



Municipal Building • 200 Cedar Street • Kennett, Missouri 63857 • Phone 573-888-9001 • Fax 573-888-4011  
email: cityclerk@clgw.net

February 19, 2013

Dear Consultant:

The City of Kennett 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 five (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.

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's Statement of Qualification (RSMo 8.285 through 8.291) and be submitted with your firm's Letter of Interest. It is also required that your firm be prequalified with MoDOT and listed in MoDOT's Approved Consultant Prequalification List.

We request all letters be received by 4:30 pm, March 5, 2013, at City Clerks office, 200 Cedar Street, Kennett, MO. 63857.

Sincerely,

A handwritten signature in black ink that reads "Randy Carter". The signature is written in a cursive, flowing style.

Randy Carter  
Street Commissioner

Attachment

<b><i>Kennett, MO / Dunklin County</i></b>	
Federal Aid No.:	STP 3600 (006)
Location:	Mo. Hwy 84 (First Street), Frisco Street, Compress Street, Electric Street, and Russell Street.
Proposed Improvement:	Lighting, sidewalks, part with pavers, walking path
Length:	Sidewalks 2,960 feet – Walking path 6,700 feet
Approximate Construction Cost:	\$ 378,171.80
DBE Goal Determination	0 %
Consultant Services Required:	<p><i>Design Phase:</i>  <i>The preparation of preliminary plans, right of way plan, contract plans, preparing and submitting necessary permits, determine involvement &amp; work with local utility, contract documents, assisting with the bidding process for ADA compliant sidewalks &amp; walking path. As part of preparing the plans the consultant will need to determine &amp; perform any environmental services and the preparation of PS &amp; E and final documents.</i></p> <p><i>Construction Phase:</i>  <i>Work with the contractor on behalf of the City, assist with preconstruction conference, perform frequent site inspections, prepare change orders, inspect construction materials, check shop drawings submitted by contractor, conduct construction tests and inspections, be present during critical construction operations, work with the City to do full time inspections, reporting and participate in the final inspection.</i></p>
Other Comments:	<i>If on site visit is preferred, contact Randy Carter for appointment</i>
Contact:	<i>Randy Carter – Street Commissioner  200 Cedar Street, Kennett, MO 63857  573-888-9001  rcarter@clgw.net</i>
Deadline:	<i>4: 30 p.m. March 5, 2013</i>
Submit	<ul style="list-style-type: none"> <li>Letter of interest should not exceed five (5) pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Please attach an 11x 17 copy of a plan sheet for a similar sidewalk/walking path project as an example of your work. Three (3) copies of the letter of interest should be received at the address and by the time specified.</li> </ul>

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 -	Max Points	35
Capacity and Capability -	Max Points	30
Past Record of Performance -	Max Points	35