



Date: June 28, 2024

Dear Consultant:

The City of Washington 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 5 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 Qualifications (RSMo 8.285 through 8.291) be submitted with your firm's Letter of Interest, or be on file with the City of Washington. The statement of qualification is not included in the total page count limit.

We request all letters be received by 12:00 p.m., CDT on Thursday, August 1, 2024 at the office of:

Engineering Department
City of Washington
405 Jefferson Street
Washington, MO 63090

The RFQ shall be delivered in a sealed envelope with "RFQ Stormwater Basin Retrofit Project" clearly marked on outside.

Sincerely,

Charles Stankovic, PE
City Engineer

City of Washington, Project: Stormwater Basin Retrofit Project	
Funding Source:	Local – Stormwater Use Tax Fund
Location:	First Location: North of Eighth Street between Jefferson Street and Locust Street. Second Location: East of High Street between W 14 th Street and Westridge Drive.
Proposed Improvement:	Retrofit current stormwater flood control basins to treat for water quality. Water quality treated through bioretention basin, extended detention, or other methods. Design will have to include current flood control requirements as well as providing Water Quality volume treatment. Design will need to provide positive aesthetics.
Area:	Approx. 14,000SF – 8 th St.: 20,000SF – High St.
Approximate Construction Cost:	\$250,000
Anticipated Construction Schedule:	Begin Construction summer 2025
Consultant Services Required:	<i>The engineering responsibilities may include but are not limited to the following: The preparation of Conceptual plans, Preliminary Plans, Contract plans and Right of Way Plans. Design services may include, right of way plans, surveying, geotechnical investigations, subsurface utility exploration, 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.</i>
Other Comments:	<i>Submit 4 copies of RFQ</i>
Contact:	Charles Stankovic, PE 405 Jefferson Street Washington, MO 63090 636-390-1014 cstankovic@washmo.gov
Deadline:	12:00 p.m., CDT on Thursday, August 1, 2024

Pursuant to the Brooks Act for Consultant Selection-the following criteria will be the basis for selection.

Experience and Technical Competence-	Max Points 30
Capacity and Capability-	Max Points 25
Availability of staff assigned to project to attend Project meeting and meet for on-site consultation-	Max Points 10
Past Record of Performance-	Max Points 25
Outline consultants QA/QC plan -	Max Points 10