



# Jefferson County, Missouri

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

Dennis Gannon  
County Executive

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## 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](http://www.jeffcomo.org)

Kurt Wengert, P.E.  
Highway Division Superintendent  
636-797-5427

Christopher Ehlen, P.E.  
Technical Division Manager  
636-797-5570

David C. Mikusch  
Fleet Services Manager  
636-797-6017

Mark D. McGee  
Facilities Services Manager  
636-797-5011

Stormwater Division  
Help Line  
636-797-6228

February 8, 2019

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 on 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](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 that five (5) copies of your LOI be received by 4:00 pm on March 8, 2019 at the Jefferson County Department of Public Works, PO Box 100, Hillsboro, Missouri 63050.

Sincerely,

Jason Jonas, P.E.  
Public Works Director

| <b>Jefferson County, Seckman Road at Mastodon State Park, Safety Improvements</b>  |  |
|--|--|
| Federal Aid No.:   | STP-7202(604)  |
| Location/Description:  | From west park entrance to 0.5 miles west of West Outer Road   |
| Proposed Improvement:  | Roadway Widening and Traffic Safety Enhancements   |
| Length:  | 0.22 miles (approx. 1175 feet)   |
| Estimated Construction Cost:   | \$850,000  |
| DBE Goal Determination:  | 18%  |
| Consultant Services Required:  | <p>Roadway and Traffic:</p> <p>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.</p> |
| 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:   | <p>Jason Jonas<br/>Public Works Director<br/>PO Box 100<br/>Hillsboro, MO 63050<br/>636-797-5369<br/>jjonas@jeffcomo.org</p>   |
| Deadline:  | March 8, 2019 at 4:00 pm   |
| <p>Submit</p> <ul style="list-style-type: none"> <li>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.</li> </ul> |  |

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 -

30 Max Points

Capacity and Capability -

30 Max Points

Past Record of Performance -

40 Max Points

**Total Score**

**100 Max Points**