



## CITY OF HILLSBORO

*Incorporated since 1839*

101 Main Street P.O. Box 19  
Hillsboro, Missouri 63050  
Phone: (636) 797-3334 Fax: (636) 789-2112  
Email: [administrator@hillsboromo.org](mailto:administrator@hillsboromo.org)  
Website: [www.hillsboromo.org](http://www.hillsboromo.org)

BUDDY RUSSELL, MAYOR

November 19, 2024

Dear Consultant,

The City of Hillsboro 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 four (4) 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 Hillsboro. 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](http://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 1:00 P.M. CDT 12/12/2024 at 101 Main Street, Hillsboro, MO 63050.

Sincerely,

Buddy Russell  
Mayor

Attachment

#### **BOARD OF ALDERPERSONS**

*Ward No. 1*  
Brenda King  
Rich Abel

*Ward No. 2*  
Chris Degeare  
Tim Polkinghorne

*Ward No. 3*  
Kevin Bremer  
Nancy Maxwell

*Ward No. 4*  
Kevin Payne  
Ronald Belcher

#### **CITY OFFICIALS**

JASON DANIEL  
*City Administrator*

DERRICK CURTIS  
*Chief of Police*

ELIZABETH VREELAND  
*City Clerk*

ANN MARIE PREWITT  
*Utility Billing Clerk*

BIANCA EDEN  
*Special council*

TIMOTHY ADAMS  
*Public Works Superintendent*

LEONARD NIEHAUS  
*Building Commissioner*

City/County: City of Hillsboro, Jefferson, MO	Route: Hillsboro Resurfacing Business 21
Federal Aid No:	STP-7206-601
Location:	Business 21 from Leon Hall Parkway to Route A and Old MO 21 from Route A to College Road
Proposed Improvement:	Resurfacing of existing pavement, correcting stormwater drainage issues, and add a right turn lane off of Business 21 onto Leon Hall Parkway.
Approximate Construction Cost:	\$1,430,000.00
DBE Goal Determination:	7%
Consultant Services Required:	<p><b>Preliminary Engineering:</b> The engineering responsibilities may include but are not limited to the following:  The preparation of Conceptual plans, Preliminary plans, Contract plans and Right of Way Plans. Design services may include, right of way plans, surveying, geotechnical investigations, public involvement, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, construction support/construction inspection, utility coordination/permits and traffic controls including the preparation of PS&amp;E and final documents.</p> <p><b>Construction Engineering</b>  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:	Submit 4 Copies of Letter of Interest (not to exceed 4 pages). A page is defined as 8-1/2" x 11" and printed on one side.
Contact:	Buddy Russell P.O. Box 19 Hillsboro, MO 63050 636-797-3334 ext. 7 mayor@hillsboromo.org
Deadline:	December 12, 2024 at 1:00 P.M. CDT

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection.

Experience and Technical Competence -	<u>30</u>	Max Points
Capacity and Capability -	<u>25</u>	Max Points
Availability of Staff assigned to the project	<u>10</u>	Max Points
Past Record of Performance -	<u>25</u>	Max Points
Proximity and Familiarity -	<u>10</u>	Max Points
Total Score	<u>100</u>	Max Points