

# **CITY COMMISSION MEETING AGENDA**

City Hall Commission Chambers

Monday, December 2, 2019

7:00 p.m.

MEETING #5143

## **CALL TO ORDER**

## **ROLL CALL**

**INVOCATION BY** Kurt Larson of Grace Community Church

## **PLEDGE OF ALLEGIANCE**

## **APPROVAL OF AGENDA**

## **PETITIONS & PROCLAMATIONS**

**VISITORS** (Limit of five minutes per individual and fifteen minutes per topic. Final action may be deferred until the next City Commission meeting unless an emergency situation does exist).

## **CONSENT CALENDAR**

1. Approval of City Commission Work Session, November 18, 2019;
2. Approval of City Commission Meeting Minutes, November 18, 2019;
3. Approval of City Commission Special Meeting Minutes, November 25, 2019;
4. Appropriation Ordinance No.23, December 2, 2019;
5. Cereal Malt Beverage License:
  - a. Murphy Oil USA, Inc. 1907 N. 14<sup>th</sup> Avenue,
6. Approval of Change Order No. 3 for 2019 Asphalt Street Projects.

## **ORDINANCES & RESOLUTIONS**

## **UNFINISHED BUSINESS**

## **NEW BUSINESS**

1. Approval of Consulting Agreement for the Engineering Services for Trail Street and US 56/283/400 Intersection and Trail Street Reconstruction Design. Report by Director of Engineering, Ray Slattery.
2. Approval of 2019 Special Alcohol and Drug Funds. Report by Finance Director, Nicole May.

## **OTHER BUSINESS**

## **ADJOURNMENT**

# **CITY COMMISSION WORK SESSION**

City Hall Commission Chambers

Monday, November 18, 2019

6:00 p.m.

## **CALL OR ORDER**

**ROLL CALL:** Mayor Brian Delzeit, Commissioners, Jan Scoggins, Joyce Warshaw, Rick Sowers, Kent Smoll present.

## **WORK SESSION**

Commissioners met at City Hall and loaded up on city bus that took them to the Boot Hill Museum to tour the Boot Hill Building Expansion Project. Lara Brehm, Executive Director and Lynn Johnson, Assistant Director gave brief summaries of the different exhibit areas of the Boot Hill Museum expansion..

## **ADOURNMENT**

Commissioner Joyce Warshaw made a motion to adjourn the meeting. Commissioner Kent Smoll seconded. The motion carried unanimously.

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Brian Delzeit, Mayor

ATTEST:

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Connie Marquez, City Clerk

**CITY COMMISSION MEETING MINUTES**  
City Hall Commission Chambers  
Monday, November 18, 2019  
7:00 p.m.  
MEETING #5140

**CALL TO ORDER**

**ROLL CALL** Mayor Brian Delzeit, Commissioners, Jan Scoggins, Joyce Warshaw, Rick Sowers, Kent Smoll present.

**INVOCATION by**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

Commissioner Jan Scoggins moved to approve the agenda as presented. Commissioner Joyce Warshaw seconded the motion. The motion carried unanimously.

**PETITIONS & PROCLAMATIONS**

Mayor Brian Delzeit read the Small Business Proclamation and proclaimed November 30, 2019 as Small Business Saturday. Coral Lopez, Main Street Coordinator invited everyone to downtown. There will be various businesses that will be participating and having different events down town.

Mayor Brian Delzeit read the proclamation and proclaimed November 25<sup>th</sup>, 2019 International Day for the Elimination of Violence against Women. Jan Scoggins spoke on behalf of the proclamation.

**VISITORS (Limit of five minutes per individual and fifteen minutes per topic. Final action may be deferred until the next City Commission meeting unless an emergency situation does exist).**

Laura Brehm, Boot Hill Museum Executive Director, gave update on the Boot Hill Museum and stated that they were hoping to open the new expansion of the museum in May 2020.

**CONSENT CALENDAR**

1. Approval of City Commission Work Session, November 4, 2019;
2. Approval of City Commission Meeting Minutes, November 4, 2019;
3. Appropriation Ordinance No.21, November 18, 2019;
4. Cereal Malt Beverage License:

- a. Circle K Store #1624, 2615 E. Trail Street,
- b. Circle K Store #1625, 609 S. 2<sup>nd</sup> Avenue.

Commissioner Jan Scoggins made a motion to approve the consent calendar as presented. Commissioner Kent Smoll seconded the motion. The motion carried unanimously.

