

Missouri Department of Transportation  
Patrick K. McKenna, Director

1.888.ASK MODOT (275.6636)

September 30, 2016

Dear Consultant:

The Missouri Highways and Transportation Commission requests the services of consulting firms to perform on-call professional services as described on the following pages. This solicitation is the first step in developing and executing 3-year Master Agreements for on-call services. Master Agreements allow MoDOT districts and divisions to enter into Memorandums of Understanding (MOU) with consultants to perform services on contracts that total less than \$200,000. Execution of a Master Agreement does not guarantee future work.

If your firm would like to be considered for these consulting services, you may express your interest by responding **via email**, which is indicated on the following pages. *Your firm must submit separate letters of interest for each work category accompanied by the cover sheet.* Limit your letter of interest (LOI) to no more than three pages plus the cover page. Please submit your general company brochure and/or marketing materials in an electronic format to be posted to the MoDOT website; this material is limited to four pages. A page is defined as one side of an 8 1/2" x 11" sheet of paper. Listed below are the submittal requirements in electronic format:

- Cover Sheet
- Letter of interest for each category (3 page max per LOI)
- Company Brochure (4 page max)

We encourage DBE firms to submit letters of interest for categories in which they are qualified. DBE firms must be certified by the Missouri Department of Transportation.

MoDOT will evaluate firms based on: General Experience of Firm, Past Performance, Qualifications of Personnel, Familiarity/Capability, and Accessibility. The scoring criteria weighted values are indicated on the following pages. Firms not providing a response on approach to workforce diversity will be considered non-responsive to this solicitation. Firms 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. Please note that some categories may have interviews post submittal to aid in firm evaluation and selection.

All letters must be received by 3:00 pm, November 15, 2016 via email. MoDOT will only consider those letters of interest received by the deadline.

The following pages outline additional information for potential on-call consultants.

Sincerely,



Ed Hassinger, P.E.  
Chief Engineer

Attachments



*Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.*

[www.modot.org](http://www.modot.org)

<b><u>WORK CATEGORY DESCRIPTIONS – Statewide Categories</u></b>
<b>Bridge Deck Surveys</b>
This category of work is defined as condition evaluation of existing bridge decks using non-destructive techniques and/or traditional materials testing. This is a statewide category.
<b>Bridge Design</b>
This category of work is defined as a wide range of bridge related engineering. Examples include plans production, cost comparisons, hydraulics, detailing and structural design. This is a statewide category.
<b>Disadvantaged Business Enterprise (DBE) Services</b>
This category of work is defined as: DBE and/or OJT Extended Supportive Services, General Civil Rights Program Training and Workshop Assistance, General Program Administrative Support and Technical Assistance, Contract Compliance and Commercial Useful Function Review Assistance, and Public Outreach and Program Communication Assistance. This is a statewide category.
<b>Environmental – Cultural Resources</b>
This category of work is defined as conducting background investigations, Phase I surveys, Phase II National Register evaluations, Phase III adverse effects mitigation (e.g. archeological data recovery, documentation of historic bridges and buildings etc.), and other various tasks as related to cultural resources. This is a statewide category.
<b>Environmental – Endangered Species</b>
This category of work is defined as the performance of field surveys and complete reports required for consultation with the US Fish and Wildlife Service and the Missouri Department of Conservation for MoDOT project impacts to endangered species in accordance with the Endangered Species Act and MoDOT policies and procedures. This is a statewide category.
<b>Environmental – Hazardous Waste</b>
This category of work is defined as environmental investigation and/or remediation of hazardous waste and/or potentially contaminated sites, and other various tasks as related to hazardous waste. This is a statewide category.
<b>Environmental – NEPA</b>
This category of work is defined as the preparation of Categorical Exclusion, Environmental Assessment, and Environmental Impact Statement documents in compliance with all requirements of the National Environmental Policy Act (NEPA). This is a statewide category.
<b>Environmental – Noise Studies</b>
This category of work is defined as the completion of a complete noise analysis in accordance with all requirements of MoDOT's noise policy and procedures. Analysis will consist of, but is not limited to noise monitoring, modeling, and the preparation of noise reports. This is a statewide category.



