

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

May Session of the April Adjourned

Term. 2007

In the County Commission of said county, on the 1st day of May 2007

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby authorize the Presiding Commissioner to sign the attached Finding of Public Nuisance and Order for Abatement of a public nuisance located at 5903 Kent Drive in Columbia, Missouri.

Done this 1st day of May, 2007.

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission

Kenneth M. Pearson
Kenneth M. Pearson
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Skip Elkin
Skip Elkin
District II Commissioner

**BEFORE THE COUNTY COMMISSION OF
BOONE COUNTY, MISSOURI**

In Re: Nuisance Abatement)	May Session
5903 Kent Drive)	April Adjourned
)	Term 2007
)	Commission Order No. <u>182-2007</u>

FINDING OF PUBLIC NUISANCE AND ORDER FOR ABATEMENT

NOW on this 1st day of May, 2007, the County Commission of Boone County, Missouri met in regular session and entered the following findings of fact, conclusions of law and order for abatement of nuisance:

Findings of Fact and Conclusions of Law

The County Commission finds as fact and concludes as a matter of law the following:

1. The Boone County Code of Health Regulations (the "Code") are officially noticed and are made a part of the record in this proceeding.
2. The City of Columbia/Boone County Health Department administrative record is made a part of the record in this proceeding and incorporated herein by reference. In addition, any live testimony of the official(s) of the department and other interested persons are made a part of the record in this proceeding.
3. A public nuisance exists described as follows: trash, rubbish, garbage, broken furniture and lumber
4. The location of the public nuisance is as follows: 5903 Kent Drive, Columbia, MO, a/k/a parcel# 12-415-20-01-092.00 01, Gregory Heights Addition #3, Lot 101, Section 20, Township 49, Range 12 as shown by deed book 1736 page 0484, Boone County
5. The specific violation of the Code is: trash, rubbish, garbage, broken furniture and lumber in violation of section 6.5 of the Code
6. The Health Director's designated Health Official made the above determination of the existence of the public nuisance at the above location. Notice of that determination and the requirement for abatement was given in accordance with section 6.10.1 of the Code to the property owner, occupant, and any other applicable interested persons.
7. The above described public nuisance was not abated. As required by section 6.10.2 of the Code, the property owner, occupant, and any other applicable interested persons were given notice of the hearing conducted this date before the Boone County Commission for an order to abate the above nuisance at government expense with the cost and expense thereof to be charged against the above described property as a special tax bill and added to the real estate taxes for said property for the current year.
8. No credible evidence has been presented at the hearing to demonstrate that no public nuisance exists or that abatement has been performed or is unnecessary; accordingly,

in accordance with section 6.10.2 of the Code and section 67.402, RSMo, the County Commission finds and determines from the credible evidence presented that a public nuisance exists at the above location which requires abatement and that the parties responsible for abating such nuisance have failed to do so.

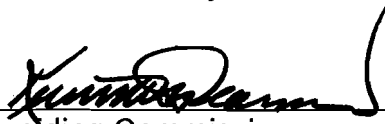
Order For Abatement Chargeable As a Special Assessment To The Property

Based upon the foregoing, the County Commission hereby orders abatement of the above described public nuisance at public expense and the Health Director is hereby authorized and directed to carry out this order.

It is further ordered and directed that the Health Director submit a bill for the cost and expense of abatement to the County Clerk for attachment to this order and that the County Clerk submit a certified copy of this order and such bill to the County Collector for inclusion as a special assessment on the real property tax bill for the above described property for the current year in accordance with section 67.402, RSMo.

WITNESS the signature of the presiding commissioner on behalf Boone County Commission on the day and year first above written.

Boone County, Missouri
By Boone County Commission



Presiding Commissioner

ATTEST:



Boone County Clerk

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

May Session of the April Adjourned

Term. 20 07

In the County Commission of said county, on the 1st day of May 20 07

the following, among other proceedings, were had, viz:

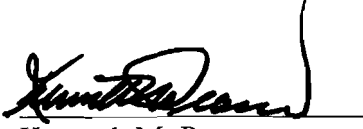
Now on this day the County Commission of the County of Boone does hereby **approve** the request by Edward and Sharyn Holt for a revised Review Plan for Airport Area Storage on 3.59 acres zoned M-LP (Planned Industrial), located at 10601 S. Hardwick Lane, Columbia **with the following three conditions:**

- The developer shall work out fire protection requirements to the satisfaction of the South Boone County Fire District prior to approval of the Revised Final Development Plan.
- The only uncovered gravel surfaces allowed in the development is the outside storage area.
- The applicant has the option of relocating the building(s) to meet the current setback standard or apply for a variance from the Board of Adjustment.

Done this 1st day of May, 2007.

ATTEST:


 Wendy S. Noren
 Clerk of the County Commission


 Kenneth M. Pearson
 Presiding Commissioner


 Karen M. Miller
 District I Commissioner


 Skip Elkin
 District II Commissioner

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

May Session of the April Adjourned

Term. 20 07

In the County Commission of said county, on the 1st day of May 20 07

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby **approve** the petition by Douglass and Louise Lawson to vacate and replat Lots 2 and 3 of McManama Subdivision. Said vacation is not to take place until the re-plat is approved.

Done this 1st day of May, 2007.

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission

Kenneth M. Pearson
Kenneth M. Pearson
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Skip Elkin
Skip Elkin
District II Commissioner

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STATE OF MISSOURI }
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May Session of the April Adjourned

Term. 20 07

In the County Commission of said county, on the 1st day of May 20 07

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does receive and accept the following subdivision plats and authorize the presiding commissioner to sign them:

- Dumas. S18-T49N-R12W. A-R. Justin A. Dumas, owner. J. Daniel Brush, surveyor.
- Cedar Haven Plat 1. S4-T49N-R12W. A-2. Ronald G. Lueck, surveyor.

Done this 1st day of May, 2007.

ATTEST:

Wendy S Noren
Wendy S. Noren
Clerk of the County Commission

Kenneth M. Pearson
Kenneth M. Pearson
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Skip Elkin
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STATE OF MISSOURI }
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May Session of the April Adjourned

Term. 20 07

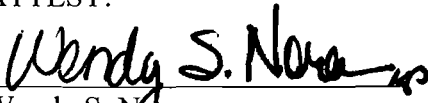
In the County Commission of said county, on the 1st day of May 20 07

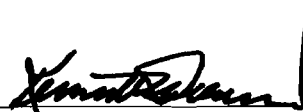
the following, among other proceedings, were had, viz:

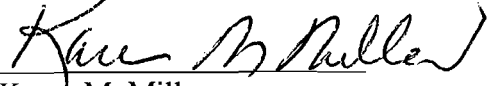
Now on this day the County Commission of the County of Boone does hereby award bid 11-03APR07 Planning Services Consultant to Shafer, Kline & Warren Inc. It is further ordered the Presiding Commission sign said contract.


Done this 1st day of May, 2007.

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Kenneth M. Pearson
Presiding Commissioner


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

**AGREEMENT FOR
PLANNING SERVICES CONSULTANT**

THIS AGREEMENT dated the 1 day of May 2007 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Shafer, Kline & Warren, Inc.** herein "Contractor."

IN CONSIDERATION of the parties performance of the respective obligations contained herein, the parties agree as follows:

1. **Contract Documents** - This agreement shall consist of this Agreement for a **Planning Services Consultant**, County of Boone Request for Qualifications number **11-03APR07** including Scope of Services, Response to Request for Qualifications, Response/Pricing Page, Addendum #1, Addendum #2, as well as the Contractor's qualifications response dated April 16, 2007, executed by Michael C. Duffy, on behalf of the Contractor. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. In the event of conflict between any of the foregoing documents, the terms, conditions, provisions and requirements contained in the Request for Qualification specifications including Scope of Services, Response to Request for Qualifications, Addendum #1, Addendum #2, and the unexecuted Response/Pricing Page, shall prevail and control over the Contractor's qualifications response.

2. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to furnish Planning Services Consulting to the County, as described and in compliance with the original Request for Qualifications and as presented in Contractor's response. Cost for said services shall be Sixteen Thousand One Hundred Forty Dollars (\$16,140.00) for rendition of proposed basic services, Five Hundred Dollars (\$500.00) for reimbursable expenses for a total contract amount of Sixteen Thousand Six Hundred Forty Dollars (\$16,640.00). The total allowable compensation under this agreement shall not be exceeded unless compensation for specific identified additional services is authorized and approved by County in writing in advance of rendition of such additional services for which additional compensation is requested.

3. **Contract Duration** - This agreement shall commence on date of award and extend through April 30, 2008 subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by order of the County for four additional one year periods and thereafter on a month to month basis in the event the County is unable to award a new contract prior to the expiration date. ~~Renewal pricing for professional fees described within qualifications response will not be increased and is firm through the last renewal period ending April 30, 2012.~~ See BAFD Response/Pricing Page dated April 16, 2007

4. **Billing and Payment** - All billing shall be invoiced to the Boone County Planning and Building Office, Attention Stan Shawver, on a monthly basis for service described in the qualifications specifications. The County agrees to pay all correct and valid monthly statements within thirty days of receipt. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of

the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

5. **Binding Effect** - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

6. **Entire Agreement** - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other proposal or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality as this agreement.

7. **Termination** - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if key personnel providing services are changed such that in the opinion of the Boone County commission delivery of services are or will be delayed or impaired, or if services are otherwise not in conformity with qualifications specifications, or if services are deficient in quality in the sole judgment of County, or
- c. If appropriations are not made available and budgeted for any calendar year to fund this agreement.

IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

SHAFER, KLINE & WARREN INC.

By: [Signature]
Title: Vice President

BOONE COUNTY, MISSOURI

By: Boone County Commission
[Signature]
Kenneth M. Pearson, Presiding Commissioner

APPROVED AS TO FORM:

[Signature]
County Counselor

ATTEST:

[Signature]
Wendy S. Noren, County Clerk

AUDITOR CERTIFICATION

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

[Signature]
Signature by [initials]

4/24/07
Date

1710-71101
Appropriation Account

ACORD CERTIFICATE OF LIABILITY INSURANCE

OPID BB
SHAPE-1

DATE (MM/DD/YYYY)
05/09/07

PRODUCER Waake Companies 50 College Blvd., Suite 300 Overland Park KS 66211 Phone: 913-491-1999 Fax: 913-906-0088		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Shafer, Kline & Warren, Inc.; SKW Technical Service Group Inc., Shetlar, Griffith, Shetlar, P.A. Hamilton & Associates, Inc. 2940 Main Street Kansas City MO 64108		INSURERS AFFORDING COVERAGE	NAIC #
		INSURER A: Wausau Business Insurance	26069
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> BLANKET CONT. LIAB <input checked="" type="checkbox"/> X.C.U. INCLUDED GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC	YYKZ91445434037	05/01/07	05/01/08	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 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
A		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> \$500 Comp Ded <input checked="" type="checkbox"/> \$500 Coll Ded	ASKZ91445434027	05/01/07	05/01/08	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
A		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000	THCZ91445434047	05/01/07	05/01/08	EACH OCCURRENCE \$ 6,000,000 AGGREGATE \$ 6,000,000 \$ \$ \$
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	WCKZ91445434017	05/01/07	05/01/08	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A		OTHER LEASED OR RENTED CONTRS.EQUIPMENT. INCL THEFT	YYKZ91445434037	05/01/07	05/01/08	PER ITEM \$100,000. PER OCC \$2500DED

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Project: 11-03APR07-Planning Services Consultant. County of Boone is named as additional insured on General Liability but only as their interest appears with respects to work performed by or on behalf of Named Insured.

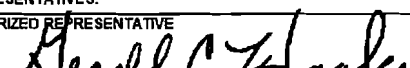
CERTIFICATE HOLDER

COUNTY

County of Boone
Boone County Purchasing
Melinda Bobbitt, CPPB
601 E. Walnut, Rm. 208
Columbia MO 65201

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE


IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

April 16, 2007

Boone County Purchasing Department
Attn: Melinda Bobbitt, CPPB, Director of Purchasing
601 E. Walnut Street, Room 208
Columbia, MO 65201

RE: Planning Services Consultant – Best and Final Offer

Dear Ms. Bobbitt:

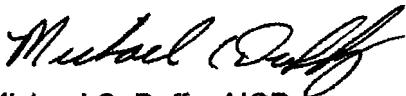
Shafer, Kline & Warren, Inc. (SKW) has received your request to enter into competitive negotiations and submit a Best and Final Offer (BAFO). We have provided the following information in conjunction with the BAFO.

- Best and Final Offer Request List with SKW's Responses
- Requested Information from #1.1 of BAFO Request List (Moberly, MO Subdivision Regulations - provided as email attachments)
 - Copy of Moberly, MO's proposed subdivision regulations, which show SKW's original recommendations
 - Clean copy of Moberly's adopted subdivision regulations
 - Application review process documents for Moberly
- Revised Project Approach
- Best and Final Offer Response/ Pricing Page
- Revised Fees and Expenses
- Best and Final Offer Form #1

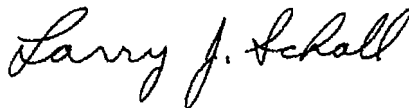
We are very excited about the opportunity to work with Boone County on this project. If you have any questions or need additional information, please contact us at the North Kansas City office at 816-221-6611. We look forward to hearing from you.

Sincerely,

SHAFER, KLINE & WARREN, INC.



Michael C. Duffy, AICP
Project Manager



Larry J. Schall, P.E.
Principal-in-Charge



SHAFER, KLINE & WARREN, INC.

BEST AND FINAL OFFER REQUEST LIST
BAFO #1 – RFQ #11-03APR07 – Planning Services Consultant

1. CLARIFICATIONS:

1.1 Submit a sample of your work product. If possible, please submit the Subdivision Regulations Update – Moberly, Missouri.

Overview: The City of Moberly, Missouri updated its subdivision regulations as part of a project that included the creation of a new comprehensive plan and development of a new zoning ordinance. As the City was reviewing its project in anticipation of adopting the new regulations, it was determined that the proposed subdivision regulations were not specific enough to their community, were difficult to interpret and administer, and generally not in-line with their desires.

Under an on-call contract for general municipal services, the City asked SKW to review and refine the subdivision regulations. SKW quickly met with City staff to identify areas of concern and developed alternative language for staff review and approval. SKW focused on procedures and creating ways to assist staff with the application review process. Both the revised subdivision regulations and the application review process documents were accepted by the City.