#### **ORDINANCES & RESOLUTIONS**

**Ordinance No. 3727:** An ordinance authorizing and providing for the issuance of General Obligation Bonds, Series 2019-A, and Taxable General Obligation Refunding and Improvement Bonds, Series 2019-B, of the City of Dodge City, Kansas; providing for the levy and collection of an Annual Tax for the purpose of paying the principal of and interest on said bonds as they become due; authorizing certain other documents and actions in connection therewith; and making certain covenants with respect thereto was approved on a motion by Commissioner Kent Smoll. Commissioner Rick Sowers seconded the motion. The motion carried unanimously.

**Resolution No. 2019-29:** A Resolution prescribing the form and details of and authorizing and directing the sale and delivery of General Obligation Bonds, Series 2019-A, and Taxable General Obligation Refunding and Improvements Bonds, Series 2019-B of the City of Dodge City, Kansas, Previously authorized by Ordinance No. 3727 of the issuer; making certain covenants and agreements to provide for the payment and security thereof; and authorizing certain other documents and actions connected therewith was approved on a motion by Commissioner Kent Smoll. Commissioner Rick Sowers seconded the motion. The motion carried unanimously.

**Resolution No. 2019-30:** A Resolution authorizing and directing the issuance, sale and delivery of General Obligation Temporary Notes, Series 2019-1, of the City of Dodge City, Kansas; providing for the levy and collection of an annual tax, if necessary, for the purpose of paying the principal of and interest on Said Notes as they become due; making certain covenants and agreements to provide for the payment and security thereof; and authorizing certain other documents and actions connected therewith was approved by Commissioner Kent Smoll; Commissioner Joyce Warshaw seconded the motion. The motion carried unanimously.

**Resolution No. 2019-31:** A Resolution of the governing Body of the City of Dodge City, Kansas approving and authorizing the execution and delivery of certain documents pertaining to the Taxable/Convertible Variable Rate Demand and Industrial Development Revenue Bonds (National Beef Packing Company, LLC Project) Series 2004, dated December 1 2004; and approving and authorizing the execution of certain other documents and taking of certain other actions with respect thereto was approved by Commissioner Jan Scoggins. Commissioner Kent Smoll seconded the motion. The motion carried unanimously.

**Resolution No. 2019-28:** A Resolution Describing and Defining the Boundary of the City of Dodge City was approved by Commissioner Jan Scoggins. Commissioner Joyce Warsaw seconded the motion. The motion carried unanimously.

#### **UNFINISHED BUSINESS**

#### **NEW BUSINESS**

1. Commissioner Joyce Warsaw moved to approve the City Manager Employment Agreement with Nicholas Hernandez to become effective on June 1, 2020. Commissioner Jan Scoggins seconded the motion. The motion carried unanimously.
2. Commissioner Kent Smoll moved to approve the bid from G & G Dozer in the amount of \$190,400 for the Lincoln School Demolition. Commissioner Joyce Warsaw seconded the motion. The motion carried unanimously.
3. Commissioner Rick Sowers moved to approve the recommendations for 2020 CFAB Organizational Funding totaling \$110,000.02 as follows:

• Dodge City Area Arts Council	\$7,990.00
• Dodge City Roundup	\$36,690.02
• Dodge City Trail of Fame:	\$17,080.00
• Ford County Historical Society:	\$19,825.00
• Kansas Teachers Hall of Fame:	\$9,977.00
• Young Guns Youth Rodeo:	\$18,438.00

Commissioner Jan Scoggins seconded the motion. The motion carried unanimously.

4. Commissioner Joyce Warsaw moved to approve the bid from Building Solutions, LLC. In the amount of \$87,097.50 for the construction of the First Avenue Parking Lot Project. Commissioner Kent Smoll seconded the motion. The motion carried unanimously.
5. Commissioner Jan Scoggins moved to approve the City Attorney Professional Services Agreement with Bradley Ralph to continue his service as City Attorney in 2020. Commissioner Kent Smoll seconded the motion. The motion carried unanimously.
6. Commissioner Rick Sowers moved to approve the BioGas Sales Execution Policy. Commissioner Jan Scoggins seconded the motion. The motion carried unanimously.

**OTHER BUSINESS**

Staff Reports

**ADJOURNMENT**

Commissioner Jan Scoggins made a motion to adjourn the meeting. Commissioner Joyce Warshaw seconded the motion. The motion carried unanimously.

