

# City of Jefferson

Department of Public Works  
320 E. McCarty St.  
Jefferson City, MO 65101



Eric J. Struempf, Mayor

Matthew Morasch, P.E, Director  
Phone: 573-634-6410  
Fax: 573-634-6562

January 22, 2015

Dear Consultant:

The City of Jefferson is requesting the services of a consulting engineering/architectural 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 six 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. It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) be submitted with your firm's Letter of Interest, or be on file with the City of Jefferson. The statement of qualification is not included in the total page count limit.

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.

It is required that your firm be prequalified with MoDOT and listed in MoDOT's Approved Consultant Prequalification List, or your firm will be considered non-responsive.

We request all letters be received by 4:00 pm, February 13, 2015 at City of Jefferson, Office of the Purchasing Agent, 320 E. McCarty Street, Jefferson City, MO 65101. The letters shall be submitted in a sealed envelope bearing the address above and referencing RFQ #2780.

Sincerely,

A handwritten signature in black ink, appearing to read "David Bange".

David Bange, P.E.  
City Engineer

Attachment

<i>City of Jefferson Wayfinding Signage</i>	
Federal Aid No.:	TAP-9901(501)
Location:	The area in and around downtown Jefferson City including the MSP area, Lincoln University and Jefferson City High School, the Capitol Complex, the Munichburg area, and the connection to the Katy Trail in Jefferson City, Missouri
Proposed Improvement:	The fabrication and installation of wayfinding signage.
Length:	NA
Approximate Construction Cost:	240,000
DBE Goal Determination	0%
Consultant Services Required:	The engineering responsibilities may include but are not limited to the following: The preparation of Conceptual plans, Preliminary plans, Contract plans including the final design of the wayfinding signage, the selection of final locations and legends for each wayfinding sign, the specifications for all sign materials, sheeting, posts, bases, and breakaway systems. The design of all installations including the restoration of infrastructure disturbed by the sign placement and the production of PS&E and final documents. Responsibilities may also include surveying, public involvement, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, construction support/construction inspection, submittal review, utility coordination/permits, traffic controls, and the production of as built drawings.
Other Comments:	
Contact:	City of Jefferson Office of the Purchasing Agent 320 E. McCarty Street Jefferson City, MO 65101 (573) 634-6325 tstephenson@jeffcitymo.org
Deadline:	4:00 pm, February 13, 2015
Submit	<ul style="list-style-type: none"> <li>Letter of interest should not exceed six pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Five copies of the letter of interest should be received at the address and by the time specified.</li> </ul>

The following criteria will be the basis for selection.

Experience and Technical Competence -	40 Max Points
Capacity and Capability -	30 Max Points
Past Record of Performance -	30 Max Points