

April 4, 2013

Dear Consultant:

The city of Milan, Missouri 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. It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) and be submitted with your firm's Letter of Interest, or be on file with with the city of Milan, Missouri. 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 10:00 am, April 25, 2013 at Milan City Clerk's Office, 212 East Second St., Milan, Missouri 63556.

Sincerely,

James W. Onello

**James Onello
City Administrator**

Attachment

City of Milan, Missouri	
Federal Aid No.:	STP-9900 (090)
Location:	Milan, Missouri
Proposed Improvement:	Construction of new sidewalk as well as removal of existing sidewalk.
Length:	3,249 linear feet
Approximate Construction Cost:	\$159,300
DBE Goal Determination	% 0%
Consultant Services Required:	The engineering responsibilities may include but are not limited to: preparation of bid document, contract documents, assisting with the bidding process for ADA compliant sidewalks and preparation of PS&E and final documents; and limited Construction Inspection services.
Other Comments:	
Contact:	Name: James Onello, City Administrator Address: 212 East Second Street, Milan, Missouri 63556 Phone: 660-265-4420 E-mail: cityadm@nemr.net
Deadline:	10:00 am on April 25, 2013
Submit: 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.	

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 -	125	Max Points
Capacity and Capability -	25	Max Points
Past Record of Performance -	75	Max Points