

City of Lake Saint Louis  
Department of Public Works



307 Parkway Industrial Drive  
Lake Saint Louis, Mo. 63367

Date: August 4, 2025

Dear Consultant:

The City of Lake Saint Louis is requesting the services of a consulting engineering firm to perform the described professional services for the project included on the attached list. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. Limit your letter of interest to no more than 5 pages. This letter should include any information which might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, other projects your company has recently completed or that are now active, and unique approaches or insights applicable to this particular project. It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) be submitted with your firm's Letter of Interest. The statement of qualification is not included in the total page count limit.

DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at [www.modot.gov](http://www.modot.gov), in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.

It is required that your firm be prequalified with MoDOT and listed in [MoDOT's Approved Consultant Prequalification List](#), or your firm will be considered non-responsive.

All letters must be received in a **sealed and clearly labeled envelope** by 12 pm, 09/11/2025 delivered to:

Lake Saint Louis City Clerk's Office  
200 Civic Center Drive  
Lake Saint Louis, MO 63367

Please note: The outside of the envelope should be clearly labeled "Proposal No. 08-25 Technology Drive Sidewalk Project" It is recommended that this sealed envelope be placed inside the shipping envelope as the shipping envelope will likely be opened.

Deliveries may be made in person, via parcel service (FedEx, UPS, etc.), or via US mail. It is recommended that several days additional time be allowed if using an option without guaranteed delivery and tracking. Late deliveries will not be accepted.

Sincerely,

Terry Rigdon  
Director of Public Works

<b>City of Lake Saint Louis: Technology Drive Sidewalk Project</b>	
Federal Aid No:	TAP 7302(717)
Location:	Technology Drive (S. Henke Road to Technology Drive Loop).
Proposed Improvement:	The Technology Drive Sidewalk Project proposes constructing a 10' shared-use path, 6' sidewalk, mid-block crosswalk and lighting alonge Technology Drive.
Length:	0.6 Miles
Approximate Construction Cost:	\$1,000,000
DBE Goal Determination:	8 %
Consultant Services Required:	<p>Major Project scope items include:</p> <ul style="list-style-type: none"> <li>• Replace Curb and Gutter, if needed</li> <li>• ADA Improvements</li> <li>• Sidewalk/Pedestrian Improvements</li> <li>• Utility relocations, if required</li> </ul> <p>The engineering responsibilities may include but are not limited to the following: The preparation of Conceptual plans, Preliminary plans, Contract plans. Design services may include, right of way plans, surveying, geotechnical investigations, traffic engineering, retaining wall design, storm water drainage design, public involvement, contract documents, assisting with the bidding process, construction support as needed, utility coordination and traffic controls including the preparation of PS&amp;E and final documents.</p> <ul style="list-style-type: none"> <li>• Preparation and submittal of all necessary environmental/historic preservation documents for clearance as necessary</li> <li>• Preparation of all permitting required</li> <li>• Conduct topographic and ROW surveys at the project intersections and prepare electronic deliverables</li> <li>• Review application and recommend changes to the project as necessary</li> </ul>

	<p>to conform to applicable standards.</p> <ul style="list-style-type: none"><li>• Prepare concept engineering plans (30%) that include horizontal alignment, vertical alignment, basic intersection geometrics, traffic engineering related to RRFB's and pedestrian crossings, conceptual improved drainage design, conceptual traffic control plan, and cost estimate</li><li>• Prepare ROW plans (70%) and associated legal documents for the City to obtain required easements and ROW needed for the project</li><li>• Prepare all ROW and easement exhibits, legal descriptions, and all other work associated to acquisition, including obtaining title commitments.</li><li>• Prepare draft final plans (95%) and contract documents for bidding. Submit draft final plans and contract documents.</li><li>• Provide final construction plans (incl. comprehensive traffic control plans) and contract documents for bidding</li><li>• Prepare and submit all required documentation for Plans Specs and Estimates (PS&amp;E) approval from MoDOT.</li><li>• Provide exhibits, material, and staff at open house style public meetings (1 public and 1 property owner)</li><li>• Facilitate utility coordination by sending plans to utility companies</li><li>• Provide shop drawing review and clarification of plans during the construction phase services</li><li>• Attend coordination meetings as required.</li><li>• Attend two (2) on -site visits during construction during critical portions</li></ul>
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	of work, to ensure compliance.
Other Comments:	Submit 4 copies of RFQ Approved project application is attached.
Contact:	Name: Terry Rigdon Address: 307 Parkway Industrial Drive Lake Saint Louis, MO 63367 Phone: 636.695.4221 Email: <a href="mailto:trigdon@lakesaintlouis.com">trigdon@lakesaintlouis.com</a>
Deadline:	September 11, 2025 at 12:00 PM
<ul style="list-style-type: none"> <li>Submit: Letter of interest should not exceed <u>5</u> pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. <u>4</u> copies of the letter interest should be received at the address and by the time specified. One copy of all submittals should be unbound.</li> </ul>	

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection. Additional criteria can be added with the approval of Central Office Design- MoDOT.

Experience and Technical Competence -	<u>30</u>	Max Points
Capacity and Capability -	<u>25</u>	Max Points
Availability of staff assigned to project to attend project meetings and meet for on-site consultation –	<u>10</u>	Max Points
Project specific factors (approach, understanding, innovative ideas) -	<u>10</u>	Max Points
Past Record of Performance -	<u>25</u>	Max Points

### **Experience & Technical Competence**

Individuals: Rate the qualifications of employees designated to this specific job. Consider both Technical Competence of the employees for the given discipline or skill set, but also experience with similar projects. Recent experience with jobs of similar scope and complexity and appropriateness of qualifications should be specifically considered.

**Capacity & Capability**

Firm and Team: Evaluate the consulting firm for experience on similar and related types of work it has performed. Appropriateness of team size, ability to provide backup staffing if necessary without adding complexity to the project with unnecessary division of labor. Consider Firm's workload. The Firm should include a statement of QA/QC strategies and methods. The submitted schedule will also be evaluated as part of this portion of the rankings.

**Availability of Staff**

Key personnel should be reasonably available for meetings. Geographically distant or disbursed personnel would normally reduce this score without appropriate mitigating strategies, and justification.

**Project Specific Factors**

The proposal should include some degree of narrative describing the firms approach, project understanding, and highlight innovation the team can bring to the project. This score is an opportunity to reward outstanding insight or approaches.

**Past Record of Performance**

Quality of work performed for the City on previous contracts, and responses from reference checks.

