



Missouri Department of Transportation  
David B. Nichols, Director

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

573.751.2551  
Fax: 573.751.6555  
1.888.ASK MODOT (275.6636)

November 6, 2013

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: Past Performance, Qualifications of Personnel Assigned, Familiarity/Capability, General Experience of Firm, and Accessibility of Firm and 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, November, 22, 2013 at the appropriate office.

Sincerely,

Eric E. Shroeter, P.E.  
State Design Engineer

Attachment



## **DISTRICT OFFICES**

Central Office  
Eric E. Schroeter, P.E.  
Missouri Department of Transportation  
601 West Main P.O. Box 270  
Jefferson City, MO. 65109

Contact  
Bradley D. McCloud P.L.S.  
573-526-2955  
Bradley.McCloud@modot.mo.gov  
Email responses are encouraged

**District #**

<b>County, Route</b>	
<b>Job No:</b>	Various
<b>Location:</b>	Various
<b>Proposed Improvement:</b>	Various
<b>Length:</b>	73 miles
<b>Approximate Construction Cost:</b>	NA
<b>DBE Goal (if applicable)</b>	10%
<b>Consultant Services Required:</b>	Photogrammetry and Surveying
<b>Other Comments:</b>	Interviews (or presentations) will be conducted with the short listed firms.  The Consultant Short List will be posted to the web

**Rating Criteria w/Weighted Values**

General Experience of Firm	15 Points Max
Past Performance	35 Points Max
Qualifications of Personnel Assigned	25 Points Max
Familiarity/Capability	15 Points Max
Accessibility of Firm & Staff	<u>10 Points Max</u>
	100 Points Max Total