



PO Box 19, 211 E Center St
Rogersville, Mo. 65742
Phone 417-753-2884

Date: July 8th, 2024

Dear Consultant:

The City of Rogersville, 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 pages. This letter should include any information which might help us in the selection process, such as key personnel you would assign to the project, the backgrounds of those individuals, any subconsultants you would propose to use and any other similar 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 Rogersville. 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.

The City of Rogersville will evaluate firms based on: Project Understanding & Innovation, Past Performance, Qualifications of Personnel Assigned, General Experience of Firm, and Familiarity/Capability.

We request all letters be received by 4:00 pm, on August 2, 2024, at 211 Center, Rogersville, Missouri, 65742.

Sincerely,
Chad Bybee
City Administrator

Attachment

City/County_Rogersville/Greene_____ Route_Business 60_____	
Federal Aid No:	TAP-9900(768)
Location:	Business 60 between Harper and Farm Road 253 and down Harper to existing sidewalk
Proposed Improvement:	6'-0" wide Sidewalk Connector along US Business 60 and Harper along with all necessary appurtenances
Length:	3,300 feet
Approximate Construction Cost:	\$385,869.00
DBE Goal Determination:	5%
Consultant Services Required:	The engineering responsibilities may include but not limited to: The preparation of preliminary plans, right-of-way plans, preparing and submitting necessary permits, contract documents, preparation of final Plans, Specifications and Cost Projection, assisting with bidding process, performance of construction phase services, including engineering inspections and necessary material testing.
Other Comments:	
Contact:	Name: Chad Bybee Address: 211 Center, Rogersville, MO Phone: (417) 753-2884 Email: cbybee@rogersvillemo.org
Deadline:	
<ul style="list-style-type: none"> 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. <u> 3 </u> copies of the letter of 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.

Project Understanding & Innovation	25	Max Points
Past Performance	20	Max Points
Qualifications of Personnel Assigned	15	Max Points
Experience and Technical Competence -	15	Max Points

Familization/Capability

25 Max Points