

VILLAGE OF ST. ELIZABETH

P.O. Box 67, St. Elizabeth, MO 65075

June 23, 2021

Dear Consultant:

The Village of St. Elizabeth 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 in 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 the Village of St. Elizabeth. 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 **July 14, 2021**, at **P.O. Box 67, St. Elizabeth, MO 65075** or via email (rloethen@ste-bank.com).

Sincerely,



Ryan Loethen
Village of St. Elizabeth
Street Commissioner

Attachment A – Project Overview

<p>City/County <u>St. Elizabeth/Miller</u> Route <u>Install pedestrian facilities along Church Street at the Saint Elizabeth School to the Track on Jefferson Street.</u></p>	
Federal Aid No:	TAP - 9901(521)
Location:	City: St. Elizabeth, MO County: Miller
Proposed Improvement:	<p>The project involves the construction of a continuous sidewalk connecting the St. Elizabeth school on Church Street to the track at the north end of Jefferson Street. This project also includes three crosswalks. One crosswalk at the intersection of Jefferson Street and Route 52, one crosswalk at the intersection of Jefferson Street and Washington Street, and one near the end of Church Street where it connects to a road that leads to school property (between viewpoint 7 and 8).</p> <p>See Attachment B for a visual of the proposed improvement.</p>
Length:	Approximately 0.5 miles
Approximate Construction Cost:	\$344,026.54
DBE Goal Determination:	0%
Consultant Services Required:	<p>Sidewalks The engineering responsibilities may include but are not limited to: The preparation of Conceptual plans, Preliminary plans, Contract plans, Right of Way Plans, preparing and submitting necessary permits, contract documents, assisting with the bidding process for ADA compliant sidewalks, and preparation of PS&E and final documents.</p> <p>Construction Inspection Construction Phase: work with a contractor on behalf of the County, assist with preconstruction conference, perform periodic site inspection, prepare change orders, inspect construction materials, check shop drawings submitted by the contractor, fill out diaries/journals, conduct construction test and inspection, be present during critical construction operations, work with County to do full-time inspections and reporting and participate in final inspection.</p>

Other Comments:	Tentative Date of Consultant Selection – August 9, 2021
Contact:	Name: Ryan Loethen Address: P.O. Box 67, St. Elizabeth, MO 65075 Phone: 573-301-2087 Email: rloethen@ste-bank.com
Deadline:	July 14, 2021
<ul style="list-style-type: none"> • Submit: Letter of interest should not exceed five pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Two copies of the letter of interest should be received at the address and by the time specified. 	

According to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection.

Experience and Technical Competence - 35 Max Points

Provide the qualifications of the employees on the team designated for this specific project.

Capacity and Capability - 30 Max Points

Based on the number of projects this team is currently working on, what is the percentage of time available for each team member to dedicate to this project?

How many projects or similar types of work have this team completed or nearly completed?

Past Record of Performance - 35 Max Points

Please provide references with the names and e-mail addresses of the owner’s representative who is most knowledgeable of your firm’s performance.

Describe methods you intend to utilize or have used in the past to serve the needs of a city located in a non-urban rural community in a cost-effective manner.

What engineering challenges do you anticipate in designing this type of project in a rural community?

What approach will you use, or have you used in the past, to overcome these obstacles?

Attachment B – Location of Project (Aerial View)

