ROBERT L. HEISER
Eastern District Commissioner
Hannibal, MO

LYNDON BODE
Presiding Commissioner
Hannibal, MO

RANDY SPRATT
Western District Commissioner
Palmyra, MO

MARION COUNTY COMMISSION
OFFICE OF LAND USE & CAPITAL IMPROVEMENTS

Marion County Courthouse
Palmyra, MO 63461-1661

TEYA STICE
Coordinator

Voice / Fax: 573-769-5545
mccoordinator@centurytel.net

February 17, 2012

Dear Consultant:

The Marion 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. Limit your letter of interest to no more than three (3) 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, and other projects your company has recently completed or are now active.

DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at 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's Statement of Qualification (RSMo 8.285 through 8.291) and an Affidavit of Compliance with the federal work authorization program along with a copy of your firm's E-Verify Memorandum of Understanding (15 CSR 60-15.020) be submitted with your firm's Letter of Interest.

We request all letters be received by 5:00 P.M. CST, March 9, 2012 at Marion County Coordinator, 100 S. Main Street, Ste. 4, Palmyra, Missouri 63461.

Sincerely,

Teya Stice
Marion County Coordinator

Attachment

Local Agency Name	
Federal Aid No.:	SRTS-INF-H31B (103)
Location:	Marion County, Missouri-Philadelphia, Missouri
Proposed Improvement:	Sidewalks
Length:	Approximately 2,000 feet
Approximate Construction Cost:	*$60,423.00*
DBE Goal Determination	*0%*
Consultant Services Required:	The engineering responsibilities may include but are not limited to: The preparation of Conceptual plans, Preliminary plans, Contract plans. Design services may include, right of way plans, surveying, geotechnical investigations, public involvement, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, utility coordination/permits and traffic controls and the compliance with ADA requirements. The services will also include preparation of PS&E and final documents. Construction Phase: work with contractor on behalf of the County, assist with preconstruction conference, perform periodic site inspection, prepare change orders, inspect construction materials, check shop drawings submitted by contractor, conduct construction test and inspection, be present during critical construction operations, work with County to do full time inspections and reporting and participate in final inspection.
Other Comments:	
Contact:	*Teya Stice, Marion County Coordinator* *100 S. Main Street, Suite 4, Palmyra, MO 63461* *573-769-5545* *mccoordinator@centurytel.net*
Deadline:	*March 9, 2012 5:00 P.M.*
Submit • Letter of interest should not exceed three (3) pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Two (2) copies of the letter interest should be received at the address and by the time specified.	

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection. The basis of the evaluations can be located in the Engineering Policy Guide fig 136.6.2.

Experience and Technical Competence -	30	Max Points
Capacity and Capability -	30	Max Points
Past Record of Performance -	30	Max Points