the project as defined by 23 CFR 771.117 (b) that would require completion of either an Environmental Assessment or Environmental Impact Statement.

Unusual circumstances include:

- Significant environmental impacts;
- Substantial controversy on environmental grounds;
- Significant impact on properties protected by section 4(f) of the DOT Act or section 106 of the National Historic Preservation Act; or inconsistencies with any Federal, State, or local law, requirement or administrative determination relating to the environmental aspects of the action.

The applicant acknowledges that a reevaluation of the approval will occur if there are any changes to the proposed action. Changes may include 1) changes in scope or location, 2) changes in ability of project to deliver environmental commitments as promised to agencies and/or parties, 3) identification of new environmental impacts not considered in the NEPA document, 4) new information or circumstances relevant to environmental concerns with bearing on the proposed action or its impacts, which would result in substantial environmental impact not considered in the NEPA document. The applicant is ultimately responsible for complying with all applicable state and federal laws.

**Form Prepared By:**

Applicant Name/Organization

Date

**Applicant Acceptance of Project:**

Project or Program Manager Name and Organization

Date

FHWA has reviewed the proposed action and it is our assessment that implementation of the proposed action will not result in any significant impacts to the human and/or natural environment. If during further development of the project there is a substantial change in the impacts of or the scope of the proposed action, the environmental effects need to be reevaluated.

Approval of CE:

For: {Name}

Environmental Protection Specialist

Date



## **18/2025 Addendum 1**

### **Olsson Associates**

### **Supplier Response**

#### **Event Information**

Number: 18/2025 Addendum 1  
Title: Engineering Services: EV Charging Grant and Construction Management Services  
Type: Request for Qualifications  
Issue Date: 1/13/2025  
Deadline: 2/12/2025 05:00 PM (CT)  
Notes: Qualifications may be submitted in a sealed envelope at the Purchasing Division office or uploaded electronically on this e-bidding website. Sealed qualifications must be delivered to the Purchasing Division, 701 E. Broadway, 5th Floor, Columbia, MO 65201 by the closing date and time.

Qualifications received after the appointed time will be time stamped and marked as late. Late qualifications will not be opened and will not be considered in the evaluation. Qualifications must be in a sealed envelope and marked in bold letters "RFQUAL 18/2025."

No fax or e-mail qualifications shall be accepted.

#### **Contact Information**

Contact: Purchasing Division  
Address: Finance/Purchasing  
City Hall  
5th Floor  
City of Columbia, Missouri  
701 E. Broadway, 5th Floor

COLUMBIA, Missouri 65201  
Phone: 1 (573) 8747375  
Email: cale.turner@como.gov

## Olsson Associates Information

Contact: Olsson  
Address: 7301 W. 133rd Street, Suite 200  
Overland Park, KS 66213  
Phone: (913) 381-1170  
Fax: (913) 381-1174  
Email: [nwichmer@olsson.com](mailto:nwichmer@olsson.com)  
Web Address: [www.olsson.com](http://www.olsson.com)

By submitting your response, you certify that you are authorized to represent and bind your company.

Brian Marshall

*Signature*

*Submitted at 2/11/2025 02:47:54 PM (CT)*

[bmarshall2@olsson.com](mailto:bmarshall2@olsson.com)

*Email*

## Response Attachments

### RFP 18\_2025 Engineering Services EV Charging Grant and CM\_Olsson.pdf

Olsson response to Request for Qualifications (RFQUAL) 18/2025



Request for Qualifications (RFQUAL) 18/2025

# Engineering Services: EV Charging Grant and Construction Management Services

CITY OF COLUMBIA, MISSOURI

FEBRUARY 12, 2025

**olsson**<sup>®</sup>



**SOLICITATION NO.:** Request for Qualifications (RFQUAL) 18/2025

**BUYER:** Cale Turner

**PHONE NO.:** (573) 874-7375

**E-MAIL:** [cale.turner@como.gov](mailto:cale.turner@como.gov)

**TITLE:** Engineering Services: EV Charging Grant and Construction Management Services

**ISSUE DATE:** January 13, 2025

**RETURN QUALIFICATIONS NO LATER THAN:** February 12, 2025 AT 5:00 PM CENTRAL TIME (END DATE)

**VENDORS ARE ENCOURAGED TO RESPOND ELECTRONICALLY THROUGH THE CITY'S E-BIDDING WEBSITE BUT MAY RESPOND BY HARD COPY (See Mailing Instructions Below)**

**MAILING INSTRUCTIONS:** Print or type **Solicitation Number** and **End Date** on the lower left hand corner of the envelope or package. Delivered sealed qualifications must be in the Purchasing Division office (701 E. Broadway, 5<sup>th</sup> Floor) by the return qualifications date and time.

(U.S. Mail)	or	(Courier Service)
RETURN QUALIFICATIONS TO: CITY OF COLUMBIA PURCHASING		CITY OF COLUMBIA PURCHASING
PO BOX 6015		701 E. BROADWAY, 5 <sup>th</sup> FLOOR
COLUMBIA MO 65205		COLUMBIA MO 65201


**ORIGINAL CONTRACT PERIOD:** Date of Award through Project Completion

**DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:**

City of Columbia  
Office of Sustainability  
Columbia, Missouri

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein. The offeror further agrees that the language of this RFQUAL shall govern in the event of a conflict with their qualifications. The offeror further agrees that upon receipt of an authorized purchase order from the Purchasing Division or when a Contract/Agreement is signed and issued by an authorized official of the City of Columbia, a binding contract shall exist between the offeror and the City of Columbia.

**SIGNATURE REQUIRED**

<b>VENDOR NAME</b> Olsson	
<b>MAILING ADDRESS</b> 1301 Burlington Street	
<b>CITY, STATE, ZIP CODE</b> North Kansas City, MO 64116	
<b>CONTACT PERSON</b> Brian Marshall	<b>EMAIL ADDRESS</b> bmarshall2@olsson.com
<b>PHONE NUMBER</b> 816.377.3027	<b>FAX NUMBER</b> N/A
<b>VENDOR TAX FILING TYPE WITH IRS (CHECK ONE)</b> <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt	
	<b>DATE</b> February 10, 2025
<b>PRINTED NAME</b> Brian Marshall	<b>TITLE</b> Project Manager

February 10, 2025

City of Columbia, Utilities Department  
ATTN: Cale Turner, Purchasing Agent  
701 East Broadway  
Columbia, MO 65201



RE: RFP 18/2025 Engineering Services: EV Charging Grant and Construction Management Services

Dear Members of the Selection Committee:

The City of Columbia's investment in electric vehicle (EV) charging infrastructure represents a significant step toward the sustainable urban development that the city strives for. Successfully executing this project requires not only technical expertise, but also a strong understanding of federal grant funding and environmental regulations. Olsson, in partnership with Crockett Engineering—a trusted local firm with deep expertise in survey and civil services throughout the community—is well-positioned to support the city in navigating these complexities, verifying that federal funding requirements are met, while delivering a well-planned and efficiently executed project.

At Olsson, we bring extensive experience and expertise in managing similar infrastructure projects. Our team has successfully executed numerous EV infrastructure initiatives, including the recent completion of charging station design and construction support in other communities, such as in Johnson County, Kansas and Springfield, Missouri, as part of federal grant programs.

Our comprehensive approach encompasses a thorough environmental assessment, meticulous preliminary engineering specifications for the charging stations, and stringent grant compliance oversight. Olsson's experience managing federal grant compliance will maintain adherence to reporting requirements, funding conditions, and regulatory obligations throughout the project lifecycle. Since 2019, we have served as MoDOT's on-call environmental consultant, successfully coordinating environmental compliance processes for state and federally funded projects. This expertise allows us to effectively navigate environmental permitting, NEPA requirements, and coordination with MoDOT to streamline approvals and maintain project timelines. By teaming with Crockett Engineering, we further strengthen our ability to deliver a successful project. Crockett's familiarity with Columbia's infrastructure and regulatory landscape provides seamless integration of local survey and civil engineering considerations, optimizing project efficiency and execution.

Our project manager, Brian Marshall serves as Olsson's in-house expert on Electric Vehicles and their corresponding infrastructure. His experience includes EV planning, grant support, fleet planning, and numerous EV station design projects. While he currently resides in the Kansas City - Metro area, he was born and raised in Columbia and graduated from the University of Missouri.

We are excited about the prospect of collaborating with the City of Columbia to bring this important project to fruition. Our team understands the significance of this initiative in promoting sustainable practices and enhancing community infrastructure, and we are dedicated to its seamless execution over the anticipated project duration. Thank you for considering our proposal. We look forward to the opportunity to contribute to the City of Columbia's efforts in sustainable urban development.

Sincerely,

A handwritten signature in blue ink that reads "Brian Marshall". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Brian Marshall  
Project Manager  
816.377.3027 | bmarshall2@olsson.com



# CONTENTS

**Signature Page** (*First Page of RFP*)

**Cover Letter**

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# EXHIBIT A | OFFEROR INFORMATION



*We are Olsson,*  
a nationally recognized, employee-owned  
engineering and design firm with a rich  
history of success.

We're here to improve communities by making them more sustainable, better connected, and more efficient. Simply put, we work to leave the world better than we found it.

Though our philosophy hasn't changed since John E. Olsson opened our doors many years ago, we have certainly evolved, working on projects nationwide. We have more than 2,000 professionals and offer a comprehensive list of services.

## EV SERVICES

Olsson is a trusted partner for aligning sustainable transportation deployment with client goals and objectives. We have worked with federal agencies, municipalities, and private fleets to create and deploy tailored electric vehicle readiness plans. We're committed to driving innovation, being problem-solvers, and partnering with you during your unique EV journey, wherever you happen to be on that road.

## COMPREHENSIVE NATIONAL EXPERIENCE

Our teams are cross-disciplined and provide cohesive services -- meaning, if a local or regional team needs the expertise of one of our professionals from any other office, then we arrange to make that happen. Our industry experts are available to each and every client, no matter the size or location of the project.

Founded on March 9, 1956,  
Olsson is about to celebrate  
69 years in business.

[www.olsson.com](http://www.olsson.com)

**95.8%** OF OUR WORK  
IN 2024



**CAME FROM REPEAT CLIENTS**  
— a testament to who we are and what we do.

## EXHIBIT A *(continued)*

### Olsson's Current Contracts/Clients

Olsson has nearly 8,000 current contracts. As a nationwide firm, we have 30 offices in 11 states that manage projects nationwide. Local clients include the State of Missouri, MoDOT, University of Missouri-Columbia, and we have worked in Chillicothe, Sedalia, Higginsville, Marshall, Warrensburg, Camp Cole, Rolla, and Lexington. Additionally, we have completed numerous projects in the state's major cities of Kansas City and St. Louis.

Olsson has been involved in multiple projects with the City of Columbia, including the COMO Bus Service Evaluation and the Columbia, MO Comprehensive Transit Study. These projects focus on evaluating and improving the transit services in the area.

We have gained nearly 4,500 new clients in the past two years. Olsson's extensive experience in engineering and design services, combined with a strong local presence, makes us a preferred choice for complex projects. Our high repeat client rate indicates strong client relationships and successful project outcomes.

No contracts have been terminated for default or due to performance issues in the past two years.

#### Current EV contracts include:

- Johnson County, Kansas
- Lincoln Electric Systems
- City of Overland Park, Kansas
- Flint Hills MPO
- City of Lawrence, Kansas





## EXHIBIT A *(continued)*

Olsson has team members who specialize in MoDOT coordination, environmental permitting, public involvement, and grant compliance for electric vehicle (EV) projects.

We have played a pivotal role in designing electric vehicle (EV) infrastructure, contributing significantly to the advancement of zero-emission transportation. Our design experience encompasses the development of EV charging stations and related infrastructure, focusing on technical specifications, site selection, and integration with existing transportation networks. By collaborating with stakeholders and assessing infrastructure needs, Olsson has facilitated the seamless incorporation of EV technology into urban and rural settings. This approach supports the broader adoption of electric vehicles and aligns with sustainability objectives by fostering key partnerships and implementing effective design strategies.

Olsson's expertise in environmental permitting spans various sectors, including utility-scale renewable development and transportation projects. We navigate complex regulatory frameworks, providing compliance with federal, state, and local environmental requirements. This includes NEPA documentation, Clean Water Act permitting, and endangered species assessments. And, Olsson has an ongoing MoDOT environmental on-call contract that includes NEPA reviews and environmental clearances for hundreds of transportation projects. Olsson has a longstanding relationship with MoDOT. As a firm, we have completed over 600 NEPA projects and more than 100 ESA compliance projects for MoDOT, demonstrating our capability in managing environmental reviews.

Furthermore, we have public involvement specialists dedicated to facilitating these efforts. Our public involvement process is comprehensive, involving the creation of public involvement plans, conducting public meetings, and utilizing various outreach methods to gather feedback and build consensus. This approach is integral to the firm's project management strategy, gaining community and stakeholder input and incorporating it into project development and execution.



