



# COUNTY OF PETTIS

415 SOUTH OHIO AVENUE, SUITE 212, SEDALIA, MISSOURI  
65301

WWW.PETTISCOMO.COM

Jim Marcum  
Western Commissioner  
660-826-5000 ext. 407

Bill Taylor  
Presiding Commissioner  
660-826-5000 ext. 405

Israel Baeza  
Eastern Commissioner  
660-826-5000 ext. 406

August 22, 2024

Dear Consultant:

The County of Pettis 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 five (5) pages. This letter should include statements indicating your firm's interest in the projects, your past experiences with MoDOT projects, your past experiences working with the County of Pettis, your ability to meet the timelines, and 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 actively engaged in completing. **A digital copy of the letter shall be included in the envelope.**

We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.

The County of Pettis 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 (23 CFR 172 - Administration of Engineering & Design Related Service Contracts and RSMo 8.285 through 8.291).

It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) and an Affidavit of Compliance with 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, or be on file with the County of Pettis. The statement of qualification is not included in the total page count limit.

**Letters, including an electronic version must be received by 11:00 am, September 27, 2024, at the Pettis County Clerk's Office, 215 E 5<sup>th</sup> Street, Sedalia, MO 65301. Mark the outside of the envelope as: "SS4A 2024"**

Sincerely,

Bill Taylor  
Presiding Commissioner

**Pettis County**

Federal Aid No:

693JJ32440524

Location:

Rural Pettis County

Consultant Services  
Required:

The development of a Safety Action Plan for Pettis County Missouri.

The Action Plan created shall set a framework for safety improvements going forward within Pettis County and allow funds to be allocated to those safety improvements which will have the most significant impact on the human cost. This action plan will consider all modes of travel within the county.

The plan shall include the following Supplemental Planning Activities:

1. Road Safety Audits
2. Expanded Data Collection (e.g., targeted equality assessments)

Funding Source

U.S. Department of Transportation  
Federal Highway Administration

Contact:

Name: James Theisen  
Pettis County Courthouse,  
Sedalia, MO 65301  
Phone: 660-221-9627  
**Email: [gis@pettiscomo.com](mailto:gis@pettiscomo.com)**

Deadline:

11:00 am, September 27, 2024,

- **Submit: Letter of interest should not exceed 5 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. 3 copies of the letter of interest should be received at the address and by the time specified. A digital copy of the letter shall be included in the envelope.**

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection.

Experience and Technical Competence - 25 Max Points

Capacity and Capability - 25 Max Points

Past Record of Performance - 25 Max Points

Proximity to and Familiarity with The Project Area 25 Max Points