

**ADAIR COUNTY COMMISSION MINUTES
MONDAY, NOVEMBER 28, 2016
12TH DAY OCTOBER ADJOURNED**

The Adair County Commission convened at 8:30 a.m. on November 28, 2016 in the Courthouse at Kirksville. Presiding Commissioner Pickens and Commissioner Adams were present. Commissioner Thompson was absent.

The Commission addressed a request from Howe Company, LLC for a reference as a current and/or past client in order to be included in the list of providers for On-Call servicers for Local Public Agencies. Commissioner Adams moved to complete a company reference form for Howe Company, LLC. Presiding Commissioner Pickens seconded the motion. The form was picked up later in the day by Beth Moots, an employee of the company.


A fully executed copy of the 2017 Contract Agreement and Membership Dues Invoice was received from the Northeast Missouri Regional Planning Commission.

Presiding Commissioner Pickens completed a questionnaire regarding an audit of the Northeast Missouri Regional Planning Commission. The questionnaire will be sent directly to the auditor, John W. Gillum of Kirksville, Missouri.

The Commission spent the rest of the day attending to County business.

The Adair County Commission adjourned at 4:00 p.m. on November 28, 2016.

IN REF. ORDER NO 15 Reference for Howe Company, LLC



*11-28-16
Picked up by
Beth Moots
D. Cobb*

COMPANY REFERENCE FORM

Firm's Name: Howe Company, LLC

Local Agency Name: Adair County


Local Agency Phone Number: 660-665-2283

Signature & Title of Rater: Shannon Adams, Mark Thompson
Commissioners

General Project Description/Type: Design of roadway, structure, and construction inspection for bridge replacement
• bridge No 01100011, BRO-6001(49) -- 70'-0" Long x 24' wide single span, 36" steel girder bridge.

<p>Work Category:</p> <input checked="" type="checkbox"/> Roadway Design <input type="checkbox"/> Trails & Sidewalks <input checked="" type="checkbox"/> Construction Inspection <input type="checkbox"/> Traffic Engineering & TEAP <input checked="" type="checkbox"/> Structures	<p>Timeliness:</p> <input type="checkbox"/> Below Average <input type="checkbox"/> Average <input type="checkbox"/> Above Average <input checked="" type="checkbox"/> Excellent
<p>Work Quality:</p> <input type="checkbox"/> Below Average <input type="checkbox"/> Average <input type="checkbox"/> Above Average <input checked="" type="checkbox"/> Excellent	<p>Overall Rating:</p> <input type="checkbox"/> Below Average <input type="checkbox"/> Average <input type="checkbox"/> Above Average <input checked="" type="checkbox"/> Excellent

General Remarks/Comments:
Shannon and his staff performs beyond the "call of duty"!


 1119 South Missouri St, Suite A
 Macon, MO 63552
 Phone: 660-395-HOWE (4693)
 Fax: 660-395-4894

November 14, 2016

RE: Request for Reference for LPA On-Call Services

Dear Commissioners,

The Missouri DOT is once again soliciting letters of interest from engineering consultants that can provide a variety of On-Call services for Local Public Agencies, including Roadway, Structures (Bridges), and Construction Inspection services. This is exactly the type of work our team has done for you in the recent past.

We are preparing our Letter of Interest packet and need your help. One of MoDOT's requirements is for us to submit reference letters from current and/or past clients for each category of work. We need your help by completing the attached MoDOT form and returning it to our office. We have filled out the specific project information and need you to rate us in a few categories and provide some general remarks and comments about your experience with our firm. It may be helpful to consider the following questions as you provide some general comments:

- Do we communicate with you in an effective way?
 - Do we keep you up to date on the progress of the project?
 - Do we explain the project to you in a way that you understand?
 - Are you well prepared to answer questions from the public?
- Are we accessible?
 - Do you receive a call back in a timely manner?
 - Do you receive a return email from us right away?
 - Are you able to call us on our cell phones and talk with someone?
- Do you feel like we look out for the best interest of the County?
- Do you feel like we treat the landowners with respect?
- Do we make it easy for you to work with us?
- Do we complete our services in a timely manner?
- Do we give you good advice?

Your input on this reference form will help others review our submittal and decide if we make the list of providers for On-Call services.

Continued on page 433

ATTEST: Andrea Collop
County Clerk

Mark Thompson
Presiding Commissioner