# EXHIBIT B | CURRENT/PRIOR EXPERIENCE

**Offeror Name: Olsson**

## Reference Information (Current/Prior Services Performed For:)

<b>Name of Reference Company/Client</b>	City of Overland Park, Kansas
<b>Address of Reference Company/Client:</b>	8500 Santa Fe Drive Overland Park, KS 66212
<b>Reference Contact Person Name, Phone #, and E-mail Address:</b>	Brian Geiger, 913.895.6140, Brian.Geiger@opkansas.org
<b>Title/Name of Service/Contract</b>	Overland Park KS EV Charging Stations
<b>Dates of Project Initiation and Project Completion:</b>	2021-2025
<b>If service/contract has terminated, specify reason:</b>	N/A
<b>Description of Services Performed, such as:</b> <ul style="list-style-type: none"> <li>• What the offeror did</li> <li>• How the offeror did it</li> <li>• Results</li> <li>• Additional Detail</li> </ul>	<p>Under an on-call contract with the City of Overland Park, Olsson was tasked with providing engineering services for the planning, design, and construction management of new electric vehicle (EV) charging stations at multiple locations. The project leveraged grant funding and adhered to KDOT state contract and procurement standards, ensuring compliance with all requirements for funding and implementation.</p> <p>Olsson coordinated extensively with Evergy and other utility providers to streamline installation and create seamless integration with existing infrastructure. The team successfully navigated a range of requirements, including federal facility guidelines, NEC codes, local permitting codes, and client-specific specifications, demonstrating expertise in EV charging station implementation.</p> <p>Through this project, Olsson engaged with all major EV station manufacturers, gaining valuable insights into their products and capabilities. Key considerations included ensuring ADA accessibility both at the stations and to surrounding public amenities, meeting minimum electrical standards for station performance, integrating secure and user-friendly payment systems, and designing wayfinding elements in accordance with MUTCD standards. Thanks to Olsson's thorough planning and meticulous attention to KDOT's funding and submittal requirements, the project has received minimal comments from KDOT on previous submittals.</p>
<b>Personnel Assigned to Service/Contract (include all key personnel and identify role):</b>	Josh Pudlowski – Project Manager Brian Marshall – Subject Matter Expert Kate Collier – Electrical Engineer

# EXHIBIT B | CURRENT/PRIOR EXPERIENCE

**Offeror Name: Olsson**

## Reference Information (Current/Prior Services Performed For:)

<b>Name of Reference Company/Client</b>	Johnson County, Kansas
<b>Address of Reference Company/Client:</b>	Financial Management & Administration 111 S. Cherry Suite 2400 Olathe, KS 66061
<b>Reference Contact Person Name, Phone #, and E-mail Address:</b>	Chris Butler, 913.715.0738, chris.butler@jocogov.org
<b>Title/Name of Service/Contract</b>	Johnson County Kansas Fleet EV Readiness Plan
<b>Dates of Project Initiation and Project Completion:</b>	Early 2025
<b>If service/contract has terminated, specify reason:</b>	N/A
<b>Description of Services Performed, such as:</b> <ul style="list-style-type: none"> <li>• What the offeror did</li> <li>• How the offeror did it</li> <li>• Results</li> <li>• Additional Detail</li> </ul>	<p>Olsson partnered with Johnson County to develop a comprehensive fleet electrification plan for the county's 774 light-duty vehicles. The plan outlined immediate needs and long-term objectives to transition the fleet to full electrification and establish the necessary charging infrastructure.</p> <p>The project deliverables included strategies to overcome barriers to electrification, program recommendations to support a phased implementation, operational considerations, and facility improvement recommendations for 11 county locations. These recommendations provided actionable insights for the sites</p> <p>Olsson also created preliminary charging site layouts and provided estimated construction costs for these locations. The plan addressed critical factors such as site-specific operational needs, facility upgrades, and the scalability of charging infrastructure to meet future demands. By combining technical expertise and strategic planning, Olsson delivered a roadmap that will guide Johnson County in achieving its fleet electrification goals efficiently and effectively.</p>
<b>Personnel Assigned to Service/ Contract (include all key personnel and identify role):</b>	Brian Marshall – Project Manager and SME Josh Pudlowski – Deputy Project Manager Kate Collier – Electrical Engineer

# EXHIBIT B | CURRENT/PRIOR EXPERIENCE

**Offeror Name: Olsson**

## Reference Information (Current/Prior Services Performed For:)

<b>Name of Reference Company/Client</b>	US Department of Veterans Affairs, General Services Administration
<b>Address of Reference Company/Client:</b>	Various locations including, St. Louis, St. Paul, Des Moines, Omaha, Glendale, Vallejo, Leavenworth, Washington DC, Cheyenne, Iowa City, Minneapolis, Sioux Falls, etc.
<b>Reference Contact Person Name, Phone #, and E-mail Address:</b>	Dennis Brunner, NEED PHONE NUMBER, dennis.brunner@gsa.gov
<b>Title/Name of Service/Contract</b>	Veterans Administration – Electric Vehicle Charging Feasibility Studies; Various locations in Kansas, Missouri, Illinois, Wisconsin, Michigan, and Ohio
<b>Dates of Project Initiation and Project Completion:</b>	2023 to 2026 (estimated)
<b>If service/contract has terminated, specify reason:</b>	N/A
<b>Description of Services Performed, such as:</b> <ul style="list-style-type: none"> <li>• What the offeror did</li> <li>• How the offeror did it</li> <li>• Results</li> <li>• Additional Detail</li> </ul>	<p>General Services Administration contracted Olsson to conduct electric vehicle supply equipment feasibility studies for 29 medical center sites throughout the Midwest.</p> <p>The goal is to produce preliminary charging infrastructure designs, construction cost estimates, and phasing recommendations to electrify an average of 85 vehicles at each site. Sites range quantities from 20 to 180 charging stations per campus.</p> <p>To accomplish those goals, we are completing a comprehensive analysis, evaluation, and report for the installation of electrical vehicle supply equipment (EVSE) at each medical center site. We are also analyzing vehicle operational data provided by fleet operators to determine what electrical infrastructure is needed to support future EVs. Considerations for on peak and off-peak charging solutions are under consideration for each site to minimize equipment and energy costs while maintaining vehicle operational requirements. Completed plans include site layouts for required charging infrastructure, electrical drawings, electrical rate analysis and utility coordination.</p> <p>The project began in April 2023 with an expected completion in March 2026. All work is being performed in compliance with NFPA 70-2020, National Electrical Code, NFPA-70E, 2018 Edition (Standard for Electrical Safety in the Workplace); NECA 413, Standard for Installing and Maintaining EVSE (ANSI); VA Master Specifications, VA Design Manuals; and NECA 416, Recommended Practice for Installing Energy Storage Systems (ESS) (ANSI).</p>
<b>Personnel Assigned to Service/ Contract (include all key personnel and identify role):</b>	<p>Brian Marshall –Subject Matter Expert (for entire project)</p> <p>Kate Collier – Electrical Design Engineer</p>

# EXHIBIT B | CURRENT/PRIOR EXPERIENCE

**Offeror Name: Olsson**

## Reference Information (Current/Prior Services Performed For:)

<b>Name of Reference Company/Client</b>	City of Overland Park
<b>Address of Reference Company/Client:</b>	8500 Santa Fe Drive Overland Park, KS 66212
<b>Reference Contact Person Name, Phone #, and E-mail Address:</b>	Kaitlyn Mura, 913.895.6102
<b>Title/Name of Service/Contract</b>	Overland Park Electric Vehicle Master Plan
<b>Dates of Project Initiation and Project Completion:</b>	2022
<b>If service/contract has terminated, specify reason:</b>	N/A
<b>Description of Services Performed, such as:</b> <ul style="list-style-type: none"> <li>• What the offeror did</li> <li>• How the offeror did it</li> <li>• Results</li> <li>• Additional Detail</li> </ul>	<p>The City of Overland Park partnered with Olsson to develop the first EV Master Plan for the Kansas City Metropolitan region, positioning the city as a leader in sustainable transportation planning. This forward-thinking plan provides a roadmap for EV infrastructure development and implementation, highlighting strategies to leverage grant opportunities to expand charging infrastructure and reduce regional investment costs.</p> <p>Olsson's work included creating a prioritization matrix to guide the city's transition to electric fleet vehicles, evaluating opportunities by vehicle class and usage. This strategic approach enables Overland Park to make informed decisions about fleet conversion while demonstrating leadership in sustainable transportation. By establishing a thoughtful deployment strategy, the City is well-positioned to meet merit criteria for securing future grants and incentives.</p> <p>The comprehensive plan addresses key components such as an analysis of existing conditions, equity considerations, gap assessments, and the identification of needed services, programs, policies, and infrastructure. Additional elements include actionable recommendations, a phased implementation strategy, and funding guidance to support the plan's execution.</p> <p>Through this EV Master Plan, Overland Park has laid the foundation for a sustainable and cost-effective approach to transportation electrification, reinforcing its commitment to innovation and environmental stewardship.</p>
<b>Personnel Assigned to Service/Contract (include all key personnel and identify role):</b>	Brian Marshall – Project Manager and SME Josh Pudlowski – Deputy Project Manager



# EXHIBIT B | CURRENT/PRIOR EXPERIENCE

**Offeror Name: Olsson**

## Reference Information (Current/Prior Services Performed For:)

<b>Name of Reference Company/Client</b>	Crawford, Murphy & Tilly (CMT)
<b>Address of Reference Company/Client:</b>	1631 W Elfindale Springfield, MO 65807
<b>Reference Contact Person Name, Phone #, and E-mail Address:</b>	Brian Hutsell, P.E.; 417.869.6009, bhutsell@cmtengr.com
<b>Title/Name of Service/Contract</b>	CMT Springfield EV Rental Fleet Infrastructure Study
<b>Dates of Project Initiation and Project Completion:</b>	2022-2024
<b>If service/contract has terminated, specify reason:</b>	N/A
<b>Description of Services Performed, such as:</b> <ul style="list-style-type: none"> <li>• What the offeror did</li> <li>• How the offeror did it</li> <li>• Results</li> <li>• Additional Detail</li> </ul>	<p>Springfield-Branson National Airport (SGF) in Springfield, Missouri, recognized a need for electric vehicle (EV) infrastructure across its entire facility to serve customer parking, rental car agencies, employees, and ride-share services. SGF turned to Olsson to conduct an airport-wide assessment for EV charging needs to determine the best way forward to add EV charging stations to airport facilities. As part of the study, Olsson assessed several factors, including the required number and type of EV charging stations (with input from operations); current and future demand; infrastructure types and costs; and possible funding opportunities.</p> <p>We also coordinated with local utilities to determine power supply alternatives for short-term needs and long-range plans. Final design and construction included 4 DCFC chargers with infrastructure to expand to an additional 4 chargers.</p>
<b>Personnel Assigned to Service/Contract (include all key personnel and identify role):</b>	Brian Marshall- Served as project manager for the EV Master Plan and SME for the project design phase

# EXHIBIT B | CURRENT/PRIOR EXPERIENCE

Offeror Name: <b>Olsson</b>	
Reference Information ( <i>Current/Prior Services Performed For:</i> )	
Name of Reference Company/Client	City of Columbia, MO
Address of Reference Company/Client:	701 E. Broadway Columbia, MO 65205
Reference Contact Person Name, Phone #, and E-mail Address:	Drew Brooks, 573.874.7281, drew.brooks@como.gov
Title/Name of Service/Contract	Go COMO Transit Evaluation
Dates of Project Initiation and Project Completion:	2025
If service/contract has terminated, specify reason:	N/A
<b>Description of Services Performed, such as:</b> <ul style="list-style-type: none"> <li>• What the offeror did</li> <li>• How the offeror did it</li> <li>• Results</li> <li>• Additional Detail</li> </ul>	<p>Olsson partnered with the City of Columbia to evaluate the Go COMO transit system, focusing on improving service efficiency, expanding ridership, and addressing gaps in accessibility. The evaluation aimed to create a long-term, sustainable plan for enhancing transit operations and meeting the evolving needs of the community.</p> <p>Our team conducted a route-by-route analysis to identify inefficiencies and overlaps, completed a transit propensity study to understand areas with the greatest need, and engaged the public to gather feedback on current and desired services. This thorough approach allowed us to identify opportunities for new routes, micro-transit solutions, and technology upgrades to enhance the rider experience.</p> <p>The study resulted in actionable recommendations that included implementing on-demand transit options, reconfiguring routes to better serve high-demand areas, and identifying new funding sources to support system improvements. These recommendations provided the City of Columbia with a clear roadmap to increase ridership, improve service reliability, and optimize operational costs. By combining route analyses, stakeholder engagement, and actionable recommendations, Olsson provided the City of Columbia with a roadmap to enhance transit service quality, attract ridership, and align resources with community needs.</p>
Personnel Assigned to Service/ Contract (include all key personnel and identify role):	N/A

