



April 15, 2013

Dear Consultant,

The Buchanan County Agri-Business Expo Center 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 in the attachments. Limit your letter of interest to no more than five pages. This letter should include any information which might help us in the selection process, such as the person 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.

DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at 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's Statement of Qualifications (RSMo 8.285 through 8.291) and Affidavit of Compliance with the federal work authorization program along with a copy of your firm's E-Verify Memorandum of Understanding (15 CSR 6—15.020) be submitted with your firm's Letter of Interest.

We request all letters be received by 5 p.m. May 1, 2013, at Mo-Kan Regional Council, 224 N. 7th St., St. Joseph, MO 64501.

Sincerely,

Sharon Cornelius
President/Chief Executive Officer

Attachment



Buchanan County, U.S. 36	
Federal Aid No.	J1P3035
Location:	Approximately 1 mile east of Riverside Road on U.S. 36
Proposed Improvement	Design of a new interchange with U.S. 36 at the future location of the Agri-Business Expo Center
Length:	N/A
Approximate Construction Cost	\$4.88 million
DBE Goal Determination:	10 %
Consultant Services Required	Design of an interchange with U.S. 36, satisfying current FHWA and MoDOT design criteria. Engineering responsibilities include, but are not limited to, preparation of Preliminary Plans and Contract plans. As part of preparing the plans the consultant may need to perform surveying, utility coordination, right of way acquisition, geotechnical investigations, hydraulic studies and provide environmental and historic preservation services/permits including the preparation of PS&E and final documents. During construction, work with contractor on behalf of the Buchanan County Agri-Business Expo Center, 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 Buchanan County Agri-Business Expo Center to do full time inspections and reporting and participate in final inspection.
Other comments:	
Contact:	Sharon Cornelius 224 N. 7 th St. St. Joseph, MO 64501 816-233-3144 sharon@mo-kan.org
Deadline:	5 p.m. CDT, May 1, 2013
Submit:	Letter of interest should not exceed 5 pages total. A page is defined as 8 ½ by 11 inches and printed on one side. 15 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 selection. Additional criteria can be added with the approval of the Central Office Design.

Experience and Technical Competence -	40 max points
Capacity and Capability -	40 max points
Past Record of Performance -	20 max points