



2348 S. Brentwood Boulevard  
Brentwood, MO 63144  
314-962-4800  
fax 314-962-0819  
[www.brentwoodmo.org](http://www.brentwoodmo.org)

November 19, 2012

Dear Consultant:

The **City of Brentwood** 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 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.

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 3:00 pm, December 4, 2012, at **2348 S. Brentwood Boulevard, Brentwood, MO 63144.**

Sincerely,

Ellen Rottjakob, AICP  
Assistant City Administrator/Director of Planning & Development

Attachment

<b><i>Rose Avenue Improvement Project (Rose Avenue)</i></b>	
Federal Aid No.:	5438(606)
Location:	Rose Avenue
Proposed Improvement:	ADA sidewalks, ramps, and pedestrian lighting
Length:	.21 miles
Approximate Construction Cost:	\$217,000
DBE Goal Determination	0%
Consultant Services Required:	Construction Phase: work with contractor on behalf of the County, 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:	Ellen Rottjakob 2348 S. Brentwood Boulevard (314) 963-8629 erottjakob@brentwoodmo.org
Deadline:	December 4, 2012 at 3:00 p.m.
Submit	
<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. <u>Three (3)</u> 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 - 40 Max Points

Capacity and Capability - 20 Max Points

Past Record of Performance - 40 Max Points