

**First Reading: 05-27-2025**  
**Bill No: 25-29**

**Second Reading: 06-09-2025**  
**Ordinance No: 250527**

**AN ORDINANCE OF THE BOARD OF ALDERS AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH CJW TRANSPORTATION CONSULTANTS FOR SERVICES AND ENGINEERING ON FARM ROAD 103, FROM US 160 TO STATE HIGHWAY EE IN GREENE COUNTY**

**WHEREAS**, The City of Willard (“The City”) strives to maintain and add transportation infrastructure with future growth and planning in mind; and

**WHEREAS**, The City is in need of engineering services to do so; and

**WHEREAS**, CJW Transportation Consultants, LLC offers professional consulting services in all facets of engineering operation and maintenance;

**NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF THE CITY OF WILLARD, AS FOLLOWS:**

**Section I:** The City of Willard hereby authorizes the mayor to enter into a contract with CJW Transportation Consultants, LLC for Services and Engineering , including conceptual design and environmental impact studies, according to the terms of that contract, which is attached hereto and incorporated herein as if set out in full.

**Section II:** This ordinance shall take effect and be in force from and after its passage and approval.

Read two times and passed at a meeting of the Board of Aldermen of the City of Willard, Missouri on the **9th day of June, 2025**

**Approved as to Form by:** \_\_\_\_\_

**Nate Dally, City Attorney**

**Approved By:** \_\_\_\_\_

**Troy Smith, Mayor**

**Attested By:** \_\_\_\_\_

**Rebecca Hansen City Clerk**

**SHORT FORM OF AGREEMENT  
BETWEEN OWNER AND  
ENGINEER FOR  
PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of \_\_\_\_\_ (“Effective Date”) between City of Willard ("Owner") and CJW Transportation Consultants, LLC (“Engineer”).

Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as follows:

Conceptual Design of FR103 from US-160 to EE (“Project”).

Engineer’s Services under this Agreement are generally identified as

- follows: Task 1. Phase 1 Conceptual Design  
Task 2. Phase 1 Identification of Potential Environmental  
Impacts Task 3. Phase 2 Conceptual Design

Owner and Engineer further agree as follows:

*1.01 Basic Agreement and Period of Service*

- A. Engineer shall provide, or cause to be provided, the services set forth in this Agreement. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above. Owner shall pay Engineer for its services as set forth in Paragraphs 7.01 and 7.02.
- B. Engineer shall complete its services within a reasonable time.

*2.01 Payment Procedures*

- A. *Invoices:* Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer’s invoice, then the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Engineer may, after giving seven days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges. Owner waives any and all claims

against Engineer for any such suspension. Payments will be credited first to interest and then to principal.

### 3.01 *Termination*

A. The obligation to continue performance under this Agreement may be terminated:

1. For cause,

a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Engineer for its services is a substantial failure to perform and a basis for termination.

b. By Engineer:

1) upon seven days written notice if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or

2) upon seven days written notice if the Engineer's services for the Project are delayed for more than 90 days for reasons beyond Engineer's control.

Engineer shall have no liability to Owner on account of a termination by Engineer under Paragraph 3.01.A.1.b.

c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under Paragraph 3.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon Engineer's receipt of written notice from Owner.

B. The terminating party under Paragraph 3.01.A may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to complete tasks whose value would otherwise be lost, to prepare notes as to the

status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

- C. In the event of any termination under Paragraph 3.01, Engineer will be entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all reimbursable expenses incurred through the effective date of termination.

#### 4.01 *Successors, Assigns, and Beneficiaries*

- A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 4.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
- B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any contractor, subcontractor, supplier, other individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

#### 5.01 *General Considerations*

- A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services. Subject to the foregoing standard of care, Engineer and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- B. Engineer shall not at any time supervise, direct, control, or have authority over any contractor's work, nor shall Engineer have authority over or be responsible for the

means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work.

- C. This Agreement is to be governed by the law of the state or jurisdiction in which the Project is located.
- D. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor. Engineer is not responsible for variations between actual construction bids or costs and Engineer's opinions or estimates regarding construction costs.
- E. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or of any other persons (except Engineer's own employees) at the Project site or otherwise furnishing or performing any construction work; or for any decision made regarding the construction contract requirements, or any application, interpretation, or clarification of the construction contract other than those made by Engineer.
- F. The general conditions for any construction contract documents prepared hereunder are to be the "Standard General Conditions of the Construction Contract" as prepared by the Engineers Joint Contract Documents Committee (EJCDC C-700, 2007 Edition) unless the parties agree otherwise.
- G. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Owner shall have a limited license to use the documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment for all services relating to preparation of the documents and subject to the following limitations: (1) Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer; (2) any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and consultants; (3) Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the

documents without written verification, completion, or adaptation by Engineer; and (4) such limited license to Owner shall not create any rights in third parties.

