



Director of Public Works

**Bob Ruck**

City of Manchester

14318 Manchester Road  
Manchester, Missouri 63011

(636) 227-1385, ext. 131

June 27, 2016

Dear Consultant:

The City of Manchester 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 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. 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 Manchester. 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 4:30 p.m. CDT on July 13, 2016 at City of Manchester, Department of Public Works, 14318 Manchester Road, Manchester, MO 63011.

Sincerely,

A handwritten signature in blue ink that reads "Bob Ruck". The signature is stylized and cursive.

Bob Ruck  
Director of Public Works

## Attachment

<b>City/County:</b> City of Manchester <b>Route:</b> Henry Avenue	
Federal Aid No:	STP-4939(605)
Location:	Henry Avenue – Manchester Road (MO Route 100) to Ballwin City Limit
Proposed Improvement:	Asphalt pavement 2” milling and resurfacing, existing sidewalk removal and reconstruction (ADA compliant), concrete curb and gutter removal and reconstruction, storm water structures and piping construction, driveway culvert removal and reconstruction, drainage swale reconstruction.
Length:	0.84 miles
Approximate Construction Cost:	\$771,000.00
DBE Goal Determination:	0%
Consultant Services Required:	Construction Inspection: work with contractor on behalf of the City, assist with pre-construction conference, perform daily site inspections, maintain project diary and payment diary, prepare progress reports and invoices, perform erosion control inspections, obtain labor records and conduct labor interviews, prepare change orders, inspect construction materials, check shop drawings submitted by contractor, conduct construction material testing, be present during critical construction operations, work with the City to do full time inspections and reporting, participate in final inspection, project closeout documentation, and ADA checklist.
Other Comments:	
Contact:	Bob Ruck City of Manchester 14318 Manchester Road Manchester, MO 63011 Phone: 636-227-1385, ext. 131 Email: rruck@manchestermo.gov
Deadline:	July 13, 2016, 4:30 p.m. CDT

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	30	Max Points
Capacity and Capability	30	Max Points
Past Record of Performance	40	Max Points