

# Scotland County Commission

117 South Market Street, Courthouse Suite 100  
Memphis, MO 63555

Duane Ebeling  
Danette Clatt  
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Phone (660) 465-7027

Presiding Commissioner  
Associate Commissioner  
Associate Commissioner

Batina Dodge  
Nancy McClamroch  
Mooreen Holton  
County Clerk  
Deputy Clerk  
Deputy Clerk  
Fax (660) 465-7785

July 31, 2019

Dear Consultant:

Scotland County 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 2 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. 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, or be on file with with Scotland County. 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.

We request all letters be received by August 14, 2019 at Scotland County.

Sincerely,



Duane Ebeling  
Presiding Commissioner

Attachment

<b>City/County</b> <u>Scotland</u>	<b>Route</b> <u>CART 407/CR113</u>
Federal Aid No:	
Location:	Bridge 4070007 S1/2, T4N,R10W
Proposed Improvement:	Replace 4070007 over BNSF Railway and Approach Roadway
Length:	240 Ft. bridge, 1550 ft overall
Approximate Construction Cost:	\$2,100,000
DBE Goal Determination:	0%
Consultant Services Required:	<p><b>Bridge</b></p> <p>The engineering responsibilities may include but are not limited to the preparation of Preliminary and Contract plans and Right of Way Plans. As part of preparing the plans the consultant may need to perform surveying, geotechnical investigations, hydraulic studies and provide environmental and historic preservation services/permits including the preparation of PS&amp;E and final documents.</p> <p><b>Roadway</b></p> <p>The engineering responsibilities may include but are not limited to the following: The preparation of Conceptual plans, Preliminary plans, Contract plans and Right of Way 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, construction support/construction inspection, utility coordination/permits and traffic controls including the preparation of PS&amp;E and final documents.</p> <p><b>Construction Inspection</b></p> <p>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</p>

	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:	Name: Duane Ebeling Address: 117 S. Market St, Suite 100 Memphis, MO 63555 Phone: 660-465-7027 Email: scotland@sos.mo.gov
Deadline: August 14, 2019	
<ul style="list-style-type: none"> <li>• Submit: Letter of interest should not exceed 2 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. 3 copies of the letter interest should be received at the address and by the time specified.</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>30</u>	Max Points
Past Record of Performance -	<u>30</u>	Max Points

## Criteria for Evaluating Consultants

### Point Range Legend

30 – 21 = excellent    20 – 11 = adequate    10 – 1 = fair    0 = inadequate

### Experience & Technical Competence

Rate the qualifications of employees designated to this specific job, for example, assigning between 30 and 21 points for the most qualified personnel. Those rated between 20 and 11 points are considered good but lack extensive experience in the particular type of service desired. A value of 10 or less points is assigned to firms with well-qualified personnel who have no experience in the proposed area of work.

### Capacity & Capability

Evaluate the consulting firm for experience on similar and related types of work it has performed. For example, assigning between 30 and 21 points is for many years of established practice in the proposed type of work and related studies. A value of between 20 and 11 points may be assigned for above average experience, while 10 or less points may be given for experience adequate to perform the contract. The points for a firm with little operating experience in the selected field may be reduced further. Reduce the rating for a level of personnel inadequate to handle the firm's indicated workload.

### Past Record of Performance

Rate the adequacy of firms that have previously performed work under contract in related fields, assigning a maximum and reducing the points for less experience.

The following questions could be included in the

### Consultant Selection Rating

County: Scotland

Route: CART 407/CR113

Project: Bridge 4070007

Date:

Consultant	Experience & Technical Competence (30 points)	Capacity & Capability (30 points)	Past Record of Performance (30 points)	Total 90

Raters: