



City of Richmond

205 Summit • Richmond, Missouri 64085
(816) 776-5304 • KC Line (816) 470-3540 • Fax (816) 776-8216

November 6, 2015

Dear Consultant:

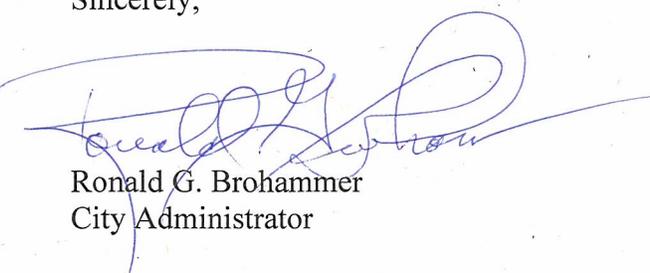
The City of Richmond is requesting the services of a consulting engineering firm to perform the described professional services for the project TAP 3301(498) included on the attached list. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. Limit your letter of interest to no more than 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 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 City of Richmond. 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 4:00 p.m., November 30, 2015 at 205 Summit Street, Richmond, MO 64085.

Sincerely,



Ronald G. Brohammer
City Administrator

Attachment

City/County_Richmond/Ray Route_Mo Hwy 13	
Federal Aid No:	TAP3301(498)
Location:	North on Highway 13 west side
Proposed Improvement:	Design and construction of walking trail sidewalk linking/connecting to the MoDOT J3P3000 transportation enhancement sidewalk along MO 13 at the intersection of MO 13 and E. Main Street - extending North along MO 13 on west side to provide an accessible connection to the transportation enhancement sidewalk.
Length:	3375'
Approximate Construction Cost:	\$
DBE Goal Determination:	10%
Consultant Services Required:	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&E and final documents. All environmental and historical preservation services/permits. During the 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 test and inspection, be present during critical construction operations, work with City to do full time inspections and reporting and participate in final inspection.
Other Comments:	This project will require coordination with the City of Richmond, Richmond citizens, the Richmond School District and MoDOT
Contact:	<i>Name: Tonya Willim, City Clerk Address 205 Summit Street, Richmond, MO 64085 Phone 816-776-5304 E-mail: twillim@cityofrichmondmo.org</i>
Deadline:	<i>4:00 p.m., November 30, 2015</i>
<ul style="list-style-type: none"> • Submit: 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. <u>Four</u> copies of the letter interest should be received at the address and by the time specified. 	

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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 -	<u>40</u>	Max Points
Capacity and Capability -	<u>20</u>	Max Points
Past Record of Performance -	<u>40</u>	Max Points

Fig 136.4.7

Sept 2013