

**APPROVAL OF PROPOSAL FOR CONSULTANT SERVICES**  
**GIS Mapping & Asset Management Services – 2026**  
**(Contract 11)**

Effective the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, Boone County Regional Sewer District (BCRSD), a public sewer district organized under Chapter 204 of the Revised Statutes of Missouri, (herein “Owner”) hereby approves and authorizes professional services by the Consultant referred to below for the services specified below.

Consultant Name: Bartlett & West, Inc.

Project/Work Description: Boone County Regional Sewer District, GIS Mapping and Asset Management Services

Proposal Description: Exhibit A – See attached proposal submitted January 15, 2026

Schedule: Work to be completed as proposed on a monthly payment schedule, only after approval of the proposal has been fully signed by the BCRSD and Bartlett and West.

Modifications to Proposal: Services during this contract will be provided on an hourly fee plus expense basis for the not to exceed amount of \$19,965.00. This approval serves as the notice to proceed.

GIS & Asset Management Services History:

Contract	Date	Proposal Approval	Date	Amount
1	4/3/2015	1	4/3/2015	\$ 20,359.00
2	3/9/2016	2	4/27/2016	\$ 47,440.00
3	1/31/2018	3	3/14/2018	\$ 40,500.00
4	9/26/2018	4	1/22/2019	\$ 40,600.00
5	10/12/2021	5	11/19/2021	\$2,500.00
6	2/7/2023	6	3/6/2023	\$6,234.00
7	3/26/2024	7	3/26/2024	\$28,178.00
8	3/18/2025	8	3/18/2025	\$14,935.00
9	3/18/2025	9	8/19/2025	\$2,837.00

This form agreement and any attachments to it shall be considered the approved proposal; signature by all parties below constitutes a contract for services in accordance with the above-described proposal and any approved modifications to the proposal, both of which shall be in accordance with the terms and conditions of the General Consultant Services Agreement signed by the Consultant and Owner for the current calendar year, which is hereby incorporated by reference. Performance of Consultant's services and compensation for services shall be in accordance with the approved proposal and any approved modifications to it and shall be subject to and consistent with the General Consultant Services Agreement for the current calendar year. In the event of any conflict in interpretation between the proposal approved herein and the General Consultant Services Agreement, the terms and conditions of the General Consultant Services Agreement shall control unless the proposal approved herein specifically identifies a term or condition of the General Consultant Services Agreement that shall not be applicable.

