



Park Board of Peculiar

Meeting Agenda – March 10, 2014, 6:30 p.m.

City Hall Council Chambers – 250 S. Main Street

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Consideration of the Agenda & Minutes
- 5) Business
 - A) Mowing RFP
 - B) Maintenance RFP
 - C) Land3 Contract Review
 - i) Well Discussion
- 6) Public Comments
- 7) Adjournment

**MEETING MINUTES
PARK BOARD
CITY OF PECULIAR, MISSOURI
February 10, 2014**

A regular meeting of the Park Board of the City of Peculiar, Missouri was held in the Council Chambers of the Municipal Building on Monday, February 10, 2014, beginning at 6:33 P.M. Park Board President Andrew Boston called the meeting to order.

Members Responding to Roll Call

Members present for the roll call include: President Andrew Boston, Alderman Homer Dunsworth, Member Doug Stark, Member Bryan Boyd, Member Chris Green, and Member Kelsie McCrea. Director Musteen was also present.

Consideration of Agenda and Minutes

Member Stark made a motion to accept the meeting minutes of January 2014. Member Boyd seconded the motion and the motion carried with a 6-0 voice vote.

Old Business

A. Raisbeck Bid Review (Land3)

Director Musteen reported that the project was put out for bid and the deadline to respond was January 28th. Only two bids were returned and Mr. Bushyhead presented his recommendation for the board to move forward with Cobra Contractors, LLC.

Member Stark raised concerns with the number of bids submitted and questioned where the bid was put out for contractors to locate it. Director Musteen reported that he relied on Carl Brooks to provide direction as to how the city bids its jobs and the RFP was posted on the City's website and in the two local newspapers. Mr. Bushyhead also indicated that he called contractors to let them know about the RFP. Member Stark believes that having 1 bid for a local job is unheard of and Director Musteen agreed to follow-up with Mr. Brooks about other avenues for bidding in the future.

Discussion then ensued about the work needed regarding to determine whether digging a well is a feasible option for providing irrigation at Raisbeck Park. Mr. Bushyhead reported that he reached out to Yokum's well drilling to provide an estimate for test boring. The estimate came in from \$3,000 to \$5,000. Mr. Bushyhead added that he believes it is important to get the test completed first so we are not spending money until we have determined what is needed as it relates to a well and irrigation at Raisbeck Park. The study will also tell us how many wells are needed. Alderman Dunsworth is in favor of moving forward with the research of the boring. Mr. Stark inquired as to the City's Purchasing Policy as it relates to this work following Mr. Bushyheads description of the process to have the test completed first and then if we decide to move forward with adding a well, part of the money used for the test will go towards the work for adding in the well. He believes that the stair step approach may violate the City's purchasing policy. Director Musteen agreed to ask Trudy what is required to meet the policy.

Following the well discussion, Alderman Dunsworth indicated that we needed to move forward with a vote. President Boston relayed his concerns that he wishes there were more people who bid on the project. Alderman Dunsworth made a motion to accept the Cobra Contractors LLC bid for improvements at Raisbeck Park. The motion was seconded by Member Boyd. The motion carried with a 5-1 voice vote. Member Stark opposed.

Alderman Dunsworth also made a motion to conduct exploratory work on the well for Raisbeck Park not to exceed \$5,000. Member McCrea seconded the motion. The motion carried with a 5-1 voice vote. Member Stark opposed.

B. Vision & 2014 Goals (Member Boston)

President Boston indicated that he believes we should set 1 year goals instead of doing 5 year goals. He believes we should include revising park ordinances as a top priority. Member McCrea added that she would like to see additional goal items for the subcommittees to handle throughout the year to ensure we are offering programs and services for all members of the community. Alderman Dunsworth agrees that he would like to focus on the subcommittee work this year.