Documentation: Please find submitted the following:

- A copy of the subdivision regulations, which show SKW's original recommendations.
- A clean copy of the adopted subdivision regulations.
- Application review process documents

1.2 Describe any planning services projects provided for Counties. Describe how a County unit of government differs from a City or regional unit.

A. *Platte County, Missouri – Strategic Plan*

In 1998, Platte County retained SKW to develop a strategic plan that identified the key issues facing the County and how they should be addressed. The plan focused on eight separate topic areas (growth patterns, economic development, transportation, infrastructure, parks & recreation, public safety, human services, and citizen participation) that were identified by the residents during a survey. The key outcome of the plan was the development of key indicators for each topic area that could be measured against pre-selected targets to determine the effectiveness of the County in improving services. Outcomes of the plan included the creation of new land use, transportation and parks & recreation plans that met citizen expectations.

B. *Pettis County, Missouri – Draft Zoning Ordinance for Planning and Zoning Election*

Pettis County is a 2nd Class County that does not have county-wide planning and Zoning. In 1996, the County Commission appointed a temporary county planning commission in accordance with Section 64.725 of the Missouri Statutes for the purpose of developing a proposed county wide master plan. SKW was selected to assist with the development of the master plan and to create a draft zoning ordinance and subdivision regulations for review by citizens prior to an election to approve planning and zoning. After completion of the draft documents, SKW held public hearings for the temporary adoption of the plan prior to the election. In the November, 1996 election, County Planning and Zoning did not pass.

C. *Lessons Learned from County Planning Activities*

There is a critical difference in planning at the County level as opposed to planning or zoning at the municipal level. At the municipal level, there is an inherent understanding that all property within the corporate limits is anticipated to develop to an urban level. Agricultural zoning districts in a municipality are primarily used as a place holder until higher density development takes place. As such, there is little balance required between the competing interests of urban and rural property owners. Since land is expected to develop to a higher intensity and utilities are planned for such development, everyone has a general understanding of what will happen to adjacent property.

At the County level, however, there is a significant amount of conflict between urban and rural land uses. Properties at the periphery of a city are often owned by people who have moved out of the City to enjoy the “country” or by speculative owners who wish to develop the property. There is also conflict with those who move into small acreage “hobby farms” (10 or so acres) with a few horses versus those who are truly engaged in agricultural operations where work takes place in early morning hours, or where noise, dust and smell can be an issue. How does one consistent ordinance address these competing issues? This is what makes county planning and zoning more difficult than working within a municipality. Many counties have gone to a tiered system or use some form of performance zoning in an effort to address these issues.

Our proposal will be to work with staff to determine the most effective way to create ordinances that balance the needs of all property owners within the County.

- 1.3 Explain how you would look at a revision to an ordinance as opposed to how a new ordinance would be developed. (i.e. comparison to City of Columbia regulations with respect to compatibility).**

Typically, an ordinance revision is a bit more difficult because it requires a thorough review to ensure that other sections are not impacted by the revision. When writing a new ordinance from the ground up, it is easier to ensure that cross referencing is correct and nothing is missed. We are revising our scope to include a review of the County's current ordinance, Columbia's ordinances for subdivision regulations and model subdivision ordinances. The purpose of this review and comparison is to be able to make a more objective recommendation on the preferred course of action for Boone County. Should Boone County wish SKW to undertake an actual revision or re-write of any ordinances, this could be negotiated as an additional task under our agreement.

1.4 The County's initial project scope is for review and suggestions as opposed to a re-write. Your proposal response included rewriting the subdivision regulations. Do you understand the limited scope of this project at this time?

Our initial response anticipated the maximum amount of work that we may be asked to complete based on the Request for Qualifications. This response is more limited in scope and currently only anticipates review meetings with staff and a thorough analysis of existing regulations, Columbia's regulations and an agreed upon model regulation determined during our first review meeting. Based on this understanding, SKW is resubmitting our Approach and our Fees (including Response/Pricing Page).

Documentation: Please find submitted the following:

- Revised Project Approach
- Revised Fees and Expenses

1.5 Apart from your Riverside, Missouri and Moberly, Missouri projects, name the three most similar projects that you have done and explain the similarities.

A. *North Kansas City, Missouri – Amendment to Existing Zoning Regulations*

The City of North Kansas City has a well established downtown shopping district with many small stores, offices and restaurants. The structures are mostly over fifty years in age and those that are newer have generally been constructed to complement the older ones. At the primary intersection of the downtown commercial district, a chain pharmacy, located in a building that was more than eighty years old, indicated that it would like to replace the building with one that was more functional and code compliant. The City retained SKW to assist with the creation of design guidelines for the entire downtown commercial district that would quantify the level of compatibility with surrounding buildings. SKW prepared these guidelines within the existing downtown commercial district and reviewed other districts and regulations to ensure that the proposed guidelines were compatible with all other regulations. The highlight of this project is a new

national chain pharmacy with a standard interior footprint in a building that reflects the architectural style of the surrounding buildings (two story brick structure that is inviting to pedestrians).

B. *Parkville, Missouri – Amendment to Existing Zoning Regulations*

The City of Parkville recently annexed several hundred acres of property west of its original limits and includes land adjacent to an interstate interchange. Development pressures at this location had been building for some time and the City realized that its zoning regulations were not equipped to address the types of projects likely to locate in the area. SKW was retained by the City to develop a new business park district for the annexed land. Through a series of meetings with the City and developers in the area, SKW created a new district that allowed development flexibility desired by the property owner while ensuring environmental protections which are a high priority of the community as a whole. Enhanced design standards, open space requirements and landscaping were some of the elements that the new zoning district addressed. To reduce the environmental impacts of development, a series of stormwater best management practices (bmp's) were also identified for use during development.

C. *Iola, Kansas – Unified Development Ordinance*

Iola, Kansas is a small (approximately 5,500 people) community located in east central Kansas. Although there is not a significant amount of development within the community, the construction of a new highway bypass east of the City has encouraged new business at the City's primary interchange. The City's old zoning ordinance was not well equipped to address this development and without a professional planning staff, it was difficult to administer. SKW assisted the City by creating a new unified development ordinance that streamlined the application and approval process. By placing more responsibility on the applicant to provide pertinent information, the UDO improved the ability of the Planning Commission and the City Commission to review applications and make decisions. Since the UDO has been adopted, SKW has occasionally been asked to assist the City with staff reports for specific applications that staff finds more complex than the typical request.

BEST AND FINAL OFFER REVISED PROJECT APPROACH

Phase I Discovery

Task 1: Discussions with Staff – Prior to an in-depth analysis of the County's existing subdivision regulations the Project Team will meet with staff to discuss major areas of concern and satisfaction. These discussions will provide the Project Team with an idea of where the regulations work and fail from the prospective of those who interpret, administer and enforce them on a daily basis. The meetings will also help SKW understand what goals (i.e., create user friendly, environmentally conscious, process oriented regulations) staff hopes to achieve by reviewing and possibly amending the subdivision regulations.

Task 2: Review and Compare Existing Regulations – Utilizing the insight gained from the staff meetings, the Project Team will review the County's current subdivision regulations to determine areas that should be revised to accomplish the established goals and be in compliance with statutory requirements. Statutory requirements will require particular attention as the Missouri Chapter of the American Planning Association is currently working with State officials to update the regulations pertaining to County planning and zoning. Additionally, the regulations will also be compared to the City of Columbia's subdivision regulations and an agreed upon model subdivision ordinance. A summary report of the findings will be prepared and presented to County staff for review and comment. The report will outline areas where the existing regulations differ significantly from Columbia's and the model regulations, what sections should be revised or updated and why, and the proposed method to accomplish the revisions.

Phase II Discussions of How to Proceed

Following the initial discussions with staff and the review and comparison of the County's current regulations, the Project Team will meet with staff to discuss the findings report and the manner in which the County would like to proceed. The discussion will include ways in which to incorporate meaningful and usable public input into the revision process, should the County wish to proceed with an update of the existing regulations. SKW is aware that currently the County is only seeking a review and recommendations regarding its subdivision regulations. Should the County wish to pursue an update of its existing regulations, SKW would be fully prepared to assist the County in this endeavor. Whether the County prefers to have SKW prepare new regulations, prepare only certain sections, or simply assist staff with the drafting of regulations, SKW has the ability to work with the County in whichever method is chosen.



Best and Final Offer
Response/Pricing Page

In compliance with this Request for Qualification and subject to all the conditions thereof, the Offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this RFQ and is authorized to contract on behalf of the firm named below. (Note: This form must be signed. All signatures must be original and not photocopies).

Company Name: Shafer, Kline & Warren, Inc.

Address: 2005 Swift Avenue, North Kansas City, MO 64116

Telephone: 816-221-6611 Fax: 816-221-6622

Federal Tax ID (or Social Security #): 480767542

Print Name: Michael C. Duffy Title: Associate/Director, Planning

Signature: *Michael C. Duffy* Date: April 16, 2007

E-Mail Address: duffy@skw-inc.com

3.1. Please Attach Cost of Services to this Page and Place at the Beginning of your SOQ Response:

List a fee proposal including estimates of professional fees, the basis for the proposed fees, and identification and estimate of reimbursable expenses and other costs associated with proposed services. As appropriate, items should include professional fees, materials, out of pocket expenses, sub-consultant fees and any other costs anticipated by the respondent to satisfy the purpose of this Request for Qualifications.

3.2. Renewal Option:

The County shall have the sole option to renew the contract in one year increments for a total accumulated period of four additional years following the initial term. If the options are exercised, the Contractor shall charge the County the same prices as quoted originally except as modified in the paragraph below. Offerors are to state if prices are firm for these renewal periods.

Yes X No

If no, please indicate the maximum percentage of increase or decrease off pricing for each renewal:

First Renewal:	+	<u>6%</u>	-	<u> </u> %
Second Renewal:	+	<u>5%</u>	-	<u> </u> %
Third Renewal:	+	<u>5%</u>	-	<u> </u> %
Fourth Renewal:	+	<u>5%</u>	-	<u> </u> %

3.4. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri?

Yes X No

RFQ DOCUMENTS
BOONE COUNTY, MISSOURI
RFQ NUMBER AND DESCRIPTION: 11-03APR07 - Planning Services Consultant


BEST AND FINAL OFFER FORM #1

This BAFO is issued in accordance with the Instructions to Offerors and is hereby incorporated into and made a part of the RFQ Documents.

Offerors are reminded that receipt of this BAFO must be acknowledged and submitted on or before 11:00 a.m. on April 17, 2007 by fax, e-mail or U.S. Mail.

The Offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original RFQ as modified by any previously issued RFQ amendments and by this and any previously issued BAFO requests or clarifications. The Offeror agrees that the language of the original RFQ as modified by any previously issued RFQ amendments and by this and any previously issued BAFO requests and clarifications shall govern in the event of a conflict with Offeror's RFQ response.

By:


Melinda Bobbitt, CFPB
Director of Purchasing

Company Name Shaffer Kline & Warren
Address 2005 Swift St
NKC MO 64116
Phone Number (816) 221-6611 Fax Number: (816) 221-6622
E-mail Address: duffy@skw-inc.com
Authorized Representative Signature Michael C Duffy Date: 4-16-07
Printed Name: Michael C Duffy Title: Associate
Director of Planning



Planning Services Consultant

RFQ# 11-03APR07

Presented to:
County of Boone - Missouri

Presented by:
Shafer, Kline & Warren, Inc.
With Teaming Partner BNIM

April 3, 2007

FOR MORE INFORMATION CONTACT US AT 800.368.7272

SKW

April 3, 2007

Boone County Purchasing Department
Attn: Melinda Bobbitt, CPPB, Director of Purchasing
601 E. Walnut Street, Rom 208
Columbia, MO 65201

RE: Planning Services Consultant

Dear Ms. Bobbitt:

Shafer, Kline & Warren, Inc. (SKW), in partnership with BNIM Architects, would welcome the opportunity to work with Boone County as your Planning Consultant. Our project team has the staff, skills and capabilities necessary to properly and consistently review and provide suggestions regarding your subdivision regulations.

Both SKW and BNIM have performed a large number of similar projects for a variety of municipal clients. Most recently, SKW and BNIM partnered to complete the Riverside Comprehensive Master Plan. SKW's expertise in planning and meeting facilitation and BNIM's proficiency in design and environmental planning, specifically watershed analysis, helped create a plan that received the 2006 Missouri American Planning Association Award for an Outstanding Plan. A key recommendation of the Plan was creating and adopting the codes necessary to achieve the community's vision. Shortly after the Plan was adopted, SKW began to work closely with City staff to draft a Unified Development Ordinance that realized the community's vision, provided a specific development process and met statutory requirements. SKW also has relevant recent work experience with the cities of Macon, Tracy, and Moberly in Missouri, and Iola in Kansas.

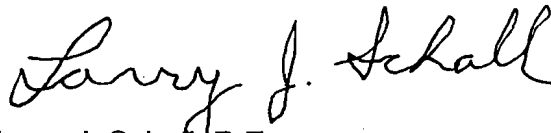
We are very excited about the opportunity to work with Boone County on this project. If you have any questions or need additional information, please contact us at the North Kansas City office at 816-221-6611. We look forward to hearing from you.

Sincerely,

SHAFER, KLINE & WARREN, INC.



Michael C. Duffy, AICP
Project Manager



Larry J. Schall, P.E.
Principal-in-Charge



2005 SWIFT STREET, NORTH KANSAS CITY, MISSOURI 64116

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3. Response/Pricing Page

In compliance with this Request for Qualification and subject to all the conditions thereof, the Offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this RFQ and is authorized to contract on behalf of the firm named below. (Note: This form must be signed. All signatures must be original and not photocopies).

Company Name: Shafer, Kline & Warren, Inc.

Address: 2005 Swift Avenue, North Kansas City, MO 64116

Telephone: 816-221-6611 Fax: 816-221-6622

Federal Tax ID (or Social Security #): 480767542

Print Name: Michael C. Duffy Title: Associate/Director, Planning

Signature: *Michael Duffy* Date: April 3, 2007

E-Mail Address: duffy@skw-inc.com

3.1. Please Attach Cost of Services to this Page and Place at the Beginning of your SOQ Response:
List a fee proposal including estimates of professional fees, the basis for the proposed fees, and identification and estimate of reimbursable expenses and other costs associated with proposed services. As appropriate, items should include professional fees, materials, out of pocket expenses, sub-consultant fees and any other costs anticipated by the respondent to satisfy the purpose of this Request for Qualifications.