# EXHIBIT B | CURRENT/PRIOR EXPERIENCE

Offeror Name: <b>Olsson</b>	
Reference Information <i>(Current/Prior Services Performed For:)</i>	
<b>Name of Reference Company/Client</b>	Missouri Department of Transportation
<b>Address of Reference Company/Client:</b>	105 W Capitol Avenue Jefferson City, MO 65102
<b>Reference Contact Person Name, Phone #, and E-mail Address:</b>	Environmental and Historic Preservation Compliance for MoDOT
<b>Title/Name of Service/Contract</b>	Environmental On-Call
<b>Dates of Project Initiation and Project Completion:</b>	2017 - present
<b>If service/contract has terminated, specify reason:</b>	N/A
<b>Description of Services Performed, such as:</b> <ul style="list-style-type: none"> <li>• What the offeror did</li> <li>• How the offeror did it</li> <li>• Results</li> <li>• Additional Detail</li> </ul>	<p>Since 2020, Olsson has provided environmental and historic preservation compliance services for the Missouri Department of Transportation (MoDOT), aligning federally-funded projects with National Environmental Policy Act (NEPA) regulations and Section 106 of the National Historic Preservation Act. Our team has worked closely with Local Public Agencies (LPAs) and MoDOT's Environmental and Historic Preservation staff to facilitate compliance with environmental laws, streamline review processes, and support project approvals.</p> <p>Our work includes reviewing Requests for Environmental Review (RER) submissions, assessing resource impacts—including wetlands, floodplains, hazardous materials, threatened and endangered species, and noise—and ensuring compliance with the Federal Highway Administration's (FHWA) NEPA requirements. We have provided technical guidance to LPAs on environmental clearances, multimodal assessments, and permitting, leveraging our expertise in state and federal regulatory processes to maintain project schedules and funding eligibility.</p> <p>Additionally, our historic preservation specialists meet the Secretary of the Interior's Professional Qualifications Standards and have conducted Section 106 compliance reviews, including assessing project impacts on historic properties, bridges, and cultural resources. We have facilitated tribal consultations, coordinated Memorandums of Agreement (MOAs) for adverse effects, and developed Programmatic or Individual Section 4(f) evaluations.</p>
<b>Personnel Assigned to Service/ Contract (include all key personnel and identify role):</b>	Aaron Ball - Project Manager

# EXHIBIT B | CURRENT/PRIOR EXPERIENCE

**Offeror Name: Crockett Engineering Consultants, LLC**

## Reference Information (Current/Prior Services Performed For:)

<b>Name of Reference Company/Client</b>	City of Columbia, Parks and Recreation
<b>Address of Reference Company/Client:</b>	1 S 7th St, Columbia, MO 65201
<b>Reference Contact Person Name, Phone #, and E-mail Address:</b>	Liz Lynch, Parks Planner, Parks and Recreation Department, Office: 573.874.7709, Email: Liz.Lynch@como.gov
<b>Title/Name of Service/Contract</b>	Albert Oakland Park Improvements
<b>Dates of Project Initiation and Project Completion:</b>	2023 to current
<b>If service/contract has terminated, specify reason:</b>	N/A
<b>Description of Services Performed, such as:</b> <ul style="list-style-type: none"> <li>• What the offeror did</li> <li>• How the offeror did it</li> <li>• Results</li> <li>• Additional Detail</li> </ul>	<p>Crockett Engineering provided civil and structural engineering, along with surveying and testing services, for the design of proposed improvements to Oakland Park, located off Oakland Gravel Road in Columbia, MO. The project included the demolition of the existing shelter house and the construction of a new prefabricated shelter across the concrete walking path from the original location. Additional improvements included the installation of a separate restroom facility, pavement regrading and overlay of the existing parking lot, the addition of parking lot lighting, and the extension of utilities to serve the restroom and relocated shelter.</p> <p>Phase II involved civil, structural, and MEP engineering, as well as surveying and testing services, for improvements to Albert-Oakland Park on Blue Ridge Road in Columbia, MO. This phase included the demolition of the existing pickleball and tennis courts (north courts) and playground, followed by the construction of new pickleball courts and a new playground. Additional enhancements included the removal and replacement of a water fountain near the playground and shelters, installation of a new water fountain at the pickleball courts, and concrete replacement to address drainage issues at the southern shelter. Further improvements involved wrapping shelter columns with stone veneer, updating lighting fixtures at both shelters, adding panels to the roof interior, and providing an ADA-compliant path to the new pickleball courts.</p>
<b>Personnel Assigned to Service/ Contract (include all key personnel and identify role):</b>	Tim Crockett, PE - Project Manager David Borden, PLS - Land Surveyory Shane Steinman, PE - Construction Inspection

# EXHIBIT B | CURRENT/PRIOR EXPERIENCE

**Offeror Name: Tim Crockett, PE, David Borden, PLS, Shane Steinman, PE**

## Reference Information (Current/Prior Services Performed For:)

<b>Name of Reference Company/Client</b>	City of Columbia, Parks and Recreation
<b>Address of Reference Company/Client:</b>	105 W Capitol Avenue Jefferson City, MO 65102
<b>Reference Contact Person Name, Phone #, and E-mail Address:</b>	Mike Snyder, Parks Planner, Parks and Recreation Department, Office: 573.874.7203, Email: Mike.Snyder@como.gov
<b>Title/Name of Service/Contract</b>	Hinkson Creek Trail Extension
<b>Dates of Project Initiation and Project Completion:</b>	2019 - 2020
<b>If service/contract has terminated, specify reason:</b>	N/A
<b>Description of Services Performed, such as:</b> <ul style="list-style-type: none"> <li>• What the offeror did</li> <li>• How the offeror did it</li> <li>• Results</li> <li>• Additional Detail</li> </ul>	<p>Crockett Engineering provided civil and structural engineering services for the Walnut Street to I-70 trail connection of the Hinkson Creek Trail, creating a safe and accessible multi-use pathway.</p> <p>The project began with a structural assessment of the Walnut Street Bridge, including a non-destructive investigation and load rating analysis to determine its suitability for pedestrian use. Next, the team designed the trail segment from Stephens Lake Park to Walnut Street, utilizing the existing vehicular bridge. This phase included surveying, right-of-way analysis, a shared-use bridge design, grading and erosion control plans, and permitting assistance.</p> <p>For the section from Walnut Street to Conley Road, Crockett Engineering completed a topographic survey, recovered property boundaries, and developed a compliant trail plan with grading, erosion control, and construction details. The final phase extended the trail from Conley Road to I-70, ensuring a seamless connection to the existing network. This included additional surveying, permitting support, and detailed construction planning.</p> <p>Through these efforts, Crockett Engineering helped create a well-connected and sustainable trail system that enhances mobility and recreation in Columbia.</p>
<b>Personnel Assigned to Service/ Contract (include all key personnel and identify role):</b>	Tim Crockett, PE - Project Manager David Borden, PLS - Land Surveyor

# EXHIBIT C | EXPERTISE OF KEY PERSONNEL

## ORGANIZATIONAL CHART & RESOURCES

Our team has experience working on numerous EV projects and is based here in the Kansas City Metro region. Members of this team have worked together on EV Planning for the City of Overland Park and Johnson County Facilities Management Office. Additionally, this team has collaborated on EV site design for multiple VA hospitals, municipalities, and private development clients.



PROJECT MANAGER  
**Brian Marshall**



DEPUTY PROJECT MANAGER | SME  
**Josh Pudlowski, PE**

*your*  
**COLUMBIA, MO  
EV TEAM**



Site Civil  
**Jacob Hodson, PLA**



Public Involvement  
**Stacey Roach, MPA**



Funding Compliance  
**Suzanne Brodine, MPA**



Environmental/  
Permitting  
**Aaron Ball**



Construction Project  
Management  
**Matt Daulton, PE**



Electrical  
**Zach Korenak, PE**



Electrical  
**Kate Collier, PE**



Site Civil  
**Tim Crockett, PE**  
*Crockett Engineering*



Survey  
**David Borden, PLS**  
*Crockett Engineering*



Construction Inspector  
**Shane Steinman**  
*Crockett Engineering*



# EXHIBIT C | EXPERTISE OF KEY PERSONNEL

Title of Position: <b>PROJECT MANAGER</b>	
<b>Name of Person:</b>	<b>Brian Marshall</b>
Educational Degree (s): include college or university, major, and dates	B.S., Mechanical Engineering, University of Missouri, 2004
License(s)/Certification(s), #(s), expiration date(s), if applicable	N/A
Specialized Training Completed	<ul style="list-style-type: none"> <li>• Doniphan Leadership Institute Fellow</li> <li>• 6-Sigma Green Belt Certification</li> <li>• Tru-Point Executive Leadership Program</li> <li>• Dynamics of Heavy-Duty Trucks Course</li> </ul>
# of years' experience in area of service proposed to provide	18
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/ past working relationships	Olsson Employee Overall Experience: 2005 to Present
Describe this person's responsibilities over the past 12 months	Brian leads Olsson's electric vehicle (EV) and sustainable transportation services market. He works with both public and private clients on complex EV and infrastructure modeling, design, and deployment projects. Brian has provided EV guidance, fleet adoption planning, utility coordination, site design, cost modeling, stakeholder engagement, transportation sustainability modeling, and operations/ maintenance planning. Across all projects, he works to find tailored solutions that are best suited for different business needs. In the past year, Brian has led EV readiness and zero-emission transition plans and EV Design and Construction Management projects in various locations. His role often involved providing guidance on EV programs, fleet adoption planning, utility coordination, site design, cost modeling, and stakeholder engagement.
Previous employer(s), positions, and Dates	Business Development Senior Specialist: Olsson 2022 - present Vice President: Haldex Brake Products 2018 - 2022 Chief Engineer: Haldex Brake Products 2017 - 2018 Program Manager: Haldex Brake Products 2011 - 2017 Engineering Team Leader: Caterpillar 2010 - 2011 Engineer: Caterpillar 2005 - 2010
Staffing Methodology  Describe the person's planned duties/role proposed herein	Project Manager: Brian will oversee the scope, schedule, budget, and stakeholder coordination to provide successful delivery. This role involves managing multidisciplinary teams, directing site selection and design efforts, enforcing compliance with NEC, ADA, and permitting requirements, and mitigating risks throughout the project lifecycle. Brian will serve as the primary liaison, facilitate communication between utilities, contractors, and regulatory agencies, and control quality from planning through construction. With a focus on efficiency, innovation, and sustainability, Brian will drive the development of scalable, high-performance EV charging infrastructure. He will also leverage his experience working on other federally funded projects to establish compliance with 2 CFR 680 requirements, adhering to federal regulations and funding guidelines.

# EXHIBIT C | EXPERTISE OF KEY PERSONNEL

Title of Position: <b>DEPUTY PROJECT MANAGER   SME</b>	
<b>Name of Person:</b>	<b>Josh Pudlowski, PE</b>
Educational Degree (s): include college or university, major, and dates	B.S., Civil Engineering, Rockhurst University, 2016
License(s)/Certification(s), #(s), expiration date(s), if applicable	Professional Engineer: AR: 21934 - 12/31/2026, KS: 28567 - 4/30/2025, MO: PE-2021009515 -12/31/2025
Specialized Training Completed	N/A
# of years' experience in area of service proposed to provide	11
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/ past working relationships	Olsson Employee Overall Experience: 2014 to Present
Describe this person's responsibilities over the past 12 months	Josh has successfully led several design projects and corridor studies, demonstrating his ability to handle complex engineering tasks. His proficiency in signal timing, street lighting analysis, and safety analysis methodologies. Additionally, his role as a Project Manager for the City of Overland Park's EV Readiness Plan and Electric Vehicle Supply Equipment applies to his direct experience in managing EV-related initiatives.
Previous employer(s), positions, and Dates	Project Engineer: Olsson 2014 - Present
Staffing Methodology Describe the person's planned duties/role proposed herein	Deputy Project Manager   SME: Josh will support the execution of the project, providing technical accuracy, regulatory compliance, and efficient project delivery. This role involves coordinating with clients, utilities, and permitting agencies, overseeing design and site selection, and ensuring adherence to NEC, ADA, and industry standards. Responsibilities include managing schedules and budgets, reviewing engineering plans, mitigating risks, and providing technical guidance throughout design, permitting, and construction. With a focus on innovation and sustainability, the Josh will provide seamless integration of EV infrastructure, while optimizing performance and scalability.



# EXHIBIT C | EXPERTISE OF KEY PERSONNEL

Title of Position: <b>LANDSCAPE ARCHITECT</b>	
<b>Name of Person:</b>	<b>Jacob Hodson, PLA, LEED GA, ASLA</b>
Educational Degree (s): include college or university, major, and dates	B.S., Landscape Architecture, University of Connecticut, 2013
License(s)/Certification(s), #(s), expiration date(s), if applicable	Professional Landscape Architect: KS: LA956 - 3/16/2022, MO: PLA-2023000549 - 1/05/2022
Specialized Training Completed	LEED Green Associate Awards/Scholarships <ul style="list-style-type: none"> <li>• 2019 Winner Nelson-Atkins Creative Art Golf Design Competition</li> <li>• 2012 Connecticut ASLA Karen Ann Shopis-Fox Memorial Scholarship</li> <li>• 2011 &amp; 2012 New England Scholar</li> </ul>
# of years' experience in area of service proposed to provide	13
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/ past working relationships	Olsson Employee Overall Experience: 2006 to Present
Describe this person's responsibilities over the past 12 months	Jacob oversaw project management, quality control, and project execution for a variety of land development projects for clients including large utility providers. Jacob has also played a key role in EV charging infrastructure projects, leveraging his expertise in site design, permitting, and aesthetics design to develop efficient charging solutions. This includes the North Kansas City EV Readiness Plan and the Indian Creek Shopping Center EV Design. He applies his experience in construction and sustainable horticulture to approach land planning and design holistically.
Previous employer(s), positions, and Dates	<ul style="list-style-type: none"> <li>• Landscape Designer: GLMV Architecture 2019 - 2021</li> <li>• Landscape Designer, Landplan Engineering P.A. 2016 - 2018</li> <li>• Landscape Designer/Installer, Clearfield Farm 2013 - 2016</li> <li>• Intern, FLB Architecture &amp; Planning Inc. 2012 - 2013</li> <li>• Horticulturist, University of Oxford 2006 - 2008</li> </ul>
Staffing Methodology  Describe the person's planned duties/role proposed herein	Landscape Architect: Jacob is responsible for integrating functional, sustainable, and aesthetically cohesive site designs that optimize space utilization and environmental impact. He oversees site planning, grading, stormwater management, and landscape design to ensure compliance with local regulations, ADA accessibility, and client sustainability goals. Drawing on his expertise in sustainable horticulture and construction, he incorporates resilient landscape solutions that complement EV infrastructure.

