



10405 ST. CHARLES ROCK ROAD
ST. ANN, MO 63074
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www.stannmo.org

January 14, 2026

Dear Consultant:

The City of St. Ann 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 currently active.

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's Statement of Qualification (RSMo 8.285 through 8.291) and an Affidavit of Compliance with the federal work authorization program along with 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.

We request all responses be received by 2:00 pm CST, Wednesday, March 4, 2026 at The City of St. Ann City Hall, 10405 St. Charles Rock Rd., St. Ann, MO 63074.

Sincerely,
CITY OF ST. ANN

Matt Conley
City Administrator

Attachment

St. Ann, MO Pear Tree Ln. Reconstruction Project	
Federal Aid No.:	STP# 5401 (722) TIP #7301-24
Location:	Pear Tree Ln.
Proposed Improvement:	Reconstruct Pear Tree Ln., Country Ln. & a portion of Douglass Ct.
Length:	2200 L.F.
Approximate Construction Cost:	\$850,000
DBE Goal Determination:	0%
Consultant Services Required:	<p><i>Construction Inspection</i></p> <p>Provide all necessary project administration including:</p> <ul style="list-style-type: none"> • Perform site inspections. • Provide inspectors for daily job observation/inspection of work. • Prepare daily inspection reports documenting construction activities. • Mark up field drawings to incorporate the Contractor's construction record. • Assist in monthly progress payment recommendations by taking measurements of pay items. • Prepare meeting minutes and distribute to designated parties. • Monitor project budget and payment. • Review the updated construction schedules and maintain records. • Establish and utilize job control documents including: <ul style="list-style-type: none"> Daily inspection diaries Weekly progress reports Monthly construction payment requests Requests for information (RFI) Survey requests Material receipts Material certificates Material submittals Construction change orders Review of certified payroll records SWPPP Plan documentation Weekly statements of working days • Analyze additional compensation claims that are submitted during the construction period and prepare response(s). • Perform claims administration including coordinating and monitoring claims responses, logging claims and tracking claim status. • Review, comment and prepare responses to RFI related construction issues. • Transmit design-related RFI's to the respective design engineers and copy the City. • Perform SWPPP inspections bi-weekly and after every rainfall event in excess of 0.5 inches and file each report with the City. • Identify actual and potential problems associated with the construction project and consult with the City and the design engineer to adequately address such issues.

	<ul style="list-style-type: none"> • Maintain an awareness of safety and health requirements and insure that the Contractor enforces applicable regulations and contract provisions for the protection of the public and project personnel. • Facilitate any necessary utility coordination with each respective utility and the Contractor. • Prepare a monthly progress report for the City describing key issues, cost and schedule status. • Prepare monthly progress payment requests; negotiate differences over amount with the Contractor and process payments through the City. • Adequately & promptly respond to all citizen concerns during the construction process and resolve any/all conflicts.
Other Comments:	
Contact:	<p><i>Ryan Meyer</i> <i>Maintenance Superintendent</i> <i>10405 St. Charles Rock Rd., St. Ann, MO 63074</i> <i>Please note that phone calls will <u>not</u> be accepted.</i> <i>rmeyer@stannmo.org</i></p>
Deadline:	2:00 pm CST, Wednesday, March 4, 2026
Submit	<ul style="list-style-type: none"> • 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. Five (5) 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. Additional criteria can be added with the approval of Central Office Design

Experience and Technical Competence -	Max Points 30
Capacity and Capability -	Max Points 30
Past Record of Performance -	Max Points 40