



# City of Eldon

101 SOUTH OAK STREET • P.O. BOX 355 • ELDON, MISSOURI 65026  
(573) 392-2291 • FAX (573) 392-2341

February 22, 2013

Dear Consultant:

The City of Eldon 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 five (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.

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) be submitted with your firm's Letter of Interest. It is also required that your firm be prequalified with MoDOT and listed in [MoDOT's Approved Consultant Prequalification List](#).

We request all letters be received by 5:00 p.m., March 11, 2013 at City Hall, 101 S. Oak, Eldon, MO 65026.

Sincerely,

A handwritten signature in blue ink that reads "Debbie Guthrie".

Debbie Guthrie  
Assistant City Administrator

Attachment

<i>City of Eldon</i>	
Federal Aid No.:	SRTS-INF-H32 (103)
Location:	Eldon Middle School to Fairview along Salem and North Oak
Proposed Improvement:	Sidewalk
Length:	4,200'
Approximate Construction Cost:	\$203,266
DBE Goal Determination	0%
Consultant Services Required:	<p><u>Preliminary Engineering</u>  <i>The design engineering responsibilities may include but are not limited to the following: Preparation of preliminary plans and final contract plans. Design services may include right of way plans, surveying, geotechnical investigations, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, utility coordination, and traffic controls for the preparation of PS&amp;E and final documents for the LPA program.</i></p> <p><u>Construction Engineering</u>  <i>The construction engineering responsibilities include working on behalf of the city during the construction. Engineering services include assisting with preconstruction conference, site inspection, prepare change orders, inspect construction materials, check shop drawings submitted by contractor, conduct construction test and inspection, review contractor pay request, and work with city for all reporting and participate in final inspection per the LPA program.</i></p>
Other Comments:	
Contact:	<p>Debbie Guthrie  City of Eldon  P.O. Box 355  Eldon, MO 65026  573-392-2291  <a href="mailto:dguthrie@eldonmo.org">dguthrie@eldonmo.org</a></p>
Deadline:	5:00 pm on March 11, 2013
Submit	<ul style="list-style-type: none"> <li>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. Three (3) 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

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|---------------------------------------|---------------|
| Experience and Technical Competence - | 40 Max Points |
| Capacity and Capability -             | 30 Max Points |
| Past Record of Performance -          | 30 Max Points |