



Director of Public Works

**Bob Ruck**

City of Manchester  
14318 Manchester Road  
Manchester, Missouri 63011

(636) 227-1385, ext. 131

December 15, 2015

Dear Consultant:

The City of Manchester 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 attachment. Limit your letter of interest to no more than 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 Manchester. 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 4:30 pm, January 8, 2016, at City of Manchester, Department of Public Works, 14318 Manchester Road, Manchester, MO 63011.

Sincerely,

A handwritten signature in blue ink that reads "Bob Ruck". The signature is fluid and cursive.

Bob Ruck  
Director of Public Works

Attachment

**City of Manchester – Public Works Department**  
**Spring Meadows Drive Bridge Over Grand Glaize Creek: Replace Bridge – Sidewalk**

Project Name	Spring Meadows Drive Bridge Over Grand Glaize Creek: Replace Bridge - Sidewalk
Federal Aid Number	STP 5500(683)
TIP Number	6608-16
Location	Spring Meadows Dr. - .1 miles north of Baxter Road
Length	.1 miles
Approximate Construction Cost	\$670,000
DBE Goal Determination	8%
Consultant Services Required	<p><u>Preliminary Engineering (Bridge Design Services):</u>  The engineering responsibilities may include but are not limited to the preparation of Preliminary and Contract plans and Right of Way Plans. As part of preparing the plans, the consultant may need to perform surveying, geotechnical investigations, hydraulic studies, and provide environmental and historic preservation services/permits including the preparation of PS&amp;E and final documents.</p> <p><u>Construction Engineering:</u>  Work with contractor on behalf of the City, assist with preconstruction conference, perform periodic site inspection, prepare change orders, 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 and participate in final inspection.</p>
Other Comments	
Contact	Bob Ruck Director of Public Works 14318 Manchester Road Manchester, MO 63011 (636) 227-1385, extension 131 <a href="mailto:rruck@manchestermo.gov">rruck@manchestermo.gov</a>
Deadline	4:30 p.m., January 8, 2016

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.

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