

December 22, 2020

Dear Consultant:

The City of Springfield 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 Springfield. 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 5:00 pm, January 8, 2021 at the Busch Building at 840 N. Boonville Avenue. Due to COVID the building is currently closed to the public. If dropping off in person, call 864-1010 and someone will come out to get the submittal and deliver it to the proper location. Address the submittal to: Andrew Flippin, Public Works.

The City hereby formally notifies all potential interested parties that it will affirmatively ensure disadvantaged business enterprises will be afforded full opportunity to submit statement of qualifications (SOQ) in response to this solicitation, and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration of award.

Sincerely,



Andrew Flippin
Professional Engineer

Attachment

Department of Public Works
840 Boonville Avenue • Springfield, Missouri 65801
417-864-1901 • Fax 417-864-1907 • springfieldmo.gov



City/County <u>Springfield/Greene</u>	Route <u>N/A</u>
Federal Aid No:	STP-5903(803)
Location:	Jefferson Avenue and Commercial Street
Proposed Improvement:	Rehabilitation of the Jefferson Avenue Footbridge
Length:	
Approximate Construction Cost:	\$2,800,000
DBE Goal Determination:	0%
Consultant Services Required:	<i>Construction Inspection</i>
Other Comments:	
Contact:	Name: Andrew Flippin Address: 840 N. Boonville Avenue, Springfield, MO 65802 Phone: 417-864-1946 Email: aflippin@springfieldmo.gov
Deadline:	
<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.

Experience and Technical Competence -	20	Max Points
Capacity and Capability -	20	Max Points
Past Record of Performance -	20	Max Points
Knowledge of Project-	20	Max Points

RFQ Scope of Services

Construction Inspection

Construction Phase: work with contractor and BNSF Railway on behalf of the City of Springfield, assist with preconstruction conference, assist with issuing addendums, work with City to address Request for Information submittals, work with City Inspector to perform periodic site inspection, perform contractor survey staking and layout, arrange for laboratory testing of paint, inspect construction materials, review material certifications, check shop drawings submitted by contractor, review contractor's shoring and bracing plan, be present during critical construction operations, work with City of Springfield and BNSF Railway to do full time inspections and reporting on structural and painting items, and participate in final inspection.