

This is not intended as a complete list and is only a suggested list of what studies a Traffic Engineering Consultant may be called upon to perform.

Studies conducted in this program should be consistent with normal field operational reviews. This necessitates the utilization of experienced traffic engineering personnel. Experience in either State, County, or City Traffic Engineering operation is essential

District Responsibilities

- ❖ Advise local agencies in your district of the selected consultants and that they may select any of these firms.
- ❖ Coordination with local agency.
- ❖ Check to see if local agency has their own engineering services. If so, to what extent?
- ❖ Forward tracking form and recommend project to GHQ Traffic for review and concurrence and notify consultant to proceed after concurrence of GHQ Traffic.
- ❖ Check with local agency to determine if they utilized the engineering services.

GHQ Traffic Responsibilities

- ❖ Contract administration.
- ❖ Technical policy interpretation.
- ❖ Review project scope and estimate.
- ❖ Review final report. (As required by contract.)
- ❖ Process Invoices. (Invoices should be sent directly to the GHQ Traffic Office from the consultant.)
- ❖ Send payment to consultant.

This program is funded by the Federal Highway Administration through a grant from the MoDOT's Division of Highway Safety.



Missouri Department of Transportation
Highway Safety Division



SCOPE OF SERVICES TRAFFIC ENGINEERING ASSISTANCE PROGRAM (TEAP)

October 1, 2006 – September 30, 2008

This program is in place whereby local public agencies can receive engineering assistance through the Traffic Engineering Assistance Program (TEAP).

The scope of services is as follows:

Purpose

The safe and efficient flow of traffic and the safety of pedestrians and bicyclists are major concerns to the local public agencies of Missouri. These public agencies need to conduct accurate and timely traffic studies to determine effective countermeasures for these concerns. Many of these local agencies and their political subdivisions have neither the funds nor the engineering expertise necessary to conduct expert traffic engineering studies.

As a result, the Missouri Highway and Transportation Commission has developed the TRAFFIC ENGINEERING ASSISTANCE PROGRAM to provide Missouri local public agencies with the assistance necessary to proficiently study traffic engineering problems.

The services of this program are to be used for locations on public roads under the jurisdiction of local public agencies which are located off of the State System. TEAP services are not intended to duplicate services already available to local agencies through the MoDOT district or General Headquarters (GHQ) office. The consultant services provided under this program are intended to maximize the availability of professional advice or services to local public agencies with technician and drafting time minimized.

Personnel

The traffic engineering expertise necessary to provide this assistance to the local public agencies and their political subdivision will be provided from a pool of pre-qualified engineering consultants. The consultant firms selected from the pre-qualified pool will be required to use engineering personnel having a background in traffic engineering with actual traffic engineering field experience on state, county or city roadway projects.

Administration

The direction of this program will be under the jurisdiction of the Department's

District Engineer, with coordination of the statewide consultant contract and technical policy interpretation being provided by the Traffic office at GHQ. The statewide contract is normally in effect for a three-year period, after which time it may be renegotiated or renewed.

A political subdivision facing a traffic operational problem, and desiring to participate in the program, should contact the District Engineer having responsibility for the State Highway System in that particular political subdivision. The District Engineer shall decide, based on the description of the problem, whether to utilize consultant personnel. The District's authorized representative or local agency will discuss the problem with the Consultant in order to prepare a Project Tracking Form and a fee estimate on a TEAP Project Estimate Form for further eligibility review by the District and Traffic office at GHQ.

If the project is found to meet eligibility and program cost requirements, the tracking form is returned to the district so that the Consultant can be notified to proceed. In the event the project does not meet eligibility and/or program cost requirements, the Traffic office at GHQ will notify the Consultant directly.

Upon completion of the traffic engineering investigation, the political subdivision, District office, and the GHQ Traffic office will be advised of the Consultant's findings in a letter report. The letters, and any attachments, will be signed and sealed by a registered professional engineer, registered in the State of Missouri.

All announcements, printings, and advertisements shall list the Missouri Department of Transportation's Highway Safety Division and the Federal Highway Administration as program sponsors.

Financial Considerations

The services of the program are generally provided at a 20% cost to requesting, eligible local public agencies in Missouri. Federal Highway Safety Funds (HSP) and Local Technology Assistance Program Funds (LTAP) will be used for the remaining 80% of expenditures. These funds are administered by the Missouri Department of Transportation. It is the responsibility of the Consultant to invoice and secure payment of the political subdivision's portion of their project costs.

If a project is approved, the consultant selected by the local agency will be reimbursed in accordance with the agreed hourly rates and actual direct non-salary costs as set forth in the Agreement. The consultant will be reimbursed for his actual costs incurred in performing each project to the extent authorized in the contract. Authorized actual costs include the consultant's direct personnel salary costs plus fringe benefits, travel, and other expenditure costs if directly related to this project and a pro-rated portion of his indirect or administrative overhead. In

addition, the Consultant will be compensated for a pre-specified percentage profit for performing the services of this program. For the convenience of the consultant and the department, an agreed hourly rate will be used in the contract that reflects actual costs.

Each particular project must receive prior approval from the District and GHQ Traffic office. This requires that the Consultant submit a Project Tracking Form and a TEAP Project Estimate Form to the District outlining the work to be performed. The TEAP Project Estimate Form shall outline project hours anticipated by personnel classification and by task (field or office review, report preparations, travel time, etc.). Development of these forms should be done based on the consultant's initial contact with the local agency or district. If a project is approved, costs for travel expenses and personnel time required for one site inspection during the course of the project are normally eligible for reimbursement.

The Consultant shall invoice the GHQ Traffic office for their services. GHQ Traffic personnel will, upon verification of the eligible charges, authorize the payment be made to the consultant.

Local Agency Responsibilities

- ❖ Identify problem
- ❖ Initiate request for TEAP assistance
- ❖ Provide assistance to consultant during the course of the project. (Examples are traffic control, traffic counts, assisting in any physical measurements needed)

Consultant Responsibilities

- ❖ Traffic Accident Analysis
- ❖ Traffic Control Devices Inventory Application and Layout
- ❖ Traffic Signal Progression Analysis and Design
- ❖ Speed Surveys
- ❖ Minor Origin and Destination Studies
- ❖ Traffic Counts
- ❖ Parking Supply and Demand
- ❖ Capacity Analysis
- ❖ Lighting Analysis and Design
- ❖ Transit Studies

**PRE-QUALIFIED TRAFFIC ENGINEERING
CONSULTANTS FOR TEAP 2006-2008**



DISTRICT OFFICES



Bucher, Willis & Ratliff Corporation
816-363-2696



Crawford, Bunte, Brammeier
314-878-6644



George Butler Associates
913-577-8311 – Kansas City Area
636-240-2444 – St. Louis Area



Great River Engineering
417-886-7171



HDR Engineering, Inc
816-360-2700



Olsson Associates
816-361-1177



Shafer, Kline, and Warren, Inc.
573-442-4537



Trabue, Hansen & Hinshaw, Inc.
573-814-1568

District 1
St. Joseph, MO
816-387-2350

District 2
Macon, MO
660-385-3176

District 3
Hannibal, MO
573-248-2490

District 4
Kansas City, MO
816-622-6500

District 5
Jefferson City, MO
573-751-3322

District 6
Chesterfield, MO
314-340-4100

District 7
Joplin, MO
417-629-3300

District 8
Springfield, MO
417-895-7600

District 9
Willow Springs, MO
417-469-3134

District 10
Sikeston, MO
573-472-5333

If you are not certain which District Office to contact you can call 1-888-ASK-MODOT for assistance.