Member Stark provided the Park Board with the goals that were put together in 2008 and indicated that it is important to find a way to fund the goals. Director Musteen agreed that we need to discuss how we want to move forward on exploring funding sources. Member Stark also reiterated that the bond payment will be going up in a few years and we need to come up with a way to fund that payment. President Boston agreed that funding needs to be a subcommittee to address the bond issue. Director Musteen will reach out to the City's financial planner to determine what options are available and what exactly the Park Board is facing as it relates to the bond payment. He will suggest that we set up a finance meeting this year to help with budget discussions and planning.

New Business

A. March Meeting Date and RFP Timeline (Staff)

Nathan will be away at the next meeting for Missouri Community Forestry Council in Jefferson City. If we want to have it on the 10th, Nick Jacobs will appear on the 10th. Nathan may call in if possible. The Board agreed to leave the meeting on the March 10th.

Discussion then ensued regarding the RFP for Park Maintenance and Mowing. Director Musteen described the process of where the bids were posted and how the city is looking for one contractor for all city services with each department funding the work required for their facilities. Alderman Dunsworth believes that it costs us more to privatize the services. Director Musteen agreed to research costs associated with hiring full-time maintenance person, but cautioned the board to remember that the full package will include benefits so it probably will not be cost-efficient at this time; however, the Board should consider it as a long-term goal.

Director's Report

Director Musteen reviewed his written report. He also advised the Board that we are still waiting on final approval for the Landwater Conservation Grant.

Public Comments

None.

Board Member Comments

Member Dunsworth reported that he found a volunteer for the Sherri Drive project. President Boston reported that he will present at the Board of Alderman meeting on February 18th regarding the Sherri Drive project.

Adjournment

Member Dunsworth made a motion to adjourn the meeting 7:51 p.m. and it was seconded by Member Boyd. The motion carried with a 6-0 voice vote.

These minutes were taken and transcribed by Member McCrea.

Approved:

City Administrator
Brad Ratliff

City Clerk
Nick Jacobs

Business Office Manager
Trudy Prickett

City Attorney
Reid F. Holbrook



City Engineer
Carl Brooks

Chief of Police
Harry Gurin

City Planner
Cliff McDonald

Parks & Rec Director
Nathan Musteen

Municipal Offices - 600 Schug Avenue, Peculiar, MO 64078
Phone: 816.779.5212 Facsimile: 816.779.5213

Date: February 27, 2014

To: Mayor and Board of Aldermen

From: Carl Brooks, City Engineer

Re: Mowing & Edge Trimming for City Properties RFP 2014-03
Discussion of Agreement with Excalibur Contracting

We received bids on February 25, 2014, from six (6) mowing and lawn care companies (bid summary also attached). Excalibur Contracting was the low bid with figures of \$1,430.00 either for each mow or for each application as described in the bid summary for the City's six (6) established parks, for the undeveloped park (66-acre) along Harper Road, all and inclusive of Public Works properties, and Right-of-way's. The contract would run from March 18, 2014, through March 17, 2015. However, at the close of this Period of Service, the City may, at its option, enter into negotiations with the Excalibur Contracting for a renewal of this Contractual Agreement for the time period March 18, 2015, through March 17, 2016; and an additional year for the time period March 18, 2016, through March 17, 2017.

Staff tentatively recommends approval of an agreement with Excalibur Contracting. This information and an agreement will be presented to the City's Park Board on Monday, March 10, 2014 for discussion and the Park Board's recommendation. City staff plans to bring an agreement and resolution to the next Board of Alderman meeting on Monday, March 17, 2014. As you may know, Excalibur Contracting has been our mowing contractor and has closely worked with City staff over the past three (3) mowing seasons. City staff believes that Excalibur Contracting has performed well and above average over the past three mowing seasons; and would report good performance by the contractor. Excalibur Contracting has also been the City's Park Maintenance contractor over that same time period.

Carl M. Brooks, P. E.

