



Howard County Commission
Lowell Eaton – Presiding Commissioner
Richard Conrow – Eastern District Commissioner
Howard McMillan – Western District Commissioner
One Courthouse Square
Fayette, MO 65248
Phone: 660-248-2193 Fax: 660-248-9810

Dear Consultant:

Howard County 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 3 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 10:00 am, (07/03/2013) at Howard County Courthouse, #1 Courthouse Square, Fayette, MO 65248.

Sincerely,

Lowell Eaton
Presiding Commissioner

Attachment

<i>Howard County</i>	
Federal Aid No.:	BRO-B045 (29)
Location:	County Road 467
Proposed Improvement:	Replacement of bridge no. 1020008 Salt Creek.
Length:	0.10 mile
Approximate Construction Cost:	\$250,000
DBE Goal Determination	%
Consultant Services Required:	<p><u>Preliminary Engineering:</u> The design engineering responsibilities may include but are not limited to the following: Preparation of Preliminary and Final Contract plans. As part of preparing the plans the consultant may need to perform surveying, geotechnical investigations, hydraulic studies, right of way acquisition, and provide environmental and historic preservation services/permits including the preparation of PS&E and final documents per the LPA program requirements.</p> <p><u>Construction Engineering:</u> Construction engineering responsibilities include working on behalf of the county during the construction. Engineering services include assisting with preconstruction conference, site inspection, prepare change orders, inspect construction materials, check shop drawings submitted by contractor, conduct construction test and inspection, review contractor pay request, and work with county for all reporting and participate in final inspection including final closeout documentation per the LPA program requirements.</p>
Other Comments:	
Contact:	<p><i>Name: Lowell Eaton</i> <i>Address: Howard County Courthouse</i> <i>#1 Courthouse Square</i> <i>Fayette, MO 65248</i> <i>Phone: (660) 248-2193</i> <i>E-mail:</i></p>
Deadline:	<i>10:00 am, July 3, 2013</i>
<p>Submit</p> <ul style="list-style-type: none"> Letter of interest should not exceed <u> 3 </u> pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. <u> 3 </u> 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 -	40 Max Points
Capacity and Capability -	30 Max Points
Past Record of Performance -	30 Max Points