



City of Strafford

126 S. Washington - P.O. Box 66 • Strafford, Missouri 65757 • Phone: 417-736-2154
Fax: 417-736-2390

June 20, 2013

Dear Consultant:

The **City of Strafford** 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 **the City of Strafford**. 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 4 pm, July 12, 2013 at **Strafford City Hall address 126 S. Washington, P.O. Box 66, Strafford, MO, 65757.**

Sincerely,

Steven D. Bodenhamer, P.E.
City Administrator

Attachment

<i>City of Strafford</i>	
Federal Aid No.:	STP – 9901(807)
Location:	On Madison, Bumgarner and Pine Streets
Proposed Improvement:	New Sidewalks
Length:	3,000 feet
Approximate Construction Cost:	\$ 250,000
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, Right of Way Plans, 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 Inspection 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 testing and inspection, be present during critical construction operations, work with City to do inspections and reporting and participate in final inspection.</p>
Contact:	Steven D. Bodenhamer, P.E. City Administrator City of Strafford, MO 126 S. Washington, P.O. Box 66 Strafford, Missouri 65757 Tel. 417-736-2148 Email: cityadministrator@straffordmissouri.org
Deadline:	4:00 pm, July 12, 2013
Submit <ul style="list-style-type: none"> Letter of interest should not exceed <u>5</u> pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. <u>6</u> 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.

Experience and Technical Competence -	Max Points 35
Capacity and Capability -	Max Points 35
Past Record of Performance -	Max Points 30