

**CITY OF NEWBURG
191 MAIN STREET
DRAWER K
NEWBURG, MISSOURI 65550**

October 22, 2009

Dear Consultant:

The City Of Newburg 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 three (3) pages. This letter should include a statement to indicate why your firm is interested in the project. It should also include any other information which might help us in the selection process, such as the persons or team you would assign to each project, the background of those individuals, and other projects your company has recently completed or are now active.

DBE firms must be certified by the Missouri Department of Transportation 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 projects they feel can be managed by their firm.

We request all letters to be received by 5:00 p.m. November 23, 2009 at the appropriate office.

Sincerely,

Phyllis Harris, City Clerk
City of Newburg
Drawer k
Newburg, Missouri 65550
573-762-2315

CITY OF NEWBURG, MO

Federal Aid No: SRTS-INF-H289 (105)

Location: On Hwy T

Proposed Improvement: Safe Route To School Sidewalks

Length: Approximately

Approximate Construction Cost:

\$ 80,000

Consultant Services Required:

Design Engineering: Provide design plans for a Safe Route To School Sidewalk to fulfill MoDot's & Federal requirements. Including all permits, assist with acquisition of right of way easements if required, and assisting the city in requesting concurrence in award authority from MoDot.

Construction Engineering: Advertisement for bids, bid opening and documentation submittals to MoDOT, notification and bonds. Setting up pre-construction meeting, signing of contracts, reviewing shop drawings and notification to contractor to commence work. Field inspection and initial stakeout control for contractor. Perform wage interviews and progress reports. Perform quality control testing during required phases of construction. Verify quantities of payable items and document. Assist City with all paperwork needed to be submitted to MoDOT as required for this project. Approve pay request and change orders, submit all necessary paperwork to MoDOT for payment. Maintain documents for a minimum of 7 years and available for audits by the Federal and State government agencies.

Other Comments:

Contact: Phyllis Harris--City Clerk or Mayor
 City of Newburg
 P.O. Drawer K
 Newburg, MO 65550
 573-762-2315

Phyllis Harris--City Clerk Or Mayor
 City of Newburg
 P.O. Drawer K
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Deadline:

5:00 pm November 23, 2009