



City of Holts Summit

245 S. Summit Drive
PO Box 429
Holts Summit, MO 65043
(573) 896-5600



January 25, 2013

Mayor
Lucas Fitzpatrick

Board of Aldermen
Thomas Durham
Jason Michael
Landon Oxley
Sharon Schlueter

City Administrator
Brian A. Crane

City Clerk
Gwendolyn Edmonson

City Treasurer
Wanda Lux

Court Clerk
Holly Hicks

Clerical Technician
Jennifer Earls

Sewer Billing Clerk
Wanda Lux

Sewer
Superintendent
Keith Edwards

Street Superintendent
Mark Tate

Municipal Court Judge
Curtis Hamrahan

Prosecuting Attorney
Renee Godbee

City Attorney
Kent Brown

Building Inspector
Mark Tate

Chief of Police
Kyle McIntyre

Fax Number
(573) 896-4115

Dear Consultant,

The City of Holts Summit 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 10 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.

DBE firms must be listed in the MRCC DBE Directory located on MODOT's website at 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.

The City of Holts Summit will evaluate firms based on a) experience and technical competence, b) the capacity and capability of the firm to perform the work in a timeframe needed, and c) past record of performance.

It is required that your firm's statement of Qualification (RSMo 8.285 through 8.291) and an Affidavit of Compliance with the federal work authorization program along with a copy of your firm's E-Verify Memorandum of Understanding (15 CSR 60-15.020) be submitted with your firm's Letter of Interest.

We request all letters be received by 200pm, 02/20/2013 at 245 South Summit Drive, Holts Summit, MO 65043.

Sincerely

Brian Crane
City Administrator

cc. Dion Knipp, MODOT

Attachment

Consultant Solicitation Table

City of Holts Summit, MO, West Simon Boulevard

Federal Aid No.:	STP-9900 (593)
Location:	City of Holts Summit, MO
Proposed Improvement:	Sidewalk, Crosswalk, Storm water and Curb along S. Summit Drive and West Simon Boulevard
Length:	Approximately 800 linear
Approximate Construction Cost:	\$269,525.00
DBE Goal Determination	0%
Consultant Services Required:	<p><u>Preliminary Engineering</u> The design engineering responsibilities may include but are not limited to the following: Preparation of preliminary plans and final contract plans. Design services may include right of way plans, surveying, geotechnical investigations, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, utility coordination, and traffic controls for the preparation of PS&E and final documents for the LPA program.</p> <p><u>Construction Engineering</u> The construction engineering responsibilities include working on behalf of the city during the construction. Engineering services include assisting with preconstruction conference, site inspection, prepare change orders, inspect construction materials, check shop drawings submitted by contractor, conduct construction test and inspection, review contractor pay request, and work with city for all reporting and participate in final inspection per the LPA program.</p>
Other Comments:	
Contact:	<p>Brian Crane 245 S Summit Drive Holts Summit, MO 65043 573 896 5600 bcrane@holtssummit.org</p>
Deadline:	February 20, 2013 2:00pm
Submit:	Letter of interest should not exceed 10 pages total. A page is defined as 8.5 by 11 inches and printed on one side. Four copies of the letter of interest should be received at the address and by the time specified.

Pursuant to the Brooks Act for Consultant Selection – the Following criteria will be the basis for selection.

Experience and technical Competence -	40 max points
Capacity and Capability -	30 max points
Past Record of Performance -	30 max points