



City of Richmond Heights - Department of Public Works

7997 Elinor Avenue • Richmond Heights, MO 63117 • (314) 645-2277

September 25, 2025

Dear Consultant:

The City of Richmond Heights 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 three (3) 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 City of Richmond Heights. 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 2 pm, November 6th at Department of Public Works, 7997 Elinor Avenue, Richmond Heights, MO 63117.

Sincerely,

Chris Boyd, P.E.
Director of Public Works

Attachment

City of Richmond Heights – West Bruno Avenue	
Federal Aid No:	STP-4901(656)
Location:	West Bruno Avenue between Big Bend and Hanley Road
Proposed Improvement:	Roadway and sidewalk construction including roundabout and traffic circles, stormwater improvements.
Length:	0.6 miles
Approximate Construction Cost:	\$2,800,000
DBE Goal Determination:	8%
Consultant Services Required:	<p><u>Preliminary Engineering (Design):</u> The preliminary engineering responsibilities may include but are not limited to the following: Surveying and property research, geotechnical investigation as needed, preliminary plans, right of way plans including easement exhibits and legal descriptions as needed, construction plans, ADA compliant sidewalk and ramps, pavement analysis, hydraulic analysis and stormwater design, utility coordination, public involvement, preparation and submittal of all necessary regulatory permits, preparation of PS&E and final documents.</p> <p><u>Construction Engineering:</u> Work with the contractor on behalf of the City, assist with the preconstruction conference, perform daily site inspections and maintain project and payment diary, prepare progress reports and invoices, prepare change orders, conduct construction material testing and inspections as needed, review shop drawings, obtain labor records and conduct labor interviews, perform ADA inspections, work with City to perform full time inspections and reporting, and participate in final inspection.</p>
Other Comments:	
Contact:	Chris Boyd, P.E. 7997 Elinor Avenue Richmond Heights, MO 63117 314-655-3670 cboyd@richmondheights.org
Deadline:	2:00 PM, November 6, 2025
Submit:	Letter of interest should not exceed three (3) pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Three (3) 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 - MoDOT.

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