

## NOTICE TO CONSULTANT

Bolivar, MO  
65613

The City of Bolivar, MO is requesting the services of a consulting engineering firm to assist in design, allocation of grant funding and required documents, and completion of municipal improvements to S. Springfield Ave. between E. Aldrich Rd and 2230 S. Springfield Ave. We request all letters be received by 3 pm, (4/15/2024) at City of Bolivar, MO

You can find the specifications, bid documents, and bid submission requirements on the city's website at [www.bolivar.mo.us](http://www.bolivar.mo.us) or examine and obtain them in person between 9:00 a.m. and 4:00 p.m., Monday through Friday, at Bolivar City Hall. For questions, feel free to contact Kevin Kelly at 417-328-5822.

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Paula Henderson  
City Clerk



345 S. Main Ave, PO Box 9, • Bolivar, Missouri 65613  
Telephone (417)326-2489 • Fax (417) 777-3212  
[www.bolivar.mo.us](http://www.bolivar.mo.us)

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Date: 3/20/2024

Dear Consultant:

The City of Bolivar, MO 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 4 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 City of Bolivar, MO. 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](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 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 3 pm, (04/15/2024) at City of Bolivar, MO.

Thank you,

Kyle Lee  
City of Bolivar – Community Development Director  
Building & Fire Code Official  
417-328-5826  
[klee@bolivar.mo.us](mailto:klee@bolivar.mo.us)



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|---|---|
| <b>City/County: Bolivar, MO Polk   Route: S Springfield Ave (between E Aldrich Rd &amp; 2230 S Springfield Ave)</b> |   |
| Federal Aid No:   | TAP-6701808   |
| Location:   | Bolivar, MO   |
| Proposed Improvement:   | The project may include open drainage ways, enclosed (box) culverts, multiuse paths, regional detention basin and other infrastructure.   |
| Length:   | Approx. 1200' (1/4 mile)  |
| Approximate Construction Cost:  | \$628,200.00  |
| DBE Goal Determination:   | 5 %   |
| Consultant Services Required:   | <p>Engineering services to assist in design, allocation of grant funding and required documentation, and completion of municipal improvements to S. Springfield Ave. between E. Aldrich Rd and 2230 S Springfield Ave.</p> <p>The engineering responsibilities may include but are not limited to the following: The preparation of Conceptual plans, Preliminary plans, Contract plans and Right of Way 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>The preparation of Conceptual plans, Preliminary plans, Contract plans, Right of Way Plans, preparing and submitting necessary 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:  | <p>Name: Kyle Lee</p> <p>Address: 345 S Main St. Bolivar, MO 65613</p> <p>Phone: 417-328-5825</p>   |



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|---|---------------------------|
|   | Email: Klee@bolivar.mo.us |
| Deadline:   | April 15, 2024 – 3pm      |
| <ul style="list-style-type: none"><li>• Submit: Letter of interest should not exceed 4 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. 4 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:

|                                       |    |            |
|---------------------------------------|----|------------|
| Experience and Technical Competence - | 10 | Max Points |
| Capacity and Capability -             | 5  | Max Point  |
| Past Record of Performance -          | 5  | Max Points |