

# City of Pacific

December 7, 2022

**RE: Professional Services solicitation, 4<sup>th</sup> Street Improvements  
STBG-5419-616**

Dear Consultant:

The **City of Pacific, 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 10 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 **City of Pacific**. 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](http://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 January 9, 2023** at the Office of City Administrator, 300 Hoven Drive, Pacific MO 63069. **Five hard copies of your firm's Statement of Qualifications are requested.** In addition, an electronic copy in pdf format should be sent to Steve Roth, City Administrator, [sroth@pacificmissouri.com](mailto:sroth@pacificmissouri.com).

Sincerely,



Steve Roth  
City Administrator



**Exhibit A**  
**Scope of Services**  
**Preliminary Engineering and Design Services**  
**Construction Inspection Services**  
**4<sup>th</sup> Street Improvements**  
**STBG 5419-616**

The Engineer is expected to provide the following minimum services for this project:

- Determine the needs of the City of Pacific for the project;
- Conduct topographic, property and utility surveys necessary to develop plans for the project;
- Arrange for subsurface investigations;
- Prepare alternative designs and cost estimates, develop preliminary plans, and recommend to the City of Pacific the best overall general design based on these studies, if necessary;
- Submit electronic files of preliminary plans, estimates and studies for review by the City of Pacific and Missouri Department of Transportation (MoDOT);
- Prepare detailed construction plans, cost estimates, specifications and related documents as necessary for the purpose of soliciting bids for constructing the project;
- Secure adequate property title information, determine right-of-way requirements, prepare right-of-way plans, and assist the City of Pacific (or its consultant) in acquiring the right-of-way needed for the project, if necessary;
- Ensure compliance with the requirements of the Missouri Department of Natural Resources;
- Ensure compliance with historic preservation requirements through coordination with the Missouri Department of Natural Resources, and if deemed necessary, arrange to have the site examined by a qualified archaeologist on a subcontract basis;
- Ensure compliance with all regulations with respect to noise abatement and air quality, if necessary;
- Provide the City of Pacific with five sets of completed plans, specifications and/cost estimates for the purpose of obtaining construction authorization from the Missouri Department of Transportation; and
- Perform all services required to complete all design phase activities required by MoDOT.
- 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 inspection.