

Missouri Department of Transportation
Patrick K. McKenna, Director

1.888.ASK MODOT (275.6636)

November 25, 2019

Dear Consultant:

The Missouri Highways and Transportation Commission 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 three pages. This letter should include a statement to indicate your firm's understanding of the project. It should also include any other information which might help us in the selection process, including key personnel you would assign to the project and the backgrounds of those individuals, and any sub-consultants you would propose to use, and an indication of your firm's approach to promoting and developing a diverse workforce. MoDOT is committed to reflecting the diversity of the communities we serve and we expect our partners to do the same. We will utilize the consultant information already on file so we will not need a lengthy submittal of other general company information. In addition, please attach one page with detailed information on similar projects that your key personnel have worked on. Indicate the role your key personnel played in the projects and include reference contact information.

DBE firms must be certified by the Missouri Department of Transportation 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 projects they feel can be managed by their firm. We also encourage both DBE firms and non-DBE firms to consider joining MoDOT's Mentor/Protégé program whenever possible as part of a MoDOT project.

MoDOT will evaluate firms based on: Project Understanding & Innovation, Past Performance, Qualifications of Personnel Assigned, General Experience of Firm, Familiarity/Capability, Accessibility of Firm & Staff. Firm's not providing a response on approach to workforce diversity will be considered non-responsive to this solicitation. Firm's that are not current on all of the required prequalification categories found in [MoDOT's Approved Consultant Prequalification List](#) at the date of the solicitation expiration will be considered non-responsive.

We request all letters be received by 3:00 pm, December 10, 2019 at the appropriate office.

Sincerely,



Travis Koestner, P.E.
State Design Engineer

Attachment

DISTRICT OFFICES

Central Office Design Division
Travis Koestner, State Design Engineer
Missouri Department of Transportation
105 West Capitol Ave.
Jefferson City, Missouri 65102

Contact

Richard Moore, Environmental/Historic Preservation Manager
(573) 526-2909
Richard.Moore@MoDOT.MO.gov

Central Office, Design Division

Statewide Project	
Job No:	NA
Location:	Statewide
Proposed Improvement:	Oversight of Local Public Agency (LPA) NEPA, Environmental Resource, and Section 106 Compliance
Length:	See attached Scope
Approximate Construction Cost:	\$1,000,000
DBE Goal (if applicable)	0
Consultant Services Required:	LPA Oversight
Other Comments:	Interviews will be conducted with the short-listed firms.

Rating Criteria w/Weighted Values

Project Understanding & Innovation	25 Points Max
Past Performance	25 Points Max
Qualifications of Personnel Assigned	20 Points Max
General Experience of Firm	10 Points Max
Familiarity/Capability	10 Points Max
Accessibility of Firm & Staff	<u>10 Points Max</u>
	100 Points Max Total

Scope of Work for Oversight of Local Public Agency (LPA) NEPA, Environmental Resource, and Section 106 Compliance

Environmental:

Activities discussed in this Scope shall be carried out by or under the direct supervision of a person or persons with qualifications that enable the person(s) to make professional decisions related to National Environmental Policy Act (NEPA) laws and regulations, and FHWA NEPA requirements. Within the LPA's Request for Environmental Review (RER) submittal, review all resource sections for compliance with associated laws and regulations, including but not limited to farmland, floodplain/floodway, land disturbance/stormwater, FEMA/SEMA, socioeconomic, hazardous waste, wetlands/streams, threatened and endangered species, migratory birds, noise, cultural resources (See Historic Preservation scope), public lands, public involvement requirements, and NEPA classification using MoDOT's Programmatic Categorical Exclusion (PCE) agreement with the Federal Highway Administration (FHWA) with oversight from MoDOT's Environmental Compliance Manager. EPG 136.6 outlines what the LPA should be providing to MoDOT.

1. RER review: Provide initial response to the LPA Sponsor's consultant within 30 days of receipt and provide them what is additionally needed for each resource for clearance.
 - A. Additional assistance may be required on topics such as Threatened and Endangered Species, Noise, etc. to advise the Sponsor or Sponsor's consultant on what needs to be done to clear the project.
 - B. Provide initial NEPA determination (based on PCE agreement) and submit for review to the MoDOT NEPA Environmental Compliance Manager.
 - C. Provide NEPA reviews for CE2s and EAs prior to MoDOT staff reviews including providing comments to the Sponsor/consultant and resolution of the comments.
2. Multimodal review assistance for Threatened and Endangered species, wetlands, all other applicable resources, and NEPA as needed.
 - A. Fieldwork related to any of the resource sections may also be needed such as assisting with determining if a delineation or habitat assessment is needed.
3. Request for Environmental Services (RES)/State STIP reviews: Upon written request for assistance to MoDOT staff. Reviews will be desktop review of the project limits for any of the resource sections (EPG 127).
 - A. Fieldwork related to any of the resource sections may also be needed such as habitat assessment for suitable bat trees, use of bridges by bats and migratory birds, wetland delineation, stream assessment for impacts related to 404 permit, etc. The consultant will complete noise screening such as identifying receptors, but will not complete a full noise study.