3.2. Renewal Option:

The County shall have the sole option to renew the contract in one year increments for a total accumulated period of four additional years following the initial term. If the options are exercised, the Contractor shall charge the County the same prices as quoted originally except as modified in the paragraph below. Offerors are to state if prices are firm for these renewal periods.

Yes X No _____

If no, please indicate the maximum percentage of increase or decrease off pricing for each renewal:

First	Renewal:	+	<u>0%</u>	- ___%
Second	Renewal:	+	<u>2%</u>	- ___%
Third	Renewal:	+	<u>4%</u>	- ___%
Fourth	Renewal:	+	<u>6%</u>	- ___%

3.4. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri?

_____ Yes X No _____



BOONE COUNTY, MISSOURI
Request for Qualifications #: 11-03APR07 – Planning Services Consultant
ADDENDUM #1 (Issued March 20, 2007)

This addendum is issued in accordance with the Scope of Services of the Request for Qualifications and is hereby incorporated into and made a part of the Request for Qualifications Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's qualifications response.

Specifications for the above noted Request for Qualifications and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

The County received the following questions and has provided the following responses:

Question #1: Timeline: The RFQ states that the consultant will be awarded a one-year contract, and the County will have the option to approve up to four yearlong extensions. How long does is the County planning on taking to revise the subdivision regulations?

Response: County anticipates consultant's involvement in project can be completed in nine months.

Question #2: Services: Is the County looking for an on-call planning consultant who can also assist the staff with general and special planning issues?

Response: Yes

Question #3: Issues: What are the major issues in the currents subdivision regulations that the consultant will need to address?

Response: The current regulations were last updated 10 years ago. Review points include infrastructure requirements; standardize plat layout; review of stem / tier lot requirements; review infrastructure bonding requirements; improve family transfer allowance from exception to a subdivision classification; restrict use of private roads; integrate proposed EPA Phase II storm-water requirements; integrate proposed stream buffer requirements; review/ update point rating system; develop prescriptive standards for low impact development; review regulations for currency with regional subdivision regulations; provide electronic submission of subdivision plats; require integration of GPS points on submissions.

Question #4: Budget: Has the County set a budget for this update of the subdivision regulations?

Response: Yes

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3/20/07

Question #5: Is there a budget for the other planning services?

Response: Yes

Question #6: Project Team: What is the County looking for in a project team?

Response: Team should have good record of project completion within specified deadlines; experience not only with writing municipal class regulations but also with successful implementation.

Question #7: Success: What will a successful revision include?

Response: Consultant will provide County with a report detailing items listed under "Issues." The report should be such that staff can readily turn suggestions into appropriate language that can be taken to the public for comment prior to adoption.

Question #8: Political Environment: Do any political or community issues threaten to derail, delay, or hamper the success of this project?

Response: Current climate of increased regulations at all levels may result in a resistance to change.

Question #9: Future Planning: What future planning issues does the County envision the consultant working on?

Response: Assist with implantation of Bonne Femme Watershed Plan; assist with development of TDR program.

Question #10: County Staff: Who on the County's staff would the consultant primarily work with?

Response: Stan Shawver, Planning Director
Bill Florea, Senior Planner
Thad Yonke, Senior Planner
Uriah Mach, Planner

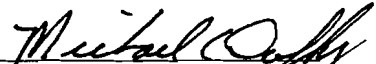
By:  Melinda Bobbitt, CPPB Director of Purchasing

OFFEROR has examined copy of Addendum #1 to Request for Qualification # 11-03APR07 – Planning Services Consultant, receipt of which is hereby acknowledged:

Company Name: Shafer, Kline & Warren, Inc.

Address: 2005 Swift, North Kansas City, MO 64116

Phone Number: 816-221-6611 Fax Number: 816-221-6622

Authorized Representative Signature:  Date: April 3, 2007

Authorized Representative Printed Name: Michael C. Duffy



**BOONE COUNTY, MISSOURI Request for Qualifications #: 11-03APR07 –
Planning Services Consultant**

ADDENDUM #2 (Issued March 27, 2007)

This addendum is issued in accordance with the Scope of Services of the Request for Qualifications and is hereby incorporated into and made a part of the Request for Qualifications Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's qualifications response.

Specifications for the above noted Request for Qualifications and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

The County received the following questions and has provided the following responses:

Question #1: The RFQ indicates that services are to be completed within 45 working days. We assume that this means the project will be completed without a public process, other than the official and required public review necessary for adoption of revisions. Is that correct, and if so, what documents or specific policy guidance will be used to review and revised the Subdivision Regulations?

Response: County staff desires that the consultant provide initial review of the regulations for consistency with current regional planning practices and the regulations of the City of Columbia. Staff will review comments then proceed with a public process that will include local surveyors and engineers to help draft revised regulations.

Addendum #1 changed the timeframe from the original RFP, paragraph 1.3.4. which reads "The subdivision regulation review and draft changes shall be completed within 45 working days of receipt of request and submitted to staff."

To the following:

County anticipates consultant's involvement in project can be completed in nine months.

Question #2: Is the County Department of Planning and Building Inspection interested in an alternative process, if issues are raised that would indicate it is warranted?

Response: An alternative process is acceptable if questions warrant it.

Question #3: Does the County have a budget or anticipated budget range?

Response: Yes, however that information is not being included in this RFP.

By:  **Melinda Bobbitt, CPPB Director of Purchasing**


OFFEROR has examined copy of Addendum #2 to Request for Qualification # 11-03APR07 – *Planning Services Consultant*, receipt of which is hereby acknowledged:

Company Name: Shafer, Kline & Warren, Inc.

Address: 2005 Swift, North Kansas City, MO 64116

Phone Number: 816-221-6611

Fax Number: 816-221-6622

Authorized Representative Signature:  Date: April 3, 2007

Authorized Representative Printed Name: Michael C. Duffy

RFB #: 09-23FEB07 2 3/27/07

BUSINESS INFORMATION

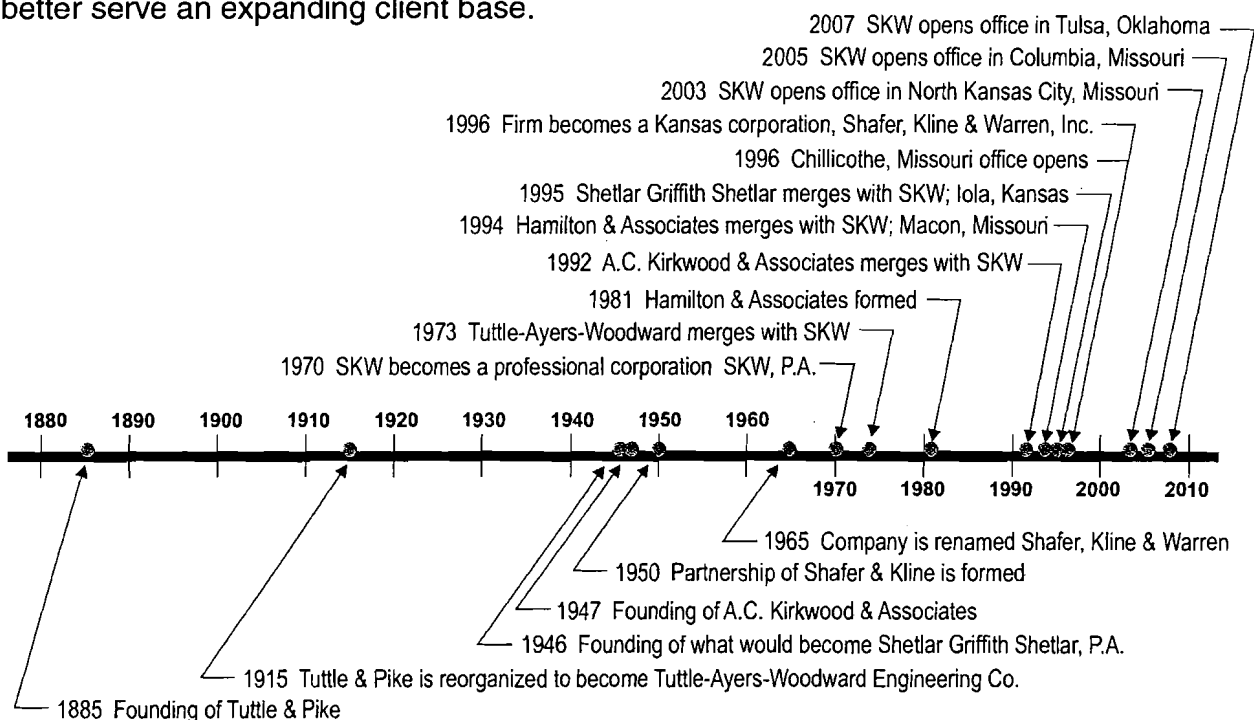
FIRM HISTORY

SKW's history is based on the strength of established firms, excitement of internal growth, and the common goal to offer comprehensive services to meet changing customer needs. Bearing the name of principal engineers William Shafer, Philip Kline and John Warren, SKW was originally founded in 1950 and known as a civil engineering firm with an emphasis in transportation systems, water system utilities, site development and land surveying.

A 1973 merger with Tuttle-Ayers-Woodward Co. (TAW) expanded the firm's civil engineering, land planning and land surveying capabilities. This merger established SKW as Kansas City's premier survey firm, with the area's largest staff, and a project index dating back to the formation of TAW's parent company, Tuttle & Pike, in 1885. SKW then added capabilities in landscape architecture with a focus on park planning and supplemental site design services. In 1992, A.C. Kirkwood & Associates joined the firm bringing industry prominence in mechanical, electrical and structural engineering.

SKW's expansion continued in 1994 with the addition of Hamilton & Associates, a respected firm serving north Missouri from their location in Macon, and again in 1995 with Shetlar Griffith & Shetlar, Inc., a firm serving southeast Kansas from their office in Iola. Each firm brought a wealth of municipal engineering and surveying experience to the company. The opening of the Chillicothe, MO, office in 1996 marked SKW's movement towards addressing smaller community needs for consulting services. In 2003, SKW opened an office in North Kansas City, MO, solidifying a commitment to economic growth in the metropolitan area. In 2005, SKW continued to grow with placing its seventh office in Columbia, MO and in 2007 expanded into Oklahoma opening SKW's eighth office in Tulsa.

It is through this strategic development that SKW has become one of the area's leading consulting firms with the size and technical diversity to meet new project challenges and better serve an expanding client base.



BUSINESS ORGANIZATION

As a regional professional firm primarily serving the states of Kansas, Missouri and Oklahoma, SKW has maintained a concentration in the Kansas City metropolitan area. SKW is privately owned and has eight different office locations throughout the Midwest region. We have offices in Kansas City, North Kansas City, Columbia, Macon and Chillicothe, Missouri; Overland Park and Iola, Kansas; and Tulsa, Oklahoma. SKW is a Kansas corporation with a State of Missouri Corporation Division Certificate of Corporate Good Standing - Foreign Corporation. These offices are located at the following addresses:

Corporate Office

11100 W. 91st Street
Overland Park, KS 66214
Phone: 913-888-7800
Fax: 913-888-7868

107 Butler Street
Macon, MO 63552
Phone: 660-385-6441
Fax: 660-385-6614

2005 Swift Avenue
North Kansas City, MO
Phone: 816-221-6611
Fax: 816-221-6622

216 N. Jefferson
Iola, KS 66749
Phone: 620-365-5101
Fax: 620-365-6828

1400 Forum Blvd., Suite 19A
Columbia, MO 65203
Phone: 573-442-4537
Fax: 573-442-4543

912 Jackson Street
Chillicothe, Mo 64601
Phone: 660-646-9788
Fax: 660-646-9791

2940 Main Street
Kansas City, MO 64108
Phone: 816-756-0444
Fax: 816-756-1763

1323 East 71st Street, Suite 120
Tulsa, OK 74136
Phone: 918-499-6000
Fax: 918-499-6003

OWNERS AND PROFESSIONAL EMPLOYEES

Principals:

Ronald D. Petering, P.E., PTOE, President
Larry J. Schall, P.E., Executive Vice-President
Allan B. Cooksey, ASLA
Larry D. Graham, P.E., L.S.
David E. Hamilton, P.E.

Gerald C. Johnson, P.E.
Kenneth R. Shetlar, P.E.
Thomas M. Smith, C.E.T., L.S.
David C. Stanfield, P.E.
Charles A. Tulloch, Jr., C.E.T., L.S.

Associates:

Dennis E. Stith, P.E.
Stephen T. Baker, P.E.
Dale K. Dickson, P.E.
William E. Drees, P.E.
F. Jay Burress, P.E.
Daniel L. Coltrane, P.E.

Shannon J. Howe, P.E.
Jon C. Boren, CPA
Mark E. Anderson
Timothy L. Johnannes, L.S.
Gary D. Strack, P.E.
Michael C. Duffy, AICP

Professional Employees:

Alex L. Henson L.S.
Bradley G. Lange L.S.
Christina L. Luebbert P.E.
Curtis N. Allenbrand L.S.
Douglas A. Farrar L.S.
Daryl K. Taylor P.E.
David L. Ausmus E.I.T.
David L. Junk P.E.
David N. Boydston C.E.T.
Dennis P. Cahill L.S.I.T.
Gale E. Denison C.E.T.
Gary W. Vandelicht P.E.
Heather Carpenter E.I.T.
John C. Reid P.E.
Jason E. Logsdon P.E., LEED A.P.
J. Kensey Russell P.E., P.L.S.
Jerome L. Hatlewick P.E.
John L. Lutz ASLA
Janet Jakobe-Gray SPHR
Jeffrey R. Jones P.L.S.
John W. Hoffman E.I.T.
Kenny D. Creed P.E.
Kelly R. Riggle P.E.
Lee A. Hemreck L.S.
Lindsay A. Thudium P.E.
Lawrence J. Comfort P.E.