ATTEST:

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Brian Delzeit, Mayor

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Connie Marquez, City Clerk

# **CITY COMMISSION SPECIAL MEETING MINUTES**

City Hall Commission Chambers

Monday November 25, 2019

8:00 a.m.

MEETING #5142

## **CALL TO ORDER**

**ROLL CALL** Mayor Brian Delzeit, Commissioners, Jan Scoggins, Joyce Warshaw, Rick Sowers, Kent Small absent

## **New Business**

City Manager, Cherise Tieben presented the Memorandum of Agreement with Dodge City Community College for a Baseball Locker-room.

Commissioner Rick Sowers made a motion to accept the Memorandum of Agreement with Dodge City Community College for a Baseball Locker-room. Commissioner Jan Scoggins seconded the motion. The motion carried 4 – 0.

## **ADJOURNMENT**

Mayor Brian Delzeit made a motion to adjourn the meeting. Commissioner Joyce Warshaw moved and Commissioner Jan Scoggins seconded. The motion carried 4 – 0.

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Brian Delzeit, Mayor

ATTEST:

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Connie Marquez, City Clerk

# *Memorandum*

*To: City Manager  
City Commissioners* *RS*  
*From: Ray Slattery, P.E.*  
*Director of Engineering Services*  
*Date: November 21, 2019*  
*Subject: 2019 Asphalt Street Projects*  
*ST 1904*  
*Agenda Item: Consent Calendar*

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**Recommendation:** Approve Change Order #3 for 2019 Asphalt Street Projects.

**Background:** 2019 Asphalt Street Projects was approved on April 1, 2019

**Justification:** Manhole Adjustment - This 2 unit increase is a result of needing to add back 2 manhole adjustments to provide a smooth transition between the street and the manhole.  
Water Valve Adjustment - This 1 unit increase is a result of needing to add an additional water valve adjustment back to the project.

**Financial Considerations:** Change Order No. 3 is for an increase of \$2,660.00.

**Purpose/Mission:** The completion of this project will adhere to our core value of 'Safety' and 'Ongoing Improvement' by maintaining our street infrastructure in an acceptable condition.

**Legal Considerations:** By approving this change order to APAC Kansas, Inc. contract, the City will be responsible for the additional payments to APAC Kansas Inc. for completed work.

**Attachments:** The Change Order #3



## Memorandum

*To: City Manager  
City Commissioners*

*From: Ray Slattery, P.E.  
Director of Engineering Services*

*Date: November 25, 2019*

*Subject: Consulting Agreement for Trail St. & US  
56/283/400 Intersection and Trail St.  
Reconstruction Design, ST 1908*

*Agenda Item: New Business*

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**Recommendation:** Approve the Agreement for Engineering Services with Olsson in the amount of \$519,847.00. Pending approval by City Attorney.

**Background:** In March of 2019 the City submitted a Geo-Metric Improvement (GI) application to KDOT for consideration of the modifying this intersection. The project consists of widening the west leg of the intersection to 5 lanes from the intersection to the first entrance to the west, eliminating the freeflow south bound to west bound and west bound to north bound ramps, add a tractor trailer turning lane on west bound Trail St. to facilitate trucks entering National Beef, provide a second south bound to east bound left turn lane, and provide an east bound to south bound dedicated right turn lane. In July of 2019, KDOT notified us that Dodge City was awarded the GI Project and has allocated \$1,000,000 funding from KDOT. Our construction estimate for the project is \$1,908,072. In late July, Request-for-Qualifications (RFQ) were requested for design services not only for the intersection modifications but the reconstruction of Trail St. from the limits of the GI project to just west of McCaustland #1. Three firms responded to the RFQ. A selection committee made up of City Staff reviewed and evaluated these RFQ's. Olsson was then chosen for the design of the project. In October of 2019, KDOT sent us the program packet outlining a timeline as to when crucial steps in the design process of this project have to be completed. The current tentative letting date for this project per KDOT programming is January 2022. Other mile stones need to be met in mid to late 2020 to remain on schedule. Construction would take place in the calendar year of 2022.

**Justification:** Improvements to this intersection will improve safety, reduce congestion and delays on Trail St. and US 56/283/400. Numerous accidents have been reported at this intersection. The reconstruction of Trail St. from the intersection to just west of McCaustland #1 will provide the same benefits along with improving the driving surface.

**Financial Considerations:** The contract with Olsson will be for \$519,847.00. Funding for the design contract work will be from the 2020 GOB's. These funds were approved in the 2020 budget earlier this year and \$525,000 was budgetted for the design of this project. Funding for

the construction of the intersection will be allocated in the 2021 budget year. The City will need to make payment to KDOT for the construction prior to KDOT bidding the project.

