



PUBLIC WORKS DEPARTMENT
CITY OF OZARK, MO
207 E. BRICK STREET
OZARK, MISSOURI 65721

Date: 7/12/2023

Dear Consultant:

The City of Ozark is requesting the services of a consulting engineering firm to perform the described professional services for the Chadwick Flyer Trail – Phase 2 project. 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 four 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 Ozark. 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, 08/10/2023 at Ozark Public Works Department, 205 N. First Street, Ozark, Missouri, 65721, P.O. Box 295.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeremy Parsons".

Jeremy Parsons
Director of Public Works

Attachment

Attachment A Scope of Services

STATEMENT OF SCOPE. It is expected that the selected firm/consultant will perform the following services:

Task 1: Construction Engineering

Work with the construction contractor on behalf of the City of Ozark to assist with preconstruction conference(s). Assist with construction questions throughout project.

- Structure layout
- Excavation and backfilling
- Driving pile
- Checking of reinforcing steel prior to concrete placement
- Concrete batching and pouring
- Placement of surfacing materials
- Construction Inspection Services and testing of construction materials
- Perform Quality Assurance (QA) verifications on all items of installed work and QA tests
- Check shop drawings submitted by contractor
- Daily Work Reports
- Wage rate interviews, DBE CUF interviews, Erosion and Sediment Control inspections, other periodic reviews as needed.
- Verifying work indicated in invoices from the contractor has been completed
- Assist in any needed review of design related questions during construction.
- Prepare and approve any change orders needed as a result of needed design modifications during construction.
- Issue stamped revisions of the construction plans if needed.
- Review and Approve submittals/shop drawings as needed for the project.
- Perform final walk through of the project with City of Ozark.
- Prepare record drawings and provide in digital format acceptable to the City of Ozark.
- Other special engineering services as required to complete the project.

This task will be considered complete upon completion of construction, final inspection and acceptance by Ozark, Ozark approval of final contractor invoice, and upon MoDOT, Ozark and OTO approval of all deliverables.

TIMELINE CONSIDERATIONS. The following dates represent key milestones for the project:

- September 1, 2023 - Consultant Selected
- September 15, 2023 - Contract Signed
- November 2, 2023 – Construction project Bid
- November 30, 2023 – Bids opened
- January 4, 2024 – Bid Awarded
- February 1, 2024 – Construction begins if possible

DELIVERABLES. The consultant will have provided the following deliverables at the conclusion of the project:

Task 1:

- Bi-weekly reports of work completed
- Monthly meetings to verify work completed as submitted in contractor invoices
- Record drawings and provide in digital format acceptable to the City of Ozark.
- Upon completion of the project, all project diaries.