

Dear Consultant:

The **City of Pilot Grove, Mo.** is requesting the services of a consulting engineering firm to perform the described professional services for the project included on the attached document. 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 (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 Pilot Grove, Mo.** The Statement of Qualification is not included in the total page count limit.

DBE firms are encouraged to submit Letters of Interest as prime consultants for any project they feel can be performed by them, however, they 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.

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 require all Letters of Interest be received no later than 1 pm on February 12th, 2024 located at City Hall, 213 College Street, Pilot Grove, Missouri 65276. Late arrivals will not be considered.

Firms will be selected based upon qualifications submitted. The City reserves the right to refuse any and all Letters of Interest and select, based on the City's discretion. Once selected, along with concurrence by MoDOT, the cost of the scope of their engineering services shall be negotiated separately along with the execution of a contract between the parties involved within 30 days after selection, unless time is extended by mutual consent.

Sincerely,

Dennis L Knipp, Mayor  
City of Pilot Grove, Mo 65276  
213 College Street, 65276  
LL: 660-834-3551  
Cell: 660-537-4119  
Email: [cityofpilotgrove@gmail.com](mailto:cityofpilotgrove@gmail.com)

<b>City/County</b> City of Pilot Grove, Mo, County of Cooper, State of Missouri	
Federal Aid No:	TAP -9901(542)
Location:	213 College Street, Pilot Grove, Missouri 65276
Proposed Improvement:	Sidewalk improvements on 4 <sup>th</sup> Street Loop from Harris ST to Bock Street, Bock Street from 4 <sup>th</sup> Street to College Street, and College Street from Bock Street to north of Progress Avenue in the City of Pilot Grove, Mo.
Length:	Approximately 2,571 feet long x 5 feet wide x 4 inches thick
Approximate Construction Cost:	\$455,545
DBE Goal Determination:	4%
Consultant Services Required:	<p style="text-align: center;"><b>TRANSPORATION ENHANCEMENTS ACTIVITIES</b></p> <p><b>Sidewalks:</b> The engineering responsibilities may include but are not limited to: The preparation of Conceptual plans, Preliminary plans, Contract Plans, Right of Way Plans, preparing and submitting necessary permits, surveying, contract documents, assisting with the bidding process for ADA compliant sidewalks, construction inspection, and preparation of PS&amp;E and final documents.</p> <p><b>Construction Inspection:</b> Work with contractor on behalf of the City, assist with preconstruction conference, perform periodic site inspections, prepare change orders, inspect construction materials, check shop drawings submitted</p>

	<p>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.</p> <p><b><u>Roadway</u></b></p> <p>The engineering responsibilities may include but are not limited to the following:          The preparation of Conceptual plans, Preliminary plans, Contract plans and Right of Way Plans. Design services may include, right of way plans, surveying, geotechnical investigations, public involvement, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, construction support/construction inspection, utility coordination/permits and traffic controls including the preparation of PS&amp;E and final documents.</p>
Other Comments:	
Contact:	<p>Name: Dennis L Knipp, Mayor          Address: 213 College St., Pilot Grove, Mo 65276</p> <p>Phone: City 660-834/3551-Cell 660 537 4119          Email: cityofpilotgrove@gmail.com</p>
Deadline:	February 12th, 2024 1:00 PM
<ul style="list-style-type: none"> <li>• Submit: Letter of interest should not exceed <u>(3)</u> pages total. A page is defined as 8-1/2 by 11 inches and printed on one side with fonts no smaller than number (10) Copies of the Letter of Interest should be received at the address and by the time specified.</li> </ul>	

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

Experience and Technical Competence -	<u>40</u>	Max Points
Capacity and Capability -	<u>30</u>	Max Points
Past Record of Performance -	<u>30</u>	Max Points