**Purpose/Mission:** The completion of this project will enable the City to have the documents necessary to meet KDOT's requirements for the bidding of this project. The intersection improvements will increase safety, improve traffic flow, and provide better access for businesses, and emergency services.

**Legal Considerations:** The City is entering into a contract with Olsson and is bound by the provisions of this contract.

**Attachments:** The Agreement for Engineering Services with Olsson.

**SCOPE OF SERVICES:**  
**TRAIL STREET – MCCAUSTLAND RD 1 TO US 56.**  
**Dodge City, Kansas**

**FURTHER DESCRIPTION OF BASIC ENGINEERING SERVICES:**

This project includes preparation of design documents and project specifications for the design of a five-lane roadway reconstruction and associated storm sewer, sidewalks and infrastructure for Trail Street from just west of McCaustland Rd. 1 east through the intersection of US 56. in Dodge City, Kansas. In addition, design plans for a signal modification at US 56, restoration, phased temporary erosion control plans, phased traffic control and construction phasing plans. Supporting services will be provided including surveying, geotechnical services, and public involvement. The plans will follow the recommendations of the Trail Street Corridor Study performed by Olsson in January of 2019. In addition, the east leg of the US 56 Intersection will be evaluated for WB to NB turning geometry for large loads (wind turbine parts).

The project will be broken out into two bid packages: the first the KDOT CCLIP funded project that includes the intersection geometric improvements at US 56 and Trail Street and signal modifications and the second, Trail Street west of the CCLIP project. Both projects will be designed simultaneously.

The Consultant shall furnish and perform the various professional duties and services required for the design of the Project. Our services will be based on the policy and procedure's manual utilized by KDOT.

**GENERAL DESIGN REQUIREMENTS**

All plan development stages shall be completed no later than the current project schedule's due dates, exclusive of delays beyond the consultant's control. The Consultant shall submit to the City progress reports at monthly or at mutually agreed intervals in conformity with the official project schedule.

The Consultant shall design the Project in conformity with the state design criteria appropriate for the project in accordance with the KDOT and City's design criteria, A Policy on Geometric Design of Highways and Streets (AASHTO Green Book) 2018, the current version of the Manual on Uniform Traffic Control Devices (MUTCD) as adopted by the Secretary, and the current version of the KDOT Standard Specifications for State Road and Bridge Construction with Special Provisions, and with any necessary Project Special Provisions with the rules and regulations of the Federal Highway Administration pertaining thereto.

The Design plans shall be signed and sealed by the licensed professional engineer responsible for the preparation of the design plans. Geological investigations or studies shall be signed and sealed by the licensed Geologist responsible for the preparation of the geological investigations or studies. Rights of way descriptions shall be signed and sealed by the licensed land surveyor responsible for the preparation of the rights of way descriptions.

## **GENERAL SURVEY REQUIREMENTS**

### **Vertical Control:**

Elevations for plans must be obtained from a benchmark on the Dodge City/Ford County Vertical Control Network. Show the datum benchmark and elevation of the datum benchmark on the plans.

### **Horizontal Control:**

As part of the design survey, all Section Corners and Quarter Section Corners within the project area and others used for project control must be located, reference and state plane coordinates determined with GPS equipment. The coordinates and referenced ties shall be shown on the plans and the standard corner reference report submitted to the Kansas State Historical Society, the County Engineer, and City's Project Engineer within 30 days of the survey as required by state law.

### **Plan Notes - Control Benchmarks:**

Any Benchmarks, Horizontal Control monuments and any Section Corner and Quarter Section Corners within the area surveyed for the project must be conspicuously indicated on the plans. All benchmarks and section and quarter section corners and property pins within the construction limits shall include a note for the re-establishment of the monuments.

