

Date: 2/11/13

Dear Consultant:

The City of Caruthersville 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, 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) 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, (3/1/2013) at 200 West 3rd St., Caruthersville, MO 63830.

Sincerely,

Terry Rushing
Operations Supervisor

Attachment

<i>Caruthersville/Pemiscot, Route _____</i>	
Federal Aid No.:	STP-1700(007)
Location:	City of Caruthersville, 2 nd St. and Ward Avenue
Proposed Improvement:	Sidewalks, Lighting, Parking Lots and Pavillion
Length:	1010 Feet of Sidewalk, 480 Square Yards Asphalt
Approximate Construction Cost:	\$295,000
DBE Goal Determination	0%
Consultant Services Required:	<p>Sidewalks 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 and final documents.</p> <p>Construction Inspection 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.</p>
Other Comments:	
Contact:	<i>Terry Rushing 200 W. 3rd St. 573-333-2142 inspector@caruthersvillecity.com</i>
Deadline:	<i>3/1/2013 at 4:30 p.m.</i>
Submit	<ul style="list-style-type: none"> 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. <u> 3 </u> 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

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