

# City of Caruthersville

200 West Third Street  
Caruthersville, Missouri 63830

November 15, 2017

Dear Consultant:

The City of Caruthersville is requesting the services of a consulting engineering firm to perform the described professional services including design and construction inspection services for the project included on the attached list. If you 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 the project, the backgrounds of those individuals, and other projects your company has completed or are now active.

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.

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

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.

Additional information concerning the project is available upon request from the below contact information.

We request all letters be received by **2:00pm CST, Thursday, November 30, 2017** at the City of Caruthersville City Hall, 200 West Third Street, Caruthersville, MO 63830.

Sincerely,

Terry Rushing, Building Inspector  
LPA Representative

Attachment:

<b>City/County: Caruthersville</b>	<b>Route: Twentieth Street</b>
<b>Federal Aid No:</b>	<b>STP-1700(008)</b>
<b>Location:</b>	<b>20<sup>th</sup> Street – Lincoln Avenue to E. 7<sup>th</sup> Street</b>
<b>Proposed Improvement:</b>	<b>Mill &amp; Pavement Replacement and Repairs</b>
<b>Length:</b>	<b>Approximately 1,545 feet of street</b>
<b>Approximate Construction Cost:</b>	<b>\$150,000</b>
<b>DBE Goal Determination:</b>	0%
<b>Consultant Services Required:</b>	<p>The engineering responsibilities may include but not limited to the following:</p> <p>The preparation of Preliminary plans, Contract plans, Design Services may include right-of-way plans, surveying, environmental and historical preservation, services/permits, contract documents, assisting with the bidding process, construction support / construction inspection, utility coordination / permits and traffic controls including preparation of PS&amp;E and final documents, drafting of easements / right-of-way documents if needed.</p> <p>Review and recommend action on pay request submitted by the contractor. Keep record of materials installed and certifications required. Assist city additionally with project matters as needed to final completion.</p>
<b>Other Comments:</b>	<p>Submit 3 copies of RFQ</p> <p>Additional information concerning the project is available upon request from the below contact information.</p>
<b>Contact:</b>	<p><b>Terry Rushing, LPA Representative</b>  City of Caruthersville  200 West Third Street  Caruthersville, MO 63830  (573) 922-7250 :Cell Phone  inspector@caruthersvillecity.com</p>
<b>Deadline:</b>	<b>2:00 pm, November 30, 2017</b>
<b>Submit: Letter of interest should not exceed 10 pages total. A page is defined as 8 ½ by 11 inches and printed on one side. Three (3) copies of the letter of interest should be received at the address and the time specified.</b>	

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 -	30	Max Points
Capacity and Capability -	30	Max Points
Past Record of Performance -	30	Max Points