

ROBERT J. DOERR
MAYOR

9641 Bellefontaine Road
St. Louis County, MO 63137
314 / 867-0076
Fax: 314 / 867-1790



January 6, 2012

Dear Consultant:

The City of Bellefontaine Neighbors 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 (5) 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 3:00 pm, January 30, 2012 at:

City of Bellefontaine Neighbors
Deni Donovan, City Clerk
9641 Bellefontaine Road
St. Louis, MO 63137

The City will evaluate each firm's qualifications and reserves the right to reject any submittal which is nonresponsive. The City may also contact and / or interview respondents to clarify any inconsistencies in a submittal.

Sincerely,

Robert J. Doerr
Mayor

Attachment

City of Bellefontaine Neighbors - St. Cyr Road Improvements	
Federal Aid No.:	STP-5422(615)
Location:	Bellefontaine Road to East City limits
Proposed Improvement:	The project includes resurfacing approximately 1,100 linear feet of asphalt roadway and replacement of an existing culvert with a precast culvert, including the addition of a sidewalk on the culvert.
Length:	0.2 miles
Approximate Construction Cost:	\$787,000.00
DBE Goal Determination	20%
Consultant Services Required:	The engineering responsibilities may include but are not limited to the following: <u>Preliminary Engineering:</u> Preliminary plan, surveying, hydraulic studies, public involvement, environmental and historic preservation permits, assisting with the bidding process, utility coordination and the preparation of PS&E and final documents. <u>Construction Engineering:</u> Assist with preconstruction conference, prepare change orders, check shop drawings submitted by contractor, conduct construction test and inspection, be present during critical construction operations, and participate in final inspection.
Other Comments:	
Contact:	<i>Contact: Deni Donovan, City Clerk Address: 9641 Bellefontaine Road, St. Louis, MO 63137 Phone: 314-867-0076 E-mail: ddonovan@cityofbn.com</i>
Deadline:	<i>Time: 3:00 pm, Date: January 30, 2012</i>
Submit	
<ul style="list-style-type: none"> • Letter of interest should not exceed five (5) pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Five (5) copies of the letter interest should be received at the address and by the time specified. • Submittals exceeding this page limit, including any appendices or attachments will be considered nonresponsive. • Please also provide the following: Based on the number of projects this team is currently working on, what is the percentage of time available for each team member to dedicate to this project? How many projects or similar types of work have this team completed or nearly completed? Please provide references with names and e-mail addresses of the owner's representative who is most knowledgeable of your firm's performance. • Copies of the grant application package are available at City Hall upon request, allow two business days for City's response to request. 	

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection.

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