(Sample Solicitation Cover Letter to be placed on Local Public Agency Letterhead)

Date

## Dear Consultant:

The Howard County 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 with Howard County. 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 <a href="https://www.modot.gov">www.modot.gov</a>, 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 4:00pm, June 5<sup>th</sup> (06/05/2024) at 1 Courthouse Square, Fayette, MO 65248.

Sincerely,

Jeremiah Johnmeyer Presiding Commissioner

Attachment

<b>Howard County</b> Route	CRD 448 over Salt Creek		
Federal Aid No:	R045001		
Location:	Howard CRD 448 over Salt Creek		
Proposed Improvement:	Bridge Replacement of Bridge 1040030		
Length:	45ft		
Approximate Construction Cost:	\$400,000		
DBE Goal Determination:	4%		
Consultant Services Required:  Other Comments:  Contact:	Design Phase: Bridge and Roadway PS&E and final documents. Preparations include but not limited to topographic and legal surveying, geotechnical investigations, hydraulic analysis, easement/right of way acquisition, utilities and environmental and historical preservation services/permits.  Bid Phase: Advertising, letting and award services Construction Phase: Work with the contractor on behalf of the County, assist with preconstruction conferences, preform periodic site inspections, prepare change orders, inspect construction materials, check shop drawings submitted by the contractor, conduct construction testes and inspection, be present during critical construction operations, work with the County to do inpsections, reporting and participate in final inspection.  Will need to obtain design information from Rhoades Engineering Name: Jeremiah Johnmeyer Address:1 Courthouse Square Fayette, MO 65248 Phone: 660-248-2193		
	Email: jjohnmeyer@howardcounty-		
D 11:	mo.gov		
Deadline:	15		

• 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. 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.

Experience and Technical Competence -	<u>25</u>	Max Points
Capacity and Capability -	_50_	_Max Points
Past Record of Performance -	<u>25</u>	_Max Points