



105 West Capitol Avenue
P.O. Box 270
Jefferson City, Missouri 65102

Missouri Department of Transportation
Patrick K. McKenna, Director

1.888.ASK MODOT (275.6636)

February 14, 2024

Dear Consultant:

The Missouri Highways and Transportation Commission is requesting the services of a consulting engineering firm to perform the described professional services in the attached. This solicitation is for a pilot method of agreement requesting consultants to base their submittals on 3,000 personnel hours for roadway design services for a calendar year with a possible extension of 3,000 personnel hours for the following calendar year. An on-line pre-solicitation meeting via TEAMS will be held on Wednesday, February 21st at 1:30 p.m. to answer questions regarding this pilot method.

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 in the attachments. Limit your letter of interest to no more than three pages. This letter should include a statement to indicate your firm's understanding of the project. It should also include any other information which might help us in the selection process, including key personnel you would assign to the project and the backgrounds of those individuals, and any sub-consultants you would propose to use, and an indication of your firm's approach to promoting and developing a diverse workforce. MoDOT is committed to reflecting the diversity of the communities we serve and we expect our partners to do the same. We will utilize the consultant information already on file so we will not need a lengthy submittal of other general company information. In addition, please attach one page with detailed information on similar projects that your key personnel have worked on. Indicate the role your key personnel played in the projects and include reference contact 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 also encourage both DBE firms and non-DBE firms to consider joining MoDOT's Mentor/Protégé program whenever possible as part of a MoDOT project.

MoDOT will evaluate firms based on: Project Understanding & Innovation, Past Performance, Qualifications of Personnel Assigned, General Experience of Firm, Familiarity/Capability, Accessibility of Firm & Staff. Firm's not providing a response on approach to workforce diversity will be considered non-responsive to this solicitation. Firm's that are not current on all of the required prequalification categories found in [MoDOT's Approved Consultant Prequalification List](#) at the date of the solicitation expiration will be considered non-responsive.

We request all letters be received by 4:00 pm, February 29, 2024 at the appropriate office.

Sincerely,



Kenny Voss, P.E.
State Design Engineer

Attachment

EXHIBIT A

DISTRICT OFFICES

Kansas City District
Chris Redline, P.E. – District Engineer
Missouri Department of Transportation
600 NE Colbern Road
Lee's Summit, MO 64086

Contact
Deborah Huffman
District Design Engineer
816-607-2244
deobrah.huffman@modot.mo.gov
Email responses are encouraged

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Pre-Solicitation meeting will be held Wednesday, February 21st at 1:30 p.m. via TEAMS to answer questions regarding this pilot method. Attendance is optional.

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 274 517 968 679

Passcode: p7jt3s

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 773-917-7763,,669740510#](#) United States, Chicago

Phone Conference ID: 669 740 510#

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EXHIBIT B

Kansas City District	
Job No:	Various
Location:	Various
Proposed Scope:	See Exhibit C
Length:	Various
Approximate Construction Cost:	Various
DBE Goal (if applicable)	0%
Consultant Services Required:	Design Engineering
Other Comments:	Interviews or presentation will not be required for the consultant selection. Tentative Date of Consultant Selection 3/14/24

Rating Criteria w/Weighted Values

Project Understanding & Innovation	10 Points Max
Past Performance	25 Points Max
Qualifications of Personnel Assigned	25 Points Max
General Experience of Firm	15 Points Max
Familiarity/Capability	10 Points Max
Accessibility of Firm & Staff	<u>15 Points Max</u>
	100 Points Max Total

EXHIBIT C

Scope of Services

MoDOT is looking to supplement its current workforce in the Design Division with additional expertise to assist in the development and construction of the STIP projects, assist with emergency designs, and/or plan review. The contract will be for up to 3,000 hours per calendar year. The areas of expertise may include, but are not limited to, the following:

- Assisting district design staff in the following areas:
 - Urgent slide/erosion repairs – all work necessary to assist with designing slide repairs. Consultant may assist with survey, mapping, preliminary, right of way, and final roadway plans and supporting documentation.
 - Hydraulic analysis and drainage design – including box culvert designs and extensions.
 - Traffic safety and operations design - including signal, signing, pavement marking, turn lane additions, traffic control and lighting.
 - Conceptual, preliminary, right of way and final plan review of MoDOT STIP, LPA and permit projects.
 - Foundation design for signs, drainage structures, walls
 - Assist with bridge rehabilitation checklists and possible small bridge repair plans
 - Roadway Design – assistance in preparation of conceptual, preliminary, right of way and final design plans.
- If assisting with final roadway plans the Consultant shall submit PS&E Documents required for project Letting in accordance with MoDOT's Engineering Policy Guide (EPG), Category 237.9 (i.e. final roadway design plans, estimate, job special provisions -etc.).
- Consultant will submit milestone Requests for Environmental Services and estimates.

The Consultant shall perform their duties in a manner that complies with the Engineering Policy Guide, Missouri Standard Specifications for Highway Construction, MoDOT Standard Plans for Highway Construction, the Manual of Uniform Traffic Control Devices, and any other applicable State and Federal standards, laws, and regulations. Access to required documentations will be made available.

The Consultant will abide by all MoDOT policies while performing services under this contract, including but not limited to; seatbelt use, zero cell phone use while operating a vehicle, and compliance with all MODOT safety policies relative to the use of personal protective equipment (PPE).

Failure to comply with expectations outlined in this document is grounds for invalidating the contract. Efforts will first be made to correct non-compliance performance. Verbal and written communication will document these efforts and the timeline to contract termination.