



January 11, 2018

Dear Consultant:

The **City of Mexico, MO.**, 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 15 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 Mexico, MO.** 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 12 pm, January 31, 2018, at **City of Mexico, MO., Public Works Office.**

Sincerely,

A handwritten signature in blue ink that reads "J. Kensey Russell".

J. Kensey Russell, PE, LS
Public Works Director

Attachment

City/County <u>Mexico, MO</u>	Route <u>Holt ST</u>
Federal Aid No:	TIDP 4400 (310)
Location:	City of Mexico, MO
Proposed Improvement:	Street reconstruction including sidewalks
Length:	1460 feet
Approximate Construction Cost:	\$796,795
DBE Goal Determination:	<u>0</u> %
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. Construction is anticipated to begin in June 2018.
Other Comments:	
Contact:	Name: J. Kensey Russell Address: 300 N. Coal St, Mexico, Mo 65265 Phone: 573-581-2100 Email:krussell@mexicomissouri.org
Deadline:	
<ul style="list-style-type: none"> • Submit: Letter of interest should not exceed <u>15</u> pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. <u>3</u> 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.

Experience and Technical Competence -
Capacity and Capability -
Past Record of Performance -

35___ Max Points
30___ Max Points
35___ Max Points