



City of Holts Summit

213 South Summit Drive
PO Box 429
Holts Summit, MO 65043

(573) 896-5600
Fax (573) 896-4115
www.holtssummit.org

October 17th, 2022

Dear Consultant:

The **City of Holts Summit** 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 five (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 the **City of Holts Summit**. 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 1:30PM CST on 11/9/2022 at:

City of Holts Summit
Attn: Rachel Anderson, City Clerk
213 S. Summit Drive
Holts Summit, MO 65043

Very Respectfully,

Landon Oxley
Mayor
City of Holts Summit

ATTACHMENT

Cc: Brandon Ruediger, City Administrator
Rachel Anderson, City Clerk
Mark Tate, Street Superintendent

ATTACHMENT

City/County: City of Holts Summit in Callaway County, Missouri Route: South Summit Drive	
Federal Aid No:	TAP 9901531
Location:	300 thru 500 Block of South Summit Drive located in Holts Summit, Missouri (Callaway County)
Proposed Improvement:	<p>This project is to add sidewalk along South Summit Drive; from approximately the 300 block South towards Center Street.</p> <p>The project is part of the City's 2014 Bicycle, Pedestrian, and Transit Plan. The sidewalk will be 5' wide, ADA compliant, and constructed of concrete. Also included is a pedestrian crossing at Ellsworth to allow safer crossing of Summit Drive for those wishing to navigate between the subdivision's sidewalk system and the new sidewalk. In order to maximize grant dollars, without overextending itself, the city will bid the sidewalk as a base project with add alternates. The base project will extend to just north of Ellsworth with alternates taking it to E. Hillcrest Ave and another option of the addition of a solar powered flashing crosswalk signal at Ellsworth.</p>
Length:	Approximately 2,400 feet
Approximate Construction Cost:	\$483,000.00
DBE Goal Determination:	5%
Consultant Services Required:	<p>Preliminary Engineering/Design: The engineering responsibilities may include but are not limited to: The preparation of Conceptual plans, Preliminary plans, Contract plans, Right of Way Plans, preparing and submitting necessary permits, contract documents, assisting with the bidding process for ADA compliant sidewalks and preparation of PS&E and final documents.</p> <p>Construction Engineering/Inspection: Construction Phase: work with contractor on behalf of the County, assist with preconstruction conference, perform periodic site inspection, prepare change orders, inspect</p>

	construction materials, check shop drawings submitted by contractor, conduct construction test and inspection, be present during critical construction operations, work with County to do full time inspections and reporting and participate in final inspection.
Other Comments:	N/A
Contact:	Name: Brandon Ruediger, City Administrator Address: 213 S. Summit Drive, Holts Summit, MO 65043 Phone: 573.896.8419 Email: cityadministrator@holtssummit.org
Deadline:	1:30PM CST on 11/9/2022
<ul style="list-style-type: none"> • Submit: 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. 5 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: 25 Max Points

Capacity and Capability: 25 Max Points

Past Record of Performance: 50 Max Points