

# MEMORANDUM

## **Missouri Department of Transportation**

**Division**

**Location**

**TO:** Professional Services Committee

**CC:** Transportation Planning Director-tp

State Bridge Engineer-br

**FROM:** District Engineer or Division Engineer

**DATE:** Date

**SUBJECT:** Division

Route (\_\_\_\_\_), (\_\_\_\_\_\_) County

Job No. (\_\_\_\_\_\_\_\_)

PSC Review of Short List

Project Description (physical description) - This project will provide for the improvement of (*length*) of Route (*route*) in (*county*) County from (*termini*) to (*termini*).

The selection team reviewed the letters of interest and developed the following short list of firms to be considered for this project. The rating sheet is attached for your convenience.

Consultant 1

Consultant 2

Consultant 3

Consultant 4

Consultant 5

Consultant 6

**Division Approval (if applicable)**

APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division Approval as needed

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**Professional Services Committee Approval**

**Agree Disagree Signature Date**

Transportation Planning Director

State Bridge Engineer

State Traffic and Highway Safety Engineer (if applicable)

APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair, Professional Services Committee