



City of Old Monroe, Missouri
101 Locust Street
P.O. Box 212
Old Monroe, MO 63369
(636) 661-5112 Office
(636) 661-5373 Fax

April 2, 2013

Dear Consultant:

The City of Old Monroe 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 ten (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.

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'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 10:00 a.m. Friday, April 26, 2013 at **101 Locust Street, P.O. Box 212, Old Monroe, MO 63369**

Sincerely,

Michael Padella
Mayor

Attachment

City of Old Monroe, Main Street Streetscape Project	
Federal Aid No.:	STP – (STP 9900 378)
Location:	Main Street from Hwy C/Pine St. to Main St. Bridge
Proposed Improvement:	Streetscape project to include the following elements: <ul style="list-style-type: none"> • Sidewalks • Curbs and gutters and/or other storm water mechanisms • Period style street lights and street signs • Bicycle lane & reconfiguration of on-street parking • Entry/monument signage • Landscaping and other public spaces
Length:	Approximately 1,250 linear feet
Approximate Construction Cost:	\$288,000.00
DBE Goal Determination:	0%
Consultant Services Required:	The engineering responsibilities may include but are not limited to the following: The preparation of Conceptual plans, Preliminary plans, Contract documents, Design services may include, right of way plans and documents, surveying, geotechnical investigations, public involvement, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, utility coordination/permits and traffic controls and the compliance with ADA and other federal/state requirements, and also include the preparation of PS&E and final documents. The Services may also include assistance with ROW acquisition and construction management services.
Contact:	Michael Padella, Mayor (314) 518-2404 cell mayorom@centurytel.net (preferred method)
Deadline:	10:00 a.m., Friday, April 26, 2013
Submit:	Letter of interest should not exceed 10 pages or be less than 2 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Five copies of the Letter of Interest should be received at the address and by the time specified.

Pursuant to the Brooks Act for Consultants Selection – the following criteria will be the basis for selection. Additional criteria can be added with the approval of the City.

Experience and Technical Competence-	40 Max Points
Capacity and Capability -	30 Max Points
Past Record of Performance -	30 Max points