# Project Application Form

## Transportation Alternatives Program

2025 Call for Projects

For the St. Louis Region

**Bicycle and Pedestrian Facilities**

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Sponsoring Agency:

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Project Title:

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TAP Funds Requested:

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**Applications Due: February 7, 2025 by 4:00 PM**



**EAST-WEST GATEWAY**  
Council of Governments

Creating Solutions Across Jurisdictional Boundaries

November 2024

**TRANSPORTATION ALTERNATIVES PROGRAM**  
**BICYCLE AND PEDESTRIAN FACILITIES – PROJECT APPLICATION FORM**

Please refer to the TAP Project Development Workbook for more information on the program requirements, scoring criteria, and available funding. The Project Development Workbook is available on the East-West Gateway Council of Governments (EWG) web page: <https://www.ewgateway.org/transportation-planning/transportation-improvement-program/competitive-transportation-programs/tip-call-for-projects-2025/>

This project application form is for the bicycle and pedestrian facilities, including Safe Routes to School (SRTS) infrastructure. There are separate project application forms for the SRTS non-infrastructure activities, and for the community improvement and environmental mitigation activities. If your agency is interested in applying for those activities, please obtain the application form from the EWG website, or contact EWG staff for more information.

Viewing and utilizing the application form will require the installation of Adobe Reader. A free download of the software can be obtained here: <http://get.adobe.com/reader/>. **Please save the application to your computer before filling out the necessary information.** Rename the PDF file using the following format: 2025TAP\_[Sponsor]\_[Project Name].pdf. You may attach additional pages to the application if necessary to address questions in the application.

The call for projects begins **November 4, 2024** and ends on **February 7, 2025** at 4:00 p.m. Applications received after the deadline will not be accepted. Submit the completed application and necessary attachments electronically to [TAP@ewgateway.org](mailto:TAP@ewgateway.org). The electronic submission must include scanned signatures. Please submit one application per email. You will receive an email confirmation within one business day of submittal. If you do not receive confirmation or have questions about the application, contact EWG staff.

**APPLICATION FEE**

An application fee is required for each project that is submitted for consideration. The application fee is 0.5% of the federal funds being requested. For example, a sponsor requesting \$350,000 in federal funding would be required to pay a \$1,750 application fee. If the project is not recommended for funding, the application fee will be refunded. Counties make annual contributions to EWG and, as such, a credit equal to their annual contribution is applied against their application fee. Counties will be invoiced for any amount above the annual contribution credit.

The TIP Application Fee Payment Information Form must be included with the TIP application fee. This form is available on the EWG web page. Application fees may be submitted by check via mail or through electronic funds transfer (EFT). Mailed application fees must be postmarked by February 7, 2025. For check payments, send the TIP Application Fee Payment Information Form and check to:

TIP Application  
East-West Gateway Council of Governments  
1 S. Memorial Drive, Suite 1600  
St. Louis, MO 63102-2451

For EFT payments, send the TIP Application Fee Payment Information Form via email to [tipappfees@ewgateway.org](mailto:tipappfees@ewgateway.org). EFT payments are due by February 14, 2025.

**CONTACT INFORMATION**

EWG staff encourages project sponsors to reach out for any questions regarding eligibility, development schedule, financial plan, scoring criteria, etc. Please submit questions to [TAP@ewgateway.org](mailto:TAP@ewgateway.org).

## PROJECT CHECKLIST

The evaluation and scoring of all projects will be based on the answers provided in the application and the attachments submitted.

**The materials should be submitted in the following order.**

### Project Application: *(required)*

- Completed TAP application**
- Required signatures** – Policy on Reasonable Progress Certification (Missouri only), Financial Certification of Matching Funds, Person of Responsible Charge Certification, Right-of-Way Acquisition Certification Statement, Notification of Title VI & Discrimination Requirements

### Attachment A: *(required)*

- Project location map** – depict the location of the project on a base map such as a town road map, GIS map, aerial photo, or another base map suitable to clearly show the project’s overall location. Provide on an 8 ½ x 11 page. Project location is used by EWG to determine:
  - score for Equity Emphasis Area
  - score for Population and Employment Index
- Detailed cost estimate** – use Estimate of Project Costs excel file provided by EWG.
- Letter of permission from facility owner** – provide if sponsor does not own roadway/facility.
- Letter of support from match source** – provide if individual, business, other local public agency, or other third-party is providing matching funds.
- Coordination letter(s)** – provide if sponsor requires coordination with other agencies to implement the project (e.g., Bi-State Development or another jurisdiction).

### Attachment B: *(not required, but used for project evaluation)*

- Photographs** – attach photo(s) of the current roadway or bicycle/pedestrian facility.
- Detailed map (existing)** – provide a map showing (if applicable):
  - bus stops/stations in relationship to project
  - community resources located within ½ mile of project limits (e.g., park, full-service grocery, civic building, library, health care, recreation center)
  - cultural destinations located within ½ mile project (e.g., tourism destinations, heritage/historic sites, natural areas)
  - schools (grades K-12 and college/university) located within ½ mile of project limits
  - bicycle and/or pedestrian facilities within ½ mile of project limits
  - barriers (e.g., river, railroad, interstate)
- Detailed map (proposed)** – provide a map showing:
  - location of proposed improvements (e.g., RRFB/PHB, crosswalk visibility enhancements, medians and pedestrian crossing islands, new sidewalk/shared-use path, pedestrian bridge)
- Typical section** – show details of before and after improvements.
- Crash reports** – provide all bicycle and pedestrian crash reports along the project limits. Use crash reports from 2018-2022. Redact any personal information (e.g., names, addresses, etc.).
- Documentation of an approved or adopted plan, ordinance, and/or policy that supports the project** – do not attach entire plan documents, only include the necessary pages.

### Attachment C: *(not required)*

- Letters of support** – endorsements or petitions from associations, boards, school districts, residents, businesses, etc. Only attach letters of support that pertain to specific project.
- Documentation of public involvement process** – public meeting minutes, newspaper clippings, press announcements, etc.

SPONSOR INFORMATION											
Sponsoring agency:											
Secondary sponsor agency (if applicable):											
Chief Elected Official/Chief Executive Director:											
Name:					Title:						
Street address:											
City:		State:		County:		ZIP code:					
Project contact:											
Name:					Title:						
Agency:											
Street address:											
City:		State:		County:		ZIP code:					
Phone Number:					E-mail address:						
Application contact:											
Name:								Phone Number:			
E-mail address:											
PROJECT INFORMATION											
Project title:											
Project status:					Is this application request for a piece of a larger project (phase) or the entire length of project?						
<input type="checkbox"/> New project					<input type="checkbox"/> Phase						
<input type="checkbox"/> Continuation of STP-S/CMAQ/TAP project					<input type="checkbox"/> Full project						
<input type="checkbox"/> Add to existing non-federally funded project											
If project is a continuation of another project that was previously programmed in the TIP, provide TIP ID # of existing project and explain this relationship:											
If this project is a phase of a full project, how many phases are left to complete the project? Briefly explain each phase (i.e., project limits and general improvements):											
Has your agency received federal funds along the project corridor within the last 10 years?											
<input type="checkbox"/> Yes <input type="checkbox"/> No											
If yes, when?											
Does this project touch MoDOT right-of-way?											
<input type="checkbox"/> Yes <input type="checkbox"/> No											
<i>If yes, a letter of support for this project is required from MoDOT.</i>											
Does the sponsoring agency own and maintain this facility?											
<input type="checkbox"/> Yes <input type="checkbox"/> No											
<i>If no, a letter of support for this project is required from the facility owner.</i>											
If no, who owns the facility?											

