

City of Maryville, Missouri

415 North Market Street • P.O. Box 438 • 64468-0438
Tele. (660)562-8003 • Fax (660)562-3895



January 27, 2012

Dear Consultant:

The City of Maryville 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 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.

The complete proposal can be obtained by contacting the City Clerk at (660)562-8003 or on the City's Website at www.maryville.org. Facsimile proposals will not be accepted. The City of Maryville is and Equal Opportunity Employer.

Questions related to the project may be directed to C.E. Goodall, Public Works Director at (660)562-8012 or me, Keith Wood, Interim City Manager at (660)562-3209.

We request all letters be received by 10:00 am, February 15, 2012, at the City of Maryville.

Sincerely,

Keith Wood
Interim City Manager

Attachment

<i>The City of Maryville</i>	
Federal Aid No.:	STP-9900(111)
Location:	East 7 th St. from N. Davis St. east to N. Laura St., south along N. Laura St. to E. 4th St., along E. 4 th St. from Laura St. west to near N. Davis St., Maryville, Missouri
Proposed Improvement:	Transportation facility for pedestrians and bicycles
Length:	4147 feet
Approximate Construction Cost:	\$200,000
DBE Goal Determination	0 %
Consultant Services Required:	<p>The engineering responsibilities may include but are not limited to:</p> <p>The preparation of Conceptual plans, Preliminary plans, Contract plans. Design services may include, right of way plans, surveying, geotechnical investigations, public involvement, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, utility coordination/permits and traffic controls and the compliance with ADA requirements. The services will also include preparation of PS&E and final documents.</p> <p>Construction Phase: work with contractor on behalf of the County, 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 County to do full time inspections and reporting and participate in final inspection.</p>
Other Comments:	
Contact:	<p>“BEAL PARK TRAILS/SIDEWALK” City of Maryville Attn.: Sheila Smail, City Clerk P.O. Box 438 Maryville, MO 64468</p>
Deadline:	10:00 am, February 15, 2012
Submit	<ul style="list-style-type: none"> Letter of interest should not exceed five 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. The basis of the evaluations 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

Experience and Technical Competence -	30	Max Points
Capacity and Capability -	40	Max Points
Past Record of Performance -	30	Max Points