

Are Standard Form 254 or 330 Part II needed now?

If your company does not have a current SF 254 Form on file, it is recommended that a SF 254 or 330 Part II be submitted prior to submitting a Letter of Interest. The SF 254 or 330 Part II is entered, or updated, in our internal MoDOT database. Internal District and Division staff accesses this database to obtain information about your firm.

Do we need to submit both Form 254 and 330 Part II?

No, submit either the SF 254 or 330 Part II.

SF 254 allows your firm to list project examples and the SF330 Part II is a profile of your firm.

Do you need our hourly billing rates and overhead now?

No, MoDOT will request hourly billing rates and overhead information after the consultant selection process is complete. The examples are provided for your information only.

Please provide your company's latest audited overhead report. If an audited overhead rate is not available, your company must provide a detailed overhead rate schedule and supporting financial and payroll information.

Also, Secretary of State registration and E-Verify forms will not be needed until after a firm is selected.

Why do we need a separate letter of interest for each district and/or division and in each work category?

Letters for district and statewide work categories are to be sent to the district or division contact person with separate letters to be sent for each professional service. In this way you firm's letter of interest will be in the right location for the selection teams review.

Once the solicitation period ends on December 28, 2009, the letters of interest will be reviewed by selection teams located in each district and division. The selection team is comprised of several MoDOT staff, which is an expert in each work category listed on the Master Agreement Solicitation.

To ensure the correct staff and correct district and/or divisions are reviewing your letters of interest, it is necessary for your firms to submit one letter of interest to each district and/or division in each work category for professional services you wish to provide for MoDOT.

How many companies will be selected?

Districts will choose up to 3 consultants for each category, except Districts 4 and 6 who will choose up to 6. Divisions will choose up to 6 firms for each Statewide category. These numbers may change based on individual requests by districts or divisions.

Can changes be made to the Master Agreement Contract?

Almost never. The copy provided is a standard contract written by MoDOT's attorneys. Additional language regarding lump sum options and other minor changes are being made. Firms will have an opportunity to review contracts prior to acceptance.

Insurance requirements –

The limits shown in the Draft Master Agreement are set by legislation each year. Exceptions can only be made through a policy by which MoDOT accepts the liability not covered by a contracting company. The decisions are made based on the perceived risks of the consultant's work.

Insurance must be carried during the time a consultant has an active project with MoDOT, but not necessarily as a continuous policy when the consulting company is not under contract.

What documentation is needed with the Annual Worker Eligibility Affidavit Form?

Your firm should submit the 1st page and signature page of the E-Verify MOU with the Annual Worker Eligibility Affidavit. The signature page should have your firm's signature and the DHS signature.