

Missouri Department of Transportation

Patrick K. McKenna, Director

1.888.ASK MODOT (275.6636)

March 8, 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 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, March 22, 2018, at the appropriate office.

Sincerely,



Eric Schroeter, P.E.
State Design Engineer

Attachment

DISTRICT OFFICES

District SL
Tom Blair – District Engineer
Missouri Department of Transportation
1590 Woodlake Drive
Chesterfield, MO 63017

Contact
Shaun Tooley
314-453-1838
Shaun.Tooley@modot.mo.gov
Email responses are encouraged

St. Louis District

St. Charles County, Route N	
Job No:	J6S3342
Location:	West of I-64 to S. Point Prairie Road, and then along S. Point Prairie Road to Jackson Road
Proposed Improvement:	Environmental Assessment along approximately 8.78 miles of Route N and S. Point Prairie in St. Charles County
Length:	8.78 miles
DBE Goal (if applicable)	20%
Consultant Services Required:	Environmental Assessment with general scope of work as described on the previous page.
Other Comments:	Interviews will be conducted with the short listed firms. The Consultant Short List will be posted to the web Tentative Date of Consultant Selection-April, 11, 2018

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

REQUEST FOR PROPOSAL

ENVIRONMENTAL ASSESSMENT IN SAINT CHARLES COUNTY

This document constitutes a request for sealed proposals from qualified individuals and organizations to develop an Environmental Assessment (EA) for the Route N Corridor from west of the I-64 Interchange to S. Point Prairie Road and along S. Point Prairie to Jackson Road in St. Charles County, Missouri. This Request for Proposal (RFP), designated as MoDOT Job No. J6S3342 is organized in this manor:

- I. PROPOSAL SUBMISSION & DUE DATE
- II. PROJECT INFORMATION MEETING
- III. PROPOSAL CONTENTS
- IV. GENERAL SPECIFICATIONS
- V. STUDY GOALS
- VI. GENERAL SCOPE OF WORK
- VII. PROPOSAL EVALUATION CRITERIA
- VIII. SELECTION PROCESS
- IX. APPENDIX

I. PROPOSAL SUBMISSION & DUE DATE

Proposals in response to this request must be received by 3:00 p.m. CST, March 22, 2018, at the e-mail address listed below. Proposals received after this time will be returned unopened. Submission of proposal by email is preferred.

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 email address by the time specified above:

Mr. Shaun Tooley
Project Manager
Shaun.Tooley@modot.mo.gov

All questions concerning this RFP should be directed to: Mr. Shaun Tooley at (314)453-1838.
E-mail address: Shaun.Tooley@modot.mo.gov.

II. PROJECT INFORMATION MEETING

The Missouri Department of Transportation will host a one-hour information session for all consulting engineering firms interested in competing to conduct this study. During the session, MoDOT and study partners will generally describe the need, purpose, and expectations for conducting the study. The meeting will be held at 10:00 a.m. on Friday, March 16, 2018, at the St. Louis District Office, located at 1590 Woodlake Drive, Chesterfield, Missouri, Room 325.

III. PROPOSAL CONTENTS

The proposal should not exceed three 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.

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 should be included in the proposal.

D. Qualifications and Experience:

Experience with development of complex corridor projects through the NEPA process 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 or Environmental Assessments which your firm was the prime, that demonstrates your firm's ability to produce environmental documents in a streamlined and accelerated fashion.
 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 (including DBE participation). 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. Workforce Diversity

Develop a plan to show how minorities, woman and economically disadvantaged individuals will be utilized as part of the project team.

F. Project Work Program and Schedule:

Completion of an EA Document is required by September 2019 (or sooner). Receipt of an approved Letter/FONSI will be required by October 2019 (or sooner). The proposal shall contain your proposed schedule for an accelerated EA, 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.

G. 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 eight (8). No other information is allowed in the Appendix.

IV. 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: 20%

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 Regional Certification Council (MRCC) in order to be counted as participation towards an established DBE Goal. The MRCC Directory can be found on the MoDOT website at http://contribute.modot.mo.gov/business/contractor_resources/External_Civil_Rights/mrcc.htm

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. Also, regularly scheduled project meetings are to be held throughout the project as well as 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 for services performed no more frequently than monthly. 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. Wesley Stephen at (314)453-1899 or Wesley.Stephen@modot.mo.gov.

V. GENERAL SCOPE OF WORK

The overall objective of this project is to obtain a Finding of No Significant Impact (FONSI) on an Environmental Assessment (EA) in accordance with applicable federal regulations and guidance for the Route N Corridor from west of the I-64 Interchange to S. Point Prairie Road and along S. Point Prairie to Jackson Road in St. Charles County, Missouri. This study will begin on the east where the Route 364 Environmental Impact Statement ended and connect on the west to the end of the Environmental Assessment previously completed for David Hoekel Parkway. The general scope of the Route N EA is to determine the best solution to address the needs for the corridor. The assumptions, procedures, data and decisions made which culminates in the successful completion of this project must be sound and clearly documented.

