

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

1.888.ASK MODOT (275.6636)

October 22, 2025

Dear Consultant:

The Missouri Highways and Transportation Commission requests the services of consulting firms to perform on-call professional services as described on the following pages. This solicitation is the first step in developing and executing Master Agreements for on-call services. Master Agreements allow MoDOT districts and divisions to enter Memorandums of Understanding (MOU) with consultants to perform services on contracts that total no more than \$200,000. **Execution of a Master Agreement does not guarantee future work.**

To be considered for these consulting services, you may express your interest by responding via email, as indicated on the following pages. Your firm must submit separate letters of interest for each work category accompanied by the cover sheet. Limit your letter of interest (LOI) to no more than three pages plus the cover page. Please submit your general company brochure and/or marketing materials in an electronic format to be posted to the MoDOT website; this material is limited to four pages. A page is defined as one side of an 8 1/2" x 11" sheet of paper. Listed below are the submittal requirements in electronic format:

- Cover Sheet
- Letter of interest for each category (3-page max, min 11-point font, per LOI)
- Company Brochure (4-page max)

Each category has been assigned a "Target" number of selections identified as the capacity needed to fulfill that category. The actual number of selected firms may vary slightly from the identified target but should not be substantially different.

We encourage DBE firms to submit letters of interest for categories in which they are qualified. DBE firms must be certified by MoDOT.

MoDOT will evaluate firms based on: Diversity & Inclusion, General Experience of Firm, Past Performance, Qualifications of Personnel, Familiarity/Capability, and Accessibility. The scoring criteria weighted values are indicated on the following pages. Firms not current on all of the required prequalification categories found in [MoDOT's Approved Consultant Prequalification List](#) will not be allowed to execute a Master Agreement until all prequalification requirements are met. Consultants interested in the Right of Way Acquisition and Relocation Services category are not required to be prequalified. Please note some categories may have interviews, post submittal, to aid firm evaluation and selection.

All letters must be received by 3:00 pm, November 28, 2025, via email. MoDOT will only consider those letters of interest received by the deadline.

The following pages outline additional information.

Sincerely,

Eric Schroeder, P.E.
Deputy Director/Chief Engineer



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

<u>WORK CATEGORY DESCRIPTIONS</u>	
Bridge Deck Surveys Target - 5	
This category of work is defined as condition evaluation of existing bridge decks using non-destructive techniques and/or traditional materials testing.	
Bridge Design Target - 25	
A wide range of bridge-related engineering. Examples include plans development, cost comparisons, hydraulics, detailing and structural design.	
Construction Materials Testing & Inspection Target - 35	
Managing and inspecting projects associated with the construction of new and/or modified structures or travel ways. This category includes providing professional, technical, and other personnel, equipment, material, and all other things necessary for inspection, testing, and administering projects. Technical work may include assisting with testing and inspection at asphalt or concrete plants in the field. All inspectors must be certified to perform services according to Division 10 of the Code of State Regulations, Technician Certification Program.	
Environmental – Cultural Resources Target - 5	
Conducting background investigations, Phase I surveys, Phase II National Register evaluations, Phase III adverse effects mitigation (e.g. archeological data recovery, documentation of historic bridges and buildings etc.), and other various tasks as related to cultural resources, including Section 4(f) documentation, programmatic agreements or memorandums of agreement.	
Environmental – Endangered Species & Wetlands Target - 6	
Completion of field surveys, wetland delineations, stream assessments, required specialized species surveys, habitat assessments, and analyses to support a determination of impact to listed species, potential Waters of the US, and protected resources. Reports and results will be used for consultation with the US Fish and Wildlife Service, Section 404/401/408/10 permitting with US Army Corps of Engineers, and coordination with the Missouri Department of Conservation for MoDOT project impacts to endangered species, species of conservation concern, and water resources in accordance with the Endangered Species Act, Clean Water Act, State of Missouri regulations, and MoDOT policies and procedures.	
Environmental – NEPA Target - 5	
Preparation of Categorical Exclusion, Environmental Assessment, and Environmental Impact Statement documents, and re-evaluations of documents in compliance with all requirements of the National Environmental Policy Act (NEPA). Assistance with specific document types such as Individual or de minimis 4(f) documents or Programmatic Agreements that contribute to the NEPA analysis.	
Environmental – Noise Studies Target - 5	
Completion of a complete noise analysis in accordance with all requirements of MoDOT’s noise policy and procedures encompassed in section 127.13 of the EPG. Analysis will consist of, but is not limited to noise monitoring, modeling, and the preparation of noise reports.	

