

**AGREEMENT**  
**For**  
**PROFESSIONAL ENGINEERING SERVICES**  
**Between**  
**THE CITY OF COLUMBIA, MISSOURI**  
**And**  
**RRT ENGINEERING, LLC**

THIS AGREEMENT by and between the City of Columbia, Missouri (hereinafter called "City"), and **RRT Engineering, LLC** (hereinafter called "Engineer"), is entered into on the date of the last signatory noted below (the "Effective Date").

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

**Columbia Recycling and Waste Diversion Program  
Evaluation**

*(Description of Project)*

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

Engineer shall serve as City's professional engineering, surveying or architecture contractor in those assignments 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, professional land surveyor or architect 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 Perform professional engineering services as set forth in Exhibit A - "Scope of Basic Services," dated **August 24, 2022** (hereinafter referred to as "Scope of Basic Services").

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>Nathiel Egosí, P.E., President</b>	<b>Principal-in-Charge</b>
<b>Kate Vasquez, Director</b>	<b>Project Manager</b>
<b>Ryan Lawlor, Project Engineer</b>	<b>Project Engineer</b>
<b>Michael Jones, Systems Engrg Mgr</b>	<b>Project Engineer</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 in Scope of Basic Services. 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 in Scope of Basic Services.
- 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 **Steve Hunt**, 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 **365** calendar days from the issuance of the Notice to Proceed. 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 shall pay Engineer the sum of amounts determined as follows:

6.1.1.1 For time spent by personnel, payment at the hourly rates indicated in the "Schedule of Hourly Labor Billing Rates" (attached). Such rates include overhead and profit. The schedule may be revised annually if the term of this Agreement exceeds one (1) year. To be effective, any revision in the Schedule of Hourly Labor Billing Rates shall be provided by Engineer to City as least thirty (30) days prior to work performed under this Agreement to which such rates apply.

6.1.1.2 For outside expenses incurred by Engineer, such as authorized travel and subsistence, commercial services, and incidental expenses, the cost to Engineer.

6.1.1.3 For reproduction, printing, long-distance telephone calls, company vehicle usage, testing apparatus, computer services and computer-assisted drafting (CAD), amounts will be charged according to the Engineer's standard rates in effect at the time service is provided.

6.1.1.4 For professional services rendered by others as subcontractor(s) to Engineer such as surveying, real property descriptions, soil borings, subsurface investigations, laboratory testing, field quality control tests, progress photos, or other activities required or requested by City, will be billed at the cost to Engineer.

6.1.1.5 For time spent by outside individual professional consultants employed by Engineer in providing services to City, the cost to Engineer. Expenses incurred by such outside consultants in service to City shall be reimbursable in accordance with 6.1.1.2 above.

6.1.1.6 Total payment for Scope of Basic Services and all other expenses and costs to City under this Agreement and described herein **shall not exceed \$341,074.**

## 6.2 Payments

6.2.1 Engineer shall submit an invoice for services rendered to City 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 CG 2026 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 of the Missouri Revised Statutes. To the extent required by Section 327.401 of the Missouri Revised Statutes, 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 site 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 not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, ancestry, marital status, disability, sexual orientation, or gender identity. Engineer shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, age, national origin, ancestry, marital status, disability, sexual orientation, gender identity or expression, or

any other protected category designated by local, state, or federal law. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. Engineer agrees to post notices in conspicuous places, available to employees and applicants for employment.

7.9.2 Engineer shall, in all solicitation or advertisements for employees placed by or on behalf of Engineer, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, ancestry, marital status, disability, sexual orientation, gender identity or expression, or any other protected category designated by local, state, or federal law.

7.9.3 Engineer shall comply with all provisions of local, 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 Missouri State Statute section 285.530 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 Missouri Revised Statute Section 34.600, 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	Scope of Work
B	Hourly Fee Schedule

C

Work Authorization Affidavit

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 Scope of Basic Services herein. All previous or contemporaneous agreements, representations, promises and conditions relating to Engineer's services described herein are superseded.

**[SIGNATURES ON FOLLOWING PAGE]**

**CITY OF COLUMBIA, MISSOURI**

By: \_\_\_\_\_  
De'Carlon Seewood, City Manager *ES*

Date: \_\_\_\_\_

ATTESTED BY:

\_\_\_\_\_  
Sheela Amin, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Nancy Thompson, City Counselor

CERTIFICATION: I hereby certify that the above expenditure is within the purpose of the appropriation to which it is charged, Account No. **55716588 604023 RF055**, and that there is an unencumbered balance to the credit of such appropriation sufficient to pay therefor.

