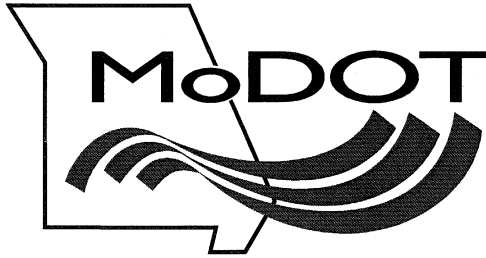


*Missouri  
Department  
of Transportation*



Pete K. Rahn, Director

105 West Capitol Avenue  
P.O. Box 270  
Jefferson City, MO 65102  
(573) 751-2551  
Fax (573) 751-6555  
[www.modot.state.mo.us](http://www.modot.state.mo.us)

November 22, 2006

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.

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 request all letters be received by 2:00 pm, Tuesday, December 15, 2006 at the appropriate office.

Respectfully,

David Nichols  
Director of Program Delivery

ma

Attachment

cc: Ms. Beth Wright-d4  
Ms. Kathy Harvey-de  
Mr. Shyam Gupta-br  
Mr. Lester Woods-cm

**DISTRICT OFFICE**

District 4  
Beth Wright, District Engineer  
Missouri Department of Transportation  
600 Northeast Colbern Road  
Lee Summit, MO 64086  
Attn: Allan Zafft

# **REQUEST FOR PROPOSAL**

## **I-470 PURPOSE AND NEED STUDY IN JACKSON COUNTY**

This document constitutes a request for sealed proposals from qualified individuals and organizations to conduct a purpose and need study for Interstate 470 within Jackson County as described in this Request for Proposal (RFP). This study is designated as MoDOT Job No. J4I1942.

Organization of this RFP is as follows:

- I. PROPOSAL SUBMISSION & DUE DATE
- II. PROPOSAL CONTENTS
- III. GENERAL SPECIFICATIONS
- IV. GENERAL SCOPE OF WORK
- V. PROPOSAL EVALUATION CRITERIA
- VI. SELECTION PROCESS
- VII. PROPOSED SCHEDULE

### **I. PROPOSAL SUBMISSION & DUE DATE**

Proposals in response to this request must be received by 2:00 p.m. CST, Tuesday, December 15, 2006 at the address listed below. Proposals received after this time will be returned unopened. No submission of proposal by facsimile (FAX) machine or by e-mail will be accepted.

This request for proposals does not commit MoDOT to award a contract, to pay any costs incurred in the preparation of a response to this invitation, or to procure or contract for services or supplies. MoDOT reserves the right to accept or reject any or all responses received as a result of this request, or to cancel this request in part or in its entirety if deemed in the best interests of MoDOT. All proposal material submitted shall become the property of MoDOT.

If your firm wishes to be considered for this project, five (5) copies of the proposal should be received at the following address by the time specified above:

Ms. Beth Wright, P.E.  
District Engineer  
Missouri Department of Transportation  
600 Northeast Colbern Road  
Lee's Summit, Missouri 64086  
Attn: Allan Zafft

All questions concerning this RFP should be directed to: Mr. Allan Zafft at (816) 622-0687. FAX number is (816) 622-6323. E-mail address is [Allan.Zafft@modot.mo.gov](mailto:Allan.Zafft@modot.mo.gov).

## II. PROPOSAL CONTENTS

The proposal should not exceed 5 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Front and back covers, transmittal letter, organizational chart and resumes are not included in the page count. Proposals should be arranged in the order detailed below. While these items provide a general description of what is expected in the proposal, it is not meant to limit or exclude other pertinent information from being included.

### A. Letter of Transmittal:

The letter of transmittal is a brief summary of the key points of the proposal and approach to accomplish the work. The name and address of the firm as well as the project manager should also be included. The transmittal letter shall be no longer than two (2) pages.

### B. Management Summary:

A management summary that states in succinct terms the consultant's understanding of the project to be performed and a narrative description of how you propose to accomplish the work along with a narrative description of the methodology expected to be followed to meet the General Scope of Work in this RFP.

### C. Qualifications and Experience:

Experience with complex corridor projects through the environmental studies process, familiarity with the National Environmental Policy Act and a satisfactory record of performance should be substantiated. Staffing proposed for this project should be discussed along with their resumes indicating qualifications, experience and recent projects. This section shall include the following as a minimum:

1. Descriptions of recent environmental studies in which key staff presented in this proposal played a significant role, and which demonstrates their capacity to perform a Purpose and Need Study for this corridor within the time frame established in this RFP.
2. References for the projects listed above, i.e. contact name, agency, address and telephone.

3. Identify the proposed subconsultants and their key staff that would be utilized if your firm were selected. Describe the role of the subconsultants to accomplish the work of the project and identify their percentage of work to the overall project.
4. Current workloads and future commitments for the project manager and other key staff should be discussed.

D. Project Work Program and Schedule:

MoDOT requires the completion of the purpose and need study in approximately 9 months from the notice to proceed. The proposal shall contain your proposed schedule, management plan and manpower commitment for meeting these dates. If your firm does not believe it has the ability to commit the adequate resources necessary to meet these dates, please do not submit a proposal for this work.

E. Appendix:

A one page chart (up to 11"x17" in size) showing the organizational structure proposed with key staff identified along with resumes of key personnel. Resumes included should be limited to those key personnel who will be committed to this project. Resumes shall be no more than two (2) pages each and the total number of resumes may not exceed twelve (12).

### III. GENERAL SPECIFICATIONS

The following are general specifications required for all proposals. Your firm, if selected will be expected to comply with these requirements.