CONTRACT FOR: Mowing and Edge Trimming
 PROJECT NO: RFP 2014-03
 DATE 2/25/2014

**UNOFFICIAL ITEMIZED
 BID TAB**

ITEM NO	DESCRIPTION	Resource Service Solutions, LLC				Excalibur Contracting				KMT Services, LLC				Integrity Tree Care				Forever Green Professional Lawn Care				U.S. Lawns			
		SCHEDULE OF VALUES		CONTRACT QUANTITY	TOTAL AMOUNT	SCHEDULE OF VALUES		CONTRACT QUANTITY	TOTAL AMOUNT	SCHEDULE OF VALUES		CONTRACT QUANTITY	TOTAL AMOUNT	SCHEDULE OF VALUES		CONTRACT QUANTITY	TOTAL AMOUNT	SCHEDULE OF VALUES		CONTRACT QUANTITY	TOTAL AMOUNT				
UNIT	UNIT PRICE	UNIT	UNIT PRICE			UNIT	UNIT PRICE			UNIT	UNIT PRICE			UNIT	UNIT PRICE			UNIT	UNIT PRICE			UNIT	UNIT PRICE	UNIT	UNIT PRICE
1	For six (6) developed City Parks: (Paces / McKernan / Mayor's / Shari Dr. / City Lake / Raisbeck Park Areas)	EA MOW	\$1,294,000	1	\$1,294,000	EA MOW	\$495,000	1	\$495,000	EA MOW	\$860,000	1	\$860,000	EA MOW	\$1,258.95	1	\$1,258.95	EA MOW	\$695.00	1	\$695.00	EA MOW	\$600.00	1	\$600.00
2	For the Raisbeck Athletic Fields	EA MOW	\$175.00	1	\$175.00	EA MOW	\$65.00	1	\$65.00	EA MOW	\$375.00	1	\$375.00	EA MOW	\$239.05	1	\$239.05	EA MOW	\$175.00	1	\$175.00	EA MOW	\$100.00	1	\$100.00
3	For the Peculiar Park Athletic Fields, parking & trail areas	EA MOW	\$480.00	1	\$480.00	EA MOW	\$85.00	1	\$85.00	EA MOW	\$450.00	1	\$450.00	EA MOW	\$388.60	1	\$388.60	EA MOW	\$350.00	1	\$350.00	EA MOW	\$240.00	1	\$240.00
4	"athletic field areas"	EA MOW	\$158.67	1		EA MOW	\$25.00	1		EA MOW	\$200.00	1		EA MOW	\$177.45	1		EA MOW	\$150.00	1		EA MOW	\$100.00	1	
5	"parking areas"	EA MOW	\$161.67	1		EA MOW	\$25.00	1		EA MOW	\$125.00	1		EA MOW	\$171.15	1		EA MOW	\$100.00	1		EA MOW	\$60.00	1	
6	"trail"	EA MOW	\$159.66	1		EA MOW	\$35.00	1		EA MOW	\$125.00	1		EA MOW	\$40.00	1		EA MOW	\$100.00	1		EA MOW	\$80.00	1	
7	The CONTRACTOR shall study the subject property and provide a price to the CITY based upon a one-time performance of the stated tasks.	TBD	\$0.00	1	\$0.00	TBD	\$0.00	1	\$0.00	TBD	\$0.00	1	\$0.00	TBD	\$0.00	1	\$0.00	TBD	\$0.00	1	\$0.00	TBD	\$0.00	1	\$0.00
8	For City Hall, 250 South Main Street	EA MOW	\$85.00	1	\$85.00	EA MOW	\$45.00	1	\$45.00	EA MOW	\$55.00	1	\$55.00	EA MOW	\$45.00	1	\$45.00	EA MOW	\$75.00	1	\$75.00	EA MOW	\$50.00	1	\$50.00
9	For Public Works, 594 and 600 Schug Avenue	EA MOW	\$85.00	1	\$85.00	EA MOW	\$65.00	1	\$65.00	EA MOW	\$95.00	1	\$95.00	EA MOW	\$57.40	1	\$57.40	EA MOW	\$100.00	1	\$100.00	EA MOW	\$60.00	1	\$60.00
10	For PD Storage Facility, 22715 Joe Holt Parkway	EA MOW	\$60.00	1	\$60.00	EA MOW	\$25.00	1	\$25.00	EA MOW	\$40.00	1	\$40.00	EA MOW	\$35.00	1	\$35.00	EA MOW	\$50.00	1	\$50.00	EA MOW	\$30.00	1	\$30.00
11	For the 24,000 Linear Feet of City Right of Way	EA MOW	\$905.00	1	\$905.00	EA MOW	\$150.00	1	\$150.00	EA MOW	\$315.00	1	\$315.00	EA MOW	\$210.00	1	\$210.00	EA MOW	\$1,550.00	1	\$1,550.00	EA MOW	\$420.00	1	\$420.00
