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**PROPOSAL FOR:** City of Jackson, MO  
**ADDRESS:** 101 Court Street, Jackson, MO 63755  
**PROJECT:** Wanda Lee Drive  
**DATE:** 3/10/2026

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**I. PROJECT DESCRIPTION/UNDERSTANDING**

The City of Jackson, MO (Client) has requested that Koehler Engineering, a division of Klingner & Associates, P.C. (Klingner) provide a proposal for services to *extend Potable Water and Sanitary Sewer Utilities, and to coordinate and provide services relevant to the extension of Electrical Utilities*, to serve the Wanda Lee Drive area in Jackson, MO. Water and Sanitary Design services shall be coordinated with the Department of Public Works, and services relevant to the Electrical Utilities shall be coordinated with the City of Jackson Electrical Department and the offices of Allen and Hoshall, consultants engaged by the City for the design of the distribution system expansion. Klingner proposes to provide engineering design as described in the following scope of services.

**II. SITE ZONING**

No zoning services are anticipated for this project.

**III. SCOPE OF SERVICES**

Our Scope of Services for each individual discipline is outlined below. The following meetings are included based on the meeting occurring at the City of Jackson Public Works office, on site if needed, at Koehler Engineering's office, or via video conference:

**1. MEETINGS:**

Surveying and Geotechnical Engineering site visits required to complete the respective Scope of Services are included in the respective fees. The Klingner project manager and necessary staff will attend a minimum of three (3) milestone project meetings, including one (1) for project kick off, one (1) at 30% Preliminary Design Review, and one (1) in the Construction Documents phase at 90% Design Review. We anticipate one (1) round of reasonable modifications after each milestone Design Review, per Client comments. Client approval of design and revisions is required prior to commencing with subsequent work. Client shall not unreasonably withhold or delay approvals.

Attendance at additional design review meetings, miscellaneous meetings and construction progress meetings will be invoiced at an hourly per diem rate for the staff member in attendance.

**2. GEOTECHNICAL ENGINEERING:**

Our services would be included in the design fee for the Sanitary Sewer, and would include borings or probes at each MH location, to the depth of the manhole plus two feet. We would also add probes along the sewer alignment at approximate 100 foot intervals, to allow us to estimate the depth to bedrock.

**3. SANITARY SEWER DESIGN:**

The following scope of services will be provided for the Sanitary Sewer portion of the project.

- A. Preliminary Design - Initial scope would be to develop a high level alternatives analysis to select either the option running north from Old Cape Road (Alt 1) or east along the North line of East Jackson Blvd. (Alt 2).
  - i. We would first draft a concept alignment along both routes. This would be based on available information, LIDAR, Parcel Lines, etc.
  - ii. We would then, in conjunction with City of Jackson Staff, contact property owners to ascertain viability of obtaining easements for both Alternates 1 & 2. If it appears we will be able to obtain easements along both routes then;
    - 1. We would develop preliminary P&P of both Alternates.
    - 2. We would develop preliminary costs for both Alternates.
  - iii. In the event there appears intransigent opposition to only one Alternate, we would default to the other.
  - iv. In the event there appears intransigent opposition to both Alternates, we will consult with the City regarding other options, or if the City chooses to select an option and pursue condemnation.
    - 1. It is noted that all properties for both alternates are within the City of Jackson, so condemnation would be a viable option.
    - 2. It is further noted that Alternate 1 has 5 parcels, but we believe there are only two owners to consult with.
  - v. It is anticipated that Alternate 1 will be significantly more expensive than Alternate 2. If the preliminary design bears this out, and both Alternates appear to be practicable, we would assist the City in negotiating with one or more of the Owners along Alternate 1 to participate in the cost of the extension.
  - vi. Once the available information is in place, we would make a recommendation to the City, and once we receive notification to proceed, we would proceed to final design with the selected alternative.
- B. For Final Design, we will obtain the following:
  - i. We will complete boundary surveys of all parcels along the project route for plan and easement preparation.
  - ii. We will obtain field topographic information along the selected route.
  - iii. We will prepare a detailed basemap of the selected project route.
  - iv. We will develop preliminary plans to review with the City of Jackson and stakeholders along the project route.
  - v. We will develop final plans, specifications, and estimate for the final plans, together with bidding documents.

#### 4. **POTABLE WATER SYSTEM DESIGN:**

We would anticipate a loop running down either side of Wanda Lee Drive, with a crossing under Wanda Lee Drive, and then running along the north right of way line of East Jackson Blvd. to tie to the main on the East side of South Old Orchard Road.

- A. For Project Design, we will obtain the following (Much of this would be obtained as part of the scope for the Sewer, so additional cost is minimal, while scope is nearly identical):
  - i. We will prepare boundary surveys of all parcels along the project route for plan and easement preparation.
  - i. We will obtain field topographic information along the selected route.

- ii. We will prepare a detailed basemap of the selected project route
- iii. We will develop preliminary plans to review with the City of Jackson and stakeholders along the project route.
- iv. We will develop final plans, specifications, and estimate for the final plans, together with bidding documents.

**It is noted that the sanitary sewer and waterline will be bid together in a single package.**

## **5. ELECTRICAL DISTRIBUTION SYSTEM SERVICES**

Design of the Electrical System is being completed by Alan and Hoshall of Memphis, Tennessee. Klingner's services will be to argue / assist them

- A. Topographic & Survey work from Water & Sanitary Sewer will be applicable to this phase, and no additional services are anticipated.
- B. Boundary will be determined for MODOT Right of Way, Wanda Lee Drive, and property lines adjacent to each of these.
- C. Will need new easements drafted, assume three.
- D. Will need to survey field locations of new poles from EE staking
- E. Will need to locate new billboard, including pole, edges of sign, an top / bottom of facing.
- F. Will need to re-stake any poles which shift

## **5. PERMIT ASSISTANCE**

Klingner will assist the Client with the following permit applications anticipated for this project:

- Submittal to the Missouri Department of Natural Resources for Waterline permit.
- Submittal to the Missouri Department of Natural Resources for Sanitary Sewer permit.
- Submittal to Missouri Department of Transportation for Entrance Permit.

