

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

1.888.ASK MODOT (275.6636)

1/15/2025

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 30nd 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**

Contact
Tammy Young
573-690-9466
Tammy.young@modot.mo.gov

District. Southwest District Office

Southwest District Office	
Job No:	
Location:	3025 East Kearney St. Springfield MO. 65803
Proposed Improvement:	HVAC, Life Safety and ADA issues.
Length:	NA
Approximate Construction Cost:	\$6,500,000.00
Consultant Services Required:	HVAC, Mechanical, Electrical, and Architectural
Other Comments:	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 for assessment and design of improvements for the Southwest District Office in Springfield. The facility was constructed in 1973 and is a 23,644 sq. ft multi-level facility. The building currently has air flow and pressure issues due to reconfiguration of interior partitions. The current HVAC system air handling system is original to the facility. The facility is also in need of a new HVAC control system. The facility lacks any fire suppression and active shooter pull stations. The facility lacks an elevator and lacks ADA mobility between levels. The facility also has very limited conference rooms for the number of current staff and visitors.