



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

Missouri Department of Transportation
Ed Hassinger, Director

1.888.ASK MODOT (275.6636)

May 21, 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, June 4, 2025 at the appropriate office.

Sincerely,
DocuSigned by:

A handwritten signature in black ink, reading "Ashley Buechter", is enclosed within a blue DocuSign signature box.

Ashley Buechter, P.E.
Assistant State Design Engineer - LPA

Attachment

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

www.modot.org

DISTRICT OFFICES

Southwest District – Clinton Project Office
Stacy Reese – District Engineer
Missouri Department of Transportation
1057 East Gaines Drive
Clinton, MO 64735

Contact

Shannon Kellner – Transportation Project Manager
417-880-8046
Shannon.kellner@modot.mo.gov
Email responses are encouraged.
(receipt will be acknowledged)

Southwest District

Various Counties, Various Routes	
Job No:	JSU0192 & JSR0193
Location:	Urban (JSU0192) and rural (JSR0193) Southwest District
Proposed Improvement:	Scoping for retaining wall inspections on various routes in the urban and rural Southwest District
Length:	N/A
Approximate Construction Cost:	N/A
DBE Goal (if applicable)	0%
Consultant Services Required:	Create an inventory of all large block and small block retaining walls, structural inspection
Other Comments:	Interviews or presentations will not be required for the consultant selection. Tentative Date of Consultant Selection: June 20, 2025 Tentative Project Completion: January 30, 2026 The consultant will have two weeks from receipt of the Scope of Services to provide estimated hours and fees (Exhibit III) for the contract.

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