12	For the City of Peculiar ROW (six (6) sites) mowing limits of approximately 84,000 square feet.	EA MOW	\$650.00	1	\$650.00	EA MOW	\$120.00	1	\$120.00	EA MOW	\$245.00	1	\$245.00	EA MOW	\$140.00	1	\$140.00	EA MOW		1	\$0.00	EA MOW	\$60.00	1	\$60.00
13	For the One (1) Wastewater Treatment Plant Property	EA MOW	\$355.00	1	\$355.00	EA MOW	\$65.00	1	\$65.00	EA MOW	\$225.00	1	\$225.00	EA MOW	\$175.00	1	\$175.00	EA MOW	\$300.00	1	\$300.00	EA MOW	\$120.00	1	\$120.00
14	For the Nine (9) Lift Station Properties	EA MOW	\$290.00	1	\$290.00	EA MOW	\$135.00	1	\$135.00	EA MOW	\$180.00	1	\$180.00	EA MOW	\$90.00	1	\$90.00	EA MOW	\$210.00	1	\$210.00	EA MOW	\$225.00	1	\$225.00
15	For the MM#1: Southwest corner of 211th and Harper Road	No bid			\$0.00	No bid			\$0.00	No bid			\$0.00	No bid			\$0.00	EA MOW	\$15.00	1	\$15.00	No bid		1	\$0.00
16	For the MM#2: Northeast corner of Peculiar Dr. and Sierra Dr., around the meter lid and approximately 100-200 square feet.	EA MOW	\$20.00	1	\$20.00	EA MOW	\$25.00	1	\$25.00	EA MOW	\$15.00	1	\$15.00	EA MOW	\$15.00	1	\$15.00	EA MOW	\$15.00	1	\$15.00	EA MOW	\$20.00	1	\$20.00
17	For the Water Tower: 371 West South Street	EA MOW	\$50.00	1	\$50.00	EA MOW	\$35.00	1	\$35.00	EA MOW	\$50.00	1	\$50.00	EA MOW	\$30.00	1	\$30.00	EA MOW	\$75.00	1	\$75.00	EA MOW	\$35.00	1	\$35.00
18	For the Water Tower: 371 West South Street	EA APPL	\$50.00	1	\$50.00	EA APPL	\$35.00	1	\$35.00	EA APPL	\$65.00	1	\$65.00	EA APPL	\$25.00	1	\$25.00	EA APPL	\$40.00	1	\$40.00	EA APPL	\$125.00	1	\$125.00
19	For the County Barn: Trackside	EA APPL	\$30.00	1	\$30.00	EA APPL	\$25.00	1	\$25.00	EA APPL	\$15.00	1	\$15.00	EA APPL	\$90.00	1	\$90.00	EA APPL		1	\$0.00	EA APPL	\$125.00	1	\$125.00
20	For the old three-legged Water Tower - W. First Street	EA APPL	\$35.00	1	\$35.00	EA APPL	\$35.00	1	\$35.00	EA APPL	\$50.00	1	\$50.00	EA APPL	\$90.00	1	\$90.00	EA APPL		1	\$0.00	EA APPL	\$125.00	1	\$125.00
21	Total Base Bid				\$4,584.00				\$1,430.00				\$3,050.00				\$2,909.00				\$3,665.00			\$2,355.00	
22	Submission Requirements																								
	Addendum No. 1 Received	yes			yes				yes				yes									yes			
	Addendum No. 2 Received	yes			yes				yes				yes									yes			
24	Bid Affidavit	yes			yes				yes				yes									yes			
25	Cover sheet completed and signed	yes			yes				yes				yes									yes			
26	Proposed contract completed and signed	yes			yes				yes				yes									yes			
	Certificate of insurance	yes			yes				yes				yes									yes			
	Affidavit by Contractor, compliance with RSMo 265.530	yes			yes				yes				yes									yes			
	E-Verify	yes			yes				yes				yes									yes			
	References	yes			yes				yes				yes									yes			