ROADWAY INFORMATION			
<i>Note: provide the following information for the road of the facility or adjoining to the off-road facility.</i>			
Name of street or facility to be improved:			
Project length (miles):			
Project limits – north/west reference point, cross street, or intersection:			
Project limits – south/east reference point, cross street, or intersection:			
Federal functional classification of road (per EWG) <sup>1</sup> :			
	CURRENT:		PROPOSED:
Traffic volumes (AADT):	Year:		Year:
Identify source of AADT <sup>2</sup> :			
Average daily use volume:			
Speed limit of street (mph):			
Number of through lanes (both directions):			
Number of turn lanes:			
Two-way left turn lanes?	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Typical lane width (feet):			
Outside lane width (feet):			
Shoulder width (feet):			
On-street parking allowed?	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Curb and gutter?	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Sidewalks?	<input type="checkbox"/> One side <input type="checkbox"/> Both sides <input type="checkbox"/> None		<input type="checkbox"/> One side <input type="checkbox"/> Both sides <input type="checkbox"/> None
Sidewalk width (feet):			
Existing sidewalk surface condition <sup>3</sup> :	<input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent <input type="checkbox"/> None		n/a
Estimated sidewalk to be built (square yards):	n/a		
Sidewalk/roadway separation width (feet):			
On-road bicycle facility <sup>4</sup> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
On-road bicycle facility width:			
Shared-use path/sidepath?	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Shared-use path/sidepath width (feet):			
Estimated shared-use path to be built (square yards):	n/a		
Number of new and/or reconstructed curb ramps:	n/a		
Transit within ½ mile of pedestrian project or 3 miles of bicycle project?	<input type="checkbox"/> Yes <input type="checkbox"/> No		n/a

<sup>1</sup> EWG Functional Classification maps: <http://www.ewgateway.org/transportation-planning/roadway-functional-classification/>.

<sup>2</sup> If source is state DOT, use data from most recent available year. If source is a count conducted by the local agency, must be within five years.

<sup>3</sup> **Poor**: the sidewalk has deep cracking and buckling, poor drainage, or a bulging surface (due to tree roots). Impassable to mobility impaired pedestrians. **Fair**: the sidewalk contains cracks or an uneven and distressed surface. Hinders mobility of the average pedestrian. **Good**: the sidewalk is free from significant cracking, buckling, or gravel surfaces. Unlikely to hinder mobility of the average pedestrian. **Excellent**: the sidewalk is in like new condition and contains no cracking or buckling. Does not hinder mobility of the average pedestrian. **None**: no sidewalk is present.

<sup>4</sup> On-road bicycle facility includes: bike lanes (separated, buffered, and standard). Shared-lane markings (sharrows) and share the road/bikes may use full lane signage are not bicycle facilities. View EWG Bicycle Planning Guide for a description of bicycle facilities:

[https://www.ewgateway.org/wp-content/uploads/2018/07/BicyclePlanningGuide\\_June2018.pdf](https://www.ewgateway.org/wp-content/uploads/2018/07/BicyclePlanningGuide_June2018.pdf).

**LAND ACQUISITION INFORMATION**

Status of right-of-way acquisition (all properties, permanent and/or temporary easements, Temporary Slope Construction License (TSCL), and other rights-of-way):

- All acquired or none needed
- In process
- Not started

If applicable, list the number of parcels to be acquired (all properties, permanent and/or temporary easements, TSCL, and other rights-of-way):

If any residential or commercial displacements are anticipated, give details on how many and if they are residential and/or commercial:

Right-of-way acquisition by:

Right-of-way condemnation by:

Will the project traverse any public property, such as a public park that has used federal funds (e.g., Land and Water Conservation Funds) in the past?

- Yes  No  Unknown

Will the project traverse any public park property?

- Yes  No

If yes, identify the public park property:

Will the project traverse any property or district recognized by the National Register of Historic Places?

- Yes  No

If yes, identify the historic property or district:

Will the project expand pavement/concrete in a wooded area?

- Yes  No



### UTILITY COORDINATION

Note: project sponsor must coordinate with utilities prior to construction.

Will the project involve any coordination with utilities?

Yes  No

If yes, check the appropriate box to select the type of utility. Then give the names of the utility companies.

Electric

Phone

Gas

Water

Cable TV

Storm sewer

Sanitary sewer

Give details concerning potential utility conflicts, problems, or issues:

Utility coordination completed by:

Designed by:

Inspected by:

### RAILROAD COORDINATION

Does the project traverse any property owned by a railroad?

Yes  No

Is there a railroad within 500' of project limits?

Yes  No

Name of railroad:

Number of crossings impacted:

Are the crossings active?

Yes  No

Width of crossing:

What is the crossing type?

Timber

Rubberized

Asphalt

Concrete

Other

Describe other:

**PROJECT MAINTENANCE**

List any regular maintenance tasks anticipated over the next 25 years:

Estimated annual cost to maintain facility and funding source(s):

**AMERICANS WITH DISABILITIES ACT**

Under the 1990 Americans with Disabilities Act (ADA), Title II requires public entities with more than 50 employees to complete a self-evaluation and create an effective ADA transition plan<sup>5</sup>.

Does your local public agency have more than 50 employees?

Yes  No

If yes, does your agency have an adopted ADA transition plan?

Yes  No

If your agency has an ADA transition plan, when was it adopted?

If ADA transition plan is not adopted, when is it expected to be adopted?

<sup>5</sup> FHWA Questions and Answers about ADA/Section 504: [https://www.fhwa.dot.gov/civilrights/programs/ada/ada\\_sect504qa.cfm](https://www.fhwa.dot.gov/civilrights/programs/ada/ada_sect504qa.cfm).

**EQUITY**

Please use the EWG Equity Emphasis Areas tool<sup>6</sup> to identify Transportation Equity Populations and Community Burdens in the project area. Equity Emphasis Areas are defined at the census tract geography and meet one of the following conditions: (1) the communities are identified as disadvantaged in the federal Climate and Economic Justice Screening Tool (CEJST) or (2) the communities are identified as having a low, medium, high, or very high composite score for transportation equity population (TEP) concentration.

