



1 the contract for the Planning Consultant for Master Plan Update 2021 Contract with the  
2 County; and

3 **WHEREAS**, the Jefferson County, Missouri, Council finds it is in the best interest  
4 of the County to renew the bid award for Planning Consultant for Master Plan Update 2021  
5 for the term from the date of approval to 3-12-25 with Houseal Lavigne Associates, LLC  
6 up to **\$150,000.00 per term, for total amount not to exceed \$150,000.00 for the term,**  
7 subject to budgetary limitations.

8 **BE IT ENACTED BY THE JEFFERSON COUNTY, MISSOURI, COUNCIL,**  
9 **AS FOLLOWS:**

10 Section 1. The County authorizes the renewal of the bid awards for an  
11 additional one-year term as follows:

12 BID NAME

13 Planning Consultant for Master Plan Update 2021

14 TERM

15 Date of approval to 3-12-25

16 AMOUNT

17 **Up to \$150,000.00 per term,**

18 **for total amount not to exceed \$150,000.00 for the term,**

19 subject to budgetary limitations

20 AWARDED BIDDER

21 Houseal Lavigne Associates, LLC

1           Section 2.     The Jefferson County, Missouri, Council hereby authorizes the  
2 County Executive to execute a renewal agreement, attached hereto and incorporated herein  
3 by reference and attached as Exhibit A. The County Executive is further authorized to take  
4 any and all actions necessary to carry out the intent of this Ordinance.

5           Section 3.     Copies of all Invitations for Bid, Requests for Proposals, responses  
6 thereto, and any contracts or agreements shall be maintained by the Department of the  
7 County Clerk consistent with the rules and procedures for the maintenance and retention  
8 of records as promulgated by the Secretary of State.

9           Section 4.     This Ordinance shall be in full force and effect from and after its  
10 date of approval. If any part of this Ordinance is invalid for any reason, such invalidity  
11 shall not affect the remainder of this Ordinance.

**[THIS SPACE INTENTIONALLY LEFT BLANK]**

**THIS BILL BEING DULY INTRODUCED, THE MEMBERS OF THE JEFFERSON COUNTY, MISSOURI, COUNCIL VOTED AS FOLLOWS:**

Council Member District 1, Brian Haskins	<u>yes</u>
Council Member District 2, Gene F. Barbagallo	<u>yes</u>
Council Member District 3, Lori Arons	<u>yes</u>
Council Member District 4, Charles Groeteke	<u>yes</u>
Council Member District 5, Scott Seek	<u>absent</u>
Council Member District 6, Daniel Stallman	<u>yes</u>
Council Member District 7, Bob Tullock	<u>yes</u>

THE ABOVE BILL ON THIS 25 DAY OF March, 2024:

**PASSED**       **FAILED**

  
\_\_\_\_\_  
Charles Groeteke, County Council Chair

  
\_\_\_\_\_  
Cherylann Boyer, Council Executive Assistant

THIS BILL WAS ✓ APPROVED BY THE JEFFERSON COUNTY EXECUTIVE AND ENACTED AS AN ORDINANCE OF JEFFERSON COUNTY, MISSOURI, THIS 29 DAY OF March, 2024.

THIS BILL WAS \_\_\_\_\_ VETOED AND RETURNED TO THE JEFFERSON COUNTY, MISSOURI, COUNCIL WITH WRITTEN OBJECTIONS BY THE JEFFERSON COUNTY EXECUTIVE, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

Dennis J. Gannon  
Dennis J. Gannon, Jefferson County, Missouri, Executive

**ATTEST:**

Jeannie Goff  
Jeannie Goff, County Clerk

BY: Shelley Blankenship

First Reading: 03-25-2024



# County of Jefferson

State of Missouri  
Administration Center  
729 Maple Street · PO Box 100  
Hillsboro, Missouri 63050

Dennis Gannon  
County Executive

## DEPARTMENT OF ADMINISTRATIVE SERVICES

David Courtway - Director

Web Address: www.jeffcomo.org

Dana Downs  
Human Resources Manager  
(636)797-5563 / Fax (636)797-5596

Jackie Doyle  
General Services/Contracts & Grants Manager  
(636)797-5380 / Fax (636)797-5067

HOUSEAL LAVIGNE ASSOCIATES LLC  
188 WEST RANDOLPH ST STE 200  
CHICAGO IL 60601



February 22, 2024

### SECOND NOTICE

Attn: John Houseal

Your company was awarded a bid for **“Planning Consultant For Master Plan Update 2021”** for the County of Jefferson, Missouri in **March 2022**. The Invitation for Bid allows the County to renew your bid award for an additional one-year term with consent of the awarded bidder.

The County of Jefferson, Missouri may desire to renew this bid award for an additional one year with the same terms and conditions, subject to budgetary limitations, subject to approval by the County Council and County Executive. The new award dates shall be from **March 13, 2024 to March 12, 2025**.

