

Municipal Center
1011 Municipal Center Drive
Town & Country
Missouri 63131-1101
Tele. (314) 432-6606
Fax (314) 432-1286



Charles H. Rehm, Jr.
Mayor

Robert Shelton
City Administrator

September 3, 2025

Dear Consultant:

The City of Town & Country 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 2 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.


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.

The City of Town & Country will evaluate firms based on a) experience and competence, b) the capacity of the firm to perform the work in the timeframe needed, and c) past performance. The selection shall be made in accordance with 23 CFR 172 Administration of Engineering & Design Related Service Contracts and RSMo 8.285 through 8.291.

It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) and an Affidavit of Compliance with the federal work authorization program along with a copy of your firm's E-Verify Memorandum of Understanding (15 CSR 60-15.020) be submitted with your firm's Letter of Interest. 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 1:00PM, Wednesday October 1, 2025 at 1011 Municipal Center Drive, Town & Country, MO 63131.

Sincerely,


Timothy Randick
Project Manager

City of Town and Country, Clayton Road	
Federal Aid No:	STBG-4900(654)
Location:	Bopp Road Resurfacing & Pedestrian Improvements
Proposed Improvement:	Roadway Resurfacing & Multi- Use Pedestrian Facility, and Signal Enhancements

Length:	1.02 miles
Approximate Construction Cost:	\$1,876,000
DBE Goal Determination	8%
Consultant Services Required:	Roadway Resurfacing & Multi-Use path layout and design: Preliminary engineering/ ROW Plans/ Surveying/ Full Construction Documents/ and Construction Inspections
Other Comments:	None
Contact:	Michael Zeltmann Director of Public Works City of Town & Country 1011 Municipal Center Drive Town & Country, MO 63131 zeltmannm@town-and-country.org
Deadline:	1:00 PM, Wednesday, October 1, 2025

The City of Town & Country has recently been awarded a grant through the Federal Highway Administration and East West Gateway Council of Governments for the implementation of the above referenced project. The City is requesting that your firm provide proposals for the preliminary engineering and design services and construction inspection associated with this project. Ten copies of the submittal shall be provided and meet the following requirements and will be ranked upon the indicated percentages:

- Be no more than two 8 ½ x 11 pages on company letterhead (5 %)
- Consist of a font no smaller than 11 pt. (5%)
- Include the name of the proposed project manager and brief background (15%)
- Include an indication of previous work on STP / Federal Aid projects (30%)
- Include an indication of previous work on related projects (30%)
- Provide any additional information as your firm finds is pertinent (10%)
- Overall conformance with RFQ requirements (5%)

Up to three firms may be selected by the review committee for the formal interview process. Return proposals by 1:00 PM, Wednesday, October 1, 2025 to:

Michael Zeltmann
Director of Public Works
City of Town & Country
1011 Municipal Center Drive
Town & Country, MO 63131

Please contact me at 314-587-2824 or zeltmannm@town-and-country.org if you have any further questions.