

SHAFFER & HINES, INC.

PROFESSIONAL ENGINEERS & LAND SURVEYORS

P.O. Box 493, Nixa, Missouri 65714

Phone (417) 725-4663

Fax (417) 725-5230

"Equal Opportunity Employer"

November 11, 2013

Ms. MaryAnn Jacobs

MISSOURI DEPARTMENT OF TRANSPORTATION

105 West Capitol Avenue

P.O. Box 270

Jefferson City, Missouri 65102

**RE: LETTER OF INTEREST
"ON CALL" PROFESSIONAL SERVICES FOR LPA PROJECTS
TRAILS & SIDEWALKS**

Dear Ms. Jacobs:

Please find and review the accompanying Statement of Qualifications which indicates the general experience of the firm, past performance on transportation related projects, qualifications of our staff, familiarity/capability with the desired projects and a listing of references to verify our accessibility and responsiveness to our clients' needs.

For over 27 years our firm has had the pleasure of working with multiple area municipalities and private clients on a variety of engineering and surveying improvement projects and would consider it a privilege to work with Local Public Agencies by providing on-call trails and sidewalks design services.

Shaffer & Hines, Inc. appears on MoDOT's Approved Consultant Prequalification List and is a certified Disadvantaged Business Enterprise through the Missouri Regional Certification Committee to perform civil engineering services and surveying services. (See attached certification)

Ms. MaryAnn Jacobs

October 29, 2013

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Please do not hesitate to contact me at (417) 725-4663 or by email at chines@shafferhines.com should you have any questions or require additional information.

Sincerely;

SHAFFER & HINES, INC.

CONSULTING ENGINEERS-PROFESSIONAL LAND SURVEYORS

A handwritten signature in black ink, appearing to read 'CMHines', written in a cursive style.

Clayton M. Hines, P.E.

**MISSOURI DEPARTMENT OF TRANSPORTATION
STATEMENT OF QUALIFICATIONS
"ON CALL" CONSULTANT SERVICES
FOR LOCAL PUBLIC AGENCIES**

OVERVIEW

SHAFFER & HINES, INC., established in 1985, is an engineering/surveying firm located in Nixa, Missouri providing professional consulting civil engineering and surveying services in the following areas:

Engineering Services

- Commercial & Residential Site Grading
- Storm Water Detention Facilities
- Storm Water Collection Systems
- Street, Parking, Sidewalk and Intersection Improvements
- Wastewater Treatment Facilities
- Sanitary Sewer Collection Systems
- Wastewater Pumping Stations and Force Mains
- Water Supply Wells
- Water Storage Structures
- Water Distribution Systems
- Subdivision Layout and Design

Surveying Services

- Boundary surveying
- Topographical surveying
- Preliminary platting
- Final platting
- Minor subdivision platting
- Easement descriptions
- Lot pinning
- Construction staking for all utilities, sewer, & storm water
- Building staking (Commercial & Residential)
- State of the art surveying equipment, including GPS (Global Positioning System), Robotic Total Station, Conventional Total Stations.
- Updated and most current CAD (Computer Aided Drafting) software.

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KEY PERSONNEL

The Shaffer & Hines staff currently has two Registered Professional Engineers, one Professional Land Surveyor, one Land Surveyor in Training and experienced CADD, survey and secretarial support staff. In addition to our qualified and experienced personnel, our firm utilizes professional civil engineering design software and analysis programs to increase accuracy and quality. Surveying information is obtained utilizing advanced electronic distance measuring instruments and global positioning system (gps) equipment.

Shaffer & Hines, Inc. takes pride in completing projects on schedule and has previously met all known deadlines for municipal and public works improvement projects. A listing of past clients has been included in this Statement of Qualifications which can be used as references to evaluate our firm's past performance. While we are currently working on multiple projects, our experienced and responsible staff allows office work loads to be effectively adjusted to facilitate required project completion dates.

The following is a listing of key personnel who will be available to work on the specific projects requested:

Clayton Hines, P.E. – President: 18 years experience, 17 years with Shaffer & Hines, Inc. Mr. Hines received his Bachelor of Science Degree in Civil Engineering from the Missouri School of Science and Technology in 1994 and is a Registered Professional Engineer in the State of Missouri.

