



County of Jefferson

State of Missouri

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

Board of Executives

Chuck Banks
Edward L. Kemp
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DEPARTMENT OF PUBLIC WORKS

William A. Koehrer, P.E. - Director
Steven C. Oldham, P.E. - Deputy Director
Telephone: 636-797-5340 · Fax: 636-797-5565
Web Address: jeffcomo.org

William E. Blackwell
Highway Division Superintendent
797-5340

Ted Becker
Technical Division Superintendent
797-5342

Thomas C. Redman
Fleet Services Manager
797-5399

Kerry Rogers
Facilities Services Manager
797-5311

August 18, 2009

Dear Consultant,

Jefferson County is requesting the services of a structural 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 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 3 pages. This letter should include a statement to indicate why your firm is interested in the project. It should also include other information, which might help us in the selection process; such as other projects your company has recently completed or are now actively involved in.

We request all letters be received by 5:00 P.M., September 11, 2009 at our office at 725 Maple Street, Hillsboro, Missouri.

Sincerely,

William A. Koehrer, P.E.
Director of Department of Public Works

Jefferson County

Project Number:	Not yet available
Project Name:	2010-2012 On Call Structural Engineering Services Contract
Location:	County Wide
Proposed Improvement:	Roads, Bridges, Buildings
Approximate Cost:	Up to \$70,000.00 per year
Consultant Services Required:	On-Call Structural Engineering Services to include: Structural Design
Other Comments:	2 or 3 firms may be selected
Contact:	William A. Koehrer, P.E. Director of Department of Public Works PO Box 100/725 Maple Street Hillsboro, MO 63050 636-797-5341 wkoehrer@jeffcomo.org
Deadline:	September 11, 2009