## **SCOPE OF SERVICES**

### **Task I. Survey and Geotechnical Investigation**

#### **1.01 Topographic Survey**

- A. Complete topographic survey for the project limits. Survey shall include shots at pavement tie-in locations, existing back of curb, edges of pavement, existing lane lines across roadway, existing storm and sanitary sewer systems, fences, trees, building corners, etc. to create project mapping. This includes time to re-survey areas within the project limits that change (due to development, etc.) during the design process.
- B. All topographical surveys shall include field locating utilities. Consultant to contact adjoining property owners for assistance in location of private irrigation heads within the affected areas.
- C. Pick up additional information resulting from Field Check review and evaluation.
- D. Contact utility companies and one call center as appropriate for field marking of utility locations.
- E. Staking for the Geotechnical services

## **1.02 Office Survey Services**

- A. Gather and research information such as boundary records, utility information, easements, benchmark data, and attend external meetings in regard to surveying and base mapping.
- B. Order Ownership and Encumbrance (O&E) reports from a local title company to determine current owner information and any existing easements.
- C. Create a base map at a scale of 1" = 20ft showing both contours at one-foot intervals and property lines using the plat information, field boundary data, topography information, and legal descriptions. We will use local GIS data for areas outside of the immediate project limits to help depict the corridor.
- D. Research KDOT right of way boundary and ownership limits at the intersection of Trail Street and US 56.

## **1.03 Geotechnical Investigation**

### **Field Exploration**

- A. For the purposes of our geotechnical exploration, we propose to drill a total of seven soil borings to depths ranging from 5 to 15 feet below the existing ground surface. These borings are proposed for the new roadway construction and will be advanced to 15 feet or auger refusal, whichever occurs first.
- B. Shelby tube samples are obtained at selected locations and depths in cohesive soils and split-barrel samples are obtained in sands, miscellaneous fill, weathered bedrock or other hard material. Samples will generally be obtained at 5-foot intervals in the borings. Water levels will be recorded during and immediately after completion of drilling.
- C. Contact Kansas One-Call. If there are any private underground utility lines at the site, we must be informed of their location prior to starting our field work. This proposal assumes the borings will be done in the street.

### **Laboratory Services**

- A. Proposed laboratory testing will include visual soil classification unconfined compression tests, thin-walled tube density tests, moisture content tests and Atterberg limit tests.

### **Engineering Analysis and Report**

A geotechnical engineering report will be prepared under the direction of a registered professional engineer based on the findings of the field and laboratory programs. The report will include a boring location plan, computer-generated boring logs, results of the laboratory testing

program and a description of the surface and subsurface conditions encountered at the site. In addition, the report will present our opinions and recommendations regarding the following items:

- a. Generalized geotechnical site preparation concerns addressing excavatability of any bedrock and suitability of on-site materials for use as structural fill.
- b. Recommendations regarding the thickness, moisture and compaction criteria of any backfill or structural fill.
- c. Pavement subgrade preparation recommendations.
- d. Concrete pavement recommendations in accordance with local standards.

**1.04 Underground Utility Investigation** – The Consultant will provide vacuum excavation for the investigation of underground utilities as they affect specific project locations. We have included an allowance for this item for up to eight locations along the corridor. Should this allowance need to be exceeded, Consultant will contact City prior to proceeding for a supplemental agreement.

## **Task II. Preliminary Design**

**2.01 Data Collection** – The Consultant will provide the following services.

- A. Develop design criteria for the roadway and storm sewer. Provide Design Criteria Memo to be reviewed at the predesign meeting
- B. Compile photos of the area.
- C. Analyze the storm drainage needs along the project using Dodge City Standards.
  1. Determine watershed areas for all streams and basins draining onto the proposed roadway.
  2. Determine ultimate development land uses for all watershed and subdivision areas draining onto the project.
  3. Determine ultimate development 10-year, 50-year, and 100-year stormwater flows crossing or entering the proposed roadway.
  4. Locate all storm drainage system discharges upstream from the project.

**2.02 Develop preliminary plans (two separate plans for each package):**

- A. Cover sheet
- B. Typical Sections
- C. Alignment layout sheet
  1. Includes horizontal and vertical control information
  2. Alignment tables

- D. Subsurface drainage design
  - 3. Hydraulic Grade calculations
- E. Surface drainage design
  - 1. Drainage Area Map
  - 2. Pavement Spread Calculations
  - 3. Inlet and other structure design calculations
- F. Plan and Profile Sheets
  - 1. Plan Scale 1"=20'
  - 2. Profile Scale H= 1"=20' V=1"=5'
- G. Length of tapers and storage lanes for turn lanes
- H. Side Road Profiles (assume 3) and Driveway details and elevations as needed (assume 18).
- I. Preliminary RCB Extension plans
  - 1. Determine alignment of extension.
  - 2. Determine flowline of new RCB end.
  - 3. Develop plan and profile sheet
- J. Preliminary demo plans.
- K. Preliminary Detour Plan
- L. Preliminary signal modification layout
- M. Preliminary Street Light Layout
  - 1. Pole Locations coordinated with Victory Power.
  - 2. Define Design Parameters
- P. Preliminary pavement marking and signing.
- Q. Provide Cross-Sections every 25 feet.
- R. Check sight distance at all intersections

**2.03** Submit two (2) half-size sets of preliminary plans to City and KDOT for review. Meet with the City at the time of delivery to discuss project and point out any concerns that may have resulted from data collection, design, etc.

