



John G. Lyons  
County Engineer

## MEMORANDUM

TO: Tracy Bayne, Acting Director of Finance

FROM: Crystal McMillan, Administrative Assistant

RE: Interstate Drive Extension to Route T  
Right-of-Way Design  
Horner & Shifrin, Inc.

DATE: January 11, 2023

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<u>Original bid number and title:</u>	Interstate Dr. Extension to Route T
<u>Original contract amount:</u>	\$ 389,756.00
	January 11, 2023

Attached please find Professional Services - Request for Approval and the signed Contract Agreement with Horner & Shifrin, Inc. for work associated with the Interstate Dr. Extension to Route T Project. Horner & Shifrin, Inc. will provide six (6) major deliverables including Topographic Survey and Property Base Map, Alignment Strip Map, Preliminary Plans, Right-of-Way Plans, Conceptual Design Plans, and Cost Estimates. Providing the County, a better understanding of the vertical and horizontal location of the new road and any major geotechnical or environmental considerations.

Horner & Shifrin, Inc. 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, Horner & Shifrin is pre-approved to provide engineering services for "Complex Transportation Planning," which includes this particular project.

Following your review and approval, please prepare for this bid to be placed on 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: # 205-9400-92023 Interstate Drive Extension to Route T.

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

Sincerely,

A handwritten signature in black ink, appearing to read "John G. Lyons".

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 16:57:00 -0600

John G. Lyons,  
St. Charles County Engineer

JGL/cm

cc: Chris Bostic, Engineering Design Manager

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PROFESSIONAL SERVICES – REQUEST FOR APPROVAL

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

Title: Interstate Drive Extension To Route T - ROW Design [ ] RFQ [ ] RFP [x] RFQ/RFP #: Cooperative
Dept: Highway [v] Contact Person: Chris Bostic Ext.: 7165

Description (service, justification and use):

Horner & Shifrin, Inc. Engineering Design Service Contract Agreement with St. Charles County Highway Department will provide Professional Consulting services planning, engineering, design, estimating, and coordination services for the Right-of-Way Design for Interstate Drive Extension to Route T.

Award to: Horner & Shifrin, Inc. [ ] Location: 401 S 18TH St., St. Louis, MO 63103 [ ]

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

Total negotiated price: \$ 389,756.00 Contract term: Until project is complete with \_\_\_\_\_ renewals.

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

Proposal opening held on: December 1, 2022 [ ] Opened by: Chris Bostic

Account number to be charged for purchase: 2059400-47601-92023 Interstate Dr. to Rte T [ ]

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: EFK Moen, LLC Location: St. Charles, MO 63303

Vendor: HR Green Location: Chesterfield, MO 63017

Vendor: Lochmueller Group Location: St. Charles, MO 63301

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

1/12/23  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Approval of Acting Director of Finance

1/13/23  
\_\_\_\_\_  
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