



CITY OF NEW MADRID
560 Mott Street / P.O. Box 96
New Madrid, MO 63869
Phone: (573) 748-2866
Fax: (573) 748-5402
www.new-madrid.mo.us

September 19, 2023

Dear Consultant:

The City of New Madrid 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 15 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 New Madrid. 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 4 pm, (10/16/2023) at New Madrid City Hall, 560 Mott Street, New Madrid, MO 64869. .

Sincerely,

Aaron Griffin
City Administrator

City/County: City of New Madrid Route: Bloomfield Road	
Federal Aid No:	SNS0010
Location:	Bloomfield Road in the City of New Madrid from State Route U to end of city maintenance and Levee Road near City of New Madrid.
Proposed Improvement:	Blomfield Road and Levee Road
Length:	~6,000 lf.
Approximate Construction Cost:	\$1,748,500
DBE Goal Determination:	N/A
Consultant Services Required:	<p>Services will include preliminary design, final design, permitting, ROW determination, construction staking, testing, and construction inspection.</p> <p>Information provided to the City must include at a minimum:</p> <ol style="list-style-type: none"> 1. The specialized experience and technical competence of the firm with respect to roadway design 2. The capacity and capability of the firm to expeditiously perform the work in question beginning October 15, 2023 3. The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules. 4. The firm's proximity to and familiarity with the area in which the project is located. 5. The firm's experience and familiarity with compliance with MoDOT LPA manual, 6. References from previous clients of related work with the firm within the past five years 7. Detailed timeline of deliverable dates 8. Documentation of compliance with E-Verify requirements.
Other Comments:	The firm will be selected based on the above qualifications. Once the most qualified firm or firms are selected, a cost for the stated deliverables will be negotiated.
Contact:	Name: Steve Etcher Address: 6800 W 115th St, Suite 3511 Overland Park, KS 66211 Phone: 636-359-0114 Email: setcher@mnsdvisors.com
Deadline:	October 16 th , 2023 4 p.m.
<ul style="list-style-type: none"> • Submit: Letter of interest should not exceed 15 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. 5 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 - 25 Max Points

Capacity and Capability - 40 Max Points

Past Record of Performance - 25 Max Points

Category	Evaluation		Weight	Score Evaluation x Weight
	Low	High		
Experience & Technical Competence				
-Roadway Engineering Expertise	1	2 3 4 5	2	
-Experience with MoDOT Design & Modeling	1	2 3 4 5	3	
-Experience with railroad crossing design	1	2 3 4 5	2	
Capacity & Capability				
-Ability to begin work immediately	1	2 3 4 5	2	
-Ability to complete design work within 180 days	1	2 3 4 5	3	
-Proximity & familiarity with the location	1	2 3 4 5	2	
-Sufficient staffing to handle all aspects of the project	1	2 3 4 5	1	
Past Record of Performance				
-Demonstrated ability to meet project deadlines	1	2 3 4 5	2	
-Demonstrated ability to manage costs	1	2 3 4 5	1	
-Quality references and testimonials	1	2 3 4 5	2	
TOTAL COMBINED SCORE				