**2.04** Preliminary cost estimate shall be furnished based on standardized itemized units of work and the experience and qualifications of Olsson's judgment as an experienced and qualified design professional, familiar with the construction industry and advise the City if, in its opinion, the amount budgeted for construction is not sufficient to adequately design and construct the improvement as requested. A separate cost estimate will be provided for each bid package.

- 2.05** Utility Coordination throughout the design process
- 2.06** Permitting
  - A. Prepare the necessary plans and application for permit submission to and approval of:
    - 1. City
    - 2. State and Federal Permits including but not limited to:
      - a. NOI
      - b. NPDES
      - c. SWPPP
- 2.07** Submit one (1) half-size set of preliminary plans to each utility company for preparation of relocation
- 2.08** Right-of-way and easements.
  - A. Describe right-of-way and easements necessary to complete project. Assume 28 properties.
    - 1. Furnish legal descriptions (sealed by Kansas RLS)
    - 2. Furnish necessary title information (Title work to be obtained by sub consultant.
    - 3. Maps and sketches as follows:
      - a. Plan and profile pages showing all proposed takings.
      - b. Individual tract maps of takings for each ownership including:
        - (1.) Title block
        - (2.) Ownership boundaries
        - (3.) Existing rights-of-ways and easements
        - (4.) Proposed takings identified with text and graphically.
        - (5.) Legend for taking type.
        - (6.) Graphical scale and north arrow
        - (7.) Ownership information
        - (8.) Legal description of all takings
          - 1. Legal descriptions to be provided in digital format compatible with Microsoft Word.

B. The Consulting Engineer shall stake in the field the location of rights-of-way and/or easements prior to acquisition and construction as requested by the City and shall meet with appraisers to identify easement and right-of-way.

C. The consultant will be involved with direct land acquisition and will get signatures for the development agreement and deeds to be filed by the city. The FHWA Uniform Relocation assistance and Real Property Acquisition Policies Act of 1970 will be followed for the sections of the project administered by KDOT.

D. Consultant shall be responsible to hire an appraiser, if necessary, to assist with the acquisition process of property. This will be under a separate contract.

**2.09** Perform a speed study of the Trail Street corridor.

**2.10** Assist the City in applying for additional funding for phase II thru KDOT economic development funding. Assistance from the City and Dodge City Development Corporation.

**Task III. Final Design (two separate plans for each package)**

**3.01** Prepare detailed plans and specifications.

A. Typical Sections.

B. Drainage design

1. Drainage area maps
2. Pavement Spread calculations
3. Inlet and other structure design calculations

C. Plan and Profile Sheets (Scale as stated in Preliminary Design)

D. Intersection Details

E. Curb return information

F. Ramp locations designed for ADA compliance including spot elevations (Assume 20).

G. Driveway and side road profiles as needed. (assume 18 driveways and 3 side roads)

H. Final RCB extension plans and details per KDOT design criteria

I. Final concrete joint layout plan including dimensions and joint types.

J. Final Demo plans.

K. Compile necessary standard details.

- L. Pavement Marking and Signing
  - M. Existing and proposed right-of-way limits
  - N. Final Cross Sections every 25 feet
  - O. Final Signal modification plans including switching detection to radar.
  - P. Traffic control plan and construction phasing including detailed traffic control layout sheets and detour routing for the project.
  - Q. Erosion Control plans meeting all NPDES requirements
  - R. Develop final quantity tables per including break out tables for each bid item.
- 3.02** Utility Coordination Plan During final design the Consultant shall prepare a utility coordination plan that would include gathering the proposed relocation plans for all utility companies involved with the project and graphically inputting the information into one plan to assist in determining potential conflicts. Electronic base files will be available in AutoCAD for utilities to design from.
- 3.03** Provide a detailed opinion of probable cost (including appropriate contingency).
- 3.04** Provide Office Check plans to the City & KDOT.
- 3.05** Upon receipt of City comments on Office Check submittal, make necessary modifications and furnish five copies of Final plans.
- A. Plan sets will be provided as follows:
    - 1. Full size (22" X 36") – three (3) sets
    - 2. Half size (11" X 17") – two (2) sets
- 3.06** At the completion of the bid process, furnish to the City the CAD drawings of the project in AutoCAD format for the City's future use. The record contract documents for the project will be the original sealed drawings. In addition, furnish plans in .pdf. Specifications to be provided in PDF format.
- 3.07** Develop project special provisions for contract documents. Olsson will prepare special provisions to the specs as needed. It is assumed KDOT will handle the bid documents for phase I. It is assumed that Dodge City will provide the front-end documents and Olsson will compile the contract documents for Phase II. Olsson will provide the bid form.

