

LARRY WELCH  
Eastern District Commissioner  
Hannibal, MO

LYNDON BODE  
Presiding Commissioner  
Hannibal, MO

RANDY SPRATT  
Western District Commissioner  
Palmyra, MO

## MARION COUNTY COMMISSION

Phone: 573-769-2549

VALERIE DORNBERGER, COUNTY CLERK  
Marion County Courthouse - 100 South Main Street, Suite 107  
Palmyra, Missouri 63461-1661

Fax: 573-769-4312

November 18, 2013

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 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 not active.

DBE firms must be listed in the MRCC DBE Directory 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 **4:00 P.M., (12/6/2013)** at **Marion County Coordinator's Office, Attention: Teya Stice, Marion County Coordinator, 100 South Main Street, Suite 4, Palmyra, Missouri 63461.**

Sincerely,



Lyndon Bode  
Presiding Commissioner

Attachment

Federal Aid No.:	BRO-B064 (21)
Location:	Bridge No. 2250007 over See's Creek on County Road 240
Proposed Improvement:	Replacement of existing Bridge No. 2250007
Length:	Proposed to be +/- 145 feet
Approximate Construction Cost:	\$515,000
DBE Goal Determination	8 %
Consultant Services Required:	<p><b>Bridge</b> The engineering responsibilities may include but are not limited to the preparation of Preliminary and Contract plans. Design services may include, right of way plans, surveying, geotechnical investigations, public involvement, environmental and historic preservation services/permits, hydraulic studies, contract documents, assisting with the bidding process, utility coordination/permits and traffic controls including the preparation of PS&amp;E and final documents.</p> <p><b>Roadway</b> The engineering responsibilities may include but are not limited to the following: 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 including the preparation of PS&amp;E and final documents.</p> <p><b>Construction Inspection</b> 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:	Teya Stice, Marion County Coordinator 100 South Main Street. Suite 107 Palmyra, MO 63461 573-769-5545
Deadline:	December 6, 2013 at 4:00 pm (Central Time)
<b>Submit</b> • Letter of interest should not exceed <u>  3  </u> pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. <u>      3      </u> 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. 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