



Nelson Heil
Presiding Commissioner

8 S. Main, Suite 6
Carrollton, MO 64633

Jim Stewart
District #1 Commissioner

David Martin
District #2 Commissioner

(660) 542-0615
(660) 542-0621 Fax

Peggy McGaugh
County Clerk

October 20, 2011

Dear Consultant:

The Carroll County Commission 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 on the attachments. Limit your letter of interest 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 each project, the backgrounds of those individuals, and other projects your company has recently completed or are now active.

DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at www.modot.gov, in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.

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.

We request all letters be received by 4:30 pm, November 28, 2011 at Carroll County, 8 South Main, Suite 6, Carrollton, MO 64633

Sincerely,

A handwritten signature in black ink, appearing to read "Nelson Heil".

Nelson Heil
Presiding Commissioner

Attachment

| <i>City/County Carroll, Route #3830019</i> | |
|---|--|
| Federal Aid No.: | To Be Determined |
| Location: | Bridge No. 3830019 RD 261 Section 22 Township 53N R23W |
| Proposed Improvement: | To Be Determined |
| Length: | To Be Determined |
| Approximate Construction Cost: | \$ To Be Determined |
| DBE Goal Determination | 0% |
| Consultant Services Required: | <i>Roadway of Bridge over Tributary of Little Wakenda; Preliminary plans, right of way plans, final plans This is for Preliminary & Construction Engineering Services. The geotechnical investigation. Fulfill BRO requirements.</i> |
| Other Comments: | |
| Contact: | <i>Name Nelson Heil Address 8 South Main, Suite 6, Carrollton, MO 64633 Phone 660-542-0615 E-mail countyclerk@carrollcomo.org</i> |
| Deadline: | <i>November 21, 2011 4:30 P.M.</i> |
| Submit | |
| <ul style="list-style-type: none"> Letter of interest should not exceed 5 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Three copies of the letter 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 selection. Additional criteria can be added with the approval of Central Office Design

| | | |
|--|----|------------|
| Experience and Technical Competence - | 30 | Max Points |
| Capacity and Capability - | 30 | Max Points |
| Past Record of Performance - | 30 | Max Points |
| Firm's Proximity & Familiarity with project area - | 10 | Max Points |