



**Missouri Department of Transportation**  
*Patrick K. McKenna, Director*

105 West Capitol Avenue  
P.O. Box 270  
Jefferson City, Missouri 65102

1.888.ASK MODOT (275.6636)

February 28, 2018

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 **five** pages per the attached RFP. 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, Monday, March 19, 2018 at the appropriate office. The KC District will hold an informational meeting for interested proposers on March 12, 2018 from 3:00 – 4:00 p.m.

Sincerely,

Eric Schroeter, P.E.  
State Design Engineer

Attachment

## **DISTRICT OFFICES**

Kansas City District  
Brian Kidwell – District Engineer  
Missouri Department of Transportation  
600 NE Colbern Rd.  
Lee's Summit, MO 64086

Contact:  
Michael Landvik  
Transportation Planning Coordinator  
816-607-2256  
[Michael.Landvik@MoDOT.mo.gov](mailto:Michael.Landvik@MoDOT.mo.gov)

Or  
Gerri Doyle  
Transportation Planning Coordinator  
816-607-2261  
[Gerri.Doyle@MoDOT.mo.gov](mailto:Gerri.Doyle@MoDOT.mo.gov)

Email responses are encouraged

# REQUEST FOR PROPOSAL

## ENVIRONMENTAL ASSESSMENT FOR U.S. 169 CORRIDOR FROM I-70 AND I-35 TO MO 9, INCLUDING THE BUCK O'NEIL BRIDGE OVER THE MISSOURI RIVER

This document constitutes a request for sealed proposals from qualified individuals and organizations to develop an Environmental Assessment (EA) for the U.S. 169 corridor from I-70 and I-35 interchanges to the MO 9, with a particular focus on the bridges (A4649 and A4646) over the Missouri River in Downtown Kansas City, commonly known as the Buck O'Neil Bridge, as described in this Request for Proposal (RFP). This study is designated as MoDOT Job No. J4S3085.

Organization of this RFP is as follows:

- I. PROPOSAL SUBMISSION & DUE DATE
- II. PROPOSAL CONTENTS
- III. GENERAL SPECIFICATIONS
- IV. GENERAL SCOPE OF WORK
- V. PROPOSAL EVALUATION CRITERIA
- VI. SELECTION PROCESS

## I. PROPOSAL SUBMISSION & DUE DATE

**The District will only accept electronic submissions.** Proposals in response to this request must be received by 3:00 p.m. CST, Monday, March 19, 2018 at the e-mail address listed below. For proposals received in this e-mail folder after 3:00 p.m., the proposer will be sent an e-mail and the file will be deleted. The KC District will hold an informational meeting for interested proposers on March 12, 2018 from 3:00 – 4:00 p.m. Interested firms are encouraged to attend the informational meeting.

[KCSolicitation@modot.mo.gov](mailto:KCSolicitation@modot.mo.gov)

This request for proposals does not commit MoDOT to award a contract, to pay any costs incurred in the preparation of a response to this invitation, or to procure or contract for services or supplies. MoDOT reserves the right to accept or reject any or all responses received as a result of this request, or to cancel this request in part or in its entirety if deemed in the best interests of MoDOT. All proposal material submitted shall become the property of MoDOT.

If your firm wishes to be considered for this project, one (1) electronic copy (PDF) of the proposal should be received at the following address by the time specified above.

Name the document: "Firm name" Buck O'Neil NEPA Proposal.

All questions concerning this RFP should be directed to: Michael Landvik at (816) 607-2256 or Gerri Doyle at (816) 607-2261. E-mail address is [Michael.Landvik@modot.mo.gov](mailto:Michael.Landvik@modot.mo.gov) or [Gerri.Doyle@modot.mo.gov](mailto:Gerri.Doyle@modot.mo.gov).

## II. PROPOSAL CONTENTS

The proposal should not exceed 5 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Front and back covers, transmittal letter, table of contents, organizational chart and resumes are not included in the page count. Proposals should be arranged in the order detailed below. While

these items provide a general description of what is expected in the proposal, it is not meant to limit or exclude other pertinent information from being included.

A. Letter of Transmittal:

The letter of transmittal is a brief summary of the key points of the proposal and approach to accomplish the work. The name and address of the firm as well as the project manager should also be included. The transmittal letter shall be no longer than two (2) pages. The cover letter should be to the attention of the Kansas City District Engineer:

Mr. Brian Kidwell, P.E.  
District Engineer  
Missouri Department of Transportation  
600 Northeast Colbern Road  
Lee's Summit, Missouri 64086

B. Table of Contents:

If necessary, a table of contents can be provided to reference key items, charts and tables in the proposal.

