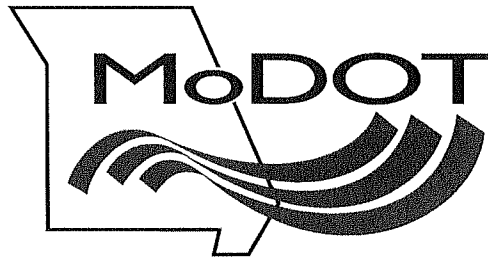


*Missouri
Department
of Transportation*



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

August 18, 2009

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 two pages. This letter should include a statement to indicate why your firm is interested in the project. It should also include any other information which might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, and other projects your company has recently completed or are now active. We will utilize the consultant information already on file so we will not need a lengthy submittal of other general company 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 request all letters be received by 2:00 pm, Friday, September 11, 2009 at the appropriate office.

Sincerely,

Dave Nichols
Director of Program Delivery

Attachment

cc: Ms. Kathy Harvey-de
Mr. Dennis Heckman-br
Mr. Kenny Voss-de

CENTRAL OFFICE

David Nichols

Director of Program Delivery
Missouri Department of Transportation
105 West Capitol, P.O. Box 270
Jefferson City, MO 65102-0270

Contact

Kenny Voss
Bid & Contract Service Engineer
Kenny.Voss@modot.mo.gov
Email responses are encouraged

REQUEST FOR QUALIFICATIONS

JOB ORDER CONTRACTING PROGRAM

This document constitutes a request for sealed proposals from qualified individuals and organizations to Develop, Implement and Train MoDOT Staff to Support a Job Order Contracting (JOC) Program as described in this Request for Qualifications (RFQ). Organization of this RFQ 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. APPENDIX

I. PROPOSAL SUBMISSION & DUE DATE

Proposals in response to this request must be received by 2:00 p.m CST, Friday September 11, 2009 at the address listed below. Proposals received after this time will be returned unopened. No submission of proposal by facsimile (FAX) machine 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, three (3) copies of the proposal should be received at the following address by the time specified above:

Mr. Kenny Voss, P.E.
Bidding and Contract Services Engineer – Design Division
Missouri Department of Transportation
105 W. Capitol Avenue, P.O. Box 270
Jefferson City, Missouri 65102
Kenneth.Voss@modot.mo.gov

All questions concerning this RFQ should be directed to: Mr. Kenny Voss at (573) 526-2923. FAX number is (573) 522-2281. E-mail address is Kenneth.Voss@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 Interest:

The letter of interest 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 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 RFQ.

C. Qualifications and Experience:

Experience with developing, implementing and supporting JOC programs, and familiarity with MoDOT's current contracting tools and methods. Staffing proposed for this work 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 experience with JOC programs in which key staff presented in this proposal played a significant role, and which demonstrates their capacity to implement a JOC program within the time frame established in this RFQ.
2. Description of other contracting training experience, such as modifications to contract administration tools prepared by your firm, which demonstrate your firm's ability to modify MoDOT's current contract administrative tools to implement a JOC program in the short time frame established in this RFQ.

3. References for the projects listed above, i.e. contact name, agency, address and telephone.
4. General discussion of the type of work for which sub-consultants would be utilized if your firm were selected.
5. 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 full implementation (solicitation, award and NTP of at least one Job Order contract) of a JOC program by May 2010. Completion of the Unit Price Book and Technical Specifications is required by January 2010. Completion of modifications to MoDOT's contract management system for administration of a JOC program is required by February 2010. Solicitation and Award/reject of at least one Job Order contract will be required by March 2010. 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 ten (10).

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. 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.

B. Status or Progress Reports

Monthly progress reports will be required. Also, meetings are to be arranged at strategic milestones to review and discuss specific aspects of the project.

C. 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.

D. 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 RFQ. 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. Kenny Voss, Phone (573) 526-2923, or Fax (573) 522-2281.

