

CITY of CLARKSBURG

Mayor/Eric Moore
573-353-6934

City Clerk/Linda Lucas
573-230-6642

Police Chief/Lindell Reed
911

City Attorney/John Kay
573-796-2412

City Collector/Charlene Jenkins
573-787-3436

City Treasure/Court/Martreta Pettigrew
573-353-4597

March 7, 2012

Dear Consultant:

The City of Clarksburg 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.

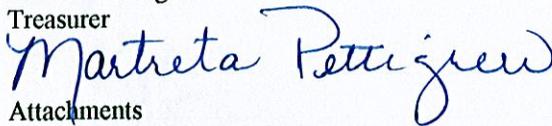
DBE firms must be listed in the MRCC DBE Directory located at MoDOT's web site at www.modot.gov in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.

It is required by the Revised Statutes of Missouri, sections 8.285 through 8.291, that your firm's Statement of Qualification 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 5:00pm, March 29, 2012, at PO Box 134, Clarksburg, MO 65025.

Sincerely,

Martreta Pettigrew
Treasurer



Attachments

City of Clarksburg

Federal Aid No:	SRTS-INF-H285(110)
Location:	City of Clarksburg, MO. Construction along Route H from Clarksburg C-II Elementary School north to downtown.
Proposed Improvement:	To provide ADA compliant sidewalks, pedestrian bridge removal, signage, and other necessary safety upgrades for students to travel to/from Clarksburg C-II Elementary School; add a new bike rack at the school building.
Length:	1,200 ft
Approximate Construction Cost:	\$75,000
DBE Goal Determination:	0%
Consultant Services Required:	<p>Preliminary Engineering: The design engineering responsibilities may include, but are not limited to: Preparation of preliminary plans and final contract plans. Design services may include: surveying, geotechnical investigations, public involvement, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, utility coordination, ADA compliance requirements, and traffic controls for preparation of PS&E and final documents for the LPA program.</p> <p>Construction Engineering: The construction engineering responsibilities include working on behalf of City during construction. Engineering services include assisting with preconstruction conference, site inspection, preparation of change orders, inspection of construction materials, review of contractor's shop drawings and pay requests, construction test & inspection, and work with City for all reporting, final inspection per LPA program.</p>
Other Comments:	
Contact:	Martreta Pettigrew PO Box 134 Clarksburg, MO 65025 (573) 353-4597
Deadline:	5:00pm, 03/29/2012
<p>Submit: 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. 3 copies of the letter of interest should be received at the address and by the time specified.</p>	
<p>Pursuant to the Brooks Act for Consultant Selection, the following criteria will be the basis for selection. The basis of the evaluation can be located in the Engineering Policy Guide fig 136.6.2. Maximum points can be modified or additional criteria can be added with the approval of Central Office Design.</p>	
Experience and Technical Competence	40 Max Points
Capacity and Capability	30 Max Points
Past Record of Performance	30 Max Points