

City of Buffalo

In God We Trust

PO Box 410 * 102 N Poplar * Buffalo, MO 65622

Tel. (417) 345-2701 * Fax (417) 345-2700

February 13, 2013

Dear Consultant:

The City of Buffalo 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.

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'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 3 pm, March 8, 2013, at Buffalo City Hall, 102 N. Poplar, Buffalo MO 65622.

Sincerely,

Debby Polston
Administrative Assistant

Attachment

<i>City of Buffalo, MO, Route along creek bed adjacent to Hickory Street</i>	
Federal Aid No.:	STP-3315(402)
Location:	From Main Street to the north boundary of the City Park on N Hickory Street
Proposed Improvement:	Acquiring easements, engineering and construction of approximately 4200 feet of trails from Main Street to the City's park at the north edge of town. This includes improving the water drainage to the existing creek bed and paved sidewalks.
Length:	.83 miles
Approximate Construction Cost:	\$300,000
DBE Goal Determination	0%
Consultant Services Required:	Preparation of Conceptual plans, Preliminary plans, Contract plans, preparing and submitting necessary permits, contract documents, assisting with the bidding process for ADA complaint sidewalks and preparation of PS&E and final documents. In addition to construction inspection which includes working with the contractor on behalf of the City, assist with preconstruction conference, perform site inspections, prepare change orders, inspect construction materials, check shop drawings submitted by contractor, conduct construction tests and inspection, be present during critical construction operations, work with City to do full time inspections and reporting and participate in final inspection.
Other Comments:	
Contact:	Debby Polston 102 N Poplar (PO Box 410) Buffalo MO (417)345-2701 buffaloc@positech.net
Deadline:	3 p.m., March 8, 2013
Submit	<ul style="list-style-type: none"> 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. 8 copies of the letter interest should be received at the address and by the time specified.

Pursuant to the Brooks Act for Consultant Selection ó 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 - 35 Max Points

Capacity and Capability - 35 Max Points

Past Record of Performance - 30 Max Points