



Missouri Department of Transportation
David B. Nichols, Director

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December 13, 2013

Dear Consultant:

The Missouri Highways and Transportation Commission requests the services of consulting firms to perform on-call professional services for **Pavement Testing** as described on the following pages. This solicitation is the first step in developing and executing a three-year Master Agreement for this on-call service. Execution of a Master Agreement does not guarantee future work.

If your firm would like to be considered for this consulting service, you may express your interest by responding **via email**, which is indicated on the following pages. Limit your letter of interest (LOI) to no more than three pages. 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 8½" x 11" sheet of paper. Listed below are the submittal requirements in electronic format:

- Letter of interest for each category (three page max per LOI)
- Company Brochure (four page max)

We encourage DBE firms to submit letters of interest. 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.

All letters must be received by 3:00 pm, February 7, 2014 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,

Eric Schroeter, P.E.
State Design Engineer

Attachments



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

Pavement Testing

Pavement Friction Testing - 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 alternate wheel paths at 40 miles per hour on various Missouri state routes. This is a statewide category.

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 – 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.

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

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

Qualifications of Personnel – The consulting 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 consulting 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

December 13, 2013 – February 7, 2014 - Solicitation Period

February 2014 – MoDOT Review of submittals

March 3, 2014 – Anticipated announcement date of selected consultants

March 3, 2014 – June 30, 2014 – Master Agreements executed with selected consultants

July 1, 2014 – New on-call contracts go into effect

AGREEMENTS

Master Agreements will be executed with all selected firms. Memorandums of Understanding (MOU) will then be executed per project when work arises in the future. MoDOT’s previous on-call contracts were setup using “loaded” billing rates, this type of payment service will no longer be utilized and will be replaced with a standard cost plus fixed fee contracting 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:

Jerica Holtsclaw at Jerica.Holtsclaw@modot.mo.gov or at 573-526-8484

MaryAnn Jacobs at MaryAnn.Jacobs@modot.mo.gov or at 573-751-2807.

CONTACT INFORMATION FOR SUBMITTALS

Send all responses to: MaryAnn.Jacobs@modot.mo.gov

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