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Jefferson City, Missouri 65102

Missouri Department of Transportation

David B. Nichols, Director

573.751.2551
Fax: 573.751.6555
1.888.ASK MODOT (275.6636)

October 15, 2013

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 written 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 and another page that details any innovative TMC support concepts that your team has experience with. Within these two additional pages, clearly indicate the role your key personnel played in the projects and also include reference contact information, if available. The total response must remain five written pages or less.

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: General Experience of Firm, Past Performance, Qualifications of the TMC Supervisor Assigned, Overall TMC Staffing Plan, Accessibility of Firm and Staff, and Innovative TMC Support Concepts from the Entire Consultant Team. Firms not providing a response on approach to workforce diversity will be considered non-responsive to this solicitation. Firms 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 28, 2013** at the appropriate office.

Sincerely,

Eric E. Schroeter, P.E.
Interim State Design Engineer

Attachment



Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.
www.modot.org

KC District

Daniel Niec, P.E. – District Engineer
Missouri Department of Transportation
600 NE Colbern Road
Lee's Summit, MO 64086

(ITS and Administration Inquiries)

Mark Sommerhauser, P.E.

816-607-2243

Karsten.Sommerhauser@modot.mo.gov

Submittal letters of interest via email are encouraged

Kansas City District

| Jackson County, Various Routes | |
|---------------------------------------|---|
| Job No: | J4Q2269 |
| Location: | KC Scout Traffic Management Center |
| Proposed Improvement: | Operator staffing and ITS operations support at the bi-state KC Scout Traffic Management Center in Lee's Summit |
| Length: | N/A |
| Approximate Construction Cost: | \$1.9 million (for a 2 year operations term) |
| DBE Goal (if applicable) | 5% |
| Consultant Services Required: | The consultant team will provide staffing and operational support for the 24/7 bi-state KC Scout Traffic Management Center (TMC). |
| Other Comments: | <p>The initial contract will be negotiated for a two year term, but a two year extension may be authorized under a supplemental contract.</p> <p>Specific consultant tasks may include:</p> <p>Traffic management center operator staffing for a 24/7 control room environment. Staffing may range from 10-12 consultant employees with technical expertise in control rooms and/or customer service.</p> <p>A consultant supervisor that will oversee TMC operations. This consultant supervisor will work with two Scout traffic system supervisors to maintain consistent policies and procedures, operator training programs, and performance measure reports. This position should have experience researching and implementing national best practices for optimized TMC operations and 24/7 scheduling. The consultant supervisor should have experience with the development of detailed performance reports and be able to successfully lead staff in a 24/7 control room environment.</p> <p>The consultant team should be able to provide supplemental incident management support on an as needed basis. Although KC Scout employs an internal incident management coordinator, the</p> |

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| | <p>contractor should have staff available to conduct training programs that increase situational awareness during incidents. The consultant's incident management staff may also be required to update incident management manuals, develop specific strategic action plan documents, and facilitate after action incident debrief meetings.</p> <p>The consultant should provide supplemental community relations support that is experienced in the layout and design of specialized traffic management and/or performance measure reports. Additional duties may include maintaining KC Scout branding consistency, developing web content for the Scout website, producing Scout brochures and informational packets, specialized graphic design, and video production.</p> <p>Periodic traffic management and performance measure updates will be critical throughout the duration of the contract. Consultant tasks may include benefit/cost reporting, 1201 real time federal rule compliance reporting, MAP 21 performance reporting, internal performance measure reporting, and periodic reviews of national best practices.</p> <p>Letters of interest must indicate your firm's approach to promoting and developing a diverse workforce.</p> |
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Rating Criteria w/Weighted Values

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| General Experience of Firm | 10 Points Max |
| Past Performance | 25 Points Max |
| Qualifications of TMC Supervisor Assigned | 25 Points Max |
| Overall TMC Staffing Plan | 10 Points Max |
| Accessibility of Firm & Staff | 5 Points Max |
| Best Value Traffic Management Concepts | <u>25 Points Max</u> |
| | 100 Points Max Total |