



Department of Public Works
Building • Planning • Zoning • Streets • Code Enforcement

November 15, 2019

Dear Consultant:

The City of Des Peres 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 7 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 with the City of Des Peres. 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.

All letters must be received by 4pm, December 11, 2019 and should be addressed to:

Public Works Department
City of Des Peres
12325 Manchester Road
Des Peres, MO 63131
RE: Des Peres Road Roundabout

Sincerely,

Steve Meyer, P.E.
Director of Public Works

Attachment

City/County: City of Des Peres		Route: Des Peres Road	
Federal Aid No:	CMAQ 5555(615)		
Location:	Des Peres Road at Old Des Peres Road		
Proposed Improvement:	Roundabout including approaches, sidewalks, crosswalks, etc.		
Length:	0.26 miles		
Approximate Construction Cost:	\$1,251,000		
DBE Goal Determination:	16%		
Consultant Services Required:	<p>Preliminary Engineering and ROW Phases: 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. 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.</p> <p>Construction Phase: Responsibilities may include but are not limited to the following: 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 testing and inspection, be present during critical construction operations, work with City to do full time inspections and reporting and participate in final inspection.</p>		
Other Comments:	The successful grant application is available upon request by email. The City will not meet in-person with interested parties prior to the December 11 th deadline. Once the qualification submittals have been reviewed, the City retains the right to meet with semifinalists in order to determine the most qualified consultant prior to making a selection.		
Contact:	Steve Meyer, P.E. 12325 Mancheser Road 314-835-6130 smeyer@desperesmo.org		
Deadline:	December 11, 2019		
<ul style="list-style-type: none"> Submit: Letter of interest should not exceed 7 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Three 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