Lester W. Wum P.E.
Mary Clare Amer P.E.
Manuel J. Gross ASLA
Matthew V. Eblen P.E.
Michael W. Stein E.I.T.
Patrick E. Liposchak P.L.S.
Patrick L. Kullberg P.E.
Raymond C. Williams C.E.T.
Robert E. Stever P.E.
Randall K. Sambursky CEM
Rick M. Harris L.S.
Richard R. Klein P.E.
Ronald R. Urton Jr. P.E.
Robert Wayne Whitehead P.E.
Stephen C. Love C.E.T., L.S.
Scott D. Confer L.S.
Susan D. Pennington P.E.
Steven L. Ammerman P.L.S.
Steven R. Whitaker P.L.S.
Stanley W. Lloyd L.S.
Theodore E. Christensen E.I.T.
Timothy L. Johannes P.L.S.
T. Scott Williamson P.E.
William M. Asbury C.E.T.
William R. Heape, Jr. P.E.
William S. Ainsworth P.E., PTOE

PROXIMITY TO BOONE COUNTY

SKW has provided services to almost all types of public and private entities, ranging in size from communities of under 1,000 to large urban cities and nationwide organizations. The services for Boone County will be performed out of our North Kansas City office with potential consultation from our nearby Columbia office. Mike Duffy, SKW's Project Manager and primary contact will accommodate and respond to the needs of Boone County from North Kansas City in an efficient and timely manner to keep the project on schedule and moving in the right direction.

Our familiarity with your community is based upon the location of our Columbia office and our long-standing presence in the state of Missouri. We have provided engineering services for several Boone County infrastructure upgrades including Benson Road, Fox Hollow Road, water and wastewater plans, drainage improvements, right-of-way engineering, and much more. We believe this experience offers you the opportunity to select a consultant with an understanding and appreciation for the challenges that may be faced to balance growth and development while preserving the area's integrity.



Leading Your Project

2005 Swift
North Kansas City, MO
Phone: 816-221-6611
Fax: 816-221-6622

1400 Forum Blvd., Suite 19A
Columbia, MO 65203
Phone: 573-442-4537
Fax: 573-442-4543

CAPACITY & CAPABILITY

SKW designs communities by offering clients, in both the public and private sectors, a full range of professional services. Our capabilities include civil engineering services for public works and land development, structural engineering, mechanical engineering, electrical engineering, land planning, land surveying, landscape architecture, photogrammetry, construction observation and geographic information systems (GIS). Each of these complimentary disciplines is provided by a qualified project team, which has helped establish SKW's long-standing tradition of excellence.

Over the past 50 years, SKW has developed the capability of performing the range of services required to complete multi-discipline projects. Our services can include all project phases from the planning and development tasks of project inception, continuing through project design, and concluding with construction staking, observation and administration. We utilize the appropriate combination of staff resources to create a project team for the size and scope of the project.

What makes SKW different is our ability to provide comprehensive services, yet maintain focus on providing the personal, hands-on service our clients have come to expect. Each member of our staff, whether principal, project manager, design technician or support, is committed to providing exemplary customer service through the delivery of quality services, personal communication, innovative and cost-effective design.

The following service areas represent SKW's capacity to complete professional consulting for multiple projects:

- Planning
- Government Services
- Wastewater / Water
- Residential Development
- Transportation
- Energy
- Pipeline
- Building Environments
- Parks & Recreation
- Site Development
- Surveying
- Landscape Architecture
- Geographic Information Systems
- Construction Phase Services

PLANNING SERVICES

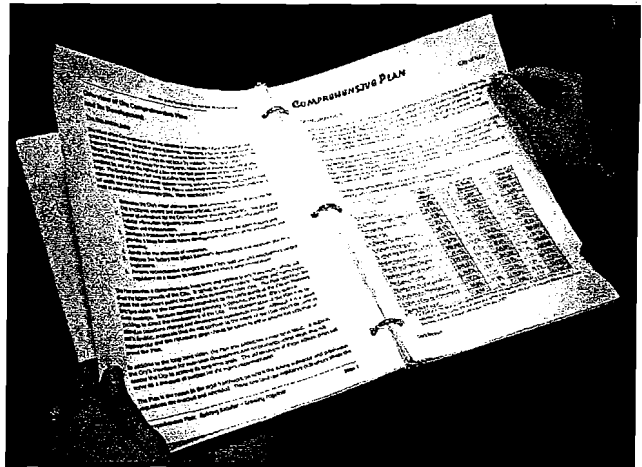
Community planning can be seen as a working road map designed to shape growth and encourage redevelopment. By using carefully developed plans for guidance, the individual characteristics that define counties, cities and urban areas can function as seamless extensions of the community's overall objectives.



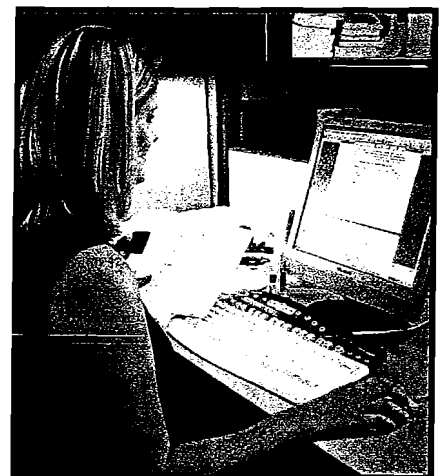
SKW's planning capabilities stem from a team of visionaries that provide regulatory, financial and informational services. Since communities are unique, we work with each client to identify their specific goals and methods for implementing plans that lead toward the achievement of those goals. Whether it is a single project or ongoing planning services, we assist clients by evaluating each unique area, recommending options, and developing plans that appropriately mirror the community, and its citizens.



An important component of every project is proactive communication. SKW's planning team often helps organize and facilitate meetings on subjects that involve the local public. When issues that constitute an open forum arise, such as zoning conflict resolutions and eminent domain hearings, we work to educate citizens with accurate project information and provide opportunities for the public to voice their concerns regarding the future of their community.



Our clients also benefit from the combined efforts of an in-house consulting group which includes planners, engineers, landscape architects and GIS specialists. This expertise allows us to refer to specific field experts when preparing items such as demographic studies, land use analyses, population growth expectations or sewer rate studies.



Planning Services

- Comprehensive Plans
- Special Area Plans
- Growth Management Plans
- Infrastructure Plans
- Redevelopment Plans
- Land Development Strategies

Regulatory Services

- Zoning Ordinances
- Subdivision Regulations
- Grant Writing and Administration

Financial Services

- Capital Improvement Programs
- Rate Studies
- Financial Impacts of Growth

Informational Services

- Meeting Facilitation
- Opinion Surveys
- Design Charettes
- Citizen Workshops

STAFF INFORMATION

PRIMARY PROJECT PERSONNEL

Mike Duffy, SKW's Director of Community Planning, will serve as the Project Manager and direct contact for Boone County. Mike will have direct charge over all work performed and has adequate staff to give the County quality services within budget and completed within reasonable time frames. Overall, Mike is responsible for integrating the relationship between facilities management and urban and regional growth opportunities. His knowledge in managing the development of comprehensive plans, zoning ordinances, subdivision regulations, and a variety of specialized studies to serve public clients will greatly assist the County on this contract.

Larry Schall will serve as the Principal-in-Charge for the project. He will have authority to bind any agreement reached between the City and SKW.

Mike and Larry can be reached at the following:

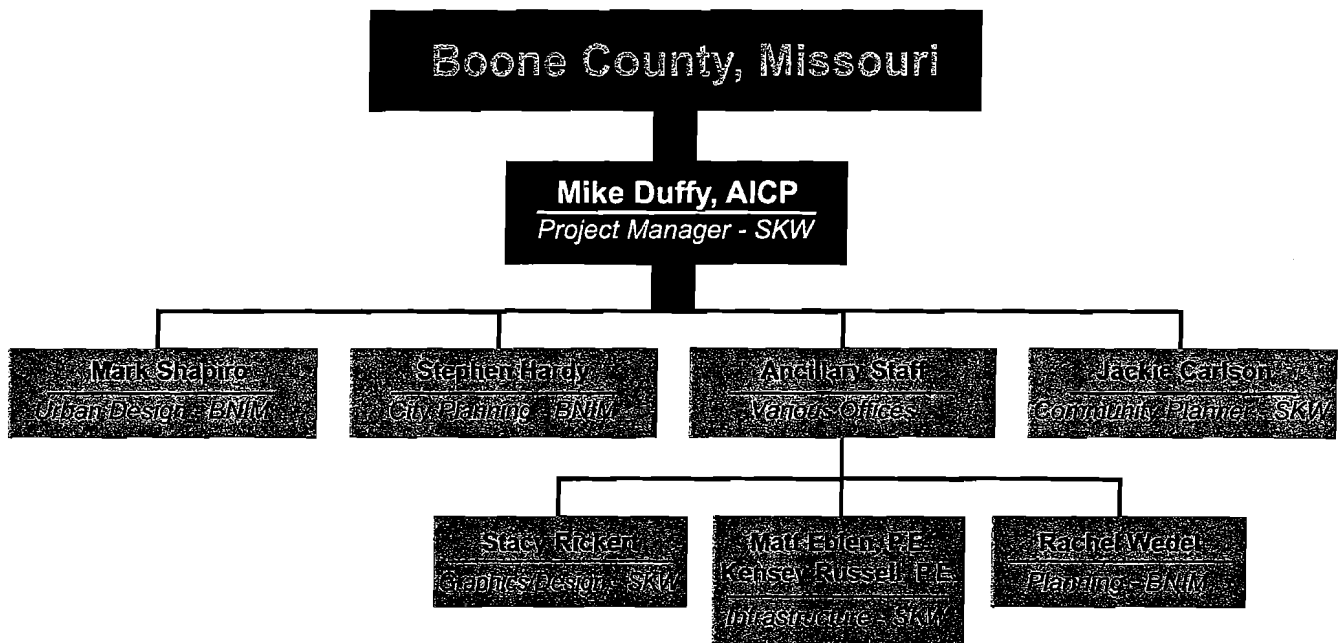
Mike Duffy, AICP
Project Manager
duffy@skw-inc.com
2005 Swift
North Kansas City, MO 64116
Main Office: 816-221-6611
Direct Phone: 816-460-1130

Larry Schall, P.E.
Principal-in-Charge
schall@skw-inc.com
2005 Swift
North Kansas City, MO 64116
Main Office: 816-221-6611
Fax: 816-221-6622

ORGANIZATIONAL CHART

We understand that the Planning Services Consultant is vital to the future development and successful growth of Boone County. As an extension of the County's staff, SKW has committed skilled personnel to the project who will be available to you throughout the plan's development. We will make every effort to keep you up-to-date by discussing important issues and providing project status updates on a regular timely basis. Provided on the following pages are the key project team members who will be in contact with the County throughout the project, with a resume summary of their qualifications.

The following organizational chart shows the personnel assigned to the project and the structure of the team, as well as each team member's area of responsibility.



Larry J. Schall, P.E.
Principal-in-Charge



Larry Schall joined Shafer, Kline & Warren, Inc. (SKW) in 1984 and presently serves as Executive Vice President and Principal overseeing our Columbia, MO, office, with management experience in site development, public works engineering, stormwater management, GIS and land surveying. As a civil engineer licensed in multiple states, Larry's extensive design and management experience is based upon more than 30 years in the industry. His management responsibilities range to include business development, contract administration and quality assurance reviews, and his hands-on approach to projects keeps him very involved in all phases of design work beginning with the planning and work task development of project inception, and continuing through project design and construction administration assistance.

As a well-known consultant within the public sector, Larry is respected for his expertise in dealing with stormwater management master plans, sanitary sewer system evaluation surveys and GIS development services. He has completed numerous detention basin, floodplain analysis and floodway impact studies, storm sewer and sanitary sewer studies with electronic base maps, infrastructure maps and GIS database deliverables. His Automated Mapping/Facilities Management/Geographic Information Systems (GIS) project experience has included managing aerial mapping control surveys, utility mapping, property parcel mapping, facility inventories, database design and maintenance management system design. He has published and presented three papers on his GIS work at national and state conferences.

Larry's commitment to the industry is exemplified by his active participation in several professional organizations within the engineering field. He served by appointment as an advisory member of the Missouri One Call System Board of Directors for more than five years, and is currently an active member of the Greater Kansas City Chamber of Commerce, among many others. He has also fulfilled terms as president of the Kansas City Metro Chapter of the American Public Works Association, president of the Engineers Club of Kansas City, and a vice-president of MO-ARK.

The following are representative projects for which Larry has provided engineering services:

- Subdivision Regulations Update - Moberly, MO: Principal-in-Charge
- Comprehensive Master Plan - Riverside, MO: Principal-in-Charge
- Zoning Ordinance Update - Iola, KS: Principal-in-Charge
- City Zoning Revision Phase I & II - North Kansas City, MO: Principal-in-Charge
- Contract City Engineering Services (City Annexation) - Parkville, MO: Principal-in-Charge
- Contract City Engineering Services (Parcel/Zoning Map Update) - Parkville, MO: Principal-in-Charge
- Contract City Engineering Services (Subdivision Plan Review) - Parkville, MO: Principal-in-Charge
- Annexation Study - Lexington, MO: Principal-in-Charge
- Comprehensive Master Plan - Neosho, MO: Principal-in-Charge
- Contract City Engineering Services (Comprehensive Master Plan) - Parkville, MO: Principal-in-Charge

Education

B.S. / Civil Engineering / University of Missouri - Rolla

Professional Registrations

Professional Engineer / KS / MO / NE

Mike C. Duffy, AICP
Project Manager

Mike Duffy joined Shafer, Kline & Warren, Inc. in 1995 and serves as the Director of Community Planning and in 2006, Mike was promoted to the position of Associate. He is responsible for integrating the relationship between facilities management and urban and regional growth opportunities. Mike manages the development of comprehensive plans, zoning ordinances, subdivision regulations, and a variety of specialized studies to serve public clients. In addition, Mike adds experience in recycling and solid waste planning, grant writing and administration, transportation planning, community survey development and facilitating public meetings.



With extensive project experience throughout Missouri, Mike brings a thorough understanding of infrastructure demand for urban development. His background includes forecasting land use demands and development patterns based on population growth and infrastructure availability.

With a commitment to creating a strong partnership with clients, Mike's projects reflect both community and client values, gain broad support and achieve implementation.

