



Date: January 24, 2020

Dear Consultant:

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The City of Maplewood 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 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. 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 Maplewood. 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 2 p.m. on 02/28/2020 at

Director of Public Works
City of Maplewood
7601 Manchester Road
Maplewood, MO 63143

RFQ shall be delivered in a sealed envelope with "Consulting Engineering Firm Professional Services" clearly marked on the outside.

Sincerely,

Anthony Traxler
Director of Public Works

City/County: Maplewood, MO Route:	Manchester Road - Big Bend to City Limits
Project No:	STP-5536 (613), TIP No. 6920-02
Location:	Manchester from St. Louis City limits to Big Bend Blvd.
Proposed Improvement:	Resurfacing, curb ramps, mid-block crossing
Length:	0.65
Approximate Construction Cost:	\$ 1,570,000
DBE Goal Determination:	20%
Consultant Services Required:	The engineering responsibilities may include but are not limited to the following: the preparation of Conceptual plans, Preliminary plans, Contract plans and Right of Way plans. Design services may include, right of way plans, surveying, geotechnical investigations, ADA compliance survey, subsurface utility exploration, public involvement, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, construction support/construction inspection, utility coordination/permits and traffic controls including the preparation of PS&E and final documents.
Other Comments:	Submit 4 copies of the RFQ
Contact:	Anthony Traxler 7601 Manchester Road Maplewood, MO 63143 314-646-3635 a-traxler@cityofmaplewood.com
Deadline:	2/28/20 at 2 p.m.

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection.

Experience and Technical Competence -	30 Max Points
Capacity and Capability -	25 Max Points
Availability of staff assigned to project to attend project meetings and meet for on-site consultation-	10 Max Points
Past Record of Performance -	25 Max Points
Outline of consultants QA/QC plan-	10 Max Points