



105 West Capitol Avenue
P.O. Box 270
Jefferson City, Missouri 65102

Missouri Department of Transportation
Ed Hassinger, Director

1.888.ASK MODOT (275.6636)

12/22/2025

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.

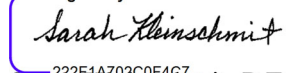
If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. Limit your letter of interest to no more than three pages total. This letter should include a statement to indicate your 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, January 15, 2026 sent to zachary.lee@modot.mo.gov

Sincerely,
Signed by:


222F4A702C0F4G7...
Sarah Kleinschmit, P.E.
State Design Engineer

Attachment

Our mission is to provide a world-class transportation system that is safe, innovative, reliable and dedicated to serving customers for a prosperous Missouri.

www.modot.org

DISTRICT OFFICES

District SE
Donnie Brown – District Engineer
Missouri Department of Transportation
2675 N. Main Street
Sikeston, MO 63801

Contact
Zachary Lee
573-258-3857
zachary.lee@modot.mo.gov
Email responses are encouraged

District SE

Various Counties, Various Routes	
Job No:	JSE0133
Location:	Various
Proposed Improvement:	JSE0133: Upgrade signals at various locations in the Southeast District
Length:	Various
Approximate Construction Cost:	\$653,000.00
DBE Goal (if applicable)	0%
Consultant Services Required:	Construction Inspection/Material Testing. The consultant will provide professional, technical, and other personnel, equipment, material, and all other things necessary for field inspection for the upgrade of signalized intersection at various locations within the Southeast District. The consultant shall provide quality assurance (QA) inspection oversight for 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 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 generation, change orders generation, and as-builts final plans, and contractor performance ratings. Onsite QA inspections will include but not limited to concrete testing, asphalt testing, sampling asphalt aggregate for gradations, base rock gradations, density checks, and soil densities. All QA material testing shall follow MoDOT's ITP and frequencies along with regulations set forth in the Missouri Standard Specifications for Highway Construction, Job Special Provisions within the contract, applicable categories of the EPG, and the directives found under "Quality Management" on MoDOT's website. The consultant will be required to use MoDOT's AASHTOWare Project program and SharePoint for all project documentation and record keeping. All consultant staff performing QA material testing shall be certified through MoDOT's technician certification program. The Consultant shall provide a Resident Engineer to oversee the work completed by the Consultant inspector. This Consultant Resident Engineer responsibilities shall include but is not limited to being 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.
Other Comments:	All change orders will be completed by the consultant inspector in AASHTOWare, changed to pending, and a notification sent to the MoDOT RE for review and final signature(s). The semi-final inspection will be completed by the consultant inspector 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. Final plan preparations will be completed by the Consultant inspector and will begin once the semi-final has been complete. The consultant Resident Engineer and construction inspector will report to the MoDOT Resident Engineer.

Rating Criteria w/Weighted Values

Project Understanding	30 Points Max
Past Performance	25 Points Max
Qualifications of Personnel Assigned	20 Points Max
General Experience of Firm	5 Points Max
Familiarity/Capability	5 Points Max
Accessibility of Firm & Staff	<u>15 Points Max</u>
	100 Points Max Total