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APR 22 2013

MO. Department of Transportation
District 1

Office of City Administrator

P.O. Box 344

Bethany, Missouri 64424

Phone: 660-425-3511

Fax: 660-425-7889

April 22, 2013

Dear Consultant:

The City of Bethany 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 5 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) and be submitted with your firm's Letter of Interest, or be on file with 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, May 20th, 2013 at 206 N. 16th Street, Bethany, Missouri, 64424.

Sincerely,

Mrs. Jan Hagler,
City Administrator

Attachment

City of Bethany/Harrison County	
Federal Aid No.:	SRTS-INF-H32A (101)
Location:	Bethany, Missouri
Proposed Improvement:	Construction of 5' wide sidewalks from 15 th St. to 24 th St. along the south side of Beekman St. and along the west and south side of South Harrison Elementary School.
Length:	2,575 linear feet
Approximate Construction Cost:	\$199,223.13
DBE Goal Determination	0%
Consultant Services Required:	<p><i>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 complaint sidewalks and preparation of PS&E and final documents.</i></p> <p><i>Construction Phase: 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 full time inspections and reporting and participate in final inspections.</i></p>
Other Comments:	
Contact:	<p>Jan Hagler, City Administrator 206 N. 16th, Bethany, MO 64424 Phone: (660)-425-3511 Email: bethadm@grm.net</p>
Deadline:	5:00 p.m., May 20 th , 2013
Submit <ul style="list-style-type: none"> Letter of interest should not exceed 5 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Six 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

Experience and Technical Competence -	50%	Max Points
Capacity and Capability -	25%	Max Points
Past Record of Performance -	25%	Max Points