C. Management Summary:

A management summary that states the consultant's understanding of the project to be performed and a narrative description of how you propose to accomplish the work along with a narrative description of the methodology expected to be followed to meet the General Scope of Work in this RFP.

D. Qualifications and Experience:

Experience with development of complex corridor projects through the EA process, familiarity with the National Environmental Policy Act and a satisfactory record of performance should be substantiated. Staffing proposed for this project should be discussed along with their resumes indicating qualifications, experience and recent projects. This section shall include the following as a minimum:

1. Descriptions of recent environmental studies in which key staff presented in this proposal played a significant role, and which demonstrates their capacity to produce an EA for this project within the time frame established in this RFP.
2. Description of other major environmental documents, such as Environmental Impact Statements which your firm was the prime, that demonstrates your firm's ability to produce environmental documents for project of this magnitude in the time frame established in this RFP.
3. References for the projects listed above, i.e. contact name, agency, address and telephone.
4. Identify the proposed subconsultants and their key staff that would be utilized if your firm were selected. Describe the role of the subconsultants to accomplish the work of the project and identify their percentage of work to the overall project.
5. Current workloads and future commitments for the project manager, task managers (i.e. design, environmental, public involvement, traffic) and other key staff should be discussed.



E. Project Work Program and Schedule:

Completion of the Draft EA is required by August 2019. A revised EA and draft NEPA decision document will be required one month after FHWA has commented on the draft EA. The proposal shall contain your proposed schedule, management plan and manpower commitment for meeting these dates. **If your firm does not believe it has the ability to commit the adequate resources necessary to meet these dates, please do not submit a proposal for this work.**

F. Appendix:

A one page chart (up to 11"x17" in size) showing the organizational structure proposed with key staff identified along with resumes of key personnel. Resumes included should be limited to those key personnel who will be committed to this project. Resumes shall be no more than two (2) pages each and the total number of resumes may not exceed twelve (12). No other information is allowed in the Appendix.

### III. GENERAL SPECIFICATIONS

The following are general specifications required for all proposals. Your firm, if selected will be expected to comply with these requirements.

A. Title VI Requirements:

Section 6.01 of Title VI of the Civil Rights Act of 1964 states the following:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

The Missouri Department of Transportation, in accordance with Title VI of the Civil Rights Act of 1964, 78 Statute 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations (CFR), US Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all responders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit proposals in response to this invitation to submit a proposal and will not be discriminated against on the grounds of race, color, age or national origin in consideration for an award.

The successful responder under this RFP will be expected to comply with all Federal Title VI requirements, shown in the appendix, and execute a "US Department of Transportation Title VI Assurance" statement.

B. Disadvantaged Business Enterprises (DBE) Goal:

Your proposal should indicate how your firm would utilize a DBE firm(s) as a part of the project team. DBE firms must be certified by the Missouri Department of Transportation in order to be counted as participation towards an established DBE Goal of 14%.

C. Qualified Personnel

The successful firm must understand that it is expected to provide qualified personnel to accomplish each portion of the work associated with this project. MoDOT will maintain the right to request the removal of any person found, in its opinion, during the course of work on this project, to be unqualified to perform the

work. MoDOT also expects the consultant will dedicate the appropriate number of staff to this project to ensure the target dates of this contract are met.

#### D. Status or Progress Reports

Monthly progress reports will be required. Attendance and participation at regular corridor study team meetings will be required. Additionally, conferences are to be arranged at strategic milestones to review and discuss specific aspects of the project.

#### E. Contract Costs and Progress Payments

After selection, an actual cost, plus fixed-fee contract will be negotiated to provide these services. Invoices may be submitted no more frequently than monthly for services performed. Payment of invoices will be based on the actual costs incurred for that time period plus a proportional percentage of the fixed fee, which is representative of project progress as of that date. Actual costs will be paid up to the contract ceiling. No costs above the contract ceiling will be paid without **prior** execution of a supplemental agreement. MoDOT will not make any advance deposits or payments for costs that have not already been incurred.

