



109 N Hickory St  
PO Box 70  
Mount Vernon, MO 65712  
Phone: 417.466.2122  
Fax: 417.466.2513

July 8, 2025

Dear Consultant:

The City of Mount Vernon is requesting the services of a consulting engineering firm to perform the professional services described 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 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 Mount Vernon. 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 4:00 pm, (08/06/2025) at 109 N Hickory St, Mount Vernon, MO 65712 or by email to [clerk@mtvernon-cityhall.org](mailto:clerk@mtvernon-cityhall.org).

Sincerely,

Max Springer  
Interim City Administrator

Attachment

<b>City/County: Mount Vernon/Lawrence Route: Hickory Street (Dallas St to Cherry St)</b>	
Federal Aid No:	TAP 9900 (761)
Location:	Hickory St (Dallas St to Cherry St)
Proposed Improvement:	Construction of approximately 1900 feet of 5-foot-wide ADA and MoDOT compliant sidewalks, crosswalks, and lighting along both sides of the street for approximately 950 feet.
Length:	950 feet
Approximate Construction Cost:	\$410,822.50
DBE Goal Determination:	0%
Consultant Services Required:	Construction Phase: work with contractor on behalf of the City, assist with preconstruction conference, perform periodic site inspections, 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 inspections.
Other Comments:	
Contact:	Name: Max Springer Address: 109 N Hickory St, Mt Vernon, MO 65712 Phone: 417-466-2122 Email: administrator@mtvernon-cityhall.org
Deadline:	8/6/2025 by 4:00 pm
<ul style="list-style-type: none"> <li>•Submit: Letter of interest should not exceed <u>4</u> pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. <u>3</u> copies of the letter 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 - 10 Max Points
- Capacity and Capability - 10 Max Points
- Past Record of Performance - 10 Max Points