



February 28, 2011

Dear Consultant:

The City of Washington 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 10 pages with a minimum of three copies. 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.

The City of Washington 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
- d) Proximity to and familiarity with the project area.

(23 CFR 17 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 CST 60-15.020) be submitted with your firm's Letter of Interest.

We request all letters be received by 2:00 p.m., Wednesday, March 23, 2011 at the City of Washington, 405 Jefferson St., Washington, MO 63090

Sincerely,

*Daniel E. Boyce*

Daniel E. Boyce, P.E.  
City Engineer

Attachment

ATTACHMENT

City/County: <b><u>Washington/Franklin</u></b> , Route <b><u>100</u></b>	
Federal Aid No.:	<b>ID No. STP-6400 (622)</b>
Location:	<b>Highway 100, East of Highway 47</b>
Proposed Improvement:	<b>Highway Medians: Pavement removal/patching Concrete curb and gutter Storm sewers Horticultural green space Gateways Bicycle route designation</b>
Length:	<b>0.5 miles</b>
Approximate Construction Cost:	<b>\$750,000</b>
DBE Goal Determination:	<b>None Required</b>
Consultant Services Required:	<b>Prepare plans, Cost estimate, and Specifications for the improvements identified above.</b>
Other Comments:	
Contact:	<b>Name: Daniel E. Boyce Address: City of Washington 405 Jefferson St. Washington, MO 63090 Phone: (636) 390-1010 Email: <a href="mailto:dboyce@ci.washington.mo.us">dboyce@ci.washington.mo.us</a></b>
Deadline:	<b>2:00 p.m. – Wednesday, March 23, 2011</b>