

Administrative Offices
102 E. Valley Drive
PO Box 1177
Linn Creek, MO 65052
www.linncreekmo.com



Jeff Davis, Mayor
Samantha E. Skidmore, City Clerk
573-346-6200
573-346-5867
linncreek@lc-cg.org

January 7, 2025

Dear Consultant:

The City of Linn Creek is requesting the services of a consulting engineering firm to perform the described professional services for the MoDOT Transportation Alternatives Program (TAP) 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 the project; the backgrounds of those individuals; their experience with MoDOT TAP grant projects, and similar 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. 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.org in order to be counted as participation towards an established DBE goal. We encourage DBE firms to submit letter 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 of interest be received by the City Clerk no later than 3:00 pm, March 14, 2025:

Sincerely,

Jeff Davis
Mayor

Attachment

City/County: Camden	Route: West Valley Drive
Federal Aid No:	9901549
Location:	West Valley Drive, Linn Creek, MO
Proposed Improvement:	Sidewalk connecting Downtown to Parks
Length:	1,557 Linear Feet
Approximate Construction Cost:	\$420,264
DBE Goal Determination:	0%
Services Required:	<p>Sidewalk Design and Planning</p> <p>The engineering responsibilities may include but are not limited to the preparation of conceptual, preliminary, contract and right of way plans. As part of preparing the plans the consultant may need to perform surveying, geotechnical investigations, public involvement, hydraulic studies and provide environmental services/permits. The engineer will be responsible for cost estimates and bid packet, assisting with the bidding process, utility coordination/permits, traffic control plans and permits, construction support/inspection and the preparation of PS&E, final documents, and grant administration and reporting requirements.</p> <p>Construction Phase and Inspection</p> <p>The engineer will work with contractor on behalf of the City, liaise with MoDOT, 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, monitor quality control, be present during critical construction operations, work with City to do full time inspections, ensure construction meets project specifications and standards, work with City to fulfill grant administration and reporting requirements, and participate in final inspection.</p>
Other Comments:	
Contact:	Samantha Skidmore (573-346-6200, linncreek@lc-cg.org) 102 E. Valley Drive, P.O. Box 1177, Linn Creek, MO 65052
Deadline:	3:00 pm, March 14, 2025
<ul style="list-style-type: none"> • Submit: Letter of interest should not exceed five (5) pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Three (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 -	40	Max Points
Capacity and Capability -	30	Max Points
Past Record of Performance -	30	Max Points