



*County of Jefferson*  
State of Missouri  
Administration Center  
729 Maple Street • PO Box 100  
Hillsboro, Missouri 63050

**Ken Waller**  
County Executive

**DEPARTMENT OF COUNTY SERVICES AND CODE ENFORCEMENT**

**Eric Larson – Director**

Web Address: [Jeffcomo.org](http://Jeffcomo.org)

Planning Division  
797-5580 / Fax 797-5598

Code Enforcement Division  
797-5310 / Fax 797-5077

Solid Waste Division  
797-5036 / Fax 797-6120

Animal Control Division  
797-5577 / Fax 948-2522

May 5, 2017

**BID #: 17-0043**

Dear Consultant:

Jefferson County, Missouri is requesting the services of a consulting firm to design and provide specifications for rehabilitation of a facility. Said facility will be a conversion of an existing church and transforming it into an Animal Resource Center. This conversion will create a shelter, retail area, animal displays and other associated services within the facility. If your firm would like to be considered for these consulting services, you may express your interest by responding to the Jefferson County, County Services Department. Consultants who have designed animal control facilities to meet the Missouri Animal Care Facilities Act licensing requirements are desired or any other consultants that can partner with firms with that specific background are preferred.

Qualifications-Based Selection (QBS), in accordance with RSMo. 8.285 through 8.291, will be used to determine the successful respondent. Jefferson County will evaluate firms on a) experience and competence, b) the capacity of the firm to perform the work in a timeframe needed, c) past performance and d) proximity to and familiarity with the area which the project is located.

Limit your letter to no more than 5 pages. This letter should include any information which might help us in the selection process, such as the persons or team you would assign to the project, the backgrounds of those individuals, and other projects your company has completed.

We request that all letters be received by 4pm on Tuesday, May 30, 2017 at the Jefferson County, County Services Department, PO BOX 100, Hillsboro, MO 63050, Attn: Eric Larson-Director of County Services.

Jefferson County, RFQ for Animal Resource Center improvements 2017-2018

Project No:	Not available at this time
Location:	4848 State Rte 30 House Springs Rd, MO
Proposed improvement:	Renovation of an existing structure and converting it into an Animal Resource Center (shelter)
Consultant Services Required:	A/E design services to include: Layout for new facility to meet Missouri ACFA rules and regulations. Concept, preliminary plans and construction phase design services for project.
Contact:	Eric Larson Director of County Services PO Box 100 Hillsboro, MO 63050 636 797-6455 <a href="mailto:elarson@jeffcomo.org">elarson@jeffcomo.org</a>
Deadline:	May30, 2017 at 4:00pm.