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Missouri Department of Transportation
David B. Nichols, Director

573.751.2551
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1.888.ASK MODOT (275.6636)

October 1, 2013

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 \$100,000. 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.

All letters must be received by 3:00 pm, November 15, 2013 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

WORK CATEGORY DESCRIPTIONS - Statewide Categories
Environmental Services – Hazardous Waste
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.
Environmental Services – Noise & Special Studies
This category of work is defined as identifying potential noise impacts and/or complete noise surveys and reports, complete research, field studies, and other various tasks as related to noise and special studies. This is a statewide category.
Environmental Services – Cultural Resources
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.
LiDAR & Photogrammetry
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.
Bridge Design
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.
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.
Traffic – Electrical Engineering
This category of work is defined as providing electrical engineering analyses & 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.



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WORK CATEGORY DESCRIPTIONS - Statewide Categories (cont)

General Services – Civil/Structural

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.

General Services – Mechanical/Electrical

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.

General Services – Architectural/Interior Design

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.

Geotechnical Engineering Services

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.

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 both wheel paths at 40 miles per hour on various Missouri state routes. This is a statewide category.

Disadvantaged Business Enterprise (DBE) Services

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.



<u>WORK CATEGORY DESCRIPTIONS – MoDOT District Specific</u>
<u>Categories</u>
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 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 – 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 analyses, reviewing any change orders or value engineering proposals, and evaluating existing traffic structures for load capabilities.
Surveying
This category of work is defined as land surveys, property boundaries, elevation contours and site features. This category also includes surveying description writing.
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.
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: innovative project delivery and/or value engineering, planning and conceptual studies.



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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	10 Points Max
	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.



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ANTICIPATED TIMELINE

October 1, 2013 – November 15, 2013 - Solicitation Period
November 18, 2013 – February 28, 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
June 30, 2014 – Existing on-call contracts expire
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.*





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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** 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 districts you wish to serve)

<u>Statewide Categories</u>	<u>District Specific Categories</u> (must select district choices if you choose a district category)	<u>MoDOT District Choices</u> (Req'd if you chose a District Specific Category, you may choose as many districts as you wish)
<input type="checkbox"/> Environmental – Hazardous Waste	<input type="checkbox"/> Traffic-ITS Mgmt & Design	<input type="checkbox"/> NW
<input type="checkbox"/> Environmental – Noise & Special Studies	<input type="checkbox"/> Traffic Engineering	<input type="checkbox"/> NE
<input type="checkbox"/> Environmental –Cultural Resources	<input type="checkbox"/> Traffic - Structures	<input type="checkbox"/> KC
<input type="checkbox"/> LiDAR & Photogrammetry	<input type="checkbox"/> Surveying	<input type="checkbox"/> CD
<input type="checkbox"/> Bridge Design	<input type="checkbox"/> Subsurface Utility Engineering (SUE)	<input type="checkbox"/> SL
<input type="checkbox"/> Traffic – Safety Data Analysis	<input type="checkbox"/> Constr. Materials Testing & Inspection	<input type="checkbox"/> SW
<input type="checkbox"/> Traffic – Electrical Engineering	<input type="checkbox"/> Roadway Design	<input type="checkbox"/> SE
<input type="checkbox"/> General Services – Civil/Structural		
<input type="checkbox"/> General Services – Mechanical/Electrical		
<input type="checkbox"/> General Services – Architectural/Interior Design		
<input type="checkbox"/> Geotechnical Engineering Services		
<input type="checkbox"/> Pavement Testing		
<input type="checkbox"/> DBE Services		



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