

City of Orrick
PO Box 227
205 W South Front St.
Orrick, MO 64077

November 3, 2025

Dear Consultant:

The City of Orrick, Missouri 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 THREE PAGES. This letter should include any information that 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 that your company has recently completed or that 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 Orrick. 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.

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

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| • Project Approach/Innovation and Understanding: | 40 | Max Points |
| • Experience and Technical Competence: | 30 | Max Points |
| • Capacity and Capability/Schedule: | 10 | Max Points |
| • Past Record of Performance on Similar Projects: | 10 | Max Points |
| • Firm's Proximity and Familiarity: | 10 | Max Points |

We request all letters be received by 4:00 PM, Wednesday, November 26th, 2025 at Orrick City Hall, located at 207 West South Front Street, Orrick, MO 64077.

Sincerely,

Deanna Hufford
Clerk, City of Orrick

Attachment

City of Orrick, Missouri	
Federal Aid No:	STBG: 3301539
Location:	Orrick, Missouri
Proposed Improvement:	Install sidewalks on both sides of the street along Elm Street (Kirkham to Bissell) and Pine Street (Kirkham to Bissell) with bid options to construct sidewalks along Elm Street (Bissell to Floyd), Pine Street (Bissell to Creason), and Kirkham Street (Sibley to Elm).
Length:	(base plus options; see alignment alternatives above)
Approximate Construction Cost:	\$495,000
DBE Goal Determination:	0%
Consultant Services Required:	SIDEWALK DESIGN & CONSTRUCTION: Design Phase: The design phase engineering responsibilities may include but are not limited to: preparing conceptual plans, preliminary plans, contract plans, and right-of-way plans; preparing and submitting necessary permits and contract documents; assisting with the bidding process for ADA compliant sidewalks; and preparing PS&E and final documents. The engineer must manage easement acquisition of both temporary construction easements and permanent easements, and gather topographic surveying data for design. Construction Phase: The construction phase engineering responsibilities may include but are not limited to: working with the contractor on behalf of the City, assisting with the preconstruction conference, performing periodic site inspections, preparing change orders, inspecting construction materials, checking shop drawings submitted by the contractor, observing the contractor's construction material testing and quality control procedures, observing critical construction operations, performing full-time inspections, and reporting and participating in the final inspection. Administrative Coordination: as required, the engineer must manage administrative processes related to grant coordination between the City of Orrick, MoDOT, and MARC.
Other Comments:	N/A
Contact:	Name: Deanna Hufford Address: 207 West South Front Street, Orrick, MO 64077 Phone: 816-770-3607 Email: deanna.hufford@cityoforrick.org
Deadline:	4:00 PM, Nov 26, 2025

- Submit: Letter of interest should not exceed THREE PAGES total. A page is defined as 8-1/2 by 11 inches and printed on one side. Seven copies of the letter interest should be received at the address and by the time specified.