

City of Jefferson

Department of Planning & Protective Services
320 E. McCarty Street
Jefferson City, MO 65101



Carrie Tergin, Mayor

Janice McMillan, AICP, Director
Phone: 573-634-6410
Fax: 573-634-6457

March 30, 2016

Dear Consultant:

The Capital Area Metropolitan Planning Organization (CAMPO) is the designated transportation planning entity for the Jefferson City, Missouri urbanized area, located in central Missouri, near the confluence of the Missouri, Moreau, and Osage rivers. The CAMPO planning area includes Missouri's capital city, Jefferson City, plus additional urbanized and non-urbanized areas in Callaway and Cole counties, has a population of 71,997, an area of 153 square miles, contains 641 miles of streets and highways and one fixed route transit provider, JEFFTRAN.

The City of Jefferson, on behalf of the CAMPO is requesting the services of a consulting 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 (6) 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 CAMPO. 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, 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 1:30 P.M., April 26, 2016:

City of Jefferson City Hall, John G. Christy Municipal Building
Attn: Purchasing Department

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act.

Please allow three business days to process the request.

320 E McCarty Street
Jefferson City, MO 65101

Request for Qualifications Number RFQ2857 has been assigned to this request. Please reference this number on the front of the envelope containing your response.

Sincerely,

Terry Stephenson, CPPB
Purchasing Agent

Attachment

County: Cole/Callaway	Route: NA
Location:	Capital Area Metropolitan Planning Organization Planning Area
Federal Aid No:	STP-3100(523)
Proposed Improvement:	Transit system-wide assessment study.
Length:	NA
Approximate Budget:	CAMPO has allocated up to \$75,000 for this project spanning FY 2016 and FY 2017.
DBE Goal Determination:	5%
Consultant Services Required:	<p>The Capital Area Metropolitan Planning Organization is seeking qualifications for a JEFFTRAN system-wide assessment, Consulting responsibilities may include but are not limited to the following:</p> <ul style="list-style-type: none"> • Evaluate existing service. • Peer system review. • Ridership forecasting. • Service plan development. • Data collection advice, support or recommendations to support above activities. <p>The project may include other consulting services as may be necessary to support and supplement JEFFTRAN's transit planning activities.</p>
Other Comments:	
Contact:	<p><i>City of Jefferson Office of the Purchasing Agent 320 E. McCarty Street Jefferson City, MO 65101 (573) 634-6325 tstephenson@jeffcitymo.org</i></p>
Deadline:	April 26, 2016 at 1:30 P.M. CST
<ul style="list-style-type: none"> • Submit: Letter of interest should not exceed six (6) pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Six (6) 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- MoDOT.

Experience and Technical Competence -	35	Max Points
Capacity and Capability -	30	Max Points
Past Record of Performance -	35	Max Points