



County of Jefferson

State of Missouri

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Ken Waller

County Executive

DEPARTMENT OF PUBLIC WORKS

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August 13, 2018

Dear Consultant:

Jefferson County is requesting interest from firms that would like to participate as an on-call professional service provider under a contract term from January 1, 2019 through December 31, 2020. Attached is a general description of services for a consulting firm to perform under this specific on-call contract with Jefferson County, Missouri.

If your firm would like to be considered for these professional services, you may express your interest by responding to the appropriate office, which is indicated on the attachment. Limit your letter of interest to no more than six (6) pages, which can exclude any submittal memorandum provided. This letter of interest should include any information which might help Jefferson County in the selection process, such as the persons or team that your firm could assign to any given on-call project; the background of those individuals; and other projects your company has recently completed or are now active that might be relevant to this request for qualifications.

Jefferson County will evaluate firms based on a) experience and competence, b) the capacity of the firm to perform the work in the timeframe needed, c) past record of performance, and d) proximity to and familiarity with the project area (reference: 23 CFR 172 Administration of Consultanting & Design Related Service Contracts and RSMo 8.285 through 8.291).

It is required that your firm's current Statement of Qualification (RSMo 8.285 through 8.291) and an Affidavit of Compliance with the federal work authorization program along with a copy of your firm's E-Verify Memorandum of Understanding (15 CSR 60-15.020) be submitted with your firm's Letter of Interest (LOI), or be on file with the Jefferson County Department of Public Works office. 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.**

All letters of interest must be received by 4:00 pm, September 28, 2018 at the Jefferson County Department of Public Works, PO Box 100, Hillsboro, Missouri 63050.

Sincerely,

Jason Jonas, P.E.
Public Works Director

Jefferson County, 2019-2020 On-Call Construction Consulting Services

Location for Services:	Various project locations throughout unincorporated areas of Jefferson County, Missouri
Proposed Types of Projects:	Various local and federally funded roadway, intersection, traffic, lighting, culvert, and bridge projects throughout unincorporated areas of Jefferson County, Missouri
Approximate Cost of Consultant Contract:	On-call services not to exceed a contract limit of \$150,000 with each firm selected and is subject to budgetary limitations
Consultant Services Required:	<p>The Consultant will serve as the County representative for administering the terms of the construction contract between County and their Contractor. Consultant will endeavor to protect the County against defects and deficiencies in workmanship and materials in work by the Contractor. However, the furnishing of such project representation will not make Consultant responsible for the construction methods and procedures used by the Contractor or for the Contractor's failure to perform work in accordance with the contract documents. Consultant's services may include some, or all, of the following specific services:</p> <ol style="list-style-type: none">1. Assist the County with a preconstruction conference to discuss project details with the Contractor;2. Make daily site visits to observe the Contractor's progress and quality of work, and to determine if the work conforms to the contract documents. It is contemplated that survey staking and layout will be accomplished by the contractor's forces. For federally funded LPA projects, the Consultant will accompany MoDOT and FHWA representatives on visits of the project site as requested;3. Check shop drawings and review schedules and drawings submitted by the Contractor;4. Reject work not conforming to the project documents;5. Prepare change orders for issuance by the County as necessary and assure that proper approvals are made prior to work being performed;6. Review wage rates, postings, equal employment opportunity and other related items called for in the contract documents;7. Inspect materials, review material certifications furnished by Contractor, sample concrete, asphalt, soil, and other materials as required, and conduct required laboratory testing of samples. For federally funded LPA projects, independent assurance samples and tests may be performed by MoDOT personnel and such sampling and testing is excluded from the work to be performed by the Consultant under this contract;

Jefferson County, 2019-2020 On-Call Construction Consulting Services

Consultant Services Required (cont.):	<p>8. Maintain progress diary and other project records, monitor and track contractor time of completion requirements, measure and document quantities, and prepare monthly estimates for payments due the Contractor;</p> <p>9. Be present during critical construction operations, including; but not limited to the following activities, and where applicable to the project:</p> <p>Bridget Projects – structure layout; excavation and backfilling; driving of piles; checking of reinforcing steel prior to concrete placement; concrete batching and pouring; placement of girders; and placement of surfacing materials, subgrade and subbase & base.</p> <p>Roadway Projects – project limits / alignment layout; traffic control operations / changes in traffic flow; excavation and backfilling; installation of storm sewer pipes and structures; installation of erosion control measures; installation of potentially conflicting utility services; installation of permanent traffic control items; and placement of surfacing materials, subgrade and subbase & base; placement of sidewalks and other pedestrian features; placement of any temporary or permanent features located within temporary construction easements or other private property.</p> <p>10. Participate in final inspection, provide the County with project documentation (diaries, test results, certifications, etc.), and provide as-built plans for the County records.</p>
County Point of Contact:	<p>Jason Jonas, P.E. Director of Public Works PO Box 100 Hillsboro, MO 63050 636-797-5369 jjonas@jeffcomo.org</p>
Submittal Requirements:	<p>Letter of Interest (LOI) shall not exceed six (6) pages total. A page is defined as 8-1/2 by 11 inches and printed on one side only. Five (5) copies of the LOI shall be received at the address noted above and by the date/time specified below. One (1) copy of the consultant's Summary of Qualifications (SOQ) must be sent along with the LOI or already current and on file with the Public Works office.</p>
Submittal Deadline:	<p>Extended Date: September 28, 2018 at 4:00 p.m. September 21, 2018 at 4:00 pm</p>

Pursuant to the Brooks Act for Consultant Selection; the following criteria will be the basis for reviews:

<u>RFQ Rating Categories</u>	<u>Points Available</u>
Experience and Technical Competence -	30 Max Points
Capacity and Capability -	30 Max Points
Past Record of Performance -	30 Max Points
Proximity and Familiarity -	10 Max Points
Total Score	100 Max Points