<b>WORK CATEGORY DESCRIPTIONS – Statewide Categories (cont)</b>
<b>Environmental – Stormwater</b>
This category of work is defined as inspection and maintenance of stormwater facilities, data collection, surveys and reports, and other various tasks as related to stormwater. This is a statewide category.
<b>Environmental – Wetlands</b>
This category of work is defined as completion of wetland/stream impact evaluations, mitigation plans, and preparation/submittal of all associated permitting required to meet the Clean Water Act & Harbors Act compliance. This is a statewide category.
<b>General Services – Architectural/Interior Design</b>
This category of work is defined as architectural design including interior space planning and design. This category will be utilized by MoDOT's General Services Division only and is a statewide category.
<b>General Services – Civil/Structural</b>
This category of work is defined as general site civil and civil-building design. Work may include: site grading design, parking lot design, and design structural elements of facilities including: geotechnical, foundation, and structural components. This category will be utilized by MoDOT's General Services Division only and is a statewide category.
<b>General Services – Mechanical/Electrical</b>
This category of work is defined as HVAC & Plumbing design for facilities including wastewater disposal and electric design for facilities and related site components. This category will be utilized by MoDOT's General Services Division only and is a statewide category.
<b>Geotechnical Engineering Services</b>
This category of work is defined as geotechnical investigations and analysis for bridges, landslides, and karst areas including the use of geophysical methods. The contractors that have drilling capabilities and geotechnical laboratories are preferred. The drilling equipment should have calibrated automatic hammers. The laboratory shall be either AMRL or CORP of Engineers certified. This is a statewide category.
<b>LiDAR &amp; Photogrammetry</b>
This category of work is defined as Light Detection and Ranging (LiDAR) services for design and development of the specified highway projects including survey control, data collection, imagery, data reduction, topographic mapping, and planimetrics as well as photogrammetric services. This is a statewide category.
<b>Pavement Friction Testing</b>
This category of work is defined as friction testing pavement in compliance with ASTM E274. In general, the testing will be performed with a ribbed tire in both wheel paths at 40 miles per hour on various Missouri state routes. This is a statewide category.



## **WORK CATEGORY DESCRIPTIONS – Statewide Categories (cont)**

### **Traffic – Electrical Engineering**

This category of work is defined as providing electrical engineering analysis & recommendations on items such as: battery back-up for signals and dynamic message boards, solar applications for signals, lighting and dynamic message boards, wire sizing for converting the roadway lighting system to LEDs, surge protection issues, signal cabinet and lighting system wiring revisions, circuit breaker sizing, and may include other items related to electrical engineering for traffic control devices. This is a statewide category.

### **Traffic – Safety Data Analysis**

This category of work is defined as providing statistically valid traffic safety studies using state-of-the-art practices and procedures (such as the Highway Safety Manual, Safety Analyst, etc.). This is a statewide category.

### **Utility Accommodation & Coordination**

This category of work is defined as providing all necessary collaboration and coordination to ensure the utility location and relocations are accommodated for a subject project. This work may include: meetings, field visits, reviewing plans, and providing all the necessary approval and/or paperwork documents associated with utility accommodation and coordination. This is a statewide category.

### **Value Engineering**

This category of work is defined as the facilitation of Value Engineering Workshops. The work generally includes preparing for, facilitating/conducting, and generating workshop summary reports for value engineering workshops in the planning, design, or construction phase of a project. This is a statewide category.



## **WORK CATEGORY DESCRIPTIONS – MoDOT District Specific** **Categories**

### **Construction Materials Testing & Inspection**

This category of work is defined as managing and inspecting projects associated with the construction of a new and/or modified existing facility. This category also includes materials testing for quality assurance and may include other work related to construction materials testing and inspection. Also, it may include technical work to assist with testing and inspection at asphalt or concrete plants in the field. All inspectors must be certified to perform services according to Division 10 of the Code of State Regulations, Technician Certification Program.

