

City of

All Missouri Certified City

Tree City U.S.A



300 North Coal Street
Mexico, Missouri 65265
www.mexicomissouri.net

Voice: (573) 581-2100
Fax: (573) 581-2305
Email: krussell@mexicomissouri.org

March 20, 2013

Dear Consultant:

The **City of Mexico, Missouri**, 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 15 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.

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 pm, April 25, 2013, at **300 N Coal St, Mexico, MO., 65265**.

Sincerely,

J. Kensey Russell, PE, LS
Public Works Director

Attachment

<i>City of Mexico, Morris St</i>	
Federal Aid No.:	STP-4400 (307)
Location:	Morris St from W. Liberty to Monroe St
Proposed Improvement:	Connecting sidewalk with ancillary curb and gutter and drive entrances.
Length:	Approximately 1,250 feet
Approximate Construction Cost:	\$152,200
DBE Goal Determination	0%

Consultant Services Required:	<p>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 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:	<i>Name J. Kensey Russell</i> <i>Address 300 N Coal St</i> <i>Phone 573-581-2100</i> <i>E-mail krussell@mexicomissouri.org</i>
Deadline:	<i>4pm, April 25, 2013</i>
Submit <ul style="list-style-type: none"> Letter of interest should not exceed 15 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Three 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

Experience and Technical Competence -	35	Max Points
Capacity and Capability -	30	Max Points
Past Record of Performance -	35	Max Points