



**Missouri's  
Local  
Program**  
for community  
development

October 6, 2023

Dear Consultant:

Missouri's Local Program representatives request the services of consulting firms to perform on-call professional services as described on the following pages. This is a supplemental solicitation only to add additional firms to the LPA On-Call List in area's / categories where additional capacity is needed. **Firms who were successful in the 2023-2026 LPA On-Call process advertised last year do not need to respond unless they would like to compete for categories they were not selected for, or to respond to the new Multimodal Planning Category.** This solicitation is for Missouri's Local Program (LPA) and **not for MoDOT** on-call services. A list of prequalified consultants will be created from this solicitation for LPA's to choose from for projects that fit the requirements of each category with a \$100,000 limit, as detailed in MoDOT's LPA manual [Section 136.4.2.4.3](#).

To be considered for these LPA consulting services, you may express your interest by responding **via email** to the MoDOT Central Office - Local Program, as indicated on the following pages. Your firm must submit separate letters of interest for each work category accompanied by the cover sheet for each work category provided on the following pages. The letter of interest should contain any information which might help us in the selection process, including why your firm is qualified to provide the services. Limit the letter of interest to no more than three pages plus the cover sheet. Please submit your company brochure and/or marketing materials to be shared with the LPAs; this material will be limited to 4 pages. Your company information will not count as the letter of interest page limit. A page is defined as one side of 8 1/2" x 11" sheet of paper. Listed below are the submittal requirements in electronic format:

- Cover Sheet for each category
- Letter of interest for each category (3 page max per LOI)
- Company Brochure (4 page max)
- Submittal documents must be submitted in minimum 11 point font

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

A consulting engineering firm under contract to serve as the city engineer to provide oversight of engineering functions and the work of engineering consultants procured by the city will not be allowed to perform engineering work for the city for which they are city engineer. A potential conflict of interest would arise if the consulting firm were awarded the project-related design services.

Missouri's Local Program Advisory Committee together with MoDOT will evaluate firms based on: 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 LPA prequalification categories found in [MoDOT's Approved Consultant Prequalification List](#) at the date of the solicitation expiration will be considered non-responsive.

All letters must be received by 3:00 pm, October 27, 2023 via email. Only those letters of interest received by the deadline will be considered.

The following pages outline additional information. **Please note, selection of your firm for the LPA On-Call Consultant List does not guarantee work.**

Sincerely,

Ashley Buechter, P.E.  
Local Program Administrator

Attachments