

# CITY OF CONCORDIA

HEARTS IN HARMONY SINCE 1860



618 South Main Street, P.O. Box 847  
Concordia, MO 64020-0847

Telephone 660-463-2228  
FAX 660-463-7574

March 17, 2015

Dear Consultant:

The City of Concordia, 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 four (4) 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. It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) be submitted with your firm's Letter of Interest, or be on file with the City of Concordia, Missouri. The statement of qualification is not included in the total page count limit.

DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at [www.modot.gov](http://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 be prequalified with MoDOT and listed in MoDOT's Approved Consultant Prequalification List, or your firm will be considered non-responsive.

All letters must be received by 2:00 pm. CST on Friday, April 17, 2015. Letter must be in a sealed envelope labeled "**Concordia Entrance Improvements TAP-3301 (500)—RFQ**". All letters shall be addressed to **Dale Klussman, City Administrator, Concordia City Hall, P.O. Box 847, 618 South Main St., Concordia, MO 64020**; or letters may be hand delivered. Nine (9) copies of the letter should be received at the address and by the time specified. No electronic copies or facsimiles will be accepted.

Sincerely,

Dale Klussman  
City Administrator

Attachment

Water Department  
4517 Hwy 23 South  
660-463-2286

Wastewater Department  
607 South Main Street  
660-463-3286

Police Department  
618 South Main  
660-463-2140

Street Maintenance Department  
104 SW 3rd Street  
660-463-7266

Parks & Recreation  
802 South Gordon  
660-463-4277

<b>City/County <u>Concordia, Lafayette</u> Route Mo. Highway 23</b>	
Federal Aid No.	<b>TAP-3301 (500)</b>
Location:	Mo. Hwy 23 & I-70, Concordia, MO
Proposed Improvement	Creation of sidewalks, drainage and retaining walls throughout interchange from Eastbound ramps to NW 4 <sup>th</sup> Street.
Length:	Approximately 240 linear feet on east and west sides of Mo. Highway 23.
Approximate Construction Cost:	\$140,338
DBE Goal Determination	0%
Consultant Services Required:	<p>The engineering responsibilities may include but are not limited to:</p> <p>The preparation of Preliminary plans, Contract plans, Right of Way Plans, preparing and submitting necessary permits, contract documents, assisting with bidding process for ADA compliant sidewalks and preparation of PS&amp;E and final documents.</p> <p>During the Construction Phase, the successful firm will work with the contractor(s) 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 the City to do full inspections and reporting and participate in final inspection</p>
Other Comments:	No Conceptual Plans required.
Contact:	Dale E. Klussman, City Administrator 618 South Main St. Concordia, MO 64020 Phone: (660) 463-2228 Email: concordiaadmin@ctcis.net
Deadline:	2:00 p.m. (CST) Friday, April 17, 2015
<ul style="list-style-type: none"> <li>• Submit: Letter of Interest should not exceed four (4) pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Nine (9) copies of the letter should be received at the address and by the time specified.</li> </ul>	

Pursuant to the Brooks Act for Consultant Selection—the following criteria will be the basis for selection.

**Experience and Technical Competence**  
**Capacity and Capability**  
**Past Record of Performance**

**40 Maximum Points**  
**25 Maximum Points**  
**35 Maximum Points**