# EXHIBIT C | EXPERTISE OF KEY PERSONNEL

Title of Position: <b>SITE CIVIL</b>	
<b>Name of Person:</b>	<b>Tim Crockett, PE</b>
Educational Degree (s): include college or university, major, and dates	B.S. Civil Engineering, University of Missouri-Columbia, 1998
License(s)/Certification(s), #(s), expiration date(s), if applicable	Professional Engineer: Licensed Professional Engineer: Missouri, Alabama, Arizona, Arkansas, Colorado, Connecticut, Georgia, Illinois, Iowa, Kansas, Kentucky, Minnesota, Nebraska, New York, Oklahoma, Pennsylvania, South Carolina, Tennessee, Texas, Utah, Vermont, and Virginia
Specialized Training Completed	N/A
# of years' experience in area of service proposed to provide	32
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/ past working relationships	Suconsultant, Crockett Employee Overall Experience: 1993 to Present
Describe this person's responsibilities over the past 12 months	As principal and project manager, Tim provides a wide range of services to get his client's projects off the ground. From initial layouts and consultation, to representation before the neighborhood associations, planning commissions, and councils, he serves as the point of contact for all public relations for the civil portion of his projects. In addition to the public portion, Tim works closely with the CEC staff for civil related designs. Whether it's grading, erosion control, paving, sewer, water, or other civil design aspects, Tim oversees all of design aspects of his projects.
Previous employer(s), positions, and Dates	<ul style="list-style-type: none"> <li>Owner, Crockett Engineering: 1993 - present</li> </ul>
<b>Staffing Methodology</b>  Describe the person's planned duties/role proposed herein	As the Site Civil Engineer for the EV station design project, Tim is responsible for developing and implementing site layouts that optimize functionality, constructability, and compliance with regulatory requirements. He will oversee grading, drainage, stormwater management, and utility coordination to provide integration of EV infrastructure with existing and planned site conditions. Tim works closely with project managers, landscape architects, and electrical engineers to design efficient, ADA-compliant, and sustainable charging station sites. His expertise in site development and permitting makes sure the project meets local, state, and federal standards while supporting long-term performance and resilience.

# EXHIBIT C | EXPERTISE OF KEY PERSONNEL

Title of Position: <b>ELECTRICAL</b>	
<b>Name of Person:</b>	<b>Kate Collier, PE</b>
Educational Degree (s): include college or university, major, and dates	B.S., Electrical Engineering, Kansas State University, 2015
License(s)/Certification(s), #(s), expiration date(s), if applicable	Professional Engineer: AZ: 78697 - 6/30/2026, AR 22805 - 12/31/2025, MD: 61001 - 5/1/2025, MO: 2021046167 - 12/31/2025, NH: 17719 - 4/30/2025, OR: 102963PE - 12/31/2025, RI: 14881 - 6/30/2025, SD: 16618 - 8/31/2025, TX: 148428 - 4/30/2025, VA: 402066717 - 5/31/2025
Specialized Training Completed	N/A
# of years' experience in area of service proposed to provide	10
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/ past working relationships	Olsson Employee Overall Experience: 2015 - present
Describe this person's responsibilities over the past 12 months	Kate has significant experience in EV charging station design, having worked on numerous related projects. Her project experience included roles as an Electrical Engineer for the Electric Vehicle Supply Equipment Feasibility Study for VA Hospitals, the Electric Vehicle Readiness Plan in North Kansas City, MO, and the Fleet EV Readiness Plan in Johnson County, KS. Additionally, she has contributed to the design of EV Charging Infrastructure and Distribution for Amazon Distribution Centers nationwide.
Previous employer(s), positions, and Dates	Dialectic Engineering: Team Lead Manager 2022 - 2023 Dialectic Engineering: Electric Engineer 2017 - 2022 Burns and McDonnell: Assistant Electrical Engineer 2015 - 2017
Staffing Methodology  Describe the person's planned duties/role proposed herein	Electrical: As the Electrical Engineer for this project, Kate is responsible for designing and integrating the electrical infrastructure necessary to support reliable and efficient EV charging operations. She will develop power distribution plans, calculate load requirements, and follow compliance with NEC, utility standards, and local regulations. Kate collaborates with civil engineers, utility providers, and contractors to coordinate transformer placement, conduit routing, and electrical panel configurations. She will also assess site-specific challenges, incorporate energy-efficient solutions, and provide integration with the grid.

# EXHIBIT C | EXPERTISE OF KEY PERSONNEL

Title of Position: <b>ELECTRICAL</b>	
<b>Name of Person:</b>	<b>Zach Korenak, PE</b>
Educational Degree (s): include college or university, major, and dates	B.S., Electrical Engineering, University of Missouri-Columbia, 2006
License(s)/Certification(s), #(s), expiration date(s), if applicable	Professional Engineer: MO: 2011015768 - 12/31/2025, NM: 22796 - 12/31/2025, OK: 27178 - 5/31/2026, TX 124063 - 6/30/2025, UT: 9569319-2202 - 3/31/2025
Specialized Training Completed	N/A
# of years' experience in area of service proposed to provide	18
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/ past working relationships	Olsson Employee Overall Experience: 2021 - present
Describe this person's responsibilities over the past 12 months	Zach specializes in facility power distribution and energy-efficient building design. His career includes leading engineering teams and managing projects that range from single-story commercial buildings to multi-megawatt campuses for the Department of Defense. Zach's expertise encompasses coordination, arc flash safety, and project management, focusing on code compliance and functionality for users and maintenance teams.
Previous employer(s), positions, and Dates	Guernsey: Manager Electrical Engineering 2019 - 2021 Guernsey: Vice President Manager MEP/FP Engineering 2017 - 2019 Guernsey: Manager, Electrical Engineering 2015 - 2017 Guernsey: Electrical Engineer 2013 - 2015 Fabick Power Systems: Project Engineer 2007 - 2013
Staffing Methodology  Describe the person's planned duties/role proposed herein	Electrical: As an electrical engineer on an EV design project, Zach is responsible for designing power distribution systems to support EV charging infrastructure, including transformer sizing, switchgear, and conduit layouts. He will perform load calculations, compliance with NEC and local electrical codes, and coordinate with utility providers. Zach will collaborate with civil and structural teams to integrate electrical components seamlessly into the site layout and explores energy-efficient solutions. He will also provide construction support, reviewing submittals, responding to RFIs, and for the successful implementation of the design.

# EXHIBIT C | EXPERTISE OF KEY PERSONNEL

Title of Position: <b>CONSTRUCTION PROJECT MANAGER</b>	
<b>Name of Person:</b>	<b>Matt Daulton, PE</b>
Educational Degree (s): include college or university, major, and dates	M.S., Engineering Management, University of Kansas, 2013 B.S., Civil Engineering, Southern Illinois University, 2008
License(s)/Certification(s), #(s), expiration date(s), if applicable	Professional Engineer: KS: PE28356- 4/30/2026, MO: 2015016985, 12/31/2025
Specialized Training Completed	<div> <b>Certifications/ Training</b> <ul style="list-style-type: none"> <li>• MoDOT LPA Manager</li> <li>• KDOT LPA Manager</li> <li>• MDOT LPA Basic Training</li> <li>• KDOT LPA Basic Training</li> </ul> </div> <div> <b>AASHTOWare Project Construction and Materials</b> </div> <div> <b>KDOT Certified Inspector Training Program:</b> <ul style="list-style-type: none"> <li>• Basic Inspection</li> <li>• Asphalt Paving Inspection</li> <li>• Structures Inspection</li> <li>• Concrete Paving Inspection</li> <li>• Pile Driving Inspection</li> <li>• Deep Foundation Inspection</li> <li>• Drilled Shaft Inspection</li> </ul> </div>
# of years' experience in area of service proposed to provide	12
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/ past working relationships	Olsson Employee Overall Experience: 2015 - present
Describe this person's responsibilities over the past 12 months	Matt has significant roles at MoDOT before joining Olsson. He has a solid track record managing large teams and overseeing complex projects. Matt is passionate about navigating challenges in construction, particularly in maintaining project momentum amidst changes. In the past year, Matt has managed construction and inspection for transportation and water projects related to street improvements, utility relocations, and stormwater management.
Previous employer(s), positions, and Dates	Missouri Department of Transportation: <ul style="list-style-type: none"> <li>• Deputy Project Director 2020 – 2021</li> <li>• Resident Engineer 2016 – 2019</li> <li>• Assistant Maintenance Engineer 2015 –2016</li> <li>• Deputy Project Director 2013 – 2015</li> </ul>
Staffing Methodology  Describe the person's planned duties/role proposed herein	Construction Manager: As a construction inspector for the EV design project, Matt is responsible for compliance with all electrical and civil construction project specifications, industry standards, and local codes. He will conduct site inspections to verify proper installation of EV charging infrastructure, including conduit placement, wiring, transformer connections, and charging equipment. Matt will review contractor work for quality assurance, monitors adherence to safety protocols, and documents progress through reports and field observations. He will also collaborate with engineers and contractors to address any discrepancies, resolve issues, and confirm that the project meets design intent and operational requirements.

# EXHIBIT C | EXPERTISE OF KEY PERSONNEL

Title of Position: <b>CONSTRUCTION INSPECTOR</b>	
<b>Name of Person:</b>	<b>Shane Steinman, PE</b>
Educational Degree (s): include college or university, major, and dates	B.S. Civil Engineering, University of Missouri-Columbia, 2012
License(s)/Certification(s), #(s), expiration date(s), if applicable	Professional Engineer: MO #2017000376 - 12/31/2025
Specialized Training Completed	American Welding Society American Concrete Institute
# of years' experience in area of service proposed to provide	15
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/ past working relationships	Subconsultant, Crockett Engineering Employee Overall Experience: 2000 - present
Describe this person's responsibilities over the past 12 months	Terry is a seasoned boots on the ground construction manager. His project experience in the last year has ranged from large bridge projects to local municipal works. Terry has been involved with all aspects of construction inspection projects including ancillary structures and electrical (light, signal, communication) systems.
Previous employer(s), positions, and Dates	Field Engineer, Terracon: 2012 - 2013
Staffing Methodology  Describe the person's planned duties/role proposed herein	Construction Inspector: As a construction inspector for the EV design project, Shane will oversee the installation of electrical and civil infrastructure to provide compliance with project plans, specifications, and industry standards. He will conduct field inspections to verify proper placement of conduits, wiring, transformers, and EV charging equipment, while also monitoring contractor performance and adherence to safety regulations. Shane works closely with engineers and construction teams to identify and resolve issues, document progress, and provide quality control throughout the project.

# EXHIBIT C | EXPERTISE OF KEY PERSONNEL

Title of Position: <b>SURVEYOR</b>	
<b>Name of Person:</b>	<b>David Borden, PLS</b>
Educational Degree (s): include college or university, major, and dates	Metropolitan Community College, Kansas City, MO 1991-2002; Midwest Cad, Lee's Summit, MO 1990
License(s)/Certification(s), #(s), expiration date(s), if applicable	Professional Land Surveyor: MO #2002000244 - 12/31/2026
Specialized Training Completed	N/A
# of years' experience in area of service proposed to provide	40
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/ past working relationships	Subcontractor, Crockett Engineering Employee Overall Experience: 1985 - present
Describe this person's responsibilities over the past 12 months	David is responsible in charge for topographic surveys, boundary surveys, subdivision layout, construction surveying and design surveying, having extensive experience in writing legal descriptions, plats, boundary and easements. David coordinates all surveying activities for Crockett Engineering.
Previous employer(s), positions, and Dates	Howe Company, LLC- June 2014 to August 2016, Survey Manager Benton & Associates- May 2010 to June 2014, Missouri Survey Manager
Staffing Methodology  Describe the person's planned duties/role proposed herein	Surveyor: As a land surveyor, David is responsible for conducting boundary, topographic, and utility surveys to provide accurate site data for design and permitting. They identify property lines, easements, and existing utilities to provide proper charger placement while supporting ADA compliance and grading requirements.

