

# *City of Prairie Home, Missouri*

P.O. Box 62, 416 Hwy Drive, Prairie Home, MO 65068

Phone: 660-841-5524

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March 19, 2015

Dear Consultant:

The City of Prairie Home, Missouri is requesting the services of a consulting engineering firm to perform the described 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 City of Prairie Home, Missouri, as follows:

**Attn:** Kim Force, City Attorney  
City of Prairie Home, MO  
P.O. Box 62, 416 Hwy Drive  
Prairie Home, MO 65068  
Fax: 660-427-5794  
Email: [kforce@iland.net](mailto:kforce@iland.net)

Please limit your letter of interest to no more than five (5) pages. Your letter should include any information that might help us in the selection process, such as the persons or team that you would assign to this project, the backgrounds of those individuals, and other projects that your company has recently completed, or which are now active. It is required that your firm's Statement of Qualification (RSMo. §§8.285 to 8.291) be submitted with your Letter of Interest. The Statement of Qualification does not count toward 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 toward an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they believe can be managed by their firm.

Additionally, it is required that your firm be pre-qualified with MoDOT and listed in MoDOT's Approved Consultant Pre-Qualification List, or your firm will be considered non-responsive.

We request all letters be received by **12:00 noon on April 3, 2015**, at the above-listed address. Facsimile and e-mail responses are also acceptable.

Sincerely,



*Kimberly A. Force*  
City Attorney

Attachment

## City of Prairie Home, Cooper County, Missouri

Federal Grant No:	TAP-9900 (562)
Location:	Mill Street to Carey Street, and along Highway 87 from Carey Street to Teel Street
Proposed Improvements:	Installation of Warning Beacons and Sidewalks
Length of Sidewalks:	1,020 LF
Approximate Construction Cost:	\$80,620.00
DBE Goal Determination:	0%
Consultant Services Required:	<p><b>Installation of Sidewalks and Warning Beacons:</b> Engineering responsibilities may include, but are not limited to, preparation of preliminary plans, conceptual plans &amp; 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> Work with contractor on behalf of the City, assist with pre-construction 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: Kim Force, City Attorney	P.O. Box 62, 416 Hwy Dr., Prairie Home, MO 65068 Phone: 573-289-1977 Fax: 660-427-5794 Email: kforce@iland.net
Deadline:	<b>April 3, 2015 at 12:00 noon</b>
<p><b>Submit:</b> Letter of interest should not exceed five (5) pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Two (2) copies of the letter interest should be received at the address and by the time specified.</p>	

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