



City of Carl Junction
303 N. Main, P.O. Box 447
Carl Junction, MO 64834
(417)649-7237
Fax (417)649-6843
www.carljunction.org

21 January 2013

Dear Consultant:

The City of Carl Junction is requesting the services of a consulting engineering firm to perform the described professional services for the projects included on the attached lists. 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 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 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 11:00 am, on February 22, 2013 at Carl Junction City Hall, 303 N. Main, P.O. Box 447, Carl Junction, MO 64834.

Sincerely,

Steve Lawver
City Administrator

Attachments

City of Carl Junction, Route Z (Pennell Street) Sidewalks, Phase II	
Federal Aid No.:	STP-3315(404)
Location:	Along Route Z (Pennell Street) from Water Street to Temple Street
Proposed Improvement:	Sidewalks
Length:	Approximately 800 Linear Feet
Approximate Construction Cost:	\$357,543.00
DBE Goal Determination	0%
Consultant Services Required:	<p>The engineering responsibilities may include but are not limited to: The preparation of Conceptual plans, Preliminary plans, Contract plans, preparing and submitting necessary permits, contract documents, assisting with the bidding process for ADA compliant sidewalks and preparation of PS&E final documents.</p> <p>Construction Phase: work with the 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 operation, work with the City to do full time inspections and reporting and participate in the final inspection.</p>
Other Comments:	
Contact:	Steve Lawver, City Administrator 303 N. Main St., Carl Junction, MO 64834 (417) 649-7237 cjciryadm@carljunction.org
Deadline:	11:00 am, February 22, 2013
Submit	<ul style="list-style-type: none"> Letter of interest should not exceed 2 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. <u>Three</u> copies of the letter interest should be received at the address and by the time specified.

SEE SECOND PROJECT – NEXT PAGE

City of Carl Junction, Route Z (Roney Street) Sidewalks	
Federal Aid No.:	STP-3397(402)
Location:	Along Route Z (Roney Street) from Pennell Street to Walnut Street
Proposed Improvement:	Sidewalks
Length:	Approximately 2600 Linear Feet
Approximate Construction Cost:	\$206,146.00
DBE Goal Determination	0%
Consultant Services Required:	The engineering responsibilities may include but are not limited to: The preparation of Conceptual plans, Preliminary plans, Contract plans, preparing and submitting necessary permits, contract documents, assisting with the bidding process for ADA compliant sidewalks and preparation of PS&E final documents. Construction Phase: work with the 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 operation, work with the City to do full time inspections and reporting and participate in the final inspection.
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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 -	30 Max Points
Capacity and Capability -	30 Max Points
Past Record of Performance -	30 Max Points