



CITY OF DELLWOOD

Missouri

The Crossroads Of North St. Louis County

Honorable Loretta Johnson, Mayor

February 27, 2013

Dear Consultant:

The **City of Dellwood** 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 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, 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 be submitted with your firm's Letter of Interest. It is also required that your firm be prequalified with MoDOT and listed in MoDOT's Approved Consultant Prequalification List.

We request all letters be received by 12pm, (03/18/2013) at **10266 West Florissant Ave, Dellwood, MO 63136**.

Sincerely,

Cordaryl Patrick
Public Services Director

Attachment

<i>City of Dellwood, Hudson Road-West Florissant Avenue to Trask Drive, Trask Drive-from Imperial Drive to Grafton Drive</i>	
Federal Aid No.:	STP-5401(680)
Location:	City of Dellwood
Proposed Improvement:	Hudson Road-West Florissant Ave to Trask Drive
Length:	1.40 miles
Approximate Construction Cost:	\$1,356,194
DBE Goal Determination	10%
Consultant Services Required:	<p>The engineering responsibilities may include but are not limited to: The preparation of Conceptual plans, Preliminary plans, Contract plans, Right of Way Plans, surveying, geotechnical investigations, public involvement, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, construction support/construction inspection, utility coordination/permits and traffic controls including the preparation of PS&E and final documents.</p> <p>Construction Inspection Construction Phase: work with contractor on behalf of the County, 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 County to do full time inspections and reporting and participate in final inspection.</p>
Other Comments:	
Contact:	<i>Name: Cordaryl Patrick, Public Services Director Address: 10266 West Florissant Ave, Dellwood, MO 63136 Phone: 314-869-8686 E-mail: cpatrick@cityofdellwoodmo.com</i>
Deadline:	<i>Monday, March 18, 2013 @ 12 p.m.</i>
Submit	<ul style="list-style-type: none"> Letter of interest should not exceed 10 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 -
Capacity and Capability -
Past Record of Performance -

Max Points: 40
Max Points: 30
Max Points: 30