



THE POWER HOUSE AT UNION STATION • 401 S. 18th ST., STE. 400 • SAINT LOUIS, MISSOURI 63103-2296
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February 14, 2022

Mr. Kent Peetz, Director of Public Works
City of Jackson
101 Court Street
Jackson, MO 63755

Re: Task Order Proposal to Provide Professional Engineering Services for a Wastewater Rate Study Update

Dear Mr. Peetz:

As requested, we developed the revised attached detailed scope and fee estimate for the City's Wastewater Rate Study Update. It is based on our telephone conversations, email correspondence and on similar work performed in the past for the City of Jackson. This work is to be performed under our existing task order agreement. Our estimated fee to perform this work authorization is a lump sum amount of \$23,600.

Horners & Shifrin, Inc. will begin work on this Authorization as soon as the proposed tasks and fees are approved by the City. We understand that the update is to be completed by April 6, 2022 so that the study can be presented to the City Council on April 18, 2022.

We appreciate the opportunity to continue to serve the City of Jackson under our existing task order agreement for engineering services. Please call to discuss any questions regarding our proposed scope or fee proposal.

Respectfully submitted,

A handwritten signature in blue ink that reads "Stephen Randolph".

Stephen Randolph, P.E.
Associate Vice President

CC: James McCleish, Ed Sewing

Attachment A – Scope of Services

1. Conduct project kick-off meeting with City staff (via conference call).
2. Retrieve previous wastewater and water rate study files from H&S archives.
3. Review previous rate study scenarios.
4. Update project costs
5. Compare SRF and private financing loan rates.
6. Evaluate SRF (or private, if determined to be more advantageous) financing options and project phasing (three phases) for facility plan improvements.
7. Evaluate three-stage rate increase options for facility plan improvements.
8. Run rate increase scenarios using economic spreadsheet tools as follows¹
 - 3-rate increase option with SRF (or private) funding (3 phases, 3 sets of projects, 3 rate increases)
 - 3-rate increase option with SRF (or private) funding with potential ARPA grant funding, 50% federal – 50% local split
 - 3-rate increase option with SRF (or private) funding with potential ARPA grant funding, 25% federal – 75% local split
 - 3-rate increase option with SRF (or private) funding with potential ARPA grant funding, 75% federal – 25% local split
9. Prepare a Draft Report and submit to City for review.
10. Incorporate City's comments and responses and issue a Final Report.
11. Prepare a PowerPoint presentation that explains the methodology, outcomes and recommendations of the study.
12. Attend one City Council work session or Council Meeting².

¹Scenarios performed at the request of the City beyond those described above will be subject to an additional fee as described in the cost proposal worksheet.

²Attendance at additional Council meetings will be subject to an additional fee based on the attendee's standard hourly rates.

COST PROPOSAL WORKSHEET FOR :

Wastewater Rate Study Update 2022
 Jackson, MO
 Exhibit A
 ENGINEERING FEE ESTIMATE

LABOR:

Task No.	Task Description	Task M.H.	Task Cost	Labor Level			
				JEM EP1	SR EP2	GES EP4	SM EP7
1	kickoff meeting (via conference call)	4	\$797	1	1	1	1
2	retrieve ww & water rate study archive files	2	\$396	0	2	0	0
3	review previous study scenarios	6	\$1,076	0	2	2	2
4	evaluate funding options	12	\$2,386	2	6	2	2
5	evaluate phasing options	9	\$1,695	1	2	4	2
6	update project costs	6	\$1,040	0	0	4	2
7	run rate increase scenarios	24	\$4,752	0	24	0	0
8	draft report	10	\$1,985	1	7	1	1
9	final report	8	\$1,589	1	5	1	1
10	prepare PowerPoint presentation for public meeting	7	\$1,391	1	4	1	1
11	attend one public hearing/city council meeting	28	\$5,802	6	16	6	0
TOTAL MANHOURS:		116		13	69	22	12
TOTAL ESTIMATED LABOR COSTS :			\$22,909				

EXPENSES:

Item	Unit	Total Cost
Computer Use Reimbursement (CADD) :	-- hours	\$0
Mileage (STL-Jackson roundtrip):	214 miles	\$125
Mileage (CHI-STL roundtrip):	625 miles	\$366
Reproduction & Photocopy:	-- SAY	\$0
Per Diem (S. Randolph travel, one day)	-- SAY	\$200
Air Fare & Car Rental:	0 Trips	\$0
Field Equipment Rental Reimbursement:	-- SAY	\$0
Misc. Direct Expenses:	-- SAY	\$0
TOTAL ESTIMATED DIRECT EXPENSES :		\$691
reimburable expense (15%)		\$0
		\$691
TOTAL ESTIMATED NOT-TO-EXCEED COST :		\$23,600

*scenarios beyond those described in Attachment A
 "Scope of Services" will be charged at a lump sum
 rate of \$3,500 each.

Horner & Shifrin, Inc.
 February 10, 2022