<u>WORK CATEGORY DESCRIPTIONS – (Cont.)</u>
General Services – Architectural / Interior Design Target - 5
Architectural design includes interior space planning and design. This category will be utilized by MoDOT's General Services Division.
General Services – Civil / Structural Target 10
General site civil and civil-building design. Work may include site grading design, parking lot design, and design structural elements of facilities including geotechnical, foundation, and structural components. This category will be utilized by MoDOT's General Services Division.
General Services – Mechanical / Electrical Target 5
HVAC & Plumbing design for facilities including wastewater disposal and electric design for facilities and related site components. This category will be utilized by MoDOT's General Services Division.
Geotechnical Engineering Services Target 5
Geotechnical investigations and analysis for bridges, retaining walls, and landslides. This also includes the use of geophysical methods for investigation and analysis of karst areas and mine subsidence. Contractors that have drilling capabilities and geotechnical laboratories are preferred or team up with / have an established agreement with drilling services and/ or lab service companies. The drilling equipment should have calibrated automatic hammers. The laboratory shall be either AMRL or Corps of Engineers certified.
Multimodal Planning Target TBD
Coming Soon – Category information & description will be added via Addendum.
Pavement Friction Testing Target - 5
Friction testing pavement in compliance with ASTM E274. In general, the testing is performed with a ribbed tire in both wheel paths at 40 miles per hour on various Missouri state routes.

WORK CATEGORY DESCRIPTIONS (Cont.)

Right of Way Acquisition and Relocation Services Target - 5

Full-service land acquisition and relocation assistance consultant. Federal regulations governing right of way acquisitions are found in 23 CFR (Code of Federal Regulations) and 49 CFR, Part 24. This work generally includes appraisal, appraisal review, negotiations, writing legal descriptions and relocation.

Roadway Design Target - 30

Development of highway plans. The work generally includes widening, resurfacing, pavement reconstruction, accommodation of utilities, stormwater retention, hydraulics, design and analysis of pedestrian and bicycle facilities and lighting. This category also includes 3D visualization modeling with the development of accurate and realistic 3D models, imagery, simulations, video sequences and related media provided design specifications, traffic models and real-world data for the purpose of studying and presenting proposed scenarios. The category may also include other work related to roadway design such as slide repair, innovative project delivery and/or value engineering, planning and conceptual studies.

Subsurface Utility Engineering (SUE) Target - 5

SUE may include surveying utility location and plotting the facilities on utility composite drawings at any of the accuracy levels A through D.

Surveying Target 10

Land surveys, property boundaries, elevation contours and site features. This category also includes survey description writing.

Traffic – Electrical / ITS Management & Design Target 6

Providing electrical engineering analysis & recommendations on items such as battery back-up for signals and dynamic message boards, solar applications for signals, lighting and dynamic message boards, wire sizing for converting the roadway lighting system to LEDs, surge protection issues, signal cabinet and lighting system wiring revisions, circuit breaker sizing, and may include other items related to electrical engineering for traffic control devices.

Providing Intelligent Transportation Systems (ITS) engineering and services such as development of ITS architecture documents, traffic operations support, development of policy guidance and/or standards related to ITS, design work for ITS device deployment, network design and coordination, web design, database management, and video management design excluding the purchase of equipment.

