

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

February 3, 2026

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 10 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](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'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.

We request all responses be received by 1:00 pm CST, March 4, 2026 at The City of Town & Country, 1011 Municipal Center Drive, Town & Country, MO 63131.

Sincerely,  
CITY OF TOWN & COUNTRY

Timothy Randick  
Project Manager

Attachment

<b>Town &amp; Country, MO</b>		<b>Topping Road Phase 2A Sidewalk</b>														
Federal Aid No.:	TAP#4900 (648) TIP # 7342-26															
Location:	Topping Road Phase 2A Sidewalk															
Proposed Improvement:	Sidewalk Installation & Associated Drainage Work															
Length:	4,451ft															
Approximate Construction Cost:	\$583,466															
DBE Goal Determination	0%															
Consultant Services Required:	<p><b>Construction Inspection</b></p> <p>Provide all necessary project administration including:</p> <ul style="list-style-type: none"> <li>• Perform site inspections.</li> <li>• Provide inspectors for daily on the job observation/inspection of work.</li> <li>• Prepare daily inspection reports documenting observed construction activities.</li> <li>• Mark up a field blue line set of drawings to incorporate the Contractor record drawing markups.</li> </ul> <p>• Assist in monthly progress payment recommendations by taking measurements of pay items.</p> <p>• Prepare minutes and distribute to designated parties.</p> <p>• Monitor project budget, purchases and payment.</p> <p>• Review the updated construction schedules and maintain records.</p> <p>• Establish, process and utilize job control documents including:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Daily inspection diaries</td> <td style="width: 50%;">Weekly progress reports</td> </tr> <tr> <td>Monthly construction payment request</td> <td>Requests for information</td> </tr> <tr> <td>Survey requests</td> <td>Material receipts</td> </tr> <tr> <td>Material certificates</td> <td>Material submittals</td> </tr> <tr> <td>Construction change orders</td> <td>Review of certified payroll records</td> </tr> <tr> <td>SWPPP Plan documentation</td> <td></td> </tr> <tr> <td>Weekly statements of working days, including a detailed record of activities</td> <td></td> </tr> </table> <ul style="list-style-type: none"> <li>• Analyze additional compensation claims that are submitted during the construction period and prepare responses.</li> <li>• Perform claims administration including coordinating and monitoring claims responses, logging claims and tracking claim status.</li> <li>• Review, comment and prepare responses to RFI related construction issues.</li> <li>• Transmit design-related RFI's to the respective design engineers and copy the City Engineer.</li> <li>• Perform SWPPP inspections bi-weekly and after every rainfall event in excess of 0.5 inches and file each report with the City's Stormwater Coordinator.</li> <li>• Identify actual and potential problems associated with the construction project and consult with the City Engineer and the design engineer to adequately address such issues.</li> <li>• Maintain an awareness of safety and health requirements and enforce applicable regulations and contract provisions for the protection of the public and project personnel.</li> <li>• Facilitate any necessary utility coordination with each respective utility and the Contractor.</li> <li>• Prepare a monthly progress report for the City Engineer describing key issues, cost and schedule status.</li> <li>• Prepare monthly progress payment requests; negotiate differences over amount with the Contractor and process payments through the City Engineer.</li> <li>• Adequately &amp; promptly respond to all citizen concerns during the construction process and resolve any/all conflicts.</li> </ul> <p><b>Material Testing</b></p> <p>The work shall include, but not necessarily be limited to the following:</p> <ul style="list-style-type: none"> <li>• Concrete cylinder compression tests</li> <li>• Field testing services for concrete</li> </ul>		Daily inspection diaries	Weekly progress reports	Monthly construction payment request	Requests for information	Survey requests	Material receipts	Material certificates	Material submittals	Construction change orders	Review of certified payroll records	SWPPP Plan documentation		Weekly statements of working days, including a detailed record of activities	
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	<ul style="list-style-type: none"> <li>• Pick-up services for samples</li> <li>• Aggregate gradation tests – concrete</li> <li>• Marshall stability tests, density tests, flow tests</li> <li>• Maximum density – Optimum Moisture Tests</li> </ul>
Other Comments:	
Contact:	<p><i>Timothy Randick Project Manager 1011 Municipal Center Drive, Town &amp; Country, MO 63131</i></p> <p><b><i>Please note that phone calls will <u>not</u> be accepted.</i></b></p> <p><i>randickt@town-and-country.org</i></p>
Deadline:	1:00 pm CST, March 4, 2026
Submit	<ul style="list-style-type: none"> <li>• Letter of interest should not exceed 10 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.</li> </ul>

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection. Additional criteria can be added with the approval of Central Office Design

Experience and Technical Competence - Max Points 30

Capacity and Capability - Max Points 30

Past Record of Performance - Max Points 40