



3939 South Lindbergh Boulevard Sunset Hills, Missouri 63127



314.849.3400



www.sunset-hills.com

11/26/2025

Dear Consultant:

The City of Sunset Hills 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 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 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 City of Sunset Hills. 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 4:30 pm, 12/12/2025 at 3939 South Lindbergh Blvd. Sunset Hills MO, 63127

Sincerely,

Mike Knight

Director of Planning & Public Works

Department of Public Works

City of Sunset Hills

Attachment

City/County: Sunset Hills/St. Louis County Route: Rott Road/Robyn Road	
Federal Aid No:	STGB-4900(653)
Location:	Rott Road/ Robyn Road
Proposed Improvement:	Improvements to the route include design of curb and gutter and ADS sidewalk and crossings along one side of the roadway and appropriate guardrail through the extents of the project. The anticipated width of the sidewalk is 8'. Replacement of guardrail to current standards, updated striping and signing. Drainage improvements and if necessary, water quality BMPs will be implemented as well to offset the additional impervious area. The milling of approximately 2" of the existing surfaces and replacing it with approximately 2" of an asphalt surface.
Length:	.57 miles
Approximate Construction Cost:	\$1,382,865.00
DBE Goal Determination:	0%
Consultant Services Required:	Roadway The engineering responsibilities may include but are not limited to the following: The preparation of Conceptual plans, Preliminary plans, Contract plans and Right of Way Plans, preparing and submitting necessary permits. Design services may include, right of way plans, surveying, geotechnical investigations, public involvement, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, construction support/construction inspection, utility coordination/permits and traffic controls including the preparation of PS&E and final documents. Sidewalks 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. Construction Inspection 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.
Other Comments:	
Contact:	Name: Mike Knight Address: 3939 S. Lindbergh Blvd. Sunset Hills, MO 63127 Phone: 314-849-3400 Email :Mknight@sunset-hills.com
Deadline:	4:30 pm, (12/12/2025)

- 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 -	35	Max Points
Capacity and Capability -	30	Max Points
Past Record of Performance -	35	Max Points