



**City of Billings P.O. Box 207 Billings, MO 65610**

**Phone 417-744-2581**

**[www.billingsmo.com](http://www.billingsmo.com)**

December 6, 2024

Dear Consultant:

The City of Billings, 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 9 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 Billings. 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 5:00 pm, January 6, 2025, at Billings City Hall, 202 NE US Hwy 60, P.O. Box 207 Billings, MO 65610

Sincerely,

Cindy Hogshooter, City Clerk/Treasurer

Attachment

<b>City/County__Billings, MO/Christian Co. ____ Route: Madison Ave.; Logan St. ; Garrison St from/to US60-Nile St.;Hamilton-Mt. Vernon; Howcroft-Howard</b>	
Federal Aid No:	TAP 9901(845)
Location:	City of Billings
Proposed Improvement:	Phase I Sidewalk Improvements
Length:	2930 ft/.55 mi
Approximate Construction Cost:	\$ 281,510.95
DBE Goal Determination:	0 %
Consultant Services Required:	<p><i>Sidewalks, Construction Inspection, Roadways.</i></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: Cindy Hogshooter  Address: 202 NE US Hwy 60  P.O. Box 207  Billings, MO 65610  Phone:417-744-2581  Email: treasurer@billingsmo.com</p>
Deadline:	
<ul style="list-style-type: none"> <li>• Submit: Letter of interest should not exceed <u>9</u> pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. <u>8</u> copies of the letter of interest should be received at the address and by the time specified.</li> </ul>	

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

Experience and Technical Competence -	20	Max Points
Capacity and Capability -	20	Max Points
Past Record of Performance -	20	Max Points