Historic Preservation:

Actions prescribed in this part (4-9) of the Scope shall be carried out by or under the direct supervision of a person or persons who meets the Secretary of the Interior's Professional Qualifications Standards for Archaeology or Architectural History (published in 48 FR 44738-44739), and will be overseen by MoDOT's Historic Preservation Manager.

4. Review the Local Public Agency's (LPA) Request for Environmental Review (RER) to see if the undertaking is covered by "Projects with Little to No Potential to Cause Adverse Effects" in the "Statewide Section 106 Programmatic Agreement for the Federal-Aid Highway Program in Missouri" [currently being drafted; until that is executed, use the existing Memorandum of Understanding for the Local Public Agency Activities that are Undertakings with No Potential to Cause Effects to Historic Properties Pursuant to 36 CFR 800.3(a)(1) administered by the Federal Highway Administration and implemented by the Missouri Highway and Transportation Commission].
 - A. If the undertaking is covered by "Projects with Little to No Potential to Cause Adverse Effects" stipulation by recommendation of the consultant and oversight of MoDOT's Historic Preservation Manager, enter the date this was determined as the Section 106 clearance date in the RER.
 - B. If the undertaking is not covered by "Projects with Little to No Potential to Cause Adverse Effects" stipulation, note in the RER that the LPA needs to initiate the Section 106 processes (i.e., hire a consultant from the "Archaeology and Historic Preservation Consultants Lists" posted on SHPO's website).
 - i. If there is a bridge provide MoDOT Historic Preservation's (HP) eligibility determination and basic information on the bridge to the LPA in the RER.
 - ii. Complete Tribal Notification form to submit to MoDOT HP for review; upon acceptance MoDOT HP will forward to FHWA who will send this to the interested tribes.
5. Review the LPA Section 106 memo/report:
 - A. If finding of "No Historic Properties Affected," direct LPA to submit memo/report to SHPO.
 - B. If finding of "No Adverse Effect" or "Adverse Effect" verify the finding with MoDOT HP staff.
6. If an "Adverse Effect" to a Historic Property:
 - A. If historic bridge, draft marketing form to advertise the bridge on the MoDOT Free Bridge webpage.
 - B. Provide LPA MoDOT's template MOA.
 - C. Work with LPA to develop list of potential consulting parties.
 - D. Oversee LPA's consultation (non-tribal) process.

- E. Oversee LPA's drafting of the MOA.
- 7. Help LPA draft Programmatic or Individual Section 4(f) documents.
- 8. Oversee Section 106 commitments captured in the Section 106 submittal, NEPA documentation, Construction Contract Job Special Provisions and/or agreement documents.
- 9. Upon written request will need to provide Section 106 clearance for a MoDOT State/STIP Job.
 - A. Review the Request for Environmental Services (RES) to see if the undertaking is covered by "Projects with Little to No Potential to Cause Adverse Effects" in the "Statewide Section 106 Programmatic Agreement for the Federal-Aid Highway Program in Missouri" [currently being drafted].
 - i. If the undertaking is covered by "Projects with Little to No Potential to Cause Adverse Effects" stipulation, enter the date this was determined as the Section 106 clearance date in the RES.
 - ii. If the undertaking is not covered by "Projects with Little to No Potential to Cause Adverse Effects" stipulation.
 - a. Complete Tribal Notification form to submit to MoDOT HP for review; upon acceptance MoDOT HP will forward to FHWA who will send this to the interested tribes
 - b. Document MoDOT HP's eligibility determination
 - B. Conduct Field Investigations:
 - i. Conduct Phase I survey.
 - ii. If a site needs Phase II testing consult with MoDOT HP staff.
 - C. Draft Section 106 SHPO submittal:
 - i. If finding of "No Historic Properties Affected," write Section 106 memo/report.
 - ii. If finding of "No Adverse Effect" or "Adverse Effect" verify the finding with MoDOT HP staff before drafting memo/report.
 - iii. If an "Adverse Effect" to a Historic Property:
 - a. If historic bridge, draft marketing form to advertise the bridge on the MoDOT Free Bridge webpage.
 - b. Work with MoDOT HP to develop list of potential consulting parties.
 - c. Draft the MOA.
 - d. Draft Programmatic or Individual Section 4(f) documents.
- 10. Lastly, it is assumed that Consultant will spend at least two (2) days per week in MoDOT's office (601 West Main, Jefferson City) for the duration of the contract. This contract will be in effect for one year with an option to extend it each year up to two additional years. A more detailed scope of work will be provided after the selection of a firm.