



City of New Haven

101 Front Street
PO Box 236
New Haven, MO 63068



April 28, 2016

**RE: Maupin Phase 1 Construction Engineering
Federal Project No. STP 9900-639**

Dear Consultant:

The City of New Haven 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 15 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) be submitted with your firm's Letter of Interest, or be on file with the City of New Haven. 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, 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 May 23, 2 p.m. at the Office of City Administrator, 101 Front Street, PO Box 236, New Haven, MO 63068. Submittals by email will be accepted at steve.roth@newhavenmo.org. All responses will be kept confidential until the submittal deadline, at which point they will be made publicly available.

Sincerely,

Steve Roth
City Administrator

Attachment

Scope of Services

Maupin Phase 1 Improvements STP 9900-639

Construction Engineering

The Engineer will serve as the City of New Haven (hereinafter Local Agency) representative for administering the terms of the construction contract between Local Agency and their Contractor. Engineer will endeavor to protect the Local Agency against defects and deficiencies in workmanship and materials in work by the Contractor. However, the furnishing of such project representation will not make Engineer responsible for the construction methods and procedures used by the Contractor or for the Contractor's failure to perform work in accordance with the contract documents. Engineer's services will include more specifically as follows:

1. assist the Local Agency with a preconstruction conference to discuss project details with the Contractor;
2. make periodic site visits to observe the Contractor's progress and quality of work, and to determine if the work conforms to the contract documents. It is contemplated that survey staking and layout will be accomplished by the contractor's forces. The Engineer will accompany MoDOT and FHWA representatives on visits of the project site as requested;
3. Check shop drawings and review schedules and drawings submitted by the Contractor;
4. Reject work not conforming to the project documents;
5. Prepare change orders for issuance by the Local Agency as necessary and assure that proper approvals are made prior to work being performed;
6. Review wage rates, postings, equal employment opportunity and other related items called for in the contract documents; conduct wage rate interviews of one random contractor employee every two weeks;
7. Inspect materials, review material certifications furnished by Contractor, sample concrete and other materials as required, and perform laboratory testing of samples. Independent assurance samples and tests will be performed by MoDOT personnel and such sampling and testing is excluded from the work to be performed by the Engineer under this contract;
8. Maintain progress diary and other project records, measure and document quantities, and prepare monthly estimates for payments due the Contractor; prepare monthly progress report to MoDOT;
9. Be present during critical construction operations, including but not limited to the following:
 - a. structure layout;
 - b. excavation and backfilling;
 - c. driving of piles;
 - d. checking of reinforcing steel prior to concrete placement;
 - e. concrete batching and pouring;
 - f. placement of surfacing materials;

10. Participate in final inspection, provide the Local Agency with project documentation (diaries, test results, certifications, etc.), and provide electronic as-built plans for the Local Agency's records;
11. Perform all services required to complete all construction phase activity required by MoDOT; and
12. Furnish an inspector to monitor and track the contractor's daily operations.