# EXHIBIT C | EXPERTISE OF KEY PERSONNEL

Title of Position: <b>ENVIRONMENTAL AND PERMITTING</b>	
<b>Name of Person:</b>	<b>Aaron Ball</b>
Educational Degree (s): include college or university, major, and dates	B.S., Environmental Biology, Emporia State University, 2003
License(s)/Certification(s), #(s), expiration date(s), if applicable	N/A
Specialized Training Completed	USACE Wetland Delineation Accredited Carbon Offset Lead Verifier NRCS NEPA Training in Biological Assessments (BA), Environmental Impact Statements (EIS), Findings of No Significant Impact (FONSI), and Categorical Exclusions (CE) Comprehensive Nutrient Management Planning NRCS Conservation Planning NRCS Technical Service Provider National Incident Management System (NIMS) (FEMA)
# of years' experience in area of service proposed to provide	23
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/ past working relationships	Olsson Employee Overall Experience: 2002 - present
Describe this person's responsibilities over the past 12 months	Aaron has been a senior scientist and project manager with Olsson since 2014 and has managed multiple environmental regulatory permitting and NEPA reviews related reservoir developments, wind and solar, transportation, telecommunications, and water resources. Aaron managed Olsson's Missouri DOT environmental on-call contract that included NEPA reviews and environmental clearances for hundreds of transportation projects. Aaron has managed broadband fiber line installation projects across the U.S. that included federal funding and required NEPA reviews and environmental clearances related to federal land, Section 404 of the Clean Water Act (wetlands and streams), and the Endangered Species Act (threatened and endangered species). Aaron is experienced in streamlining the permitting process related to federal regulations through proactive communication and advanced scheduling.
Previous employer(s), positions, and Dates	SES: Environmental Consultant 2004 - 2011 Flint Hills National Wildlife Refuge: Biological Technician 2000 - 2003
Staffing Methodology  Describe the person's planned duties/role proposed herein	Environmental and Permitting: Aaron will serve as the permitting environmental scientist for the EV design project, providing compliance with all applicable environmental regulations and permitting requirements. He will conduct environmental due diligence, coordinate with regulatory agencies for necessary permits. Aaron will also provide guidance on environmental constraints, mitigating potential impacts on project design and construction.



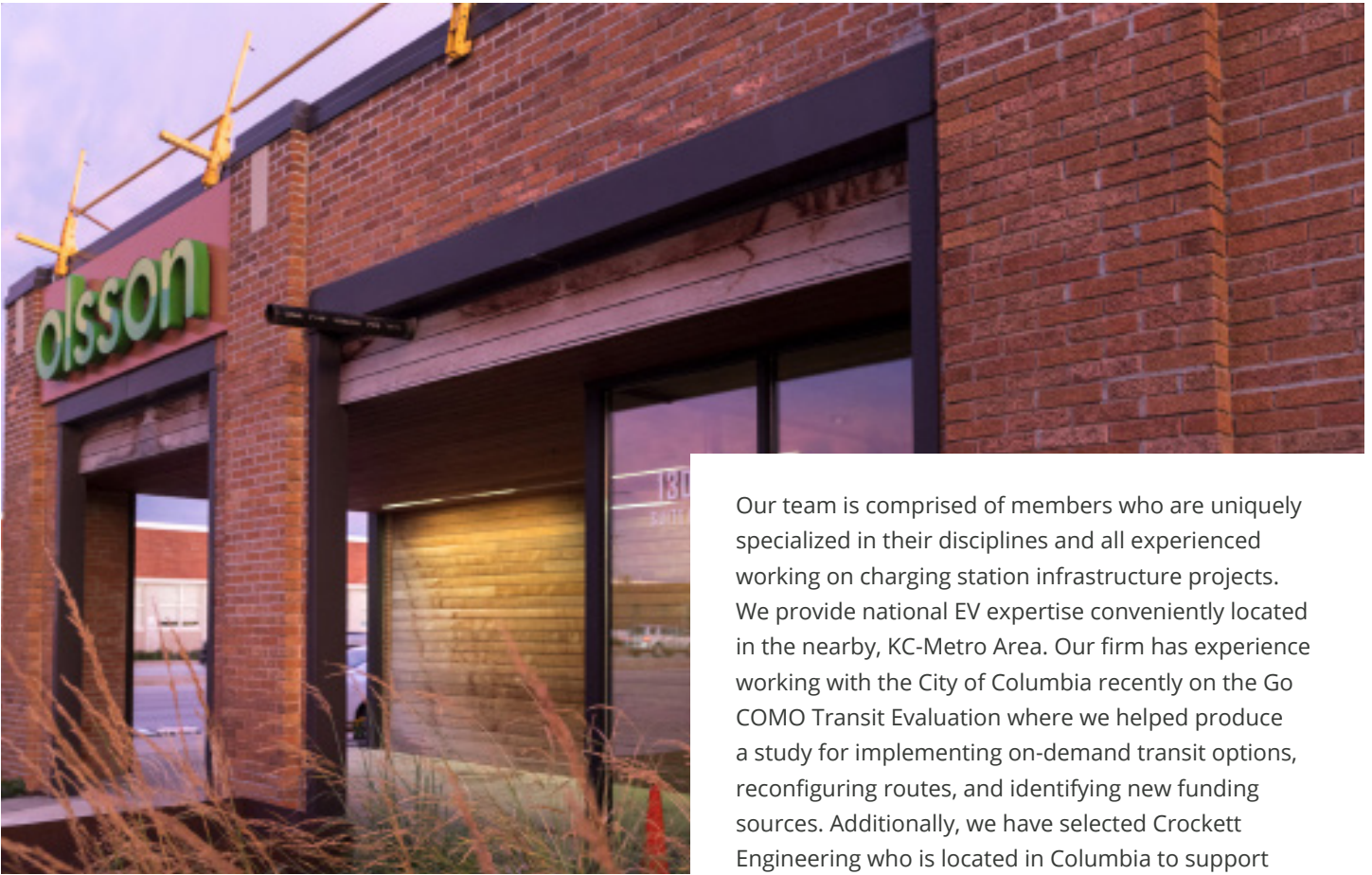
# EXHIBIT C | EXPERTISE OF KEY PERSONNEL

Title of Position: <b>PUBLIC INVOLVEMENT</b>	
<b>Name of Person:</b>	<b>Stacey Roach, MPA</b>
Educational Degree (s): include college or university, major, and dates	Master of Public Administration, University of Nebraska-Omaha, 2023 B.S., Education & Human Sciences, University of Nebraska-Lincoln, 2003
License(s)/Certification(s), #(s), expiration date(s), if applicable	N/A
Specialized Training Completed	International Association for Public Participation (IAP2), Planning and Techniques for Effective Public Participation Certificate
# of years' experience in area of service proposed to provide	23
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/ past working relationships	Olsson Employee Overall Experience: 2002 - present
Describe this person's responsibilities over the past 12 months	Stacey's has been involved with planning and facilitating for multi-stakeholder meetings, gathering stakeholder input, and building consensus. She coordinates project meetings and meeting materials; creates and executes programmatic and project-related strategic engagement and communication plans; manages social media and media relations; and develops and coordinates printed and digital communications. In the past year, Stacey has provided public involvement on a variety of projects including roadway, water, and environmental projects. She was the responsible for public engagement for the Flint Hills MPO, the Univerisity of Nebraska, Lincoln Electric System's EV Readiness Plans.
Previous employer(s), positions, and Dates	MilkWorks: Director 2012 - 2017 City of Lincoln Parks & Recreation Department: Graphic and Web Designer 2015 City of Lincoln Parks & Recreation Department: Park Planning Assistant 2004-2012
Staffing Methodology  Describe the person's planned duties/role proposed herein	Public Involvement: As the Public Involvement Specialist for an EV design and construction project, Stacey will lead stakeholder engagement, providing transparent communication with the public, agencies, and key stakeholders. She will organize public meetings, develop outreach materials, and manage project communications through various channels, including social media and press releases. Her role will be essential in fostering community support and ensuring a smooth project implementation.

# EXHIBIT C | EXPERTISE OF KEY PERSONNEL

Title of Position: <b>FUNDING SPECIALIST</b>	
<b>Name of Person:</b>	<b>Suzanne Brodine, MPA</b>
Educational Degree (s): include college or university, major, and dates	M.P.A., Public Administration, University of Nebraska-Omaha, 2010 B.A., History, University of Nebraska-Lincoln, 2005
License(s)/Certification(s), #(s), expiration date(s), if applicable	N/A
Specialized Training Completed	N/A
# of years' experience in area of service proposed to provide	20
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/ past working relationships	Olsson Employee Overall Experience: 2005 - present
Describe this person's responsibilities over the past 12 months	Over the past 12 months, Suzanne has played a crucial role in supporting communities and municipalities through strategic grant planning and funding acquisition. She has assisted with securing funding for critical infrastructure projects such as the Fayetteville CIP process to identify grant funding/Lake Fayetteville EPA Community Change Grant [pending], City of Beatrice RAISE capital grant [awarded] City of Kimball Wastewater Treatment Plant Rehab [loan secured]. Suzanne has also worked closely with the Muscogee Creek Nation, contributing to both the Drought Contingency Plan and the CPRG Implementation Grant Application, helping to strengthen climate resilience and sustainability initiatives. Her expertise in grant strategy and planning was instrumental in the Southern Fiberworx BEAD Grant Planning project. Through her dedication, Suzanne continues to make impactful projects possible, helping communities navigate complex funding landscapes and maximize their financial resources.
Previous employer(s), positions, and Dates	Village of Elm Creek: Municipal Administrator 2019 – 2005 Dawson Area Development: Community Development Coordinator 2015 – 2017 City of Kearney: Assistant City Manager 2010 – 2015
Staffing Methodology  Describe the person's planned duties/role proposed herein	Funding Specialist: Suzanne will collaborate closely with Olsson engineers and local stakeholders to make sure the project aligns with the grant or grant/loan requirements. Her ability to coordinate funding sources and navigate complex financial landscapes will help the city implement the project with complete compliance.

# EXHIBIT D | WORK TO BE PERFORMED



## Introduction

Olsson is an experienced engineering and consulting firm with specialized experience in electric vehicle charging solutions. We have successfully completed planning, public engagement, design and construction/ bid management for hundreds of stations across our client base. Our experience includes planning and designing electric vehicle charging sites funded by federal and state programs for municipalities, such as Overland Park, Kansas as well as airport facilities such as Springfield-Branson National Airport (SGF) in Springfield, Missouri. These along with other projects we reference in our qualifications have equipped us with valuable knowledge in working with public agencies, navigating unique standards, funding processes, and coordination efforts required to implement electric vehicle supply equipment (EVSE). Our goal is to provide efficient, cost-effective, and future oriented solutions which will leverage federal funds to meet local transportation needs.

Our team is comprised of members who are uniquely specialized in their disciplines and all experienced working on charging station infrastructure projects. We provide national EV expertise conveniently located in the nearby, KC-Metro Area. Our firm has experience working with the City of Columbia recently on the Go COMO Transit Evaluation where we helped produce a study for implementing on-demand transit options, reconfiguring routes, and identifying new funding sources. Additionally, we have selected Crockett Engineering who is located in Columbia to support us in Civil Engineering, Survey and the Construction Administration portions of this project. Crockett Engineering has a long history of working with the City of Columbia and will provide a strong local presence helping our team be responsive to any need in delivering this project.

As we have done on other similar municipal, grant funded projects, we will apply a design-bid-build approach with clearly defined milestones according to federal CFI requirements. While CFI grants have only recently been released, our team has been working on similarly funded projects through state Carbon Reduction Program (CRP) and Congestion Mitigation and Air Quality (CMAQ) where we managed design and construction elements covered under federal requirements such as 23 CFR 680. Additionally, our team has supported two other agencies in successful Round 1b and Round 2 CFI applications demonstrating our understanding of merit criteria and the needs of charging infrastructure for communities.

### Understanding of Project Locations:

Our team has familiarized ourselves with the project at the four defined locations. All locations will require similar planning and design elements which we outline in the following approach. Our team will, however, assess each site independently recognizing unique aspects which will influence design considerations:

- 1 Location one:** 5th and Walnut Garage will add 14 Level II chargers which will increase existing charging capacity. As this site will include fleet and public charging our team will support in design of appropriate access controls and wayfinding to support charging station sharing as required by the city.
- 2 Location two:** Short Street Garage will add 2 Level II and 2 Level III chargers. With limited space availability in the parking deck we will work with staff to find optimal solutions for Level III charging hardware and work with Columbia Water and Light to upgrade utility infrastructure as appropriate.
- 3 Location three:** Daniel Boone Library will add 4 Level II stations to existing parking lot. Our team will work to locate stations as close as possible to existing electrical infrastructure and facilitate a design which minimizes impact to parking lot operations and required trenching.
- 4 Location four:** Columbia Regional Airport will add 4-6 DCFC (Level III) stations. As these will likely be used for ride share and other 'short-term' charging, we will design parking considering higher potential traffic flow and convenience for ingress/ egress. This location will also likely require service upgrades and utility equipment, so our team will provide early coordination with Columbia Water and Light to maintain project timelines.

### Environmental Assessment

We understand that funding through the Bipartisan Infrastructure Law requires adherence to the National Environmental Policy Act (NEPA). The selected locations for adding charging infrastructure are primarily existing facilities and parking structures which will simplify the environmental review process and allow use of the categorical exclusion form provided in Addendum 1.

