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690 Chesterfield Pkwy W • Chesterfield MO 63017-0760  
Phone: 636-537-4000 • Fax 636-537-4798 • [www.chesterfield.mo.us](http://www.chesterfield.mo.us)

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August 18, 2023

Dear Consultant:

The City of Chesterfield 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 emailing Steve Merk, Civil Engineer, City of Chesterfield at [smerk@chesterfield.mo.us](mailto:smerk@chesterfield.mo.us).

Limit your letter of interest to no more than five (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 the project, the backgrounds of those individuals, and other similar 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) and an Affidavit of Compliance with the federal work authorization program, and 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 or be on file with the City of Chesterfield. These documents will not be included in the total page count.

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 be prequalified with MoDOT and listed in [MoDOT's Approved Consultant Prequalification List](#), or your firm will be considered non-responsive.

All Letters of Interest must be submitted via email to [smerk@chesterfield.mo.us](mailto:smerk@chesterfield.mo.us) by 2:00 pm, Thursday, September 21, 2023.

Sincerely,

Steven J. Merk, PE  
Civil Engineer

Attachment

<b>City of Chesterfield / St. Louis County, MO</b>	
Project Name:	Schoettler Road Sidewalk
Federal Aid No:	TAP-5410(636)
Location:	East side of Schoettler Road, from Windsor Valley Court to Greenleaf Valley Drive
Proposed Improvement:	A proposed 5' wide ADA-compliant sidewalk, including retaining wall relocation.
Length:	0.28 mile
Approximate Construction Cost:	\$1,012,000.00
DBE Goal Determination:	<u>16%</u>
Consultant Services Required:	<p><u>Engineering</u>: responsibilities may include but are not limited to: surveying, preparation of conceptual plans, preliminary plans, contract plans, retaining wall design plans, right-of-way plans, preparing and submitting necessary permits, geotechnical investigations, public involvement, environmental and historic preservation services/permits, right of way/easement exhibits, legal descriptions, contract documents, utility coordination/permits, drainage design and MSD permitting, traffic control plans, preparation of PS&amp;E and final documents, job special provisions, assisting with bidding process for ADA compliant sidewalks, providing construction support and periodic construction site visits.</p> <p><u>Construction Inspection</u>: responsibilities may include but are not limited to: 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 tests and inspections, be present during critical construction operations, work with City to do full time inspections and reporting, participate in final inspection.</p>
Other Comments:	The Letter of Interest and Statement of Qualifications should include but are not limited to: personnel proposed for this project, references for similar size/scope projects, preliminary scope of services and project approach, anticipated schedule, as well as current and anticipated workload and staffing availability.
Contact:	Steve Merk, PE, Civil Engineer 690 Chesterfield Parkway West Chesterfield, MO 63017 636-537-4754, <a href="mailto:smerk@chesterfield.mo.us">smerk@chesterfield.mo.us</a>
Deadline:	2:00 pm (local time) Thursday, September 21, 2023
<ul style="list-style-type: none"> <li>• Submit: Letter of interest should not exceed 5 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Five (5) copies of the letter of interest should be received at the email address above and by the time specified.</li> </ul>	

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 - 35 Max Points
- Past Record of Performance - 30 Max Points