Using the Equity Emphasis Areas tool, identify the TEP population percentage and score for the census tract that is impacted most by the proposed project:

TEP	Population Percentage	Population Score
Minority		
Poverty		
Disability		
Seniors (65+)		
Zero-Vehicle Household		
Limited English Proficiency (LEP)		

Please describe either positive or negative impacts on the above TEPs that would be associated with the project.

Using the Equity Emphasis Areas tool, identify the CEJST community burdens for the census tract that is impacted most by the project:

Climate Change Burden	<input type="checkbox"/> Yes <input type="checkbox"/> No
Energy Burden	<input type="checkbox"/> Yes <input type="checkbox"/> No
Transportation Burden	<input type="checkbox"/> Yes <input type="checkbox"/> No
Housing Burden	<input type="checkbox"/> Yes <input type="checkbox"/> No
Legacy Pollution Burden	<input type="checkbox"/> Yes <input type="checkbox"/> No
Water and Wastewater Burden	<input type="checkbox"/> Yes <input type="checkbox"/> No
Health Burden	<input type="checkbox"/> Yes <input type="checkbox"/> No
Workforce Development Burden	<input type="checkbox"/> Yes <input type="checkbox"/> No

Describe how this project would reduce or increase burdens on the community referenced above.

<sup>6</sup> Equity Emphasis Areas: <https://ewgateway.maps.arcgis.com/apps/instant/compare/index.html?appid=32d0adc81d7642ffb6fa831f0e161f8>

**PLANNING/COMMUNITY SUPPORT**

Is the project identified in an approved plan, policy, or ordinance?

Yes  No

Name and adoption date of plan, policy, or ordinance:

Describe the public involvement activities to date on the proposed project:

**PROJECT DESCRIPTION**

Define the **scope** and **specific elements** of the project. Describe current conditions / problems / issues that the project will address. Be as specific as possible. *(If adding additional pages, please provide a brief summary below).*

**PROJECT DEVELOPMENT SCHEDULE**

*Note: many stages can occur concurrently.*

Activity Description	Start Date (MM/YYYY)	Finish Date (MM/YYYY)	Time Frame (Months)
Receive award notification letter from EWG	10/2025	10/2025	1
Execute agreement (project sponsor and DOT)			
<b>Engineering services contract submitted and approved*</b>			
Environmental review process – NEPA classification and clearance			
Public meeting/hearing			
Develop and submit preliminary plans			
Preliminary plans approved			
Develop and submit right-of-way plans			
Review and approval of right-of-way plans			
<b>Submit and receive approval for notice to proceed for right-of-way acquisition (A-Date)*</b>			
Right-of-way acquisition			
Utility coordination			
Develop and submit PS&E			
<b>District review and approval of PS&amp;E*</b>			
Advertise for bids/bid letting/bid concurrence			
Project implementation/construction			

**FINANCIAL PLAN**

*Note: federal participation for a phase of work must not exceed 80% of the total cost.*

Phase of Work <sup>7</sup>	Starting Federal Fiscal Year <sup>8</sup>	Total Phase Cost	TAP Funds Requested	Sponsor Share	Sponsor Share Percentage
PE / Planning / Environmental Studies	FY				
Right-of-Way	FY				
Construction Engineering	FY				
Construction / Implementation	FY				
<b>TOTAL PROJECT COST</b>					

Identify the source(s) of local matching funds (e.g., state DOT, city, county, county road board, county motor fuel tax, private entity), and the amount for each source:

<sup>7</sup> View TAP Project Development Workbook (page 8) for information on funding availability by fiscal year and phase of work.

<sup>8</sup> Fiscal years are federal fiscal years (October 1 through September 30).

**SAFETY**

Does the project address a location with a history of crashes involving pedestrians and/or bicyclists along the project limits from 2018-2022?

Yes  No

*If yes, provide the summary for each crash involving a pedestrian or bicyclist in the table below using crash data from 2018-2022. Provide the crash reports in Attachment B.*

Date	Time of Day	Location (i.e., street name, cross street, intersection)	Collision Type (i.e., bicyclist or pedestrian)	Severity (i.e., fatal, serious injury, minor injury)

Are there any undocumented safety issues?

Yes  No

Describe the documented or undocumented safety issue:

Describe the countermeasure(s) and explain how specific features of the proposed project will improve safety for pedestrians, bicyclists, and/or motorists (documented and/or undocumented issues):

**MULTIMODAL**

Describe the existing conditions of the bicycle/pedestrian environment where the proposed facility will be constructed:

Does the proposed project incorporate any of the following bicycle-related improvements?

- New shared-use path/trail/arterial sidepath (where none currently exist)
- Shared-use path/trail/arterial sidepath improvements/reconstruction
- Separated bike lane/cycle track/protected bike lane
- Buffered bike lane
- Standard bike lane (not buffered)
- Marked shared roadway (shared-lane markings, “sharrow”)
- Wayfinding, bicycle racks or parking, or other end of trip facilities
- Other
- None

Describe the bicycle-related improvements (including ‘other’) in detail:

Does the proposed project incorporate any of the following pedestrian-related improvements?

- New sidewalks (where none currently exist)
- Sidewalk spot slab improvements
- Sidewalk reconstruction
- Construction of new curb ramps (where none currently exist)
- Curb ramp reconstruction
- Sidewalk/roadway separation
- Wayfinding, furniture, or other end of trip facilities
- Pedestrian-scale lighting (e.g., glare shielded, lower height (12’ to 14’))
- Other
- None

Describe the pedestrian-related improvements (including ‘other’) in detail:

Does the proposed project incorporate any of the following intersection or crossing treatments?

- Countdown timers
- Leading pedestrian interval (LPI)
- Bicycle signals or bicycle detection
- Rectangular Rapid-Flashing Beacon (RRFB)
- Pedestrian Hybrid Beacon (PHB or HAWK)
- Marked crosswalks (standard parallel crosswalk markings)
- High-visibility crosswalks (e.g., ladder, zebra, or continental crosswalk markings)
- Enhanced signing and marking
- Raised crosswalks
- Midblock crossings
- Pedestrian refuge islands
- Curb extension or bulb-outs
- Bicycle boxes
- Colored pavement crossings for bicycle lanes marked through intersection
- Other
- None

Describe the intersection or crossing treatments (including 'other') in detail and identify crosswalk locations:

If the project incorporates any safety, traffic calming, or design improvements, describe the improvements in detail (e.g., improvements at a rail-grade crossing, intersection improvements, road diets, bulb-outs, raised median barriers, center islands, roadway markings, improved signage and signals):

Does the project improve access to transit bus stops, stations, park-and-ride lots, or other major transit facilities?