Our team, led by Aaron Ball, has extensive experience completing National Environmental Policy Act (NEPA) environmental reviews including identification of the appropriate level of review (i.e., categorical exclusion versus environmental assessment). We have on-call contracts with multiple state departments of transportation (DOT) and complete NEPA reviews for simple projects like categorical exclusions for pavement resurfacing to complex projects like roadways expansions. We complete NEPA environmental reviews for hundreds of projects per year and clear the projects for construction in an efficient manner. We understand how to simplify our approach for projects that can be streamlined and expand our approach to meet more complex requirements.

While we expect a streamlined approach by submitting for categorical exclusions on these sites, we have the knowledge and background to support higher level NEPA reviews (environmental assessment or environmental impact statement) if required. Our process to comply with federal, state, and local environmental requirements includes:

- **Site Evaluation & Desktop Analysis** – Conducting due diligence for each charging station location, assessing potential environmental considerations and impacts that may occur.
- **Regulatory Compliance** – Ensuring adherence to NEPA, Clean Water Act, EPA standards, and City of Columbia zoning codes.
- **Stakeholder Coordination** – Collaborating with the Office of Sustainability, property owners, and utility providers to address environmental concerns.
- **Sustainability Measures** – Implementing a low-impact development approach, incorporating renewable energy considerations where feasible.
- **Stakeholder Coordination** – Collaborating with Missouri Department of Transportation (MoDOT) and Federal Highway Administration (FHWA) as needed.





### Preliminary Engineering & Charging Station Design

Our team will conduct a thorough design and create construction bid documents in line with federal requirements for charging station deployment. Our typical process involves several stage gates which drive collaboration with key stakeholders and follow local zoning and permitting processes. Through similar projects we have developed a site assessment checklist to systematically evaluate all elements related to EVSE implementation for each site. This checklist will be leveraged through the following key milestones:

- **Due Diligence** – We will work with City staff and Columbia Water and Light to gather existing site electrical plans and ‘as-built’ drawings to identify core design needs. Our due diligence also includes basic review of site security, lighting, ADA, and way-finding review which must be addressed as part of federal charging site requirements.
- **Preliminary Design (30%)** – We will create the necessary program and design documents which will serve as initial stakeholder and public involvement communication. The site concepts include proposal for charging station location at each location along with proposals for meeting key design requirements such as charging specifications and ADA requirements.
- **Design Development Plans (60%)** – Following stakeholder feedback from the preliminary design our team will create full design development plans for each of the four identified locations. These plans will be utilized to prepare construction cost estimates (if desired) and be the basis for any site approvals with the City as well as new service requests with Columbia Water and Light.

### Grant Compliance & Oversight

Our team has experience managing projects that require comprehensive federal grant reporting and compliance. We have partnered with other agencies in successful CFI grant applications and understand the importance of maintaining project merit criteria through the design and implementation of project delivery. There are several key elements which must be supported throughout the design, construction and operation of EVSE:

- **Specifications** – Providing appropriate checklists for each site demonstrating that each site has been designed and constructed according to relevant 23 CFR 680 program requirements.
- **Stakeholder Engagement** – Capturing activities completed through the City’s public improvement process and adding summaries to demonstrate completeness of required community engagement activities.
- **Reporting** – Our team will support the City in developing both the quarterly progress reports as well as developing a mechanism to gather station usage and uptime data which can be reported through EV-ChART for the 5 year performance period of the contract.



### Public Improvement Process & Stakeholder Coordination

Access to public electric vehicle charging is critical to growing environmentally sustainable transportation modes. Public charging is particularly important for underserved communities that may lack the ability to purchase or install at-home charging. Our team of public engagement specialists, led by Stacey Roach, has experience working with other agencies on community engagement as part of larger EV planning efforts and in NEPA compliance. Her team has supported survey and engagement activities for underserved communities across our footprint and she will work to support City staff in completing the local public engagement process by providing the following:

- **Preparation:** Develop a project report outlining the scope, purpose, and necessity of the proposed EV charging infrastructure improvements.
- **Engagement:** Conduct meetings to discuss project details, gather input, and address concerns, ensuring transparent communication throughout the process.
- **Development:** Work with our engineering teams to create accurate and publicly approachable material which explains project design and impacts.
- **Presentation:** Present the project plans, anticipated impacts, and benefits to the public, providing a platform for community members to voice their opinions.
- **Revision:** Incorporate feedback from the public hearings in meaningful ways that impact the project outcome yet still meet federal and technical requirements.
- **Continuous Engagement:** Maintain open lines of communication with all stakeholders, including city departments, utility providers, property owners, and the general public, throughout the project lifecycle.
- **Documentation:** Keep detailed records of all communications, meetings, and approvals to ensure compliance with city ordinances and facilitate smooth project execution.

### RFP Development and Construction Administration

We will oversee the development of an RFP for the construction phase, focusing on compliance with federal and local standards. Our goal is to streamline the bidding process by providing clear and concise design standards as well as supporting the City in identifying and selecting qualified construction vendors. Our construction management services include:

- **100% Design & Bid Services** – We will provide all necessary construction documents to support the construction of charging stations at each site. Our history working with multiple EVSE contractors and installers has given us insight into contractor needs and best practices. Our team will provide full support through the entire bidding process serving as an extension to you, our client. This may include pre-bid meetings, preparation of addendums, and bid reviews with City staff.
- **Construction Services** – Our team of construction inspection and construction management professionals are experienced in projects requiring adherence to state and federal projects. We will assist as needed to verify construction, manage schedules, complete wage rate interviews, screen contractor qualifications, and support equipment commissioning activities.
- **Final Commissioning & Closeout** – Conducting system performance tests, securing final approvals, and providing as-built documentation. As discussed earlier, this portion will also include appropriate reporting on station performance and uptime for the 5-year program requirement.



## EXHIBIT D *(continued)*

### Project Schedule & Timeline

We understand the urgency to initiate and complete project milestones for the purpose of program reimbursement. Our proposed timeline aligns with Columbia's CFI Grant objectives, ensuring efficient execution and delivery per performance contracting requirements:

KEY ACTIVITIES	Q2 2025		Q3 2025		Q4 2025		2026					
	MONTH											
	1	2	3	4	5	6	7	8	9	10	11	12
Environmental assessment, site analysis, preliminary engineering												
Grant compliance documentation, public improvement process												
Construction bid let and contractor selection												
Construction administration, commissioning, and project closeout												

Our team's proven expertise in EV charging infrastructure design, grant compliance, and construction oversight positions us as the ideal partner for the City of Columbia's CFI Grant project. We are committed to delivering a cost-effective, future-ready, and sustainable EV charging network that meets the needs of Columbia's growing clean transportation ecosystem.



# EXHIBIT E | NOTICE TO OFFERORS

**Sections 285.525 To 285.550 RSMo.**

## **RFQUAL 18/2025: ENGINEERING SERVICES: EV CHARGING GRANT AND CONSTRUCTION MANAGEMENT SERVICES**

Pursuant to section 285.530 (1) RSMo., No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri. As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state to a business entity, or for any business entity receiving a stateadministered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. {RSMo 285.530 (2)}

An Employer may enroll and participate in a federal work authorization program and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. The E-verify system issues a Memorandum of Understanding once enrollment is complete; the City of Columbia requires a copy of this document be attached to the Work Authorization Affidavit. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. {RSMo 285.530 (4)}

For offerors that are not already enrolled and participating in a federal work authorization program, EVerify is an example of this type of program. Information regarding E-Verify is available at: <http://www.dhs.gov/e-verify>



# EXHIBIT E | NOTICE TO OFFERORS

Sections 285.525 To 285.550 RSMo.

**CITY OF COLUMBIA, MISSOURI  
WORK AUTHORIZATION AFFIDAVIT  
PURSUANT TO 285.530 RSMo  
(FOR ALL BIDS IN EXCESS OF \$5,000.00)**

County of Clay )  
 )SS.  
State of Missouri )

My name is Brian Marshall. I am an authorized agent of Olsson (Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the City of Columbia. This business does not knowingly employ any person who is an unauthorized alien in connection with the services being provided. Documentation of participation in a federal work authorization program is attached to this affidavit.

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1 RSMo and shall not thereafter be in violation. Alternatively, a subcontractor may submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.



Affiant


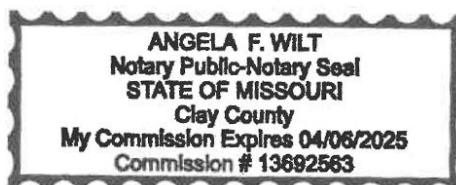
Brian Marshall

Printed Name

Personally appeared before me, a Notary Public, within and for the County of Clay, State of Missouri, the person whose signature appears above, PERSONALLY AND KNOWN TO ME AND ACKNOWLEDGED, that signed the foregoing Affidavit for the purposes therein stated.

Subscribed and sworn to me this 11 day of February, 2025.

My Commission expires April 6, 2025.

  
(Notary Public)

# EXHIBIT F | MISCELLANEOUS INFORMATION

## Employee/Conflict of Interest

Offerors who are elected or appointed officials or employees of the City of Columbia or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the offeror or any owner of the offeror's organization is currently an elected or appointed official or an employee of the City of Columbia or any political subdivision thereof, please provide the following information:

Name and title of elected or appointed official or employee of the City of Columbia or any political subdivision thereof:

Not Applicable

If employee of the City of Columbia or political subdivision thereof, provide name of City or political subdivision where employed:

Not Applicable

Percentage of ownership interest in offeror's organization held by elected or appointed official or employee of the City of Columbia or political subdivision thereof:

Not Applicable

## Registration of Business Name (if applicable) with the Missouri Secretary of State

The offeror should indicate the offeror's charter number and company name with the Missouri Secretary of State. Additionally, the offeror should provide proof of the offeror's good standing status with the Missouri Secretary of State. If the offeror is exempt from registering with the Missouri Secretary of State pursuant to section 351.572, RSMo., identify the specific section of 351.572 RSMo., which supports the exemption.

**F00474740**

*Charter Number (if applicable)*

**Olsson, Inc.**

*Company Name*

If exempt from registering with the Missouri Secretary of State pursuant to section 351.572 RSMo., identify the section of 351.572 to support the exemption:

Not Applicable

*See Certificate of Good Standing on page 28.*

# STATE OF MISSOURI



**John R. Ashcroft**  
**Secretary of State**

## CORPORATION DIVISION CERTIFICATE OF GOOD STANDING

I, JOHN R. ASHCROFT, Secretary of State of the STATE OF MISSOURI, do hereby certify that the records in my office and in my care and custody reveal that

*Olsson, Inc.*

using in Missouri the name

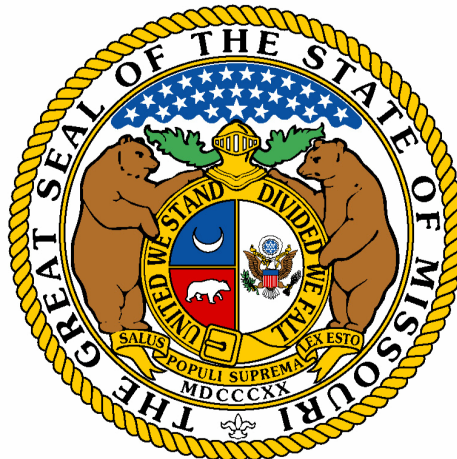
*Olsson, Inc.*  
*F00474740*

a NEBRASKA entity was created under the laws of this State on the 29th day of September, 1999, and is Good Standing, having fully complied with all requirements of this office.

IN TESTIMONY WHEREOF, I hereunto set my hand and cause to be affixed the GREAT SEAL of the State of Missouri. Done at the City of Jefferson, this 1st day of November, 2024.

  
Secretary of State

Certification Number: CERT-11012024-0065



# State of Missouri

**Missouri Department of Commerce and Insurance  
Division of Professional Registration  
Board for Architects, Engineers, Land Surveyors & Landscape Architects  
Professional Engineering Corporation**



VALID THROUGH DECEMBER 31, 2026  
ORIGINAL CERTIFICATE/LICENSE NO. 001592

OLSSON, INC.  
601 P STREET STE 200  
LINCOLN NE 68508  
USA

*Rhonda Bullock*  
EXECUTIVE DIRECTOR

*Sheila Solan*  
DIVISION DIRECTOR





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/6/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> HUB International Great Plains LLC 11516 Miracle Hills Drive Suite 100 Omaha NE 68154	<b>CONTACT</b> NAME: Oscar Chavez-Franco PHONE (A/C, No, Ext): 402-964-5579 FAX (A/C, No): E-MAIL ADDRESS: oscar.chavezfranco@hubinternational.com
<b>INSURED</b> Olsson, Inc. P.O. Box 84608 402-474-6311 Lincoln NE 68501	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A : Amerisure Mutual Insurance Company NAIC # 23396 INSURER B : Amerisure Insurance Company 19488 INSURER C : XL Specialty Insurance Company 37885 INSURER D : MSIG Specialty Insurance USA Inc 34886 INSURER E : Certain Underwriters at Loyds INSURER F :

**COVERAGES**

CERTIFICATE NUMBER: 906819185

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	CPP21194510402	1/1/2025	1/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	CA 21194500401	1/1/2025	1/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y	Y	CU 21194520302	1/1/2025	1/1/2026	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	Y	WC 21194530303	1/1/2025	1/1/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D C E	Professional/Pollution Liability Crime Cyber			MSTAEC-00030 ELU194665-25 ACS1371125	1/1/2025 1/1/2025 1/1/2025	1/1/2026 1/1/2026 1/1/2026	PL Each Claim/Agg 5,000,000 Emp Dishonesty/ERISA 2,000,000 Occurrence/Agg 7,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

All carriers listed above have an AM Best Rating of at least A, XV. Pollution coverage is included in the Professional Liability policy if it arises out of the negligence of the insured in performing their professional services. General Liability, Auto Liability, and Workers Compensation/Employers Liability are underlying policies of the Umbrella Liability. Professional Liability policy is claims made, \$500,000 deductible per claim. Additional Insured on a primary and non-contributory basis is granted if required by written contract in regards to General Liability, including ongoing and completed operations, Auto Liability, and Umbrella Liability. Waiver of subrogation is granted if required by written contract in regards to General Liability, Auto Liability, Workers Compensation, and Umbrella Liability.