The following are representative projects for which Mike has provided planning services:

- Unified Development Ordinance Draft - Riverside, MO: Project Manager
- Comprehensive Plan Update - Macon, MO: Project Manager
- Comprehensive Master Plan - Riverside, MO: Project Manager
- Zoning Ordinance Update - Iola, KS: Project Manager
- City Zoning Revision Phase I & II - North Kansas City, MO: Project Manager
- Zoning Ordinance Update – Tracy, MO: Project Manager
- Annexation Study - Jefferson City, MO: Project Manager
- Comprehensive Master Plan - Neosho, MO: Project Manager
- Comprehensive Park Master Plan - Abilene, KS: Project Manager
- Comprehensive Parks Master Plan - Webb City, MO: Planner
- Comprehensive Plan Update - Basehor, KS: Project Manager
- Comprehensive Plan Update - Edwardsville, KS: Project Manager
- Comprehensive Plan Update - Iola, KS: Project Manager
- Comprehensive Plan Update - Macon, MO: Project Manager
- Comprehensive Plan Update - Oak Grove, MO: Project Manager

Education

M.C.R.P. / Master of City and Regional Planning / Clemson University
B.S. / Geography / Missouri State University

Jackie K. Carlson
Community Planning



Jackie Carlson joined Shafer, Kline & Warren, Inc. as a Community Planner in the North Kansas City, MO, office in spring 2005. Jackie's previous planning experience includes her service with the City of Liberty, MO, screening and evaluating development applications and presenting them to the Planning and Zoning Commission and City Council; providing guidance to developers to ensure conformance to the City's Comprehensive Plan and serving as the principal drafter for development of a new Unified Development Ordinance.

Jackie also worked in the Community Planning and Development Department for the City of Waterloo, IA, as a member of the planning team responsible for evaluating and implementing tax abatement programs, downtown revitalization initiatives and Brownfield administration.

The following projects demonstrate Jackie's planning experience:

- Unified Development Ordinance Draft - Riverside, MO: Community Planner
- Comprehensive Plan Update - Macon, MO: Planner
- Comprehensive Master Plan - Riverside, MO: Community Planner
- Zoning Ordinance Update - Iola, KS: Community Planner
- On-call Planning Services - Riverside, MO: Community Planner
- Comprehensive Plan Update - Basehor, KS: Planner
- Comprehensive Master Plan - Neosho, MO: Planner
- Sewer System Development Feasibility Study - Macon-Shelby, MO: Planner
- Subdivision Regulations Update - Moberly, MO: Community Planner
- Water Rate Study - North Kansas City, MO: Planner
- On-call 2005 Downtown Way-Finding Study & Landscape Master Plan - Excelsior Springs, MO: Planner
- NW Hampton & 73rd Street Bridges - Kansas City, MO: Community Planner
- Excelsior Springs-Lake Maurer: Planner
- Industrial Park Conceptual Site Plan - Excelsior Springs, MO: Planner

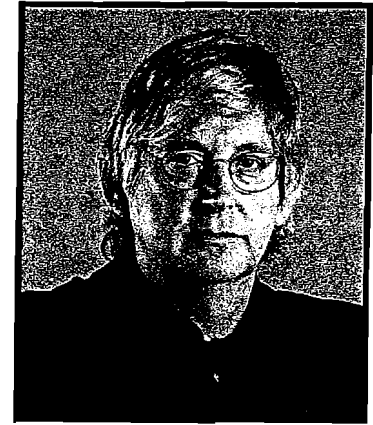
Previous Experience:

Development Ordinance (2005) City of Liberty, MO: Project Planner. To ensure that the City's development codes coincide with the future land use plan, a new unified development ordinance was drafted. This task was accomplished by the planning staff, of which Ms. Carlson was the principal drafter. She researched different ordinances and state statutes to draft progressive and current language. (Previous Employment)

Education

B.S. / Geography, International Studies / Central Missouri State University
Graduate Degree Studies / Geography - Urban Planning / University of Northern Iowa

Mark Shapiro, AIA
Urban Design – BNIM



Mark Shapiro brings to his role of Project Planner/Designer a wealth of experience earned through his professional and academic career. With over 27 years of experience in the profession Mark has been recognized with many honors and awards for his work, has exhibited across the world, and has been published extensively. He is currently also a Professor at the Department of Architecture at Kansas State University where he serves as Director of the Kansas City Academic Program.

Mark's advice and expertise are sought by academic institutions and organizations. He is frequently invited to participate in Design Juries and has been a visiting critic and an invited lecturer both on the national and international scene. Throughout his career, he has participated in many design competitions, produced a variety of studies, solved urban planning issues and analyzed issues of historic preservation such as the National Endowment for the Arts funded "Six City Sites: New Buildings in Historic Districts" study in New Orleans, the New Orleans Museum of Art, Felix Nussbaum Museum, Cardiff Bay and Oslo Opera Houses, the South African Constitutional Court, the Grand Egyptian Museum and the Hermann Park competitions. Mark's experiences working with universities includes the development of the Master Plan for the University of Capetown (while employed by the University of Capetown), studies for Syracuse University for the development of residential colleges (in partnership with Wrener Seligmann), and the Campus Master Plan for Tulane University (while with the Tulane Architectural Coalition).

While with BNIM Architects, Mark developed a master plan for the Kansas City Art Institute. He has worked on the Post Office Square Master Plan, and is currently working on the design for the Institute for Molecular Medicine Research Laboratory at the University of Texas in Houston. Mark served as the lead urban designer and Partner in Charge for the new Town Centre development in Lenexa and for the City of Riverside Comprehensive Plan. He contributed to the completion of the North Charleston Plan and, most recently, led a team for the Lower 9th Ward Recovery Plan in New Orleans.

Selected Project Experience:

- Lenexa City Center Master Plan, Lenexa, KS
- Post Office Square Master Plan, Kansas City, MO
- North Charleston Urban Design Plan, North Charleston, SC
- Rock Bridge Discovery Center, Columbia, MO
- Miller Housing on the Plaza, Kansas City, MO
- Freight House Flats, Kansas City, MO
- Kansas City Art Institute Master Plan and Foundation Studio Building, Kansas City, MO
- Nelson-Atkins Museum of Art Renovation and Addition, Kansas City, MO
- Union Station Pedestrian Bridge, Kansas City, MO
- Johnson County Sunset Drive Office Building Competition, Olathe, KS

Education

Master of City Planning in Urban Design, Harvard University Graduate School of Design
Bachelor of Architecture, University of Cape Town

Professional Registrations

NCARB, Louisiana, New York

Stephen Hardy, AICP
City Planning – BNIM



Stephen began his professional career working for the United States Congress. After his stint on Capital Hill, Stephen spent three years as a land planner and project manager for The Conservation Fund in Washington, D.C. where he specialized in handling environmentally sensitive land planning and real estate issues for large institutions, city governments, and private individuals nationwide. Stephen's work experience included identifying development opportunities without degrading environmental resources, coordinating project consultants, managing sensitive real estate transactions, participating in strategic planning charettes, and interacting with all levels of government.

Stephen believes in the necessity of a healthy city center. He has worked to promote vibrant downtowns and city streets that are friendly and functional. Recently, Stephen was on a team selected as a national finalist for a design competition in Jackson, Michigan. His proposal for the redevelopment of four downtown blocks creatively addressed the city's desire to craft a pedestrian-friendly downtown while promoting development and civic interest. The project, "Reorienting the West End," drew particular recognition for its reactivation of the city's once bustling urban life.

Stephen brought his policy and comprehensive planning experience with him to BNIM and is currently involved with projects at a variety of scales. He has six years of GIS experience and understands the power of incorporating new technologies with traditional planning techniques. Stephen is currently the project manager for the City of Riverside, Missouri's Comprehensive Master Plan and the Callaway Gardens Master Plan near Atlanta. In Riverside, Stephen helped the city react to a self-proclaimed "identity crisis." Through intensive stakeholder interviews and thorough community planning workshops Riverside has rediscovered a character to be proud of and a clear vision for its future.

Stephen incorporates his practical experience with the design training he received at the Harvard Graduate School of Design to find the balance between good planning and responsible design.

Representative Projects:

- City of Riverside Comprehensive Master Plan, Riverside, Missouri
- Noisette Design Guidelines, North Charleston, South Carolina
- Callaway Gardens Master Plan, Pine Mountain, Georgia
- East Lawrence Design Guidelines, Lawrence, Kansas
- The Land Institute, Salina, Kansas
- Lenexa City Center, Lenexa, Kansas

Education

Master of Urban Planning, Harvard Graduate School of Design
Bachelor of Arts, American Studies, University of Kansas
Undergraduate Study, Institute of Business and Government Affairs, Georgetown University

Professional Registrations

American Institute of Certified Planners
LEED Accredited Professional

ANCILLARY STAFF

Matt V. Eblen, P.E. *Infrastructure*

Matthew Eblen has been with Shafer, Kline & Warren, Inc. since 1995 and presently serves as Director of Stormwater Management. Since joining the firm, Matt has gained experience in system study, design and management. He has overseen the implementation of designs for stormwater master plans, detention basins and storm sewer systems. He has also worked extensively to prepare plans for the integration of stormwater systems with geographic information systems (GIS) in terms of both design and database interface with hydrologic/hydraulic models.

His project management experience includes work completed for local, municipal, state and private development clientele. Matt's understanding of stormwater projects ranges to include stand-alone drainage plans, channel commercial sites, residential areas and parklands.

Education

B.S. / Civil Engineering / University of Kansas
M.S. / Civil Engineering - Water Resources / University of Kansas

Professional Registrations

Professional Engineer / KS / MO

J. Kensey Russell, P.E., P.L.S. *Infrastructure*

J. Kensey Russell has been with Shafer, Kline & Warren, Inc., since 1995 and now serves as Project Manager and Division Manager for the Columbia, MO, office. Prior to managing the Columbia office, Kensey spent over 10 years at SKW managing the Chillicothe, MO office. He is knowledgeable in all phases of civil engineering and land surveying; thus, he is able to effectively manage his staff to meet project needs and schedules. The office can handle a diversity of projects ranging from water and wastewater, streets, industrial rail spurs and subdivisions. In addition, Kensey currently serves as the on-call engineer for Carrollton Municipal Utilities.

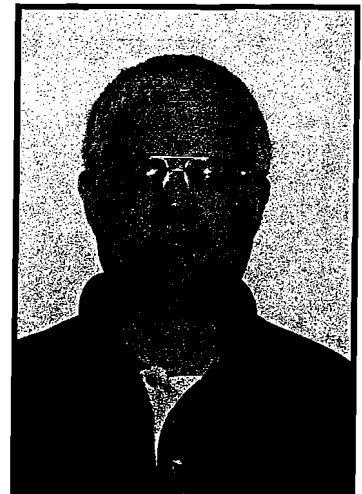
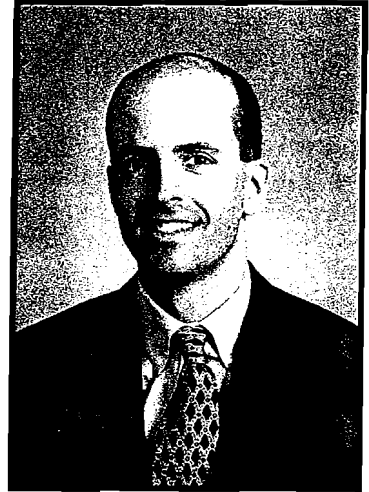
In 2006, Kensey was selected as the Private Sector Engineer of the Year by the Missouri Chapter of the American Public Works Association (APWA). Kensey was chosen as the award winner based upon his many years of dedicated service to the residents and professional community of the State of Missouri. Before his relocation to the Columbia office, Kensey served as City Engineer for the City of Chillicothe, MO. He provided engineering expertise on capital projects and infrastructure improvements and managed the fourth installation of the budget for the City's master plan for streets.

Education

M.S. / Public Administration / Southeast Missouri State University
B.S. / Geological Engineering / University of Missouri - Rolla

Professional Registrations

Professional Engineer / MO
Land Surveyor / MO



Stacy M. Rickert
Graphics & Design

Stacy Rickert joined Shafer, Kline & Warren, Inc. as a Landscape Designer in the North Kansas City, Missouri, office in summer 2005. She recently graduated from Kansas State University with a B.S. in Landscape Architecture and has a special interest in master planning and community development. Stacy's responsibilities at SKW include conceptual design, site development, planting plans, construction documents, client contact and color renderings.

Education

B.S. / Landscape Architecture / Kansas State University



Rachel Wedel
Urban Planning & Design

Rachel comes to BNIM with a passion for sustainable community design, and an intuitive sense for smart growth decisions. She lives, works, and plays in downtown Kansas City and is proud to be part of the urban core's resurgence. Rachel received a bachelor of arts from NyU, where she studied the movement of humans through cultural change, physical space, and evolutionary time. She is interested and inspired by how people move and thrive within the urban form, and how city patterning creates graceful, livable, and truly authentic places.

While at BNIM Rachel has done extensive research on Sustainable Community design, and revealed how to implement sustainable solutions at the community scale. She excels at identifying opportunities, strategic planning, and integration.

Education

B.A. / Individualized Study, Human Movement and Sciences / New York University
Certification in Movement Analysis, Laban/Bartenieff Institute of Movement Studies, New York, NY



ABILITY TO MEET SCHEDULES

SKW understands the importance of time and meeting project deadlines. To that end, each project begins with a firm-wide commitment of the appropriate time and resources to deliver services as scheduled, throughout the entire length of the project. SKW looks at the "big picture" of each project, breaking it down into time frames that help identify how long each phase will take, with a quantitative indication of the hours required to complete the project. This assessment establishes a realistic schedule that incorporates the requirements and needs of all parties involved. Provided below are three techniques SKW utilizes in combination when preparing and carrying out projects.

1. Development of a milestone schedule is a key schedule management technique. Typically, projects have preset deadlines which are important for achievement of client development goals or for funding approval by different agencies. Therefore, it is important to clearly define all of the project milestones for clients, consultants and funding agencies, in effort to strategically build a schedule to meet those milestones.
2. Creation of a management spreadsheet to divide out project tasks and define the time each task will take is another key to meeting project schedules. This method of scheduling is beneficial in defining the resources needed to meet each task. Man hours are assigned to each block of time, visually revealing the number of project engineers or technicians that will be needed to work on the project in each week or phase.
3. Utilization of licensed project management software to initially lay out a schedule, then track the actual project as it is put in motion and completed, can also be of great benefit in meeting project schedules. Commonly utilized for larger projects, the software generates a step-by-step plan in where the completion of one phase of the project is critical for the next phase to begin.

