



May 8, 2013

Dear Consultant:

The **City of Sunset Hills, 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 attachment. Limit your letter of interest to no more than **5** 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. 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 with **City of Sunset Hills, 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, or your firm will be considered non-responsive.

We request all letters be received by 2 pm, June 7, 2013 at Sunset Hills City Hall, 3939 South Lindbergh Boulevard, Sunset Hills, Missouri 63127.

Sincerely,

A handwritten signature in blue ink that reads "Bryson E. Baker".

Bryson E. Baker, P.E.
Director of Public Works/City Engineer

Attachment

City of Sunset Hills – Kennerly Road	
Federal Aid No.:	STP-5410(617)
Location:	Kennerly Road between Weber Hill Road and the eastern City limits, near Sappington Road
Proposed Improvement:	Storm sewer, re-alignment of a portion of the route, sidewalk, pavement widening, striping & cold milling for cross slope correction and resurfacing.
Length:	1.4 miles
Approximate Construction Cost:	\$1,040,000
DBE Goal Determination	0 %
Consultant Services Required:	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.
Other Comments:	
Contact:	<i>Bryson E. Baker, P.E.</i> <i>3939 South Lindbergh Boulevard</i> <i>Sunset Hills, Missouri 63127</i> <i>314-849-3400</i> <i>bbaker@sunset-hills.com</i>
Deadline:	<i>2:00 PM, June 7, 2013</i>
Submit	<ul style="list-style-type: none"> 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. <u>2</u> 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 -	40	Max Points
Capacity and Capability -	30	Max Points
Past Record of Performance -	30	Max Points