

CITY OF POPLAR BLUFF

CITY HALL, 101 OAK ST.
POPLAR BLUFF, MISSOURI 63901

September 13, 2013

Dear Consultant:

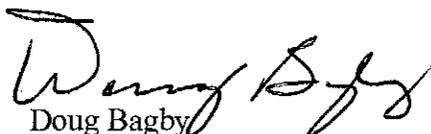
The City of Poplar is requesting the services of a consulting engineering firm to perform the described professional services for the project included on the attached list. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate 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 with **City of Poplar Bluff**. 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, 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, (09/30/2013) at City of Poplar Bluff, 101 Oak Street, Poplar Bluff, Missouri 63901.

Sincerely,


Doug Bagby
City Manager

Attachment

Poplar Bluff, MO, Route N/A	
Federal Aid No.:	STP-5100(004)
Location:	Poplar Bluff, MO
Proposed Improvement:	Construct 10' wide walking/bicycle trail
Length:	7,965 ft.
Approximate Construction Cost:	\$539,000
DBE Goal Determination	0%
Consultant Services Required:	The city of Poplar Bluff is seeking consulting engineering service for a Surface Transportation Project. The engineering responsibilities may include, but are not limited to: Construction Phase: work with contractor on behalf of the City, 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 City to do full time inspections and reporting and participate in final inspection.
Other Comments:	
Contact:	<i>Name - Doug Bagby Address - 101 Oak Street, Poplar Bluff, MO 63901 Phone - 573-785-7474 E-mail - cityofpb@pbutilities.com</i>
Deadline:	2:00 p.m., 09/30/2013
Submit	<ul style="list-style-type: none"> 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. 5 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 - 5 Max Points

Capacity and Capability - 5 Max Points

Past Record of Performance - 7 Max Points