

MEMORANDUM

TO: Tracy Bayne, Acting Director of Finance
FROM: Crystal McMillan, Administrative Assistant
RE: Hepperman Road, Phase II
Great River Associates, Inc. (dba Great River Engineering)
DATE: January 11, 2023

Original bid number and title: Hepperman Road, Phase II
Original contract amount: \$ 215,000.00 January 4, 2023

Attached please find Professional Services - Request for Approval and the signed Contract Agreement with Great River Associates, Inc. for work associated with the Hepperman Road, Phase II Project. The Hepperman Road Phase II project will adjoin the Hepperman Road Phase I project completed in 2018 on the north end. This project involves the reconstruction of a narrow, aging two-lane roadway beginning at Golf Club Drive south to Missouri Route N. Resulting in two lanes twelve-feet-wide with four-foot-wide shoulders, pedestrian and bicycle facilities, and drainage improvements.

Great River Engineering submitted a proposal in response to a Request for Proposals (RFP) sent out to four firms on the Finance Department's pre-qualified list. Firms pre-qualified to provide professional services have already submitted their qualifications and been pre-approved by the County to provide engineering services on different categories of work. In this case, Great River Engineering is pre-approved to provide engineering services for "Basic Transportation Projects," which includes this particular project.

Following your review and approval, please make preparation for this bid to be placed on the January 30, 2023, County Council Consent Agenda. Following the Council approval and the County Executive's signature, please forward me the approved RBA. Funding for this project will come from the Transportation (205) budget, Line: # 205-9400-36223 Hepperman Road, Phase II.

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

Sincerely,



Digitally signed by John G. Lyons
DN: cn=John G. Lyons, o=St. Charles
County, ou=Highway Department,
email=jlyons@sccmo.org, c=US
Date: 2023.01.11 15:20:55 -06'00'

John G. Lyons,
St. Charles County Engineer

JGL/cm

cc: Chris Bostic, Engineering Design Manager



PROFESSIONAL SERVICES – REQUEST FOR APPROVAL

Approved by Consent Agenda:

TO BE COMPLETED BY COUNCIL STAFF ONLY

Title: Hepperman Road, Phase II [] RFQ [] RFP [x] RFQ/RFP #: _____

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

Description (service, justification and use):

The Great River Associates, Inc. (dba Great River Engineering) Engineering Design Service Contract Agreement is to provide planning, engineering, design, estimating, and coordination services for the Hepperman Road, Ph. II Project in unincorporated St. Charles County.

Award to: Great River Associates, Inc. [] Location: 2826 S Ingram Mill Road, Springfield, MO 65804 []

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

Total negotiated price: \$ 215,000.00 Contract term: Until project is complete with _____ renewals.

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

Proposal opening held on: December 1, 2023 [] Opened by: Chris Bostic

Account number to be charged for purchase: 205-9400-47601-36223 (Hepperman Road I)

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 #: Cooperative

Additional RFQs/RFPs Received

The following additional responses were received:

Vendor: Farnsworth Location: St. Louis, MO No Response

Vendor: Civil and Environmental Consultants, Inc (CEC) Location: St. Peters MO No Response

Vendor: TWM, Inc. Location: St. Charles, MO No Response

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

1/5/23

Date

Tracy A. Bayne

Approval of Acting Director of Finance

1/10/23

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