



POLK COUNTY COMMISSION

SHANNON HANCOCK
Presiding Commissioner

KYLE LEGAN
North Associate Commissioner

MELINDA ROBERTSON
South Associate Commissioner

RACHEL LIGHTFOOT
County Clerk

COUNTY OF POLK • 102 E. Broadway, Room 11 • BOLIVAR, MISSOURI 65613 • (417) 326-4031 - (417) 326-3525 (Fax)
E-mail: clerk@polkcountymo.org • Website: www.polkcountymo.gov

January 11, 2023

Dear Consultant:

The County of Polk 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 4 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 the County of Polk. 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, 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 9:15 a.m., January 27, 2023.
Attention: Polk County Commission, 102 E. Broadway, Room 12, Bolivar, MO. 65613

Sincerely,

Polk County Commission
Attachment

City/County	Polk	Route	E 310
Federal Aid No: BRO-R084015			
Location: E 310 Road, Humansville, MO			
Proposed Improvement: 200 foot long, two span prestressed concrete girder bridge on a realigned roadway.			
Length: 200 foot			
Approximate Construction Cost:		\$ 982,000.00	
DBE Goal Determination:		4%	
<p>Consultant Services Required: 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&E and final documents.</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:		Name: Shannon Hancock Address: 102 E. Broadway, Room 12, Bolivar, MO Phone: 417-326-2922 Email: commissioners@polkcountymmo.org	
Deadline: Friday, January 27, 2023			
<ul style="list-style-type: none"> • Submit: Letter of interest should not exceed 4 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. 4 copies of the letter interest should be received at the address and by the time specified. 			

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Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection

Experience and Technical Competence -	<u>40</u>	Max Points
Capacity and Capability -	<u>30</u>	Max Points
Past Record of Performance -	<u>40</u>	Max Points