



Office of City Administrator

P.O. Box 344
Bethany, Missouri 64424
Phone: 660-425-3511
Fax: 660-425-7889

March 19, 2019

Dear Consultant:

The City of Bethany 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 2 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. 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, or be on file with the City of Bethany. The statement of qualification is not included in the total page count limit.

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 be prequalified with MoDOT and listed in MoDOT's Approved Consultant Prequalification List, or your firm will be considered non-responsive.

We request all letters be received by 4:00 pm, April 4, 2019 at the City of Bethany, 206 North 16th Street, Bethany, MO 64424.

Sincerely,

Jake Taylor
City Administrator

Attachment

City/County: City of Bethany, Harrison County		Route: Along 39 th Street
Federal Aid No:	TAP Grant	
Location:	39 th Street from Bartlett Ave to the South Harrison R-II School Property	
Proposed Improvement:	New sidewalk on west side of street	
Length:	2700 feet	
Approximate Construction Cost:	\$212,312.50	
DBE Goal Determination:	0%	
Consultant Services Required:	<p>The engineering responsibilities may include but are not limited to:</p> <p>The preparation of Conceptual plans, Preliminary plans, Contract plans, Right of Way Plans, preparing and submitting necessary permits, contract documents, assisting with the bidding process for ADA compliant sidewalks and preparation of PS&E and final documents.</p> <p>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.</p>	
Other Comments:		
Contact:	Name: Jake Taylor Address: 206 N. 16 th Street, Bethany, MO 64424 Phone: 660-425-3511 Email: admin@bethanymo.com	
Deadline:	4:00 pm, April 4, 2019	
<ul style="list-style-type: none"> Submit: Letter of interest should not exceed 2 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. 2 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- MoDOT.

Experience and Technical Competence - 30 Max Points

Capacity and Capability - 35 Max Points

Past Record of Performance - 35 Max Points