



CITY OF JACKSON
MAYOR & BOARD OF ALDERMEN STUDY SESSION
Monday, April 07, 2025 at 6:30 PM
Board Chambers, City Hall, 101 Court St.

AGENDA

DISCUSSION ITEMS

- [1.](#) Retail Development Services – request for proposals
- [2.](#) Modification to Task Order Authorization No. 24-02 for the WWTP NPDES Permit Renewal
- [3.](#) Contract agreement with Alliance Water Resources, Inc. for GIS Services
4. Discussion of previously tabled items (unspecified)
5. Additional items (unspecified)

Posted on 04/04/2025 at 4:00 PM.



City of Jackson

TO: Mayor and Board of Aldermen

FROM: Matt Winters, City Administrator

DATE: April 3, 2025

RE: Retail Development RFP

The City advertised a Request for Proposals (RFP) for professional retail development services to support the City of Jackson's economic growth initiatives. The deadline for submission was Wednesday April 2 at 5:00 pm. Only one submission was received from Retail Strategies for \$50,000 for three years. The firm is proposing the following Scope of Work – Market Analysis, Real Estate Assessment, Retail Strategy, and Business Attraction efforts. If you would like to see the full submission, I can provide you with a copy.

Staff recommends that the City contracts with Retail Strategies to provide retail development services for the next three years. Janna Clifton has also reviewed the submission and is supportive of this recommendation and also will be working closely with the firm if approved. In addition, Crystal Jones, Director of Economic Development for Perry County provided a positive recommendation for Retail Strategies as they have an existing contract with the firm.



City of Jackson

TO: Mayor and Board of Aldermen

CC: Matt Winters, City Administrator

FROM: George L. Harris P. E., City Engineer

DATE: April 3, 2025

RE: Modification to Task Order 24-02 WWTP NPDES Permit Renewal Project

The proposed modification to Task Order 24-02 includes costs referenced under a Phase 1 and Phase 2 designation. The total modification is for an additional \$17,370.00 which includes \$3,000.00 for additional work related to the original scope of work plus \$14,370.00 for an additional scope of work which is referred to as Phase 2.

Original Task Order 24-02 (Phase 1) Cost	\$12,100.00
Additional Scope Costs for Phase 1	\$3,000.00 (see Note 1)
<u>Modification to Task Order 24-02, Phase 2</u>	<u>\$14,370.00 (see Note 2)</u>
Total Modification to Task Order 24-02	\$17,370.00
Revised Total for Task Order 24-02	\$29,470.00

Note 1: The original Task Order included assisting the city in submitting a permit renewal application for the city's WWTP NPDES permit. Phase 1 included the initial permit application. Additional cost includes time not originally budgeted for completion of a "no exposure" form.

Note 2: Phase 2 includes additional scope to assist with the draft NPDES permit review process. The new scope includes a local limit evaluation, **due 180 days after city's new NPDES permit is issued** and is the result of DNR review comments generated during the renewal process. The Local Limit requirement is a "needs" evaluation. Based on this evaluation, a report will determine if the city's local limits associated with the city's **industrial pretreatment program** are adequate (MDNR calls it Part 1) or if they need updating (MDNR calls it Part 2).

Additional:

If updates are needed (Part 2), the report will include a second part, and the city will need to submit a program update to MDNR, including updates to the local limits in our City Ordinances. The current goal is to ensure that the current limits adequately protect your wastewater system and establish that Part 2 will not be required.

Project Name Pretreatment Program Implementation Services
for Sept 2024 - Dec 2025
Client City of Jackson
Project Location Jackson, MO
Date of Scope Estimate 3/18/2025
Fee Estimate for Above-Referenced Project \$17,370.00



Notes Scope provided below is associated with the draft NPDES permit review. Scope for Local Limits Part 1 provided below is associated with a Pretreatment Program Update which is initiated when the NPDES permit is re-issued by the State. A Part 2 to the Local Limit Evaluation may be needed, dependent upon the findings of Part 1.

