



Office of City Administrator

P.O. Box 344
Bethany, Missouri 64424
Phone: 660-425-8673
Fax: 660-425-7889

9/24/24

Dear Consultant:

The **City of Bethany, 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 2 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 Bethany**. 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 5:00 pm, (11/8/2024) at **206 N. 16th, Bethany, MO 64424**. All letters must be sealed mailed **ATTN: City Clerk (Ref: TAP)**

Sincerely,

Jacob Taylor
City Administrator

Attachment

City/County - City of Bethany, Harrison County		Route 29th Street from SHHS to Bethany Aquatic
Federal Aid No:	TAP Grant	
Location:	Along 29th Street from SHHS to Pool	
Proposed Improvement:	New sidewalks on east side of the street.	
Length:	Aprox 1/2 mile	
Approximate Construction Cost:	\$324,825.38	
DBE Goal Determination:	0%	
Consultant Services Required:	<p>The preparation of Conceptual plans, preliminary plans, contract plans, right of way plans, preparing and submitting necessary permits, contract documents, assisting with the bidding process for ADA compliant sidewalks and preparation of PS&E and final documents.</p> <p>Construction Phase: Work with contractor on behalf of the City, assist with pre construction conference, perform periodic site inspections, prepare changes 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 full time inspections and reporting and participate in the final inspection.</p>	
Other Comments:	Only Sealed Proposals will be accepted	
Contact:	Name: Jacob Taylor Address: 206 N. 16th Bethany MO 64424 Phone: 660-425-3511 Email: admin@bethanymo.com	
Deadline:	11/8/24 @ 5:00 PM	
<ul style="list-style-type: none"> • Submit: Letter of interest should not exceed 2 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. 2 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. Additional criteria can be added with the approval of Central Office Design- MoDOT.

Experience and Technical Competence -	35	Max Points
Capacity and Capability -	35	Max Points
Past Record of Performance -	30	Max Points

Fig 136.4.7 Oct 2019
The following sample scopes of service are provided as a tool when developing a solicitation requesting professional services.

NOTE: cost cannot be requested or considered as part of the consultant selection process.