

July 30, 2010

Dear Consultant:

The City of Sullivan 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 ten (10) 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.

City of Sullivan 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 2 pm, (08/20/2010) at 210 West Washington, Sullivan, MO 63080.

Sincerely,

Robert J. Schaffer, PE, C.F.M.  
City Engineer

Attachment

<i>City/County Franklin, Route Vine Street</i>	
Federal Aid No.:	STP-6000 (602)
Location:	East Vine Street, Sullivan, Missouri
Proposed Improvement:	Overlay and sidewalk replacement
Length:	1.3 Miles
Approximate Construction Cost:	\$ 1,030,000
Consultant Services Required:	<i>Construction Engineering and Inspection</i>
Other Comments:	
Contact:	<i>Robert Schaffer, PE, C.F.M.</i> 210 West Washington Sullivan, Missouri 63080 573-468-8965 <a href="mailto:rschaffer@sullivan.mo.us">rschaffer@sullivan.mo.us</a>
Deadline:	2 p.m., August 20, 2010