

December 9, 2022

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 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, January 11, 2023 at the appropriate office.

Sincerely,



Travis Koestner, P.E.
State Design Engineer

Attachment



DISTRICT OFFICES

NW District

Marty Liles – District Engineer
Missouri Department of Transportation
3602 N. Belt Highway
St. Joseph, Missouri 64506-1399

Contact

Joyce Reynolds – Project Manager
(816) 387-2411
Joyce.Reynolds@modot.mo.gov
(Email response is encouraged)

NW District

Livingston County, Towns of Chula, Ludlow, and Wheeling	
Job No:	J1S3438
Location:	Mercer and Putnam Counties, 65, M & E
Proposed Improvement:	Improvements along existing routes to include sidewalk repair /replacement, pedestrian ramp improvements, and other ADA deficiencies as outlined in MoDOT's Transition Plan.
Length:	3.606 (lane) miles
Approximate Construction Cost:	\$2,163,000
DBE Goal (if applicable)	5%
Consultant Services Required:	Surveying, Roadway Design, Historical Preservation, & Public Outreach
Other Comments:	Interviews or presentation will not be required for the consultant selection. Tentative Date of Consultant Selection – January 25, 2023. See attachment for Schedule and Scope of Services.

Rating Criteria w/Weighted Values

Project Understanding & Innovation	25 Points Max
Past Performance	25 Points Max
Qualifications of Personnel Assigned	20 Points Max
General Experience of Firm	10 Points Max
Familiarity/Capability	10 Points Max
Accessibility of Firm & Staff	<u>10 Points Max</u>
	100 Points Max Total

SCHEDULE

The phases of work will be completed in accordance with the following schedule:

1. **PRELIMINARY DESIGN** submitted by August 8, 2023. This time includes a total of 14 calendar days for COMMISSION review(s) and then to allow for CONSULTANT to address comments.
2. **NEPA Clearance** shall be received by September 19, 2023.
3. **APPROVED RIGHT OF WAY DESIGN** submitted by October 10, 2023. This time includes a total of 14 calendar days for COMMISSION review(s) and then to allow for CONSULTANT to address comments.
4. **100% UNSIGNED AND UNSEALED FINAL ROADWAY DESIGN PLANS FOR REVIEW** submitted by October 11, 2024. This time will be necessary for COMMISSION review of the Final Plans.
5. **100% SIGNED AND SEALED FINAL ROADWAY DESIGN PLANS FOR Review** submitted by November 12, 2024. This time will be necessary for COMMISSION review of the Final Plans within Bid Services in central office.
6. **RIGHT OF WAY CLEARANCE** cleared by December 13, 2024.
7. **PERMANENT MONUMENTATION AS REQUIRED** within 60 calendar days after all utilities have been adjusted and the grading contractor has completed grading of the back slopes, subject to the maximum period of time allowed by statute.
8. **OTHER DELIVERABLES** that have not been previously submitted such as design calculations, quantity calculations, and MicroStation DGN files shall be submitted to the Commission within one month of the final plans submittal.

The COMMISSION will grant time extensions for unavoidable delays beyond the control of the CONSULTANT. Requests for extensions of time shall be in writing by the CONSULTANT, before plans are due, stating fully the reasons for the request.

The total period of service, including construction services, is expected to be completed by December 1, 2025. If construction of the project is not completed at this time, then the period of service will extend to completion of the project.