- H. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to the total amount of compensation received by Engineer.
- I. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste as defined by the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq., or radioactive materials). If Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (1) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (2) warrants that the Site is in full compliance with applicable Laws and Regulations.
- J. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.

#### 6.01 *Total Agreement*

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

#### 7.01 *Basis of Payment—Hourly Rates Plus Reimbursable Expenses*

- A. Using the procedures set forth in Paragraph 2.01, Owner shall pay Engineer as follows:
  - 1. An amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times standard hourly rates for each applicable billing class for all services performed on the Project, plus reimbursable expenses and Engineer's consultants' charges, if any.

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**Design:**

Task 1.	Phase 1 Conceptual Design and Updated Construction Estimates	\$22,772.00
Task 2.	Phase 1 Identification of Potential Environmental Impacts	\$ 7,316.00
Task 3.	Phase 2 Conceptual Design and Updated Construction Estimates	\$22,772.00

2. Engineer's Standard Hourly Rates are attached as Appendix 1
3. Breakdown of Deliverables per Task attached as Appendix 3

**4. Total Scope of Services: \$52,860.00**

7.02 *Additional Services:* For additional services of Engineer's employees engaged directly on the Project, Owner shall pay Engineer an amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times standard hourly rates for each applicable billing class; plus reimbursable expenses and Engineer's consultants' charges, if any. Engineer's standard hourly rates are attached as Appendix 1.

Attachments: Appendix 1, Engineer's Standard Hourly Rates

Appendix 2, Insurance Certificate

Appendix 3, Scope and Deliverables

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

OWNER:

ENGINEER: CJW  
Transportation Consultants, LLC

By:

By:  
Garrett Evans, PE

\_\_\_\_\_  
Title: \_\_\_\_\_

Title: Transportation Manager

Date

Signed: \_\_\_\_\_

Date Signed: 1-24-2025 -----

Engineer License or Firm's  
Certificate Number:

2025000151

State of Missouri

Address for giving notices:

Address for giving notices:

\_\_\_\_\_

5051 S. National Avenue, Suite 7A

\_\_\_\_\_

Springfield, Missouri 65810





## 2025 Fee Schedule

### **Personnel Hourly Rates:**

Principal	\$205.00
Senior Engineer I	\$200.00
Senior Engineer II	\$192.00
Project Engineer	\$134.00
Project Manager	\$126.00
Engineer Intern	\$96.00
Graduate Engineer	\$95.00
Student Intern	\$38.00
Inspector	\$125.00
Senior Designer	\$126.00
Senior Designer II	\$93.00
Survey Manager / PLS	\$149.00
Survey Crew Chief	\$87.00
Engineering Technician	\$72.00
Survey Crew Member	\$71.00
2-Person Survey Crew	\$158.00
Landscape Architect (Frank Z Designs)	\$120.00
Administrative Project Support	\$50.00
Administrator	\$42.00
Clerical	\$35.00
Traffic Data Collector	\$36.00

### **Expenses and Equipment Charges:**

Vehicle (3/4 ton or less)	\$0.70/mile
Copies	\$0.10/each
Blueprints	\$0.55/sq. ft.
Real Time GPS Equipment	\$275.00/day
Robotic Prism-Less Instrument	\$215.00/day
Drone Usage	\$300.00/hour

**Reimbursable:** Travel Expenses, Outside Printing, Sub-Contractor Expenses

**Overtime (Over 8 hours a day, 40 hours a week, Saturdays, Sundays, and Holidays):**

1.5 times the hourly rate



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/24/2025

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> The Insurancenter 2901 Arizona Ave Joplin MO 64804	<b>NAME:</b>	
	<b>PHONE</b> (A/C, No, Ext): 417-623-7500	<b>FAX</b> (A/C, No): 417-623-0902
<b>ADDRESS:</b>		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A :</b> CINCINNATI INSURANCE COMPANY		10677
<b>INSURER B :</b> Cincinnati Indemnity Company		23280
<b>INSURER C :</b> National Casualty Co		11991
<b>INSURER D :</b>		
<b>INSURER E :</b>		
<b>INSURER F :</b>		

**COVERAGES**

CERTIFICATE NUMBER: 1299816071

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.