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, impacts such as area-wide air quality, noise, and land use implications of the major alternatives. Additionally, in-depth economic analysis using input from relevant contemporary analysis, i.e. the I-70 PEL and the St. Charles County Master Plan Envision 2025.

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

1. Public involvement program that would include opportunities to participate and comment throughout the life of the study but also at project's major milestones using a wide array of tools. These may include: traditional public meetings, on-line and social media, community advisory groups, one-on-one meetings with potentially affected interests such as school officials, public safety officials, and by building informed consent with elected leaders and political entities in the area of study. Also, hold meetings with affected agencies as frequently as necessary to identify their issues and concerns prior to the recommendation of a preferred alternative.
2. Traffic analysis, including microsimulation – Travel demand modeling using EWGCOG regional model and transit network.
3. Assessment of the social, economic, and environmental impacts of the proposed action or project.
4. Complete location studies, including defining the purpose and need, and an analysis of a range of reasonable alternatives.
5. Determine logical operational sections along the corridor for phased completion, including recommended methods of traffic control.
6. Develop estimates and criteria to prioritize these sections for future implementation.
7. Determine a construction cost estimate for the preferred alternative and develop potential funding strategies.
8. Prepare the necessary documents including the required NEPA project documentation through the production of an administrative record, the EA document for approval by the Federal Highway Administration and a FONSI.

VI. 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. General Experience: Experience on similar and related types of work. (10 points)
 1. Understanding of requirements and regulations governing the preparation of an EA under NEPA.
 2. General organization and clarity of the proposal.
- B. Past Performance: Demonstrated successful past performance of the project manager/team and satisfactory accomplishment of contract responsibility. (25 points)
 1. Previous work experience with the department (if applicable).
 2. Familiarity and ability to comply with the monitoring procedures and contract requirements.
 3. Quality of final work products.
 4. Ability to control cost and meet work schedules.

5. Responsiveness to client input.
- 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: (20 points)
1. Firm's organizational structure and flexibility
 2. Sub-consultant's and DBEs participation and capabilities
 3. Qualifications and ability of key personnel assigned to study.
 4. Experience on similar studies.
- D. Familiarity/Capability/Project Concept: Understanding the nature of the study (10 points)
1. Understanding the scope of work required.
 2. Description of the work plan the firm would take to achieve the study goals and accelerate schedule.
 3. Ability to conceive innovative solutions.
 4. Approach to the EA process and document.
- E. Accessibility of Firm and Staff (10 points)
1. Project Manager's work location.
 2. Accessibility of the project team.
 3. Familiarity with the project area.
 4. Responsiveness to client input.

VII. 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 Department of Transportation selection committee. The Project Manager that the consultant would assign to the project will be the main representative of the firm during the interview. The timeline for the interview will be: Ten minutes for the consultant's opening comments; Thirty minutes for Q&A by MoDOT panel; and Five Minutes for closing comments. There will be no time allotted for PowerPoint presentations or handouts.

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 will allow for 60 calendar days for negotiation of the consultant agreement. If an agreement cannot be reached within that time frame 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

Proposals Due	March 22, 2018
Notification of Selection for Interview	March 26, 2018
Interviews (Actual date based on availability)	April 4, 2018
Notification of Selection	April 11, 2018
Contract Negotiations Completed	May 25, 2018
MHTC Approval of Contract (N.T.P)	June 13, 2018
EA Document	September 2019
Letter/FONSI	October 2019

VIII. APPENDIX

Affirmative Action Checklist

Federal regulations require that any firm (with 50 or more employees) soliciting a federally funded contract must have an affirmative action program. You may provide a copy of your program and reference appropriate pages.

1. Date plan was adopted.
2. Name of affirmative action officer.
3. Statement of commitment to affirmative action by the Chief Executive Officer.
4. Designation of an affirmative action officer, assignment of specific responsibilities, and to whom he/she reports.
5. Outreach recruitment.
6. Job analysis and restructuring needed to meet affirmative action goals.
7. Validation and/or revision of examinations, educational requirements and any other screening requirements.
8. Upgrading and training programs.
9. Internal complaint procedure.
10. Initiating and ensuring supervisory compliance with your affirmative action program.
11. Survey and analysis of entire staff by department and job classification and progress report system.
12. Recruitment and promotion plans (including goals and timetables).

Any firm with less than 50 employees may submit a copy of its current EEO Commitment Statement by the Chief Executive Officer.