



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)

December 27, 2023

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 J6S3283, Route 21, 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 Right of Way 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 right of way consulting services, you may express your interest by responding to the appropriate office as 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, where they are located, the backgrounds of those individuals, any sub-consultants you would propose to utilize, and an indication of your firm’s approach to promoting and developing a diverse workforce. Key items in which MoDOT will evaluate and rate as outlined in the next paragraph should be taken into consideration by your firm and it’s response. 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 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 key personnel have worked on. Indicate the role your key personnel played in the projects and include reference contact information.

The final evaluation MoDOT will conduct on qualified firms will be 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. Firms 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, January 12, 2024 at the appropriate office. All participants will be notified by letter of the results of the RFQ before January 19, 2024. After which selected firms will be given an opportunity to provide costs associated with the services described within the scope of services for the subject project.

Sincerely,

DocuSigned by:  
  
Kenny Voss, 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  
Nicole Kreisel  
314-453-1825  
[Melissa.Kreisel@modot.mo.gov](mailto:Melissa.Kreisel@modot.mo.gov)  
Email responses are encouraged

**St. Louis District**

<b>St. Louis District, Route 21, St. Louis County</b>	
<b>Job No:</b>	J6S3283
<b>Location:</b>	Route 21 in St. Louis County, from Route 30 (Gravois Road) to the Meramec River.
<b>Proposed Improvement:</b>	This project will provide for Right of Way (ROW) Services outlined more specifically in the Scope of Services. The successful Offeror agrees to provide to the Missouri Highways and Transportation Commission with Right of Way (ROW) services for Project J6S3283, St. Louis County, Missouri, which include pavement resurfacing and upgrade guardrail, signal, and pedestrian facilities to comply with the ADA Transition Plan, from Route 30 (Gravois Road) to the Meramec River.
<b>Scope of Services:</b>	<p>The subject project has an estimated \$388,000 programmed for right of way acquisition. There are approximately 47 parcels requiring acquisition of permanent right of way or easements. It is anticipated that project acquisitions will begin in February 2024. ROW clearance in July 2024 and project letting in September 2024. Construction of the project is anticipated to begin in the winter of 2024-2025 and completion in 2026. The ROW consulting firms 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 consultant team with the exception of appraisals and relocation. 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"> <li>1. Negotiations</li> </ol>

	<ul style="list-style-type: none"><li>•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 and explain the negotiation process. Verbally propose administrative settlements based on potential homestead and heritage values when applicable, as specified in the EPG.</li><li>•The consultant shall prepare all necessary documents for review and signature by the ROW Manager. All offers and counter proposals must be approved by MoDOT. The consultant may not present any counteroffer 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.</li><li>•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 providing title company with documents related to closing.</li><li>•When negotiations result in condemnation, the consultant shall submit completed file documents to the ROW Manager in the same manner as if the parcel were voluntarily settled.</li><li>•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, and unsigned agreements by means of personal contact. If personal contact is not possible offers must then be presented via certified mail. Maintain a negotiator's log of contacts with</li></ul>
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	<p>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. Follow up personal visits and contacts may be necessary during the negotiation process.</p> <ul style="list-style-type: none"> <li>•Consultant must have at least one Missouri Notary on staff to notarize owners' documents upon request and in person. Owners should not be expected to procure their own notary services except as a last resort.</li> <li>•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 providing title company with documents related to closing.</li> <li>•When condemnation is necessary on a parcel, the following items must be provided to MoDOT Legal Counsel within one (1) week of request: <ul style="list-style-type: none"> <li>• Negotiator report</li> <li>• 60 Day Letter with proof of receipt</li> <li>• Offer Letter with proof of receipt</li> </ul> </li> </ul> <p>2. Legal Processing</p> <ul style="list-style-type: none"> <li>•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, upon request. The consultant will make available staff and information as may be required by MoDOT legal representatives.</li> </ul> <p>3. Attend monthly or bimonthly status update meetings (up to 10 meetings) and maintain an updated status update spreadsheet.</p>
<b>Length:</b>	8.043 miles
<b>Approximate Construction Cost:</b>	\$23,611,000
<b>DBE Goal (if applicable)</b>	Zero
<b>Consultant Services Required:</b>	

<b>Other Comments:</b>	Interviews or presentation will not be required for the consultant selection.  Tentative Date of Consultant Selection - February 16, 2024.  The PM can add any comment necessary to further clarify the solicitation.
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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