



# CITY OF HILLSBORO

*Incorporated since 1839*

101 Main Street, P.O. Box 19  
Hillsboro, Missouri 63050  
Phone: (636) 797-3334 Fax: (636) 789-2112  
email: hillsboroadmin@charter.net  
web site: www.hillsboromo.org

FRANK ROLAND, JR., MAYOR

January 26, 2012

Dear Consultant:

The City of Hillsboro 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 ten 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.

#### BOARD OF ALDERPERSONS

Ward No. 1  
Brenda King  
Joseph Phillips

Ward No. 2  
Scott Watson  
James Gowan

Ward No. 3  
Nancy Maxwell  
John Lee

Ward No. 4  
Scott Lowry  
Joyce Twiggs

#### CITY OFFICIALS

GERY MARMADUKE  
City Administrator

CHARLES BENNETT  
Chief of Police

COLBY SMITH-HYNES  
Municipal Judge

ELIZABETH VREELAND  
Court Administrator

SHARON ARMSTRONG  
City Collector

JACK C. STEWART  
Special Council

CODY PARDIECK  
Public Works Director

BERLIN OLIVER, JR.  
Building Inspector

C.V. VREELAND  
City Clerk Emeritus

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 5:00 pm, (02/29/2012) at 101 Main Street, Hillsboro, MO 63050 (PO Box 19).

Sincerely,

Gery Marmaduke  
City Administrator

Attachment

<i>City of Hillsboro</i>	
Federal Aid No.:	STP-7205(601)
Location:	Business 21 from Hwy B to Maple Street
Proposed Improvement:	Sidewalk/curb & gutter, storm-water work, street lights, street widening, asphalt paving
Length:	3,144 feet
Approximate Construction Cost:	\$960,000.00
DBE Goal Determination	0%
Consultant Services Required:	Construction Administration, Inspection and Testing
Other Comments:	None
Contact:	Gery Marmaduke, City Administrator 101 Main Street, PO Box 19 Hillsboro, MO 63050 (636) 797-3334 Ext. 3 hillsboroadmin@charter.net
Deadline:	5:00 PM February 29, 2012
<b>Submit</b> <ul style="list-style-type: none"> <li>Letter of interest should not exceed 10 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Three copies of the letter interest should be received at the address and by the time specified.</li> </ul>	

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection. The basis of the evaluations can be located in the Engineering Policy Guide fig 136.6.2. Maximum points can be modified or additional criteria can be added with the approval of Central Office Design

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