



November 20, 2024

To Whom It May Concern:

The **City of Cottleville** is requesting letters of interest and qualifications for **Historic Structure Analysis On-Call Professional Services**. The selected firms will be utilized for emergency, routine, unplanned, and planned services to evaluate and write structural reports regarding Historic buildings/structures. If your firm/organization would like to be considered for these consulting services, you may express your interest by responding to the appropriate city office, which is indicated on page two.

Please limit your letter of interest to no more than four (4) pages or be less than two (2) pages total. A page is defined as an 8.5' x 11' sheet of paper and printed on one side. This letter should include any information which might help the City in the selection process. Such as the person(s) or team you would assign to the project, the background of those individuals, and other projects your company has recently completed or are now actively engaged with. 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 or be on file with the City of Cottleville. The statement of qualification is not included in the total page count limit.

We request all letters of interest be received by 10:00 AM on Thursday, December 12, 2024, to 5490 5<sup>th</sup> Street, Cottleville, MO 63304.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael Padella', written in a cursive style.

Michael Padella  
City Administrator

CC: Tom Goldkamp, City Engineer  
Amy Lewis, City Clerk

City of Cottleville, Missouri  
5490 5<sup>th</sup> Street, Cottleville, MO 63304  
Ph: (636) 498-6565 Fax: (636) 498-6575

## City of Cottleville – On-Call Professional Services

Location:	City of Cottleville corporate limits
Project Objectives:	Provide Historic Structure and Architectural Analysis On-Call Professional Services to the City
Area:	Within City corporate limits, approximately 4.50 square miles
Estimated Project Budget:	TBD
Consultant Services Requested:	<p>The City of Cottleville intends to select firms to provide the following On-Call Professional Services needed to assess, review, and advise on the structural and architectural viability and restoration potential of historic buildings/structures. The On-Call list will be renewed or extended every three (3) years. If possible, a minimum of two firms and maximum of three firms will be selected for this service.</p> <p>Interested firms should have the ability to write an independent Structural and Architectural Report which assesses the historic integrity, features, and significance of a site/structure and include the following requirements:</p> <ol style="list-style-type: none"> <li>1. Must be completed by a qualified structural engineer and architect familiar with historic buildings and materials.</li> <li>2. Must establish the extent of structural deterioration, typically with drawings and photos.</li> <li>3. Must establish the principal causes of materials and systems failures.</li> <li>4. Must fully explore options/alternatives for structurally reconstituting the building for use, evaluating the technical feasibility and cost of repair – the report must be undertaken under the premise that the building will be repaired and how that would be accomplished; it must not simply be a justification for demolition.</li> </ol>
Contact:	<p>Michael Padella, City Administrator            5490 Fifth Street            Cottleville, MO 63304            Office: (636) 498-6565 ext. 204            Fax: (636) 498-6575  <a href="mailto:michael.padella@cityofcottleville.com">michael.padella@cityofcottleville.com</a> (preferred)</p>
Letter of Interest Submittal Deadline:	December 12, 2024, at 10:00 AM

Submittal Content:	Letter of Interest should not exceed four (4) pages or be less than two (2) pages total. A page is defined as one 8.5" x 11" sheet and printed on one side. Two copies of the Letter of Interest should be received at the address and by the time specified. 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 Cottleville. The statement of qualifications is not included in the total page count limit.
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The following criteria will be used to assist with the review, consideration, and be a basis for selection of the successful firm(s).

**Rating Criteria and Weighted Values:**

Past Performance/Success on Similar Projects/Work -	25 Max Points
Project Understanding and Innovation -	25 Max Points
Experience and Qualifications of Staff -	25 Max Points
Ability to Respond to Service Requests -	10 Max Points
Community Awareness -	10 Max Points
Accessibility of Firm and Staff -	<u>5 Max Points</u>
<b>Total Possible:</b>	<b>100 Points</b>