January 10, 2020

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 in 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, 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, February 7th, 2020, at the Jefferson County Department of Public Works, PO Box 100, Hillsboro, Missouri 63050.

Sincerely,

Jason Jonas, P.E.
Public Works Director
Pursuant to the Brooks Act for Consultant Selection; the following criteria will be the basis for reviews:

**RFQ Rating Categories**

<table>
<thead>
<tr>
<th>Experience and Technical Competence -</th>
<th>30 Max Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity and Capability -</td>
<td>30 Max Points</td>
</tr>
<tr>
<td>Past Record of Performance -</td>
<td>40 Max Points</td>
</tr>
</tbody>
</table>

**Total Score**

| 100 Max Points |

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**Jefferson County, Old Lemay Ferry Road, Safety Improvements**

<table>
<thead>
<tr>
<th>Federal Aid No.:</th>
<th>STP-5461(611)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location/Description:</td>
<td>0.42 miles south of Regency Woods Place to Kneff / Dry Fork Road</td>
</tr>
<tr>
<td>Proposed Improvement:</td>
<td>Roadway Widening and Traffic Safety Enhancements</td>
</tr>
<tr>
<td>Length:</td>
<td>1.00 miles (approx. 5300 feet)</td>
</tr>
<tr>
<td>Estimated Construction Cost:</td>
<td>$1,652,970</td>
</tr>
<tr>
<td>DBE Goal Determination:</td>
<td>16%</td>
</tr>
</tbody>
</table>

**Consultant Services Required:**

Roadway and Traffic:

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:**

TIP grant application will be made available to written or email requests only. No phone requests, please. 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:**

Jason Jonas  
Public Works Director  
PO Box 100  
Hillsboro, MO 63050  
636-797-5369  
jjonas@jeffcomo.org

**Deadline:**  
February 7th, 2020 at 4:00 pm

**Submit**

- 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.