



Dear Consultant:

The **City of Wright City** 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 5 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 **City of Wright City**. 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 5pm, Monday, July 8, 2013 at **City Hall 203 Veterans Memorial Parkway Wright City, MO 63390**.

Sincerely,

Karen L Girondo
Treasurer/Economic Developer

Attachment

<i>City/County Wright City, Route Veterans Memorial Parkway</i>	
Federal Aid No.:	STP 9900 (372)
Location:	Veterans Memorial Parkway, Locust & Cherry Streets
Proposed Improvement:	Sidewalks and Lighting
Length:	2,200 Feet of New Sidewalk/19 New Lights
Approximate Construction Cost:	\$200,000
DBE Goal Determination	0%
Consultant Services Required:	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 City to do full time inspections and reporting and participate in final inspection.
Other Comments:	
Contact:	Name Karen L Girondo Address 203 Veterans Memorial Pkwy Wright City, MO 63390 Phone 636-745-3101 E-mail econdevelop@wrightcity.org
Deadline:	Time 5pm, Date Monday, July 8, 2013
Submit	
<ul style="list-style-type: none"> Letter of interest should not exceed 5 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. 3 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

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