Gary Shaffer, P.E. – Vice President: 34 years experience, 27 years with Shaffer & Hines, Inc. Mr. Shaffer received Bachelor of Science and Master of Science Degrees in Civil Engineering from the Missouri School of Science and Technology in 1979 and 1982 and is a Registered Professional Engineer in the State of Missouri.

Shane Machin, P.L.S. – Surveying Department Manager: 17 years experience, 11 years with Shaffer & Hines, Inc. Mr. Machin completed two years of surveying coursework at Missouri State University, two years of environmental science at Drury University and is a Registered Professional Surveyor in the State of Missouri.

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EXPERIENCE

Over the past 27 years Shaffer & Hines, Inc. has acquired engineering design/surveying experience which required either direct or indirect coordination with various city utilities and public works agencies. The following is a brief listing of transportation related projects which the firm has worked on in the past 10 years.

Transportation Related Projects

- 1. City of Clever/Clever R-V School District Transportation Enhancement Project**
Design of sidewalks/walking trails between Clever Middle School and Clever High School. Services included preliminary design, site layouts, cost estimates, final design, bidding assistance, evaluation of bids, award of contract and construction inspection/administration.
- 2. City of Hartville Transportation Enhancement Project**
Design of sidewalks along Missouri Routes 38 and 5 in Hartville, Missouri. Services included preliminary design, site layouts, cost estimates, final design, bidding assistance, evaluation of bids, and award of contract and construction inspection/administration.
- 3. Missouri Route 14 Road Widening – City of Nixa**
Widening of existing Missouri State Route 14 in Nixa to a major arterial roadway with signalized intersections located at Center Circle, Gregg Road and Missouri Route "M" Providing geometrics at all intersections and coordinating all private and commercial approaches with the widening and providing sidewalks. Services included surveying, easement descriptions, coordination of design work with MoDOT, geometric design at intersections, signal layout and general project management.
- 4. City of Crane Transportation Enhancement Project**
Design of sidewalks throughout the city of Crane, Missouri. Services included preliminary design, site layouts, cost estimates, final design, bidding assistance, evaluation of bids, and award of contract and construction inspection/administration.
- 5. Main Street Widening From North Street to Tracker Road – City of Nixa**
Widening of existing Main Street between North Street and Aldersgate and design of the intersections with Main of North Street, Aldersgate and Tracker. Providing curb and guttering, sidewalks and storm water drainage structures. Coordinating all private approaches with the widening. Services included surveying, easement descriptions, coordination of design work with City of Nixa, geometric design at intersections and general project management.

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REFERENCES

Shaffer & Hines, Inc. has a history of being committed to providing quality civil engineering and surveying services for our clients. Quality is not only technical accuracy and appropriate design, but is proper project coordination and the ability to effectively work with all participating parties. One of the most important aspects of a successful and quality project is communication between the client and their engineering/surveying consultant. Shaffer & Hines, Inc. has an excellent track record of working with and listening to our clients in order to insure that the client is satisfied with the services we provide. As a result, the majority of our clients have been with us for many years and a significant portion of our newer clients were the result of referrals from previous clients.

Shaffer & Hines, Inc. presents the following references for your consideration:

Municipal:

Mr. Brian Bingle, City Administrator
CITY OF NIXA
715 W. Mt. Vernon
Nixa, Missouri 65714
(417) 725-3785

Mr. Jared King
CITY OF CLEVER
P.O. Box 52
Clever, Missouri 65631
(417) 743-2544

Mr. Scott Christensen, Public Works
CITY OF FREMONT HILLS
8306 Shinnecock Road
Fremont Hills, Missouri 65714
(417) 724-1815

Ms. Wanda Cope
CITY OF HARTVILLE
P.O. Box 37
Hartville, Missouri 65667
(417) 741-7411

Private:

Mr. J.M. Wasson
STATE SENATOR
7002 Calabash
Nixa, Missouri 65714
(417) 838-9350

Mr. Pat O'Reilly
CC LAND PARTNERS, LLC
2808 S. Ingram Mill Road
Springfield, Missouri 65804
(417) 861-5068

Mr. Bunch Greenwade
G&H CONTRACTORS, LLC
5028 North Greenwade Lane
Willard, Missouri 65781
(417) 861-1981