

City Of Verona

P.O. Box 158 - 144 N. 3rd Street
Verona, MO 65769
Phone: 417-498-6725 Fax: 417-498-6225

Mayor:
Willis Hutson

City Clerk:
Julie Ruscha

February 27, 2013

Dear Consultant:

The City of Verona 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 5 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.

We request all letters be received by 10:00 am, March 26, 2013 at 144 North Third Street, Verona, MO 65769.

Sincerely,



Julie Ruscha
City Clerk

Attachment

City of Verona, Lawrence County, 2nd and 3rd Street	
Federal Aid No.:	STP-3397(406)
Location:	East side of Third Street, between Adams Street and Dora Street, continuing east along the North side of Dora Street to Second Street, then continuing south along the east side of Second Street from Dora Street to Verona Schools
Proposed Improvement:	Remove sidewalks and replace with ADA compliant sidewalks, replacing culverts and reshaping ditches to alleviate flooding
Length:	Approximately 1,810 L.F.
Approximate Construction Cost:	\$136,335.00
DBE Goal Determination	0%
Consultant Services Required:	<p>The engineering responsibilities may include but are not limited to: The preparation of Conceptual plans, Preliminary plans, Contract 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.</p> <p>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:	
Contact:	Julie Ruscha 144 North Third Street, Verona, MO 65769 417-498-6725 Verona@suddenlinkmail.com
Deadline:	10:00 am, March 26, 2013
Submit	<ul style="list-style-type: none"> Letter of interest should not exceed 5 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. Additional criteria can be added with the approval of Central Office Design

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