

# City of New Haven

101 FRONT STREET

PO BOX 236

NEW HAVEN, MO 63068

Phone 573-237-2349 \* [www.newhavenmo.org](http://www.newhavenmo.org) \* Fax 573-237-4696

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October 18, 2012

**RE: Consultant Solicitation  
New Haven MO Miller Street Phase 4 Reconstruction  
Federal Project No. STP 5401-675**

Dear Consultant:

The **City of New Haven, Missouri** 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 seven (7) 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](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 1 p.m. 11-08-2012 at **City of New Haven, PO Box 236, 101 Front Street, New Haven, MO 63068.**

Sincerely,

Steve Roth  
City Administrator

Attachment

<i><b>New Haven, Franklin County, Missouri, Miller Street Phase 4</b></i>	
Federal Aid No.:	STP 5401-(675)
Location:	New Haven, MO
Proposed Improvement:	Miller Street Phase 4 reconstruction. Street reconstruction, utility relocation, curb and gutter and sidewalk improvements
Length:	.19 miles
Approximate Construction Cost:	\$696,213
DBE Goal Determination	0% (Zero percent)
Consultant Services Required:	<p>The engineering responsibilities may include but are not limited to the following:</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>Construction engineering services may include but are not limited to the following: Work with contractor on behalf of the LPA, 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 LPA to do full time inspections and reporting and participate in final inspection.</p>
Other Comments:	
Contact:	Name; Steve Roth, City Administrator Address: 101 Front Street, PO Box 236 New Haven MO 63068 Phone: 573-237-2349 E-mail: steve.roth@newhavenmo.org
Deadline:	1 p.m. November 8, 2012
Submit	<ul style="list-style-type: none"> <li>Letter of interest should not exceed 7 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. <u>Five</u> copies of the letter interest 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. Additional criteria can be added with the approval of Central Office Design

Experience and Technical Competence -	10 Max Points
Capacity and Capability -	10 Max Points
Past Record of Performance -	10 Max Points