

May 11, 2020

RE: Grant Avenue Parkway Project – Springfield, MO

Dear Consultant:

The City of Springfield, MO requests the services of a consulting engineering firm to work as an extension of City staff to provide owner's representative services for the Grant Avenue Parkway project. The project is described in the Request for Qualifications (RFQ) document found at [springfieldmo.gov/grantavenueparkway](http://springfieldmo.gov/grantavenueparkway). If your firm would like to be considered for these consulting services, you may express your interest by responding to the RFQ document. 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. Limit the Statement of Qualification to no more than 25 pages.

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.

Letters of Interest and Statements of Qualification must be received by 5:00 pm, June 8, 2020 at the City of Springfield, Busch Building, 840 Boonville, Springfield, MO 65802.

A pre-submission meeting will be held at 10:00 am on Tuesday, May 19, 2020, via a virtual meeting. All firms interested in submitting a Letter of Interest and Statement of Qualification are **required** to attend the pre-submission meeting where an overview of the project will be given and questions will be answered. Contact Leree Reese ([lreese@springfieldmo.gov](mailto:lreese@springfieldmo.gov)) to receive an invitation to the pre-submission meeting.

Sincerely,



Leree Reese  
Professional Engineer  
City of Springfield