(Sample Solicitation Cover Letter to be placed on Local Public Agency Letterhead)

Date

Dear Consultant:

The **Local Agency Name** 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 \_\_\_\_\_ 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 \_\_\_\_\_ pm, (mm/dd/yyyy) at **Local Agency address**.

Sincerely,

Local Contact Name

Title

Attachment

|  |  |
| --- | --- |
| ***City/County \_\_\_\_\_, Route\_\_\_\_\_*** | |
| Federal Aid No.: |  |
| Location: |  |
| Proposed Improvement: |  |
| Length: |  |
| Approximate Construction Cost: | *$* |
| DBE Goal Determination | *%* |
| Consultant Services Required: | *Example:*  *Roadway: preliminary plans, right of way plans.*  *Bridge: hydraulic analysis, scour studies, field surveys, and preliminary design of the new Missouri River bridge.*  *The geotechnical investigation* |
| Other Comments: |  |
| Contact: | *Name*  *Address*  *Phone*  *E-mail* |
| Deadline: | *Time, Date* |
| Submit   * Letter of interest should not exceed \_\_\_\_ pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. 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 - Max Points

Capacity and Capability - Max Points

Past Record of Performance - Max Points

Fig 136.6.7 November 2011

**The following sample scopes of service are provided as a tool when developing a solicitation requesting professional services.**

**NOTE: cost cannot be requested or considered as part of the consultant selection process.**

**Do not include this page with the prepared solicitation**

**RFQ Sample Scope of Services**

**Sidewalks**

The engineering responsibilities may include but are not limited to:

The preparation of Conceptual plans, Preliminary plans, Contract plans, preparing and submitting necessary permits, contract documents, assisting with the bidding process for ADA compliant sidewalks and preparation of PS&E and final documents.

**Bridge**

The engineering responsibilities may include but are not limited to the preparation of Preliminary and Contract plans. As part of preparing the plans the consultant may need to perform surveying, geotechnical investigations, hydraulic studies and provide environmental and historic preservation services/permits including the preparation of PS&E and final documents. .

**Roadway**

The engineering responsibilities may include but are not limited to the following:

The preparation of Conceptual plans, Preliminary plans, Contract plans. Design services may include, 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.

**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.