



Office of City Administrator

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

12/14/22

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, (1/12/2023) 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 Along Oakland and Alder Streets.	
Federal Aid No:	TAP Grant
Location:	Along Oakland and Alder Streets from 28th to 17th Streets
Proposed Improvement:	New sidewalks on both sides of the street (only one side in sections)
Length:	Approx 1 mile
Approximate Construction Cost:	\$502,000
DBE Goal Determination:	0%
Consultant Services Required:	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. 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.
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:	1/12/23 @ 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 -	_____	Max Points
Capacity and Capability -	_____	Max Points
Past Record of Performance -	_____	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.

Do not include this page with the prepared solicitation

RFQ Sample Scope of Services

Hazardous Waste Inspections

Inspect project prior to bid advertisement for asbestos and lead paint. The accompanying hazardous waste reports **MUST** be in the bid proposal. See EPG 136.6.4.10 for further information on Hazardous Waste.

Sidewalks

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, contract documents, assisting with the bidding process for ADA compliant sidewalks and preparation of PS&E and final documents.

Please add the Construction Inspection scope of service if the consultant is expected to provide those services.

Bridge

The engineering responsibilities may include but are not limited to the preparation of Preliminary and Contract plans and Right of Way Plans. As part of preparing the plans the consultant may need to perform surveying, geotechnical investigations, hydraulic studies and provide environmental and historic preservation services/permits including the preparation of PS&E and final documents.

Please add the Construction Inspection scope of service if the consultant is expected to provide those services.

Roadway

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&E and final documents.

Please add the Construction Inspection scope of service if the consultant is expected to provide those services.

Construction Inspection

Construction Phase: work with contractor on behalf of the County, 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 County to do full time inspections and reporting and participate in final inspection.

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