**CERTIFICATE HOLDER****CANCELLATION**

Proof of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

**NOTICE TO OFFERORS**

**ADDENDUM 1 TO REQUEST FOR QUALIFICATIONS (RFQUAL) 18/2025: ENGINEERING SERVICES: EV CHARGING GRANT AND CONSTRUCTION MANAGEMENT SERVICES**

Offerors shall note the changes stated herein to the above-mentioned RFQUAL and *incorporate these changes in their qualifications*. Offerors shall attach a signed acknowledged copy of this addendum to their qualifications, if submitting a hard copy (via paper) or agree to the addendum electronically if submitting through the electronic bid system on-line.

This addendum consists of the following information:

**The following clarification/information has been provided by the City of Columbia (City):**

Q1) The items listed (and bulleted below) can have, in our experience, different levels of engagement or detailed involved or required. Would you be able to provide more detail around the activities you envision for us to accomplish or to complete those tasks for the City?

- Grant compliance oversight to project closeout
- Assist with Public improvement process
- Draft RFP for construction of charging stations

A1) The City intends to use a Design Build/Engineer Procure Construct process to complete the construction of the EV Charging Stations.

- Grant compliance oversight to project closeout: The CFI grant and the NEVI regulation include numerous requirements including and not limited to labor, materials, equipment, and technical specifications. Services to support compliance with these requirements may include field assistance, construction contract document preparation, construction phase inspection and administration, or other professional services.
- Assist with the Public improvement process: The Public Improvement Process is located here. [https://library.municode.com/mo/columbia/codes/code\\_of\\_ordinances?nodeId=COORCOMI\\_C\\_H22PUWOIM\\_ARTIIIPUIM\\_DIV3PUIMPR](https://library.municode.com/mo/columbia/codes/code_of_ordinances?nodeId=COORCOMI_C_H22PUWOIM_ARTIIIPUIM_DIV3PUIMPR) The contractor shall attend and provide support documents and materials to the interested parties meeting and public hearing.
- Draft RFP for construction of charging stations: Preliminary review must be completed/evaluated for all four locations to provide adequate information for the construction Engineer Procure Construct design build RFP. The City shall require assistance from the contractor in drafting a scope of services and attachments for the RFP.

Q2) Given the Base Phase grant budget, how much of that total is allocated to the scope completion for this RFQ?

- A2) The City does not wish to share this.
- Q3) Is there additional detail around number chargers estimated for site 4, for the Columbia Regional Airport?
- A3) 4-6 DCFC Ports at Airport is the working estimate at this time.
- Q4) Does the awardee of the Base Phase project preclude said awardee from submitting for the Option Phase One Project?
- A4) It does not preclude a submission from the awardee, however a Base Phase awardee would not be eligible for award of the Option Phase One Project.
- Q5) On page 2, it states that the project includes the installation of charging stations at three properties owned by the City and one location owned by the Daniel Boone Regional Library. However, the Scope of Services on page 6 does not mention the library location. Please clarify if the engineering services are required for the library location as well.
- A5) The same services engineering and otherwise are required for all four locations. Three owned by the City and one owned by the Daniel Boone Regional Library.
- Q6) The Scope of Services on page 6 mentions "Environmental assessment" as one of the required services. Can you provide more details on the scope and expectations for the environmental assessment?
- A6) At a minimum, the contractor shall be expected to complete the Categorical Exclusion Template and submit for approval. All sites are currently being used as parking facilities. See attachment 1 for the template.
- Q7) The Minimum Required Submittals on page 8 include "A description of the approach the firm will take to complete the work, including an estimate of the total time needed for the firm to complete the work." However, the Scope of Services does not provide detailed information about the specific tasks or deliverables required. Can you provide more details on the expected tasks, deliverables, and milestones for the engineering services?
- A7)
- Complete and submit the Categorical Exclusion Template
  - Develop preliminary engineering materials for project sites in consultation with City of Columbia
  - Support and participate in interested parties meeting and public hearing
  - Draft solicitation and support materials for RFP for construction of charging stations in consultation with the City of Columbia
  - Provide project and grant oversight activities as described in A1
- Q8) The Selection Criteria on page 10 mentions "Evaluation of proposals/interview." However, there are no specific instructions or requirements for a proposal or interview process outlined in the RFP/RFQ. Please clarify if a separate proposal submission and interview process will be required, and if so, provide details on the expectations and evaluation criteria.

- A8) This is a qualification-based selection. We will evaluate the qualifications of the firm as stated in the RFQUAL as it relates to similar services being provided and expertise of the personnel. We must (according to ordinance) complete an interview process of a minimum of three short listed offerors to complete the qualification evaluation of the firms.
- Q9) Can you please provide input on whether the new administration's Executive Order on Unleashing American Energy will have any impact on timing for this solicitation or change the proposed timing?
- A9) It is unclear at this time whether, and the extent to which, the Executive Order Unleashing American Energy, dated January 20, 2025, may impact this project's timing and/or funding. The City is monitoring this situation and anticipates receiving further information from the federal granting authority regarding any such impact.

NO OTHER ADDITIONAL CHANGES MADE

CALE TURNER  
PURCHASING AGENT

**ACKNOWLEDGMENT**

The undersigned offeror hereby certifies that the change set forth in this Addendum #1 have been incorporated in their proposal and are a part of RFQUAL 18/2025. All other provisions of the RFQUAL document, except as stated herein, shall remain in force as written.

Firm Olsson Date 2.4.25

Signed Brian Marshall



## **EXHIBIT A - SCOPE OF ENGINEERING SERVICES**

### **025-00410 – ENGINEERING SERVICES: EV CHARGING GRANT AND CONSTRUCTION MANAGEMENT SERVICES (COLUMBIA, MO)**

#### ***Consulting Engineer Responsibilities***

Scope of project: This project includes environmental assessment, grant support, public communication, preliminary design, plans, estimates, and construction administration for installation of electric vehicle (EV) charging stations and associated improvements associated with the Charging and Fueling Infrastructure (CFI) grant. The project includes charging at the following four (4) locations in Columbia, Missouri.

1. Parking Garage at 5<sup>th</sup> and Walnut will include fourteen (14) Level II chargers
2. Parking Garage at Short Street will include two (2) Level II chargers and two (2) Level III/ DCFC chargers
3. Parking Lot at Daniel Boone Library will add two (2) dual port Level II chargers.
4. The Columbia Regional Airport will add six (6) Level III/ DCFC chargers to an existing parking lot

#### **Task I. Project Management and Data Collection**

##### **1.01 Project Management**

- A. Develop project schedule including the following milestones:
  1. Notice to Proceed
  2. Concept Site Design – 30%
  3. Submission of environmental documents
  4. Preliminary Design Plans and Proposal Documents – 60%
  5. Construction & Inspection
  6. Equipment Commissioning
  7. Project Close
- B. Schedule and run bi-weekly progress meetings with the City.

##### **1.02 Review Existing Data**

- A. Review existing as-builts, provided by the City if available, for the area surrounding the proposed stall locations at each project location to gain thorough understanding of the existing conditions.
- B. Coordinate with Columbia Water & Light (and Boone Electric Cooperative) prior to field meetings to confirm power source locations and capacity at each project location. These may be a new or existing transformer that is pole or surface mounted.

##### **1.03 Kick-Off Meeting & Site Visits**

- A. Attend a kick-off / pre-design meeting with the City.
- B. Following the kick-off meeting, complete a site visit with City Staff (and/or site host

responsible person) to each of the four project locations to verify power source location and identify proposed EV stall locations.

#### **1.04 Survey**

##### **A. Topographical Design Survey**

1. Olsson sub (Crockett Engineering) will provide a Topographical Design Survey for each project location area. This survey shall depict all observed utilities, existing contours at one-foot intervals, location of existing features such as pavement, buildings, trees, tree mass lines, storm, and sanitary sewer structures, pipe sizes, flow lines, and materials within proximity of EV stations.
2. Utility companies will be contacted through the Missouri One Call system to mark utilities. A private utility locating company will be engaged to confirm One Call marked utilities and mark all other known utilities. Olsson sub will then survey marked utilities and add them to the topographical survey. Olsson is not responsible for mis-marked or unmarked Utilities.

#### **Task II. Concept Site Design – 30%**

Olsson shall develop 30% schematic design plans that will illustrate the proposed modifications to existing parking facilities and add electric vehicle charging stations and possible pavement rehab, as necessary per site. For the COU location Olsson will coordinate with stakeholders on preferred charging station locations based on best use scenarios for airport traffic and HWY-63 users.

- 2.01** Develop concept plans (rough schematics, no inclusion of standard details). Aerial imagery will be used as the base file for design. For parking garage structures, plan set base files will be used in place of aerial imagery. Survey will be taking place as 30% design plans are being developed so there will be no topographical survey available at the time of this submittal. Initial outreach to Columbia Water & Light and Boone Electric Cooperative to establish and identify existing and available infrastructure, notify existing providers of intent to construct, and initiate coordination for site service. Easement research within extents of the site to confirm authorization and rights of access by private utilities. There will be one plan set that includes plan sheets for all locations.

##### **A. Cover sheet**

##### **B. Plan sheets (for each of the four locations)**

1. EV charging station layout including bollard locations.
2. Electrical plan showing underground conduits and service boxes.
3. Electrical one-lines and wiring diagrams.

- 2.02** Submit a full-size PDF plan set of concept plans to City for review and use in City administered RFQ.

- 2.03** Develop baseline quantities and a concept opinion of probable cost estimate that shall be furnished based on the experience and qualifications of the consulting engineer's best judgment as well as input from the City.

- 2.04** Olsson will engage City Planning office initiating any site development reviews required for Planning/ Zoning

### **Task III. Environmental Assessment**

- 3.01** Olsson will complete the environmental review process for each of the four (4) project site locations to ensure compliance with all applicable environmental laws and regulations.

Although a simplified environmental review process is expected per 10 CFR part 1021, subpart D, appendix B, Olsson will evaluate each of the four (4) sites on their own merits and unique characteristics against all applicable laws, regulations, and statutes to ensure the correct level of review, documentation, and permitting is conducted and completed.

In addition to considerations for extraordinary circumstances as defined in 10 CFR 1021.410(b)(2), a thorough desktop review will be completed that considers Information Required for Probable Categorical Exclusion (23 CFR Part 771.118). To confirm information obtained in the desktop review, Olsson will conduct a one-day visit to each of four (4) sites to properly evaluate any potential impacts from the project related to environmental resources. Pre-coordination letters will be provided to potential permitting agency and external resource agencies to address any environmental concerns related to the project sites.

- 3.02** Olsson will provide completed categorical exclusion checklists for each of the four sites including all required documentation. Final documents will be filed with all applicable federal agencies for environmental permitting/ clearance at each site. Although not anticipated, if the environmental review process indicates potential impacts are likely to extraordinary circumstances or to environmental or cultural resources, Olsson will communicate identified impacts and concerns to the Project Manager for follow up discussion and coordination with local, state, and federal stakeholders.
- 3.03** Olsson will conduct quality assurance and control regularly throughout the environmental review process to ensure any conclusions, findings, and documentation are accurate and meet all requirements related to the National Environmental Policy Act.

### **Task IV. Grant Compliance Technical Support**

- 4.01** The City will be the Administer of Record and Olsson will provide technical assistance to City staff in the completion of grant reimbursement and reporting documentation. Technical assistance includes support in submission of quarterly milestone reports, procurement compliance review, environmental compliance review and reimbursement submission request. In addition, Olsson will track any changes to CFI program compliance and update documentation and project support procedures accordingly.
- 4.02** Olsson will communicate with State and Federal officials on program funding guidance including anticipated program amendments or changes to federal policy to support project implementation and achievement of key milestones.

### **Task V. Public Improvement Process**

- 5.01** Public and Stakeholder Engagement Plan

Olsson will support the City in preparation of a public and stakeholder engagement plan to direct engagement activities reflective of the goals and objectives developed at the outset of the project. The engagement plan will include a sequenced list of engagement tactics, tools, and events along with an engagement schedule.

