



Jefferson County, Missouri

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

Dennis Gannon
County Executive

DEPARTMENT OF PUBLIC WORKS

Jason Jonas, P.E. – Director
Daniel Naunheim, P.E. – Deputy Director

Telephone: 636-797-5340 · Fax: 636-797-5565
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Cecil Vivrett
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636-797-5427

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636-797-5570

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Light Fleet Manager
636-797-5399

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Heavy Fleet Manager
636-797-6378

Matt Stinchcomb
Facility Services Manager
636-797-5574

Mike Cook
Stormwater Manager
636-797-6318

May 20, 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 roadway improvement project described on the attached document.

If your firm would like to be considered for these professional 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, which can exclude any submittal memorandum provided. This LOI should include any information which might help us in the selection process, such as the persons or team that you could assign to any given on-call project; the background of those individuals; and other projects your company has recently completed or are now active that might be relevant to this request for qualifications.

Jefferson County will evaluate firms based on a.) experience and technical competence, b.) the capacity and capability of the firm to perform the work in the timeframe needed, c.) past record of performance, and d.) proximity to and familiarity with the project area (reference: 23 CFR 172 Administration of Engineering & Design Related Service Contracts and RSMo 8.285 through 8.291).

It is required that your firm's current Statement of Qualification (SOQ) (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 LOI or be on file with the Jefferson County Department of Public Works office. 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.**

All letters of interest must be received by 4:00 pm, June 20, 2025, at the Jefferson County Department of Public Works, PO Box 100, Hillsboro, Missouri 63050.

Sincerely,

Kurt Wengert, PE
Public Works Technical Manager

Jefferson County, New Sugar Creek Pedestrian Improvements Project – TAP-5403 (707)	
Project Funding:	Transportation Alternatives Program
Location/Description:	New Sugar Creek Rd at Edgewood Ln and New Sugar Creek Rd at Sugar Creek Square
Project Improvement:	Shared Use Path and Sidewalks
Project Length:	.8 miles
Estimated Construction Cost:	\$2,900,000
Consultant Services Required:	<u>Roadway, Surveying, and Environmental:</u> 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, archaeological or environmental studies and geotechnical investigations. The consultant shall also be responsible for a limited number of construction engineering services including staking of new right-of-way corners, setting of pins post-construction, 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.
Other Comments:	The TIP grant application is available on the Jefferson County website at the following location: https://www.jeffcomo.org/DocumentCenter/View/19667/RFQ---2025-TAP-Jefferson-County-New-Sugar-Creek-Ped-Improvements---TAP-Application-PDF 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.
Contact:	Kurt Wengert, PE Public Works Technical Manager PO Box 100 Hillsboro, MO 63050 636-797-5570 kwengert@jeffcomo.org
Deadline:	June 20, 2025, at 4:00 pm
Submit: Letter of interest (LOI) 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.	

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

<u>RFQ Rating Categories</u>	<u>Points Available</u>
Experience and Technical Competence -	30 Max Points
Capacity and Capability -	30 Max Points
Past Record of Performance -	30 Max Points
Proximity and Familiarity -	10 Max Points
Total Score	100 Max Points