#### PLEASE INCLUDE THE FOLLOWING ITEMS:

- 1) **This executed renewal letter**
- 2) **Updated insurance certificates**
- 3) **Current paid tax receipts for any real or personal property owned in Jefferson County OR a notarized letter on company letterhead stating that your company does not own any real or personal property in Jefferson County.**
- 4) **Company Name, Signature, Print, Company Address and Phone completed on next page.**

Please sign and return as soon as possible if your company agrees to renew this contract.

John Houseal  
Printed Name of Authorizing Agent

Signature

March 12, 2024  
Date

If your company does not wish to renew this agreement, please advise as soon as possible. Any questions please contact me at (636) 797-5380.

Respectfully,  
  
Jackie Doyle  
Department of Administrative Services

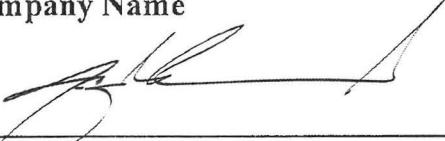


**ORDINANCE NO.**  
24-0175

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this 26 day of March 2024:

Houseal Lavigne

Company Name

  
Signature

John Houseal

Print

Company Address: \_\_\_\_\_

188 W Randolph St. Suite 200

Chicago, IL 60601

Phone: 312-372-1008

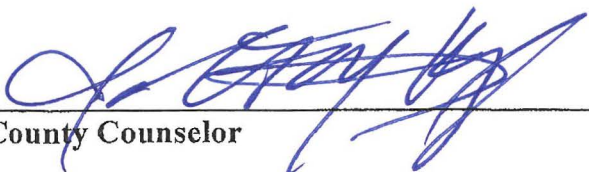
County of Jefferson, State of Missouri

  
Dennis J. Gannon County Executive

I hereby certify under section 50.660 RSMo there is either: (1) a balance of funds, otherwise unencumbered, to the credit of the appropriation to which the obligation contained herein is chargeable, and a cash balance otherwise unencumbered, in the treasury, to the credit of the funds from which payment is to be made, each sufficient to meet the obligation contained herein; or (2) bonds or taxes have been authorized by vote of the people and there is a sufficient unencumbered amount of the bonds yet to be sold or of the taxes levied and yet to be collected to meet the obligation in case there is not a sufficient unencumbered cash balance in the treasury.

  
County Auditor

APPROVED AS TO FORM

  
County Counselor



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/21/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> 	<b>ROBERT A SORENSEN CLU AGENT</b> 300 S COUNTY FARM RD UNIT D  WHEATON IL 60187	<b>CONTACT NAME:</b> MARGARITA CANTU <b>PHONE (A/C, No, Ext):</b> 630-588-9590 ext: 225 <b>FAX (A/C, No):</b> 630-588-9626 <b>E-MAIL ADDRESS:</b> margarita.cantu.ii4h@statefarm.com
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b>  <b>HOUSEAL LAVIGNE ASSOCIATES, LLC</b> 188 W RANDOLPH ST, SUITE 200  CHICAGO IL 60601-2901	<b>INSURER A :</b> State Farm Fire and Casualty Company      NAIC # 25143	
	<b>INSURER B :</b> State Farm Mutual Automobile Insurance Company      25178	
	<b>INSURER C :</b>	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> PRIMARY & NON-CONTRIBUTORY GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	Y	93-KH-X607-4	09/01/2023	09/01/2024	EACH OCCURRENCE \$ 4,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ACV INJURY \$ 4,000,000 GENERAL AGGREGATE \$ 8,000,000 PRODUCTS - COM/POP AGG \$ 8,000,000 \$
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY	Y	Y	464 3243-C23-13 599 2013-F01-13 464 3244-C23-13N	03/23/2023 06/01/2023 03/23/2023	03/23/2024 12/01/2023 03/23/2024	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 1,000,000 \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED      RETENTION \$	Y	Y	93-BT-V535-8	09/01/2023	09/01/2024	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	93-LC-H875-2	09/01/2023	09/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  PA 18104	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b> <i>"Margarita Cantu LSAY"</i> ©1988-2015 ACORD CORPORATION. All rights reserved.





**CHICAGO**

188 W Randolph Street Suite 200  
Chicago, IL 60601  
312-372-1008

**LOS ANGELES**

360 E 2nd Street Suite 800  
Los Angeles, CA 90012  
213-259-1008

**HELENA**

317 Cruse Ave Suite 202  
Helena, MT 59601  
406-431-1588

**SEATTLE**

999 3rd Ave Suite 700  
Seattle, WA 98104  
206-828-1008

Jackie Doyle, General Services/ Contracts & Grants Manager  
Jefferson County  
729 Maple St.  
Hillsboro MO 63050

Dear Ms. Doyle,

This letter confirms that Houseal Lavigne does not own any real or personal property in Jefferson County, MO.

Sincerely,

Signature

John Houseal, FAICP  
Partner | Co-Founder

Acknowledgment:

Signed before me on MARCH 21, 2024 by John Houseal, on

MARCH 21, 2024, 2024 at

(Date) (Location)

(Notary Seal)

Notary Signature:

