

Dale Keith
Mayor

Sheila Matlock
City Clerk

Dale McGaw
Chief of Police

Suzanne Miller
Utilities

CITY OF MANSFIELD
P. O. BOX 467
MANSFIELD, MO 65704-0467

Date: December 2, 2010

Dear Consultant:

The **City of Mansfield** 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 2 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.

City of Mansfield 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 by 4:30 pm, (12/31/2010) at the **City of Mansfield**.

Sincerely,



Sheila Matlock
City Clerk

Attachment

Dick Thomas – Susan Smith – Mardie Morton – Steve Baty
Phone - 417-924-8340 Fax - 417-924-7301

<i>Mansfield, Wright County, Missouri</i>	
Federal Aid No.:	STP-9900(874)
Location:	City of Mansfield
Proposed Improvement:	Sidewalks
Length:	Approx. 3730 feet
Approximate Construction Cost:	\$224,021.00
Consultant Services Required:	<i>Sidewalk: preliminary plans, right of way plans, construction plans, oversight and inspection of project</i>
Other Comments:	
Contact:	<i>Sheila Matlock P O Box 6, 122 N Business 60 Mansfield, MO 65704 417-924-8340 smatlock@mansfieldcityhall.org</i>
Deadline:	<i>4:30 pm 12/31/10</i>