

December 14, 2022

Dear Consultant:

The City of Springfield 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 four (4) 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 Springfield. 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 p.m., January 10th, 2023 at the Busch Municipal Building at 840 Boonville Avenue, Springfield, MO 65802. Address the submittal to: Ryan Schultz, Public Works.

The City hereby formally notifies all potential interested parties that it will affirmatively ensure disadvantaged business enterprises will be afforded full opportunity to submit statements of qualifications (SOQ) in response to this solicitation, and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration of award.

Sincerely,



Ryan Schultz
Senior Designer
Transportation Management Division

Attachment

Department of Public Works
Busch Municipal Building • 840 Boonville Avenue, P.O. Box 8368
Springfield, Missouri 65801 • 417-864-1901 • springfieldmo.gov



City/County Springfield/Greene	Route Various
Federal Aid No:	STBG-5901(824)
Location:	Battlefield Road and Fort Avenue; Campbell Avenue and Broadmoor Street; Grant Avenue and Atlantic Street; Grant Avenue and High Street; Kimbrough Avenue and Madison Street; National Avenue and Dale Street
Proposed Improvement:	Traffic Signal Replacement, Sidewalk Ramp Improvements, and Fiber Optic Communications Interconnect (Battlefield Rd. – Kansas Exp. to Fort Ave. and National Ave. – Kearney St. to Commercial St.)
Length:	
Approximate Construction Cost:	\$1,355,000
DBE Goal Determination:	0 %
Consultant Services Required:	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, utility coordination/permits and traffic controls including the preparation of PS&E and final documents.
Other Comments:	
Contact:	Ryan Schultz, Senior Designer City of Springfield – Public Works 840 Boonville Ave. Springfield, MO 65802 417-864-1166 ryan.schultz@springfieldmo.gov
Deadline:	5:00 p.m., January 10, 2023
<ul style="list-style-type: none"> • Submit: Letter of interest should not exceed four (4) pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Three (3) 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.

Experience and Technical Competence -	50	Max Points
Capacity and Capability -	20	Max Points
Past Record of Performance -	30	Max Points