

# CHARITON COUNTY COMMISSION

306 S. Cherry St.

Keytesville, MO 65261

Phone 660-288-3200

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Evan Emmerich  
Presiding Commissioner  
Mitzi Schuchmann  
Clerk of the County Commission  
660-288-3273

Jared Meyer  
Eastern District Commissioner  
Terry Milford  
Western District Commissioner

June 24, 2024

Dear Consultant:

The **Chariton 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 5 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 Chariton County Commission**. 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 4 pm, July 19 (07/19/2024) at **the office of the Chariton County Clerk, 306 Cherry Street, Keytesville, MO 65261.**

Sincerely,



Evan Emmerich  
Presiding Commissioner

Attachment

<b>Chariton County</b>	<b>Route: Fire Station Road over East Bee Branch Creek</b>
Federal Aid No:	BRO-R021(002))
Location:	Fire Station Road over East Bee Branch Creek
Proposed Improvement:	Replacement of Bridge No. 1450007
Length:	80ft long steel girder bridge
Approximate Construction Cost:	\$ 640,000
DBE Goal Determination:	0 %
Consultant Services Required:	<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.
Other Comments:	
Contact:	Name: Evan Emmerich, Presiding Commissioner Address: 306 Cherry St. Keytesville, MO 65261 Phone: 660-288-3200 Email: <a href="mailto:countyclerk@charitonco.com">countyclerk@charitonco.com</a>
Deadline:	4 pm on July 19, 2024
<ul style="list-style-type: none"> <li>• Submit: 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. 4 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.

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