Yes  No

If yes, identify the bus route and/or transit facility:



Does the project incorporate improvements to existing transit stops or stations (e.g., 5' x 8' ADA landing pads, benches, shelters)?  
 Yes  No

If yes, identify the improvements:

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Is the project within ½ mile of a school?  
 Yes  No

If yes, identify the school(s):

School Name	Proximity to Project
	<input type="checkbox"/> Within ¼ mile <input type="checkbox"/> Within ½ mile
	<input type="checkbox"/> Within ¼ mile <input type="checkbox"/> Within ½ mile
	<input type="checkbox"/> Within ¼ mile <input type="checkbox"/> Within ½ mile
	<input type="checkbox"/> Within ¼ mile <input type="checkbox"/> Within ½ mile

Does the project provide access (i.e., within ¼ mile) to a community resource (e.g., park, full-service grocery, civic building, library, health care, recreation center)?  
 Yes  No

Is the project within ½ mile of a community resource?  
 Yes  No

Identify all community resources (planned or existing) that the project serves (i.e., within ½ mile):

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Does the project provide access (i.e., within ¼ mile) to a cultural destination (e.g., "main street," tourism destinations, heritage/historic sites, natural areas)?  
 Yes  No

Is the project within ½ mile of a cultural destination?  
 Yes  No

If yes, identify the cultural destinations that the project serves:

Does the project provide a connection that reduces a barrier to use and functionality?

Yes  No

If yes, identify and describe the barrier (e.g., river, stream, railroad corridor, freeway, multi-lane highway). Also, identify the magnitude of the barrier (e.g., number of lanes, average daily traffic, posted speed, etc.):

Describe in detail how the project links to the existing pedestrian/bicycle network. Explain how pedestrians, bicyclists, and/or transit users would use this network to connect to key destinations, both within and adjacent to the project limits (no more than ½ mile). If the project does not directly touch an existing pedestrian/bicycle facility, explain why this segment is a priority for pedestrian/bicycle travel:

If applicable, give details about any topographical and/or physical constraints within or adjacent to the project limits:

## ENVIRONMENT

Does the project incorporate any of the following green infrastructure improvements?

- Bioswales
- Rain gardens
- Pervious pavements
- Planter boxes
- Green bulb-outs
- Other
- None

Describe the green infrastructure improvements (including 'other') in detail:

**POLICY ON REASONABLE PROGRESS CERTIFICATION – MISSOURI SPONSORS ONLY**

Following on the next page is a copy of the policy on reasonable progress adopted by the East-West Gateway Council of Governments Board of Directors.

The undersigned representative of the Project Sponsor hereby certifies that s/he has read this policy and understands its requirements. The representative acknowledges that failure to meet all of the reasonable progress requirements could result in federal funds being revoked and returned to the regional funding pool, as dictated by the policy.

**Chief Elected Official (or Chief Executive Officer):**

Name (print): George Ertle

Signature: 

Date: 2/3/25

## **POLICY ON REASONABLE PROGRESS – MISSOURI SPONSORS ONLY**

### Reasonable Progress

For projects or programs included in the Transportation Improvement Program (TIP), “reasonable progress” will have been made if the project has advanced to the point of obligating all federal funds programmed for that project in the current fiscal year, regardless of the phase of work (*i.e., preliminary engineering, right-of-way acquisition, or plans, specifications, and estimates*). If a project fails to obligate the programmed federal funds by September 30 of the current year, the funding will be forfeited and returned to the regional funding pot. Actual progress toward implementation is measured against the schedule submitted by the Project Sponsor in the project application.

### Policy Procedures and Enforcement

Projects that do not obligate all federal funds by the Board-approved suspense date will be removed from the TIP and the federal funds associated with those projects will be returned to the regional funding pool for redistribution. The removal of projects from the TIP will require no further Board action and the sponsor will have to repay any federal funds already spent if the funding is forfeited.

If a project is realizing delays that will put the federal funding at risk of forfeiture (*i.e., not meet a September 30 deadline*), the Project Sponsor will have the opportunity to ask for consideration of a “one-time extension” in their project schedule. The one-time extension can only be requested for the implementation/construction phase of the project. The extension request will only be considered once a year and has to be made before June 1 of the current fiscal year of the TIP.

To be considered for this extension the Project Sponsor has to demonstrate on all counts: a) the delay is beyond their control and the sponsor has done due diligence in progressing the project; b) federal funds have already been obligated on the project or in cases that no federal funds are used for PE and/or ROW acquisition, there has been significant progress toward final plan preparation; and c) there is a realistic strategy in place to obligate all funds.

One-time extensions of up to three (3) months may be granted by EWG staff and one-time extensions greater than three (3) months, but not more than nine (9) months, will go to the Board of Directors for their consideration and approval. Projects requesting schedule advancements will be handled on a case-by-case basis, subject to available funding, and are subject to the Board-adopted rules for TIP modifications.

### Project Monitoring

An extensive monitoring program has been developed to help track programmed projects and ensure that funding commitments and plans are met. Monthly tracking reports are developed and posted on the EWG website, utilizing project information provided by the Project Sponsor and MoDOT district offices. Additionally, project sponsors are contacted at least every month by EWG staff for project status updates.

**FINANCIAL CERTIFICATION OF MATCHING FUNDS**

This is to ensure sufficient funds are available to pay the non-federal share of project expenditures for the following project to be funded under the provisions of the Infrastructure Investment and Jobs Act (IIJA).

Project Title: Technology Drive Sidewalk Project

Local Match Amount: \$258,000.00

Sponsoring Agency: City of Lake Saint Louis

**Chief Elected Official (or Chief Executive Officer):**

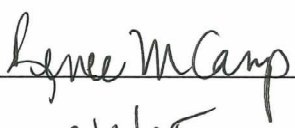
Name (print): George Ertle

Signature: 

Date: 2/3/25

**Chief Financial Officer:**

Name (print): Renee Camp

Signature: 


Date: 2/3/25

**PERSON OF RESPONSIBLE CHARGE CERTIFICATION**


The key regulatory provision, 23 CFR 635.105 – Supervising Agency, provides that the State Transportation Agency (STA) is responsible for construction of federal-aid projects, whether it or a local public agency (LPA) performs the work. The regulation provides that the STA and LPA must provide its full-time employee to be in “responsible charge” of the project.

The undersigned employee(s) of the Project Sponsor will act as person of responsible charge. If at any point the employee leaves the LPA, the LPA is responsible for finding a suitable replacement and notifying EWG. If the person of responsible charge is found to not be a full-time employee of the LPA, it will result in the loss of federal funds for this project. One employee can act as person of responsible charge for all three phases. All three phases must be signed.

