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December 19, 2017

Dear Consultant:

The City of Chesterfield is requesting the services of a consulting engineering firm to perform the described professional services for the Riparian Trail (August Hill Drive to Old Chesterfield Road). If your firm would like to be considered for these consulting services, you may express your interest by responding via email to Dennis Welker, Civil Engineer, City of Chesterfield at [dwelker@chesterfield.mo.us](mailto:dwelker@chesterfield.mo.us).

Limit your letter of interest to no more than 5 pages. This letter should include any information which might help the City of Chesterfield in the selection process; such as the persons or team you would assign to the project, the backgrounds of those individuals, and other projects your firm has recently completed or which are now active.

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, and 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. These documents will not be included in the total page count.

A 12% DBE goal has been set by MoDOT for this project. 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 the 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.

The City of Chesterfield will evaluate firms based on; a) experience and competence, b) the capacity of the firm to perform the work in the timeframe needed, and c) past performance. (23 CFR 172 Administration of Engineering & Design Related Service Contracts and RSMo 8.285 through 8.291)

All Letters of Interest must be received via email by [dwelker@chesterfield.mo.us](mailto:dwelker@chesterfield.mo.us) by 2:00 pm, Thursday, January 18, 2018.

Sincerely,

Dennis Welker, PE  
Civil Engineer

Attachment

<b>City of Chesterfield / St. Louis County, MO – Riparian Trail</b>	
Project Name:	Riparian Trail (August Hill Drive to Old Chesterfield Road)
Federal Aid No:	TAP-5410(630)
Location:	August Hill Drive to Old Chesterfield Road
Proposed Improvement:	ADA compliant shared use path, including retaining walls, water quality measures, signalized pedestrian crossing at Wild Horse Creek Road, and other incidentals.
Length:	0.9 miles
Approximate Construction Cost:	\$1,295,655
DBE Goal Determination:	12%
Consultant Services Required:	<p><u>Engineering</u>: responsibilities may include but are not limited to: surveying, preparation of conceptual plans, preliminary plans, contract plans, right of way plans, surveying, geotechnical investigations, public involvement, environmental and historic preservation services/permits, right of way/easement exhibits, legal descriptions, contract documents, utility coordination/permits, drainage design and MSD permitting, traffic controls, preparation of PS&amp;E and final documents, job special provisions, construction estimate, assisting with bid and award, and providing construction support and periodic construction site visits.</p> <p><u>Construction Inspection</u>: responsibilities may include but are not limited to the following: work with contractor on behalf of the City, assist with preconstruction conference, perform site inspections, prepare change orders, inspect construction materials, check shop drawings, conduct construction tests and inspections, be present during critical construction operations, work with City to perform full time inspections and reporting, and participate in final inspection.</p>
Other Comments:	The Letter of Interest should not exceed 5 pages total. A page is defined as 8-1/2 by 11 inches printed on one side with 11 point or larger font.
Contact:	Dennis Welker, PE, Civil Engineer 690 Chesterfield Parkway West Chesterfield, MO 63017 636-537-4768, <a href="mailto:dwelker@chesterfield.mo.us">dwelker@chesterfield.mo.us</a>
Deadline:	2:00 pm (local time) Thursday, January 18, 2018

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- MoDOT.

- Experience and Technical Competence - 35 Max Points
- Capacity and Capability - 35 Max Points
- Past Record of Performance - 30 Max Points