



CITY OF SPARTA, MISSOURI
200 NORTH AVENUE – P.O. BOX 246
SPARTA, MISSOURI 65753
PHONE – 417-634-3992 FAX – 417-634-5785

August 14, 2024

Dear Consultant:

The City of Sparta 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 City at the address listed. Please 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 the City. The Statement of Qualifications is not included in the total page count limit.

A DBE goal of 5% has been established for this project. 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 4:00pm, August 28th, 2024 at the Sparta City Hall, 200 North Ave, Sparta, MO 65753. Any questions may be directed to Beckie Vessar, City Clerk at 417-634-3992.

Sincerely,

CITY OF SPARTA

Attachment

City of Sparta Sidewalk Improvements - Phase II	
Job No: 9901874	TAP - 9901873
Location:	Division St. N. Oak St. to State Rte. 14
Proposed Improvement:	Pedestrian Sidewalks with ADA ramps
Length:	Approximately 4,400 feet
Approximate Construction Cost:	\$551,300
DBE Goal Determination:	5%
Consultant Services Required :	<p>The Engineering Responsibilities may generally include, but are not limited to, the following:</p> <p>The preparation of Conceptual plans, Preliminary plans, Contract plans and Right of Way Plans. Design services may include, right of way plans, surveying, public involvement, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, construction support/construction inspection, pay request review, utility coordination/permits and traffic controls including the preparation of PS&E and final documents.</p> <p>Construction Inspection:</p> <p>Work with contractor on behalf of the City, assist with preconstruction conference, perform periodic site inspection, prepare change orders, inspect construction materials, check shop drawings submitted by contractor, conduct construction test and inspection, be present during critical construction operations, work with City to do inspections and reporting and participate in final inspection.</p>
Other Comments:	
Contact:	<p>Name: Misty Holt, Mayor</p> <p>Address: 200 North Ave, Sparta, MO 65753</p> <p>Phone: (417) 634-3992</p> <p>Email: Mayormisty@spartamo.com</p>
Deadline:	August 28th, 2024 4:00 PM

- **Submit:** Letter of interest should not exceed 3 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. 6 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:

Experience and Technical Competence - 10 Max Points

Capacity and Capability- 10 Max Point

Past Record of Performance - 10 Max Points

Familiarity & Knowledge of Area 10 Max Points