



County of Jefferson

State of Missouri

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

Dennis Gannon

County Executive

DEPARTMENT OF PARKS AND RECREATION

Phone: 636-797-5334

Web Address: www.jeffcomo.org/parks Email: parks@jeffcomo.org

Timothy J. Pigg, MBA, CPRP - Director

Vincent Guzman, CPSI
Maintenance Division Manager

Craig Luetkemeyer, CPRP
Recreation Division Manager

March 3, 2020

BID #: [**20-0033**](#)

Dear Consultant:

The Jefferson County Department of Parks and Recreation is requesting the services of a consulting engineering firm to perform the described professional services for the project included on the attached list. 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 in the attachments.

Limit your Letter of Interest (LOI) to no more than four (4) 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 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 Parks and Recreation. 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 Friday, April 3rd, 2020, at the Jefferson County Department of Parks and Recreations, PO Box 100, Hillsboro, Missouri 63050.

Sincerely,

A handwritten signature in black ink, appearing to read "Timothy J. Pigg".

Timothy J. Pigg
Director of Parks and Recreation

NOTE: This is a shared cost project with other community residents in the area of Beck Park. They will need to be onboard with the entirety of the project before we will move forward.

Jefferson County, Beck Park - Gravel Roadway Construction	
Location/Description:	84 Lewis Road, Eureka, MO
Proposed Improvement:	Establish a new roadway adjacent to the east of the current roadway
Length & Width	1000 feet in Length; 18 feet wide
Estimated Construction Cost:	\$400,000
Consultant Services Required:	Geotechnical Services, Engineering, Architectural and Design: Consultant shall be responsible for professional engineering services, including the preparation of preliminary plans, right of way and easement plats, final construction plans, technical specifications, and construction cost estimation. As part of preparing the plans, the consultant may need to perform field surveys, archaeological or environmental studies and geotechnical investigations. The consultant shall also be responsible for a limited number of construction engineering services including staking of new right of way corners, setting of pins post-construction, review of shop drawings and material certifications, perform any needed drawing revisions and respond to requests for information from both the Contractor and the County.
Other Comments	See page 3 for map on approximate new road location.
Contact:	Timothy Pigg Director of Parks and Recreation PO Box 100 Hillsboro, MO 63050 636-797-53349 tpigg@jeffcomom.org
Deadline:	April 3, 2020, at 4:00 pm
Submit	<ul style="list-style-type: none"> • 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

The following criteria will be used for the basis for reviews:

RFQ Rating Categories:

Experience and Technical Competence-

Points Available:

30 Max Points

Capacity and Capability-

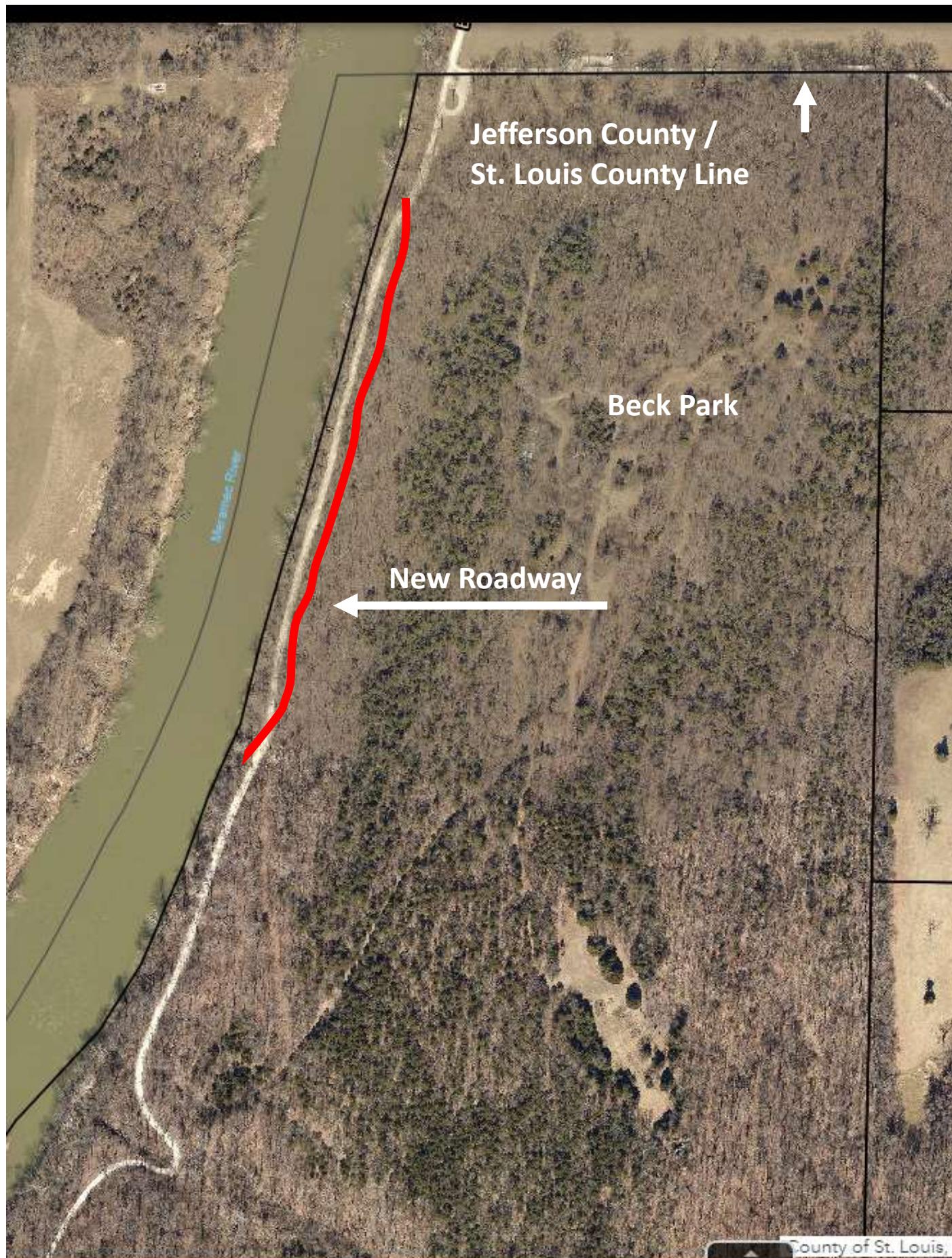
30 Max Points

Past Record of Performance-

40 Max Points

Total Score

100 Max Points



County of St. Louis