

December 4, 2023

Dear Consultant:

The City of Dexter is requesting the services of a consulting firm to perform the described professional engineering and architectural services for the project 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 a statement to indicate your firm's understanding of the project. It should also include any other information which might help us in the selection process, including key personnel you would assign to the project, the backgrounds of those individuals, any sub-consultants you would propose to use, and an indication of your firm's approach to promoting and developing a diverse workforce. The City of Dexter is committed to reflecting the diversity of the community we serve, and we expect our partners to do the same. We will not need a lengthy submittal of general company information. In addition, please attach one page with detailed information on similar projects that your key personnel have worked on. Indicate the role your key personnel played in the projects and include reference contact information.

DBE firms must be certified by the State of Missouri 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 projects they feel can be managed by their firm. We also encourage both DBE firms and non-DBE firms to consider sponsoring a Mentor/Protégé program whenever possible as part of this project.

The City of Dexter Parks and Recreation will evaluate firms based on: Project Understanding & Innovation, Past Performance, Qualifications of Personnel Assigned, General Experience of Firm, Familiarity/Capability, Accessibility of Firm and Staff. Firm's not providing a response on approach to workforce diversity will be considered non-responsive to this solicitation. Firms that are not current on all the required prequalification categories from the State of Missouri at the date of the solicitation expiration will be considered non-responsive.

We request all letters be received by January 31, 2024 at the address listed.

Sincerely,

David Wyman
City Administrator

Jamie Rowe
Park Director

Attachments