



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

Missouri Department of Transportation

Ed Hassinger, P.E., Director

1.888.ASK MODOT (275.6636)

November 26, 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 five 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, December, 31st, 2025 at the appropriate office.

Sincerely,

Signed by:

222F1A702C0F4C7...
Sarah Kleinschmit, P.E.
State Design 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.

www.modot.org

Attachment

Central Office
Jerica Holtsclaw, Multimodal Operations Director
Missouri Department of Transportation
105 W Capitol Ave
Jefferson City, MO 65102

Contact
Alex Seda
(573) 526-0742
alex.seda@modot.mo.gov
Email responses are encouraged

Rail Section of Multimodal Program Support	
Location	The selected firm will provide services on a statewide basis.
Consultant Services Required	<p>The services required by this solicitation include program support for Multimodal (Rail) highway/rail safety improvement program. This work will include, but not limited to, the following items:</p> <ol style="list-style-type: none"> 1. Provide Multimodal (Rail) representation on local agency led projects. For projects using Multimodal Rail funding, this would involve working with the local road authority to ensure compliance with all applicable federal policy and MoDOT's Engineering Policy Guide Section 136. 2. Grant project development and oversight active grants. These projects could have funding from the FHWA or FRA. This may be providing oversight including invoice approval and completing required performance reports (e.g. FRA F 6180.34 QPR) for submittal to federal or state agencies. 3. Concept review and estimating on potential rail safety improvement projects. 4. Mid- and Long-term project planning. Developing a multi-year Grade Crossing Safety Improvement plan, based on Section 130 funding, ensuring funds are allocated and safety needs are addressed. 5. Railroad data inventory management. This may include data analysis, input, and validation of crossing status, traffic density etc; to ensure MoDOT systems may be relied upon to reflect accurate data. <p>The successful firm agrees to provide MoDOT Multimodal (Rail) program support on all assigned projects. The chosen oversight consultant firm cannot under any circumstances work on any portion of a local project in which they are providing oversight for Multimodal (Rail).</p>
Other Comments:	The consultant shall provide program support as assigned. The consultant should expect to provide 20-40 hours of support per week.
	Tentative Date of Consultant Selection: <u>January 31, 2026</u>

Certificate Of Completion

Envelope Id: DAB68C79-F490-4A43-A2DA-51F73CF16629
 Subject: Complete with Docusign: RailExtensionOfStaff_SolicitationRequestLetter.pdf
 Source Envelope:
 Document Pages: 3
 Certificate Pages: 2
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Completed

 Envelope Originator:
 Keith Jennings
 1860 Michael Faraday Drive
 Suite 100
 Reston, VA 20190
 keith.jennings@modot.mo.gov
 IP Address: 168.166.80.221

Record Tracking

Status: Original
 11/21/2025 1:25:11 PM
 Holder: Keith Jennings
 keith.jennings@modot.mo.gov
 Location: DocuSign

Signer Events

Sarah Kleinschmit
 Sarah.Kleinschmit@modot.mo.gov
 State Design Engineer
 Missouri Department of Transportation
 Security Level: Email, Account Authentication (Optional), Logged in

Signature

Signed by:

 222F1A702C0F4C7...

 Signature Adoption: Uploaded Signature Image
 Using IP Address: 168.166.80.221

Timestamp

Sent: 11/21/2025 1:26:01 PM
 Viewed: 11/21/2025 1:26:47 PM
 Signed: 11/21/2025 1:26:52 PM

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Alexander Schroeder
 Alexander.Schroeder@modot.mo.gov
 Administrator of Railroads
 Security Level: Email, Account Authentication (Optional)

COPIED

Sent: 11/21/2025 1:26:53 PM

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	11/21/2025 1:26:01 PM
Certified Delivered	Security Checked	11/21/2025 1:26:47 PM
Signing Complete	Security Checked	11/21/2025 1:26:52 PM
Completed	Security Checked	11/21/2025 1:26:53 PM

Payment Events

Status

Timestamps