Working with MoDOT

A Professional Services DBE Perspective
Since 1998
Focus on Public/Government Clients
$11M Annual Revenue in 2021
56 Employees
Won our First MoDOT Prime Project in 1999
First MoDOT Prime Opportunity

Won with a “Two-Page Letter”

• NE District
• Route 47
• South of I-70 in Warrenton, MO
MoDOT RFQ’s

Sign Up for Automatic Notices

• Published on 2\textsuperscript{nd} & 4\textsuperscript{th} Wednesdays

• Publish Local Public Agency (LPA) Projects also
MoDOT RFC

District Southwest

Cedar/Polk County, Route 32

Job No: D1SE31
Location: From Route 27 in Cedar Co. to MO 13 in Polk Co.

Proposal Improvement: Groom shoulders, left turn lane additions, bridge
Length: 3.8 Miles
Approach Construction Cost: $2,480,600

30% DBE Goal (if applicable)

Consultant Services Required:

The consultant will be required to provide the following services:
- Cost Estimation
- Survey - ADA compliance by MoDOT
- Conceptual Study
- Utility Coordination
- Staging - USB Environmental Services
- Construction Observation Services
- Public Right-of-Way
- Stormwater Permit
- Right-of-Way Plans
- PM&E Plans and Documents
- Construction Inspection

This will be a phased contract agreement. The first phase will provide for the conceptual design and final preliminary engineering. The second phase will provide for construction documents. A supplemental agreement will be provided for the survey, preliminary plan completion, and final preliminary plans. A supplemental agreement will be provided for construction inspection.

Other Comments:

Interviews or pre-bid will not be required for the consultant selection. Technical Data of Consultant Selection - July 7, 2023

Estimated EIS (Environmental Impact Study) will be required from the consultant within two (2) months of contract execution.

LEDA Survey data will be provided by MoDOT.

The consultant will be required to provide site-specific engineering not covered by LEDA or available survey data from MoDOT.

Read these Carefully
Ask Good Questions
Have someone in your firm check this regularly -
If there is a highlighted cell next to your name act quickly!
## MoDOT PreQualification List

### Consultant Pre-Qualification Information

Yellow boxes indicate Soon to be outdated/outdated/expired/missing information!

*"pending" - Pending indicates that pre-qual info has been rec'd by MoDOT and is under review - this DOES NOT disqualify the firm from being selected*

<table>
<thead>
<tr>
<th>Consultant Name (in Alphabetical Order)</th>
<th>City</th>
<th>State</th>
<th>DBE</th>
<th>Annual Consultant Pre-qualification Requirements Expiration Date</th>
<th>Financial Pre-Qual Expiration Date</th>
<th>LPA Basic Training Expiration Date (LPA Consultants Only)</th>
<th>Bridge Forms Expiration Date (MoDOT Bridge Consultants Only)</th>
<th>Bridge QC/QA Plan Expiration Date (MoDOT Bridge Consultants Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Louis</td>
<td>St. Louis</td>
<td>MO</td>
<td>Y</td>
<td>2/1/23 pending</td>
<td>May-24</td>
<td>9/3/2024</td>
<td>9/3/2024</td>
<td></td>
</tr>
<tr>
<td>The Woodlands</td>
<td>The Woodlands</td>
<td>TX</td>
<td>N</td>
<td>7/16/22</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*If any of the Columns are Highlighted when you Submit a Proposal you will be DISQUALIFIED*
MoDOT PreQualification List

Steps 1, 2 & 3 = Required Annual Qualifications and Certifications

- Annual Statement of Qualification – SF 254 or SF 330
- Missouri Secretary of State Certificate of Good Standing
- Company Engineering/Surveying License (if applicable)
- E-Verify Requirements Annual Worker Eligibility Affidavit

If this Column “Expires” You can Update Steps 1, 2 & 3 in a Day
MoDOT PreQualification List

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</table>

*These Columns Take Longer to Update – Don’t Let Them EXPIRE!*

When you submit your Annual Financial PreQual update you are marked “pending” and you can still submit proposals.

MoDOT is generally quick to update your PreQualification Dates.

**I am not sure if you can submit as a sub if you have any expired columns**
Experience with MoDOT
Financial PreQualification

• Time-Consuming Process
• Every DOT has Similar Financial Requirements
Work with a CPA
Familiar with the Federal Acquisition Regulations (FAR)
Improve Each Year

AASHTO = American Association of State Highway and Transportation Officials
Work with a CPA
Familiar with the Federal Acquisition Regulations (FAR)
Strategize . . .
Experience with MoDOT PreQualification

• Level Playing Field for New Firms (compared to other DOTs)
  • No SERVICES/CAPABILITY PreQualification Steps
• MoDOT Resources are very Helpful/Responsive
• Difficult to Navigate All the Steps
• The First Year is the Hardest
Continued Experience with MoDOT PreQualification

• Attend Workshops hosted by MoDOT and their Resource Consultants
• Expect Company/Control Audits by MoDOT
• Expect Project Audits by MoDOT (if you are a Prime)
• Find a Mentor 😊
Build Relationships

You will feel comfortable asking questions if you know people at MoDOT

- DBE Office
- DBE Resource Consultants
- PreQual/Audit Staff
- Consultant Liaison/RFQ Group
- HQ Folks who Connect with Your Services
Build Relationships

• Show Up at DBE Conferences (smaller group, good access to MODOT leaders)
• Attend other Conferences – TEAM, MO Safety & Traffic, AGC
• Get Involved with ACEC Liaison Committees
• Schedule a Meeting at a MoDOT Office
• Send MoDOT Updates of Your Projects, Your Staff
• Show Past Experience in Your Proposal
Experience as a Sub +

Great Way to Build a Resume

Demonstrate your Capabilities & Work Ethic to Prime & MoDOT

Build Relationships & Find Mentors
Experience as a Sub -

- Scope is Assigned (not always the work you want)
- Fee is often Negotiated without your Input – especially if Client Requests a Fee Reduction
- You are often the Last To Know about Changes
- Difficult to Schedule Your Work
Experience as a Prime

- Build a Team – Choose Your Subs/Teammates
- Coordinate the Scope and Fee Negotiation
- Create Sub Agreements!
- Understand the Insurance & Indemnification Requirements
Experience as a Prime

- Responsible for Budget and Schedule
- Negotiate Supplements if the Scope Changes
- YOU are Responsible for the Subs also – if they Fail YOU have to Resolve the Issue
Value of Mentoring

- Learn About Business from Project Partners
- Use Many Firms as Mentors
- Ask Questions and Keep the Answers Confidential
- Build Partnerships
MoDOT’s Formal Mentoring

- Cautious about Choosing ONE Mentor
- Outline Your Plan in Detail
- Track Your Progress
Linda Moen, PE
llmoen@efkmoen.com
First Consultant-Designed Diverging Diamond Interchange

Opened to Traffic in July 2010
Unique Project: Highway Improvements for City-Arch-River
As a PRIME and as a SUB