



June 26, 2013

Dear Consultant:

The City of Republic is requesting the services of a consulting engineering firm to perform the described professional services for the project described in the following table. If your firm would like to be considered for these consulting services, you must obtain and satisfactorily respond to the City's published Request for Qualifications (RFQ). An RFQ packet is available by utilizing the contact information indicated on the attachment. All submitted responses to the RFQ must provide sufficient detail and information so as to allow an evaluation of its merit. In addition to the required components, responses should include information which will assist in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, and other similar projects your company has recently completed or are now actively engaged in. 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 Republic.

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 any 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.

Among other components, any response to this RFQ must include an Affidavit of Compliance with the Federal Work Authorization program along with a copy of your firm's E-Verify Memorandum of Understanding. The city of Republic reserves the right to reject any and all submittals, to waive informalities, and to reject nonconforming, non-responsive or conditional responses.

To receive all due consideration in the selection process, all submittals must be received by 2 pm, on July 22<sup>nd</sup>, 2013 at the City of Republic, 221 N. Main Street Republic, Missouri, 65738.

Sincerely,

David Brock  
Public Works Director

<i>Republic Transportation Master Plan</i>	
Federal Aid No.:	STP-9900(077)
Location:	Republic, Missouri
Proposed Improvement:	Preparation of Transportation Master Plan
Length:	N/A
Approximate Construction Cost:	N/A
DBE Goal Determination	0%
Consultant Services Required:	Transportation Master Plan to include: Regional Traffic Impact Study, Transportation Capital Improvement Planning, Bike and Pedestrian Planning
Other Comments:	None
Contact:	David Brock, Public Works Director 221 N. Main Street Republic, MO 65738 (417) 732-3400 dbrock@republicmo.com
Deadline for Submittal:	2 p.m. local time, July 22 <sup>nd</sup> , 2013

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection:

CATEGORY	EVALUATION WEIGHT	MAX POINTS
Experience with similar projects involving local government and/or other governmental agencies	30%	30
Capacity of the firm to complete the work in the needed timeframe	20%	20
Past performance	20%	20
Thoroughness of material submitted, including the proposed work plan and the quality, amount and type of service provided	20%	20
Reports from References	10%	10
<b>TOTALS</b>	<b>100%</b>	<b>100 points</b>