City of Windsor

110 West Benton Street • Windsor, Missouri 65360 • 660-647-3512 • Fax 660-647-3402

May 13, 2011

Dear Consultant:

The **City of Windsor** 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 items requested below.

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. **DBE goal for this project is 0 percent.**

City of Windsor will evaluate firms based on (23 CFR 172 Administration of Engineering & Design Related Service Contracts and RSMo 8.285 through 8.291):

1. Experience & Technical Competence

Provide the qualifications of the employees on the team designated to this specific project.

2. Capacity & Capability

Based on the number of projects this team is currently working on, what is the percentage of time available for each team member to dedicate to this project? How many projects or similar types of work have this team completed or nearly completed?

3. Past Record of Performance

Please provide references with names, and e-mail addresses of the owner's representative who is most knowledgeable of your firm's performance.

4. Firms Proximity & Familiarity with the Project Area

Describe methods you intend to utilize or have used in the past to serve the needs of a City located in a non-urban rural community in a cost effective manner. What engineering challenges do you anticipate in designing this type of project in a rural community? What approach will you use, or have you used in the past, to overcome these obstacles?

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 pm, May 27, 2011 at **City of Windsor, City Hall, 110 W Benton, Windsor, MO 65360.**

Sincerely,
Sandra Underwood
City Clerk

Windsor, Henry County	
Federal Aid No.:	STP-3400 (429)
Location:	City of Windsor
Proposed Improvement:	Bulb outs, sidewalks
Length:	See attached
Approximate Construction Cost:	*$250,000.00*
DBE Goal Determination	*Improvement of sidewalks, safety issue of one lane and two vehicles turning the same direction.*
Consultant Services Required:	*Roadway: preliminary plans, right of way plans.*
Other Comments:	
Contact:	*Sandra Underwood* *110 W Benton, Windsor, MO 65360* *660-647-3512* *windsor@iland.net*
Deadline:	5/27/2011