

**City of Moscow Mills**  
PO Box 36  
Moscow Mills, MO, 63362  
Phone (636) 356-4220  
Fax (636) 356-4010

June 4, 2009

The City of Moscow Mills is soliciting statements of qualifications from qualified engineering firms. The proposed design work will include:

- Provide design drawings to assist the City with a street light installation project.
- Assist the City with the preparation of necessary permit(s) from MoDOT/FWHA.
- Assist the City with the preparation of easement drawings, documents and the acquisition of right of way easements where required.

**Street Light Project Description:** This project includes installation of between 12-18 night sky-friendly, period-style pedestrian-level street lights along State Route C between Highway 61 and Elm Tree Road.

#### **Scope of Services**

Actual scope of services to be negotiated; possibly including but not limited to the following:

#### **Preliminary Engineering**

Sidewalk Replacement Program

- Prepare detailed construction plans, cost estimates, specifications and related documents as necessary for the purpose of soliciting bids for constructing the project.
- Determine right-of-way requirements, prepare right-of-way plans, and assist the City in acquiring the right-of-way deeds needed for the project, if necessary.
- Upon receipt of construction authorization from MoDOT, make final corrections resulting from reviews by agencies involved, and provide an adequate number of plans, specifications, and bid documents to the City.
- Provide the City with a list of qualified area bidders and assist City in advertising for bids.
- Assist the City in requesting concurrence in award from MoDOT.

#### **Construction Engineering**

- Will serve as the City's representative for administering terms of the construction contract between the City and their Contractor. Engineer will endeavor to protect the City against defects and deficiencies in workmanship and materials in work by the Contractor. However, the furnishing of such project representation will not make Engineer responsible for the construction methods and procedures used by the Contractor or for the Contractor's failure to perform work in accordance with the contract documents.
- Make periodic site visits to observe the Contractor's progress and quality of work, and to determine if the work conforms to the contract documents. It is contemplated that survey staking and layout will be accomplished by the Contractor's forces. The Engineer will accompany MoDOT representatives on visits of the project site as requested.

Proposals should include a statement of qualifications related to work identified above, individual experience of the staff to be assigned, firm's experience with municipal public works projects and the requirements of the Federal Highway Administration, Americans with Disabilities Act, the Missouri Department of Transportation and Local Public Agency Process.

Proposals are due **Friday, June 26, 2009 by 4 pm**, local time. Seven copies of the proposal must be submitted.

Proposals should be sent to:  
Attn: Sidewalk Engineering RFQ  
City of Moscow Mills  
P.O BOX 68  
Moscow Mills, Missouri 64734

Facsimile proposals will not be accepted.  
The City of Moscow Mills is an equal Opportunity Employer.

Sincerely,

Linda Haynes  
City Clerk, Moscow Mills

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