



## *City of Maryville, Missouri*

415 North Market Street • P.O. Box 438 • 64468-0438  
Tele. (660) 562-8001 • Fax (660) 562-3895

November 3, 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 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](http://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., Wednesday, November 29, 2023, at City Hall, Attn: City Clerk, Stacy Wood, 415 N. Market, Maryville, MO 64468.

Sincerely,

Greg McDanel  
City Manager, ICMA-CM

Attachment

<b>City/County:</b> Maryville	<b>Route:</b> First Street/Highway 46 Corridor Planning
Federal Aid No:	STP-4301 (105)
Location:	Nodaway County
Proposed Improvement:	Engineering and design of improvements to First Street/Highway 46 from Icon Road to Lee Wilson Industrial Road
Length:	2.59 miles
Approximate Construction Cost:	TBD
DBE Goal Determination:	6%
Consultant Services Required:	Professional Engineering Services (See <i>Scope of Work</i> )
Other Comments:	OJT at 0%
Contact:	Name: Stacy Wood, City Clerk Address: 415 N. Market, Maryville, MO Phone: 660-562-8001 Email: <a href="mailto:swood@maryville.org">swood@maryville.org</a>
Deadline:	2:00 p.m., Wednesday, November 29, 2023
<ul style="list-style-type: none"> <li>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 of interest should be received at the address and by the time specified.</li> </ul>	

## EVALUATION AND SELECTION

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection.

Experience and Technical Competence -	40	Max Points
Project Approach	20	Max Points
Capacity and Capability -	20	Max Points
Past Record of Performance -	20	Max Points

## SCOPE OF WORK

The First Street/Highway 46 Corridor is the second most traveled arterial roadway in the community running east-west through the city’s center. The selected consultant will provide Professional Engineering Services to engineer and design public infrastructure improvements to the First Street/Highway 46 Corridor from Icon Road to Lee Wilson Industrial Road, approximately 2.59 miles in length. The corridor experiences numerous transportation challenges including a narrow roadbed, areas of brick subgrade, traffic congestion, line of sight and safety issues, limited storm drainage systems, utility conflicts, lack of ADA compliant pedestrian amenities, and an unappealing streetscape. (See “Exhibit A”)

The selected consultant will prepare street improvement plans, based on understanding of stakeholder project goals and public input. The consultant will prepare a concept site plan to provide a preliminary layout, with preliminary roadway profiles, to confirm the limits of the project. A topographic survey will be required to be used as the basis of the concept plan. Following revisions and comments from the stakeholders, the selected consultant will prepare one set of public street roadway improvement plans for upgrades to First Street/Highway 46 from Icon Road to Lee Wilson Industrial Road. The plans will be at an appropriate engineering scale to depict the proposed roadway improvements in sufficient detail necessary for construction. The plans will generally consist of the following sheets:

- Cover Sheet with General Notes
- General Layout
- Summary of Quantities
- Existing Conditions
- Right-of-Way Plans
- Typical Sections
- Erosion Control Plans
- Demolition Plan
- Roadway Plan and Profile Sheets
- Grading Plans
- Storm Drainage Plans
- Utility Plans
- Landscape Plans
- Traffic Control Plan
- Cross Sections
- Detail Sheets

Preparation of two (2) engineer's opinion of probable construction costs will be required and prepared at the 50% and 100% stages of design. The selected consultant will be responsible for NPDES (National Pollution Discharge Elimination System) and SWPPP (Storm Water Pollution Prevention Plan) permitting, as necessary.

The selected consultant will also be expected to utilize the Northwest Regional Council of Governments (NWMRCOG), who serves as the regional planning commission, as a subconsultant to perform administrative reporting and public engagement services for the project. NWMRCOG will execute the selected firm's standard subconsultant agreement and perform these services through the negotiated contract. Anticipated administrative reporting services will include, but are not limited to:

- Ensuring civil rights compliance
- Complete quarterly and annual reports
- Review payrolls, invoices, and verify pay apps
- Complete quarterly reporting with MoDOT's SF-425 documentation
- Complete monthly reporting to the U.S. Census Bureau

The Northwest Regional Council of Governments (NWMRCOG) and selected consultant will finalize the Public Engagement Plan with the City of Maryville early in the process once an executed contracts are in place. Public engagement services may include, but are not limited to:

- Establishing a local stakeholder group
- Holding a minimum of two (2) stakeholder group meetings
- Creation of a community input survey
- Holding a minimum of two (2) community engagement meetings
- Develop planning goals and performance measures

**OTHER**

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

The project has been assigned a DBE goal of 6% with OJT of 0%.

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