



# County of Jefferson

## State of Missouri

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

Board of Executives

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### DEPARTMENT OF PUBLIC WORKS

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797-5342

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Fleet Services Manager  
797-5399

Kerry Rogers  
Facilities Services Manager  
797-5311

May 28, 2010

Dear Consultant,

Jefferson 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 attachment. 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](http://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.

Jefferson County will evaluate firms based on a) experience and competence, b) the capacity of the firm to perform the work in the timeframe needed, c) past performance, and d) proximity to and familiarity with the project area. It is required that your firm's Statement of Qualification and an Affidavit of Compliance with the federal work authorization program along with a copy of your firm's E-Verify Memorandum of Understanding be submitted with your firm's Letter of Interest.

We request all letters be received by 5:00 P.M., June 25, 2010 at our office at 725 Maple Street, Hillsboro, Missouri.

Sincerely,

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

Attachment

Jefferson County

Jefferson County	
Project Number:	Not available at this time
Project Name:	2011-2012 Storm Water Design Studies
Location:	Various
Proposed Improvement:	Various
Approximate Cost of Consultant Contract:	On-call hourly with not to exceed maximum
Consultant Services Required:	Storm Water Design Services to include:  Hydraulic studies, HEC RAS studies, SWPP Plans, Land Disturbance And Stormwater Management Plans, and other related services.
Other Comments:	
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:	June 25, 2010