



City of New Haven

101 Front Street
PO Box 236
New Haven, MO 63068



August 8, 2011

Dear Consultant:

The **City of New Haven, Missouri** 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 five (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.

The City of New Haven will evaluate firms based on a) experience and competence, b) the capacity of the firm to perform the work in the timeframe needed, c) past performance, and d) proximity to and familiarity with the project area. (23 CFR 172 Administration of Engineering & Design Related Service Contracts and RSMo 8.285 through 8.291)

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 no later than 3 p.m. August 30, 2011 at the Office of City Administrator, City of New Haven, 101 Front Street, New Haven, MO 63068. Electronic submissions will be accepted and should be directed to steve.roth@newhavenmo.org.

Sincerely,

Steve Roth
City Administrator

Attachment

| <i>City of New Haven, Franklin County, MO Miller Street Reconstruction Phase 3</i> | |
|--|---|
| Federal Aid No.: | STP 5401-667 |
| Location: | Miller Street from Maiden Lane intersection north approximately 1,250 feet |
| Proposed Improvement: | Full street reconstruction including base, surface, curb and gutter, sidewalk, storm water and utility relocations |
| Length: | Approximately 1,250 feet |
| Approximate Construction Cost: | \$739,869 |
| DBE Goal Determination | 10% (Ten percent). |
| Consultant Services Required: | Topo, utility and boundary surveys; preliminary plans, alternate designs, cost estimates for City review; right-of-way plans, assist City in acquisition of right-of-way; final plans and specifications, bidding documents; prepare all necessary submittals for MoDOT review; construction testing and inspection, contract management. |
| Other Comments: | <u>The schedule for this project requires preliminary plans and right-of-way plans to be submitted to MoDOT by February, 2012.</u> Consultant must be prepared to meet this schedule. |
| Contact: | Steve Roth, City Administrator 101 Front Street, New Haven, MO 63068 573-237-2349 Steve.roth@newhavenmo.org |
| Deadline: | 3 p.m. August 30, 2011 |