



# Monroe County Commission

300 N. Main • Room 203 • Paris, MO 65275-1399 • 660-327-5107 • FAX 660-327-1019

**Mike Whelan**  
*Eastern District*

**Mike Minor**  
*Presiding*

**Glenn E. Turner**  
*Western District*

July 24, 2012

Dear Consultant:

The **Monroe 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 five 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](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'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 10 am 08/27/2012 to **Monroe County Commission, 300 North Main, Rom 203, Paris, MO 65275.**

Sincerely,

Mike Minor  
Presiding Commissioner

Attachment

<b>MONROE COUNTY</b>	
Federal Aid No.:	
Location:	Monroe County Bridges 1670006 & 2340003
Proposed Improvement:	Bridge Replacement
Length:	100 ft & 40 ft
Approximate Construction Cost:	\$380,000 and \$120,000
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. 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:</p> <p>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, 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 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.</p>
Other Comments:	
Contact:	<p>Name: Monroe County Commission</p> <p>Address: 300 North Main, Room 203, Paris, MO 65275</p> <p>Phone: 660-327-5107</p> <p>E-mail: monroecountyclk@centurytel.net</p>
Deadline:	10 a.m. Monday, August 27 <sup>th</sup> , 2012
Submit	<ul style="list-style-type: none"> <li>Letter of interest should not exceed 5 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

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