



# CITY OF HOUSTON

601 S. GRAND AVE.  
HOUSTON, MO. 65483

PHONE: 417-967-3348 FAX: 417-967-4252

web site: houstonmo.org

DON TOTTINGHAM, MAYOR  
LARRY SUTTON, ADMINISTRATOR  
TONYA FOSTER, CITY CLERK

Aldermen:  
Don Romines  
David Arthur  
Joe Honeycutt  
Chalky Wells  
Sharon Sillyman  
Sheila Walker

June 11, 2012

Dear Consultant:

The City of Houston 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.

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.

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, June 27, 2012 at City of Houston, 601 South Grand Avenue, Houston, Missouri.

Sincerely,

Larry Sutton  
City Administrator

Attachment

<b>City of Houston/Texas County</b>	
Federal Aid No.:	SRTS-INF-H289(108)
Location:	Houston, Missouri
Proposed Improvement:	Construct Sidewalk and Bike Lanes
Length:	Various
Approximate Construction Cost:	\$200,000
DBE Goal Determination	0%
Consultant Services Required:	<b>Construction Inspection Only</b> <i>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.</i>
Other Comments:	<i>The city of Houston is implementing a 2008 Safe Routes to School Infrastructure grant and soliciting proposals of statements of qualifications from qualified engineering firms to provide Construction Phase engineering services for the project. Proposals should include a statement of qualifications related to work identified, individual experience of the staff to be assigned, firm's experience with municipal public works projects and the requirements of the Federal Highway Administration, Americans with Disabilities Act, the Missouri Department of Transportation and Local Public Agency Process.</i>
Contact:	Name <i>Larry Sutton</i> Address <i>601 South Grand Ave Houston, Missouri 65483</i> Phone <i>417-967-3348</i> E-mail <i>lsutton14@yahoo.;com</i>
Deadline:	<i>4:00pm, June 27, 2012</i>
<b>Submit</b>	
<ul style="list-style-type: none"> <li>Letter of interest should not exceed 5 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Three copies of the letter interest should be received at the address and by the time specified.</li> </ul>	

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 35  
Max Points 35