

City of Vienna

424 Eighth Street
P.O. Box 196
Vienna, Missouri 65582-0196
Ph. (573) 422-3549 Fax (573) 422-6110

January 28th, 2013

Dear Consultant:

The City of Vienna 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 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.

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 Qualification (RSMo 8.285 through 8.291) and an Affidavit of Compliance with the 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 4 pm, 03/01/2013 at 424 8th St or mail to PO Box 196, Vienna, MO 65582.

Sincerely,



Mr. Jamie Jones
Mayor

Attachment

City of Vienna STP-9900(595), Vienna Park Trail

Federal Aid No.:	STP-9900(595)
Location:	<ol style="list-style-type: none"> 1. Coffey Street from 6th Street north to 8th Street 2. 8th Street from Coffey Street west to Hwy 63 3. Ball Park Road from Hwy 63 west to Vienna City Park 4. Vienna City Park
Proposed Improvement:	Construction of Sidewalks and ADA Compliant Parking
Length:	3,010 LF
Approximate Construction Cost:	\$394,213
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, preparing and submitting necessary permits, contract documents, assisting with the bidding process for ADA compliant sidewalks/parking and preparation of PS&E and final documents.</p> <p>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.</p>
Other Comments:	This project ties in to the proposed walking trail at the Vienna City Park. This project is critical to provide a link between downtown Vienna and the park.
Contact:	<p>Mr. Jamie Jones (Mayor) and/or Ms. Sherry James (City Clerk) City of Vienna 424 8th St, PO Box 196, Vienna, MO 65582 (573) 422-3549 jjones@capitalquarries.com sjames@viennamissouri.org</p>
Deadline:	March 1, 2013; 4:00 pm
Submit	<ul style="list-style-type: none"> • Letter of interest should not exceed 3 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. 6 copies of the letter of 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 -	40	Max Points
Capacity and Capability -	30	Max Points
Past Record of Performance -	30	Max Points