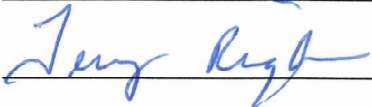
**Person of Responsible Charge – Design Phase**

Name (print): Terry Rigdon  
Title: Director of Public Works Email: trigdon@lakesaintlouis.com  
Signature:   
Date: 1/9/2025

**Person of Responsible Charge – Right-of-Way Acquisition Phase**

Name (print): Terry Rigdon  
Title: Director of Public Works Email: trigdon@lakesaintlouis.com  
Signature:   
Date: 1/9/2025

**Person of Responsible Charge – Construction/Implementation Phase**

Name (print): Terry Rigdon  
Title: Director of Public Works Email: trigdon@lakesaintlouis.com  
Signature:   
Date: 1/9/2025

**RIGHT-OF-WAY ACQUISITION CERTIFICATION STATEMENT**

The State Department of Transportation and the Federal Highway Administration (FHWA) have the right and responsibility to review and monitor the acquisition procedures of any federally funded transportation project for adherence to The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. Those projects found in non-compliance may jeopardize all or part of their federal funding.

A. The Project Sponsor hereby certifies that any right-of-way, and/or permanent or temporary easements necessary for this project, obtained prior to this application, were acquired in accordance with The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

B. The Project Sponsor also certifies that any additional right-of-way, and/or permanent or temporary easements, subsequently required to complete the project, will be acquired according to The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

Terry Rigdon

\_\_\_\_\_  
Name (print)

Director of Public Works

\_\_\_\_\_  
Title

  
Signature

1/9/2025

\_\_\_\_\_  
Date



## NOTIFICATION OF TITLE VI & NONDISCRIMINATION REQUIREMENTS

### Title VI

A recipient of any federal funds from the U.S. Department of Transportation (“DOT”) must comply with federal statutes, regulations, executive orders, and other pertinent directives that govern nondiscrimination in federally assisted programs. Below is a list of the statutes and regulations that may apply to a recipient’s program; however, other federal requirements regarding nondiscrimination may be imposed by DOT.

- A. Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. §§ 2000d *et seq.*
- B. All requirements imposed by or pursuant to the Code of Federal Regulations, Title 49: Transportation, Subtitle A: Office of the Secretary of Transportation, Part 21: *Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964.*

As part of federal requirements, a recipient of funds from DOT must ensure that it has written policies and procedures in place to ensure nondiscrimination in its programs, up to and including, developing a Title VI Plan.

### Nondiscrimination

A recipient of any federal funds from the U.S. Department of Transportation (“DOT”) must comply with federal statutes, regulations, executive orders, and other pertinent directives that govern nondiscrimination in federally assisted programs. Below is a list of the statutes and regulations that may apply to a recipient’s program; however, other federal requirements regarding nondiscrimination may be imposed by DOT.

- A. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, and implementing regulations at 49 CFR Part 21 – *Nondiscrimination in Federally Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act.*
- B. The equal employment opportunity provisions of 49 U.S.C. § 5332 and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000e *et seq.*, and implementing regulations, including;
  1. 41 CFR Part 60 – *Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.*
- C. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. §§ 1681 *et seq.*, and implementing regulations at 49 CFR Part 25 – *Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.*
- D. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, and the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. §§ 12101 *et seq.*, and implementing regulations, including:
  1. 49 CFR Part 27—*Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.*
  2. 49 CFR Part 37—*Transportation Services for Individuals with Disabilities (ADA).*
  3. 36 CFR Part 1192 and 49 CFR Part 38—*Americans with Disabilities (ADA) Accessibility Specifications for Transportation Vehicles.*
  4. 28 CFR Part 35—*Nondiscrimination on the Basis of Disability in State and Local Government Services.*
  5. 28 CFR Part 36—*Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities.*
  6. 41 CFR Subpart 101 – 119—*Accommodations for the Physically Handicapped.*
  7. 29 CFR Part 1630—*Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act.*
  8. 47 CFR Part 64, Subpart F—*Telecommunications Relay Services and Related Customer Premises Equipment for the Hearing and Speech Disabled.*
  9. 36 CFR Part 1194—*Electronic and Information Technology Accessibility Standards.*
  10. 49 CFR Part 609—*Transportation for Elderly and Handicapped Persons.*
  11. Federal civil rights and nondiscrimination directives implementing those federal laws and regulations, unless the federal government determines otherwise in writing.
- E. The Age Discrimination Act of 1975, as amended, 42 U.S.C. §§ 6101 *et seq.*



- F. The Age Discrimination in Employment Act, 29 U.S.C. §§ 621 through 634, and implement regulations of the U.S. Equal Employment Opportunity Commission at 29 CFR Part 1625—*Age Discrimination in Employment Act*.
- G. The Drug Abuse Office and Treatment Act of 1972, as amended, 21 U.S.C. §§ 1101 *et seq.*, the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, as amended, 42 U.S.C. §§ 4541 *et seq.*, and the Public Health Service Act of 1912, as amended, 42 U.S.C. §§ 290dd through 290dd-2.
- H. Executive Order 12898—Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 42 U.S.C. § 4321 note, and DOT Order 5620.3 at Federal Register Vol. 62 No. 18377—*Department of Transportation Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*.
- I. Executive Order 13166 – Improving Access to Services for Persons with Limited English Proficiency, 42 U.S.C. § 2000d – 1 note, and implementing policy guidance at Federal Register Vol. 70 No. 74087—*DOT Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficiency (LEP) Person*.

By submitting its application as part of the TIP process and signing below, the Project Sponsor certifies that it has reviewed the federal requirements regarding nondiscrimination in federally assisted programs and believes that the Project Sponsor complies with the required policies and procedures.

Also, the Project Sponsor acknowledges its understanding that if the Project Sponsor does not have the required policies and procedures in place prior to federal funds being obligated, then the Project Sponsor’s project may become ineligible for federal funding.

