



# County of Jefferson

## State of Missouri

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

Ken Waller

County Executive

### 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  
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Kerry W. Rogers  
Facilities Services Manager  
636-797-5011

Daniel Hearst, E.I.  
Stormwater Division Manager  
636-797-6225

August 14, 2017

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, 2018 through December 31, 2019. 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 four (4) pages, which can exclude any submittal memorandum provided. This letter of interest should include any information which might help us in the selection process, such as the persons or team that you 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 22, 2017 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, 2018-2019 On-Call Architectural Engineering Services</i>	
Project No.:	Not available at this time
Location:	Various (within Jefferson County)
Proposed Improvement:	Various
Approximate Cost of Consultant Contract:	On-call contract with limit of \$100,000 per year
Consultant Services Required:	A/E Design Services to include: Layout of ADA accessible facilities for roadways, buildings and other public facilities. Concept, preliminary, PS&E and construction phase design services for County building and facility projects.
Other Comments:	No phone call inquiries please. All consultant questions or requests for information shall be made in writing to the contact shown below. No introductory or briefing meetings will be granted during the RFQ process.
Contact:	Jason Jonas, P.E. Public Works Director PO Box 100 Hillsboro, MO 63050 636-797-5369 jjonas@jeffcomo.org
Deadline:	September 22, 2017 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.

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 -

30 Max Points

Proximity and Familiarity -

10 Max Points

**Total Score**

**100 Max Points**