LTR	TYPE OF INSURANCE	INS	WVS	POLICY NUMBER	(MM/DD/YYYY)	(MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:			ECP0383831	4/22/2024	4/22/2025	EACH OCCURRENCE \$ 1,000,000 PREMISES (Per occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 (Per accident) \$
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> ONLY HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> ONLY			ECP0383831	4/22/2024	4/22/2025	(Per accident) SINGLE LIMIT \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ (Per accident) PROPERTY DAMAGE \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR CLAIMS-MADE <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 0			ECP0383831	4/22/2024	4/22/2025	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
B	<input type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / <input type="checkbox"/> N / A DESCRIPTION OF OPERATIONS below			EWC0383832	4/22/2024	4/22/2025	STATUTE <input type="checkbox"/> PERM <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability			JEO0002667	4/22/2024	4/22/2025	Each Occurrence \$ 1,000,000 Aggregate \$ 2,000,000

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

**CERTIFICATE HOLDER****CANCELLATION**

City of Willard  
 473 State Highway 125  
 Strafford MO 65757

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

ACORD 25 (2016/03)

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## Scope of Conceptual Design of FR103 from US160 to EE in Greene County

### Phase 1: FR 103 from US 160 to FR 94

#### Task 1 - Exhibit 1: FR 103 (72-inches x 48-inches) @ 100 Scale

- Exhibit to Include
  - GIS Parcel Data
  - GIS County Contours
  - Color Aerial Image
  - Proposed Improvements, hatched/colored for visibility (Roundabouts @ Hughes & FR 94)
  - Proposed ROW
  - Proposed Profile based on ASHTO 35 MPH.
  - Proposed Typical Section
  - Will Show Melville Road Rerouted

#### Task 1 - Exhibit 2: Hughes Road (72-inches x 48-inches) @ 100 Scale

- Exhibit to Include
  - GIS Parcel Data
  - GIS County Contours
  - Color Aerial Image
  - Proposed Improvements, hatched/colored for visibility\
  - Proposed ROW
  - Proposed Profile based on ASHTO 35 MPH.
  - Proposed Typical Section

#### Task 1 - Updated Construction Estimate broken into 3 phases:

- Phase 1: FR 103 from US 160 to Hughes Road including Melville Reroute
- Phase 2: Hughes Road from Hoffman Hills Blvd to Megan Lane
- Phase 3: FR 103 from Hughes Road to FR 94.

#### Task 2 - Potential Environmental Impacts Report

- Report to Include Information On Potential Impacts of:
  - Farmland Impact
  - Floodplain/Regulatory Floodway
  - Land Disturbance / Storm Water
  - FEMA/SEMA Buyouts
  - Socioeconomic Factors
  - Threatened and Endangered Species

- Migratory Birds
- Hazardous Waste Sites
- Airports
- Public Lands



*Providing Transportation and  
Engineering Solutions*

5051 S. National, Ste. 7A Springfield,  
MO 65810  
Phone: 417.889.3400  
Fax: 417.889.3402  
www.GoCJW.com

- Wetlands
- Cultural Resources
- Noise
- This report cannot and shall not be an exhaustive list of environmental impacts, necessary environmental commitments, or documentation. No outreach to any oversight agencies (MoDOT, FHWA, USFWS, Missouri SHPO, etc.) is included in the review. The report shall only serve as a starting point to begin the environmental clearances including NEPA Classification at such time that the project moves into Preliminary Design and Engineering.

Task 1: Conceptual Design	\$22,772.00
Task 2: Environmental Report	\$ 7,316.00
<b>Total Phase 1 Cost</b>	<b>\$30,088.00</b>

**Deliverables:** Electronic and Printed versions of Exhibits 1 and 2, Construction Estimate, and Environmental Report

**Phase 2: FR 103 from FR 94 to HWY EE**

Task 3 - Exhibit 1: FR 103 (2 or 3 sheets of 72-inches x 48-inches) @ 100 Scale

- Exhibit to Include
  - GIS Parcel Data
  - GIS County Contours
  - Color Aerial Image
  - Proposed Improvements, hatched/colored for visibility (Roundabouts @ Hughes & FR 94)
  - Proposed ROW
  - Proposed Profile based on ASHTO 35 MPH.
  - Proposed Typical Section

Updated Construction Estimate broken into 2 phases:

- Phase 1: FR 103 from FR 94 TO FR 104
- Phase 2: FR 103 from FR 104 TO HWY EE

Conceptual Design	\$22,772.00
<b>Total Phase 2 Cost</b>	<b>\$22,772.00</b>

**Deliverables:** Electronic and Printed versions of Exhibit 1 and Construction Est