Table 1: Contract for Pretreatment Services				
Task Item	Scope Item	Description	Deliverable	Task Fee
Task 1	Local Limit Evaluation: Part 1	Evaluate local limits to confirm if they are still protective of the POTW	Local Limit Part 1 Summary Report	\$14,370
Subtask 1.1	Data Upload			
Subtask 1.2	Documentation of Design Capacity			
Subtask 1.3	Confirm Pollutants of Concern			
Subtask 1.4	Mass balance			
Subtask 1.5	Communication or meeting with client or regulators			
Task 2	NPDES Permit Renewal	Process to provide a permit renewal review	Permit Draft Review	\$3,000
Subtask 2.1	Review & Comment on Draft Permit			
Total Project Cost				\$17,370.00

Client's Responsibilities	Ready access to files and information
	Labor and equipment for sample collection
	Fees for monitoring and analysis
	Costs associated with mailings
	Client personnel available for all site visits



City of Jackson

TO: Mayor and Board of Aldermen

FROM: Janet Sanders, Director of Public Works

DATE: April 3, 2025

RE: GIS Services Contract

Attached is the GIS Services draft contract for 2025 with Alliance Water Resources, Inc. Staff negotiated this contract to provide 30 hours of GIS service per week for the remainder of this year to allow for the initial start-up work, file organization, and conversion of our map layers to the newer ArcPro format. If the contract is to be renewed for following years at the same budget amount, we anticipate adjusting to 20 hours of GIS service per week.

Because this contract will start in May, the expanded number of hours is within the budgeted funds for this project.

As always, if you have questions, please contact me at jsanders@jacksonmo.org or 573-243-2300 x 2031.

CONTRACT AGREEMENT

THIS CONTRACT (the “**Contract**”) is entered into this _____ day of _____, 2025.

by and between the **CITY OF JACKSON, MISSOURI**, Owner of the Project, hereinafter referred to as “**City**”, and

Alliance Water Resources, Inc.

hereinafter referred to as “**Contractor**,” in connection with that work or improvement known as

GIS SERVICES

WHEREAS, the City has selected the aforesaid Contractor for the Project and by Ordinance No. _____ has awarded the Contractor the Contract for the amounts named in the proposal from the Contractor dated _____, a copy of which is incorporated herein.

NOW, THEREFORE, the parties agree as follows:

- A. The Contract Documents for the Project are incorporated herein and shall describe this Project and nothing herein shall modify said Contract Documents. The Contract Documents may also consist of such special provisions, addendums, appendices, and specifications as may be necessary for the Project.
- B. The Contractor shall perform the Work in compliance with the Contract Documents that may also consist of such special provisions, addendums, appendices, directives, and specifications as may be necessary for the Project.
- C. The Contractor shall supply all labor and supervision necessary to complete all Work as described in the Contract Documents.
- D. The Contractor shall supply equipment, and supplies, necessary to complete all Work as described in the Contract Documents, unless otherwise specified in the Proposal.
- E. Work shall be commenced and completed according to the individual assignments, subject to such extensions and modifications as are made pursuant to the Contract Documents.
- F. Neither party shall hire an employee of the other party for at least twelve (12) months after Contract termination.
- G. This contract shall be effective beginning May 1, 2025 and continue through December 31, 2025.
- H. The City shall pay the Contractor for performance of the Work, subject to additions and deductions as provided in the Contract Documents, the Contract Price of:

\$60 per hour for a minimum of 20 hours per week and maximum of 30 hours per week
(figures)

\$60 per hour for a minimum of twenty hours per week and maximum of thirty hours per week
(words)

more fully described in the Contract Documents. All provisions regarding retention, security in lieu of retention, and liquidated damages are fully set forth in the Contract Documents.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

CITY:

City of Jackson, Missouri

Dwain Hahs, Mayor

ATTEST:

Angela Birk, City Clerk

Address:
101 Court Street
Jackson, Missouri 63755

Alliance Water Resources, Inc.

Timothy H. Geraghty, President

ATTEST:

Mary Ann J. Perkins, Secretary

Address:
206 S. Keene St.
Columbia, MO 65201