City Administrator
Brad Ratliff

City Clerk
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Business Office Manager
Trudy Prickett

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Chief of Police
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Parks & Rec Director
Nathan Musteen

Municipal Offices - 600 Schug Avenue, Peculiar, MO 64078
Phone: 816.779.5212 Facsimile: 816.779.5213

Date: February 27, 2014

To: Mayor and Board of Aldermen

From: Carl Brooks, City Engineer for Nathan Musteen Parks & Rec Director

Re: **Park Maintenance RFP 2014-04**
Discussion of Agreement with Excalibur Contracting

We received a bid on February 25, 2014, from one (1) park maintenance contractor (bid summary also attached). Excalibur Contracting was the low and only bid with figures of the following:"

ARTICLE 5 – COMPENSATION

ROUTINE DUTIES AND OTHER ASSIGNED TASKS	
Hourly Wage per Man-Hour: Prevailing Wage Not Applicable	
Hourly rate for regular service	\$ __19.75__
Hours of Service and Contact	__7__ a.m. to __10__ p.m., six days per week
Emergency service available	12:00 (midnight)____ a.m. to 11:59_ p.m., seven days per week
Contact Name for Service Calls	Mike Johnson
Contact Phone Number for service calls	Number: (816) _738____ - 4031____

GAME DAY FIELD PREPARATION	
Hourly Wage per Man-Hour: Prevailing Wage Not Applicable	
Hourly rate for regular service	\$ __14.75__
Hours of Service and Contact	__7__ a.m. to __10__ p.m., six days per week
Emergency service available	__12:00 (midnight)____ a.m. to 11:59 p.m., seven days per week

Contact Name for Service Calls	Mike Johnson
Contact Phone Number for service calls	Number: (816) __738__ -4031 _____

For services performed under the *Routine Duties and Other Assigned Tasks*, the CITY shall pay the CONTRACTOR an amount not to exceed \$ 19.75 per man-hour. For services performed regarding Game Day Field Preparation for upcoming league or tournament games, the CITY shall pay the CONTRACTOR an amount not to exceed \$ 14.75 per man-hour. Monthly invoices shall be submitted by the CONTRACTOR to the CITY for payment covering services performed during the preceding month. The CONTRACTOR's monthly invoices shall include a breakdown of specific tasks performed during the billing period and the man-hours dedicated to each. The monthly billing shall not exceed one hundred (100) man-hours unless prior authorization has been given to the CONTRACTOR by the City's contact person listed herein under *ARTICLE 20 – COMMUNICATIONS*.”

The contract would run from March 18, 2014, through March 17, 2015. However, at the close of this Period of Service, the City may, at its option, enter into negotiations with the Excalibur Contracting for a renewal of this Contractual Agreement for the time period March 18, 2015, through March 17, 2016; and an additional year for the time period March 18, 2016, through March 17, 2017.

Staff tentatively recommends approval of an agreement with Excalibur Contracting. This information and an agreement will be presented to the City's Park Board on Monday, March 10, 2014 for discussion and the Park Board's recommendation. City staff plans to bring an agreement and resolution to the next Board of Alderman meeting on Monday, March 17, 2014. As you may know, Excalibur Contracting has been our park maintenance contractor and has closely worked with City staff over the past three years. City staff believes that Excalibur Contracting has performed well and above average over the past three years; and would report good performance by the contractor. Excalibur Contracting has also been the City's Park Mowing contractor over that same time period.

Carl M. Brooks, P. E.

