

Missouri Department of Transportation
Patrick K. McKenna, Director

1.888.ASK MODOT (275.6636)

March 28, 2018

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 Master Agreements for on-call services, which will expire on June 30, 2020. 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. 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
- 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, April 18, 2018 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.

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WORK CATEGORY DESCRIPTION – Statewide Category

Right of Way Acquisition and Relocation Services

This category of work is defined as a full service land acquisition and relocation assistance consultant. Federal regulations governing right of way acquisitions are found in 23 CFR (Code of Federal Regulations) and 49 CFR, Part 24. This work generally includes public involvement, appraisal, appraisal review, negotiations and relocation. 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 – 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 firm’s 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

March 28, 2018 – April 18, 2018 – Solicitation Period

April 23 – May 4, 2018 – MoDOT Review of Submittals

May 8, 2018 – Anticipated announcement date of selection (selected and non-selected)

May 9, 2018 – July 20, 2018 – Master Agreements executed with selected consultants

August 1, 2018 – 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:

Brenda Harris at Brenda.Harris@modot.mo.gov or at 573-751-7458

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CONTACT INFORMATION FOR SUBMITTALS

Send all responses to: MODOTONCALL@modot.mo.gov

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

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: _____

Statewide Category

☐ Right of Way Acquisition and Relocation Services



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