Traffic, Safety, and Operations Engineering Target - 15
Wide range of traffic-related engineering, including traffic safety studies. Examples: transportation impact studies, signal timing/optimizations and design, traffic modeling services, safety studies, safety plans, road safety assessments, crash modification factor and safety performance function development, and safety countermeasure performance evaluations.
Traffic – Structures Target 6
Providing structural engineering services for traffic-related structures such as signal poles and mast arms, sign trusses, lighting poles, high mast lighting and ITS structures. Examples may include performing structural and foundation designs or analysis, reviewing any change orders or value engineering proposals, and evaluating existing traffic structures for load capabilities.
Transportation Planning Target 2
<p>Transportation planning – Research, analysis, assessment, outreach, engagement, and work product development to support general transportation planning. Analysis of associated federal or state regulation with assessment of anticipated impacts and resultant outcomes. Research of existing MoDOT plans, programs, and documents with a focus on identifying gap areas and opportunities related to federal compliance, plan and strategy alignment and other related activities. Research, evaluation, and reporting on related peer agency efforts associated transportation planning programs and regulatory compliance focus areas.</p> <p>Developing plans, implementation guides, and conducting outreach and engagement efforts with transportation stakeholders related to the development of transportation planning work products and regulatory compliance focus areas, including alignment of plans and strategies with other state or federal plans. Writing work product deliverables for compliance with plan or strategies development requirements.</p>
Utility Accommodation & Coordination Target 7
Providing all necessary collaboration and coordination to ensure the utility location and relocations are accommodated for a subject project. This work may include meetings, field visits, reviewing plans, and providing all the necessary approval and/or paperwork documents associated with utility accommodation and coordination.
Value Engineering Target - 8
Facilitation of Value Engineering Workshops. The work generally includes preparing for, facilitating/conducting, and generating workshop summary reports for value engineering workshops in the planning, design, or construction phase of a project. Firms interested in this work shall provide experience and capabilities to supplement value engineering workshops with resources that include Subject Matter experts in data driven safety, traffic operations, roadway resign, bridge design, maintenance of traffic, and cost estimating.

SCORING CRITERIA DEFINITIONS

Prequalification – The firm must be listed on MoDOT’s Approved [Consultant Prequalification List](#) prior to executing a master agreement if selected. Not required for Right of Way Acquisition and Relocation Services.

Workforce Diversity – The firm must address workforce diversity in their cover sheet. How does your firm help the Engineering Industry be more inclusive and diverse through hiring practices, partnerships, relationships, etc. It is not necessary to address workforce diversity in each individual Letter of Interest.

General Experience of Firm – The firm will be evaluated for experience on similar and related type work it has performed. This information should be included in the firm’s letter of interest (LOI). The firm will also be evaluated on years of experience performing this type of service.

Past Performance – The firm will be evaluated on their past performance on similar projects for cities, counties, MPO’s, MoDOT, and other entities.

Qualifications of Personnel – The firm will be evaluated based on the qualifications of employees in the firm. Consideration will be given to extensive experience in the category of work.

Familiarity/Capability – The firm will be evaluated on the firm’s familiarity with federal projects and ability to deliver federal projects that are compliant with federal law.

Accessibility – Priority is given to firms with a previously established record of responsiveness to their clients’ needs. When performing services from a distance what tools, technology, and/or strategies do you utilize to be responsive to your clients?

SCORING CRITERIA

Prequalification	Checked prior to signing Master Agreement
Workforce Diversity	Pass / Fail
General Experience of Firm	20 Points Max
Past Performance	35 Points Max
Qualifications of Personnel	20 Points Max
Familiarity/Capability	20 Points Max
Accessibility	<u>5 Points Max</u>
	100 Points Max Total

ANTICIPATED TIMELINE

October 22, 2025 – November 28, 2025 – Solicitation Period

December 1, 2025 – January 15, 2026 – MoDOT Review of Submittals

January 16, 2026 – Anticipated announcement date of selections

January 19, 2026 – May 31, 2026 – Master Agreements executed with selected consultants

July 1, 2026 – New on-call contracts go into effect

AGREEMENTS

Master Agreements will be executed with all selected firms. For selected firms, Memorandums of Understanding (MOU's) will be executed per project when work arises in the future. MoDOT's on-call contracts are generally standard cost-plus fixed fee contracting method for type of payment method. The fixed fee in the on-call contracts is limited to 12% maximum. When an MOU is executed, the consultant must use their most current overhead rate established at prequalification. The overhead rates can be adjusted each year with the firm's updated pre-qualification information.