## **Task IV. Project Meetings & Project Management**

### **4.01 Meetings.**

1. Attend pre-design meeting.
2. Coordination meetings by Phone. Assume monthly (10).
3. Attend up to 1 utility meetings and prepare minutes
4. Field Check to be performed with representatives of the Consulting Engineer, the City, and KDOT at the project site with appropriate detailed plan.
5. Public Information meeting (Assume 2, early design and preconstruction). Prepare for and attend two (2) neighborhood/public meetings to explain the project to residents of the project area, and to receive public comments at a time and place arranged by the City.
  - a. Prepare exhibits, including preliminary plans (showing right-of-way taking and easements if necessary).
  - b. Have staff available to explain the project and answer questions.

### **4.02 Project Management**

1. Coordination with City and KDOT
2. Monitor scope, schedule and fee
3. QAQC Ensure the OA QAQC procedures are being followed at all milestones

## **Task V. Bidding**

- 5.01** Provide plans and specs to bidders via an online plan room for both bid packages
- 5.02** Prepare written addenda to the bidding documents as required and/or requested.
- 5.03** Attend and prepare for the pre bid conference and prepare minutes for both projects.
- 5.04** Answer Contractor questions during the bid period.
- 5.05** Prepare bid tabs in MS Excel for both projects
- 5.06** Attend bid letting for both projects
- 5.07** Assist City in analyzing bids and making recommendation for award of the construction contract in the form of a formal letter stating the steps taken to come to the conclusion.
- 5.08** Prepare Contract Documents and print construction sets for Contractor and City.

**Task VI. Construction Administration Services will be contracted at a later time**

**Compensation**

<b>Task I – Survey &amp; Geotechnical Investigation</b>	
<b>Survey</b>	<b>\$47,230.00</b>
<b>Geotech</b>	<b>\$11,178.00</b>
<b>Task II – Preliminary Design</b>	<b>\$230,702.00</b>
<b>Task III – Final Design</b>	<b>\$153,504.00</b>
<b>Task IV – Project Management &amp; Meetings</b>	<b>\$34,474.00</b>
<b>Task V – Bidding</b>	<b>\$15,519.00</b>
<b>Vacuum Excavation</b>	<b>\$7,000.00</b>
<b>Title Work</b>	<b>\$8,500.00</b>
<b>Expenses</b>	<b><u>\$11,740.00</u></b>
<b>TOTAL</b>	<b>\$519,847.00</b>

**Assumptions**

1. Lighting design will consist of coordination with Victory power company to know which power poles will have streetlights. No photometric design will be performed by Olsson.
2. Retaining walls will not be required.

**City Responsibilities**

1. The City shall provide record drawings of the existing roadway, if available.
2. The City shall be responsible for all mailings informing the public of surveying, public meetings, etc.
3. The City shall be responsible for coordinating and scheduling the time and location of the public meetings.
4. The City shall arrange the pre-bid and pre-construction meetings.
5. The City will assist in property acquisition and negotiations with the landowners. The city will complete the development agreements and draft the deeds to be filed.

## **Exclusions**

1. The consultant has not included services for a Traffic Impact Study, Level of Service Analysis, or traffic count data.
2. A CLOMAR and LOMAR will not be performed with this contract.
3. Fiber interconnect design is not included with this project.
4. Landscaping design services will not be included with this project for proposed landscaping.
5. Sanitary sewer and septic system design are not included.
6. Environmental permitting does not include 4f or 6f parkland permits
7. Signal interconnect design is not included.
8. Waterline design is not included.