By: \_\_\_\_\_  
Director of Finance

**RRT ENGINEERING, LLC**

By: \_\_\_\_\_  
*[Signature]*

Date: \_\_\_\_\_  
*8/30/22*

ATTEST:

By: \_\_\_\_\_  
*Yvonne S. McGee*

Name: \_\_\_\_\_  
*Yvonne S. McGee*



**RRT Engineering, LLC**

1 Huntington Quadrangle, Suite 3S01  
 Melville, New York 11747-4401  
 631-756-1060  
 631-756-1064 (fax)  
 info@rrtenviro.com  
 www.rrtenviro.com

August 24, 2022

City of Columbia Purchasing  
 701 E. Broadway, 5<sup>th</sup> Floor  
 Columbia, MO 65201

RE: Engineering Services – Columbia Recycling and Waste Diversion Program Evaluation  
 Request for Qualifications (RFQUAL) 170/2021

Dear Purchasing Department:

RRT Engineering, LLC (RRT) is pleased to submit to the City of Columbia (City) our revised price proposal to provide the services required by the RFQUAL, as described in our response of May 6, 2022, and as discussed via telephone on August 17. Attached to this letter is a description of the tasks and outputs for the Evaluation Work. These outputs reflect the direction provided by the City for RRT to perform the field work items with the exception of an MSW composition study to be subcontracted MSW Consultants, an industry leader with whom the City is familiar.

On behalf of RRT, I appreciate the opportunity to present our total time-and-materials price proposal for a not-to-exceed amount of \$341,074, as shown in the table below.

<b>Evaluation Work</b>	\$ 279,420
<b>Labor</b>	\$ 250,026
<b>Expenses</b>	\$ 29,394
<b>MSW Composition Study</b>	\$ 61,654
<b>Labor</b>	\$ 52,799
<b>Expenses</b>	\$ 8,855
<b>Total</b>	\$ 341,074

The following table breaks down the Evaluation Work by task, showing the level of effort for the field work items.

<b>Evaluation Work Task and Activities</b>	
Kickoff and Project Meetings	\$ 27,329
Task 1A: Waste Generation Rate Analysis	\$ 8,786
Task 1B: Current and Future Recycling Waste Diversion Assessment	\$ 99,595
Participation study (field work)	\$ 24,408
Contamination study (field work)	\$ 14,867
Task 2: MRF Eval	\$ 39,102
Task 3: Stakeholder Input	\$ 58,024
Task 4: Preparation of Recycling and Waste Diversion Report	\$ 17,190
<b>TOTAL LABOR</b>	<b>\$ 250,026</b>

Since efficiency can be achieved by consolidating various aspects of the tasks into combined trips to Columbia, expenses are presented below by travel event rather than by task.

<b>Trip #</b>	<b>Evaluation Work Travel event</b>	
<b>1</b>	Kickoff meeting, MRF Inspection, Contamination study	\$ 11,874
<b>2</b>	Stakeholder Engagement, 1 <sup>st</sup> phase of participation study	\$ 7,389
<b>3</b>	Stakeholder Engagement, 2 <sup>nd</sup> phase of participation study	\$ 5,376
<b>4</b>	City Council Work Session	\$ 2,949
<b>5</b>	Final Presentation	\$ 1,806
	<b>EXPENSES</b>	<b>\$29,394</b>

Below is a matrix table organizing our approach to the stakeholder engagement and for making efficient use of travel to Columbia. Travel for the MSW composition study will be scheduled separately.

<b>Event</b>  <b>Stakeholder or Activity</b>	<b>Trip 1 Kickoff</b>	<b>Trip 2: Stakeholder Engagement</b>	<b>Virtual Meetings</b>	<b>Trip 3: Stakeholder Engagement</b>	<b>Trip 4: Final Presentation</b>
<b>City staff</b>	Kickoff with project team  Engagement meeting with additional City Staff Stakeholders	City Staff Stakeholder workshop	Review summary of Stakeholder Input with City Staff		
<b>Interested Party Meetings</b>		Open House (1)		Open Houses (1-2)	
<b>City Council</b>	Informal first impressions from council members	City Council Work Session (tentative)		City Council Work Session (tentative)	In-person
<b>Field Work</b>	MRF Evaluation  Recyclables Contamination Study	Participation Study Part 1		Participation Study Part 2	

As an optional task not included in the above total, a visual characterization of incoming construction & demolition debris (C&D) and bulky waste can be conducted for a lump sum of \$11,500. This would provide the City with data on what materials might be available for recovery in a future C&D recycling effort.

This price proposal will remain valid for a period of ninety (90) calendar days after the date above, and is subject to further negotiation regarding City requested changes to the scope of work and the level of effort.

