



CITY OF  
**Warsaw**

*Historic Old Steamboat  
Town on the Osage River  
And Lake of the Ozarks  
Home of Harry S. Truman Dam*

Mayor, Eddie Simons

Ward One Alderpersons  
Dave Williams  
Brad Spencer

Ward Two Alderpersons  
Kevin Dockery  
Terry Marshall Sr.

Ward Three Alderpersons  
Eric Flores  
Jim Spring

January 24<sup>th</sup>, 2013

Dear Consultant:

The City of Warsaw 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 20 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.

If the consultant does not have the qualifications to meet every aspect as outlined in this request, then a team approach will be considered. Provide the team members that would be used in fulfilling the need of this request.

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'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 4:00 pm, February 15<sup>th</sup>, 2013 by 12:00 P.M. at 181 Harrison or mail to PO Box 68, Warsaw, Missouri, 65535

Respectfully,

Randy Pogue  
City Administrator and Planner

**City of Warsaw STP-3001(002), Harrison St. Streetscape**

Federal Aid No.:	STP-3001(002)
Location:	Harrison Street, from Benton to State Street
Proposed Improvement:	Street Improvements with Bicycle Lanes
Length:	Four city blocks
Approximate Construction Cost:	\$450,000
DBE Goal Determination	0% for the Design Phase
Consultant Services Required:	<p>For all the following 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, construction support/construction inspection, utility coordination/permits and traffic controls including the preparation of PS&amp;E and final documents.</p> <p><b>Sidewalks</b> ADA compliant sidewalks/bicycle lanes.</p> <p><b>Roadway</b> Standard roadway design with storm water control. Roadway will include bicycle lanes</p> <p><b>Lighting</b> Lighting scheme that is identical to the lighting that is already in use.</p> <p><b>Construction Inspection</b> Construction Phase: work with contractor 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 City to do full time inspections and reporting and participate in final inspection.</p>
Other Comments:	<p>This project is part of an overall master plan created to guide the city with the development of a trail system that incorporates recreation areas with community links. The project is critical to this concept by providing a link to the downtown and eventually in to the community. Upon request an electronic version of the master plan will be provided.</p>
Contact:	Randy Pogue, City Administrator and Planner PO Box 68, Warsaw, Missouri 65355 660-438-5522
Deadline:	February 15 <sup>th</sup> , 2013 by 12:00 P.M.
Submit	

- Letter of interest should not exceed 20 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. 10 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. Additional criteria can be added with the approval of Central Office Design

Experience and Technical Competence -	Max Points 20
Capacity and Capability -	Max Points 20
Past Record of Performance -	Max Points 20
Similar Projects-Past, Current and future	Max Points 20
Knowledge of Complete Streets	Max Points 20