



Date; July 5, 2023

Dear Consultant:

The City of Nixa 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 **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 the City of Nixa. 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 **3:30 pm, September 1, 2023 at Nixa Public Works, 1111 W. Kathryn, Nixa, MO 65714.**

Sincerely,

Jeff Roussell
Nixa Street Superintendent

Attachment

City/County: Christian Route: North Street and Cheyenne Road
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Federal Aid No:	TAP – 9901-(860)
Location:	Intersection of North St and Cheyenne
Proposed Improvement:	Addition of concrete, ten-foot wide multi use trail from Cheyenne Valley development to High Point Elementary School
Length:	3,260 ft (per Google Maps)
Approximate Construction Cost:	\$637,854.00
DBE Goal Determination:	<u>5</u> %
Consultant Services Required:	<i>See attachment A</i>
Other Comments:	
Contact: Jeff Roussell	Name: Jeff Roussell Address: PO Box 395, 1111 Kathryn St Nixa Mo 65714 Phone: 417-725-2353 Email: jroussell@nixa.com
Deadline: March 31, 2022	
<ul style="list-style-type: none">Submit: Letter of interest should not exceed <u>4</u> pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. <u>4</u> 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 -	30__ Max Points
Capacity and Capability -	30 Max Points
Past Record of Performance -	40 Max Points



Attachment A Scope of Services

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

Task 1: Preliminary Engineering and Design

Activities necessary to complete the environmental document (including FHWA concurrence and approval), conduct public involvement, complete preliminary design, and coordination with utilities.

This work will include, but is not limited to the following activities:

- Respond to MoDOT Environmental requests for information and finalize the MoDOT Request for Environmental Review.
- Perform initial surveys, soil investigations, etc. as needed for preliminary design.
- Determine the limits of the project.
- Hold a meeting with City of Nixa and other stakeholders to discuss alternatives for preliminary design preparation.
- Prepare preliminary design plans.
- Prepare an initial opinion of construction costs based on preliminary design to discuss budget and make modifications as needed.
- Prepare utility location and conflict plans.

This task will be considered complete upon receiving environmental approval from FHWA and MoDOT, and Nixa approval of all deliverables.

Task 2: Final Design

Design activities to prepare final construction plans, specifications, and estimates; further coordination with and execution of contracts with utilities for adjustments and relocations per the conflict plans; preparation of right of way plans and final right of way acquisition if needed; preparation of final mitigation plans and submittal of appropriate permits.

This work will include, but is not limited to the following activities:

- Engineering, geotechnical services and surveying activities necessary to prepare final design plans, specifications and estimates (PS&E). The PS&E will consist of, but not be limited to the following:
 - Typical Sections, Horizontal and vertical alignments, Trail Cross sections, Drainage/Structure Details, Erosion Control Plans, Stabilization Plan, Traffic Control Plans, Construction Details, Quantities, Signing/Marking Plan.
 - The PS&E will include all applicable items shown in the Missouri Department of Transportation, Local Public Agency – Final PS&E Submittal Checklist – 136.9.1
 - Associated permitting/compliance, including any coordination with permitting agencies to obtain permits.
 - Preparation of a Storm Water Pollution Prevention Plan.



- Preparation of bid and contract documents and receive approvals as applicable.
- Assisting the City of Nixa in advertising, bidding and contract award.
- Attend any pre-bid meetings and be available for questions and clarifications prior to the bid opening.

This task will be considered complete upon delivery and approval of final construction plans, specifications, estimates, certifications and permits, and upon MoDOT and City of Nixa approval of all deliverables.

Task 3: Construction Engineering

Work with the construction contractor on behalf of the City of Nixa 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 girders
- Placement of surfacing materials
- Conduct inspection and testing of construction materials
- Check shop drawings submitted by contractor
- 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 Nixa inspectors.
- Prepare record drawings and provide in digital format acceptable to the City of Nixa. .
- Other special engineering services as required to complete the project.

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

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

- October 1st , 2023 - Consultant Selected
- December 4, 2023 - Contract Signed
- July, 2024 - Task 1 Completed and all deliverables provided
- October, 2024 - Task 2 Completed and all deliverables provided, including PS&E submittal and final approval
- December, 2024 – Construction project Bid
- January, 2025 – Bids opened
- February, 2025 – Bid Awarded
- April, 2025 – Task 3 begins



- April, 2025 – Construction begins if possible

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

Task 1:

- Survey data
- Project Limits
- Conceptual Plans for Alternatives to consider, including cost comparisons.
- Finalized MoDOT Request for Environmental Review
- FHWA and MoDOT approved Environmental Document
- Preliminary design plans (including ROW and Utilities Plan sheets)
- Engineer's estimate of probable construction cost and any spreadsheets, hand calculations, notes, or other supporting information.
- Required Permits
- Meeting Minutes and Materials

Task 2:

- Final Plans, Specifications and Estimate (PS&E)
- Bid Documents
- Award of construction contract
- Construction Notice to Proceed is issued by MoDOT

Task 3:

- 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 Nixa.
- Upon completion of the project, all project diaries.