



City of Lathrop

707 Oak Street

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Lathrop, Missouri 64465-0225

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Former Mule Capitol of the World

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Date: August 2, 2013

Dear Consultant:

The City of Lathrop 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 pages. This letter should include statements indicating your firm's interest in the project, your past experience with MoDOT projects, your past experience working with the City of Lathrop, your ability to meet the timelines, and any other information which might help us in the selection process, such as the persons or team you would assign, the backgrounds of those individuals, and similar projects your company has recently completed or is now actively engaged in completing.

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.

The City of Lathrop will evaluate firms based on a) experience and competence, b) the capacity of the firm to perform the work in the timeframe needed, c) past performance, and d) proximity to and familiarity with the project area. (23 CFR 172 Administration of Engineering & Design Related Service Contracts and RSMo 8.285 through 8.291)

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.

We request all letters be received by 5:00 pm, August 19, 2013 at the Lathrop City Hall, 707 Oak Street, P O Box 225, Lathrop, MO 64465..

Sincerely,

Don Moore
City Administrator

Attachment

City of Lathrop Safe Routes to School

Federal Aid No.:	SRTS-INF-H32A (102)
Location:	West Side of Center Street from Oak Street to South Street/North Side of South Street from Mark Street to East Street/East Side of East Street from South Street to Short Street
Proposed Improvement:	Demolition of any existing sidewalk, Construct new sidewalk.
Length:	4,540 Feet
Approximate Construction Cost:	\$223,500.00
DBE Goal Determination	0%
Consultant Services Required:	<p>Sidewalks: The engineering responsibilities may include but are not limited to: 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 the contractor on behalf of the City, assist with the 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 the City to do full time inspections and reporting and participate in the final inspection.</p>
Other Comments:	Experience Utilizing Federal Funds and the MoDOT LPA process preferred.
Contact:	Don Moore 707 Oak Street, P O Box 225, Lathrop, MO 64465 Phone 816-740-4251 E-mail: lthrpcty@grm.net
Deadline:	5:00 PM, August 19, 2013