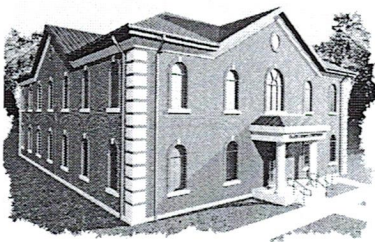


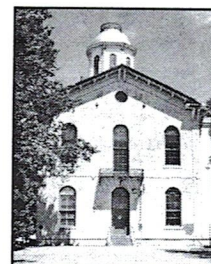
# CLARK COUNTY COURTHOUSE

## KAHOKA, MO



*Clark County Clerk Kelly Waples*  
*Deputy County Clerk Nora Smith*

111 E. Court St. Suite 110, Kahoka, Mo 63445  
(660)-727-3283 Fax: (660)727-1088



EST. 1870

December 10, 2019

Dear Consultant:

Clark County 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 Clark County. 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](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.

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 10:00 am January 7, 2020 at Clark County.

Sincerely,

A handwritten signature in black ink, reading "Buddy Kattelmann".

Buddy Kattelmann  
Presiding Commissioner

## Attachment

<b>City/County</b> <u>Clark</u>	<b>Route</b> <u>CR 110</u>
Federal Aid No: RRP-000S(582)	
Location:	Bridge 1100037 S33, T65N,R9W
Proposed Improvement:	Replace 1100037 over BNSF Railway and Approach Roadway
Length:	240 Ft. bridge, 1200 ft overall
Approximate Construction Cost:	\$2,300,000
DBE Goal Determination:	0%
Consultant Services Required:	<p><b>Bridge</b></p> <p>The engineering responsibilities may include but are not limited to the preparation of Preliminary and Contract plans and Right of Way Plans. As part of preparing the plans the consultant may need to perform surveying, geotechnical investigations, hydraulic studies and provide environmental and historic preservation services/permits including the preparation of PS&amp;E and final documents.</p> <p><b>Roadway</b></p> <p>The engineering responsibilities may include but are not limited to the following:  The preparation of Conceptual plans, Preliminary plans, Contract plans and Right of Way 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, construction support/construction inspection, utility coordination/permits and traffic controls including the preparation of PS&amp;E and final documents.</p> <p><b>Construction Inspection</b></p> <p>Construction Phase: work with contractor on behalf of the County, assist with</p>

	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 County to do full time inspections and reporting and participate in final inspection.
Other Comments:	
Contact:	Name: Buddy Kattelman Address: 111 E. Court Street, Suite 110 Kahoka, MO 63445 Phone: 660-727-8241 Email: clark.county@sos.mo.gov
Deadline: 10:00am January 7, 2020	
<ul style="list-style-type: none"> <li>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. 3 copies of the letter interest should be received at the address and by the time specified.</li> </ul>	

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 -	<u>30</u>	Max Points
Capacity and Capability -	<u>30</u>	Max Points
Past Record of Performance -	<u>30</u>	Max Points



## **ATTACHMENT A**

### **Project Description**

The following project description was used to develop the scope of work and fee for the project:

- The existing bridge will be removed and replaced with a new bridge with a width of 24' on a new alignment. The roads will be closed to through traffic. All removal/construction activities to be performed by a contractor. No in-kind work will be performed by the County.

### **Scope of Services**

#### **ARTICLE I - SCOPE OF SERVICES**

##### **A. DESIGN PHASE - The Engineer will:**

1. conduct topographic, property and utility surveys sufficient to develop plans for the project;
2. arrange and pay for subsurface investigations and foundation recommendations;
3. conduct hydraulic studies, develop preliminary design plans and report to document the design considerations and decisions made to support the design;
4. provide 3 copies of preliminary plans, estimates and studies for review by the Local Agency and, submit a PDF copy to the Missouri Department of Transportation (MoDOT) and BNSF Railway;
5. prepare for signature, and mail (or email) to the respective agencies, the applications for permits related to water quality. This includes coordinating with the Missouri Department of Natural Resources and the U.S. Army Corps of Engineers and the preparation of flood development permits or No-Rise certificates for County approval as required by the Federal Emergency Management Agency (FEMA);
6. prepare and submit to MoDNR, a Section 106 Project Information form, USGS map, and photographs in an effort to obtain a Section 106 clearance from the Missouri Department of Natural Resources;
7. prepare and submit applications for permits related to noise abatement and air quality, if necessary; and;
8. arrange and pay for a qualified inspector to perform an inspection of the structure for asbestos in accordance with MoDNR requirements related to demolition; and