CONTRACT FOR:
PROJECT NO:

Park Maintenance
RFP 2014-04

DATE 2/252014

**UNOFFICIAL ITEMIZED
BID TAB**

Excalibur Contracting

ITEM NO	DESCRIPTION	SCHEDULE OF VALUES		CONTRACT QUANTITY	TOTAL AMOUNT
		UNIT	UNIT PRICE		
1	Routine Duties and Other Assigned Tasks	HR	\$19.750	1	\$19.75
2	Game Day Field Preparation	HR	\$14.75	1	\$14.75
	Submission Requirements				
	Addendum No. 1 Received	yes			
	Addendum No. 2 Received	N/A			
	Bid Affidavit	yes			
	Cover sheet, completed and signed	yes			
	Proposed contract completed and signed	yes			
	Certificate of insurance	yes			
	Affidavit by Contractor, compliance with RSMo 285.530	yes			
	E-Verify				
	References	yes			



Peculiar Parks & Recreation

MEMORANDUM

To: Park Board
From: Nathan Musteen
Date: March 10, 2014
Agenda Item: 5-C
Subject: Raisbeck Park Contractual Services Review – Land3

BACKGROUND

Land3 Studios has presented the Park Board with a proposal for additional fees & services regarding the completion of the grading improvements phase at Raisbeck Park.

Phase 1:

- Master Plan, Land3 was contracted to develop a master plan not to exceed \$6500

Phase 2:

- Budget Priorities, In July, the Park Board prioritized the different aspects of the master plan and approved a budget to begin the construction of athletic fields as its top priority
 - This included the process to obtain the necessary permits, design/bidding of the project and construction phase services that complete the project.
-

PURPOSE

In efforts to continue progress forward and keep the project on the proper timeframe for the spring growing season, Park Director Musteen on behalf of the Park Board, continued with the initial proposal and initiated the process to obtain the proper permits necessary last fall. Design and bidding phases were also completed in order to advertise and bid the construction project in January for work to coincide with the spring growing season.

In February, it was brought to the attention of Park Director Musteen that the original contract with Land3 Studios indicated that phase 2 would be negotiated once the Master Plan (phase 1) was completed. This proposal from Land3 includes 2 items of work that have already been completed prior to renegotiating the contract for those services.

At this time, all work in relation with Land3 Studios has been halted until the appropriate contractual negotiations have taken place. This includes the Park Board's desire to explore test for potential wells at Raisbeck Park. This study is to determine the availability of a water source utilizing a well. Under the current proposal, the Park Board would authorize Land3 to initiate the study with Yoakam Drilling to conduct the study and provide the results in an amount not to exceed \$5000.00. This is a study and does not include the actual construction of the well.

The attached proposal also includes additional services to complete the construction project and move forward with our athletic complex.

City Engineer, Carl Brooks will be present to explain the process further and answer any questions the Park Board might have regarding the proposal.

ACTION ITEM

- 1) Staff requests the Park Board to recommend authorization of a budget amendment to pay for services conducted that includes: Design & Bid Documents / No Rise Certification Consultant fees.
- 2) Staff request that the Park Board present the Board of Alderman a recommendation that reflects the desire of the board to complete the grading project at Raisbeck Park utilizing Land3 Studio's Construction Phase / well investigation services and to proceed with the Well test Hole Exploration.



Landscape Architecture

March 3, 2014

Nathan Musteen, Director
Parks and Recreation Department
City of Peculiar, Missouri
250 South Main
Peculiar, Missouri 64078

Re: Raisbeck Park – Design & Construction Phase Services

Mr. Musteen,

As we discussed previously, LAND3 is presenting this proposal for additional fees complete the 2nd Phase of the 2 step process we began last year. That process began with the development of a Master Plan for the Park and topographic survey as was outlined in the initial proposal presented last June.

Subsequently, we moved into permitting and design/ bidding at the direction of the Park Board.

