



February 22, 2023

Dear Consultant:

The City of Cassville 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 seven 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. The statement of qualification is not included in the total page count limit. Firms must also include an [E-Verify Affidavit of Compliance](#) and a copy of their firm's E-Verify MOU.

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.

For proper consideration all submittals must be received by 3:00 p.m. on March 10, 2023, at 300 Main Street, Cassville, MO, 65625. Alternatively a digital submission may be sent to dbrock@cityofcassville.com.

Sincerely,

David Brock
Public Works Director

Attachment

City of Cassville		5 th Street Pedestrian Bridge
Federal Aid No:	TAP-9900790	
Location:	East 5 th Street, Cassville, Missouri	
Proposed Improvement:	Pedestrian/Bike corridor from E 5 th St./Hwy 76 at Mill St. east approximately 360 ft to the City of Cassville’s Greenway Trail, to include spanning Flat Creek. Corridor will run parallel to E 5 th St./Hwy 76.	
Length:	Approximately 360 feet	
Approximate Construction Cost:	\$823,051	
DBE Goal Determination:	4 %	
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, roadways, bridge work and preparation of PS&E and final documents. As part of preparing the plans the consultant may need to perform surveying, geotechnical investigations, hydraulic studies, provide environmental and/or historic preservation services³ and prepare/process permit applications for relevant state and federal agencies.</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 tests and inspections, be present during critical construction operations, work with City to conduct full time inspections, create and maintain appropriate logbooks and inspection records, report and participate in final inspection.</p>	
Contact:	David Brock, dbrock@cityofcassville.com 300 Main Street Cassville, MO 65625 417-847-4441	
Deadline:	3 pm on March 10, 2023	
Submit: Letter of interest should not exceed seven pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Three hard copies of the letter interest or one digital submission 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 -	30	Max Points
Capacity and Capability -	30	Max Points
Past Record of Performance -	40	Max Points