## **Quality Assurance Plan (QA)**

The Olsson Quality Program has basic policies for providing good project quality management. They are as follows:

- Olsson will be responsible for performing quality reviews. We do not expect the client to perform quality reviews in lieu of our efforts.
- The project manager selects staff members for the project team who are well qualified to perform the project tasks.
- Task staff will self-check and peer-check their performance as each task progresses towards completion.
- Task supervisors review and perform appropriate checks of the results provided by task staff.
- Task supervisors review and perform appropriate cross- checks of the results of other task supervisors' tasks.
- Project managers arrange for and manage outside-the-project senior review of project documents and deliverables and take responsibility on behalf of Olsson for providing high-quality deliverables.
- Quality reviews by the project team will be conducted (at a minimum) at the 30, 60, 90 and 100 percent of project completion stages. Reviews external to the project team are required (at a minimum) at the 60 percent project stage and at completion.

- The project manager is responsible for ensuring that the planned quality reviews have been properly undertaken and documented on the project.
- The team leader is responsible for ensuring that the appropriate quality reviews are planned and undertaken on all of the projects within the team.
- Adherence to Olsson and team quality procedures is a part of every employee's evaluation criteria.

### **Quality Control Plan (QC)**

- QC checklists are to be utilized throughout the design process by the designers for a given design task or plan sheet that is being worked on. Once the checklists are complete the designated checker reviews the lists and makes sure each item was incorporated into the plans. If an error or omission is discovered the reviewer notifies the designer about the issue and the item is corrected.
- Each milestone submittal will utilize the checklists and will document who the designer was, who checked the work, and the dates these were performed.
- The project manager is responsible for making sure this process is seen through.

### **Peer Reviews**

Olsson has elected to use peer reviews to provide the necessary quality control for project design documents. A peer review has several distinguishing characteristics:

- Is always conducted by persons who are independent of the review subject. The reviewers should be sufficiently removed from the subject so they will not be biased by what has taken place to date on the project.
- Has a specified purpose, scope, format, and duration. Such characteristics help to distinguish a peer review from other reviews that may be performed on a less systematic basis.
- Is not an indication that the original design professional is incompetent or suspect in any way. Such a high-level review is merely a recognition that all design professionals and entire design organizations have had less than complete experience, and an independent team of peers can offer a new range of experiences and opinions.
- Must be documented, and this documentation must then become a part of the permanent record of the project.
- Will include the review of drawings and specifications by a second Professional Engineer/Landscape Architect/etc. in the case when a design requires the stamp or seal of that professional.

*Memorandum*

*To: Cherise Tieben, City Manager*  
*From: Nicole May*  
*Date: November 27, 2019*  
*Subject: Allocation of 2019 Special Alcohol and Drug Funds*  
*Agenda Item: New Business*

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**Recommendation:** I recommend the approval of the disbursements of Special Alcohol and Drug Tax money for the recommended programs.

**Background:** The City of Dodge City receives a portion of the alcohol and drug tax that is collected in the community. That tax is allocated 1/3 to the General Fund, 1/3 to a Special Park and Recreation Fund and 1/3 to a Special Alcohol and Drug Fund. This allocation is spelled out in the Kansas State Statutes. The amount deposited into the Special Alcohol and Drug fund are to be used for “the purchase, establishment, maintenance or expansion of services or programs whose principal purpose is alcoholism and drug abuse prevention and education, alcohol and drug detoxification, intervention in alcohol and drug abuse or treatment of persons who are alcoholics or drug abusers or are in danger of becoming alcoholics or drug abusers”. In order to accomplish this, we take applications from agencies/programs that provide those services. A committee of 3 individuals reviewed the applications and made a recommendation on the allocation of these funds. The 3 people serving on the committee were Abbey Martin, Luanne Menard and Vickie Williamson. There is approximately \$100,000 to be allocated for these programs. The applications received, the amount applied for and the recommended allocation is:

<b>Organization</b>	<b>Project</b>	<b>Amount of Request</b>	<b>Recommendation</b>
Compass Behavioral Health	Dual Diagnosis services	14,000	14,000
Dodge City Police Dept – GREAT Program	Supplies and training for GREAT Program	8,500	5,000
New Chance	Assist with social detox position & bilingual licensed counselor position	72,500	71,500
Friends of Recovery	Oxford Houses of Dodge City	24,000	9,500
Crisis Center of Dodge City	“I AM”	1,825	0

**Justification:** The applications received met the general requirements of the program. The recommendations by the committee are the amounts they feel best meets the overall goals of the program.

**Financial Considerations:** Money is available in the Special Alcohol and Drug fund to pay the recommended amounts.

**Purpose/Mission:** Support the quality of life in Dodge City by best spending the monies the City receives for drug and alcohol treatment, education and prevention programs.

**Legal Considerations:** None