IV. GENERAL SCOPE OF WORK

The overall objective of this project is to Develop, Implement and Train MoDOT Staff to Support a JOC Program. This program is necessary to enhance MoDOT's current contracting operations and overcome deficiencies and limitations of the current procurement methods. The assumptions, procedures, data and decisions made which culminates in the successful completion of this project must be sound and clearly documented.

Tasks for development of the JOC program shall include, but are not necessarily limited to the following:

1. Program Development. Interested firms shall work with MoDOT's facility, procurement, legal and other appropriate staff to develop the JOC program. Program development includes reviewing and assessing MoDOT's needs to determine the size of the program and, in conjunction with MoDOT staff,

developing execution procedures that will be used to implement and administer the JOC program.

2. Document Preparation. Interested firms shall provide a full set of customized JOC documents including a MoDOT specific Unit Price Book, Technical Specifications and the Contractual Terms and Conditions.

a. Interested firms shall review and assess MoDOT's existing unit bid item list and unit bid price history to determine the number of additional construction pay items necessary to generate a Unit Price Book for a JOC program. Each unit bid item price shall be based on the prevailing equipment, material and labor prices within MoDOT's geographical region. The use of factors to localize prices is not acceptable. A price for demolition shall be provided for each construction task, if applicable.

b. The Technical Specifications shall be prepared in conjunction with the Unit Price Book and, where available, MoDOT standards and specifications will be incorporated.

c. The contractual Terms and Conditions shall be prepared in conjunction with MoDOT staff and shall incorporate JOC contract language and forms with all appropriate MoDOT contract language and forms.

3. Procurement Support. Interested firms shall be capable of providing MoDOT with complete technical and marketing support during the initial procurement phase. Qualified staff with extensive public sector procurement experience shall provide this support. Interested firms will be required to organize and conduct pre-bid meetings to educate MoDOT's contracting partners on the JOC program as well as make presentations on behalf of MoDOT with various business and contracting organizations.

4. Contract Management System. Interested firms shall review and evaluate MoDOT's existing contract management systems to determine, in conjunction with MoDOT staff, the necessary changes to existing systems to implement and administer the JOC program. Interested firms shall work with MoDOT staff to make the system modifications necessary to ensure the modified contract management system is capable of providing full project tracking, developing cost proposals, preparing independent MoDOT estimates, generating all project documentation, providing project scheduling, budgeting and cost control, and generating customized reports. The modified system shall be capable of incorporating current MoDOT forms and documentation.

5. Training. Interested firms shall provide training to ensure that the JOC program functions properly. As part of the proposal, the firm shall include its plans to develop specialized training courses that will involve all parties utilizing and administering the program. All aspects of the program are to be covered in

the training. All training is to be "Hands On" with functional use and individual performance as the objective.

6. Technical Support. Interested firms shall provide extensive follow-up technical support for the first full year of implementation of the JOC program. Expectations include assisting MoDOT with program execution, troubleshooting, implementation, and continuous system monitoring. Providing follow-up technical support is considered a vital component to ensuring a successful program.

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. (50%) 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. (20%) Understanding the nature of the project.
 - 1. Understanding the requirements of a Job Order Contracting Program.
 - 2. Understanding the scope of work required.
 - 3. General organization and clarity of the proposal.

- C. (10%) 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. (20%) References reflecting previous relevant 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/City of Jefferson/Cole County 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 successful 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.

PROPOSED SCHEDULE

Proposals Due	September 11, 2009
Notification of Selection for Interview	September 18, 2009
Interviews (Actual date based on availability)	Sep 21-Oct 2, 2009
Notification of Selection	October 5, 2009
Contract Negotiations	October 2009
MHTC Approval of Contract (N.T.P)	October 2009
Unit Price Book & Technical Specifications	January 2010
Advertisement of 1 st JOC contract	January 2010
Complete modification of MoDOT Contracting System	February 2010
Award/Reject 1 st JOC contract	March 2010
Support of JOC Program	March 2010 – October 2010

