

Missouri Department of Transportation

Patrick K. McKenna, Director

1.888.ASK MODOT (275.6636)

September 30, 2020

Dear Consultant:

The Missouri Highways and Transportation Commission is requesting the services of a consulting firm to perform the described right of way services for MoDOT project J6S3259, Route 100, St. Louis County.

Please note this RFQ (Request for Qualifications) solicitation is based on qualifications only. Each submittal will be reviewed and rated according to the firms 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 and set of plans will be provided to the qualified firms to prepare a cost of services. A firm will be selected to enter into a Memorandum of Understanding 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 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.

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 and cost associated with defined services outline in the Scope of Services. Firm’s not providing a response on approach to workforce diversity will be considered non-responsive to this solicitation.

We request all letters be received by 3:00 pm, October 23, 2020 at the appropriate office. All participants will be notified by letter of the results of the RFQ before November 4, 2020.

Sincerely,



Digitally signed by Travis
Koestner
Date: 2020.10.05 12:41:16 -05'00'

Travis Koestner, P.E.
State Design Engineer

DISTRICT OFFICES

St. Louis District
Thomas Blair, P.E., District Engineer
Missouri Department of Transportation
1590 Woodlake Drive
Chesterfield, MO 63017

Contact
Jonathan Barnes
314-453-1826
Jonathan.Barnes@MoDOT.MO.gov
Email responses are encouraged

St. Louis District

St. Louis District, Route 100/Manchester Rd., St. Louis County	
Job No:	J6S3259
Location:	Route 100 (Manchester Rd.) in Kirkwood and Des Peres, St. Louis County, from I-270 to Route 61/67
Proposed Improvement:	<p>This project will provide for Right of Way (ROW) and Relocation Services outlined more specifically in the Scope of Services. The successful Offeror agrees to provide to MHTC ROW and Relocation services for Project J6S3259, Kirkwood and Des Peres, St. Louis County, Missouri includes pavement improvement and upgrade of sidewalks to comply with the ADA Transition Plan along Route 100 (Manchester Road) in St. Louis County from I-270 to Route 61/67. The project has a ROW acquisition estimate of \$2,037,000.00. It is anticipated that project acquisitions will begin in January 2021. ROW clearance in October 2021 and project letting in December 2021. Construction of the project is anticipated to begin in the spring of 2022 and run through the fall of 2023. The ROW consulting firm will supplement MoDOT's staff and provide the necessary services to continue the Missouri Department of Transportation's ROW needs for this ongoing project when staff is unavailable. Task orders will be at the discretion of MoDOT's ROW Manager. The specific services required for this project will cover the range of those typically provided by a full-service land acquisition and relocation assistance consultant with the exception of appraisals. Some tasks listed herein may be unnecessary, and, if necessary, others of a more specialized nature may be added.</p> <p>The Offerors agree to perform specific services within the above stated scope of work to include, but not be limited to the following:</p> <ol style="list-style-type: none">1. Public Involvement. The selected consultant, with the assistance and guidance of MoDOT, may be required to provide all necessary handouts/graphics and attend informational presentations regarding ROW procedures provided

by MoDOT, at formal public hearings, or at one (or more) separate public meetings.

2. Negotiations

- The selected consultant may conduct preliminary acquisition interviews with affected property owners prior to the initiation of negotiations. Such preliminary contacts may be made on an individual basis or in a public meeting with property owners without discussion acquisition costs or project details.

- The consultant shall negotiate acquisitions in accordance with the Engineering Policy Guide (EPG), the Uniform Act, and the laws of the State of Missouri. This may include but is not limited to the following: Describing the acquisition, referencing plats, explaining construction plans, and project schedule and details. Clearly explain details related to the appraisal and how the offer was developed, as well as answering other valuation questions.

- The consultant shall prepare all necessary documents for review and signature by the ROW Manager. The only offer allowed is that approved by MoDOT. The consultant may not present any counter offer or agree to any engineering plans revisions or changes without express permission by MoDOT. The consultant is to relay all concerns, counter offers, or issues to the ROW Manager for review and consideration.

- When negotiations result in an agreement for approved fair market value or a MoDOT approved administrative settlement, the consultant shall prepare the necessary documents and secure signatures from the owner or their representatives as well as any tenants to submit for payment. The consultant will also facilitate closings with the title company on any parcels deemed to need a closing. This includes but is not limited to obtaining updated title commitments and providing title company with documents related to closing.

- When negotiations result in condemnation, the consultant shall submit completed file documents and condemnation worksheet to the ROW Manager.

	<ul style="list-style-type: none">•At a minimum, the consultant's agent(s) must take the following acquisition actions on each ROW parcel being acquired on the project: Deliver owner's notification letters, acquisition brochures, plans, offer letters, provide pamphlet, and unsigned agreements by means of personal contact or certified mail. Maintain a negotiator's log of contacts with property owners to document negotiations, efforts to achieve amicable settlements, responsiveness to owners' counter proposals, and suggestions for changes in plans. Utilize the MoDOT approved forms, letters and agreements.•Complete negotiations on all parcels on the project to settlement stage or condemnation prior to the scheduled project ROW clearance date. Coordinate with Title Company for closing of acquired parcels, including but not limited to obtaining updated title commitments and providing title company with documents related to closing. <p>4. Relocation Services</p> <ul style="list-style-type: none">•The consultant will provide relocation assistance to eligible displaced individuals and businesses. All relocation services must be performed in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended and the implementing regulations (49 CFR Part 24). State laws and regulations shall also be adhered to when delivering the Relocation Assistance program.•Conduct personal interviews with all occupants to be relocated and prepare a Relocation Plan in accordance with the EPG. Identify specific relocation needs and suggest solutions.•Evaluate and make eligibility determination for relocation claims, including replacement housing supplemental payments, down payment and/or supplemental rent payments, moving payments, last resort housing plans, business relocation benefits, business reestablishment evaluations, and loss of tangible personal property evaluations. Prepare the necessary documents and secure signatures for processing of all payments of relocation claims. Submit claimants' requests for appeal of a
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	<p>determination of ineligibility for all or a portion of relocation assistance payment to the ROW Manager.</p> <ul style="list-style-type: none"> •Inspect replacement housing and assure that it meets applicable decent, safe and sanitary standards. Minimize hardship to the displaced occupants by providing counseling, information as to other sources of assistance, methods of claiming relocation benefits, and such other help as may be appropriate. Coordinate the settlement on replacement dwellings, as necessary, with claimants and their attorney or representative. •Issue Notice to Vacate to displaced according to the needs of the project. The initial 90 day notice should be given at the time the offer of the State’s determination of just compensation has been made to the owner and the displaced has received a written statement of benefits, or offer of replacement housing. •Current and detailed contact reports shall be maintained in each relocation file, documenting all actions relating to the relocation including dates, places, and names. Contact reports will be typed when package is submitted for payment. •Secure moving cost estimates from reputable Missouri licensed moving companies. This includes the payment, by the consultant, of any estimating fees that may be required by moving companies (reimbursed by MoDOT). <p>5. Legal Processing</p> <p>The consultant shall cooperate and assist when necessary with the legal representatives of MoDOT to assist in the processing of all cases for legal action. Act as MoDOT representative during legal cases and hearings associated with assigned parcel and project.</p> <p>The consultant will make available staff and information as may be required by MoDOT legal representatives.</p>
Length:	2.40 miles
Approximate Construction Cost:	\$8,867,000
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 - December 04, 2020</p> <p>The PM can add any comment necessary to further clarify the solicitation</p>
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Rating Criteria w/Weighted Values

Project Understanding & Innovation	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