

**Missouri Department of Transportation**  
*Ed Hassinger, P.E., Director*

1.888.ASK MODOT (275.6636)

1/51/2025

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 **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 3:00 pm, January 30<sup>nd</sup> 2025 at the appropriate office.

Sincerely,

Scott Emmerich, Facility Manager

Attachment



*Our mission is to provide a world-class transportation system that is safe, innovative, reliable and dedicated to a prosperous Missouri.*

**Central Office General Services.  
Ben Reeser, General Services Director  
Missouri Department of Transportation  
830 MoDOT Dr.  
Jefferson City, MO. 65109**

Contract  
Tammy Young  
573-690-9466  
[Tammy.young@modot.mo.gov](mailto:Tammy.young@modot.mo.gov)

## District. Central Office

<b>Central Office Materials Lab</b>	
<b>Job No:</b>	THLAB000
<b>Location:</b>	1617 Missouri Blvd. 65109
<b>Proposed Improvement:</b>	HVAC Upgrade and Improvements
<b>Length:</b>	NA
<b>Approximate Construction Cost:</b>	\$11,500,000.00
<b>Consultant Services Required:</b>	HVAC, Mechanical, Electrical
<b>Other Comments:</b>	Interviews (or presentations) will be conducted with the short listed firms.  The Consultant Short List will be posted to the web  Consultant to include a written proposal plan for this project.

### **Rating Criteria w/Weighted Values**

Project Understanding & Innovation	25 Points Max
Past Performance	25 Points Max
Qualifications of Personnel Assigned	20 Points Max
General Experience of Firm	10 Points Max
Familiarity/Capability	10 Points Max
Accessibility of Firm & Staff	<u>10 Points Max</u>
	100 Points Max Total

**Scope of Work.**

MoDOT is requesting an RFQ for Engineering Professional Services. This is for the HVAC mechanical system in our Central Office Materials Lab. MoDOT had a preliminary study conducted by CASCO Diversified. Attached is a report for reference and use as the scope of work for this project. Given the options CASCO provided us we would like to proceed with the below:

- Chemical Lab Option 2
- Bituminous and General Material Lab Option (only option)
- Cement Mixing and Aggregate Option (only option)
- Building Heat Option 3