Missouri Department of Transportation
Annual Financial Pre-Qualification Process

The Missouri Department of Transportation is performing financial pre-qualifications for engineering, architectural and land survey consultants who wish to provide professional services. All pre-qualification information submitted by your firm is for internal department use and is kept confidential.

Pre-Qualification Information

Thank you for your interest in providing professional services to the Missouri Department of Transportation. The Department requires all consultants adhere to the guidelines set forth by the Department before being considered a pre-qualified consultant. These guidelines will give you the information you need to submit a complete pre-qualification application.

The pre-qualification application consists of the following:

Direct questions for items A through C to Sandra Riley, Design Division (573) 522-2002

A. Annual Statement of Qualifications
   Form 254-Architects-Engineer and Related Services Questionnaire
   OR
   Form 330 Part II only-Architects-Engineer and Related Services Questionnaire
   Form 254 & 330–Instruction

B. Secretary of State Certificate of Good Standing–Contact the Secretary of State Office toll free at (866) 223-6535 or go to http://www.sos.mo.gov
   Missouri Revised Statutes, Chapter 351, General and Business Corporations
   http://www.moga.mo.gov/statutes/c351.htm

C. Annual Worker Eligibility Affidavit with a copy of your firms E-Verify MOU signed by your firm and the Department of Homeland Security (DHS).
   http://www.moga.mo.gov/statutes/c200-299/2850000530.htm
   DHS Federal Work Authorization Program E-Verify
   Annual Worker Eligibility Affidavit Form

D. Insurance Certificate of Liability to meet the terms of the agreement. The agreements can be found on MoDOT's General Information Design Consultant webpage – Master Agreement Process – Master Agreement Terms and Conditions.

Direct questions for items E through J to External Audits (573) 526-1244

E. Overhead Rate Information
   Instructions for Submitting Overhead Rate Information

F. Summary Information Sheet

G. Hourly Billing Rates
   Sample Format for Hourly Billing Rates

H. Internal Control Questionnaire (ICQ) for Consulting Engineers
   Instructions for Completing the ICQ

I. Compensation Analysis
   Instructions for Compensation Analysis

J. Management Representation and Certification

Completed forms and accompanying information should be submitted as follows:

Electronic Submissions: Sandra.Riley@modot.mo.gov

Or mail to: MoDOT
Design Division – ATTN: Sandra Riley
P.O. Box 270
105 West Capitol
Jefferson City, MO 65102-0270

The Department will examine the application and notify the company of any apparent errors or omissions and request any additional information required by the Department to properly evaluate the application. The company must submit any requested information to the Department within 30 days of receipt of the Department's request for such information.

Companies must submit revised information in the event of a change in status of the firm, including change of ownership, change in the form of the business entity under which the firm operates, significant change in staff used to qualify the firm to perform any type of work or any other change which would significantly change the information already provided.