

City Hall
660-263-4420

City Manager
660-269-8705
x2062

City Clerk
660-269-8705
x2053

Code
Enforcement/
Building
Inspection
660-269-8705
x2038

Community
Development
660-269-8705
x2044

Finance
660-269-8705
x2037

Fire Non-
Emergency
660-263-0346

Fire Emergency
911

Parks &
Recreation
660-269-8705
x2040

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
660-269-8705
x2046

October 29, 2017

Dear Consultant:

The City of Moberly 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 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, November 15, 2017 at City Clerk's Office 101 West Reed, Moberly, MO 65270. Envelopes shall be clearly labelled "RFQ Morley/Hwy 24 Sidewalk".

Sincerely,

Tom Sanders,
Director of Public Works

Attachment

City of Moberly, Business Route 63 (Morley Street) and Highway 24	
Federal Aid No:	STP 4500 (207)
Location:	Along Bus. 63, also known as Morley Street and US Highway 24. Beginning on the West side of Morley Street at Coates Street and extends north to US 24. It then proceeds East along the south side of US 24 to the Intersection with the Outer Road, which is the access point for Walmart and Lowes, all in the city of Moberly, MO.
Proposed Improvement:	New and Replacement Sidewalk
Length:	11,130 linear feet
Approximate Construction Cost:	\$998,003.00
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 Inspection Construction Phase: work with contractor on behalf of the County, 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 County to do full time inspections and reporting and participate in final inspection.</p>
Other Comments:	<p>Envelopes should be addressed to; Moberly City Clerk 101 West Reed, Moberly, MO 65270 Label Envelope – RFQ Morley/Hwy 24 Sidewalk</p>
Contact:	<p>Name: Tom Sanders, Director of Public Works Address: 101 West Reed, Moberly, MO 65270 Phone: 660-269-7644 Email: tsanders@cityofmoberly.com</p>
Deadline:	November 15th, 2017 2:00 pm
<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. 3 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 -	<u>25</u>	Max Points
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Capacity and Capability -	<u>25</u>	Max Points
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Past Record of Performance -	<u>50</u>	Max Points
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