



11/14/2023

Dear Consultant,

The Jefferson County Port Authority (JCPA) requests the services of an engineering firm to perform the described on-call professional services on the attached list. If your firm would like to be considered for these consulting services, you may express your interest by submitting a Letter of interest (Letter) and Statement of Qualifications (SoQ) (collectively, the Submission) to the JCPA offices by the deadline listed below. The Letter should not be longer than 4 pages and 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. Pursuant to RSMo 8.285 through 8.291, your Submission should include both the Letter and SoQ. The SoQ is not included in a total page count limit. Any DBE firms interested must be listed in the MRCC DBE Directory located on MoDOT's website at DBE Program | Missouri Department of Transportation (modot.org), in order to be counted as participation towards an established DBE Goal, if/when applicable. 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 nonresponsive. We request all Submissions be received by 2 pm, December 5th, 2023 (12/5/2023) at the JCPA offices at 114 Mississippi Ave, Crystal City, MO 63019.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jim McNichols".

Jim McNichols
Executive Director
Jefferson County Port Authority

Entity: Jefferson County Port Authority	
Location:	Herculaneum, Missouri
Proposed Services:	On-Call Engineering, Planning, Design Services and Project Assistance/Review for Port Facilities and Related Infrastructure at a site located in Herculaneum, MO.
Consultant Services Required:	<p>Services may include, but are not limited to:</p> <ul style="list-style-type: none"> • Produce preliminary design, project cost, scope, conceptual and final designs in collaboration with JCPA Staff and pursuant to JCPA policies • Creation of RFP/RFQ documents for construction and/or design build in accordance with the JCPA Procurement Policy • Assistance in reviewing bids to determine project award • All aspects of requisite permitting • ROW determination, construction staking and testing • Construction and Project Management Oversight <p>Information provided to the JCPA must include at a minimum:</p> <ol style="list-style-type: none"> 1. The specialized experience and technical competence of the firm with respect to roadways and facilities designed for industrial use 2. The capacity and capability of the firm to expeditiously perform the work beginning on or about January 15, 2024 3. The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules. 4. The firm's proximity to and familiarity with the area in which the project is located. 5. The firm's experience and familiarity with compliance with MoDOT LPA manual, 6. References from previous clients of related work with the firm within the past five years 7. Documentation of compliance with E-Verify requirements.
Other Comments:	The firm will be selected based on the above qualifications. Once the most qualified firm or firms are selected, a cost for the stated deliverables will be negotiated.
Contact:	<p>Name: Jim McNichols, Executive Director Address: 114 Mississippi Ave. Crystal City, MO 63019 Phone: 636-232-0472 Email: jmcnichols@jeffcomo.org</p>
Deadline:	December 1 st , 2023 at 2 pm.

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. 5 copies of the Submission should be received at the address and by the time specified.
---------	--

Experience and Technical Competence -	<u>30</u>	Max Points
Capacity and Capability -	<u>25</u>	Max Points
Past Record of Performance -	<u>25</u>	Max Points

Category	Evaluation					Weight	Score Evaluation x Weight
	Low				High		
Experience & Technical Competence							
-Industrial and Roadway Engineering Expertise	1	2	3	4	5	2	
-Experience with Port Facility Design	1	2	3	4	5	2	
-Experience with Railroad Crossing Design	1	2	3	4	5	1	
-Experience with MoDOT Design & Modeling	1	2	3	4	5	1	
Capacity & Capability							
-Ability to begin work immediately	1	2	3	4	5	2	
-Proximity & familiarity with the location	1	2	3	4	5	2	
-Sufficient staffing to handle all aspects of the project	1	2	3	4	5	1	
Past Record of Performance							
-Demonstrated ability to meet project deadlines	1	2	3	4	5	2	
-Demonstrated ability to manage costs	1	2	3	4	5	1	
-Quality references and testimonials	1	2	3	4	5	2	
TOTAL COMBINED SCORE							