**BARTLETT & WEST, INC.**

By \_\_\_\_\_  
Kyle J. Landwehr

Title: Project Manager

Dated: \_\_\_\_\_

**BOONE COUNTY REGIONAL SEWER DISTRICT**

\_\_\_\_\_  
Jesse Stephens

Executive Director

Dated: \_\_\_\_\_

## EXHIBIT A

# **ATTACHMENT A**

SCOPE OF WORK,  
DETAILED FEE SCHEDULE

Boone County Regional Sewer District 2026 GIS Projects Project No.: 18688.014	GIS Tech IV		Eng. Tech I		Developer II		Labor Subtotal Costs	Trips		Printing or Misc/Other Costs	Expenses Subtotal Costs	Project Subtotal Costs	Inflation Factor 0.0%	Total Project Costs
	Hrs \$125.00	Subtotal	Hrs \$105.00	Subtotal	Hrs \$157.00	Subtotal		# of Trips \$56.00	Subtotal					
<b>1. Project management</b>														<b>\$3,769.00</b>
a. Administration of contract, invoices, and project documentation	5.0	\$625.00		\$0.00		\$0.00	\$625.00		\$0.00		\$0.00	\$625.00	\$0.00	<b>\$625.00</b>
b. Correspondence or phone calls/meetings with client over the course of the project	5.0	\$625.00	1.0	\$105.00		\$0.00	\$730.00		\$0.00		\$0.00	\$730.00	\$0.00	<b>\$730.00</b>
c. Monthly Progress Meetings February - Dec. (3 hr per meeting)	15.0	\$1,875.00	3.0	\$315.00		\$0.00	\$2,190.00	4.0	\$224.00		\$224.00	\$2,414.00	\$0.00	<b>\$2,414.00</b>
<b>2. Setup and Digitize PDF/DWG Maps</b>														<b>\$4,725.00</b>
a. Georeference in 9 Original Plansets		\$0.00	15.0	\$1,575.00		\$0.00	\$1,575.00		\$0.00		\$0.00	\$1,575.00	\$0.00	<b>\$1,575.00</b>
b. Digitize and Add Attributes Into BCRSD Wastewater Map for 9 Original Plansets		\$0.00	15.0	\$1,575.00		\$0.00	\$1,575.00		\$0.00		\$0.00	\$1,575.00	\$0.00	<b>\$1,575.00</b>
c. On-Call for miscellaneous projects throughout the year		\$0.00	15.0	\$1,575.00		\$0.00	\$1,575.00		\$0.00		\$0.00	\$1,575.00	\$0.00	<b>\$1,575.00</b>
<b>3. Line Maintenance On-Call</b>														<b>\$3,750.00</b>
a. On-Call for miscellaneous Line Maintenance updates throughout the year	30.0	\$3,750.00		\$0.00		\$0.00	\$3,750.00		\$0.00		\$0.00	\$3,750.00	\$0.00	<b>\$3,750.00</b>
<b>4. Add Acoustic Testing Layer</b>														<b>\$2,250.00</b>
a. Coordination with Client on which fields will be filled out when performing Acoustic Testing	5.0	\$625.00		\$0.00		\$0.00	\$625.00		\$0.00		\$0.00	\$625.00	\$0.00	<b>\$625.00</b>
b. Add new Acoustic Testing fields to gravity mains	5.0	\$625.00		\$0.00		\$0.00	\$625.00		\$0.00		\$0.00	\$625.00	\$0.00	<b>\$625.00</b>
c. Create Field Maps process for tracking Acoustic Testing Rating	8.0	\$1,000.00		\$0.00		\$0.00	\$1,000.00		\$0.00		\$0.00	\$1,000.00	\$0.00	<b>\$1,000.00</b>
<b>5. Service Call Updates</b>														<b>\$5,471.00</b>
a. On-Call for any updates to Survey123 or the Service Call Database	40.0	\$5,000.00		\$0.00	3.0	\$471.00	\$5,471.00		\$0.00		\$0.00	\$5,471.00	\$0.00	<b>\$5,471.00</b>
<b>TOTALS</b>	<b>113.0</b>	<b>\$14,125.00</b>	<b>49.0</b>	<b>\$5,145.00</b>	<b>3.0</b>	<b>\$471.00</b>	<b>\$19,741.00</b>	<b>4.0</b>	<b>\$224.00</b>	<b>\$-</b>	<b>\$224.00</b>	<b>\$19,965.00</b>	<b>\$-</b>	<b>\$19,965.00</b>

# **ATTACHMENT B**

## PROPOSED PAYMENT SCHEDULE

Month	Invoice Amount
February	\$4,000.00
March	\$4,000.00
April	\$3,000.00
May	\$2,000.00
June	\$2,000.00
July	\$2,000.00
August	\$1,000.00
September	\$1,000.00
October	\$965.00
Total:	\$19,965.00

# **ATTACHMENT C**

## **CERTIFICATE OF LIABILITY INSURANCE**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/27/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER IMA, Inc. - Kansas City 11350 Switzer Rd Suite 200 Overland Park KS 66210	CONTACT NAME: IMA Certificate Team	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS: certificates@imacorp.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED Bartlett & West, Inc. 1200 SW Executive Drive Topeka KS 66615-3850	INSURER A: The Continental Insurance Company	35289
	INSURER B: Valley Forge Insurance Company	20508
	INSURER C: American Casualty Company of Reading,	20427
	INSURER D: Continental Casualty Company	20443
	INSURER E:	
	INSURER F:	

