



January 7, 2026

Dear Consultant:

The **City of Twin Oaks** 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 5 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. 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 3 pm on February 27, 2026 at **1381 Big Bend Road, Twin Oaks, MO.**

Sincerely,

April Milne  
City Clerk

Attachment

City/County__City of Twin Oaks_____	Route_Meramec Station Rd_____
Federal Aid No:	TAP-4900(655)
Location:	Meramec Station Road
Proposed Improvement:	Meramec Station Road Sidewalk Connector – new sidewalks, curbs, crosswalk, curb ramps and lighting along the west side of Meramec Station Road from Big Bend Road to Crescent Avenue
Length:	0.23 miles
Approximate Construction Cost:	\$1.7 million
DBE Goal Determination:	0%
Consultant Services Required:	<p><b>Preliminary Engineering (Design):</b> Including but not limited to - the preparation of conceptual plans, preliminary plans, contract plans, right of way plans and acquisition services as needed, traffic control plans, assistance with public involvement meetings, coordinate with any utilities as necessary, preparing and submitting necessary permits, contract documents, assisting with the bidding process for ADA compliant sidewalks and preparation of PS&amp;E and final documents.</p> <p><b>Construction Engineering:</b> Including but not limited to - work with contractor on behalf of the City, assist with preconstruction conference, prepare change orders, perform site inspections, document progress and quality of work, inspect construction materials, check shop drawings submitted by contractor, conduct construction test and inspection, be present during critical construction operations, work with City to do full time inspections and reporting, participate in final inspection and coordinate close out documentation.</p>
Other Comments:	Tentative date of Consultant Selection: April 9, 2026

Contact:	Name: April Milne Address: 1381 Big Bend Rd., Twin Oaks Phone: 636-225-7873 Email: <a href="mailto:amilne@cityoftwinoaks.com">amilne@cityoftwinoaks.com</a>
Deadline:	February 27, 2026 at 3 pm
•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. 7 copies of the letter of 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 -	30	Max Points
Capacity and Capability -	30	Max Points
Past Record of Performance -	25	Max Points
Project factors (approach, innovation) -	15	Max Points