



August 6, 2025

Dear Consultant:

The City of Albany 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 3 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 Albany. 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, 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, September 2, 2025 at Albany City Hall, 106 E Clay Street, Albany, MO 64402. The RFQ shall be delivered in a sealed envelope with "RFQ – College Street Sidewalk Project" clearly marked on the outside.

Sincerely,

Mackenzie Manring
Economic Development Director

Attachment

City/County: City of Albany, Gentry County		Route: College Street
Federal Aid No:	9901562	
Location:	College Street from East Clay Street north to Albany Hy-Vee parking lot near US 136 Highway	
Proposed Improvement:	<p>This is a sidewalk improvement project that runs the length of project on east side of street. The project will include removals, clearing, and grubbing of the existing area. The project also includes grading, subgrade preparation, and a granular base finished with a 4-inch thick, 5-foot-wide sidewalk. The project includes driveway/street pavement crossings, crosswalks, retaining wall work, storm sewer, a handrail at the creek crossing, surface restoration, traffic control, and erosion control.</p>	
Length:	2,925 feet	
Approximate Construction Cost:	\$575,550	
DBE Goal Determination:	0%	
Consultant Services Required:	<p>The engineering responsibilities may include but are not limited to: The preparation of Conceptual plans, Preliminary plans, Contract plans, Right of Way Plans, preparing and submitting necessary permits, contract documents, assisting with the bidding process for ADA compliant sidewalks and preparation of PS&E and final documents.</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:	Name: Mackenzie Manring Address: 106 E Clay Street Albany, MO 64402	

	Phone: 660-726-3935 Email: ecodev@albanyymo.net
Deadline:	5:00 pm, September 2, 2025
Submit:	Letter of interest should not exceed 3 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Two copies of the letter of 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>30</u>	Max Points
Capacity and Capability -	<u>35</u>	Max Points
Past Record of Performance -	<u>35</u>	Max Points