

City of Mount Vernon



P.O. Box 70 • 319 East Dallas • Phone 417/466/2122 • Mount Vernon, Mo. 65712

January 25, 2013

Dear Consultant:

The City of Mount Vernon 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 attachment. Limit your letter of interest to no more than five 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 Qualifications (RSMo 8.285 through 8.291) and an Affidavit of Compliance with 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, February 22, 2013 at 319 E. Dallas, Mount Vernon, Missouri 65712

Sincerely,


Max Springer
City Administrator

Attachment

"Honoring Tradition, Embracing the Future"

City of Mt. Vernon, Lawrence County, Hickory Street (Phase 1)	
Federal Aid No.:	STP-3397(405)
Location:	Hickory Street, from the Missouri State Veterans' Home north to Mt. Vernon Blvd.
Proposed Improvement:	Sidewalks, Pedestrian Bridge and Storm Water Improvements
Length:	1,300 Linear Ft.
Approximate Construction Cost:	\$264,229.00
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, surveying, hydraulic studies, provide environmental and historic preservation services, 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 Phase: Work with the contractor on behalf of the City, assist with the 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 the City to do full time inspections and reporting and participate in the final inspection.</p>
Other Comments:	
Contact:	Max Springer 319 E. Dallas, Mount Vernon, MO 65712 417-466-2122 mspringer@mtvernon-cityhall.org
Deadline:	11:00 am, February 22, 2013
Submit	<ul style="list-style-type: none"> Letter of interest should not exceed five 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.

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