Very truly yours,

**RRT Engineering, LLC**

A handwritten signature in black ink that reads "Nathiel Egosi". The signature is written in a cursive style with a large, looping 'E' at the end.

Nathiel G. Egosi, P.E.  
President



## Task 1A: Waste Generation Rate Analysis

- Review of data tracking procedures and identification of data gaps
- Development of SOP for tracking information including examples of commercially available software and hardware
- Project waste generation for 20 years (2023 – 2043)
  - Develop baseline
  - Project into future
  - Divide by sector
- Conduct 1-week scientifically sampled MSW composition study on waste going to Landfill; use the data to estimate composition for next 5 years
- Impacts of potential program changes, such as curbside recycling, MRF updates, organics diversion, etc.
- Presentation with narrative and excel

## Task 1B: Current and Future Recycling Waste Diversion Assessment

- Source Reduction
  - Research 5 to 8 programs from other cities
  - Describe State/City policies and regulations
  - Document current programs
  - Describe how the City might implement some of the elements above
- Reuse & Recycling
  - Document current program
    - Conduct two field observation periods, two weeks each, to gather participation data
    - Suggestions for new or expanded programs, bolstered with examples from other cities
    - Barriers to and needs for market development (operations, participation, quality, transportation, etc.) and how to respond
    - Existing or potential markets for recyclables (how City might adjust or develop in order to market more or new types of material.)

- Waste Diversion
  - Research 3 to 5 examples of diversion rate methodologies, and then collaborate with the City to develop or adapt one for Columbia's use.
  - Evaluate contamination of recyclables by conducting a 2-week composition analysis using the MRF equipment and additional labor for hand-sorting.
    - Fiber composition will be determined using the four grades already hand-sorted at the MRF.
    - Container composition will be determined by utilizing the existing container line plus additional labor to:
      - Re-sort the "#3-7s" bunker to get erroneous metal cans, PET bottles, and HDPE bottles
      - Re-sort the HDPE bunker into Natural and Color
    - Minimally sort the residue from both lines to identify the volume and types of incoming contamination
  - Describe national trends in diversion
  - Include discussion for diversion of materials from landfill beyond curbside recyclables, such as mattresses or bulky plastics
  - Review and evaluate the waste diversion goal in the CAAP.
    - How can the program make progress on the actions in the CAAP?
    - Which will require larger effort by the City (not just the SW program)?
- Collection and Transfer
  - Document current program
  - Provide commentary on best practices and items of concern
  - Describe national trends in collection and transfer
  - Opportunities for environmental benefits and SAFETY regarding collection.
  - Changes to collection necessary to achieve CAAP goals.
  - Discussion of single stream vs. dual stream
- Construction & Demolition Debris (C&D)
  - Research 3 to 5 programs from other cities to reduce the tonnage of C&D going into landfills
  - Describe how the City might implement some of the best practices

- Commercial Recycling
  - Research 4 to 6 programs from other cities to incentivize commercial recycling and improve participation
  - Describe how the City might implement some of the best practices
- Household Hazardous Waste (HHW)
  - Research 2 or 3 full-time HHW programs in other cities
  - Describe how the City can implement a full-time HHW program at the MRF
- Review of Waste Management District grant funding opportunities.

## Task 2: Comprehensive Evaluation of the MRF

Work will be performed as described in the RFQ response with the adjustment that based on our observations, only one engineer will be on-site and only one day will be required to complete the work.

Furthermore, as has been directed by the City, RRT will include on the conceptual drawings not only the MRF equipment and building but also design for how the MRF facility could be used to house new diversion programs such as mattress recycling, HHW collection, etc. This will include necessary site surveys to create a conceptual site plan.

## Task 3: Stakeholder Input Process

In addition to the meetings and workshops required by the RFQ, RRT will prepare for and participate in person in two City Council work sessions. Understanding that the scheduling of those meetings will be at the pleasure of the Council, RRT will make every effort to combine travel to Columbia whenever possible. This proposal assumes a level effort for RRT to prepare some requested content for presentation and discussion at these sessions.

Furthermore, RRT will prepare for and conduct three public “Open House”-style events to engage interested members of the public. RRT will attend these events in person. The level of effort proposed assumes that the City will assist in developing and arranging for accommodations for the Open Houses and any required advertising or scheduling.

A matrix table organizing our approach to the stakeholder engagement and for making the most efficient use of each visit to Columbia was provided in our letter dated August 24, 2022, to which this document was attached.

## Task 4: Prepare report

- Compile the waste generation rate analysis from Task 1
- Compile results of MRF eval in Task 2
- Document stakeholder process in Task 3
- Add Executive Summary
  - At the direction of the City, the outcomes of the work conducted in the project will be presented in a format similar to the following, in order to provide a clear roadmap to increasing waste diversion and increase waste reduction.