The method used often depends on the type of project and the preference of the project manager and client. Each technique is successful in defining the critical path of a project and the resources necessary to complete the project. Using these scheduling methods, multiple offices and a staff of more than 230 employees throughout the region, SKW's management practices, staff size and flexibility allow us to meet aggressive project schedules and meet key deadlines. Each SKW office is connected through a network, allowing for the utilization of personnel in different office locations to benefit the project development. Should a project require additional manpower, we have the staff and resources necessary to handle multiple complex projects, while staying true to the preset project timetable.

AICP

MICHAEL C. DUFFY

HAS QUALIFIED AS A

MEMBER

AMERICAN INSTITUTE OF CERTIFIED PLANNERS

JULY 1993

DATE OF MEMBERSHIP

Daniel Loubser
CHAIRPERSON

Israel Solomon
EXECUTIVE SECRETARY

State of Missouri

Division of Professional Registration
Professional Engineering Corporation

VALID THROUGH DECEMBER 31, 2008
ORIGINAL CERTIFICATE/LICENSE NO. 000143
SHAHER KLINE & WARREN PA
SHAHER KLINE & WARREN INC
111000 WEST 91ST STREET
OVERLAND PARK KS 66214
USA

SHAHER KLINE & WARREN PA
SHAHER KLINE & WARREN INC
111000 WEST 91ST STREET
OVERLAND PARK KS 66214
USA

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Board for Architects, Engineers, Land Surveyors & Landscape Architects
Professional Engineering Corporation

VALID THROUGH DECEMBER 31, 2008
ORIGINAL CERTIFICATE/LICENSE NO. 000143

SHAHER KLINE & WARREN PA
SHAHER KLINE & WARREN INC
111000 WEST 91ST STREET
OVERLAND PARK KS 66214
USA

Judy Kempton

EXECUTIVE DIRECTOR

David J. Broeker

DIVISION DIRECTOR

REFERENCES

The SKW team is pleased to be considered by Boone County to provide Consultant Planning Services. SKW has completed similar projects which have been well received by city leaders, stakeholders, businesses and citizens of the community. Provided below is a list of client references. We encourage you to contact the references as a testament to SKW's ability to provide quality planning services.

City of Riverside, MO
Mr. David Blackburn, City Administrator
2950 NW Vivion Road
Riverside, MO 64150
816-741-3993
ca@riversidemo.com
Years as consultant: 5

City of North Kansas City, MO
Mr. Michael Smith, Assistant City Administrator
2010 Howell Street
North Kansas City, MO 64116
816-274-6000 Ext. 313
mbsmith@nkc.org
Years as consultant: 3

City of Moberly, MO
Mr. Tom Sanders, Director, Public Works & Community Development
101 West Reed Street
Moberly, MO 65270
660-269-8705 Ext. 2044
tsanders@cityofmoberly.com
Years as consultant: 10+

City of Parkville, MO
Mr. Jeff Rupp, Director of Public Works
1201 East St.
Parkville, MO 64152
816-741-7676
pwd@parkvillemo.com
Years as consultant: 10+

City of Tracy, MO
Ms. Brenda Ferguson, Mayor
208 Second Street
Tracy, MO 64079
816-858-5555
Tracymogov@aol.com
Years as consultant: 2

ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID BB
SHAFF-1

DATE (MM/DD/YYYY)
05/10/06

PRODUCER Maake Companies 650 College Boulevard Overland Park KS 66211 Phone: 913-491-1999 Fax: 913-906-0088	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED Shafer, Kline & Warren, Inc.; SKW Technical Service Group Inc., Shetlar, Griffith, Shetlar, P.A. Hamilton & Associates, Inc. 2940 Main Street Kansas City MO 64108	INSURER A:	Amerisure Mutual Insurance
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

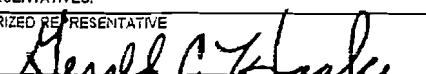
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> BLANKET CONT. LIAB <input checked="" type="checkbox"/> X.C.U. INCLUDED GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	CPP1386817	05/01/06	05/01/07	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
						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
A		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> \$500 Comp Ded <input checked="" type="checkbox"/> \$500 Coll Ded	CA1386816	05/01/06	05/01/07	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN AUTO ONLY: EA ACC	\$
						AGG	\$
A		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$10,000	CU1386818 (UMBRELLA)	05/01/06	05/01/07	EACH OCCURRENCE	\$ 5,000,000
						AGGREGATE	\$ 5,000,000
							\$
							\$
							\$
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	C43685533	05/01/06	05/01/07	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
						E.L. EACH ACCIDENT	\$ 1,000,000
						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
						E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
A		OTHER LEASED OR RENTED CONTRS. EQUIPMENT.	CPP1386817 INCL THEFT	05/01/06	05/01/07	PER ITEM	\$100,000.
						PER OCC	\$1000.DED

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
PER PROJECT AGGREGATE LIABILITY APPLIES TO GENERAL LIABILITY COVERAGE.

CERTIFICATE HOLDER

CANCELLATION

SAMPLE SAMPLE CERTIFICATE	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF. THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 
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ACORD™ CERTIFICATE OF LIABILITY INSURANCE

09/06/2007

DATE (MM/DD/YY)

10/23/2006

PRODUCER
Lockton Companies
444 W. 47th Street, Suite 900
Kansas City Mo 64112-1906
(816) 960-9000

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED
1058115 SHAFER, KLINE & WARREN, INC.
11100 W. 91ST
OVERLAND PARK KS 66214

INSURER A: VICTOR O. SCHINNERER (CNA)

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES PC

THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER AND THE CERTIFICATE HOLDER.

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX FIRE DAMAGE (Any one fire) \$ XXXXXXXX MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ XXXXXXXX GENERAL AGGREGATE \$ XXXXXXXX PRODUCTS - COMP/OP AGG \$ XXXXXXXX
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	NOT APPLICABLE			COMBINED SINGLE LIMIT (Ea accident) \$ XXXXXXXX BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO	NOT APPLICABLE			AUTO ONLY - EA ACCIDENT \$ XXXXXXXX OTHER THAN EA ACC \$ XXXXXXXX AUTO ONLY: AGG \$ XXXXXXXX
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> UMBRELLA FORM RETENTION \$	NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX \$ XXXXXXXX \$ XXXXXXXX
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	NOT APPLICABLE			WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX
A	OTHER PROFESSIONAL LIABILITY	AEH 27 615 57 88	09/06/2006	09/06/2007	\$2,000,000 PER CLAIM AND AGGREGATE

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

CERTIFICATE HOLDER

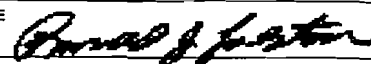
ADDITIONAL INSURED: INSURER LETTER:

CANCELLATION

2702854
FOR PROPOSAL USE

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



PROJECT LISTING

SKW's performance record is best measured by our reputation for providing personal service and delivering quality projects, assuring a high level of client satisfaction. SKW has gained the confidence and respect of many loyal clients, turning initial contacts into long-term relationships and repeat work opportunities. Provided below are brief examples of our similar project experience.

Subdivision Regulations Update - Moberly, MO

The City of Moberly, MO undertook the task of updating its Subdivision Regulations. After creating an initial draft in January 2006, the City asked Shafer, Kline & Warren, Inc. to assist in finalizing the regulations. SKW worked closely with City staff to ensure the regulations were easily understood, met the City's standards for adequate public facilities, and provided a clear procedure for subdividing property. In conjunction with the review of the subdivision regulations SKW also assisted the City in establishing stormwater management and street design criteria. The proposed Subdivision Regulations were adopted in March 2006.

City Zoning Revision Phase I & II - North Kansas City, MO

Shafer, Kline & Warren, Inc. (SKW) assisted the City of North Kansas City with the development of design guidelines for its downtown district. The development of design guidelines is not intended to create a more restrictive built environment than exists today, but rather to protect what exists and enhance it as new development or redevelopment takes place.

In attempting to write standards that would accomplish this goal, staff and the consultant relied on the following assumptions:

- Most buildings have a zero (0) setback from the right-of-way;
- Most buildings are constructed of brick or other masonry material;
- Most buildings are one or two stories in height;
- Parking is generally located on the street or in small lots beside/behind the buildings; and
- Most uses currently within the district are appropriate to the district.

Based on these assumptions, the design guidelines were written in an effort to provide direction for the review and approval of new construction and renovation/remodeling of existing buildings within the district. They will allow the Planning Commission to have a basis for reviewing projects and comparing them against the existing development that is adjacent to new projects. The guidelines are not intended to be used to make every building look identical to the ones adjacent, but to make downtown aesthetically pleasing as a whole for the public.

SKW is currently working with the City on the second phase of this project. This phase will evaluate residential uses in the downtown district, expansion of the district and parking.

Comprehensive Master Plan - Riverside, MO

SKW served as part of a consultant team tasked with developing a new Master Plan for the City of Riverside. Team members included: SKW (planning), BNIM Architects (planning, urban design), The ETC Institute (community surveys) and Development Strategies, Inc. (economic/market analysis). The Master Plan evolved through an extensive public participation process with stakeholder interviews, a community-wide citizen survey, a community-wide business survey and town hall meetings. In addition, the consultant team prepared a detailed economic analysis of the community to determine long-term development potential within the City. As this information was compiled, the consultant team prepared several development scenarios for the community to review. At the town hall meetings, citizens worked in groups to assist the consultant team in refining the development scenarios for presentation to the City's Planning Commission and Board of Aldermen. During a Saturday workshop with the Planning Commission and Board of Aldermen, two conceptual scenarios were presented with the associated survey and economic data. Based on this information the City selected a preferred alternative and the consultant team began to develop an implementation program. Through weekly team meetings, the consultant team was able to complete the project in less than 10 months. The Riverside Master Plan was awarded the Outstanding Plan of 2006 by the Missouri Chapter of the American Planning Association.



Unified Development Ordinance Draft - Riverside, MO

Under the first of two on-call contracts, SKW prepared a complete rewrite of the City's zoning ordinance, floodplain regulations and subdivision regulations. The new regulations were combined into a single, Unified Development Ordinance (UDO) that is designed to minimize duplication and streamline the approval process. The UDO was drafted as a response to changes recommended by SKW in the new Master Plan adopted by the City in October 2006. Work began on the UDO in August 2006 and it was completed and adopted in December 2006.

Contract City Engineering Services - Parkville, MO

Shafer, Kline & Warren, Inc. (SKW), as the Acting City Engineer for the City of Parkville, MO, provides a full range of engineering and related services. Services to date include sanitary sewer evaluation and rate study, survey property consultation, and street improvement design. Relevant to Boone County, SKW has provided:

- **Subdivision Plan Review:** SKW reviewed a housing development subdivision plan for the City, providing comments and recommendations to ensure the proposal was in compliance with City regulations and aligned with existing development.
- **Zoning District:** SKW prepared documentation for a BP Business Park zoning district by assisting the City and development community come together to create a zoning district which was advantageous to both parties.
- **Capital Improvements Program:** SKW will work with the City of Parkville to prepare/update their Capital Improvements Program (CIP). Our planning team will analyze city-selected capital improvements and provide guidance on prioritization, estimated costs, funding and the potential for grant funding.

Zoning Ordinance Update - Iola, KS

In 2005, the City of Iola, KS, updated its Comprehensive Plan. The plan explains that two important goals of the community are to improve the physical image and operation of the City. One objective associated with these goals was the updating of the City's zoning codes and subdivision regulations. SKW was retained by the City to prepare the updated codes. The new code was created as a unified development code encompassing the zoning, subdivision and floodplain regulations. Key items of consideration during the creation of the code were user friendliness, flexibility, defensibility and minimizing the number of non-conforming situations upon adoption of the new code. The Planning Commission was engaged throughout the process to ensure the proposed code coincided with the community's goals and visions.

In addition to drafting the code, SKW assisted with all necessary rezoning due to the elimination and combination of certain zoning districts and updating the official zoning map. The unified development code was adopted in February 2006, the necessary rezonings were approved March 2006 and the UDC became effective April 1, 2006.

Zoning Ordinance - Tracy, MO

The City of Tracy, MO is looking towards the future. As a small community with limited financial and personnel resources, the City sees value in taking the steps necessary to facilitate growth and maintain its existing infrastructure. In anticipation of the annexation of a large chunk of undeveloped land, including an interstate interchange, the City was aware that its development code needed to be updated to accommodate new growth and ensure quality development.

The City of Tracy retained SKW to assist in creating a new code on a very limited budget and time frame. Taking the financial and time constraints into consideration, SKW utilized portions of another similar Unified Development Ordinance (UDO) which they had recently written as a base document. Edits and modifications were made to the base document to create a UDO that was appropriate for the City of Tracy's needs and desires. A draft UDO was presented to the City approximately six weeks after SKW began work on the project.

SUBCONSULTANT

BNIM ARCHITECTS

SKW will partner with BNIM Architects throughout the entire project. SKW will be responsible for working on the regulations, implementation and policy side of the project, while BNIM will deal more with the design side of the project. Both SKW and BNIM will be involved with the public input process and the development of plans. The following is a summary of BNIM's planning experience.

PLANNING SERVICES

A Holistic Approach

Dedicated to building better communities, BNIM brings a commitment to planning excellence to each project. Our creative professionals represent expertise in diverse backgrounds and share a devotion to collaboration. Through our planning process we help communities build vibrant centers, valuable open spaces, and healthy neighborhoods. With more than 35 years of planning experience, BNIM understands the weight of our work and our approach is responsibly progressive and focused on implementation. Our planning services are an extension of our commitment to providing holistic solutions to design problems at every scale.

Collaboration

Collaboration is a value that is deeply intertwined into the way we work. Planning projects require expertise in many fields. BNIM brings planners, urban designers, landscape architects, architects and graphic designers together on every project to ensure the final product is informed by a variety of perspectives. This holistic approach forms a complete solution and encourages the fusion of a community's culture and values into a physical plan uniquely its own. Our interdisciplinary approach sets us apart and allows us to develop rigorous solutions to complex problems.

