



City of Ellisville

August 19, 2015

Dear Consultant:

The City of Ellisville 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 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 with the City of Ellisville. 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 2 pm CST , Friday, September 11, 2015 at the City of Ellisville City Hall, #1 Weis Avenue, Ellisville, MO 63011.

Sincerely,

CITY OF ELLISVILLE

John M. Collins
Assistant City Engineer

Attachment

City/County <u>City of Ellisville</u> Route <u>Hutchinson Road</u>	
Federal Aid No:	STP No. 5618(601)
Location:	Hutchinson Road, Manchester Road(Route 100) to Clayton Road
Proposed Improvement	Full-depth pavement reconstruction, curb and gutter removal and reconstruction, sidewalk removal and reconstruction, 2-grate concrete inlet seat removal and replacement, ADA compliant accessible ramps, ADA compliant crosswalks, pavement underdrains, driveway apron removal and reconstruction, reflective crack control fabric, asphalt overlay, and re-striping with MUTCD compliant pavement markings, share the road bicycle markings and street signs.
Length:	0.95 miles
Approximate Construction Cost:	\$493,398.00
DBE Goal Determination:	6%
Consultant Services Required:	Construction Inspector: work with contractor on behalf of the City, assist with preconstruction conference, perform daily site inspection and 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 and inspections, be present during critical construction operations, work with City to do full time inspections and reporting and participate in final inspection including ADA check list.
Other Comments:	
Contact:	Name: John M. Collins Address: #1 Weis Avenue Ellisville, MO 63011 Phone: 636-227-9660 Email: jcollins@ellisville.mo.us
Deadline:	September 11, 2015, 2 p.m. CST

- Submit: Letter of interest should not exceed five pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Three (3) 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 -	30	Max Points
Capacity and Capability -	30	Max Points
Past Record of Performance -	40	Max Points