



# *The City of Carthage*

"America's Maple Leaf City"

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June 13, 2013

Dear Consultant:

The City of Carthage 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 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. 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 Carthage. 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](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 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 2:00 pm, July 1, 2013 at 326 Grant Street, Carthage, MO 64836.

Sincerely,

Tom Short  
City Administrator

Attachment

City of Carthage/ Jasper County/Hazel Avenue and Highway HH	
Federal Aid No.:	STP-1600(715)
Location:	Hazel Avenue and Highway HH
Proposed Improvement:	Traffic Signals and expansion to three traffic lanes from approx.. 300' east of the intersection to the east exit/entrance ramps of I-49.
Length:	800'
Approximate Construction Cost:	\$275,000.00
DBE Goal Determination	0%
Consultant Services Required:	<p>Design signal and lighting at the intersection of HH Highway and Hazel Avenue.</p> <p>The engineering responsibilities may include but are not limited to the following: The preparation of Conceptual plans, Preliminary plans and Contract plans. Design services may include, surveying, geotechnical investigations, public involvement, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, construction support/construction inspection, utility coordination/permits and traffic controls including the preparation</p> <p>Construction Phase: work with contractor on behalf of the County, 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 County to do full time inspections and reporting and participate in final inspection of PS&amp;E and final documents.</p>
Other Comments:	None
Contact:	Tom Short, City Administrator 326 Grant Street, Carthage, MO 64836 417-237-7003 t.short@carthagemo.gov
Deadline:	2:00 pm, July 01, 2013
Submit	<ul style="list-style-type: none"> <li>Letter of interest should not exceed 5 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Three copies of the letter 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 -	34 Max Points
Capacity and Capability -	32 Max Points
Past Record of Performance -	34 Max Points