



# CITY OF HOUSTON

601 S. GRAND AVE.  
HOUSTON, MO. 65483

PHONE: 417-967-3348 FAX: 417-967-4252  
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Aldermen:

Kevin Stilley  
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DON TOTTINGHAM, MAYOR  
TONA BOWEN, ADMINISTRATOR  
HEATHER SPONSLER, CITY CLERK

April 29, 2019

Dear Consultant:

The **City of Houston** 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 five 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 Houston. 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](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.

We request all letters be received by 4:00pm, May 16, 2019 at Houston City Hall, **601 South Grand Avenue, Houston, Missouri 65483**.

Sincerely,

Willy Walker  
Mayor

Attachment

<b>City/County Houston/Texas</b>		<b>Route US 63</b>	
Federal Aid No:	TAP 9900(967)		
Location:	US 63 City of Houston		
Proposed Improvement:	+500ft curb and gutter with 5' sidewalk along US highway 63 from First Street to near MO and +- 847 feet King Avenue from Chestnut Street to Ozark Street. Included is a new traffic entry way to the west side of Houston Elementary School.		
Length:	+- 1,347 feet		
Approximate Construction Cost:	\$260,000		
DBE Goal Determination:	0 %		
Consultant Services Required:	<p><b>Construction Inspection</b>  Construction Phase: work with contractor on behalf of the City of Houston, 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, utility coordination, be present during critical construction operations, work with the city to do full time inspection and reporting, submit monthly reimbursement documents and participate in final inspection.</p>		
Other Comments:	Additional project information may be requested from Elaine Campbell at Houston City Hall.		
Contact:	Elaine Campbell 601 South Grand Avenue Houston, Missouri 65483 417-967-3348 downtownhouston@houstonmo.org		
Deadline:	4:00pm, May, 16, 2019		
<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. <u>Three</u> 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- MoDOT.

Experience and Technical Competence -	30	Max Points
Capacity and Capability -	30	Max Points
Past Record of Performance -	30	Max Points