



# City of New Haven

101 Front Street  
PO Box 236  
New Haven, MO 63068



April 18, 2013

**RE: New Haven Safe Routes to School project  
Federal Project No. SRTS-INF-H32F(101)**

Dear Consultant:

The **City of New Haven, Missouri** 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 three (3) 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 New Haven, Missouri. 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. A DBE goal of 0% (zero percent) has been established for the preliminary engineering and construction engineering work on the project.

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 10 a.m. May 10, 2013 at the Office of City Administrator, 101 Front Street, PO Box 236, New Haven, MO 63068.

Sincerely,

Steve Roth  
City Administrator

Attachment

**City of New Haven, Missouri**  
**New Haven Middle School Sidewalk Connection**  
**Park Drive, City of New Haven**

Federal Aid No.:	SRTS-INF-H32F(101)
Location:	Park Drive
Proposed Improvement:	Connect existing sidewalk at Park Drive / Route 100 to New Haven Middle School campus.
Length:	Approximately 1,265 linear feet
Approximate Construction Cost:	\$74,850
DBE Goal Determination	% 0
Consultant Services Required:	Please see attached scope of services
Other Comments:	
Contact:	Steve Roth, City Administrator <a href="mailto:steve.roth@newhavenmo.org">steve.roth@newhavenmo.org</a>
Deadline:	10 a.m. May 10, 2013. Letters should be sent to Office of City Administrator, New Haven City Hall, 101 Front Street, PO Box 236, New Haven MO 63068.
<b>Submit</b> <ul style="list-style-type: none"> <li>Letter of interest should not exceed three (3) pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. <u>Four (4)</u> 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 -	10	Max Points
Capacity and Capability -	10	Max Points
Past Record of Performance -	10	Max Points

**New Haven Middle School Sidewalk Connection  
 Project SRTS-INF-H32F-(101)  
 City of New Haven Missouri**

**Professional Services  
 Scope of Services**

**PE / Planning / Environmental Studies**

<b>Contemplated Activities</b>	Consult with City regarding needs, requirements for project
	Conduct topographic, property and utility surveys
	Arrange for subsurface investigations
	Prepare preliminary plans, alternate designs and cost estimates for City review
	Prepare required submittals to MoDOT for review
	Secure adequate property title information, determine right-of-way requirements, prepare right-of-way plans (if necessary)
	Ensure compliance with historic preservation requirements
	Ensure compliance with all regulations in regard to noise abatement and air quality, if necessary
	Provide the City with five copies of completed plans, specifications and cost estimates (bidding documents) for purposes of obtaining construction authorization from MoDOT

**CE / Construction Inspection & Testing**

<b>Contemplated Activities</b>	Make required corrections, if any, to bidding documents, plans and specifications, and provide adequate number of final documents to City
	Provide City with a list of qualified area bidders and assist City in advertising for bids
	Assist City in evaluating bids and requesting concurrence in award from MoDOT
	Serve as City's agent in administering the contract between City and contractor
	Assist City with preconstruction conference to discuss project details with contractor
	Prepare change orders as necessary
	Review wage rates, postings, equal employment opportunity and other related items
	Inspect materials, review material certifications, sample materials and arrange for laboratory testing if required
	Maintain progress diary and other project records, and prepare monthly estimates of payments due Contractor
	Be present during critical construction operations
	Participate in final inspection, provide the City with project documentation and provide as-built plans to the City.