

CITY OF WILLARD, MISSOURI

224 W. Jackson Street P.O. Box 187 Willard, MO 65781 417-742-3033 417-742-3080 Fax



February 9, 2017

Dear Consultant:

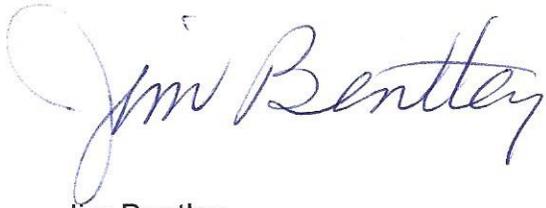
The City of Willard is requesting the services of a consulting engineering firm to perform the described professional services for the project included on the attached list. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. Limit your letter of interest to no more than 3 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 Willard. 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, March 2, 2017 at 224 W. Jackson St., Willard, MO.

Sincerely,

A handwritten signature in blue ink that reads "Jim Bentley". The signature is written in a cursive style with a large, looping initial "J".

Jim Bentley

City Administrator

Attachment

City/County <u>Willard</u> Route <u>Miller Road</u>	
Federal Aid No:	STBG-5944(803)
Location:	Miller Road
Proposed Improvement:	Widening of Miller Road between Route O and New Melville Rd. (Fm. Rd. 84)
Length:	3,925 ft. (0.74 miles)
Approximate Construction Cost:	\$1,100,000
DBE Goal Determination:	8%
Consultant Services Required:	<p>The engineering responsibilities may include but are not limited to the following:</p> <p>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, right of way acquisition, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, construction support/construction inspection, utility coordination and relocation/permits and traffic controls including the preparation of PS&E and final documents.</p> <p>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.</p>

Other Comments:	
Contact:	Name: David O'Connor Address: 224 W. Jackson St. Willard, MO 65781 Phone: 417-844-4936 Email: pwd@cityofwillard.org
Deadline:	5:00 pm, March 2, 2017
<ul style="list-style-type: none"> • Submit: Letter of interest should not exceed 3 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. 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. Additional criteria can be added with the approval of Central Office Design- MoDOT.

- Experience and Technical Competence - 30 Max Points
- Capacity and Capability - 30 Max Points
- Past Record of Performance - 40 Max Points