



City of Maryville, Missouri

415 North Market Street • P.O. Box 438 • 64468-0438

Tele. (660) 562-8001 • Fax (660) 562-3895

April 4, 2023,

Dear Consultant:

The City of Maryville, Missouri 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 three (3) 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 City of Maryville, Missouri. 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 p.m., Thursday, April 27, 2023, at City Hall, Attn: City Clerk, Stacy Wood, 415 N. Market, Maryville, MO 64468.

Sincerely,

Greg McDanel
City Manager, ICMA-CM

Attachment

City/County: Maryville	Route: South Main Corridor Improvement, Phase II
Federal Aid No:	STP-4301 (104)
Location:	Nodaway County
Proposed Improvement:	Reconstruction of South Main Street from Highway V to Highway 71 Bypass
Length:	0.65 miles
Approximate Construction Cost:	\$6,462,928
DBE Goal Determination:	0%
Consultant Services Required:	Construction Inspection (See <i>Scope of Work</i>)
Other Comments:	None
Contact:	Name: Stacy Wood, City Clerk Address: 415 N. Market, Maryville, MO Phone: 660-562-8001 Email: swood@maryville.org
Deadline:	2:00 p.m., Thursday, April 27, 2023
<ul style="list-style-type: none"> • Submit: Letter of interest should not exceed three (3) pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Three (3) copies of the letter interest should be received at the address and by the time specified. 	

EVALUATION AND SELECTION

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 -	40	Max Points
Past Record of Performance -	30	Max Points

SCOPE OF WORK

Construction Inspection: 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.

OTHER

The City of Maryville, at its sole discretion, reserves the right to reject any and all RFQ submittals.

All responders shall comply with the requirements of Section 285.530 RSMo., participation in a federal work authorization program. The attached Affidavit of Work Authorization form, shall be completed and made a part of the response.

AFFIDAVIT OF WORK AUTHORIZATION

Comes now _____ as _____ first being duly sworn on
(NAME) (OFFICE HELD)

my oath, affirm _____ is enrolled and will continue to participate in a
(COMPANY NAME)

federal work authorization program in respect to employees that will work in connection with the

contracted services related to _____ for the duration of the contract, if awarded in
(BID/SFS NUMBER)

accordance with RSMo Chapter 285.530 (2). I also affirm that _____
(COMPANY NAME)

does not and will not knowingly employ a person who is an unauthorized alien in connection

with the contracted services related to _____ for the duration of the contract, if
(BID/SFS NUMBER)

awarded.

In Affirmation thereof, the facts stated above are true and correct (The undersigned understands that false statements made in this filing are subject to the penalties provided under Section 575.040, RSMo).

Signature (person with authority)

Printed Name

Title

Date

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)

_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

Signature of Notary

Date