Sarah Belcher \_\_\_\_\_

Name (print)

Assistant City Administrator \_\_\_\_\_

Title

*Sarah Belcher* \_\_\_\_\_  
Signature

*2/3/2025* \_\_\_\_\_  
Date

Transportation Alternatives Program  
Project Application

**Technology Drive Sidewalk Project**

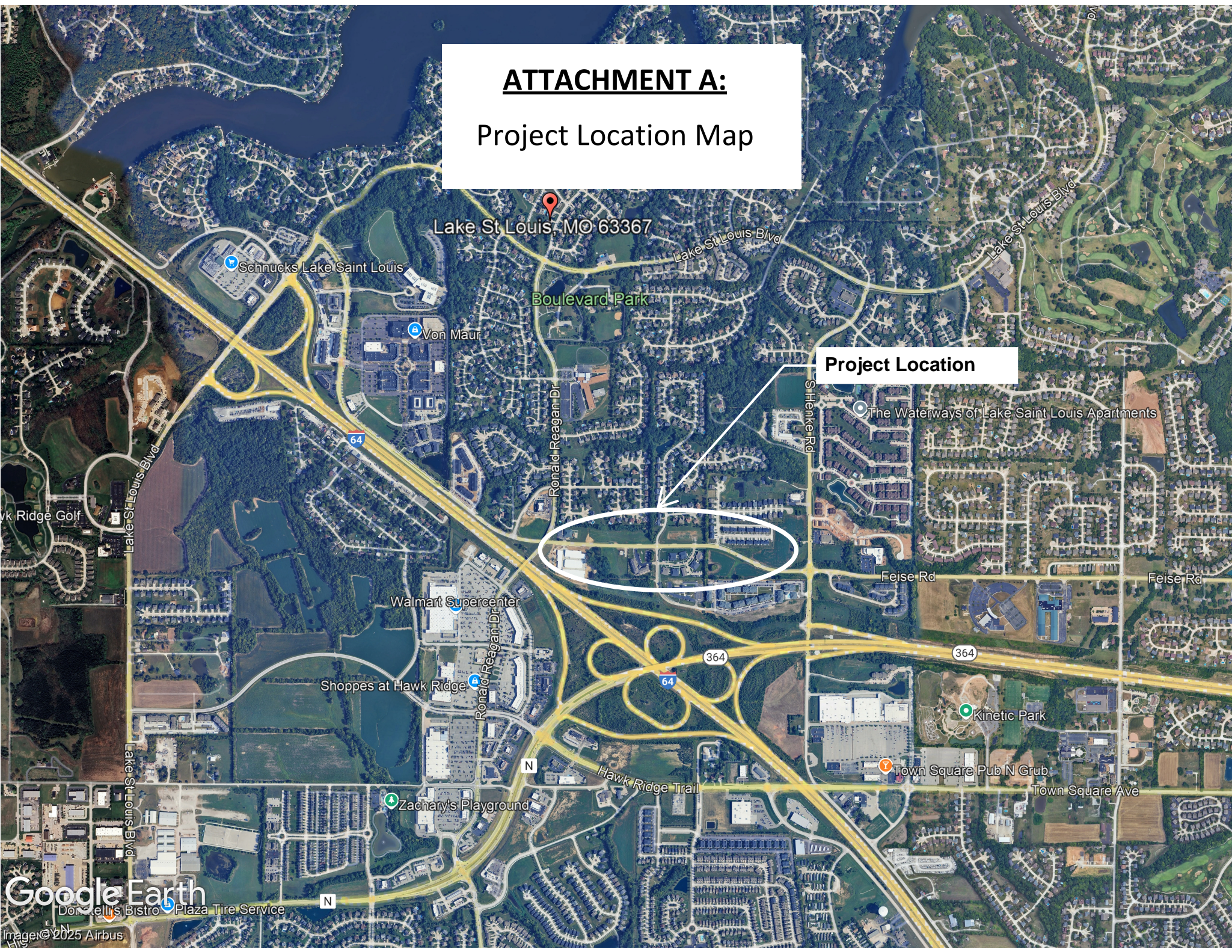
**ATTACHMENT A:**  
Project Location Map

City of Lake Saint Louis, Missouri  
307 Parkway Industrial Drive  
Lake Saint Louis, MO 63367





**ATTACHMENT A:**  
**Project Location Map**



Lake St Louis, MO 63367

Schnucks Lake Saint Louis

Boulevard Park

Von Maur

**Project Location**

The Waterways of Lake Saint Louis Apartments

Feise Rd

Feise Rd

Walmart Supercenter

Shoppes at Hawk Ridge

364

364

Kinetic Park

Town Square Pub N Grub

Town Square Ave

Zachary's Playground

Hawk Ridge Trail



Transportation Alternatives Program  
Project Application

**Technology Drive Sidewalk Project**

**ATTACHMENT A:**

Detailed Cost Estimate

City of Lake Saint Louis, Missouri

307 Parkway Industrial Drive

Lake Saint Louis, MO 63367



**Estimate of Project Costs**

Project Sponsor:	City of Lake Saint Louis
Project Title:	Techonology Drive Sidewalk Project
Date:	1/27/2025

<b>Specific Roadway Items</b>				
<b>Item</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>
Driveway Approaches (8" NRPCCP)	875	SY	\$100.00	\$87,500.00
Erosion Control	2,500	lf	\$5.00	\$12,500.00
Street Lights	12	each	\$5,000.00	\$60,000.00
Sod/Seed/Restoration	1,000	sy	\$8.00	\$8,000.00
Clearing & Grubbing	1	ls	\$20,000.00	\$20,000.00
Pavement Marking	1	ls	\$15,000.00	\$15,000.00
Signing	1	ls	\$5,000.00	\$5,000.00
Construction Staking (1.5%)	1	ls	\$6,431.25	\$6,431.25
Traffic Control (4%)	1	ls	\$17,150.00	\$17,150.00
Mobilization (5%)	1	ls	\$21,437.50	\$21,437.50
			<b>SUBTOTAL</b>	<b>\$253,018.75</b>

<b>Specific Bicycle Items</b>				
<b>Item</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>
Shared-use Path (4" NPCCP)	3,200	sy	\$55.00	\$176,000.00
			<b>SUBTOTAL</b>	<b>\$176,000.00</b>

Specific Pedestrian Items				
Item	Quantity	Unit	Unit Price	Amount
Sidewalk (4" NPCCP)	450	sy	\$55.00	\$24,750.00
Beacon	1		\$20,000.00	\$20,000.00
			<b>SUBTOTAL</b>	<b>\$44,750.00</b>

Specific Transit Items				
Item	Quantity	Unit	Unit Price	Amount
				\$0.00
			<b>SUBTOTAL</b>	<b>\$0.00</b>

Miscellaneous Other Items				
Item	Quantity	Unit	Unit Price	Amount
Utility Relocation	1	LS	\$25,000.00	\$25,000.00
				\$0.00
			<b>SUBTOTAL</b>	<b>\$25,000.00</b>

	<b>Construction Cost Total</b>	<b>\$498,768.75</b>
	<b>Contingency</b>	<b>\$125,000.00</b>
	<b>Inflation</b>	<b>\$92,020.24</b>
	<b>Preliminary Engineering</b>	<b>\$100,000.00</b>
	<b>Right-of-Way</b>	<b>\$100,000.00</b>
	<b>Construction Engineering/Inspection</b>	<b>\$0.00</b>
	<b>Project Total *</b>	<b>\$915,788.99</b>

\* The project total cost should match the total cost reported in the project application.

Add rows as needed.