9. collect paint samples (if applicable), arrange, and pay for a laboratory to test the samples for lead;
10. contact utility companies which are identified by Missouri One Call or have marked facilities in the project and provide them with a set of plans for the project and request they respond with a plan for relocation or accommodation of construction activities, prepare & coordinate the execution utility agreements if necessary; and
11. secure adequate property title information, determine right-of-way requirements, prepare right-of-way plans, easements, and donation letters, and assist (coordinate meetings between the landowners, Engineer, and Local Agency) the Local Agency in acquiring, by donation, purchase, or condemnation, the right-of-way needed for the project;
12. prepare detailed construction plans, cost estimates, structural inventory & appraisal forms, specifications and related documents as necessary for the purpose of receiving authorization to advertise for bids from the BNSF Railway and MoDOT, and soliciting bids for constructing the project;
13. submit PDF versions of the final plans, specifications, SIA forms and engineers estimate to BNSF Railway and MoDOT on behalf of the Local Agency for the purpose of obtaining construction authorization from the Missouri Department of Transportation;
14. prepare progress invoices and requests for reimbursement for the design phase & bidding phase of the project;

**B. BIDDING PHASE** - The Engineer will perform the services of this paragraph one time for the contract fee:

1. upon receipt of construction authorization from BNSF Railway and MoDOT, make final revisions resulting from reviews by agencies involved, and provide an adequate number of plans, specifications, and bid documents for distribution to potential bidders;
2. assist Local Agency in advertising for bids; and
3. assist the Local Agency in evaluating bids and requesting concurrence in award from BNSF Railway and MoDOT;

**C. CONSTRUCTION PHASE** - The Engineer will serve as the Local Agency's representative for administering the terms of the construction contract between Local Agency and their Contractor. Engineer will endeavor to protect the Local Agency against defects and deficiencies in workmanship and materials in work by the Contractor. However, the furnishing of such project representation will not make Engineer responsible



for the construction methods and procedures used by the Contractor or for the Contractor's failure to perform work in accordance with the contract documents. The Engineer shall not be responsible for any acts or omissions of the Contractor, subcontractor, any entity performing any portions of the Work, or any agents or employees of any of them. The Engineer does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its Work in accordance with the Contract Documents or any applicable laws, codes, rules or regulations. The Engineer is not responsible for job site safety. Engineer's services will include more specifically as follows:

1. assist the Local Agency with a preconstruction conference to discuss project details with the Contractor;
2. make periodic site visits to observe the Contractor's progress and quality of work, and to determine if the work conforms to the contract documents. It is contemplated that survey staking and layout will be accomplished by the contractor's forces. It is contemplated that structure layout will be accomplished by the contractor with input from the Engineer. The Engineer will accompany MoDOT and FHWA representatives on visits of the project site as requested;
3. review and approve or take other appropriate action on the Contractor submittals, such as shop drawings, product data, samples and other data, which the Contractor is required to submit, but only for the limited purpose of checking for general conformance with the design concept and the information shown in the Construction Documents. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades or construction safety precautions, all of which are the sole responsibility of the Contractor. The Engineer's review shall be conducted with reasonable promptness while allowing sufficient time in the Engineer's judgment to permit adequate review. Review of a specific item shall not indicate that the Engineer has reviewed the entire assembly of which the item is a component. The Engineer shall not be responsible for any deviations from the Construction Documents not brought to the attention of the Engineer in writing by the Contractor. The Engineer shall not be required to review partial submissions or those for which submissions of correlated items have not been received;
4. recommend non-payment for work that does not substantially conform to the project documents;
5. prepare change orders for issuance by the Local Agency as necessary and coordinate the proper approvals are made prior to work being performed;
6. review wage rates, postings, equal employment opportunity and other related items called for in the contract documents;

7. visually inspect materials delivered to the site, review material certifications furnished by Contractor, sample concrete, make compression specimens, perform testing for slump and air content, and perform compression testing of concrete specimens. Independent assurance samples and tests will be performed by MoDOT personnel and such sampling and testing is excluded from the work to be performed by the Engineer under this contract;
8. maintain progress diary and other project records, measure and document quantities, and prepare monthly estimates for payments due the Contractor;
9. be present during critical construction operations, including but not limited to the following:
  - a. structure layout;
  - b. driving of piles;
  - c. checking of reinforcing steel prior to concrete placement;
  - d. concrete placement;
  - e. placement of girders; and
10. Participate in final inspection, provide the Local Agency with project documentation (diaries, test results, certifications, etc.), and provide construction record plans for the Local Agency's records;
11. Perform wage rate interviews with the contractor employees every 2 weeks during construction.
12. Review contractors' certified payroll and compare to contract wage rates.
13. Perform the commercially useful function interviews with the contractors' DBE sub-contractors.
14. Prepare progress invoices for the construction phase of the project;