



# Jefferson County, Missouri

Maple Street Annex  
725 Maple Street · PO Box 100  
Hillsboro, Missouri 63050

Dennis Gannon  
County Executive

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## DEPARTMENT OF PUBLIC WORKS

**Jason Jonas, P.E. – Director**

**Daniel Naunheim, P.E. – Deputy Director**

Telephone: 636-797-5340 · Fax: 636-797-5565  
Web Address: [www.jeffcomo.org](http://www.jeffcomo.org)

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Facility Services Manager  
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Mike Cook  
Stormwater Manager  
636-797-6318

February 3, 2025

Dear Consultant:

The Jefferson County Department of Public Works 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 (LOI) to no more than four (4) pages. This LOI 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 (SOQ) (RSMo 8.285 through 8.291) be submitted with your firm's LOI, or be on file with the Jefferson County Department of Public Works. The SOQ is not included in the total page count limit for the LOI. **Please do not send Jefferson County five (5) copies of your SOQ.**

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 that five (5) copies of your LOI be received by 4:00 pm on Friday, March 7, 2025, at the Jefferson County Department of Public Works, PO Box 100, Hillsboro, Missouri 63050.

Sincerely,

Daniel Naunheim, PE  
Public Works Deputy Director

Attachment

<b>Jefferson County, Cedar Hill Road Bridge Preservation – STBG-5403 (701)</b>	
Project Funding:	Surface Transportation Block Grant Program
Location/Description:	Cedar Hill Road over Big River
Project Improvement:	Bridge Deck Replacement
Project Length:	0.08 miles
Estimated Construction Cost:	\$1,125,000
DBE Goal Determination:	8%
Consultant Services Required:	<p><u>Structural, Roadway, Surveying, and Environmental:</u></p> <p>Consultant shall be responsible for professional engineering services including the preparation of preliminary plans, right-of-way and easement plats, final construction plans, technical specifications and construction cost estimation. As part of preparing the plans the consultant may need to perform field surveys, and archaeological or environmental studies. The consultant shall also be responsible for a limited number of construction engineering services including; site inspections, project management, review of shop drawings and material certifications, perform any needed drawing revisions and respond to requests for information from both the Contractor and the County.</p>
Other Comments:	<p>The grant application is available on the Jefferson County website at the following location:</p> <p><a href="https://www.jeffcomo.org/DocumentCenter/View/19202/RFQ---Cedar-Hill-Road-Bridge-Preservation---STBG-5403-701---TIP-Application-PDF">https://www.jeffcomo.org/DocumentCenter/View/19202/RFQ---Cedar-Hill-Road-Bridge-Preservation---STBG-5403-701---TIP-Application-PDF</a></p> <p>All consultant questions or requests for information shall be made in writing to the contact shown below. No project briefing meetings will be granted during the RFQ process.</p>
Contact:	<p>Daniel Naunheim, PE Public Works Deputy Director PO Box 100 Hillsboro, MO 63050 636-797-5569 dnaunheim@jeffcomo.org</p>
Deadline:	March 7, 2025 at 4:00 pm
Submit	<p>•Letter of interest should not exceed four (4) pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Five (5) copies of the letter of interest should be received at the address and by the time specified.</p>

Pursuant to the Brooks Act for Consultant Selection; the following criteria will be the basis for reviews:

**RFQ Rating Categories**

**Points Available**

Experience and Technical Competence -

30 Max Points

Capacity and Capability -

30 Max Points

Past Record of Performance -

40 Max Points

**Total Score**

**100 Max Points**