A. Title VI Requirements:

Section 6.01 of Title VI of the Civil Rights Act of 1964 states the following:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

The Missouri Department of Transportation, in accordance with Title VI of the Civil Rights Act of 1964, 78 Statute 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations (CFR), US Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all responders that it will affirmatively insure that in any

contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit proposals in response to this invitation to submit a proposal and will not be discriminated against on the grounds of race, color, age or national origin in consideration for an award.

The successful responder under this RFP will be expected to comply with all Federal Title VI requirements and execute a "US Department of Transportation Title VI Assurance" statement.

**B. Disadvantaged Business Enterprises (DBE) Goal:**

Your proposal should indicate how your firm would utilize a DBE firm(s) as a part of the project team. DBE firms must be certified by the Missouri Department of Transportation in order to be counted as participation towards an established DBE Goal.

**C. Qualified Personnel**

The successful firm must understand that it is expected to provide qualified personnel to accomplish each portion of the work associated with this project. MoDOT will maintain the right to request the removal of any person found, in its opinion, during the course of work on this project, to be unqualified to perform the work. MoDOT also expects the consultant will dedicate the appropriate number of staff to this project to ensure the target dates of this contract are met.

**D. Status or Progress Reports**

Bi-monthly (two times per month) progress reports will be required. Also, conferences are to be arranged at strategic milestones to review and discuss specific aspects of the projects.

**E. Contract Costs and Progress Payments**

After selection, an actual cost, plus fixed-fee contract will be negotiated to provide these services. Invoices may be submitted for services performed no more frequently than monthly. Payment of invoices will be based on the actual costs incurred for that time period plus a proportional percentage of the fixed fee which is representative of project progress as of that date. Actual costs will be paid up to the contract ceiling. No costs above the contract ceiling will be paid without prior execution of a supplemental agreement. MoDOT will not make any advance deposits or payments for costs that have not already been incurred.

**F. Standard Consultant Contract Clauses**

The Missouri Highways and Transportation Commission shall enter into a binding written and executed Agreement with the successful consultant firm to perform the work

requested in this RFP. That Agreement will be prepared in the form of MoDOT Design Unit's standard consultant agreement, including its standard terms and conditions. MoDOT anticipates that each firm submitting a proposal will be familiar with this standard consultant agreement, and its terms and conditions. That is why they are not reprinted here. If any firm wishes to obtain a copy of that standard consultant agreement form before submitting its proposal, please contact Mr. Allan Zafft, Transportation Planning Coordinator, Phone (816) 622-0687, or Fax (816) 622-6323.

#### **IV. GENERAL SCOPE OF WORK**

The overall objective of this project is to develop the purpose and determine the root causes of the need to improve I-470 from 39<sup>th</sup> Street to Blue Ridge Boulevard. The purpose and need study will be developed in accordance with all applicable federal regulations and guidelines. This study shall satisfy the National Environmental Policy Act (NEPA) requirements for this element of study.

This project will comprise of the following activities:

- Public involvement
- Perform traffic analysis
- Existing conditions assessment
- Evaluate non-capacity roadway improvements
- Potentially determine the definition of logical termini for Sections of Independent Utility (SIUs) along the I-470 Corridor
- Final report will be in the form of a written report thoroughly documenting the existing and future needs of the corridor

#### **V. PROPOSAL EVALUATION CRITERIA**

MoDOT will evaluate firms interested in performing the work based on information contained in proposals received by the specified due date and any previous work experiences with MoDOT (if applicable). Interested firms will be evaluated according to the following considerations:

- A. Specialized experience and technical competence of the consultant and assigned staff relative to the task requirements and scope of work outlined, specifically as related to the following:
  1. Consulting Firm
  2. Project Manager
  3. Other assigned staff

- B. Understanding the nature of the project.
  - 1. Understanding of requirements and regulations governing the completing of a purpose and need study.
  - 2. Understanding the scope of work required.
  - 3. General organization and clarity of the proposal.
  
- C. Working arrangements with MoDOT
  - 1. Assignment of Project Manager to this project and commitment of staff.
  - 2. Accessibility for consultation between project manager and MoDOT staff.
  - 3. Number of staff, and type of expertise of staff available to be committed to this project.
  
- D. References reflecting previous work experience of the project manager and satisfactory accomplishment of contract responsibility.
  - 1. Previous work experience with the department (if applicable).
  - 2. Quality of final work products.
  - 3. Ability to meet work schedules.
  - 4. Responsiveness to client input.

## VI. SELECTION PROCESS

The evaluation of proposals based on the criteria listed above will be used to arrive at a **short list** of firms in accordance with MoDOT's consultant selection process. The short-listed firms will then be required to participate in an interview with a MoDOT selection committee. A small portion of time prior to the interview will be allotted for the firm to make a presentation of its proposal. At the conclusion of all interviews, the selection committee will select one firm with which to begin negotiating a contract. Negotiations will include selection of any sub-consultants required based on the final scope of services.

MoDOT reserves the right to negotiate a contract with any respondent. If a contract cannot be successfully negotiated with the selected firm within the time specified below, MoDOT will select another firm with which to begin negotiations.



## VII. PROPOSED SCHEDULE

|  |                                       |
|--|---------------------------------------|
| Proposals Due                                  | December 15, 2006                     |
| Notification of Selection for Interview        | January 5, 2006                       |
| Interviews (Actual date based on availability) | January 29-February 2, 2007           |
| Notification of Selection                      | February 13, 2007                     |
| Contract Negotiations                          | February-May 2007                     |
| MHTC Approval of Contract (N.T.P.)             | May 2007                              |
| Completion of Project                          | Approximately 9 Months<br>from N.T.P. |