



# Buchanan County Commission

411 Jules Street, Room 101  
St. Joseph, Missouri 64501-1786  
(816) 271-1503 • Fax (816) 271-1569

**Ron Hook**  
Commissioner  
Western District  
rhook@buchmo.gov

**Scott Nelson**  
Presiding Commissioner  
snelson@buchmo.gov

**Scott Burnham**  
Commissioner  
Eastern District  
sburnham@buchmo.gov

May 22, 2025

Dear Consultant:

The Buchanan County Commission 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 attachments. Limit your letter of interest to no more than three pages. This letter 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 (RSMo 8.285 through 8.291) be submitted with your firm's Letter of Interest or be on file with the Buchanan County Commission. The statement of qualification is not included in the total page count limit.

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 all letters be received by June 17, 2026 at 10:00 a.m. at the Office of the Buchanan County Commission, 411 Jules Street, Room 101, St. Joseph, MO 64501.

Sincerely,

Kim Hartman, CPPB  
Purchasing Agent

Attachment

<b>City/County Buchanan Route 66 SW Road</b>	
Federal Aid No:	BRO-R011(35)
Location:	Over Sugar Creek
Proposed Improvement:	Replace existing structure and roadway Approaches
Length:	530 feet
Approximate Construction Cost:	\$ 1,200,000
DBE Goal Determination:	<u>0</u> %
Consultant Services Required:	Construction Phase: Work with contractor on behalf of the County; assist with preconstruction conference, perform periodic site inspections, prepare change orders, inspect construction materials, check shop drawings submitted by contractor, conduct construction tests and inspection, be present during critical construction operations, work with County to do full-time inspections and reporting; participate in final inspection.
Other Comments:	
Contact:	Name: Kim Hartman, Purchasing Agent Address: 411 Jules St, Rm 101, St. Joseph, MO Phone: 816-271-1512 Email: khartman@buchmo.gov
Deadline:	
<ul style="list-style-type: none"> <li>• Submit: Letter of interest should not exceed three pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Five copies of the letter interest should be received at the address and by the time specified.</li> </ul>	

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection.

Experience and Technical Competence - 40 Max Points

Capacity and Capability - 30 Max Points

Past Record of Performance - 30 Max Points