



# 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

Kristy Moss, P.E. - Deputy Director

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636-797-5570

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Facilities Services Manager  
636-797-5011

Stormwater Division  
Help Line  
636-797-6228

July 20, 2016

The Jefferson County Department of Public Works is requesting the assistance of consultant engineering firms to perform the described professional services for various project efforts described in the attachment. 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.

Consultants interested in performing the services listed herein shall limit their Letter of Interest (LOI) to no more than six (6) 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 relevant 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.**

We request that five (5) copies of your LOI be received by 4:00 pm on August 26, 2016 at the Jefferson County Department of Public Works, PO Box 100, Hillsboro, Missouri 63050.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Jonas".

Jason Jonas, P.E.  
Public Works Director

Attachment

<b><i>Jefferson County, 2017-2018 On-Call Stormwater Professional Engineering Services</i></b>	
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, inspection and monitoring projects
Approximate Cost of Consultant Contract:	On-call services will not exceed a contract limit of \$250,000.00 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 <a href="mailto:jjonas@jeffcomo.org">jjonas@jeffcomo.org</a>
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:	August 26, 2016 at 4:00 pm

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

<b><u>RFQ Rating Categories</u></b>	<b><u>Points Available</u></b>
Experience and Technical Competence -	30 Max Points
Capacity and Capability -	30 Max Points
Past Record of Performance -	40 Max Points
<b>Total Score</b>	<b>100 Max Points</b>