

8/23/2012

Dear Consultant:

The **City of Houstonia** 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 10 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, 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) and an Affidavit of Compliance with the federal work authorization program along with a copy of your firm's E-Verify Memorandum of Understanding (15 CSR 60-15.020) be submitted with your firm's Letter of Interest.

We request all letters be received by 5 pm, (09/10/2012) at **City of Houstonia, City Hall, Box 17, Houstonia, MO 65333**.

Sincerely,

Ronald J. Poehlmann
Mayor

Attachment

<i>City of Houstonia, Routes OO, K & H</i>	
Federal Aid No.:	SRTS-INF-H31C (101)
Location:	This project includes the construction of sidewalks and ADA access within the City of Houstonia along Route OO, Route K, and on South High St.; and within Hughesville along Route H.
Proposed Improvement:	Sidewalk and ADA improvements
Length:	0.5 miles
Approximate Construction Cost:	\$200,000.00
DBE Goal Determination	0%
Consultant Services Required:	The engineering responsibilities may include but are not limited to: The preparation of Conceptual plans, Preliminary plans, Contract plans. Design services may include, right of way plans, surveying, geotechnical investigations, public involvement, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, utility coordination/permits and traffic controls and the compliance with ADA requirements. The services will also include preparation of PS&E and final documents. 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:	
Contact:	<i>Andrea Hall – City Clerk Houstonia City Hall, Box 17, Houstonia, MO 65333 (660) 568-3555 cohoustonia@myccvtv.net</i>
Deadline:	<i>5:00 p.m., September 10, 2012</i>
Submit	<ul style="list-style-type: none"> Letter of interest should not exceed 10 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Five (5) copies of the letter interest should be received at the address and by the time specified.

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 -
Capacity and Capability -
Past Record of Performance -

40 Max Points
30 Max Points
30 Max Points