

City of Bellefontaine Neighbors
9641 Bellefontaine Road
Bellefontaine Neighbors, MO 63137
314 / 867-0076
Fax: 314 / 867-1790



May 22, 2018

Dear Consultant:

The **City of Bellefontaine Neighbors** is requesting the services of a Civil 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. 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. It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) be submitted with your firm's Letter of Interest, or be on file with the City of Bellefontaine Neighbors. The statement of qualification is not included in the total page count limit.

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.

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.

We request all letters be received by 4:00 pm, June 6, 2018, at:

City of Bellefontaine Neighbors
Deni Donovan, City Clerk
9641 Bellefontaine Road
St. Louis, MO 63137

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert J. Doerr", is positioned above the printed name of the Mayor.

Robert J. Doerr, Mayor

Attachment

City of Bellefontaine Neighbors
Ashbrook Drive and Cabot Drive Roadway & Sidewalk Improvements

Federal Aid No:	STP-5422(619)
Location:	Ashbrook Drive & Cabot Drive and Sidewalk Improvements
Proposed Improvement:	Roadway Improvements; Pedestrian Facility; and Transit Improvements
Length:	.65 miles
Approximate Construction Cost:	\$889,450
DBE Goal Determination:	0%
Consultant Services Required:	Construction Inspections: Construction Phase: work with contractor on behalf of the City, 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 the City to do full time inspections, and reporting and participate in final inspection.
Other Comments:	
Contact:	Name: Robert J. Doerr Address: 9641 Bellefontaine Road, St. Louis, MO 63137 Phone: 314-867-0076 Email: rdoerr@cityofbn.com Name: Phil Lum Address: 9641 Bellefontaine Road, St. Louis, MO 63137 Phone: 314-867-0076 Email: plum@cityofbn.com
Deadline:	June 6, 2018, 4:00 p.m.
<ul style="list-style-type: none"> Submit: Letter of interest should not exceed (10) pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Four (4) copies of the letter interest should be received at the address and by the time specified. 	

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 - 30 Max Points

Capacity and Capability - 30 Max Points

Past Record of Performance - 30 Max Points