



Project Proposal Capital Improvement Program

The St. Charles County Port Authority (SCCPA) is seeking project proposals for eligible **river transportation related projects** needed to support economic development, freight, or water borne commerce. For more eligibility details, please see eligible activities and project types below or refer to Chapter 68, RSMo.

Information about Missouri's waterways may be found at: [Waterways General Information | Missouri Department of Transportation \(modot.org\)](https://www.modot.org/waterways)

Application Process

The projects will be evaluated for inclusion as part of the St. Charles County Port Authority's presentation to the Missouri Port Authority Association (MPAA) and the Missouri Department of Transportation to compete for FY 25 Capital Improvement Program Funds (CIP). The MPAA Board members select the projects submitted by Missouri Port Authorities. The projects are included on the MODOT State Transportation Plan. The funds are part of the appropriations made annually by the General Assembly as part of the State's budget process.

Eligible Activities/Use of Funds

The Capital Improvement Fund Program funds assist to develop port public infrastructure on Missouri's waterways and improve connections between transportation modes.

The state legislature is authorized to appropriate funds to MoDOT for allocation through §68.035.2 RSMo which states:

The state may make capital improvement matching grants contributing eighty percent of the funds and local port authorities contributing twenty percent of the funds for specific undertakings of port development such as land acquisitions, construction, terminal facility development, port improvement projects, and other related port facilities. Notwithstanding the foregoing, any matching grants awarded by the Missouri highways and transportation commission under the Port Capital Improvement Program shall be transportation related.

Projects may include, but are not limited to, property acquisition, security systems, rail connectors, and road access improvements.

Ineligible Activities

Routine maintenance of existing infrastructure.

Match

The Capital Improvement Program requires a 20 percent local financial match.

Cost Estimates

Preliminary cost estimates included in proposals should be completed by licensed engineers, qualified public works officials or persons directly familiar with estimated the costs of infrastructure projects.

Program and Project Compliance

The Missouri Department of Transportation has published a “State Assisted Funding Implementation Guide” (SAFIG) which describes the policies and procedures that direct program and policy compliance. [State Assisted Funding Implementation Guidance \(modot.org\)](http://modot.org)

Proposal Submission

Proposals are due by 5 pm on _____ and may be submitted by email to Roger Ellis, St. Charles County Port Authority Chairman of the Board, at portauthority@sccmo.org . Applicants will present their project proposals to the SCCPA between 8:00 AM and 11:00 AM on _____. Staff will evaluate proposals and provide recommendations to the SCCPA Board of projects that represent both the most competitive projects based upon the MPAA priorities as well as consistency with the SCCPA Strategic Plan.

SCCPA Administration Fee

Successful applicants achieving a recommendation by the MPAA, MoDOT and for whom the General Assembly has appropriated funds will be required to include an administration fee paid to the St. Charles County Port Authority equal to 7.5% of construction costs. Proposals should build the fee into the project budget.

Project Evaluation

Projects will be evaluated using the following criteria:

- Need – the degree to which the demand for the infrastructure improvement is documented.
- Financial need – the degree to which the SCCPA Capital Improvement funds will fill a proven gap or expedite a project.
- Impact – the degree to which the project may:
 - Increase the number of direct new jobs in St. Charles County
 - Increase the number of indirect new jobs in St. Charles County
 - Increase the amount of private investment in St. Charles County
 - Increase the flow of goods and services or people within the County

- Consistency – the degree to which the project:
 - Is consistent or advances the SCCPA Strategic Plan
 - Is consistent or advances the Missouri River Freight Corridor Assessment and Development Plan

Proposal Format

On a separate paper please provide the following information using the format provided below:

1. Project Title:

2. Applicant Information

- a. City:
- b. Contract Person:
- c. Address:
- d. Telephone Number:
- e. Email:

3. Project Description (including at a minimum)

- a. Provide a narrative description of the proposed project including a statement of the need. Include a description of the impact of no action?
- b. How is the project classified?
 - a. New capital improvements
 - b. Upgrading existing capital improvements through renovation
 - c. Maintenance of existing capital improvements through rehabilitation
 - d. Not a capital improvement project
- c. List the major outputs and outcomes intended for the project.
- d. How does this project improve transportation and river commerce (people or materials).
- e. Can the project be completed in one year? If not, how long will the project take to complete?
- f. Does the project have phases of which this proposal is one? Will this project function independent of the other phases?
- g. Provide a statement of how the project is consistent with or provides progress toward the goals and outcomes of the St. Charles County Port Authority Strategic Plan [SCCPA-Strategic-Plan-Executive-Summary-2 \(sccmo.org\)](http://sccmo.org) .
- h. Provide a statement of how the project is consistent with or provides progress toward the goals and outcomes of the [Missouri River Freight Corridor Assessment and Development Plan](#)
- i. For property acquisition, how does this property lie in relation to the river?
- j. What specific activities/costs are you proposing for the Capital Improvement funds?
- k. List each of the other funds included in the project budget, amounts, and the degree to which they are currently committed (fully committed – no conditions; committed with conditions; request made - under review; no request made yet)

to the project and, as applicable, the estimated date that they will be committed to the project.

- I. Provide a timeline for implementation that will be used for project progress reports throughout the fiscal year.

4. Project Financing Plan (including at a minimum):

Sources and Uses:

Description of Activity	Estimated Cost	Source – Capital Improvement Funds	Source – Local Cash Match (min 20%)	Source - Other	TOTAL
Acquisition					
Construction					
Engineering					
Inspection					
Other Professional Services					
SCCPA Fee					
TOTAL					

5. Proposal Attachments:

- a. Map indicating project location
- b. Copy of project preliminary engineering report and cost estimate
- c. Copy of award letters or documentation indicating commitment of match and other funds, as applicable.