



CITY OF NEW MADRID
560 Mott Street / P.O. Box 96
New Madrid, MO 63869
Phone: (573) 748-2866
Fax: (573) 748-5402
www.new-madrid.mo.us

May 3, 2015

Dear Consultant:

The City of New Madrid 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 three 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 Madrid. 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 1 pm on May 18, 2015.

City Hall
560 Mott Street
New Madrid, MO 63869

Sincerely,

Kristy Taylor
Finance Officer

Attachment

| City/County: New Madrid | Route: Main Street & Route U |
|---|---|
| Federal Aid No: | TAP-9900(066) |
| Location: | Main Street between Virginia St & Route U Missouri Ave between Main & First Streets First Street between Missouri St & Route U |
| Proposed Improvement: | Installation of new street lights and constructing new sidewalks and/or repair including ADA ramps, striping, street signage and utility relocations as necessary along: Main Street between Virginia St & Route U Missouri Ave between Main & First Streets First Street between Missouri St & Route U |
| Length: | 1,800 SY Non-Reinforced Concrete Sidewalk 40 Pedestrian Lights |
| Approximate Construction Cost: | \$328,000.00 |
| DBE Goal Determination: | 0% |
| Consultant Services Required: | 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. 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: | Additional information available on request. |
| Contact: | Name: Kristy Taylor Address: 560 Mott Street, PO Box 96 New Madrid, MO 63869 Phone: (573) 748-5415 Email: kristyt@new-madrid.mo.us |
| Deadline: | May 18, 2015 at 1:00 pm |
| <ul style="list-style-type: none"> • Submit: Letter of interest should not exceed three pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Three 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- MoDOT.

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|---------------------------------------|----|------------|
| Experience and Technical Competence - | 33 | Max Points |
| Capacity and Capability - | 33 | Max Points |
| Past Record of Performance - | 33 | Max Points |