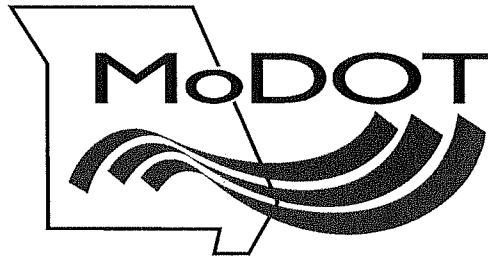


*Missouri
Department
of Transportation*



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 1, 2010

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 four 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 3:00 pm, August, 31, 2010 at the appropriate office.

Sincerely,

Dennis Heckman for

Dave Nichols
Director of Program Delivery

Attachment

cc: Ms. Eileen Rackers-tr
Ms. Leanna Depue-hs
Ms. Kathy Harvey-de
Mr. Dennis Heckman-br
Mr. Jon Nelson-tr

DISTRICT OFFICES

Traffic Division

Eileen Rackers – State Traffic Engineer
Missouri Department of Transportation
2211 St. Mary's Boulevard
Jefferson City, MO 65109

Contact

Jon Nelson
573-751-1157
Jonathan.Nelson@modot.mo.gov
Email responses are encouraged.

SCOPE OF SERVICES

TRAFFIC ENGINEERING ASSISTANCE PROGRAM (TEAP)

This program is in place whereby local public agencies can receive engineering assistance through the Traffic Engineering Assistance Program (TEAP).

The scope of services is as follows:

Purpose

The safe and efficient flow of traffic and the safety of pedestrians and bicyclists are major concerns to the local public agencies of Missouri. These public agencies need to conduct accurate and timely traffic studies to determine effective countermeasures for these concerns. Many of these local agencies and their political subdivisions have neither the funds nor the engineering expertise necessary to conduct expert traffic engineering studies.

As a result, the Missouri Highway and Transportation Commission has developed the TRAFFIC ENGINEERING ASSISTANCE PROGRAM to provide local public agencies in Missouri with the assistance necessary to proficiently study traffic engineering concerns.

The services of this program are to be used for locations on public roads under the jurisdiction of local public agencies, which are located off of the state highway system. TEAP services are not intended to duplicate services already available to local agencies through MoDOT district offices or General Headquarters (GHQ). The consultant services provided under this program are intended to maximize the availability of professional advice or services to local public agencies with technician and drafting time minimized.

Personnel

The traffic engineering expertise necessary to provide this assistance to the local public agencies and their political subdivision will be provided from a pool of pre-qualified engineering consultants. The consultant firms selected from the pre-qualified pool will be required to use engineering personnel having a background in traffic engineering with actual traffic engineering field experience on state, county, or city roadway projects.

Administration

The direction of this program will be under the jurisdiction of the Department's district offices, with coordination of the statewide consultant contract and technical policy interpretation being provided by the Traffic division at GHQ. The statewide contract is normally in effect for a three year period, after which time it may be renegotiated or renewed.

A political subdivision facing a traffic safety or operational problem, and desiring to participate in the program, should contact the District office having responsibility for the State Highway

System in that particular political subdivision or an approved TEAP consultant. The District shall decide, based on the description of the problem, whether to utilize consultant personnel. The District's authorized representative or local agency will discuss the problem with GHQ Traffic and the Consultant. The Consultant will prepare a project description and a fee estimate for further eligibility review by the District and Traffic division at GHQ. The Traffic division at GHQ will rate the proposed project while considering several factors including, but not limited to: engineering resources available to the local agency, safety, congestion, innovation, feasibility of implementing improvements, regional location and overall value.

If the project is found eligible and selected for the program, the tracking form is returned to the district so that the Consultant can be notified to proceed. In the event the project does not meet eligibility and/or is not selected, the GHQ Traffic division will notify the Consultant directly.

Upon completion of the traffic engineering study, the political subdivision, District office, and the GHQ Traffic division will be advised of the Consultant's findings in a letter report. The letters, and any attachments, will be signed and sealed by a professional engineer, registered in the State of Missouri.

All announcements, printings, and advertisements shall list MoDOT's Division of Highway Safety and the Federal Highway Administration as program sponsors.

Financial Considerations

The services of the program are generally provided at a 20% cost to requesting local public agencies in Missouri. Federal Highway Safety Funds (HSP) and Local Technology Assistance Program Funds (LTAP) will be used for the remaining 80% of expenditures (up to \$8,000 per project). Federal Highway Safety Funds (HSP) are administered by MoDOT's Division of Highway Safety and coordinated by MoDOT's Traffic division at GHQ. Local Technology Assistance Program Funds (LTAP) are administered by Missouri Department of Transportation. It is the responsibility of the Consultant to invoice and secure payment of the political subdivision's portion of their project costs.

If a project is approved, the consultant selected by the local agency will be reimbursed in accordance with the agreed hourly rates and actual direct non-salary costs as set forth in the Agreement. The consultant will be reimbursed for his actual costs incurred in performing each project to the extent authorized in the contract. Authorized actual costs include the consultant's direct personnel salary costs plus fringe benefits, travel, and other expenditure costs if directly related to this project and a pro-rated portion of his indirect or administrative overhead. In addition, the Consultant will be compensated for a pre-specified percentage profit for performing the services of this program. For the convenience of the consultant and the department, an agreed hourly rate will be used in the contract that reflects actual costs.

Each particular project must receive prior approval from the District and GHQ offices. This requires that the Consultant submit a Project Tracking Form and a TEAP Project Estimate Form

(see Appendix 1 and Appendix 2) to the District or GHQ Traffic division outlining the work to be performed. The TEAP Project Estimate Form shall outline project hours anticipated by personnel classification and by task (field or office review, report preparations, travel time, etc.). Development of these forms should be done based on the consultant's initial contact with the local agency or district. If a project is approved, costs for travel expenses and personnel time required for one site inspection during the course of the project are normally eligible for reimbursement.

The Consultant shall invoice the GHQ Traffic division for their services and the GHQ Traffic division will, upon verification of the eligible charges, authorize the payment be made to the consultant. Invoices shall be submitted on the TEAP Project Invoice Form (see Appendix 3) and may be submitted electronically.

Consultant Services

- * Traffic Crash Analysis
- * Traffic Control Devices Inventory Application and Layout
- * Traffic Signal Progression Analysis and Design
- * Speed Surveys
- * Minor Origin and Destination Studies
- * Traffic Counts
- * Intersection Safety Studies
- * Capacity Analysis
- * Lighting Analysis and Design
- * Transit Studies

This is not intended as a complete list and is only a suggested list of what studies a Traffic Engineering Consultant may be called upon to perform.

Studies conducted in this program should be consistent with normal field safety and operational reviews. This necessitates the utilization of experienced traffic engineering personnel. Experience in State, County, or City Traffic Engineering operation is essential.