

January 22, 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, February 15, 2018 at the appropriate office.

Sincerely,



Eric Schroeter, P.E.
State Design Engineer

Attachment

DISTRICT OFFICES

Northeast District
Paula Gough, P.E. – District Engineer
Missouri Department of Transportation
1711 Highway 61 south
Hannibal, MO 63401

Contact:

Jerad Noland, P.E.
Northeast District Design Engineer
Jerad.Noland@modot.mo.gov
(573) 406-6548

Email responses are encouraged

Northeast District

Adair County, Route Bus 63 (Baltimore Street)	
Job No:	J2P2215
Location:	Business Route 63 (Baltimore Street) from the Illinois Street intersection to the Patterson Street Intersection in Kirksville, Missouri.
Proposed Improvement:	ADA and Roadway Design improvements
Length:	Approx. 0.75 miles
Approximate Construction Cost:	\$3,060,000
DBE Goal (if applicable)	10%
Consultant Services Required:	The consultant will provide professional, technical and other personnel, equipment, material, and all other things necessary for the preparation of contract plans, special provisions and estimates (PS&E) related to ADA and Roadway Design improvements along Business Route 63 (Baltimore Street) from the Illinois Street intersection to the Patterson Street intersection within the community of Kirksville, Missouri, in Adair County.
Other Comments:	Interviews or presentation will not be required for the consultant selection. Tentative Date of Consultant Selection – March 1, 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