

City of

Moberly!

101 West Reed Street ■ Moberly, Missouri 65270-1551

Phone: (660) 263-4420

Fax: (660) 263-9398

City Hall
660-263-4420

City Manager
660-269-8705
x2062

City Clerk
660-269-8705
x2053

Code
Enforcement/
Building
Inspection
660-269-8705
x2042

Community
Development
660-269-8705
x2044

Finance
660-269-8705
x2037

Fire Non-
Emergency
660-263-4177

Fire Emergency
911

Parks &
Recreation
660-263-6757

Personnel/
Purchasing
660-269-8705
x2070

Police Non-
Emergency
660-263-0346

Police
Emergency
911

Public Works
660-269-8705
x2044

Sanitation/
Street
Maintenance
660-269-9450

Utility Billing
660-263-4420

Water/
Wastewater

May 6, 2013

Dear Consultant:

The **City of Moberly, Missouri** 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 10 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) and be submitted with your firm's Letter of Interest, or be on file with City of Moberly. 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 **2:00 PM, May, 24, 2013** at 101 West Reed Street, Moberly, Missouri 65270.

Sincerely,



Thomas E. Sanders
Director of Community Development/Public Works

Attachment

<i>City of Moberly, Transportation Enhancement Project</i>	
Federal Aid No.:	STP-4500(206)
Location:	McKinsey Street, from the east side of S. Williams to the west side of Gratz Brown St.
Proposed Improvement:	Construction of a new 6' wide sidewalk, which will connect the loop of sidewalk/trails/bikepaths around the school complex.
Length:	Approximately 4,210
Approximate Construction Cost:	\$275,000
DBE Goal Determination	0%
Consultant Services Required:	<p><i>The engineer responsibilities may include but are not limited to:</i></p> <p><u>Design Phase:</u> <i>The preparation of the 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.</i></p> <p><u>Construction Phases:</u> <i>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.</i></p>
Other Comments:	<i>Submittals should be directed to clerk's office</i>
Contact:	<p><i>Name Tom Sanders</i></p> <p><i>Address 101 West Reed St.</i></p> <p><i>Phone (660) 269-8705 x2044</i></p> <p><i>E-mail tsanders@cityofmoberly.com</i></p>
Deadline:	<i>Time, Date May 24, 2013 @ 2:00 PM</i>
<p>Submit</p> <ul style="list-style-type: none"> Letter of interest should not exceed <u>10</u> pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. <u>Three</u> copies of the letter interest should be received at the address and by the time specified. Letters to be sent to: City Clerk 101 W Reed St Moberly MO 65270 <p>Front of envelope should be clearly marked in the lower left corner "McKinsey St. RFQ's"</p>	

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