

December 10, 2013

RE: TIGER Grant TDG-3200 (718) Project 1 – Maiden Lane Construction, Oversight, and Inspection  
And  
Railroad Coordination, Roadway Design, Land Surveying, and Acquisition Services

Dear Consultant:

The City of Joplin is requesting the services of a civil engineering firm. Duties are to perform project management, administration, and construction inspection of the Tiger Grant funded Maiden Lane project. Additionally, the firm will be responsible for land surveying, roadway design, railroad coordination, and right of way services that include but are not limited to: securing right-of-way appraisals, review appraisals and negotiation services. The Maiden Lane project is federally funded, knowledge of LPA and MoDOT regulations are required. Ability to work with the public and acquire right-of-way is required. If your firm would like to be considered for these services, please respond to Dave Hunt, transportation Engineer, 602 South Main, Joplin, MO 64801.

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. There is a 10 page maximum for this request.

It is required that your firm's State of Qualification (RSMo.82585 through 8.291) and an Affidavit of Compliance with the federal work authorization program along with a copy of your firms 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 January, 7, 2014 at 602 S Main, 4<sup>th</sup> Floor, Joplin, MO 64801.

Sincerely,

A handwritten signature in black ink, appearing to be 'D. Hunt', written in a cursive style.

Dave Hunt, E.I.  
Transportation Engineer

## Criteria for Evaluating Consultants

### Point Range Legend

34 – 21 = excellent    20 – 11 = adequate    10 – 1 = fair    0 = inadequate

### **Experience & Technical Competence (34)**

Rate the qualifications of employees designated to this specific job, for example, assigning between 34 and 21 points for the most qualified personnel. Those rated between 20 and 11 points are considered good but lack extensive experience in the particular type of service desired. A value of 10 or less points is assigned to firms with well-qualified personnel who have no experience in the proposed area of work.

The Local Sponsor may wish to include the following in their Request for Qualifications:

*Provide the qualifications of the employees on the team designated to this specific project.*

### **Capacity & Capability (33)**

Evaluate the consulting firm for experience on similar and related types of work it has performed. For example, assigning between 33 and 21 points is for many years of established practice in the proposed type of work and related studies. A value of between 20 and 11 points may be assigned for above average experience, while 10 or less points may be given for experience adequate to perform the contract. The points for a firm with little operating experience in the selected field may be reduced further. Reduce the rating for a level of personnel inadequate to handle the firm's indicated workload.

The Local Sponsor may wish to include the following in their Request for Qualifications:

*Based on the number of projects this team is currently working on, what is the percentage of time available for each team member to dedicate to this project?  
How many projects or similar types of work have this team completed or nearly completed?*

### **Past Record of Performance (33)**

Rate the adequacy of firms that have previously performed work under contract in related fields, assigning a maximum and reducing the points for less experience.

The following questions could be included in the

The Local Sponsor may wish to include the following in their Request for Qualifications:

*Please provide references with names and e-mail addresses of the owner's representative who is most knowledgeable of your firm's performance.  
Describe methods you intend to utilize or have used in the past to serve the needs of a City located in a non-urban rural community in a cost effective manner.  
What engineering challenges do you anticipate in designing this type of project in a rural community? What approach will you use, or have you used in the past, to overcome these obstacles?*

