

City of Hamilton
200 S. Davis, Hamilton, MO 64644
Tele. (816) 583-4911 Fax (816) 583-4929

March 11, 2015

Dear Consultant:

The City of Hamilton is requesting the services of a consulting engineering firm to perform the described professional services for the design and administration of Transportation Alternatives Funds Program (TAP) project TAP-9900 (116). If your firm would like to be considered for these consulting services, you may express your interest by responding to the City of Hamilton. Limit your letter of interest to no more than two 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 Hamilton. 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, 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.

We request all letters be received by 5:00 pm, March 30, 2015 at 200 S. Davis, Hamilton, MO 64644.

Sincerely,

Dale Wallace
City Manager

Attachment

City of Hamilton, Transportation Alternatives Funds Program Project	
Federal Aid No:	TAP-9900 (116)
Location:	Hamilton, MO
Proposed Improvement:	Hamilton Downtown Sidewalks-a portion of the East side of North Davis between E. McGaughey and East Bird.
Length:	170 Feet
Approximate Construction Cost:	\$99,100
DBE Goal Determination:	0 %
Consultant Services Required:	<p><i>Sidewalks: The engineering responsibilities may include but are not limited to: The preparation of Conceptual plans, Preliminary plans, Contract plans, Right-of-Way plans, preparing and submitting necessary permits, contract documents, assisting with the bidding process for ADA compliant sidewalks and preparation of PS&E and final documents.</i></p> <p><i>Construction Phase: Work with the contractor on behalf of the City, assist with the preconstruction conference, perform periodic site inspections, prepare change orders, inspect construction materials, check shop drawings submitted by the contractor, conduct construction tests and inspections, be present during critical construction operations, work with the City to do full time inspections and reporting, and participate in the final inspection.</i></p>
Other Comments:	Past experience with MoDOT projects preferred.
Contact:	<p>Name: Dale Wallace, City Manager Address: City of Hamilton 200 S. Davis P.O. Box 217 Hamilton, MO 64644 Phone: (816) 583-4911</p>

	Email: hamiltoncity@live.com
Deadline:	5:00 p.m., March 30, 2015
<ul style="list-style-type: none"> • Submit: Letter of interest should not exceed 2 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. 2 copies of the letter of 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. Additional criteria can be added with the approval of Central Office Design- MoDOT.

Experience and Technical Competence - _____ Max Points

Capacity and Capability - _____ Max Points

Past Record of Performance - _____ Max Points