

**CITY OF  
LADUE**

---

**Public Works**

---

January 27, 2020

Dear Consultant:

The City of Ladue 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 three 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. It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) be submitted with your firm's Letter of Interest, or be on file with the City of Ladue. The statement of qualification is not included in the total page count limit.

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 be prequalified with MoDOT and listed in [MoDOT's Approved Consultant Prequalification List](#), or your firm will be considered non-responsive.

We request all letters be received by 10:00 am, (2/19/2020) at City of Ladue, Department of Public Works, 9345 Clayton Road, Ladue, MO 63124.

Sincerely,

*Anne C. Lamitola*

Anne C. Lamitola, P.E.  
Director of Public Works

Attachment

**City of Ladue: Department of Public Works**  
**Dielman Road Improvements: Sidewalk and Resurfacing**

Project Name	Dielman Road Improvements
Federal Aid Number	STP-5627(605)
TIP Number	6954-22
Location	Dielman Road, from Ladue Road to Tamarack
Length	0.50 miles
Approximate Construction Cost	\$1,050,000
DBE Goal Determination	16% (for Construction engineering only)
Consultant Services Required	<p><u>Preliminary Engineering</u> (Design services):</p> <p><b>Preliminary Engineering (100% Locally Funded):</b> The preparation of Conceptual plans, Preliminary plans, Contract plans, Right of Way Plans (including easement exhibit preparation with legal descriptions), preparing and submitting necessary permits, contract documents, assisting with the bidding process, and preparation of PS&amp;E and final documents for ADA compliant sidewalks and asphalt rehabilitation. In addition, the scope of work may include surveying, geotechnical investigations, landscape design, public involvement, environmental and historic preservation services/permits, utility coordination/permits and preparation of traffic control plans.</p> <p><b>Construction Engineering/Inspection (80% Federal/20% Locally Funded) :</b> work with contractor on behalf of the City, assist with preconstruction conference, perform periodic site inspection, prepare change orders, inspect construction materials check shop drawings submitted by contractor, conduct construction test and inspections, be present during critical construction operations, work with City to do full time inspections and reporting and participate in final inspection.</p>
Other Comments	The project includes resurfacing of the roadway and ADA compliant sidewalk construction. Walls will be necessary in some areas due to grade differential. Landscaping will be required as part of this project.
Contact	<p>Anne C. Lamitola, P.E.          Director of Public Works          9345 Clayton Road          Ladue, MO 63124          (314) 993-5665  <a href="mailto:alamitola@cityofladue-mo.gov">alamitola@cityofladue-mo.gov</a></p>
Deadline	2/19/2020 10:00:00 AM
* Letter of interest should not exceed three pages. A page is 8-1/2 x 11 inches and printed on one side. Five copies of the letter of 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	40	Max Points
Capacity and Capability	30	Max Points
Past Record of Performance	30	Max Points