

Date: October 21, 2010

Dear Consultant:

The **City of Wheaton, Missouri** 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 three (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.

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.

**The City of Wheaton** 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 the 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.

We request all letters be received by 4:00 pm, November 9, 2010 at Wheaton City Hall, 219 E. Main Street, Wheaton, MO 64874.

Sincerely,

Donnie Powell  
Mayor  
City of Wheaton

Attachment

<i>City of Wheaton, Various Streets</i>	
Federal Aid No.:	TBD
Location:	McCall Street, Santee Street and Duncan Street
Proposed Improvement:	5' Concrete sidewalks with ADA ramps and crosswalks, misc.
Length:	3275'
Approximate Construction Cost:	\$124,950
DBE Goal Determination	
Consultant Services Required:	<i>Preliminary plans, final plans, construction contract administration, periodic inspection and right of way plans, if needed.</i>
Other Comments:	<i>Subject to approved Transportation Enhancement Funds</i>
Contact:	<i>Mayor Donnie Powell 219 E Main Street 417-652-3314 wheatonmo@leru.net</i>
Deadline:	<i>November 9, 2010 at 4:00 pm</i>

