

City of Rock Port

500 South Main, Rock Port, MO 64482
660-744-2636 (office)
660-744-5553 (fax)
rpcityhall@rpt.coop

April 12, 2013

Dear Consultant:

The City of Rock Port is requesting the services of a consulting engineering firm to perform professional engineering services for design and administration of Transportation Enhancements project STP-9900 (114) in Rock Port, Missouri. If your firm would like to be considered for these consulting services, you may express your interest by responding to the City of Rock Port. Limit your letter of interest to no more than two 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 the project, the backgrounds of those individuals, and other projects your company has recently completed and are now active.

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.

The City of Rock Port will evaluate firms based on a) experience and competence, b) the capacity of the firm to perform the work in the timeframe needed, c) past performance, and d) proximity to and familiarity with the project area. (23 CFR 172 Administration of Engineering & Design Related Service Contracts and RSMo 8.285 through 8.291)

It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) and an Affidavit of Compliance with the federal work authorization program, along with a copy of your firm's E-Verify Memorandum of Understanding (15 CSR 60-15.020) be submitted with your firm's Letter of Interest.

We request all letters be received by 4:00 pm, May 14, 2013 at the address shown in the letterhead above.

Sincerely,

Jeffrey Seaman, Mayor

<i>City of Rock Port, Transportation Enhancements Project</i>	
Federal Aid No.:	STP-9900(071)
Location:	Rock Port, MO
Proposed Improvement:	New Sidewalks, Street Lights and Underground Wiring
Length:	0.1 miles
Approximate Construction Cost:	\$ 149,607
DBE Goal Determination	0 %
Consultant Services Required:	<p>Sidewalk, Street Lights and Underground Wiring. <i>The engineering responsibilities may include but are not limited to:</i></p> <p><i>Design Phase:</i> <i>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.</i></p> <p><i>Construction Phase:</i> <i>The consultant will 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.</i></p>
Other Comments:	
Contact:	<p><i>Mr. Jeffrey Seaman, Mayor</i> <i>City of Rock Port</i> <i>500 S. Main St.</i> <i>Rock Port, MO 64482</i> <i>(660) 744-2636</i> <i>rpcityhall@rpt.coop</i></p>
Deadline:	<i>4:00 PM, May 14, 2013</i>

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