Sustainability

BNIM has made sustainability a way of life. We understand the implications of today's choices on future generations, and it is our mission to use planning and design as a tool to renew communities and provoke healthy living and healthy environments. At the root of our dedication is our sincere belief that informed sustainable decisions are economically beneficial, socially responsible and environmentally sound. We call this triple bottom line thinking, and every planning project we do must be good for a community's people, planet, and prosperity.

QUALITY CONTROLS

SKW'S QUALITY ASSURANCE & QUALITY CONTROL PROCEDURES

SKW's Quality Assurance and Quality Control procedures follow the creed of our mission, "to earn the trust of our clients through performance." We believe the three key elements guiding our adherence to this mission are defined in our QA/QC program:

1. **Quality Assurance** - QA is our plan that defines the level of quality that SKW requires and the ways in which it will be achieved. We believe that quality is a function of the work process and the work ethic of the people that implement the process. In order to achieve this goal, SKW has developed an organized system of project reviews that establishes a process to help ensure quality services and deliverables are provided on each and every project.
2. **Quality Control** - QC is a process reflecting the quality standards of both SKW and the client. We implement this process throughout the project cycle to ensure project requirements are met or exceeded. We seek to listen to the client's goals and ensure those goals are reflected in the project design and deliverables. We also work to maintain QC through regular client staff communication, progress and design reviews, all in an effort to provide a product that meets the project requirements. Formal internal and client reviews are also set at selected intervals to ensure the project reflects the client's needs and the project's constructability prior to bidding.
3. **Quality Improvement Program** - Finally, QIP is a system developed to continuously improve the quality of our projects. We know that projects differ and situations change for each project. We work to find the best and most economically feasible option to meet the specific requirements of each project. Some improvements are evident and should be acknowledged through the process to make future projects easier and more cost effective. Items including recognizing sound, cost effective engineering solutions, setting up tried and true communication and project coordination activities, maintaining contact with state and/or local agencies to better interpret regulations and requirements, and coordinating submittals for project funding and technical reviews, can each add value to a project in motion. By applying what we have learned from in the past, we believe we can provide increasingly better services and deliverables to our clients in the future.

HOURLY RATE SCHEDULE

<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>	<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>
Principal	\$155	Secretarial/Clerical	\$55
Associate	140	Engineering Technician V	100
Engineer V	130	Engineering Technician IV	90
Engineer IV	120	Engineering Technician III	80
Engineer III	110	Engineering Technician II	70
Engineer II	100	Engineering Technician I	60
Engineer I	90	Drafter	45
Landscape Architect IV	120	Construction Observer IV	90
Landscape Architect III	110	Construction Observer III	85
Landscape Architect II	100	Construction Observer II	75
Landscape Architect I	85	Construction Observer I	65
Landscape Design	70	Registered Land Surveyor II	110
Planner IV	120	Registered Land Surveyor I	95
Planner III	110	Survey Crew	150
Planner II	100	Survey Rodperson	45
Planner I	85	Survey Technician V	100
GIS Consultant IV	115	Survey Technician IV	90
GIS Consultant III	100	Survey Technician III	80
GIS Consultant II	85	Survey Technician II	70
GIS Consultant I	70	Survey Technician I	60
Controls Technician II	80	GPS Survey Technician	95
Controls Technician I	60		
Photogrammetrist III	90		
Photogrammetrist II	80		
Photogrammetrist I	70		

Equipment Costs

GPS Survey Receiver	\$20
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Note #1

The hourly rate shown for GPS Personnel and Survey Crews includes stakes, flagging, iron bars and other miscellaneous materials.

Note #2

All reimbursable expenses incurred on a project will be charged at a rate of direct cost plus 10% to cover administrative overhead. Direct cost of passenger car mileage will be at the standard rate established by the Internal Revenue Service and in effect at the time the expense is incurred. Direct cost of survey vehicle mileage will be at the IRS standard passenger car rate, plus 20%. Plotting and reproduction will be charged at \$0.50 per square foot for all media except photographic glossy, which will be charged at \$1.00 per square foot. Color copies will be charged at \$0.80 per 8.5 x 11 sheet and \$1.60 per 11 x 17 sheet. Subcontract expenses will be charged at quoted prices with no markup.

Effective January 1, 2007

SHAFER, KLINE & WARREN, INC.

APPROACH & SCHEDULE

APPROACH

Phase I Discovery

Task 1: Discussion with Staff – Prior to an in-depth analysis of the County's existing subdivision regulations the Project Team will meet with staff to discuss major areas of concern and satisfaction. These discussions will provide the Project Team with an idea of where the regulations work and fail from the prospective of those who interpret, administer and enforcement them on a daily basis. The meetings will help establish an overall goal for the subdivision regulations, i.e. – user friendly, environmentally conscious, process oriented, etc.

Task 2: Review Existing Data – Utilizing the insight gained from the staff meetings, the Project Team will review the County's current subdivision regulations to determine areas that should be revised to accomplish the established goal and be in compliance with statutory requirements. A summary report of the findings will be prepared and presented to County staff for review and comment. The report will outline why each area should be revised or updated and the method to accomplish the revisions.

It is possible that following the staff discussions and in-depth review of the regulations, the Project Team may recommend a complete re-write. This would not necessarily mean that every portion of the subdivision regulations should be re-written. It may be more feasible to remove those sections that are working and incorporate them into a newly created code; as opposed to creating new sections and incorporating them into the existing code. Considering previous experience, SKW anticipates that both methods would require approximately the same amount of time.

Task 3: Meetings with Subdivision Regulations Task Force – Outside consultants can make recommendations, but there will be little likelihood of action being taken without local ownership of a strategy. This will be done through the participation of a Subdivision Regulations Task Force that will drive the code revision process. This Task Force will include representatives from the County staff, County Government, Planning and Zoning Commission, development community and other stakeholders identified by the County. The Task Force will provide the Project Team with the necessary guidance and feedback to develop the desired changes.

Task 4: Public Input – The Project Team will hold a public meeting to gain input concerning possible changes to the subdivision regulations. Information gathered during the first three tasks of the project will be presented during the public meeting to educate the participants about what can and cannot be done to regulate development through the codes. Providing an opportunity for public input prior to the drafting of any regulations will allow those entities most affected by or most likely to oppose the regulations an opportunity to state their suggestions and trepidations for the record. This also helps these parties to understand that they are a part of the entire process and not simply critics that become involved right before the regulations are to be adopted. Ideas and concerns identified during this meeting will be used as the background for proposed regulations.

Phase II Documentation & Refinement

Task 5: Draft Preparation – Following the Discovery Phase the consultant will work closely with County staff to develop a draft of the recommended regulations. Staff involvement during this stage is critical to developing an effective and useable code. During the development of the Riverside Unified Development Ordinance, city staff and SKW would discuss the proposed regulations and apply them to a recently submitted application or approved project to understand the affects the regulations would have on a real world situation. Additionally, staff was able to provide insight into situations which were unique to the community, allowing the consultant to create language specific to these needs.

Task 6: Review and Feedback – Throughout this process the Subdivision Regulations Task Force will be periodically updated as to progress and will be allowed to review and comment on the proposed regulations. After all the recommended regulations have been drafted and reviewed by the Task Force, the County Attorney shall provide the necessary legal review and determine that the regulations comply with Missouri statutes. The Project Team will incorporate the comments made throughout this process and prepare a revised draft, which will be presented to the Planning and Zoning Commission for consideration at a public meeting.

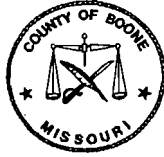
Phase III Final Draft & Presentation

Task 6: Final Recommendations – Based on comments received during final review by the Subdivision Regulations Task Force, the Project Team will develop a final draft of the regulations. The draft will be presented to the Planning and Zoning Commission and the County Commission at public hearings for adoption.

PROPOSED TIMELINE

The Consultant does not see any issues with completing the project within the nine month timeframe. The most recent related project that SKW completed was the development of a new Unified Development Ordinance for the City of Riverside, MO, which was completed in less than four months. This project entailed the development of zoning regulations, subdivision regulations, and floodplain management regulations into one code, thus the review and development of just subdivision regulations shall be timely. The Consultant anticipates developing a specific schedule during the first meetings with staff.

Boone County Purchasing



Melinda Bobbitt, CPPB
Director

601 E. Walnut, Room 208
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymo.org

April 10, 2007

Michael C. Duffy
Associate/Director, Planning
Shafer, Kline & Warren, Inc.
2005 Swift Avenue
North Kansas City, MO 64116

Dear Mr. Duffy:

In accordance with paragraph 2.1.3. of RFQ number *11-03APR07 – Planning Services Consultant*, this letter shall constitute an official request by the County of Boone – Missouri to enter into competitive negotiations with Shafer, Kline & Warren, Inc. Included with this letter are two attachments.

The first attachment is the Best and Final Offer (BAFO) Request List, and it includes a listing of areas within your proposal which require further information and/or clarification.

The second attachment is a Best and Final Offer Form for RFP #*11-03APR07 – Planning Services Consultant* which also includes any changes being made to the RFP as a result of this BAFO request. The Best and Final Offer Form must be completed, signed by an authorized representative of your organization, and returned with your detailed BAFO response.

Your detailed BAFO response should address each area identified on the BAFO Request List using the same numbering outline as the list. In addition, as a result of this request for a Best and Final Offer, you may now modify the pricing of your RFQ proposal and/or may change, add information, and/or modify any part of your proposal. Please understand that your response to this BAFO request is your final opportunity to ensure that (1) all mandatory requirements of the RFP have been met, (2) all RFP requirements are adequately described since all areas of the proposal are subject to evaluation, and (3) this is your best offer, including a reduction or other changes to pricing.

You are requested to respond to this BAFO by fax, e-mail or U.S. mail. If responding by U.S. mail, please submit five copies of your BAFO response:

Fax: (573) 886-4390

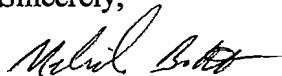
E-mail: mbobbitt@boonecountymo.org

Address: Boone County Purchasing
Melinda Bobbitt, CPPB
601 E. Walnut, Room 208
Columbia, MO 65201

You are reminded that pursuant to Section 610.021 RSMo, proposal documents including any best and final offer documents are considered closed records and shall not be divulged in any manner until after a contract is executed or all proposals are rejected. Furthermore, you and your agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all questions or comments regarding the RFQ, the evaluation, etc., to the buyer of record. Neither you nor your agents may contact any other County employee or evaluation committee member regarding any of these matters during the negotiation and evaluation process. Inappropriate contacts or release of information about your proposal or BAFO are grounds for suspension and/or exclusion from specific procurements.

If you have any questions regarding this BAFO request, please call (573) 886-4391 or e-mail Mbobbitt@boonecountymo.org. I sincerely appreciate your efforts in working with the County of Boone – Missouri to ensure a thorough evaluation of your proposal.

Sincerely,



Melinda Bobbitt, CPPB
Director of Purchasing

cc: Evaluation Team
RFQ File

Attachments: Best and Final Offer Request List
Best and Final Offer (BAFO) Form #1

<p style="text-align: center;">BEST AND FINAL OFFER REQUEST LIST BAFO #1 – RFQ # 11-03APR07 – Planning Services Consultant</p>
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1. **CLARIFICATIONS:**

- 1.1. Submit a sample of your work product. If possible, please submit the Subdivision Regulations Update – Moberly, Missouri. (5 copies if by U.S. mail).
- 1.2. Describe any planning services projects provided for Counties. Describe how a County unit of government differs from a City or regional unit.
- 1.3. Explain how you would look at a revision to an ordinance as opposed to how a new ordinance would be developed. (i.e. comparison to City of Columbia regulations with respect to compatibility).
- 1.4. The County's initial project scope is for review and suggestions as opposed to a re-write. Your proposal response included rewriting the subdivision regulations. Do you understand the limited scope of this project at this time?
- 1.5. Apart from your Riverside, Missouri and Moberly, Missouri projects, name the three most similar projects that you have done and explain the similarities.

RFQ DOCUMENTS

BOONE COUNTY, MISSOURI

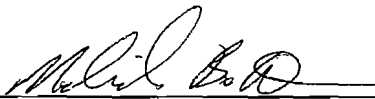
RFQ NUMER AND DESCRIPTION: 11-03APR07 – Planning Services Consultant

BEST AND FINAL OFFER FORM #1

This BAFO is issued in accordance with the Instructions to Offerors and is hereby incorporated into and made a part of the RFQ Documents.

Offerors are reminded that receipt of this BAFO must be acknowledged and submitted on or before **11:00 a.m. on April 17, 2007** by fax, e-mail or U.S. Mail.

The Offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original RFQ as modified by any previously issued RFQ amendments and by this and any previously issued BAFO requests or clarifications. The Offeror agrees that the language of the original RFQ as modified by any previously issued RFQ amendments and by this and any previously issued BAFO requests and clarifications shall govern in the event of a conflict with Offeror's RFQ response.

By: 
Melinda Bobbitt, CPPB
Director of Purchasing

Company Name _____

Address _____

Phone Number _____

Fax Number: _____

E-mail Address: _____

Authorized Representative Signature _____

Date: _____

Printed Name: _____

Title: _____



BOONE COUNTY, MISSOURI
Request for Qualifications #: 11-03APR07 – Planning Services Consultant

ADDENDUM #2
(Issued March 27, 2007)

This addendum is issued in accordance with the Scope of Services of the Request for Qualifications and is hereby incorporated into and made a part of the Request for Qualifications Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's qualifications response.

Specifications for the above noted Request for Qualifications and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

The County received the following questions and has provided the following responses:

Question #1: The RFQ indicates that services are to be completed within 45 working days. We assume that this means the project will be completed without a public process, other than the official and required public review necessary for adoption of revisions. Is that correct, and if so, what documents or specific policy guidance will be used to review and revised the Subdivision Regulations?

Response: County staff desires that the consultant provide initial review of the regulations for consistency with current regional planning practices and the regulations of the City of Columbia. Staff will review comments then proceed with a public process that will include local surveyors and engineers to help draft revised regulations.

Addendum #1 changed the timeframe from the original RFP, paragraph 1.3.4. which reads "The subdivision regulation review and draft changes shall be completed within 45 working days of receipt of request and submitted to staff".

To the following:

County anticipates consultant's involvement in project can be completed in nine months.

Question #2: Is the County Department of Planning and Building Inspection interested in an alternative process, if issues are raised that would indicate it is warranted?

Response: An alternative process is acceptable if questions warrant it.

