

Missouri Department of Transportation

Patrick K. McKenna, Director

1.888.ASK MODOT (275.6636)

January 14, 2022

Dear Consultant:

The Missouri Highways and Transportation Commission is requesting the services of a consulting firm to perform oversight for External Civil Rights services for projects across the state. One consultant will be chosen for entire state.

Please note this RFQ (Request for Qualifications) solicitation is based on qualifications only. Each submittal will be reviewed and rated according to the firm's qualifications as outlined in this document. No bid for cost of services should be included with this RFQ.

Once consultants are rated and considered as "qualified", a detailed scope of services will be provided to the qualified firms to prepare a cost of services. A firm will be selected to enter into an External Civil Rights Services Agreement with the Missouri Department of Transportation for the specified services based on their qualification rating and cost.

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 ten pages. This letter should include a statement to indicate your firm's understanding of the services. It should also include any other information which might help us in the selection process, including key personnel you would assign to the services and the experience of those individuals, as well as including information on any sub-consultants the firm would propose to use. Also include information relating to 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.

MoDOT will utilize the consultant information already on file and will not need a lengthy submittal of other general company information. In addition, please attach one page with detailed information on similar projects or services that your key personnel have experience in performing. Indicate the role the individual served and the project information along with reference contact information.

MoDOT will evaluate firms based on: External Civil Rights Understanding & Innovation, Past Performance, Qualifications of Personnel Assigned, General Experience of Firm, Familiarity/Capability, Accessibility of Firm & Staff with defined services outlined in the Scope of Services. Firm's not providing a response on approach to workforce diversity will be considered non-responsive to this solicitation.

The Request for Qualification (RFQ) seeks proposals from qualified firms who must be a registered with MissouriBUYS as a vendor or be current on all of the required prequalification categories found in [MoDOT's Approved Consultant Prequalification List](#). Visit <https://missouribuys.mo.gov/registration> to register with MissouriBUYS. Firm's that are not current on [MoDOT's Approved Consultant Prequalification List](#) or registered through [MissouriBuys](#) at the date of the solicitation expiration will be considered non-responsive.

We request all letters be received by 3:00 pm, January 28, 2022 at the appropriate office. All participants will be notified by letter of the results of the RFQ before February 11, 2022.

Sincerely,



Travis Koestner, P.E.
State Design Engineer

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

www.modot.org

CENTRAL OFFICE, EXTERNAL CIVIL RIGHTS DIVISION

Missy Stuedle, External Civil Rights Director

Missouri Department of Transportation

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Jefferson City, MO 65102

Phone: 573-751-1216

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**External Civil Rights (ECR)
Oversight Services**

Statewide	Northwest District, Kansas City District, Southwest District, Northeast District, Central District, Southeast District and St. Louis District
Oversight Services:	<p>The services required by this solicitation include oversight for external civil rights functions on Local Program Agency (LPA) and MoDOT construction and consultant projects. The chosen consultant will be required to review all external civil rights documentation, procedures, and policies associated with project monitoring on LPA and MoDOT and consultant construction projects. This includes conducting contract compliance reviews, reviewing project closeout documentation, reviewing commercially useful function reports, employee wage rate interviews and prompt payment reviews. The consultant must be familiar with all applicable laws and regulations in accordance with 49 CFR part 26, 23 CFR Part 230 and FHWA 1273.</p> <p>The successful Offeror agrees to provide to MoDOT ECR services for all projects within the chosen region.</p> <p>The chosen oversight consultant firm cannot under any circumstances work on any portion of a local project or MoDOT construction project in which they are providing oversight for external civil rights services.</p>

The consultant(s) agree to perform specific services within the above stated scope of work to include, but not be limited to the following:

1. Contract Compliance Reviews

- The selected consultant and their subconsultants may be required to conduct contract compliance reviews. The reviews will consist of collecting data and conducting a desk audit and job site visit with 12 prime and/or subcontractors on federal-aid projects during the months of April 1, 2022 to September 30, 2022.
- Selected consultant will be required to submit a detailed report outlining the findings of the review. A template report will be provided by MoDOT.
- The consultant will be familiar with civil rights monitoring as outlined in 23 CFR 230, 23 CFR 230, Appendix A&B to Subpart A.

2. Project Closeout Reviews

- The consultant will conduct reviews on closed projects to ensure contractors met or made a good faith effort to meet the DBE goals on projects.
- The selected consultant will gather and analyze payments made to DBE firms, review invoices, purchase orders, hauling tickets, commercially useful function (CUF) reports, on-the-job training (OJT) reports, workforce (WF) diversity reports and other relevant data to ensure the DBE, OJT and WF goals were met or a good faith effort was made to meet such goals.
- The chosen oversight consultant will be familiar with 49 CFR 26.55, 26.53 and Appendix A.

	<p>3. Employee Wage Rate and Commercially Useful Function (CUF) review</p> <ul style="list-style-type: none"> • The consultant will conduct reviews of employee wage rate and CUF reviews conducted by MoDOT project offices and LPA's to ensure compliance. • The selected consultant will follow-up with contractors regarding deficient or items considered as red flags. • The chosen oversight consultant will not be required to draft compliance and monitoring reports. The consultant will utilize current forms used by MoDOT for compliance purposes. <p>4. Prompt Payment Reviews</p> <ul style="list-style-type: none"> • The consultant will conduct prompt payment reviews on federal-aid projects to ensure contractors are paying DBEs within the prompt payment guidelines outlined in 49 CFR 26.29.
DBE Goal (if applicable)	Zero
Consultant Services Required:	
Other Comments:	<p>Interviews or presentation will not be required for the consultant selection.</p> <p>Tentative Date of Consultant Selection – February 18, 2022</p>

Rating Criteria With Weighted Values

Understanding & Innovation of Services	25 Points Max
Past Performance	15 Points Max
Qualifications of Personnel Assigned	25 Points Max
General Experience of Firm	10 Points Max
Familiarity/Capability	15 Points Max
Accessibility of Firm & Staff	<u>10 Points Max</u>
	100 Points Max Total
Low bid for cost of Services	Pass/Fail