



# County of Jefferson

## State of Missouri

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

Ken Waller

County Executive

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## DEPARTMENT OF PUBLIC WORKS

**Jason Jonas, P.E. - Director**

**Kristy Moss, 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  
797-5427

Deborah Lehnhoff, P.E.  
Tech Division Senior Engineer  
797-5570

David C. Mikusch  
Fleet Services Manager  
797-6017

Kerry W. Rogers  
Facilities Services Manager  
797-5311

August 14, 2015

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, 2016 through December 31, 2017. Attached is a general description for services of a consulting engineering firm to perform under this specific On-Call Contract with Jefferson County. 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. 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 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, if not already on file with our office.

We request all letters be received by 4:00 pm, September 18, 2015 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.  
Director of Public Works

Attachment

<b><i>Jefferson County, 2016-2017 On-Call Architectural Engineering Services</i></b>	
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:	
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>
Deadline:	September 18, 2015 at 4:00 pm