

# City of Ellsinore

*Aldermen*  
Dawn Hood  
Sarah Asher  
Paul Turner  
Brenda McGehee

11 West Cleveland ~ Ellsinore, MO 63937  
Phone 573-322-5333 ~ Fax 573-322-8376  
ellsinore@centurytel.net  
David Bowman, Mayor  
Lisa Shaffer, City Clerk

*Maintenance*  
Andy Bowman  
  
*Chief of Police*  
Dustin Boyer

March 21, 2013

Dear Consultant:

The City of Ellsinore 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 5 pages. This letter should include any information which might help us in the selection process, such as the person(s) or team you would assign to each project, the backgrounds of those individuals, and other projects in which your company are now active or have recently completed. 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 Ellsinore. The statement of qualification is not included in the total page count limit.

In order to be counted as participation towards an established DBE Goal, DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at [www.modot.gov](http://www.modot.gov). 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](#). Otherwise, your firm will be considered non-responsive.

We request all letters be received by 4 pm, May 3, 2013 at the City of Ellsinore address listed above.

Sincerely,

Andy Bowman  
Maintenance/Public Works Director

Attachment

| <b><i>Ellsinore, Missouri</i></b> |  |
|-----------------------------------|--|
| Federal Aid No.:                  | SRTS-INF-H32H (101)  |
| Location:                         | Sidewalks along parts of City Streets Cleveland, Ballpark, Long Ave and Walnut, Pine, Pine, and Cherry Street and State Highway V in Ellsinore, Missouri. See attached map of project.   |
| Proposed Improvement:             | Sidewalk Construction  |
| Length:                           | 5865 LF  |
| Approximate Construction Cost:    | \$193,825  |
| DBE Goal Determination            | 0%   |
| Consultant Services Required:     | <p><b>Sidewalks</b><br/>The engineering responsibilities may include but are not limited to:<br/>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><br/>Construction Phase: work with contractor on behalf of the City, 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 City to do full time inspections and reporting and participate in final inspection.</p> |
| Other Comments:                   |  |
| Contact:                          | <p><i>Name: Andy Bowman</i><br/><i>Address: 11 West Cleveland, Ellsinore, MO 63937</i><br/><i>Phone: 573-712-7090</i><br/><i>E-mail: ellsinore@centurytel.net</i></p>  |
| Deadline:                         | <i>Friday May 3, 2013; 4:00 PM</i>   |
| Submit                            | <ul style="list-style-type: none"> <li>Letter of interest should not exceed five pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Eight copies of the letter interest should be received at the address and by the time specified.</li> </ul>   |

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

Experience and Technical Competence - Max Points 35

Capacity and Capability - Max Points 30

Past Record of Performance - Max Points 35



SAFE ROUTE TO SCHOOL  
 ELLSINORE, MISSOURI

PROPOSED SIDEWALK LOCATIONS - PLAN VIEW

DRAWN BY: RDS DATE: 10/12  
 CHECKED BY: DDT DATE: 10/12  
 DRAWING FILE: ELLSINORE.dwg  
 JOB: P120311

0 125 250

THIS BAR WILL MEASURE 1"  
 WHEN PRINTED AT FULL SCALE.

**SMITH & CO.**  
 ENGINEERS

AN INDEPENDENT ENGINEERING COMPANY

1015 W. STATE ST., P.O. BOX 12  
 ELLSINORE, MISSOURI 64532  
 (417) 846-1111 FAX: (417) 754-3281 WWW.SMITHCO.COM

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