



County of Jefferson

State of Missouri

Maple Street Annex
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Hillsboro, Missouri 63050

Ken Waller

County Executive

DEPARTMENT OF PUBLIC WORKS

Jason Jonas, P.E. – Director

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Facilities Services Manager
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Stormwater Division
Hotline
636-797-6228

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 engineering 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 Engineering & 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

<i>Jefferson County, 2019-2020 On-Call Stormwater Professional Engineering Services</i>	
Location for Services:	Various locations throughout unincorporated and incorporated areas of Jefferson County, Missouri
Proposed Types of Projects:	Various storm water analysis and design, data collection, plan development, County Code of Ordinance compliance reviews, MODNR MS4 MCM tracking/reporting assignments, inspection and monitoring projects
Approximate Cost of Consultant Contract:	On-call services not to exceed a contract limit of \$200,000 with each firm selected and is subject to budgetary limitations
Consultant Services Required:	Design of drainage structures and other stormwater facilities, hydraulics/hydrology analysis and design, development of stormwater pollution prevention plans, development of operations and maintenance manuals for municipal facilities, field location and GIS mapping of existing and new storm sewer outfalls, dry-weather inspection/testing of outfall locations, stormwater pollution prevention training and outreach, post-construction stormwater BMP inspections, watershed planning projects, stormwater criteria and compliance assistance, other County and Municipal storm water related support activities, etc.
County Point of Contact:	Jason Jonas, P.E. Director of Public Works PO Box 100 Hillsboro, MO 63050 636-797-5369 jjonas@jeffcomo.org
Submittal Requirements:	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.
Submittal Deadline:	Extended Date: September 28, 2018 at 4:00 p.m. September 21, 2018 at 4:00 pm

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