



PUBLIC WORKS MEMORANDUM

City of Jackson

TO: Mayor and Board of Aldermen

CC: Jim Roach, City Administrator

FROM: Anna Bergmark, City Engineer

DATE: July 27, 2022

RE: Task Order Request for the Replacement of Restroom #1

Attached to this memo is a proposal from Koehler Engineering for professional services for the replacement of Restroom #1 located at the Northwest corner of Union Street and Oak Street. The services include survey, site design with a prefabricated building, and inspection services. The proposed cost for these services are \$15,500.00. I recommend the issuance of Task Order for the proposed work.



KOEHLER ENGINEERING & LAND SURVEYING, INC.

194 Coker Lane
CAPE GIRARDEAU, MO 63701
PH: (573) 335-3026 FX: (573) 335-3049

July 27, 2022

Ms. Anna Bergmark, PE
City Engineer
City of Jackson, Missouri
101 Court Street
Jackson, Missouri 63755
Via email @ abergmark@jacksonmo.org

RE: Restrooms on Union Street for Jackson Park

Ms. Bergmark,

I wish to thank you and the City of Jackson for the opportunity to provide this proposal for professional services for the new restrooms in the City Park. This project will be generally in the same location as the existing bathroom structure, but will involve replacing the present structure utilizing a pre-fab structure with related requirements. The site lies within the current 100-year floodplain, therefore some fill and grading will be required, and the walks will have to be realigned to reach the higher elevation while maintaining ADA slopes.

Per our discussions in our meeting last week, we will provide the following services:

Prepare a site design for the new bathroom with a pre-fabricated restroom all under our seal, utilizing a pre-fabricated restroom similar to the CXT Taos Structure indicated below, including walkways and site grading. Lighting will be furnished on the building, and electric will be brought to a transformer location by the City of Jackson. A meter will be set on the building or on a separate base at the transformer, depending on the requirements of the city of Jackson.



Figure 1: Existing Restroom (to be replaced)



Figure 2: New Restroom Example

After the project is bid and a contract awarded, we will provide construction administration services, including the following:

- Conduct pre-construction meeting with the selected contractor
- Provide on-site review, project inspections, and materials testing / reporting

- Attend / oversee progress meetings
- Review and respond to all submittals
- Review and approve payment applications
- Conduct semi-final punchlist walkthrough / distribution
- Conduct final punchlist walkthrough
- Recommendation of Acceptance / Warranty Review

The cost for these services would be as follows:

| | |
|---|-------------|
| 1) Site Survey / Base Data: | \$1,500.00 |
| 2) Civil Engineering and Building Plan Preparation: | \$7,000.00 |
| 3) Bidding Services: | \$1,000.00 |
| 4) Construction Administration and Inspection: | \$6,000.00 |
| Total: | \$15,500.00 |

Schedule for this work will be coordinated with your staff to provide acceptable delivery and schedules in accordance with City expectations.

Thank you for the opportunity to provide this proposal to the City of Jackson for this project. If you need any further information, have any questions, or I can be of any further assistance in any capacity, please contact me at your earliest convenience.

Best Regards,

KOEHLER ENGINEERING &
LAND SURVEYING, INC.



Chris Koehler, PE, PLS

Proposed Schedule of Deliverables for the Restroom No. 1 on North Union Avenue

The following dates are based on a Notice to Proceed of August 16, 2022. Should that date change, the other dates will be adjusted accordingly.

Notice To Proceed: 8/16/22

Begin Work: 8/17/22

Survey Complete: 9/06/22

50% design Submission: 9/20/22

100% design, Building Permit, and Floodplain Development Permit Submission: 10/04/22

Present to Park Board: 10/10/22

Present to Mayor and Board in Study Session as part of Park Board Report: 10/17/22

Advertise for bid: 10/26/22

Open Bids: 11/15/22

Present Bid Tabulations at Study Session: 11/21/22

Award: 12/05/22

Construction: Estimated 3 months, but must be coordinated with delivery of building.