Transportation Alternatives Program  
Project Application

**Technology Drive Sidewalk Project**

**ATTACHMENT B:**

Detailed Map (Proposed)

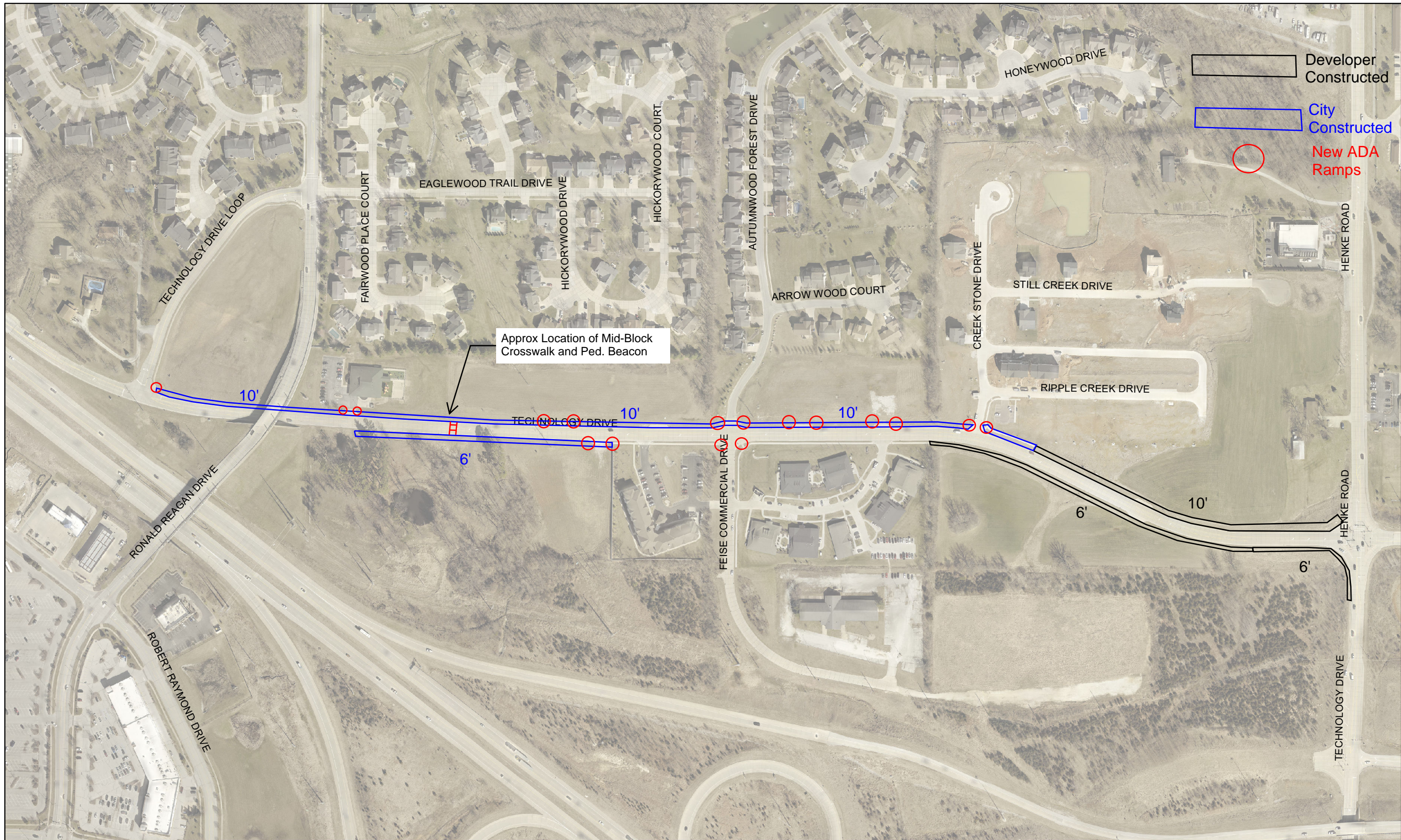
City of Lake Saint Louis, Missouri

307 Parkway Industrial Drive

Lake Saint Louis, MO 63367







- Developer Constructed
- City Constructed
- New ADA Ramps

Approx Location of Mid-Block Crosswalk and Ped. Beacon

TECHNOLOGY DRIVE LOOP

FAIRWOOD PLACE COURT

EAGLEWOOD TRAIL DRIVE

HICKORYWOOD DRIVE

HICKORYWOOD COURT

AUTUMNWOOD FOREST DRIVE

ARROWWOOD COURT

HONEYWOOD DRIVE

CREAK STONE DRIVE

STILL CREEK DRIVE

RIPPLE CREEK DRIVE

HENKE ROAD

RONALD REAGAN DRIVE

ROBERT RAYMOND DRIVE

TECHNOLOGY DRIVE

FEISE COMMERCIAL DRIVE

HENKE ROAD

TECHNOLOGY DRIVE

10'

6'

10'

10'

6'

10'

6'



Transportation Alternatives Program  
Project Application

**Technology Drive Sidewalk Project**

**ATTACHMENT B:**

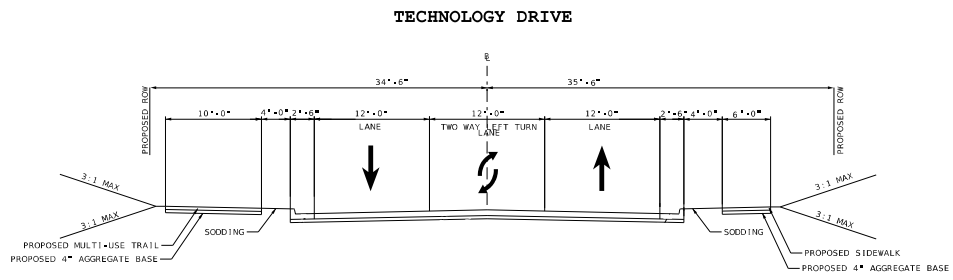
Typical Section

City of Lake Saint Louis, Missouri  
307 Parkway Industrial Drive  
Lake Saint Louis, MO 63367

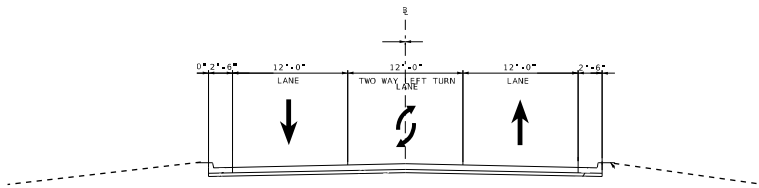


# ATTACHMENT B:

## Typical Section



PROPOSED TYPICAL SECTION



EXISTING TYPICAL SECTION