Mattresses

The City should operate a program to recover or recycle mattresses because [opportunity and impact].

Such a program can be implemented by [program, operations, space, etc.].

A program to recover or recycle mattresses will/might cost [\$ to start up, per year to operate].

Show on the conceptual site plan how the program can be housed.

- Produce draft; incorporate comments; produce final draft; generate copies
- Final presentation to City Council in Columbia

**EXHIBIT B**

**RRT SCHEDULE OF BILLING RATES AND REIMBURSABLE EXPENSES**

1. BILLING RATES:

RRT will be compensated for Services it provides to the Client in accordance with the following hourly billing rates unless otherwise stipulated in the Agreement:

<b>TITLE</b>	<b>HOURLY RATES</b>
President	\$300
Vice President	\$250
Project Consultant	\$237
Senior Project Manager; Engineering Manager, Senior Director	\$227
Project Manager	\$212
Senior Engineer	\$206
Senior Project Engineer; Senior Field Engineer	\$185
Project Engineer/Architect	\$170
Staff Engineer/Professional	\$158
Senior Designer	\$153
Staff Designer	\$143
Staff Project Engineer; Field Engineer	\$158
Buyer; Estimator	\$135
Senior Drafter	\$143
Junior Engineer	\$117
Drafter; Technician	\$108
Expediter; Administrative Assistant	\$ 92
Clerk	\$ 71

The above rates are effective until June 30, 2023.

CLIENT is charged for time actually spent on the project. Visits to CLIENT’S site or offices are billed at half day minimum. Time sheets are available for review with a formal and timely request.

Rates include reasonable costs for clerical and accounting expenses as well as a general office expense.

Normal and reasonable time for contract negotiations are covered in overhead; however, extended contract negotiations or time spent resolving differences in terms and conditions, scopes of work, or work orders or change notices/directives will be billed at the above hourly rates.

Personnel charges will be computed by multiplying the Hourly Billing Rate of RRT’s personnel performing the Work times the hours worked. An overtime premium factor of 1.5 shall be applied to personnel charges computed in the preceding manner for hours worked in excess of 40 hours per person per week, or in excess of 8 hours per day for the position of Designer or below. Overtime hours for others will be billed at the individual’s standard rate.

Compensation for the travel time of the RRT's personnel will be allowed, however on any travel day, the maximum total time allowed to be charged per person will be eight hours. Travel is from the employee's regular work location.

2. REIMBURSABLE EXPENSE:

- 2.1 RRT shall be reimbursed for direct non-salary expenses, which are incurred as a direct result of the Work to perform the services including the following:
  1. Living and travel expenses of employees when away from their home office including hotel, a per diem for meals as paid to the Consultant's employee in accordance with Consultant's policy, mileage, airfare, rail travel, taxis, tolls, automobile rentals and other similar costs.
  2. Identifiable overnight courier mail and shipping expenses other than for general correspondence.
  3. Services by others directly applicable to the Work such as special consultants, surveyors, legal and accounting expenses, soils testing and borings, concrete corings, environmental studies, inspections, laboratory charges, commercial printing and binding and similar costs not applicable to the Consultant's general overhead.
  4. Identifiable reproduction costs applicable to the Work, such as scanning, blueprinting, copying, printing, etc. and all presentation materials.
  5. Permits and fees required by standard engineering design and/or law, ordinance or regulatory authority having jurisdiction over the Work and that are not necessary with respect for the Consultant to conduct ordinary business.
  6. Any rental of any equipment to perform the Work.
  7. Any subcontractor for any portion of the Work.
- 2.2 CLIENT shall be billed the actual cost incurred for the reimbursable expense.

## **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).

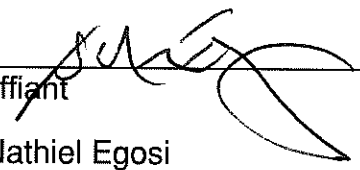
**CITY OF COLUMBIA, MISSOURI  
WORK AUTHORIZATION AFFIDAVIT  
PURSUANT TO 285.530 RSMo  
(FOR ALL CONTRACTS IN EXCESS OF \$5,000.00)**

County of Suffolk )  
State of New York ) ss.

My name is Nathiel Egosi. I am an authorized agent of RRT Engineering, LLC (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  
Nathiel Egosi  
\_\_\_\_\_  
Printed Name

Subscribed and sworn to before me this 30<sup>th</sup> day of August, 2022

  
\_\_\_\_\_  
Notary Public

**YVONNE S. MCGEE  
Notary Public, State of New York  
No. 01MC6137039  
Qualified in Suffolk County  
Commission Expires November 14, 2025**