



CITY OF ALBANY, MISSOURI

106 E. Clay St. • Albany, Missouri 64402
(660) 726-3935 • Fax (660) 726-5823

**2010 MISSOURI COMMUNITY BETTERMENT WINNER
GRAND CHAMPION COMMUNITY OF THE YEAR!**

December 12, 2011

Dear Consultant:

The City of Albany 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 five 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.

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 letters be received by 10:00 a.m., December 26, 2011 at 106 E. Clay Street, Albany, Missouri 64402.

Sincerely,

Mrs. Kathy Morgan
Economic Development

Attachment

" A Recognized Missouri Certified City "

<http://www.albanymo.net> • cityhall@albanymo.net

<i>City of Albany, Safe Routes to School project</i>	
Federal Aid No.:	SRTS-INF-H31A(101)
Location:	Albany, MO
Proposed Improvement:	Connect & Keep Fit – South on East St. from Daniel St. to South St. Then west on South St. to Water St.
Length:	0.80 miles
Approximate Construction Cost:	\$249,462.50
DBE Goal Determination	0 %
Consultant Services Required:	Sidewalk design Including: Plans, right of way plans, specifications, contract documents, permitting, construction oversight
Other Comments:	
Contact:	Mrs. Kathy Morgan Economic Development 106 E. Clay St. Albany, MO 64402 (660)726-3807 ecodev@albanymo.net
Deadline:	10:00 AM December 26, 2011
Submit	<ul style="list-style-type: none"> 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. Three 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 -	40	Max Points
Capacity and Capability -	30	Max Points
Past Record of Performance -	30	Max Points