

July 12, 2013

Dear Consultant:

The City of Arnold 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 10 pages. This letter should include any information which might help us in the selection process, such as the person(s) or team you would assign to each project, the backgrounds of those individuals, and other projects in which your company are now active or have recently completed.

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 Arnold Missouri. 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. Otherwise, your firm will be considered non-responsive.

We request all letters be received at City Hall by 2 pm, July 26, 2013 at the City of Arnold Missouri address listed below.

Sincerely,

Christie R Hull Bettale
Community Development Department

Attachment

City of Arnold, Jefferson County, Missouri	
Federal Aid No.:	SRTS – INF-H32F(105)
Location:	Tenbrook Road, from Arnold Tenbrook to Jeffco Blvd and into Fox Campus.
Proposed Improvement:	Construct Sidewalks, Pedestrian Facilities and Appurtenances.
Length:	Approx. 5,400 feet
Approximate Construction Cost:	\$239,700.00
DBE Goal Determination	0%
Consultant Services Required:	<p>Sidewalks The engineering responsibilities may include but are not limited to: The preparation of Preliminary plans, Contract plans, Right of Way Plans, preparing and submitting necessary permits, contract documents, assisting with the bidding process for SRST / ADA compliant sidewalks and preparation of PS&E and final documents.</p> <p>Construction Inspection Construction Phase: work with contractor on behalf of the City, assist with preconstruction conference, perform periodic site inspection, prepare change orders, inspect construction materials, check shop drawings submitted by contractor, conduct construction test and inspection, be present during critical construction operations, work with City to do full time inspections and reporting and participate in final inspection.</p>
Other Comments:	Construct new sidewalk and Evaluate existing sidewalks and route for compliance and use.
Contact:	Christie R Hull Bettale City Hall, 2101 Jeffco Blvd, Arnold MO, 63010 636/282-2378 chullbettale@arnoldmo.org
Deadline:	7/26/2013
Submit:	Letter of interest should not exceed 10 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. 4 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

Experience and Technical Competence -
Capacity and Capability -
Past Record of Performance -

Max Points 35
Max Points 30
Max Points 35