

*Date*

Dear Consultant:

The *local agency name* 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 \_\_\_\_\_ pages. This letter should include a statement to indicate why your firm is interested in the project. It should also include any other 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 certified by the Missouri Department of Transportation 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 request all letters be received by \_\_\_\_\_ pm, (*mm/dd/yyyy*) at the appropriate office.

Sincerely,

*Local contact name*  
*Title*

Attachment

<i>City/County __, Route __</i>	
<b>Federal Aid No:</b>	
<b>Location:</b>	
<b>Proposed Improvement:</b>	
<b>Length:</b>	
<b>Approximate Construction Cost:</b>	<i>optional information</i>
<b>Consultant Services Required:</b>	<p><i>Example:</i></p> <p><i>Roadway: preliminary plans, right of way plans.</i></p> <p><i>Bridge: hydraulic analysis, scour studies, field surveys, and preliminary design of the new Missouri River bridge.</i></p> <p><i>The geotechnical investigation</i></p>
<b>Other Comments:</b>	
<b>Contact:</b>	<p><i>Name</i></p> <p><i>Address</i></p> <p><i>Phone</i></p> <p><i>E-mail</i></p>
<b>Deadline:</b>	<i>Time, date</i>

Fig. 6-7