

*Missouri  
Department  
of Transportation*



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August 21, 2007

Dear Consultant:

The Missouri Highways and Transportation Commission will negotiate a contract with a consulting firm or other qualified individuals and organizations to complete a statewide Supplemental Environmental Impact Statement of the I-70 corridor from Kansas City to St. Louis.

Specific details of the requirements for preparation of this document can be found in the attached Request for Proposal (RFP).

If your firm would like to be considered for these services, you should prepare a proposal and submit it in accordance with the attached RFP. All information necessary for preparation of the proposal and submittal to MoDOT is included in the RFP. Limit your proposal to no more than six pages total. We request all proposals be received by 2:00 pm, September 11, 2007, at the appropriate office.

If you have any questions about preparation of the proposal or the requirements for the statewide study, you should contact the person listed in the RFP.

Sincerely yours,

Dave Nichols  
Director of Project Delivery

mlb

Attachment

Copies: Ms. Kathy Harvey  
Ms. Melissa Anderson  
Mr. Matt Burcham  
District Engineers – 3, 4, 5, 6

# REQUEST FOR PROPOSAL

## ENGINEERING CONSULTANT FOR THE SUPPLEMENTAL ENVIRONMENTAL IMPACT STATEMENT OF THE I-70 FIRST AND SECOND TIER ENVIRONMENTAL STUDIES

This document constitutes a request for sealed proposals from qualified individuals and organizations to act as a Engineering Consultant for development of a Supplemental Environmental Impact Statement (SEIS) of the Interstate 70 corridor First and Second Tier environmental studies as described in this Request for Proposal (RFP). Organization of this RFP is as follows:

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

### I. INTRODUCTION & BACKGROUND

The Missouri Department of Transportation (MoDOT) completed a First Tier Environmental Impact Statement (FTEIS) for the I-70 corridor, 200 miles between Kansas City and St. Louis, in December 2001. Subsequent to the First Tier MoDOT has completed the Second Tier of Environmental Documents. Interested firms should be familiar with these documents, which are available on the project Web site at [www.improvel70.org](http://www.improvel70.org).

The FTEIS evaluated the I-70 corridor in a general nature and recommended the improvement strategy of *reconstructing and widening the existing facility*. The second tier documents evaluated the environmental impacts of this strategy. The evaluations in the documents were based on an I-70 facility consisting of three 12-foot lanes in each direction with 12-foot inside and outside shoulders along with a 124-foot grassed median. The only exceptions to this were in the urban areas approaching Kansas City, in Columbia, through the Warrenton-Wright City-Wentzville (3-W's) area and the area known as Mineola Hill (Graham Cave State Park). Details of the recommended strategy can be found in the Final FTEIS. The details of the selected alternative in the second tier documents can also be found on the Web site.

The purpose of this RFP is to solicit proposals from qualified consultants to act as the Engineering Consultant for the SEIS of the 200-mile corridor to consider impacts of dedicated truck lanes, and various financing options including tolling

and public/private partnerships. This work will consist of preparing the SEIS, coordinating closely with the public, city and county officials, MPOs and RPCs as appropriate. All necessary environmental, cultural resource, social and economic studies required will be the responsibility of the consultant.

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

Proposals in response to this request must be received by 2:00 p.m. CST, Monday, September 11, 2007, 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, fifteen (15) copies of the proposal should be received at the following address by the time specified above:

Mr. Dave Nichols, P.E.  
Director of Program Delivery  
Missouri Department of Transportation  
105 West Capitol Avenue, P.O. Box 270  
Jefferson City, Missouri 65102-0270  
Attn: Kathy Harvey, P.E.

All questions concerning this RFP should be directed to: Ms. Kathy Harvey at (573) 526-8485. FAX number is (573) 526-3261. E-mail address is [kathy.harvey@modot.mo.gov](mailto:kathy.harvey@modot.mo.gov).

## **III. PROPOSAL CONTENTS**

The proposal should not exceed 6 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. The transmittal letter, front and back covers, 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. Proposals that do not meet the basic criteria set forth within this RFP will not be considered.

### **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 one (1) page.

#### B. Table of Contents

If necessary, a table of contents can be provided to reference key items, charts and tables in the proposal.

#### C. Management Summary:

A management summary that states in succinct terms the consultant's understanding of the work 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.

#### D. Qualifications and Experience:

Experience with development of environmental documents, familiarity with the National Environmental Policy Act and a satisfactory record of performance should be substantiated. Key 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 three (3) recent environmental studies in which key staff presented in this proposal played a significant role, and which demonstrates their capacity to achieve the desired results within the time frame established in this RFP.
2. Description of other major environmental studies (no more than 3) which your firm was the prime, that demonstrates your firm's ability to produce an environmental document on time and within budget.
3. References for the projects listed above, i.e. contact name, agency, address and telephone.
4. Identify the proposed sub consultants and their key staff that would be utilized if your firm were selected. Describe the role of the sub consultants to accomplish the work of the project and identify their percentage of work to the overall project.
5. Current workloads and future commitments for the project manager and other key staff should be discussed.

