

*City of Steele*

*Keith L. Samford, Mayor*

*Randy McDaniel, Alderman*

*Richard Shuburte, Alderman*

*Cecil Riley, Alderman*

*Lance Crawford, Alderman*

*101 South Walnut Street*

*Steele, MO 63877*

*fax 573-695-3021*

*office 573-695-3690*

*Stephen Keating, Municipal Judge*

*Lawrence Dorroh, City Attorney*

*Billy Joe Stanfield, Jr., Police Chief*

*Regina White, City Clerk/Collector*

Date: March 19<sup>th</sup>, 2013

Dear Consultant:

The **City of Steele** 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) and be submitted with your firm's Letter of Interest, or be on file with with **City of Steele**. 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](#), or your firm will be considered non-responsive.

We request all letters be received by 5:00 pm, (04/12/2013) at **City of Steele**.

Sincerely,  
Samantha Rogers  
Acting City Clerk

| <b>City of Steele, Pemiscot County</b> |  |
|--|--|
| Federal Aid No.:                       | SRTS-INF-H32H(103)   |
| Location:                              | Beasley Road 960' / East Main 680'   |
| Proposed Improvement:                  | Construct Sidewalks  |
| Length:                                | 1640 LF  |
| Approximate Construction Cost:         | \$109,000  |
| 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 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> |
| Other Comments:                        |  |
| Contact:                               | <p><i>Name: Samantha Rogers</i><br/><i>Address: 101 South Walnut Street, Steele, Missouri, 63877</i><br/><i>Phone: 1-573-695-3690</i><br/><i>E-mail: Rwhite@steele.mo.com</i></p>  |
| Deadline:                              | <i>Time, Date: 5:00 p.m. on 4/12/2013</i>  |
| Submit                                 | <ul style="list-style-type: none"> <li>Letter of interest should not exceed 4 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Three 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 | 40 |
| Capacity and Capability -             | Max Points | 40 |
| Past Record of Performance -          | Max Points | 20 |