## COVERAGES

CERTIFICATE NUMBER: 356989354

## REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
B	X COMMERCIAL GENERAL LIABILITY  CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  X Contractual  GEN'L AGGREGATE LIMIT APPLIES PER:  POLICY <input checked="" type="checkbox"/> PRO- JECT <input checked="" type="checkbox"/> LOC  OTHER:			6042700793	7/1/2025	7/1/2026	EACH OCCURRENCE	\$ 1,000,000	
	DAMAGE TO RENTED PREMISES (Ea occurrence)						\$ 1,000,000		
	MED EXP (Any one person)						\$ 15,000		
	PERSONAL & ADV INJURY						\$ 1,000,000		
	GENERAL AGGREGATE						\$ 2,000,000		
	PRODUCTS - COMP/OP AGG						\$ 2,000,000		
C	AUTOMOBILE LIABILITY  X ANY AUTO  OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			6042700731	7/1/2025	7/1/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	
A	X UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR  EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE  DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			6043288583	7/1/2025	7/1/2026	BODILY INJURY (Per person)	\$	
	BODILY INJURY (Per accident)						\$		
	PROPERTY DAMAGE (Per accident)						\$		
	Comp/Collision Ded:						\$ \$1,000/\$1,000		
	EACH OCCURRENCE						\$ 9,000,000		
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR  EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE  DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						AGGREGATE	\$	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY  ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> Y / N  N	N / A	6042700745	7/1/2025	7/1/2026	X PER STATUTE	OTHE-	
D	Pollution Liability Professional Liability			AEH591970792 AEH591970792	7/1/2025 7/1/2025	7/1/2026 7/1/2026	Prof/Pol Each Claim Prof/Pol Aggregate	\$ 10,000,000 \$ 10,000,000	

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

States of North Dakota, Ohio, Washington & Wyoming are not included in the Workers Compensation Coverage.

General Liability Policy includes Stop Gap Liability for North Dakota, Ohio, Washington & Wyoming, subject to the policy terms and conditions.

General Liability Policy includes Contractual Liability for Railroads, subject to the terms, conditions, limitations and exclusions.

