

Missouri Department of Transportation  
*Patrick K. McKenna, Director*

1.888.ASK MODOT (275.6636)

August 25, 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, **September 2nd, 2022** and sent to david.wyman@modot.mo.gov.

Sincerely,



Travis Koestner, P.E.  
State Design Engineer

Attachment

## **DISTRICT OFFICE**

Southeast District  
Mark Croarkin – District Engineer  
Missouri Department of Transportation  
2675 N Main Street  
Sikeston, MO 63801

Roadway Contact  
David Wyman  
(573) 472-9021  
[david.wyman@modot.mo.gov](mailto:david.wyman@modot.mo.gov)  
Email responses are encouraged

Bridge Contact  
Stacy McMillan  
(573) 526-0250  
[stacy.mcmillan@modot.mo.gov](mailto:stacy.mcmillan@modot.mo.gov)  
Email responses are encouraged

## District Southeast

<b>Cape Girardeau, Route Z</b>	
<b>Job No:</b>	J9S3738
<b>Location:</b>	Bridge replacements over Hubble Creek and Hubble Creek overflow.
<b>Proposed Improvement:</b>	Replace bridge structures and improve vertical alignment.
<b>Length:</b>	0.35
<b>Approximate Construction Cost:</b>	\$2,732,000
<b>DBE Goal (if applicable)</b>	4%
<b>Consultant Services Required:</b>	Geotech, Bridge & Roadway design, Construction inspection
<b>Other Comments:</b>	<p>Project information can be found at:</p> <p><a href="https://www.modot.org">Files for Download   Missouri Department of Transportation (modot.org)</a></p> <p>Interviews or presentation will not be required for the consultant selection.</p> <p>Tentative Date of Consultant Selection 9-9-2022</p> <p>Construction Inspection/Material Testing and Resident Engineer services</p> <p>The consultant will also provide professional, technical, and other personnel, equipment, material, and all other things necessary for field inspection for the construction of bridge structures over Hubble Creek and Hubble Creek Overflow.</p> <p>The project includes constructing two new bridge structures and improving the vertical alignment of Route Z. Fill material will be required to be installed for both abutments and the new vertical alignment. The fill material will need to be tested and monitored for settlement.</p> <p>The consultant shall provide quality assurance (QA) oversight for the bridge and roadway construction. Additional services to be provided by the consultant include field inspections of all work and contract activities, on-site material QA testing, project documentation, traffic control staging oversight, measurement and payment of work performed, and preparation of other reports and documentation as required by MoDOT such as daily work reports, material reporting, pay quantities, CUF reviews, wage rate interviews, bulletin board inspections, estimates, change orders, and as-builts. Other duties the consultant shall provide is signing and checking payrolls, reviewing and authorizing the contractor's QC and Safety Plans, signing reviewed and approved subcontracts, and filling out the final plans statement and review of project documentation submitted by the contractor.</p>

	<p>Onsite QA inspections will include but are not limited to soil compaction, aggregate testing and compaction, surveying checks of contractor layout, concrete testing, and gradations.</p> <p>The consultant will be required to use MoDOT's AASHTOWare Project program for all project documentation and record keeping. All consultant staff performing QA material testing shall be certified through MoDOT's technician certification program.</p> <p>The consultant shall provide a Resident Engineer to oversee the work completed by the consultant inspectors. This consultant Resident Engineer shall be available to answer all contractor questions, address issues that arise on the project, and correspond with MoDOT's Resident Engineer about any work due to changing site conditions.</p> <p>All change orders will be completed by the consultant in ASSHTOWare, changed to pending, and saved on eProjects with email notification for MoDOT Resident Engineer for review. Once review has been completed by MoDOT's Resident Engineer, a correspondence will be made with edits or confirmation the change order is ready to send to the contractor. After contractor has signed the change order, MoDOT's Resident Engineer will sign, save on eProjects, and approve the change order in ASSHTOWare. Once MoDOT's Resident Engineer approves the change order in ASSHTOWare, the consultant will be notified that the change order has been approved at all levels and is now ready for payment and to be sent to the contractor for their records.</p> <p>After all subcontracts have been reviewed and approved, they will need to be saved on eProjects. A notification will need to be made to MoDOT's Project Office Clerk for data entry of the subcontract dates into ASSHTOWare.</p> <p>Performance questionnaire will be completed by the consultant for the work the contractor performs. MoDOT's Resident Engineer will review, correspond with edits, approve, and sign contractor performance questionnaire. The MoDOT Project Office will submit the contractor performance questionnaire to the contractor.</p> <p>The semi-final inspection will be completed by the consultant and will be signed by MoDOT's Resident Engineer when all corrections have been completed. The Final inspection will also be signed by MoDOT's Resident Engineer once all exceptions have been completed.</p> <p>May involve intermittent night work.</p>