E. Project Work Program and Schedule:

MoDOT requires the SEIS for the I-70 corridor be initiated January of 2008. Completion of the various studies and a Record of Decision (ROD) will be required by the end of the calendar year. 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.

F. 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 ten (10). No other information is allowed in the Appendix.

#### IV. 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 ensure 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 shown in Appendix A.

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

Your proposal should indicate how your firm would utilize a DBE firm 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

Monthly progress reports will be required. Attendance and participation at regular corridor study team meetings will be required. Additionally, conferences are to be arranged at strategic milestones to review and discuss specific aspects of the project.

#### 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 Ms. Melissa Anderson, MoDOT Design, Phone (573) 526-2921, or Fax (573) 526-3261. E-mail address is [Melissa.Anderson@modot.mo.gov](mailto:Melissa.Anderson@modot.mo.gov).

## **V. GENERAL SCOPE OF WORK**

The overall objective of this project is to complete a SEIS for 200-mile I-70 corridor between Kansas City and St. Louis. The basis for the SEIS is the analysis of a dedicated truck lane option and various funding options, which include a tolling option, sales tax increases and public/private partnerships. The desired outcome of the SEIS process is to have a ROD for MoDOT to proceed with reconstruction of the I-70 corridor when funding becomes available. The document must be flexible enough to allow for various funding methods to be used, some of which may dictate the construction of dedicated truck lanes. While the document will select a preferred alternative, it needs to provide the mechanism and enough detailed information to allow MoDOT, depending on the actual funding, to move to other alternatives included in the analysis with minimal re-evaluation at that time.

Because of the magnitude of the project and the short time-line, the consultant will proactively seek opportunities for federal, state and local agency coordination to streamline environmental and transportation decision-making. Streamlining will include activities with public and public agency involvement and consensus building. The SEIS will also have to comply with SAFETEA-LU requirements for completing environmental impact statements.

The FTEIS completed established a purpose and need for the 200-mile corridor. Refinement of the purpose and need may be required.

The consultant will utilize the environmental and cultural information presented in the completed I-70 documents and build upon it as necessary to complete the SEIS. All environmental and cultural resource work will be coordinated with MoDOT and the appropriate agencies.

Cost estimates will be developed, updated and maintained throughout the SEIS environmental process. Cost estimates will differentiate between right of way costs and construction costs. Construction costs will be further broken down into various categories such as tolling plazas, bridge, grading, paving, utilities, etc.

The consultant will be given the traffic model used for the previous I-70 studies to use as a basis for this study. The consultant will be responsible for analysis of traffic impacts associated with tolling and truck-only lanes. The consultant will coordinate with MoDOT all traffic related needs as necessary to complete the SEIS documentation.

## **VI. PROPOSAL EVALUATION CRITERIA**

MoDOT will evaluate firms interested in performing the work of consultant 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 key 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 key staff
  
- B. Understanding the nature of the project.
  - 1. Understanding of requirements and regulations governing a SEIS.
  - 2. Understanding the role and the scope of work required.
  - 3. General organization and clarity of the proposal.
  - 4. Unique approach to the SEIS process and document.
  
- 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.
  
- E. Practical Design experience
  - 1. Previous practical design experience with the department or equal experience that demonstrates the ability to apply innovative cost saving measures.



2. Understanding of the practical design concept and its application at this stage of the project.
3. Ability to conceive innovative solutions.
4. Responsiveness to Client input.

## **VII. 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 be required to participate in an interview with a selection committee. The selection committee will be comprised of various MoDOT staff, both from headquarters and the districts, and the FHWA. A small portion of time prior to the interview will be allotted for the firm to make a presentation of its proposal. After the conclusion of all interviews the selection committee will select and notify one firm with which to begin contract negotiations immediately. 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 would select another firm with which to begin negotiations.

## **SCHEDULE**

Proposals Due	September 11, 2007
Notification of Selection for Interview	September 20, 2007
Interviews	September 24-28, 2007
Notification of Selection	October 5, 2007
Contract Negotiations	October 9 – November 16, 2007
MHTC Approval of Contract	December 2007

## **VIII. APPENDIX**

## **Appendix**

### **Affirmative Action Checklist**

Federal regulations require that any firm (with 50 or more employees) soliciting a federally funded contract must have an affirmative action program. You may provide a copy of your program and reference appropriate pages.

1. Date plan was adopted.
2. Name of affirmative action officer.
3. Statement of commitment to affirmative action by the Chief Executive Officer.
4. Designation of an affirmative action officer, assignment of specific responsibilities, and to whom he/she reports.
5. Outreach recruitment.
6. Job analysis and restructuring needed to meet affirmative action goals.
7. Validation and/or revision of examinations, educational requirements and any other screening requirements.
8. Upgrading and training programs.
9. Internal complaint procedure.
10. Initiating and ensuring supervisory compliance with your affirmative action program.
11. Survey and analysis of entire staff by department and job classification and progress report system.
12. Recruitment and promotion plans (including goals and timetables).

Any firm with less than 50 employees may submit a copy of its current EEO Commitment Statement by the Chief Executive Officer.