

Date: October 21, 2010

Dear Consultant:

The **City of Monett, 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 Monett** 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 10 at Monett City Hall, 217 5th Street, Monett, MO 65708.

Sincerely,

Dennis Pyle  
City Administrator  
City of Monett

Attachment

<i>City of Monett, Broadway/Rte 37</i>	
Federal Aid No.:	TBD
Location:	Broadway Street, Rte 37, Monett South Park
Proposed Improvement:	5' Concrete sidewalks with ADA ramps and crosswalks, misc.
Length:	1800 LF new and 3900 LF existing
Approximate Construction Cost:	\$243,920
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>Dennis Pyle, City Administrator 217 5<sup>th</sup> Street 417-235-3355 <a href="mailto:dpyle@cityofmonett.com">Dennis Pyle [dpyle@cityofmonett.com]</a></i>
Deadline:	<i>November, 10, 2010 at 4:00 pm</i>