



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)

March 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, March 30, 2022 at the appropriate office.

Sincerely,

DocuSigned by:

7235401073964B4...

Travis Koestner, P.E.  
State Design Engineer

***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)**

Attachment

## **DISTRICT OFFICES**

Southwest District  
Steve Campbell – District Engineer  
Missouri Department of Transportation  
3025 East Kearney Street  
Springfield, Missouri 65803

Contact  
Kristi Bachman – Transportation Project Manager  
417-829-8040  
Kristi.bachman@modot.mo.gov  
Email responses are encouraged

**District Southwest**

<b>Christian County, Route CC</b>	
<b>Job No:</b>	J8S0736F
<b>Location:</b>	Intersection of Main Street
<b>Proposed Improvement:</b>	Intersection Improvements
<b>Length:</b>	0.15 miles
<b>Approximate Construction Cost:</b>	\$1,530,000
<b>DBE Goal (if applicable)</b>	10%
<b>Consultant Services Required:</b>	<p>The consultant will be required to complete:</p> <ul style="list-style-type: none"> <li>• Traffic Study</li> <li>• Conceptual Report</li> <li>• Preliminary Plans</li> <li>• Survey</li> <li>• Utility Coordination</li> <li>• Request for Environmental Services (RES)</li> <li>• Right of Way Plans</li> <li>• Final PS&amp;E Plans and Documents</li> <li>• Construction Inspection</li> </ul> <p>The Consultant will be required to submit a Request for Environmental Services at each project milestone, and again if a year has passed since the previous submittal.</p> <p>The consultant will be required to submit a cost estimate for each project milestone.</p> <p>The consultant will be required to participate in public involvement activities.</p>
<b>Other Comments:</b>	<p>Interviews or presentation will not be required for the consultant selection.</p> <p>Tentative Date of Consultant Selection-April 15, 2022</p> <p>Exhibit III (Estimated fees/hours) will be required from the consultant within two (2) weeks of selection notification.</p> <p>Proposed Project Schedule*:</p> <ul style="list-style-type: none"> <li>• Traffic Study – September 30, 2022</li> <li>• Conceptual Report – September 30, 2022</li> <li>• Preliminary Plans – February 28, 2023</li> <li>• Right of Way Plans – May 26, 2023</li> <li>• Sealed Construction Plans with PS&amp;E Documents – March 1, 2024</li> <li>• Letting – May, 2024</li> </ul> <p>*All project milestone submittals will require submittal of review plans 28 days prior to milestone deadline.</p>

**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