



Matthew C. Harline  
City Administrator

114 S Rollins, Centralia, MO 65240  
Phone (573)682-2139

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## City of Centralia

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February 23, 2015

RE: LPA Request for Qualifications for Jefferson Street Sidewalk Project in Centralia

Dear Consultant:

The **City of Centralia, Missouri** 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 4 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 Qualification (RSMo 8.285 through 8.291) be submitted with your firm's Letter of Interest. The statement of qualification is not included in the total page count limit.

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 (<http://www.modot.org/business/lpa/documents/ConsultantPreQualList.pdf>), or your firm will be considered non-responsive.

All letters must be received by 3:00pm on Wednesday, March 18, 2015. Letters must be in a sealed envelope labeled **Jefferson Street Sidewalk Project – RFQ**. All letters should be addressed to **Matt Harline, City Administrator, 114 S. Rollins St., Centralia, MO 65240**; or letters may be hand delivered. Firms are encouraged to submit an electronic copy by email to BOTH of the following addresses: [cityadmin@centraliamo.org](mailto:cityadmin@centraliamo.org) AND [cityhall@centraliamo.org](mailto:cityhall@centraliamo.org) by the same deadline. If the letter is sent electronically it must be in a PDF format that can be read by Adobe Acrobat Reader Version XI and submitted no EARLIER than noon on Wednesday, March 18, 2015. An electronic copy may be substituted for three (3) of the five (5) paper copies required if it is received by the deadline.

Please contact me at (573) 682-2139 should you have any questions.

Sincerely,

Matt Harline  
*City Administrator*  
*City of Centralia, Missouri*

Attachment

## ATTACHMENT – RFQ SPECIFICATIONS

<b>City/County:</b> <u>Centralia, MO</u> <b>Route:</b> <u>Jefferson Street</u>	
<b>Federal Aid No:</b>	<b>TAP-9900(599)</b>
<b>Location:</b>	<b>800 block of South Jefferson St.; Centralia, MO</b>
<b>Proposed Improvement: Construction of 2,500 linear feet of new sidewalk along South Jefferson and stretch of right-of-way immediately south of Centralia High School. Some drainage structures will have to be built on the east side of Jefferson Street.</b>	
<b>Length:</b>	<b>2,500 linear feet</b>
<b>Approximate Construction Cost:</b>	<b>\$147,475</b>
<b>DBE Goal Determination:</b>	<b>0%</b>
<b>Consultant Services Required:</b>	<p><b>Sidewalks</b> The engineering responsibilities may include but are not limited to: The preparation of Conceptual plans, Preliminary plans, Contract plans, Right of Way Plans, preparing and submitting necessary permits, contract documents, assisting with the bidding process for ADA compliant sidewalks and preparation of PS&amp;E and final documents.</p> <p><b>Construction Inspection</b> Construction Phase: work with contractor on behalf of the County, assist with preconstruction conference, perform periodic site inspection, prepare change orders, inspect construction materials, check shop drawings submitted by contractor, conduct construction test and inspection, be present during critical construction operations, work with County to do full time inspections and reporting and participate in final inspection.</p> <p><b>Hazardous Waste Inspections</b> Inspect project prior to bid advertisement for asbestos and lead paint. The accompanying hazardous waste reports MUST be in the bid proposal. See <a href="http://epg.modot.mo.gov/index.php?title=136.6_Environmental_and_Cultural_Requirements#136.6.4.10_Hazardous_Waste">EPG 136.6.4.10</a> (<a href="http://epg.modot.mo.gov/index.php?title=136.6_Environmental_and_Cultural_Requirements#136.6.4.10_Hazardous_Waste">http://epg.modot.mo.gov/index.php?title=136.6_Environmental_and_Cultural_Requirements#136.6.4.10_Hazardous_Waste</a>) for further information on Hazardous Waste.</p>
<b>Other Comments:</b>	<b>A copy of the grant proposal is available electronically upon request.</b>
<b>Contact:</b>	<b>Name: Matt Harline, City Administrator</b> <b>Address: 114 S Rollins,</b> <b>Centralia, MO 65240</b> <b>Phone: 573-592-2139</b> <b>Email: <a href="mailto:cityadmin@centraliamo.org">cityadmin@centraliamo.org</a></b>

Deadline:	<b>3:00pm on Wednesday, March 18, 2015</b>
<b>•Submit: Letter of interest should not exceed <u>4</u> pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. <u>5</u> copies of the letter interest should be received at the address and by the time specified*.</b> <b>* If an electronic copy is submitted to <a href="mailto:cityadmin@centraliamo.org">cityadmin@centraliamo.org</a> &amp; <a href="mailto:cityhall@centraliamo.org">cityhall@centraliamo.org</a> by the deadline, only two (2) printed paper copies need to be submitted.</b>	

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection. Additional criteria can be added with the approval of Central Office Design- MoDOT.

Experience and Technical Competence - 40 Max Points

Capacity and Capability - 30 Max Points

Past Record of Performance - 30 Max Points