### **Roadway Design**

This category of work is defined as the production of highway plans. The work generally includes widening, resurfacing, pavement reconstruction, accommodation of utilities, stormwater retention, hydraulics, design and analysis of pedestrian and bicycle facilities and lighting. This category also includes 3D visualization modeling with the production of accurate and realistic 3D models, imagery, simulations, video sequences and related media from client provided design specifications, traffic models and real world data for the purpose of studying and presenting proposed scenarios. The category may also include other work as related to roadway design such as: slide repair, innovative project delivery and/or value engineering, planning and conceptual studies.

### **Subsurface Utility Engineering (SUE)**

SUE may include surveying utility location and plotting the facilities on utility composite drawings at any of the accuracy levels A thru D.

### **Surveying**

This category of work is defined as land surveys, property boundaries, elevation contours and site features. This category also includes surveying description writing.

### **Traffic Engineering**

This category of work includes a wide range of traffic-related engineering. Examples include: traffic studies, signal timing/optimizations and design, and traffic modeling services.

### **Traffic – ITS Management & Design**

This category of work is defined as the development of ITS architecture documents, traffic operations support, and policy guidance and/or standards related to ITS. This category may also include design work for ITS device deployment, network design and coordination, web design, database management, and video management design excluding the purchase of equipment.

### **Traffic – Structures**

This category of work is defined as providing structural engineering services for traffic-related structures such as: signal poles and mast arms, sign trusses, lighting poles, high mast lighting and ITS structures. Examples may include performing structural & foundation designs or analysis, reviewing any change orders or value engineering proposals, and evaluating existing traffic structures for load capabilities.



## **SCORING CRITERIA**

Prequalification	Pass/Fail
Workforce Diversity	Pass/Fail
General Experience of Firm	20 Points Max
Past Performance	35 Points Max
Qualifications of Personnel	15 Points Max
Familiarity/Capability	20 Points Max
Accessibility	<u>10 Points Max</u>
	100 Points Max Total

## **SCORING CRITERIA DEFINITIONS**

**Prequalification** – The firm must be listed on MoDOT’s Approved Consultant Prequalification List prior to this solicitation expiration date.

**Workforce Diversity** – The firm must address workforce diversity in their letter of interest (LOI).

**General Experience of Firm** – The firm will be evaluated for experience on similar and related type work it has performed. This information should be included in the firms letter of interest (LOI). The firm will also be evaluated on years of experience doing this type of service.

**Past Performance** – The firm will be evaluated on their past performance on similar projects for cities, counties, MPO’s, MoDOT, and other entities.

**Qualifications of Personnel** – The firm will be evaluated based on the qualifications of employees in the firm. Consideration will be given to extensive experience in the particular type of work.

**Familiarity/Capability** – The firm will be evaluated on the firm’s familiarity with federal projects and ability to deliver federal projects that are compliant with federal law.

**Accessibility** – Priority is given to firms with a previously established record of responsiveness to their clients’ needs.



## **ANTICIPATED TIMELINE**

September 30, 2016 – November 15, 2016 – Solicitation Period

November 16, 2016 – February 28, 2017 – MoDOT Review of Submittals

***March 1, 2017 – Anticipated announcement date of selection (selected and non-selected)***

March 1, 2017 – June 30, 2017 – Master Agreements executed with selected consultants

June 30, 2017 – Existing on-call contracts expire

July 1, 2017 – New on-call contracts go into effect

## **AGREEMENTS**

Three-year Master Agreements will be executed with all selected firms. Memorandums of Understanding (MOU's) will then be executed per project when work arises in the future. MoDOT's on-call contracts are setup using a standard cost plus fixed fee contracting method for type of payment method. The fixed fee in the on-call contracts will be limited to 12% maximum. When an MOU is executed the consultant must use their most current overhead rate on file with MoDOT that was established when the consultant became prequalified. The overhead rates can be adjusted each year with the firm's updated prequalification information.

