

March 3, 2023

Dear Consultant:

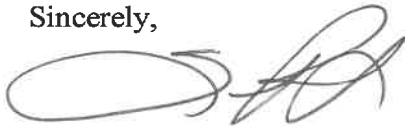
The City of Marshfield is requesting the services of a consulting engineering firm to perform the described professional services for the project included on the attached list. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. Limit your letter of interest to no more than two (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. 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 of Interest and Statements of Qualifications be received by 11:00 am, **March 23, 2023**, at 798 S. Marshall, Marshfield, Missouri.

Sincerely,



Sam Rost
City Administrator

Attachments

City: Marshfield	County: Webster	Route: Elm St. and Julian St.
Federal Aid No:	TAP-9901(848)	
Location:	Hubble Dr. to RA Barr Stadium and Elm to Locust St.	
Proposed Improvement:	Construction of infrastructure-related projects to improve the ability of students to walk and bicycle to school.	
Length:	5,300 Ft.	
Approximate Construction Cost:	\$679,790.00	
DBE Goal Determination:	5 %	
Consultant Services Required:	See Exhibit “A” attached for Scope of Services.	
Other Comments:	None	
Contact:	Sam Rost – City Administrator 798 S. Marshall Marshfield Missouri 65706 417-859-2352 samrost@marshfieldmo.gov	
Deadline:	March 23, 2023, by 11:00 a.m.	
<ul style="list-style-type: none">• Submit: Letter of interest should not exceed two (2) pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Four (4) copies of the letter of interest should be received at the address provided and by the time specified.		

Letter of interest to be received by 11:00 a.m. March 23, 2023 at the address below.
Letters to be mailed or presented in person, no emailed or faxed letters will be accepted.

Karen Rost – City Clerk
798 S. Marshall
Marshfield, Missouri 65706

Pursuant to the Brooks Act for Consultant Selection:
The following scoring criteria will be the basis for selection.

1. Experience and Technical Competence (40 points)
2. Capacity and Capability (30 points)
3. Past Record of Performance (20 points)
4. Experience working with cities of a population of 10,000 or less (10 points)

Maximum (100 points)

BUILDING COMMUNITY *Together*

Mayor Natalie McNish

Aldermen J.C. Cunningham, John Quinn, Robert Boggs & Stacy Lee

Exhibit “A”

Scope of Services:

“Design Phase”

The engineering responsibilities may include but are not limited to:

Conduct topographic, property and utility surveys sufficient to develop plans for the project. Provide geotechnical investigations, environmental services/permits, utility coordination, stormwater design, and right-of-way acquisition services. Preparation of Conceptual plans, Preliminary plans, Contract plans, Right of Way Plans, ADA compliant sidewalks, preparing and submitting necessary permits, contract documents, construction estimates, assisting with bidding and contract award, provide signage and striping plans, provide work zone management plans and preparation of PS&E and final documents.

“Construction Phase”

Work with contractor on behalf of the City of Marshfield, assist with preconstruction conference, construction staking, perform periodic site observations, reject work noted as not conforming to the project documents, review wage rates, postings, equal employment opportunity, maintain progress daily diary, prepare change orders, review pay applications, inspect construction material, check shop drawings, conduct construction test and inspections, be present during critical construction operations, review erosion control as called for in the contract documents, and work with the City of Marshfield to provide full time inspections, grant submissions and reimbursements, reporting and participate in the final inspection and close out of the project.