



Pemiscot County Commission
610 Ward Ave., Suite 1B
Caruthersville, MO 63830
Phone (573) 333-5811 • Fax (573) 333-0440

James A. Atchison
Presiding Commissioner

Lee Watkins
Dist. 1 Assoc. Commissioner

Wendell Hoskins, Sr.
Dist. 2 Assoc. Commissioner

June 19, 2009

Dear Consultant:

The Pemiscot County Commission 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. Please submit a "Statement of Qualification" detailing the experience, history, knowledge, and expertise in these type of projects. It should also include any other 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, and other projects your company has recently completed or are now active.

DBE firms must be certified by the Missouri Department of Transportation 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 projects they feel can be managed by their firm.

We request all letters be received by 1:00 pm, July 7th, (07/07/2009) at the our office.

Sincerely,
PEMISCOT COUNTY COMMISSION

A handwritten signature in black ink, appearing to read "James A. Atchison", is written over a large, stylized oval flourish.

James A. Atchison
Presiding Commissioner

Attachment

**CONSULTANT SELECTION CRITERIA
23 CFR 172 IMPLEMENTATION PROCEDURES**

The following guidance establishes procedures for the administration of negotiated contracts to insure the consultant has management, fiscal and technical capabilities to render satisfactory service to the local agency.

The local agency must consider at least three highly qualified firms based on:

1. The Consultant's present staff of personnel and their qualifications.
 - a. The brochures of the firm indicate in detail the education and experience of the members of the firm and their key personnel. If necessary, personal interviews with firm members will be held.
 - b. Personal knowledge of the past performance of firm members will be a factor.
2. The Consultant's experience record.
 - a. Experience in the type of design, or other professional services, required under the proposed contract--such as rural, urban, bridge, planning, etc., and the complexity of the design.
 - b. The adequacy of the consultant's instant staffing, together with available additional staffing for the proposed design--relative to the present design load or other professional service.
 - c. The experience of the consultant's staff in related highway work such as work with the electronic computer, traffic analysis, soil analysis, structural design, hydraulics, signalization, street lighting, etc., will be considered.
3. The local agency's past experience in engaging the consultant for other design work or engineering services.
 - a. A consultant will be considered qualified if past work indicates both a professional approach and professional results.
4. A company cannot be rejected solely on the basis of where its office is located; however, location can be a consideration.
5. The financial status of a consultant will be considered sound and adequate unless there is evidence to the contrary.
6. The consultant will have properly trained and experienced personnel available to perform the services within the time prescribed.

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<i>Pemiscot County Road 413 Bridge Replacement</i>	
Federal Aid No:	#2380018
Location:	Pemiscot County, Missouri
Proposed Improvement:	Bridge Replacement
Length:	Bridge is 150' in length.
Consultant Services Required:	<p><i>Preliminary Engineering: conduct topographic, property, and utility surveys; subsurface and geotechnical investigation; conduct hydraulic studies; prepare alternative designs; secure adequate property title information; determine right-of-way requirements; prepare right of way plans; assist in acquiring right-of-way deeds; ensure compliance with environmental and historical regulations; cost estimates; prepare detailed construction plans, specifications, and related documents necessary for the purpose of soliciting bids for constructing the project.</i></p> <p><i>Construction Engineering: assist with preconstruction conference; periodic site visits to confirm work is in compliance with plans and contract documents; shop drawing review; prepare change orders if necessary; review wage rates, postings, equal employment opportunity; inspect materials, review material certifications, sample concrete and other materials, and arrange for laboratory testing of samples; maintain progress diary and other project records; measure and document quantities; prepare monthly estimates for payments due the Contractor; be present during critical construction operations; participate in final inspection.</i></p>
Contact:	James A. Atchison – Presiding Commissioner 610 Ward Ave., Suite B, Caruthersville, MO 63860 (573) 333-5811
Deadline:	1:00PM, July 7 th , 2009

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