



City of Richmond

205 Summit • Richmond, Missouri 64085
(816) 776-5304 • KC Line (816) 470-3540 • Fax (816) 776-8216

June 7, 2012

Dear Consultant:

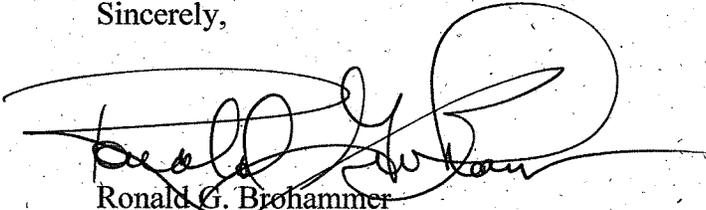
The City of Richmond is requesting the services of a consulting engineering firm to perform the described professional services for the project included on the attached list. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate 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.

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 4:00 p.m., July 18, 2012 at 205 Summit Street, Richmond, MO 64085.

Sincerely,



Ronald G. Brohammer
City Administrator

Attachment

<i>City/County Richmond/Ray, Route: Mo 13/South Street</i>	
Federal Aid No.:	STRS-INF-H284(104)
Location:	Richmond, Ray, MO13 and South Street
Proposed Improvement:	Design and construction of Safe Routes to School 6' sidewalk linking/connecting to the planned MoDOT sidewalk along MO 13 at the intersection of MO 13 and South Street - extending west along South Street and Wellington Street to provide an accessible connection to Richmond Middle School
Length:	approximatley .5 mi.
Approximate Construction Cost:	
DBE Goal Determination	0 %
Consultant Services Required:	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 and preparation of PS&E and final documents. During the 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:	This project will require coordination with the City of Richmond, Richmond citizens, the Richmond School District and MoDOT.
Contact:	<i>Name: Tonya Willim, Assistant to the C/A, Clerk Address 205 Summit Street, Richmond, MO 64085 Phone 816-776-5304 E-mail: twillim@cityofrichmondmo.org</i>
Deadline:	<i>4:00 p.m., July18, 2012</i>
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. <u>Five</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. Additional criteria can be added with the approval of Central Office Design

Experience and Technical Competence -	40	Max Points
Capacity and Capability -	20	Max Points
Past Record of Performance -	40	Max Points