



City of Union

December 29, 2025

Dear Consultant,

The City of Union 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 ten (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, other projects your company has recently completed or are now active, and previous federally funded project experience.

It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291), Affidavit of Compliance with the federal work authorization program, and a copy of your firm's E-Verify Memorandum of Understanding (15 CSR 60-15.020) is submitted with your firm's Letter of Interest. These documents are 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, 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.

If your firm would like to be considered for these consulting services, please deliver all letters by 2:00 P.M. CDT on February 24, 2026 to:

City of Union
Engineering Department
10 E Locust Street
Union, MO 63084

Submittals shall be clearly labeled **TAP-6201(606) Union School Sidewalks, Phase 2.**

Sincerely,

J.D. Kelley, P.E.
City Engineer

attachments



<i>City of Union, MO / Union School Sidewalks, Phase 2</i>	
Federal Aid Number	TAP – 6201(606)
Location	Christina Ave, Washington Ave, Park Ave and Springfield Ave
Proposed Improvement	Pedestrian path upgrades to provide ADA-compliant infrastructure, curb and gutter remove/replace, traffic calming measures, signing, striping, utility and storm sewer relocation.
Length	0.55 miles
Approximate Construction Cost	\$1,214,358
DBE Goal Determination	0%
Consultant Services Requested	<p>Engineering responsibilities may include but are not limited to preparation of Conceptual plans, Preliminary plans, Contract plans, and Right of Way plans.</p> <p>Design services may include but are not limited to surveying, geotechnical investigations, traffic studies and reports, ADA compliance survey, subsurface utility exploration, storm sewer design, intersection design, roadway design, public involvement, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, utility coordination/permits, and traffic controls design, including preparation of PS&E and final documents.</p> <p>Construction engineering responsibilities may include but are not limited to work with contractor on behalf of the City, assist with preconstruction conference, construction inspection, inspection and testing construction materials, construction support, prepare change orders, review shop drawings and material submittals, be present during critical construction operations, work with City to do full time inspections and reporting and participate in final inspection.</p>
Other Comments	No professional services OJT goal
Project Contact	J.D. Kelley, P.E. 10 E Locust St Union, MO 63084 636-583-1805 engineer@unionmissouri.gov
Deadline	2:00 P.M., CDT on Friday, February 24, 2026
Submittal Requirements	Letter of interest should not exceed ten (10) pages total. A page is defined as an 8-1/2 by 11 inches and printed on one side. Four (4) paper copies and an electronic version (pdf) on a USB flash drive shall be received by the deadline at the address above.

Pursuant to the Brooks Act for Consultant Selection, the qualifications will be scored based on the following criteria.

- Experience and technical competence (30 points)
- Past Performance (30 points)
- Capacity and Capability (25 points)
- Project approach (10 points)
- Proximity and familiarity with area (5 points)



QUALIFICATIONS

Qualifications are not limited to, but should include the following:

- 1) **(30 max points).** The specialized experience and technical competence of the firm with respect to the type of services required includes, but is not limited to:
 - a) A brief description of the firm
 - b) A list of key personnel involved in the work and any experience or expertise they have related to the type of work requested, and the role those key personnel will fulfill in the project.
 - c) The office location of each key personnel.
 - d) This summary should include the same specialized experience, technical competence and firm information for all associates or sub-consultants anticipated to be involved in providing services on the project on behalf of the firm.
- 2) **(30 max points).** The past performance of the firm (or firms) with respect to such factors as control of costs, quality of work, and ability to meet schedules including, but not limited to:
 - a) A listing and description of similar projects that have been completed by the firm in the past five (5) years.
 - i) At minimum, a list of the last five (5) similar projects completed by your firm, design time as per the Agreement vs. actual design time, engineer's estimated cost of construction, low bid, final construction costs and owner contact information (address, phone number and contact person for the agency)
 - b) The estimated schedule for completion of the design requirements of this project
 - c) A brief discussion of the firm's project approach and scope. Highlight any practical design and creative processes utilized in solving project problems to provide quality control and reduce construction costs on past projects.
 - d) A description of the firm's processes that affect and control the project schedule, such as coordination with outside agencies (utility companies, permitting agencies, etc.)
- 3) **(25 max points).** The capacity and capability of the firm (or firms) to perform the work in question, including specialized services within the time limitations fixed for completion of the project including, but not limited to:
 - a) It is understood that some firms do not employ all necessary in-house professional disciplines to accomplish a given project. A description of any arrangements/joint venture made with any other firm should be included.
- 4) **(10 max points).** Presentation of the firm's approach to the project, including but not limited to:
 - a) Significant or unusual issues, problems, and difficulties it has identified that will influence the development of the project.
 - b) The firm's understanding of special requirements, codes, and regulations pertinent to the project.
 - c) The firm's internal quality assurance and quality control procedures.
- 5) **(5 max points).** The firm's proximity to and familiarity with the area in which the project is located including, but not limited to:
 - a) The firm's sensitivity to citizen concerns and the need for sharing project information with the public and elected officials.



- b) The familiarity of the firm with the project, including a discussion explaining the benefit the City of Union would gain by selecting the firm with regard to both the firm's anticipated technical approach on this project and overall participation as a project team member.
- 6) Include with the submittal, a clean, legible, active copy of an Affidavit of Compliance and a copy of the E-Verify MOU.

SELECTION PROCESS

Proposals received will be evaluated for adequacy of content for the items noted above by a review committee. The competency of all firms (including applicable subcontracted firms) will be reviewed and ranked as a whole. The committee will rank the firms and select the firm that they believe to be the best qualified and capable of performing the desired work. The City will then, for a basis for negotiations, prepare a detailed scope of services, with the highest ranked firm. If the City is unable to negotiate a satisfactory contract with the firm selected, negotiations with that firm shall be terminated and the City will begin negotiations with another qualified firm. The City does reserve the right to reject any or all responses, to request interviews for further information, or to cancel the project.

ANTICIPATED SCHEDULE

Below is the anticipated schedule of this project. All dates are considered approximate.

February 24, 2026	RFQ's due by 2:00 P.M.
March 2026	Selection committee ranks design firms based on qualifications
April 2026	Informal interviews
May 2026	Negotiate scope of work and price
June 2026	Submittal of contract to Committee for authorization
July 2026	Contract execution
August 2026	Estimated Notice to Proceed