



April 2, 2024

To Whom It May Concern:

The **City of Cottleville** is requesting letters of interest and qualifications for **On-Call Professional Services**. The selected firms will be utilized for emergency, routine, unplanned, and planned services in a variety of categories and areas of expertise. If your firm/organization would like to be considered for these consulting services, you may express your interest by responding to the appropriate city office, which is indicated on page two.

Please limit your letter of interest to no more than four (4) pages or be less than two (2) pages total. A page is defined as an 8.5' x 11' sheet of paper and printed on one side. This letter should include any information which might help the City in the selection process. Such as the person(s) or team you would assign to the project, the background of those individuals, and other projects your company has recently completed or are now actively engaged with. 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 Cottleville. The statement of qualification is not included in the total page count limit.

We request all letters of interest be received by 2:00 PM on Thursday, April 25, 2024, to 5490 5th Street, Cottleville, MO 63304.

Sincerely,

A handwritten signature in black ink that reads 'Michael Padella'. The signature is written in a cursive style.

Michael Padella
City Administrator

CC: Rich Francis, Public Works Director
Amy Lewis, City Clerk

City of Cottleville, Missouri
5490 5th Street, Cottleville, MO 63304
Ph: (636) 498-6565 Fax: (636) 498-6575

City of Cottleville – On-Call Professional Services

Location:	City of Cottleville corporate limits
Project Objectives:	Provide On-Call Professional Services to the City
Area:	Within City corporate limits, approximately 4.50 square miles
Estimated Project Budget:	TBD
Consultant Services Requested:	<p>The City of Cottleville intends to select firms to provide the following On-Call Professional Services needed to plan, maintain, design, manage, assess, review, advise, prepare & write grant applications, and survey a variety of public works, building/structure, infrastructure, projects and initiatives. The On-Call list will be renewed or extended every three (3) years. The same firm may submit and be selected for multiple categories depended upon qualifications, but when doing so the firm should indicate which category(ies) it is submitting for. When possible, a minimum of two firms and maximum of three firms will be selected for each category.</p> <ol style="list-style-type: none"> 1. Public Works/Infrastructure/Site Design – Provide engineering services for stormwater/drainage, geotechnical, grading, landscape architect, utility, ADA, public infrastructure (including but not limited to roadway, sidewalk/pathway, bridge, lighting, and parking) design services. 2. Traffic Engineering – Provide engineering services for traffic studies, geometric improvements, highway access, safety modifications, application for grants. 3. Surveying and Utility – Provide surveying and utility coordination for roadway, public infrastructure, and site improvements. 4. Construction Material Testing and Inspection – Provide material sampling, testing, contract administration, inspection on municipal projects and MS4 storm water testing, pipe inspection, and SWPP compliance. 5. Electrical Engineering – Provide electrical engineering design services. 6. Structural Engineering – Provide structural engineering review, design and inspection services. 7. Project Management – Provide project management for municipal projects. 8. Architectural Services – Provide concept design development, building/structural analysis and reporting, historical building assessments/reporting, preparation of construction documents, and construction administration.

Continued...	9. Urban/Community Planning – Provide guidance towards the use and development of land, environment, infrastructure, development plan analysis and review, community comprehensive planning, and zoning and land use code review and updates.
Contact:	Michael Padella, City Administrator 5490 5 th Street Cottleville, MO 63304 Office: (636) 498-6565 ext. 204 Fax: (636) 498-6575 michael.padella@cityofcottleville.com (preferred)
Letter of Interest Submittal Deadline:	April 25, 2024, at 2:00 PM
Submittal Content:	Letter of Interest should not exceed four (4) pages or be less than two (2) pages total. A page is defined as one 8.5" x 11" sheet and printed on one side. Two copies of the Letter of Interest should be received at the address and by the time specified. It is required that your firm's Statement of Qualifications (RSMo 8.285 through 8.291) be submitted with your firm's Letter of Interest or be on file with the City of Cottleville. The statement of qualifications is not included in the total page count limit.

The following criteria will be used to assist with the review, consideration, and be a basis for selection of the successful firm(s).

Rating Criteria and Weighted Values:

Past Performance/Success on Similar Projects/Work -	25 Max Points
Project Understanding and Innovation -	25 Max Points
Experience and Qualifications of Staff -	25 Max Points
Ability to Respond to Service Requests -	10 Max Points
Community Awareness -	10 Max Points
Accessibility of Firm and Staff -	<u>5 Max Points</u>
Total Possible:	100 Points