



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
Web Address: www.jeffcomo.org

Cecil Vivrett
Highway Superintendent
636-797-5427

Kurt Wengert, P.E.
Technical Division Manager
636-797-5570

Christina Mareschal
Fleet Services Manager
636-797-5399

Matt Stinchcomb
Facility Maintenance Manager
636-797-5574

Mike Cook
Stormwater Manager
636-797-6318

August 17, 2026

Dear Consultant:

The Jefferson County Department of Public Works is requesting the services of a consulting engineering firm to perform the professional services described 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 attachment. 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 the project, the backgrounds of those individuals, and other projects your company has recently completed, or are now active, that are similar in scope.

The selection committee will evaluate submittals based on: (a) experience and technical competence of project team; (b) capacity and capability of team to take on the project; (c) past record of performance with similar clients/projects on design scope, schedule and project estimation (reference: 23 CFR 172 Administration of Engineering & Design Related Service Contracts and RSMO 8.285 – 8.291).

It is required that your firm's 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 company 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. The SOQ is not included as part of the LOI. **Please only send one (1) copy of your SOQ.**

We request that five (5) copies of your LOI be received by 4:00 pm on Friday, September 25, 2026, at the Jefferson County Department of Public Works, PO Box 100, Hillsboro, Missouri 63050.

Sincerely,

Kurt Wengert, P.E.
Technical Division Manager
Jefferson County Department of Public Works

Attachments

Jefferson County, Miller Road Pedestrian Improvement Project

Project Number:	TAP-9902(616)
Project Funding Source:	Transportation Alternatives Program
Project Location/Description:	From Old Lemay Ferry Road to Elm Drive
Project Improvement:	Pedestrian Improvements
Project Length:	1.0 Miles
Estimated Construction Cost:	Estimated at \$2,500,000
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.gov/DocumentCenter/View/21920/2026---RFQ---Miller-Road-Pedestrian-Improvement-Project-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
Submittal Deadline:	September 25, 2026, at 4:00 pm
Submittal Package:	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.
Submittal Delivery:	Jefferson County Department of Public Works 725 Maple Street, Room 104 (Physical) PO Box 100 (Mailing) Hillsboro, Missouri 63050

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 of the Project Team -

- Team Members Professional Work History and Education 10 Points Maximum
- Consultant Firm History Working on Similar Projects 10 Points Maximum
- Examples of Innovative Solutions Used on Past Projects 10 Points Maximum

Subtotal = 30 Points Maximum

Capacity and Capability of Firm to Complete the Project -

- Prime Firm Capacity to Undertake the Project 10 Points Maximum
- Explanation of Proposed Subconsultants with Past Partnership History 10 Points Maximum
(if none, then prime firm will be rated out of 20 points maximum)
- Highlight Consultant Team Capabilities That Stand Out from Other Firms 10 Points Maximum

Subtotal = 30 Points Maximum

Past Record of Performance on Similar Projects -

- Meeting Design Scopes Proposed by Clients without Undo Overruns 10 Points Maximum
- Meeting Design Schedules Under Client Agreements 10 Points Maximum
- Accurate Project Cost Estimation with Examples in Full Detail 10 Points Maximum
- Client References and/or Recommendations 10 Points Maximum

Subtotal = 40 Points Maximum

Total Score = 100 Points Maximum