INSURANCE REQUIREMENTS

All consultants selected for on-call services are required to carry the following insurance limits:

1. Commercial General Liability: \$600,000 per person up to \$4,000,000 per occurrence.
2. Automobile Liability: \$600,000 per person up to \$4,000,000 per occurrence.
3. Worker's Compensation in accordance with statutory limits and Employer's Liability of \$1,000,000.
4. Professional ("Errors & Omissions") Liability: \$1,000,000 each claim and in the annual aggregate.

Note: In lieu of the minimum coverage stated above in items 1 & 2, the Consultant may obtain insurance at all times in an amount equal to the Commission sovereign immunity caps as stated in Section 537.600 RSMo and subsequently adjusted by the Missouri Department of Insurance.

WORKFORCE DIVERSITY

For more information regarding workforce diversity see MoDOT's EPG 134.1.7. How does your firm help the Engineering Industry be more inclusive & diverse through hiring practices, partnerships, relationships, etc.

QUESTIONS?

To obtain a copy of an unexecuted Master Agreement and MOU in order to review the contract language, or for general questions, please contact:

- Jeff Cremer at Jeffrey.Cremer@modot.mo.gov at or at 573-751-3705 or
- Keith Jennings at or at Keith.Jennings@modot.mo.gov 573-526-3851

CONTACT INFORMATION FOR **SUBMITTALS**

Send all responses to: MoDOTOnCall@modot.mo.gov

**Note: MoDOT will send a confirmation email back to firms indicating receipt of submittals.*

(This must accompany your firm's letter of interest and does not count in the page limit)

Firm's Full Legal Name: _____

Firm's Contact Name: _____

Contact Email Address: _____

Firm's Mailing Address: _____

Work Category: (only **one category per letter of interest (LOI)** may be submitted i.e. if your firm is interested in Roadway and Surveying you will need to submit 2 LOI's, one for Roadway and one for Surveying.

<u>On-Call Categories</u>	MoDOT District Choices
<input type="checkbox"/> Bridge Deck Surveys	<u>Please indicate all districts you can serve</u>
<input type="checkbox"/> Bridge Design	
<input type="checkbox"/> Construction Materials Testing & Inspection	<input type="checkbox"/> NE
	<input type="checkbox"/> NW
<input type="checkbox"/> Environmental – Cultural Resources	<input type="checkbox"/> KC
<input type="checkbox"/> Environmental – Endangered Species & Wetlands	<input type="checkbox"/> CD
<input type="checkbox"/> Environmental – NEPA	<input type="checkbox"/> SL
<input type="checkbox"/> Environmental – Noise Studies	<input type="checkbox"/> SW
	<input type="checkbox"/> SE
<input type="checkbox"/> General Services – Architectural / Interior Design	
<input type="checkbox"/> General Services – Civil / Structural	
<input type="checkbox"/> General Services – Mechanical / Electrical	
<input type="checkbox"/> Geotechnical Engineering Services	
<input type="checkbox"/> Multimodal Planning	
<input type="checkbox"/> Pavement Friction Testing	
<input type="checkbox"/> Right of Way Acquisition & Relocation Services	
<input type="checkbox"/> Roadway Design	
<input type="checkbox"/> Subsurface Utility Engineering (SUE)	
<input type="checkbox"/> Surveying	
<input type="checkbox"/> Traffic – Electrical / ITS Management & Design	
<input type="checkbox"/> Traffic – Safety & Operations Engineering	
<input type="checkbox"/> Traffic – Structures	
<input type="checkbox"/> Transportation Planning	
<input type="checkbox"/> Utility Accommodation & Coordination	
<input type="checkbox"/> Value Engineering	

