

City of Manchester, Department of Public Works

November 9, 2023

Dear Consultant:

The City of Manchester 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 the City of Manchester. 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 **10 am, (12/8/2023)** at 14317 Manchester Road, **Manchester, MO 63011**.

Sincerely,

Errol Tate
Director of Public Works

Attachment

City/County: Manchester /Saint Louis County Route: Hanna Road	
Federal Aid No:	TAP-5504(606)
Location:	Carman Road – LaBonne – Dougherty Ferry Rd
Proposed Improvement:	Carman Road Pedestrian Improvements
Length:	1.3 miles
Approximate Construction Cost:	\$1.8 Million
DBE Goal Determination:	14%
Consultant Services Required:	<p>Sidewalks</p> <p>The engineering responsibilities may include but are not limited to:</p> <p>The preparation of Conceptual plans, Preliminary plans, Contract plans, Right of Way Plans, preparing and submitting necessary permits, surveying, contract documents, assisting with the bidding process for ADA compliant sidewalks, construction inspection, and preparation of PS&E and final documents.</p> <p>Construction Inspection</p> <p>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.</p>
Other Comments:	
Contact:	<p>Name: Errol Tate</p> <p>Address: 14317 Manchester Rd 63011</p> <p>Phone: 636-227-1387 x154</p> <p>Email: etate@manchestermo.gov</p>
Deadline:	
<ul style="list-style-type: none"> Submit: Letter of interest should not exceed <u>5</u> pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Three <u>(3)</u> copies of the letter of 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- MoDOT.

Experience and Technical Competence -	<u>40</u>	Max Points
Capacity and Capability -	<u>30</u>	Max Points
Past Record of Performance -	<u>30</u>	Max Points