## CERTIFICATE HOLDER

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

# **ATTACHMENT D**

## **HOURLY RATE SCHEDULE**

**BARTLETT & WEST, INC.**  
**2026 SCHEDULE OF HOURLY CHARGES**  
**Effective January 1, 2026**

	XII	\$297.00	GIS Coordinator IX	\$276.00
	XI	276.00	GIS Coordinator VIII	258.00
	X	256.00	GIS Coordinator VII	246.00
	IX	240.00	GIS Coordinator VI	228.00
	VIII	224.00	GIS Coordinator V	216.00
	VII	212.00	GIS Coordinator IV	199.00
	VI	199.00	GIS Coordinator III	187.00
	V	188.00	GIS Coordinator II	169.00
	IV	178.00	GIS Coordinator I	157.00
	III	165.00		
	II	148.00	GIS Developer/DBA VI	\$238.00
	I	133.00	GIS Developer/DBA V	220.00
Engineer			GIS Developer/DBA IV	203.00
Landscape Architect			GIS Developer/DBA III	187.00
Architect			GIS Developer/DBA II	173.00
Operations Consultant			GIS Developer/DBA I	162.00
Environmental Planner				
Transportation Planner				
Engineering Technician XI		\$227.00	GIS Analyst VII	\$184.00
Engineering Technician X		197.00	GIS Analyst VI	171.00
Engineering Technician IX		184.00	GIS Analyst V	158.00
Engineering Technician VIII		167.00	GIS Analyst IV	148.00
Engineering Technician VII		151.00	GIS Analyst III	140.00
Engineering Technician VI		139.00	GIS Analyst II	131.00
Engineering Technician V		129.00	GIS Analyst I	123.00
Engineering Technician IV				
Engineering Technician III				
Engineering Technician II				
Engineering Technician I				
Surveyor XI		\$254.00	GIS Technician V	\$135.00
Surveyor X		235.00	GIS Technician IV	123.00
Surveyor IX		220.00	GIS Technician III	110.00
Surveyor VIII		200.00	GIS Technician II	97.00
Surveyor VII		175.00	GIS Technician I	86.00
Survey Technician VIII		\$166.00	Project Coordinator V	\$192.00
Survey Technician VII		144.00	Project Coordinator IV	177.00
Survey Technician VI		128.00	Project Coordinator III	160.00
Survey Technician V		118.00	Project Coordinator II	144.00
Survey Technician IV		109.00	Project Coordinator I	130.00
Survey Technician III		104.00		
Survey Technician II		99.00		
Survey Technician I		95.00		
Construction Specialist		\$204.00	Systems Analyst	\$224.00
			Systems Administrator	162.00
			Systems Technician	108.00
Construction Eng. Tech IX		\$202.00	Administrator VII	\$170.00
Construction Eng. Tech VIII		185.00	Administrator VI	156.00
Construction Eng. Tech VII		172.00	Administrator V	141.00
Construction Eng. Tech VI		159.00	Administrator IV	125.00
Construction Eng. Tech V		144.00	Administrator III	113.00
Construction Eng. Tech IV		128.00	Administrator II	102.00
Construction Eng. Tech III		115.00	Administrator I	92.00
Construction Eng. Tech II		105.00		
Construction Eng. Tech I		95.00		
Right-of-Way Technician VI		\$154.00	Administrative Technician V	\$102.00
Right-of-Way Technician V		137.00	Administrative Technician IV	94.00
			Administrative Technician III	86.00
			Administrative Technician II	78.00
			Administrative Technician I	70.00

# **ATTACHMENT E**

## **SCHEDULE OF REIMBURSABLE EXPENSES**

**BARTLETT & WEST, INC.**

**SCHEDULE OF REIMBURSABLE COSTS/CHARGES**

**EFFECTIVE JANUARY 1, 2026**

<u>DESCRIPTION</u>	<u>CHARGE AMOUNT</u>	<u>UNIT</u>	<u>EXP CODE</u>
--------------------	----------------------	-------------	-----------------

<b>REPRODUCTION</b>			
Blackline Prints			
Bond, Full Size - 24x36	\$ 1.00	Each	PBOND1
Bond, Half Size Reduction - 11x17	\$ 0.70	Each	PBOND 1/2
Photocopies	\$ 0.15	Each	COPIES
On-line Documents	\$ 2.50	Each	ONLINEDOC
Inkjet Plotters - 24x36			
Bond (Black)	\$ 1.50	Lin. Ft.	PLOT
Bond (Color)	\$ 2.50	Lin. Ft.	PLOTC
<b>FIELD EQUIPMENT &amp; MATERIALS</b>			
Nuclear Density Testing Equipment	\$ 30.00	Hour	NUCLEAR
Survey Equipment			
Survey Equipment - Special	\$ 50.00	Hour/Unit	SEQ1
Survey Equipment - GPS/TS	\$ 25.00	Hour/Unit	SEQ2
LiDAR Equipment			
LiDAR Equipment Charges (Static)	\$ 1500.00	Day	LIDAR
LiDAR Equipment Charges (Aerial)	\$ 3000.00	Day	LIDAR_DRONE
LiDAR Equipment Charges (Mobile)	\$ 5000.00	Day	LIDAR_MOB_M
Unmanned System-(Aerial/Water)	\$ 500.00	Day	UAS
<b>VEHICLES</b>			
Trucks, Cars, SUV's - all vehicles	IRS rate to \$0.90	Mile	varies
Off-Road Vehicle incl. Trailer	\$ 130.00	Day	ORVT
<b>MISCELLANEOUS</b>			
Per Diem	Federal GSA allowances for lodging, meals & incidentals	Day	
Survey Materials	Actual Cost or Per Contract		
Specialty Equipment	Negotiated Per Contract		
Postage / Shipping	Actual Cost		