



# City of Neosho

203 EAST MAIN • NEOSHO, MISSOURI 64850  
(417) 451-8050 • FAX (417) 451-8065

January 24, 2013

The City of Neosho 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 attachment. 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 persons or team you would assign to each project, the backgrounds and qualifications of those individuals, how many projects or similar types of work your team completed or nearly completed, and a description of methods you intend to utilize or have used in the past to serve the needs of a City located in a non-urban rural community.

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'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 3:00 pm, (02/28/2013) at City of Neosho (Attn: Dana Daniel), 203 E. Main Street, Neosho, Mo. 64850.

Sincerely,

Dana Daniel  
City of Neosho / Development Service Director

Attachment

*"The Flower Box City"*

<b>Neosho, Missouri, East Spring Street</b>	
Federal Aid Nos.:	STP-3397(404)
Location:	Neosho Fish Hatchery Trail
Proposed Improvement:	Bike and Pedestrian Trail
Length:	0.55 Miles
Approximate Construction Cost:	\$279,500.00
DBE Goal Determination	0%
Consultant Services Required:	<p>The engineering responsibilities may include but are not limited to:  The preparation of Conceptual plans, Preliminary plans, Contract 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>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 testing and inspection, be present during critical construction operations, work with City to do full time inspections and reporting and participate in final inspection. Ensure finished project meets all MoDOT guidelines and requirements.</p>
Other Comments:	
Contact:	Dana Daniel Development Services Director 203 East Main Street, Neosho, Mo. 64850 417-451-8050 ddaniels@neoshomo.org
Deadline:	3:00 pm / 02/28/2013
Submit	<ul style="list-style-type: none"> <li>Letter of interest should not exceed 5 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. 2 copies of the letter of 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 & Technical Competence	Max Points - 30
Capacity & Capability	Max Points - 30
Past Record of Performance	Max Points - 30