



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

**Missouri Department of Transportation**  
*Patrick K. McKenna, Director*

1.888.ASK MODOT (275.6636)

September 27, 2023

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 three pages. This letter should include a statement to indicate your firm's approach to 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: Approach to the Project 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, October 13, 2023 at the appropriate office.

Sincerely,

DocuSigned by:  
  
D6B5C4961F0D41E...  
Travis Koestner, P.E.  
State Design Engineer  
Attachment

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

[www.modot.org](http://www.modot.org)

**DIVISION OFFICE**

Highway Safety and Traffic Division  
Nicole Hood – State Highway Safety and Traffic Engineer  
Missouri Department of Transportation  
830 MoDOT Drive  
Jefferson City, MO 65102

Contact  
Ploisongsaeng Intaratip  
(314) 315-7481  
Ploisongsaeng.intaratip@modot.mo.gov  
Email responses are required

## Central Office Highway Safety and Traffic

<b>Various Counties, Various Routes</b>	
<b>Job No:</b>	J0P2307
<b>Location:</b>	N/A
<b>Proposed Improvement:</b>	This project will provide for re-design to the traffic structures, update standard plans and MoDOT Engineering Policy Guide (EPG), and review signal and lighting fabricator shop drawings.
<b>Length:</b>	N/A
<b>Approximate Construction Cost:</b>	N/A
<b>DBE Goal (if applicable)</b>	0%
<b>Consultant Services Required:</b>	Structural design of box and tube sign trusses, signal and lighting poles, and respective foundations.  Updates to standard plans and EPG guidance.  Review of shop drawings.
<b>Other Comments:</b>	Tentative date of consultant selection November 3, 2023  Re-design of standard plans by June 30, 2025.  MoDOT may sub-divide the work and select multiple consultants. Consultant should indicate preference for any or all of the following: <ul style="list-style-type: none"> <li>a. box sign trusses and foundations</li> <li>b. tube sign trusses and foundations</li> <li>c. signals and lighting poles and foundations</li> </ul>

### Rating Criteria w/Weighted Values

Approach to the Project	25 Points Max
Past Performance	20 Points Max
Qualifications of Personnel Assigned	20 Points Max
Proposed Timeline	10 Points Max
General Experience of Firm	10 Points Max
Familiarity/Capability	10 Points Max
Accessibility of Firm & Staff	<u>5 Points Max</u>
	100 Points Max Total