#### **5.02 Marketing, Outreach and Education Materials**

- Social Media: Olsson will develop content for up to eight (8) social media posts (including graphics and captions) to promote opportunities for input and/or educational materials. It is anticipated that the City would post the content to their existing social media channels.
- Press Releases: Olsson will prepare up to two (2) press releases to advertise the public open houses. It is anticipated that the City would be responsible for distribution.
- Education Materials: Olsson will work with the City to develop educational materials to support the project. These could include individual graphics, flyers, brochures or fact sheets about the project.

#### **5.03 Engagement Activities**

Olsson will support the City with the preparation for and attendance at up to two (2) in-person stakeholder/public meetings and one (1) City Council meeting. Olsson will consult with the City on the goals and approach for the meetings and assist in preparing presentation materials.

#### **5.04 Engagement Summary**

Following the completion of the public engagement activities, Olsson will prepare a brief written summary of all project outreach, marketing, activities and survey results for the project record.

### **Task VI. Preliminary Design Plans and Proposal Documents – 60%**

#### **6.01 Prepare preliminary design plans that resolve comments from concept site design.**

##### **A. Cover Sheet**

##### **B. Plan Sheets for City Code and 23 CFR 680 performance specifications**

1. EV charging station layout.
2. Electrical plan showing underground conduits and service boxes.
3. Utility relocation plan
4. Electrical one-lines with equipment performance specifications.
5. Pavement marking and signing
6. Demolition Plan
7. Landscape Plan

##### **C. ADA Ramp Design and Facility Access Plans.**

1. Parking lot, sidewalk, and ADA ramp layout.
2. Pavement marking and signing for ADA compliance

- D. Detail Sheets – Standard details associated with City code and Federal Requirements will be downloaded and inserted into the plan set.

*City to confirm what details they'd like to implement prior to this stage.*

- 6.02** Prepare design development plans and furnish a full-size PDF plan set to the City for their review.
- 6.03** Furnish Preliminary design plans opinion of probable cost.
- 6.04** Proposal document generation and RFP support. Olsson will prepare language for proposal packages and contracts specifying current, relevant, and required federal procurement policies and other grant-mandated guidelines. In addition, Olsson will answer questions during the RFP process, and support City in contractor selection according to specifications laid out by CFI grant terms and conditions.

## **Task VII. Construction Observation and Data Reporting**

- 7.01** Olsson shall support the City of Columbia by providing a peer review of final 95% plan set provided by selected contractor. Plans will be reviewed to identify any changes from the Preliminary Design Plans. All identified changes will be tabulated and evaluated on the basis of grant compliance related to federal specifications and grant reporting.
- 7.02** Olsson shall provide a construction observation representative and Construction project manager. The tasks shall consist of the following items:
- A. Part-time construction inspection consisting of 5 onsite visits to each site during construction. We will make a record of our visits and note any seen/noticed issues and/or deficiencies immediately. The onsite visits will be based on timing and specific tasks being completed at each time.
  - B. Part time project management according to grant reporting requirements
  - C. Post construction activities to determine that project is completed and accepted by all parties.
  - D. Attend progress meetings as required by work progress. The contractor will preside over construction meetings and prepare and distribute meeting minutes.
  - E. Determine whether the Contractor is generally adhering to the specifications and plan documents.
  - F. Report to City giving opinions and suggestions based on observations regarding defects or deficiencies in Contractor's work relating to compliance with plans, specifications and design concepts.
- 7.03** Prepare final record drawings which reflect:
- A. All change orders.
  - B. All design changes.
  - C. Changes made and marked on a plan set in the field by a City representative.
  - D. Submit updated CAD drawings, PDF files, and TIFF images.

**7.04** Coordinate with city staff for access to charging station web portals. Olsson will support the city in gathering appropriate equipment usage data and formatting required data fields into necessary reporting standards. Olsson will also provide support to the city in submission of data through defined data portal.

### ***Design Assumptions***

1. No project specific traffic control or pedestrian detours will be required.
2. No lighting design will be required. Should we discover that site lighting design is required we will provide amended scope documents prior to performing work.
3. No utility coordination outside of what is detailed in the above scope.
4. No potholing is included.
5. Easements or title work are not included, but can be completed at an hourly rate as described in the above scope.
6. No driveway designs are expected with any of these 4 sites. Driveway design would require additional compensation as part of a supplemental agreement.
7. No irrigation or lighting relocations will be designed. Assume any repairs will be subsidiary to construction.
8. No final design or construction drawings will be provided as part of the project scope.

### ***City Responsibilities***

1. The City will publish specifications, contract documents and plans sets developed by Olsson to potential proposers, including and adhering to City procurement requirements and guidelines (see 7.04).
2. The City will handle advertising, proposals, and letting of the project.
3. The City will print all plan sets for the Design-Build Contractor.
4. The City will administer the project.
5. The City will Administrator of Record for submission of all CFI Grant documents.

### **COMPLETION TIME**

The Consulting Engineer hereby agrees to strive to complete design tasks based on the following schedule, which assumes a notice to proceed by September 2, 2025:

Proposed Schedule (Dates will be finalized prior to contract signature):

1. Notice to Proceed (September 2<sup>nd</sup>, 2025)
2. Concept Site Design – 30% (October 10<sup>th</sup>, 2025)
3. Submission of environmental documents (October 10<sup>th</sup>, 2025)
4. Preliminary Design Plans and Proposal Documents – 60% (November 7<sup>th</sup>, 2025)
5. Construction & Inspection - TBD
6. Equipment Commissioning – TBD based on construction timing
7. Project Close – 6months after equipment commissioning

Schedule is dependent on reviews and comments back from the City within 2 weeks of submittals.

# Exhibit B

HOUR ESTIMATE - 025-00410 -Columbia, MO CFI EV Charging Site Design																												
			Hourly Rate		\$290.00	\$190.00	\$210.00	\$212.00	\$208.00	\$247.00	\$188.00	\$233.00	\$200.00	\$125.00	\$222.00	\$198.00	\$184.00	\$165.00	\$155.00	\$135.00	\$95.00	\$110.00	\$100.00					
Task																								Total	Total	Total	Subtotal	
No.				Description of Work Items / Tasks	Sr. Project Manager	Deputy PM - Sr Engineer	Sub Site Civil - Senior (Sub)	Site Civil - Senior	Site Civil - Project Engineer	Electrical - Lead	Electrical - Project Engineer	Environmental - Lead	Senior Scientist	Scientist	Funding Compliance	Public Involvement	Construction Management	Sub Surveyor (2-man Crew) (Sub)	Sub Surveyor (1-man Crew) (Sub)	Sub Senior Surveyor (Sub)	Sub Surveyor Technician (Sub)	Sub Construction Inspection (Sub)	Admin	Hours	Labor Fee	Expenses		
1				Project Management and Data Collection																								
1.01				Project Management, Schedule, & Meetings	8	6		16												2					32	\$7,122		\$7,122.00
1.02				Review Existing Data		5		4	5	4	5													23	\$4,766		\$4,766.00	
1.03				Kick-Off Meeting & Site Visits	16		6	2																40	\$9,332	\$800	\$10,132.00	
1.04				Survey	1	5		2			16							25		45	15			93	\$13,289	\$3,000	\$16,289.00	
Task 1 Subtotals					25	16	6	24	5	4	21	0	0	0	0	0	0	25	0	47	15	0	0	188	\$ 34,509	\$ 3,800	\$38,309.00	
2				Concept Site Design - 30%																								
2.01				Develop Preliminary Plans	9	4																		13	\$3,370		\$3,370.00	
	A			Cover Sheet					2		1													3	\$604		\$604.00	
	B			Plan Sheets + ADA Ramp Design		4		10	24	10	40													88	\$17,862		\$17,862.00	
2.02				Submit Plans to City			10	2	4	2	4					2								24	\$4,970		\$4,970.00	
2.03				Quantities + Cost Estimates		4		4	8	6	12													34	\$7,010		\$7,010.00	
2.04				Site Development Review	6			2	10															18	\$4,244		\$4,244.00	
Task 2 Subtotals					15	12	10	18	48	18	57	0	0	0	0	0	2	0	0	0	0	0	0	180	\$ 38,060		\$38,060.00	
3				Environmental Assessment																								
3.01				Environmental Assessment and Compliance	2	5						5	33	122										167	\$24,545	\$575	\$25,120.00	
3.02				Stakeholder Coordination and Communication	1	5						5	10	15										36	\$6,280		\$6,280.00	
3.03				Quality Assurance and Control		1						5	25											31	\$6,355		\$6,355.00	
Task 3 Subtotals					3	11	0	0	0	0	0	15	68	137	0	0	0	0	0	0	0	0	0	234	\$ 37,180	\$ 575	\$37,755.00	
4				Grant Compliance Technical Support																								
4.01				Grant Technical Assistance and Reporting	4	8		5	10	5	10				47		4							93	\$20,105		\$20,105.00	
4.02				Elected Official Program Communication	2										10									12	\$2,800		\$2,800.00	
Task 4 Subtotals					6	8	0	5	10	5	10	0	0	0	57	0	4	0	0	0	0	0	0	105	\$ 22,905	\$ -	\$22,905.00	
5				Public Improvement Process																								
5.01				Public and Stakeholder Engagement Plan	4											12								16	\$3,536		\$3,536.00	
5.02				Marketing, Outreach and Education Materials	4											40							25	69	\$11,580		\$11,580.00	
5.03				Engagement Activities	16		4	2		2						16								40	\$9,566		\$9,566.00	
5.04				Engagement Summary	2											4								6	\$1,372	\$575	\$1,947.00	
Task 5 Subtotals					26	0	4	2	0	2	0	0	0	0	0	72	0	0	0	0	0	0	25	131	\$ 26,054	\$ 575	\$26,629.00	
6				Preliminary Design Plans and Proposal Documents - 60%																								
6.01				Prepare Office Check Plans																				0				
	A			Cover Sheet				8			4													12	\$2,416		\$2,416.00	
	B			Plan Sheets	10	9		10	60	15	75													179	\$37,015		\$37,015.00	
	C			ADA Access Design Sheets	4		10	20	35															69	\$14,780		\$14,780.00	
	D			Details and Specification Sheets				6	8	25														39	\$7,924		\$7,924.00	
6.02				Submit Plans to City	5	5	10	6	4	8						10								48	\$10,080		\$10,080.00	
6.03				Opinion of Probable Cost	1	5		24	4	15														49	\$10,040		\$10,040.00	
6.04				Proposal Document support/ questions/ grant specifications	10		5	5		5					10		10							45	\$10,305		\$10,305.00	
Task 6 Subtotals					30	19	25	35	139	36	127	0	0	0	0	10	0	20	0	0	0	0	0	441	\$ 92,560		\$92,560.00	
7				Construction Services																								
7.01				Engineering Peer Review	4	4		16	32	16	32						16							120	\$24,880	\$575	\$25,455.00	
7.02				Construction Observation	4	4					2						10					80	100	\$12,936	\$575	\$13,511.00		
7.03				Prepare Final Record Drawings		4	4		10	2	12													36	\$6,870		\$6,870.00	
7.04				Development of data reporting structure	10	20	8		1	2	5				10		15							75	\$15,442		\$15,442.00	
Task 7 Subtotals					18	32	12	16	43	20	51	0	0	0	10	10	0	41	0	0	0	0	88	0	331	\$ 60,128	\$ 1,150	\$61,278.00
Task 8 Subtotals					123	98	57	100	245	85	266	15	68	137	77	72	72	67	25	0	47	15	88	25	1,610			
				Total Manhours																								
				Total Labor, OH, Profit & Expenses	\$35,670	\$18,620	\$11,970	\$21,200	\$50,960	\$20,995	\$50,008	\$3,495	\$13,600	\$17,125	\$17,094	\$14,256	\$12,328	\$4,125	\$0	\$6,345	\$1,425	\$9,680	\$2,500		\$311,396	\$6,100	\$317,496.00	

## **NOTICE TO VENDORS**

### **Section 285.525 – 285.550 RSMo Effective January 1, 2009**

Effective January 1, 2009 and pursuant to RSMo 285.530 (1), No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state to a business entity, or for any business entity receiving a state administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

An employer may enroll and participate in a federal work authorization program and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. [RSMO 285.530 (4)]

For vendors that are not already enrolled and participating in a federal work authorization program, E-Verify is an example of this type of program. Information regarding E-Verify is available at:  
[http://www.dhs.gov/xprevprot/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm).



CITY OF COLUMBIA, MISSOURI  
WORK AUTHORIZATION AFFIDAVIT  
PURSUANT TO 285.530 RSMo  
(FOR ALL CONTRACTS IN EXCESS OF \$5,000.00)

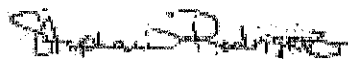
County of Lancaster

State of Nebraska

} ss.

My name is Stephanie Rodriguez. I am an authorized agent of Olsson, Inc. (Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the City of Columbia. This business does not knowingly employ any person who is an unauthorized alien in connection with the services being provided. Documentation of participation in a federal work authorization program is attached to this affidavit.

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1 RSMo and shall not thereafter be in violation. Alternatively, a subcontractor may submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.



Affiant

Stephanie Rodriguez

Printed Name

Subscribed and sworn to before me this 24<sup>th</sup> day of November, 2025.



  
Notary Public