



CITY OF HOUSTON

601 S. GRAND AVE.
HOUSTON, MO. 65483

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

web site: houstonmo.org

STEVE HUTCHESON, MAYOR
LARRY SUTTON, ADMINISTRATOR
TONYA FOSTER, CITY CLERK

Aldermen:
F. Don Romines
Bruce Wilson
Joe C. Honeycutt
Bill Maxwell
Sharon Sillyman
Joyce Campbell

Date: November 17, 2010

Dear Consultant:

The **City of Houston, 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 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 Houston 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 1:00 pm, December 6, 2010, at Houston City Hall, 601 South Grand Avenue, Houston, Mo. 65483

Sincerely,

Larry Sutton
City Administrator
City of Houston
Attachment

<i>City of Houston</i>	<i>Spruce Street, Westwood Drive</i>
Federal Aid No:	STP-9900(950)
Location	Spruce Street, Westwood Drive
Proposed Improvement	Construct 5' sidewalks with 5 ADA ramps, crosswalks, misc
Length	5,660+- new
Approximate Construction Cost	\$155,000
Consultant Services Required	Preliminary plans, final plans, construction contract administration, periodic inspection and right of way plans, if needed
Other Comments:	
Contact	Larry Sutton, City Administrator 601 South Grand Avenue Houston, Missouri 65483 417-967-3348 lsutton14@yahoo.com
Deadline:	December 6, 2010 at 1:00 PM