#### F. Standard Consultant Contract Clauses

The Missouri Highways and Transportation Commission shall enter into a binding written and executed Agreement with the successful consultant firm to perform the work requested in this RFP. That Agreement will be prepared in the form of MoDOT Design Unit's standard consultant agreement, including its standard terms and conditions. MoDOT anticipates that each firm submitting a proposal will be familiar with this standard consultant agreement, and its terms and conditions. That is why they are not reprinted here. If any firm wishes to obtain a copy of that standard consultant agreement form before submitting its proposal, please contact Mr. Michael Landvik, Transportation Planning Coordinator, Phone (816) 607-2256, or Ms. Gerri Doyle, Transportation Planning Coordinator, Phone (816) 607-2261.

## IV. GENERAL SCOPE OF WORK

The overall objective of this project is to obtain a NEPA Decision for the U.S. 169 corridor from I-70 and I-35 to MO 9. The general scope of the proposed improvement is the replacement of the bridges. The assumptions, procedures, data and decisions made which culminates in the successful completion of this project must be sound and clearly documented.

The Missouri Highways and Transportation Commission reserves the right to award additional contracts for related work or subsequent project phases such as preferred alternative design, bidding and construction engineering services, or design-build owner's engineer services to the selected consultant engineering firm.

According to National Environmental Policy Act (NEPA) regulations, the EA would focus on issues such as general location, mode choice, known environmental and cultural resource constraints, area-wide air quality and land use implications of the major alternatives.

Tasks for development of the EA shall include, but are not necessarily limited to the following:

1. Public Involvement to obtain the necessary preliminary input and interface with various stakeholder and interest groups in the project area. Ongoing public involvement will be necessary during preparation of the EA including at least one public hearing.

2. Develop an Agency Coordination Plan in accordance with FHWA regulations and guidance and meet with affected agencies as frequently as necessary to identify their issues and concerns prior to the recommendation of a preferred alternative.
3. Detailed schedule for design and construction activities for sections of the corridor based on traffic flow and structural needs.
4. Ability to modify and analyze DTA model from the PEL.
5. Ability to modify or create robust Vissim models that can also be used in future design phases.
6. Recommended methods of traffic control.
7. Interim requirements on the existing system and any necessary improvements to adjacent facilities.
8. Determine a construction cost estimate for the preferred alternative.
9. Approval of an EA by the Federal Highway Administration and a NEPA Decision.
10. Documentation and disclosure.

## V. PROPOSAL EVALUATION CRITERIA

MoDOT will evaluate firms interested in performing the work based on information contained in proposals received by the specified due date and any previous work experiences with MoDOT (if applicable). Interested firms will be evaluated according to the following considerations:

- A. Project Understanding & Innovation - 30 Points
  1. Understanding of requirements and regulations governing the preparation of an EA under NEPA.
  2. Understanding the scope of work required.
  3. General organization and clarity of the proposal.
  4. Approach to the EA process and document.
- B. Past Performance – 25 Points
  1. Previous similar projects
  2. Reference information
- C. Qualifications of Personnel Assigned: Specialized experience and technical competence of the consultant and key staff relative to the task requirements and scope of work outlined, specifically as related to the following – 30 Points
  1. Consulting Firm
  2. Project Manager
  3. Other key staff
- D. General Experience of the Firm – 15 Points

## VI. SELECTION PROCESS

The evaluation of proposals based on the criteria listed above will be used to arrive at a **short list** of firms in accordance with MoDOT's consultant selection process. The short-listed firms will then be required to participate in an interview with a MoDOT selection committee. A small portion of time prior to the interview will be allotted for the firm to make a presentation of its proposal. At the conclusion of all interviews, the selection committee will select one firm with which to begin negotiating a contract. Negotiations will include selection of any sub-consultants required based on the final scope of services.

The project timeline allows for more than 45 calendar days for negotiation of the consultant agreement. If an agreement cannot be reached within 45 days then MoDOT may end negotiations and begin

negotiations with the next ranked team. Negotiation is considered underway when MoDOT notifies the consultant of their selection and requests the cost proposal.

## **PROPOSED SCHEDULE**

Information Meeting at District	March 12, 2018
Proposals Due	March 19, 2018
Notification of Selection for Interview	April 2, 2018
Interviews (Actual date based on availability)	April 9-10, 2018
Notification of Selection	April 23, 2018
Contract Negotiations	June 7, 2018
MHTC Approval of Contract (N.T.P)	July 11, 2018
Draft EA	August 2019
Final EA/NEPA Decision	December 2019