*\*All permit fees to be paid by the Client or invoiced as reimbursable.*

## **6. BIDDING ASSISTANCE**

- Prepare front end documents for bidding
- Coordinate advertisement for bid. The City of Jackson is to pay advertisement fee or Klingner will invoice as a reimbursable.
- Distribute plans through the Klingner plan room.
- Address questions during bidding via written addendum.
- Attend and conduct pre-bid meeting.
- Attend bid opening and tabulate bid results.
- Make recommendation of award.

## **7. CONSTRUCTION ADMINISTRATION**

- Klingner will prepare contracts for execution, including exhibits from the awarded contractor (bonds, insurance, etc).
- Klingner will review, upon the Contractor's submittals, shop drawings, include up to two (2) reviews of each shop drawing (additional reviews will be considered an

additional service), product data, and samples according to the terms of the signed agreement.

- Respond to reasonable contractor requests for information (RFI's) and substitutions on design and construction items that may arise as project construction progresses.
- Klingner will conduct four (4) engineering site visits including one (1) final walk-through/ punch-list to determine if the work is being completed in general conformance with the Construction Documents. As a part of these site visits reports identifying deficiencies and variations from the construction documents will be created and submitted to the owner/contractor for review.
- Klingner will provide a qualified construction inspector to review and inspect the work to ensure compliance with the project plans and specifications.
- Upon completion of the project, utilize contractor redline drawings, field as-built surveys, and construction inspectors notes to develop Project Record Documents.

**8. INFORMATION TO BE PROVIDED TO KLINGNER BY OTHERS:**

- Client Input.
- Digital Files of Electric System Expansion (Already provided)

**9. CONSULTANT SERVICES**

Klingner does not anticipate the need to hire any subconsultants for this project. If agreements are requested to be held with a sub consultant and an agreement can be reached, we will hold the consultant agreement for 1.15 times the cost of all consultant fees for the project.

**10. COMPENSATION**

Compensation shall be based on a lump sum fee as per the following breakdown unless otherwise noted as hourly (per diem). Payments shall be made in accordance with the Klingner and Associates general terms or as mutually modified. These fees are generated in relation to the Scope of Services above.

| <b>FEE BY DISCIPLINE AND PHASE</b>                        |                  |
|---|------------------|
| Discipline / Phase  | Lump Sum         |
| <b>GEOTECHNICAL ENGINEERING</b>                           | <b>3,550.00</b>  |
| <b>SURVEYING FOR DESIGN OF WATER &amp; SEWER</b>          | <b>6,400.00</b>  |
| <b>SANITARY SEWER &amp; POTABLE WATER DESIGN SERVICES</b> | <b>26,200.00</b> |
| <b>SURVEY FOR ELECTRICAL DISTRIBUTION SERVICES</b>        | <b>3,984.00</b>  |
| <b>PERMIT ASSISTANCE*</b>                                 | <b>1,400.00</b>  |
| <b>BIDDING ASSISTANCE</b>                                 | <b>2,520.00</b>  |
| <b>CONSTRUCTION ADMINISTRATION</b>                        | <b>19,650.00</b> |

|                        |                    |
|------------------------|--------------------|
|                        |                    |
| <b>Combined Total:</b> | <b>\$63,704.00</b> |

**\*Hourly Estimated Fee, permit fees by owner or reimbursable expense**

**11. SCHEDULE**

A mutually agreed upon schedule to be coordinated with the Client. Klingner will commence work within two weeks of notice to proceed and work diligently to maintain progress and complete the project within a timeframe which meets the Owner’s requirements.

**12. REIMBURSABLE EXPENSES** In addition to the compensation for basic engineering services, normal project-related reimbursable expenses will be invoiced at the cost to the Engineer. The reimbursable expenses shall include:

- Printing, plotting, photocopying and photo reprographics for Client, Architect of Record and / or contractor use.
- Courier and express delivery charges
- Meetings other than those mentioned in the scope of services listed above
- Other project specific expenses pre-authorized by the Client

**13. ADDITIONAL SERVICES**

The following Additional Services are outside the Scope of Services as defined above and are to be discussed with the Client prior to execution. Additional Services, if requested by the client, will be billed hourly unless otherwise specified:

- Architectural, Structural, MEP Design Services
- Presentations at public meetings if required
- Zoning Services
- Traffic Impact Study
- Value engineering beyond what is included in the incorporation of the CD set
- Construction Staking or machine control grading file preparation
- IBC Special Inspections
- Construction Administration services other than described above.
- Environmental services including Phase I ESA
- Development of 3-D computer models
- Other services as may be requested or required.

**14. APPROVAL**

All services will be completed in accordance with the Klingner General Terms and Conditions or as mutually modified attached. Signing below and the document's return, signifies acceptance of the services based on the above Scope of Services.



March 11, 2026

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**Chris Koehler, PE, PLS**  
Title: Regional Client Manager  
Klingner & Associates, P.C.

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Date

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**Ms. Janet Sanders**  
Title: Director of Public Works  
City of Jackson, MO

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Date

This proposal is valid for acceptance for a period of thirty (30) days from the Klingner Signatory Date.