TOWN OF CARROLLTON
206 W WASHINGTON AVE. CARROLLTON, MO 64633
PHONE 660-542-1414 FAX 660-542-8205
E-mail carrollton.assist@sbc global.net

November 15, 2011

Dear Consultant:

The Town of Carrollton 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 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 background 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 DBF 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 11:00 a.m. December 16, 2011 at 206 W. Washington Ave., Carrollton, MO 64633.

Sincerely,

Kim McAuliffe
Mayor, Town of Carrollton

	Town of Carrollton
Federal Aid No:	SRTS-INF-H31A (102)
Location:	East 9th and East 10th Streets, Leslie and Hoxie Streets
Proposed Improvement:	New 4'-6' wide sidewalk with a pedestrian activated light
Length:	4,059 *linear feet*
DBE Goal Determination:	0%
Approximate Construction Cost:	$168,990
Consultant Services Required:	*Sidewalk: Preliminary and final plans, environmental clearances,*
	right of way plans and acquisition, project letting and construction
	Inspection / materials testing.
Other Comments:	
Contact:	*Name: Kim McAuliffe, Mayor*
	Address: 206 West Washington Avenue, Carrollton, MO 64633
	Phone: (660) 542-1414
	E-Mail: carrollton.assist@sbcglobal.net
Deadline:	*December 16, 2011 at 11:00 a.m.*
Submit	*Letter of interest should not exceed 3 pages total. A page is defined*
	as 8-1/2 by 11 inches and printed on one side. Three copies of the letter of interest should be received at the address and by 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