

## MEMORANDUM

TO: Robert Schnur, Director of Finance  
FROM: Crystal McMillan, Administrative Assistant  
RE: Josephville Shouldering Project  
HR Green, Inc.  
DATE: January 4, 2022

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Original bid number and title: Josephville Shouldering Project

Original contract amount: \$ 274,385.85 January 1, 2022

Attached please find Professional Services - Request for Approval and the signed Contract Agreement for the HR Green, Inc. work associated with the Josephville Shouldering Project. Following your review and approval, please forward this request to the County Counselor and County Executive for inclusion on the January 31, 2022, County Council Consent Agenda. Funds will come from line item #205-9400-47601-89022 (Josephville Road)

Please advise if you have questions and/or concerns. Thank you.

Sincerely,



Craig Tajkowski,  
County Engineer

CT/cm

cc: Chris Bostic, Engineering Design Manager



PROFESSIONAL SERVICES – REQUEST FOR APPROVAL

Approved by Consent Agenda: TO BE COMPLETED BY COUNCIL STAFF ONLY

Title: Josephville Shouldering Project [ ] RFQ [ ] RFP [ ] RFQ/RFP #: [ ]

Dept: Highway [ ] Contact Person: Chris Bostic Ext.: 7165

Description (service, justification and use):

Professional engineering, design, and coordination services for the widening of Josephville from Highway P to Kersting Road.

Award to: HR Green, Inc. Location: Chesterfield, MO

Was the vendor pre-qualified? Yes [x] No [ ]

Total negotiated price: \$ 274,385.85 Contract term: Until project is complete with renewals.

Price break-down (if applicable): N/A

Proposal opening held on: November 15, 2021 Opened by: Chris Bostic

Account number to be charged for purchase: 205-9400-47601-89022(Josephville Rd)

If paying for with grant funds, please indicate (1) grant name, (2) total grant amount, (3) what portion of purchase is being paid for by a grant, and (4) when grant period ends as applicable:

**PROFESSIONAL SERVICES – REQUEST FOR APPROVAL**

RFP/RFQ #: Sole Source



**Additional RFQs/RFPs Received**

*The following additional responses were received:*

Vendor: Bartlett & West Location: Fenton, MO

Vendor: Oates Associates, Inc. Location: St. Louis, MO

Vendor: Thouvenot, Wade & Moerchen, Inc. Location: St. Charles, MO

Vendor: \_\_\_\_\_ Location: \_\_\_\_\_

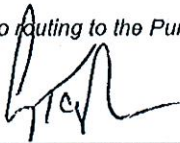
Vendor: \_\_\_\_\_ Location: \_\_\_\_\_

Vendor: \_\_\_\_\_ Location: \_\_\_\_\_

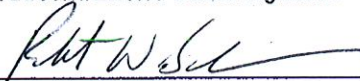
Vendor: \_\_\_\_\_ Location: \_\_\_\_\_

Sole source justification memos from (1) dept. and (2) vendor attached.

*Department Director/Elected Official must sign the request prior to routing to the Purchasing Manager.*

  
\_\_\_\_\_  
Department Director/Elected Official Signature

1/4/22  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Approval or Concurrence of Director of Finance

1-11-22  
\_\_\_\_\_  
Date

**BELOW ONLY TO BE COMPLETED FOR PROPOSALS AT LEAST \$15,000 AND LESS THAN \$50,000. See instructions at the top of pg. 1.**

\_\_\_\_\_  
Director of Administration Signature

\_\_\_\_\_  
Date