## **INSURANCE REQUIREMENTS**

All consultants selected for on-call services will be required to carry the following insurance limits:

1. Commercial General Liability: \$500,000 per person up to \$3,000,000 per occurrence;
2. Automobile Liability: \$500,000 per person up to \$3,000,000 per occurrence;
3. Worker's Compensation in accordance with statutory limits; and Employer's Liability of \$1,000,000;
4. Professional ("Errors & Omissions") Liability: \$1,000,000 each claim and in the annual aggregate.

Note: In lieu of the minimum coverage stated in above in items 1 & 2, the Consultant may obtain insurance at all times in an amount equal to the Commission sovereign immunity caps as stated in Section 537.600 RSMo and subsequently adjusted by the Missouri Department of Insurance.





## **WORKFORCE DIVERSITY**

For more information regarding workforce diversity see MoDOT's EPG 134.1.7.

## **QUESTIONS?**

To obtain a copy of an unexecuted Master Agreement and MOU in order to review the contract language, or for general questions, please contact:

MaryAnn Jacobs at [MaryAnn.Jacobs@modot.mo.gov](mailto:MaryAnn.Jacobs@modot.mo.gov) or at 573-751-2807 or

Melissa Wilbers at [Melissa.Wilbers@modot.mo.gov](mailto:Melissa.Wilbers@modot.mo.gov) or at 573-522-9731.

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## **CONTACT INFORMATION FOR SUBMITTALS**

Send all responses to: [MODOTONCALL@modot.mo.gov](mailto:MODOTONCALL@modot.mo.gov)

*\*Note: MoDOT will send a confirmation email back to firms indicating receipt of submittals.*







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

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## COVER SHEET

(This must accompany your firm's letter of interest and does not count in the page limit)

Firm's Full Legal Name: \_\_\_\_\_

Firm's Contact Name: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Firm's Mailing Address: \_\_\_\_\_

Work Category: (only **one category per letter of interest (LOI)** may be submitted i.e. if your firm is interested in Hazardous Waste and Surveying you will need to submit 2 LOI's, one for Hazardous Waste and one for Surveying. If you choose a statewide category, leave the MoDOT District Choices blank, if you choose a District Specific Category, you must choose the District(s) you wish to serve).

<b><u>Statewide Categories</u></b>	<b><u>District Specific Categories</u></b> (must select District Choices if you choose a District Specific Category)	<b><u>MoDOT District Choices</u></b> (required if you chose a District Specific Category, you may choose as many Districts as you wish)
<input type="checkbox"/> Bridge Deck Surveys	<input type="checkbox"/> Construction Materials Testing & Inspection	<input type="checkbox"/> NW
<input type="checkbox"/> Bridge Design	<input type="checkbox"/> Roadway Design	<input type="checkbox"/> NE
<input type="checkbox"/> DBE Services	<input type="checkbox"/> SUE	<input type="checkbox"/> KC
<input type="checkbox"/> Environmental – Cultural Resources	<input type="checkbox"/> Surveying	<input type="checkbox"/> CD
<input type="checkbox"/> Environmental – Endangered Species	<input type="checkbox"/> Traffic Engineering	<input type="checkbox"/> SL
<input type="checkbox"/> Environmental – Hazardous Waste	<input type="checkbox"/> Traffic – ITS Management & Design	<input type="checkbox"/> SW
<input type="checkbox"/> Environmental – NEPA	<input type="checkbox"/> Traffic – Structures	<input type="checkbox"/> SE
<input type="checkbox"/> Environmental – Noise Studies		
<input type="checkbox"/> Environmental – Stormwater		
<input type="checkbox"/> Environmental – Wetlands		
<input type="checkbox"/> General Services – Architectural/Interior Design		
<input type="checkbox"/> General Services – Civil/Structural		
<input type="checkbox"/> General Services – Mechanical/Electrical		
<input type="checkbox"/> Geotechnical Engineering Services		
<input type="checkbox"/> LiDAR & Photogrammetry		
<input type="checkbox"/> Pavement Friction Testing		
<input type="checkbox"/> Traffic – Electrical Engineering		
<input type="checkbox"/> Traffic – Safety Data Analysis		
<input type="checkbox"/> Utility Accommodation & Coordination		
<input type="checkbox"/> Value Engineering		



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