FRAMEWORK SCOPE OF SERVICES

Phase II services includes:

- Develop necessary documents for Phase I improvements including:
 - Permitting Documents
 - Bidding & Construction Documents
- Provide documentation for determining the “No-Rise” status for floodplain permitting
- Assist with Bidding
- Provide limited Construction Phase Services including:
 - Coordinate and provide appropriate site visits (minimum 1 per week during construction) to observe the progress and nature of the work.
 - Facilitate a pre-construction meeting with the contractor prior to construction.
 - Provide an evaluation of work during the progress of construction and at the point of substantial completion.
 - Review shop drawings and other applicable submittals.
 - Provide evaluations and recommendations regarding project completion to assist your office in the evaluation and certification of pay applications.
 - Advise your office regarding request for proposals, change orders and other applicable contract administration submittals.

LAND3 Studio, LLC

1100 Cambridge Circle Drive, Suite 550 Kansas City, Kansas 66103
T 913.371.7933 F 913.371.7934

- Prepare reports, memos, and letters to your office documenting on-site observations.
- Review and document quality control reporting and submittals.
- Coordinate and prepare record drawings (provided as electronic copy CD-ROM) of the improvements based on information supplied by the contractor.

PROPOSED ADDITIONAL FEES –

- **Design & Bid Documents Phase I** **\$ 4,215**
- **No Rise Certification Consultant** **\$ 3,437**
- **Well Test Hole Exploration** **\$ 5,000 (Not To Exceed)**
- **Construction Phase / well Investigation services** **\$ 5,500 (hourly N.T.E.)**

HOURLY RATE SCHEDULE

Principal	\$120 / Hr.
Senior Landscape Architect	\$100 / Hr.
Associate Landscape Architect	\$ 80 / Hr.

PAYMENT

This proposal is contingent upon the following conditions relative to payment:

We will submit monthly invoices to your office based on hours expended and related expenses.

LIMITATION OF LIABILITY

As partial consideration for the agreement by Landscape Architect to render Services and provide Deliverables under this Agreement at the agreed upon fees, Owner agrees that the liability of Landscape Architect shall be limited to the amount of economic damages sustained by Owner resulting from the negligent errors or omissions of Landscape Architect, but that in all events the maximum exposure of Landscape Architect shall not exceed the amount of Landscape Architect’s fee under this Agreement.

CONTRACT

This proposal will serve as a basis for authorization and a contract for services between LAND3 Studio, LLC (Consultant) and The City of Peculiar (Owner).

CREDITS AND ACKNOWLEDGMENTS

LAND3 Studio, LLC shall, **where appropriate**, be given credit and acknowledgment for consulting by your office, your agent, and/or your client in published articles and/or promotional brochures.

CONSULTANT

LAND3 Studio, LLC

1100 W. Cambridge Circle, Ste 550

Kansas City, KS 66103

By: _____
Name

Date: _____

OWNER

City of Peculiar, Missouri

250 South Main

Peculiar, Missouri 64078

By: _____
Name

Date: _____

Peculiar Parks & Recreation

DIRECTOR'S REPORT



Prepared by: Nathan Musteen
 Month/Year: March 2014

ADMINISTRATIVE PROJECTS

- Basketball Tournaments to end the 1st Season of Peculiar Basketball are on Saturday, March 8th. Each city participating in the South Metro Recreational basketball league will host a tournament. We will be hosting the 4th/5th grade boys tournament at Shull Elementary. 1st game tips off at 9am. The 4th/5th grade girls will play in Harrisonville and the 7th/8th Grade boys will play in Pleasant Hill.
- Staff has been working with the City Administrator on developing a new City of Peculiar Logo – The Board of Alderman finalized the logo and City staff is working towards implementing the new logo and replacing the old logo. The Parks & Recreation Logo will continue to be used on all Parks & Recreation stuff, however, the new City Logo has a good representation of parks and green space and the City's desire to build recreational trails on the existing abandoned rail-bed. The new logo is attached for you to view.
- Soccer & Volleyball registrations are closed. We have 2 volleyball teams and 3 Soccer teams. We also have sponsors for all 3 soccer teams.
- Staff attended the annual MPRA (Missouri Parks & Recreation Association) Conference in Tan Tar A at Lake of the Ozarks on February 25 – 28. Excellent conference. I co-hosted a session with Raymore/Belton/Pleasant Hill on how small communities join forces to provide youth sports opportunities and how we work together to make sure each city can offer these opportunities. The session was well attended with 40+ people and we received good feedback. Several communities north of the river are interested in implemented something very similar and will contacting me on how to get started.
- City Staff issued 5 RFP's to contractual work to be done throughout the city. City Engineer, Carl Brooks will review the results provided in your packet for those RFP's that pertain to park properties. (Mowing & Maintenance)