Question #3: Does the County have a budget or anticipated budget range?

Response: Yes, however that information is not being included in this RFP.

By: Melinda Bobbitt
Melinda Bobbitt, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #2 to Request for Qualification # 11-03APR07 – *Planning Services Consultant*, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



BOONE COUNTY, MISSOURI
Request for Qualifications #: 11-03APR07 – Planning Services Consultant

ADDENDUM #1
(Issued March 20, 2007)

This addendum is issued in accordance with the Scope of Services of the Request for Qualifications and is hereby incorporated into and made a part of the Request for Qualifications Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's qualifications response.

Specifications for the above noted Request for Qualifications and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

The County received the following questions and has provided the following responses:

Question #1: Timeline: The RFQ states that the consultant will be awarded a one-year contract, and the County will have the option to approve up to four yearlong extensions. How long does is the County planning on taking to revise the subdivision regulations?

Response: County anticipates consultant's involvement in project can be completed in nine months.

Question #2: Services: Is the County looking for an on-call planning consultant who can also assist the staff with general and special planning issues?

Response: Yes

Question #3: Issues: What are the major issues in the currents subdivision regulations that the consultant will need to address?

Response: The current regulations were last updated 10 years ago. Review points include infrastructure requirements; standardize plat layout; review of stem / tier lot requirements; review infrastructure bonding requirements; improve family transfer allowance from exception to a subdivision classification; restrict use of private roads; integrate proposed EPA Phase II storm-water requirements; integrate proposed stream buffer requirements; review/ update point rating system; develop prescriptive standards for low impact development; review regulations for currency with regional subdivision regulations; provide electronic submission of subdivision plats; require integration of GPS points on submissions.

Question #4: Budget: Has the County set a budget for this update of the subdivision regulations?

Response: Yes

Question #5: Is there a budget for the other planning services?

Response: Yes

Question #6: Project Team: What is the County looking for in a project team?

Response: Team should have good record of project completion within specified deadlines; experience not only with writing municipal class regulations but also with successful implementation.

Question #7: Success: What will a successful revision include?

Response: Consultant will provide County with a report detailing items listed under "Issues." The report should be such that staff can readily turn suggestions into appropriate language that can be taken to the public for comment prior to adoption.

Question #8: Political Environment: Do any political or community issues threaten to derail, delay, or hamper the success of this project?

Response: Current climate of increased regulations at all levels may result in a resistance to change.


Question #9: Future Planning: What future planning issues does the County envision the consultant working on?

Response: Assist with implantation of Bonne Femme Watershed Plan; assist with development of TDR program.

Question #10: County Staff: Who on the County's staff would the consultant primarily work with?

Response: Stan Shawver, Planning Director
Bill Florea, Senior Planner
Thad Yonke, Senior Planner
Uriah Mach, Planner

By:



Melinda Bobbitt, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #1 to Request for Qualification # 11-03APR07 – *Planning Services Consultant*, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____

COUNTY OF BOONE - MISSOURI



**REQUEST FOR QUALIFICATIONS
FOR
PLANNING SERVICES CONSULTANT**

**RFQ #11-03APR07
Release Date: February 27, 2007**

**Submittal Deadline:
April 3, 2007
not later than 10:30 a.m. CST**

**Boone County Purchasing
601 E. Walnut Street, Room 208
Columbia, Missouri 65201**

**Melinda Bobbitt, CPPB, Director
Phone: (573) 886-4391 Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymo.org**



1. SCOPE OF SERVICES

1.1. Project Description:

The County of Boone – Missouri, hereafter referred to as the *County*, seeks a qualified consulting firm for the purpose of reviewing and revising current subdivision regulations for the Department of Planning and Building Inspection. The County invites firms and individuals to submit a Statement of Qualifications (SOQ) to provide planning consulting services for this and other future County projects.

The County intends to award a one (1) year contract beginning from date of award through one year, with up to four (4) additional one (1) year extensions at the sole discretion of the County. Any contract resulting from this RFQ shall not be an exclusive contract.

Objective: The primary scope of planning consulting services is to provide planning related services to the County consistent with modern planning practices and enabling legislation.

The essential goals of the planning services consultant are to:

- 1) Review current subdivision regulations and make suggestions for improvement.
- 2) Other planning related projects as requested by the department.

1.2. Background Information:

- 1.2.1. County staff is responsible for all planning related functions for the unincorporated parts of Boone County. This includes interpretation, application and enforcement of the existing subdivision regulations. The last comprehensive review of the subdivision regulations was completed in 1995. Due to the work load of a rapidly urbanizing county, staff has been unable to adequately review and prepare revisions to the subdivision regulations.
- 1.2.2. Boone County will make available upon request to the Offeror at no cost, current subdivision regulations, zoning regulations and road regulations.
- 1.2.3. Additional information about the County of Boone – Missouri can be obtained from the following internet web site at: <http://www.showmeboone.com>

1.3. Planning Services Consultant – Scope of Work:

1.3.1. Purpose – The purpose of the Scope of Work is to provide the Boone County Planning and Building Inspection department with a comprehensive review of the current Boone County Subdivision Regulations and a list of possible revisions consistent with Missouri enabling statutes and current land planning practices.

The Scope of Work represents the tasks necessary in presenting useful information to the County that will assist in updating the subdivision regulations.

The following is a description of the various tasks that will define the Scope of Work. The County will expect the Contractor to perform the services noted below. Please respond to this listing in your SOQ.

The consultant shall provide the necessary services, including but not limited to:

1.3.2. Consultant shall meet with staff to review regulations and discuss concerns about them.

1.3.3 Consultant shall review subdivision regulations and draft proposed changes which will be submitted to staff.

1.3.4. The subdivision regulation review and draft changes shall be completed within 45 working days of receipt of request and submitted to staff.

1.3.5. Consultant shall meet with staff to review and explain draft changes to the regulations. Consultant shall prepare and deliver written or oral reports as requested by the County to County Commission, County staff or Planning and Zoning Commission.

1.4. Consultant Requirements:

1.4.1. The individual principally in charge of the resulting contract must be a member of the American Institute of Certified Planners (AICP).

1.4.2. The selected firm or individual must demonstrate exceptional experience in similar assignments, and are encouraged to include recognized experts on their team.

1.4.3. Firms must be duly authorized to conduct business in the State of Missouri.

1.4.4. Firm must be able to commit adequate staff to meet the desired time frames.

1.5. Required Submission with Statement of Qualifications: The SOQ should include a summary of the team's history and structure; relevant experience including a description of at least two projects completed of similar scope; qualifications of key team members that would be directly involved with the project; and any supporting information that would further convey the team's qualifications for this project assignment.

1.5.1. **Business Information** – Basic biographical information about the firm, including firm name and former firm names, address, date established, statement of business organization, names of all owners, principles, partners, and professional employees. This section should also detail the firm's proximity to and familiarity with the Boone County area.

1.5.2. **Staff Information** – Resumes of each professional in the firm, including a description of experience, technical competence, and areas of expertise. The description should also include the number of ancillary staff with job descriptions or titles and relevant experience available for assignment. This section should detail the capacity and specialized experience of the firm to perform the work required within the time limits established and a discussion of how the County would benefit from your firm being selected to complete the work. This section should also name a designated planner consultant/contact person for this project.

1.5.3. **Registration and Licensing** – The Offeror should submit a copy of all licenses, certifications, accreditation, and/or permits, which may be required by state, federal, and/or local law, statute, or regulation in the course of conduct of the Offeror's

business. If not submitted with the SOQ, the County reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.

- 1.5.4. Work History – A listing of government agencies for which work was performed within the preceding two years and nature of services. In the event the Consultant has not performed professional services for governmental entities, then the Consultant shall provide a listing of institutional or business clients for whom work has been performed in the preceding two years. If the references are unavailable, then the Consultant shall provide a detailed explanation of why references are not available. A separate list of references should also be included. Include a current contact name, email address, phone number for each account and indicate the number of years as a consultant.
- 1.5.5. Insurance – Certificates of insurance for professional liability, workers' compensation, and general liability. Professional liability insurance and general liability insurance should have minimum coverage of \$2,000,000.00 per occurrence and \$2,000,000.00 in the aggregate. Workers' compensation insurance should have statutory coverage on all employees of the consulting firm.
- 1.5.6. Project Listing – A listing of completed and pending projects in which the Consultant was or is the primary provider of professional services or manager of the project.
- 1.5.7. Subconsultants – A listing of subconsultants retained by the Consultant to perform work not customarily performed by the Consultant. Relevant descriptions of expertise of subconsultants should be included when appropriate.
- 1.5.8. Quality Controls – A description of internal quality control and assurance procedures used to verify accuracy and reliability of work product.
- 1.5.9. Fees and Expenses – A fee proposal shall be submitted with the Response Page including estimates of professional fees, the basis for the proposed fees, and identification and estimate of reimbursable expenses and other costs associated with proposed services.
- 1.5.10. Approach and Schedule – A description of the approach the firm will take to complete the work, including an estimate of the total time needed for the firm to complete the work.



2. SOQ SUBMISSION INFORMATION

2.1. RESPONSE TO REQUEST FOR QUALIFICATIONS

2.1.1. Guideline for Written Questions:

All questions regarding this Request for Qualifications shall be submitted in writing no later than 5:00 p.m., Tuesday, March 27, 2007. All questions must be mailed, faxed or e-mailed to the attention of Melinda Bobbitt, CPPB, Director of Purchasing. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Qualifications packet by the County by posting the addendum on the County Web site at www.showmeboone.com (Select Purchasing, then Current Bid Opportunities). Submit questions to:

- a. Melinda Bobbitt, CPPB
Director of Purchasing
601 E. Walnut Street, Room 208
Columbia, Missouri 65201
Phone: (573) 886-4391
Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymmo.org

2.1.2. Submission of SOQ:

2.1.2.1. When submitting a SOQ, the Offeror should include the **original and six (6) additional copies**.

- a. The Offeror shall submit the SOQ to:

Boone County Purchasing Department
Attn: Melinda Bobbitt, CPPB, Director of Purchasing
601 E. Walnut Street, Room 208
Columbia, MO 65201

- b. The SOQ must be delivered no later than **10:30 a.m. on April 3, 2007**. SOQs will not be accepted after this date and time.

2.1.2.2. To facilitate the SOQ process, the Offeror is encouraged to organize their response into distinctive sections that correspond with the individual evaluation categories described herein.

- a. Each distinctive section should be titled with each individual evaluation category and all material related to that category should be included therein.
- b. The signed response page from the original SOQ and all signed amendments should be placed at the beginning of the SOQ.

- c. The SOQ must, at a minimum, address all mandatory and desired services, equipment, materials, etc. Responses will fully describe how the service will be performed and what hardware/software (if any) is required at the County to access the service.

2.1.2.3. Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFQ, the evaluation, etc. to the buyer of record indicated on the first page of this RFQ. Offerors and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

2.1.3. Competitive Negotiation of RFQ: The Offeror is advised that under the provisions of this Request for Qualifications, the County reserves the right to conduct negotiations of the SOQs received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

2.1.3.1. Negotiations may be conducted in person, in writing, or by telephone.

2.1.3.2. Negotiations will only be conducted with potentially acceptable responses. The County reserves the right to limit negotiations to those responses, which received the highest rankings during the initial evaluation phase.

2.1.3.3. Terms, conditions, prices, methodology, or other features of the Offeror's response may be subject to negotiation and subsequent revision. As part of the negotiations, the Offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the response.

2.1.4. Evaluation and Award Process:

2.1.4.1. The County has selected an evaluation team to review responses and to make a formal recommendation for award to the County Commission. After determining a responsible Offeror and a responsive Statement of Qualifications through the determination that the SOQ satisfies the mandatory requirements stated in the Request for Qualifications, the evaluation team will use both objective analysis and subjective judgment in conducting a comparative assessment of the responses in accordance with the evaluation criteria stated below:

- a. **Method of Performance**
- b. **Experience/Expertise**
- c. **Cost**

2.1.4.2. After an initial evaluation process, a question and answer interview may be conducted with the Offeror, if deemed necessary by the County. In addition, the Offeror may be asked to make an oral presentation of their SOQ to the evaluation team at a designated Boone County location. Attendance cost

shall be at the Offeror's expense. All arrangements and scheduling will be coordinated by the County.

2.1.5. Validity of SOQ Response:

Offerors agree that SOQs will remain firm for a period of ninety (90) calendar days after the date specified for the return of SOQs.



3. Response/Pricing Page

In compliance with this Request for Qualification and subject to all the conditions thereof, the Offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this RFQ and is authorized to contract on behalf of the firm named below. (Note: This form must be signed. All signatures must be original and not photocopies).

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

E-Mail Address: _____

3.1. Please Attach Cost of Services to this Page and Place at the Beginning of your SOQ Response: List a fee proposal including estimates of professional fees, the basis for the proposed fees, and identification and estimate of reimbursable expenses and other costs associated with proposed services. As appropriate, items should include professional fees, materials, out of pocket expenses, sub-consultant fees and any other costs anticipated by the respondent to satisfy the purpose of this Request for Qualifications.

3.2. Renewal Option:

The County shall have the sole option to renew the contract in one year increments for a total accumulated period of four additional years following the initial term. If the options are exercised, the Contractor shall charge the County the same prices as quoted originally except as modified in the paragraph below. Offerors are to state if prices are firm for these renewal periods.

Yes _____ No _____

If no, please indicate the maximum percentage of increase or decrease off pricing for each renewal:

First Renewal:	+ _____%	- _____%
Second Renewal:	+ _____%	- _____%
Third Renewal:	+ _____%	- _____%
Fourth Renewal:	+ _____%	- _____%

3.4. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri?

_____ Yes

_____ No



"No Bid" Response Form

Boone County Purchasing
601 E. Walnut, Room 208
Columbia, MO 65201

Melinda Bobbitt, CPPB, Director
(573) 886-4391 – Fax: (573) 886-4390

"NO BID RESPONSE FORM"

**NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO
SUBMIT A SOQ**

If you do not wish to respond to this RFQ request, but would like to remain on the Boone County vendor list for this service/commodity, please remove form and return to the Purchasing Department by mail or fax.

If you would like to FAX this "No Bid" Response Form to our office, the FAX number is (573) 886-4390.

Bid: 11-03APR07 – Planning Services Consultant

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for Not Submitting SOQ Response :

