



DENNIS IRA WILSON  
MAYOR OF ST. JAMES  
[mavor@stjames-mo.org](mailto:mavor@stjames-mo.org)

P.O. BOX 426  
ST. JAMES, MISSOURI 65559  
PHONE: 573-265-7013  
FAX: 573-265-5585

August 31, 2011

Re: Request for Qualifications for Design and Construction Engineering for SRTS Pedestrian Sidewalk Construction

Dear Consultant:

The City of St. James 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 four (4) 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](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'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 Wednesday, Sept. 28, 2011 by 12 p.m., (09/028/2011) and sent to the attention of Candace Connell, City of St. James, P.O. Box 426, St. James, MO. 65559. Please notify Ms. Connell by email at [cconnell@stjames-mo.org](mailto:cconnell@stjames-mo.org) with any questions regarding this request.

Sincerely,

Mayor Dennis I. Wilson



**PROFESSIONAL ENGINEERING SERVICES  
EVALUATION RANKING CRITERIA**

<b>Evaluation Criteria</b>	<b>Rating</b>	<b>X</b>	<b>Weight</b>	<b>TOTAL</b>
<b>1. Experience and Qualifications of Team</b>	_____	<b>X</b>	<b>40</b>	_____
Specialized experience and technical competence of team with respect to similar projects.				
<b>2. Capacity and Capability of Team:</b>	_____	<b>X</b>	<b>30</b>	_____
Current workload and ability of project team to start work on project and capability to perform work quickly and within schedule.				
<b>3. Past Record of Performance:</b>	_____	<b>X</b>	<b>20</b>	_____
Past record with respect to such factors as control of costs, quality of work, and ability to meet schedules.				
<b>4. Firms's Proximity and Familiarity with Project Area:</b>	_____	<b>X</b>	<b>10</b>	_____

Please rate each firm from 1-10 points in regard to how they reflect rating criteria with 1 being lowest and 10 being highest.