RAISBECK RENOVATION PROGRESS

PROJECT	SUMMARY	STARTED	STATUS	FINISHED
GBA Engineer Firm – Irrigation Study	Staff has entered an agreement with GBA Engineering to do an Irrigation Study on utilizing any and all means to provide irrigation to Raisbeck.	January	Finished	February
Fence / Dugout Removal	In efforts to create an open turf field layout at Raisbeck Park, all fencing and dugouts must be removed. Any fencing that can be reused shall be stored and utilized at 66 Acre Park for the annual tractor pull. All un-usable fencing will be recycled or disposed of properly.	January	Fence removed	March
Tree Work / Debris Clean-Up	This project includes the removal of 2 to 3 dead trees & stumps in the spectator areas, pruning of trees in the spectator areas, limb trimming and debris clean-up in the wooded areas surrounded the playing fields. This project will enhance the spectator area and provide a safe location to watch games.	February	Chipper was rented on June 7th	June
Design & Build RFQ	Develop an RPQ (Request for Proposals) that allows Engineer firms to study the project and property, and then present their concept plan for the Raisbeck Renovation Project. Park Board/Staff will choose the best qualified firm to be a guide in the process of the renovation	January/February	Finished	May
Land3 Studio	Land3 Studios were selected in the May Park Board Meeting as the top selection for a consultant to develop the Master Plan for Raisbeck Park	June	Land3 will present their proposal at the June meeting	June 24
Topographic Survey	Land3 Studios began preliminary work on Phase 1 of Erosion Control, Grading & Grassing – a topographic survey conducted in July.	July	complete	
Permits	Staff and Land3 met with the City Engineer and began the permit process for land alteration in a flood plain.	August	complete	
	The Floodway "No rise certificate" has been granted and the MDNR Land Disturbance Permit has been	October	Complete	November

Peculiar Parks & Recreation

DIRECTOR'S REPORT



	applied for.		
Construction Bid	Draft Bid Documents for Phase 1 Construction	December	Complete
	Advertisement for Bid	January	Went to papers, January 6 th
	Bid Proposals	Jan/Feb	Due the 25 th – Received 2 bids
	Contract with Cobra Contractors	February	Contract has been sent to Cobra and we received it on Friday, March 7. The Mayor will sign next week and work can begin.
	Land3 Contract Review	March	In progress

Raisbeck Renovation:

December: Phase 1 construction bid documents have been drafted based on Board recommendations. The City Engineer reviewed the documents .

January: Advertisement and Selection of contractor

February: Signing of contract

Feb/March: Construction Begins

- 2 Bids were opened at the Bid opening on January 25th. The Board received an email on January 31st containing both bids for their review.
- Cobra Contracting was sent 5 copies of the contract and project packet. Staff received the packets on March 7th, we will review and submit to the Mayor the week of March 10th for his signature(s).

The LWCF Grant

Staff met with the State Parks Grant department while at Tan Tar A, our project is still awaiting a signature from the Nation Parks Grant Reviewer. Once signed, our administrative packet will be sent to us to begin work. We have been authorized to begin preparing the trail path in anticipation of our packet.

PARKS REPORT

Peace Park:

- No new reports

Mayor's Park:

- No new reports

Raisbeck Park:

- No new reports

McKernan Park:

- No new reports

City Lake:

- The Port-a-Pot blew over, Excalibur set it back up and called for service.
- A Picnic table was pushed off the dock into lake. We will recover it when the lake thaws.

Shari Drive Park:

- No new reports

66 Acre Park:

- No new reports

Peculiar Parks & Recreation

DIRECTOR'S REPORT



New City Logo

