



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)

October 23, 2024

Dear Consultant:

The Missouri Highways and Transportation Commission is requesting the services of consulting engineering firms to perform the described professional services on the attached. This solicitation is for a pilot method of agreement requesting consultants to base their submittals on 1200 personnel hours for construction inspection work during the 2025 construction season. Unlike previous solicitations, consultants will be expected to base their submittal on a general scope of services provided in the solicitation and will be assigned projects based on inspection needs during the season rather than specific projects. Each consultant will be ranked by scored qualifications. One consultant will be selected via the negotiation process. Each consultant will be assigned to a minimum of one project in the NE District. Additional project assignments will be made available as hours and needs warrant.

If your firm would like to be considered for these consulting services, you may express your interest by responding to the District office contact, which is indicated on the attachments. Limit your letter of interest to no more than five pages. This letter should include a statement to indicate your firm's understanding of the work. 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/Flexibility, 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, November 15, 2024, at the District office.

Sincerely,

Kenny Voss P.E.
State Design Engineer
Attachment

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

www.modot.org

Northeast District

Paula Gough P.E., District Engineer

Missouri Department of Transportation
1711 South Hwy. 61
Hannibal, MO 63401

Contact: Macy Rodenbaugh, P.E., District Construction and Materials Engineer
Phone- 573-248-2458

Email- macy.rodenbaugh@modot.mo.gov
(email responses encouraged)

EXHIBIT A

District – Northeast

Warren, Lincoln, Montgomery, Randolph, Audrain, Ralls, Monroe, Pike, Lewis, Clark, Adair, Knox, Macon, Scotland, Schuyler, Shelby	
Job No:	Various
Location:	Various
Proposed Improvement:	See Exhibit C Potential Projects
Length:	Various
Approximate Construction Cost:	Various
DBE Goal (if applicable)	0%
Consultant Services Required:	Construction and Materials testing and inspection
Other Comments:	Interviews or presentation will not be required for the consultant selection. Tentative Date of Consultant Selection- 12/6/24

Rating Criteria w/Weighted Values

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

EXHIBIT B

Scope of Services

The scope of professional services for this agreement is for the Consultant to provide construction and material inspection services in accordance with the Missouri Department of Transportation's guidelines. Further details and assumptions of the scope of services are described as follows:

- 1) The consultant's representative shall supervise all the activities of all personnel furnished by the consultant. The consultant's representative will report and be responsible to the Engineer.
- 2) The consultant shall provide, at a minimum, one (1) MoDOT qualified inspector to inspect and report on both roadway inspection and plant inspection. Consultant inspectors shall coordinate with the District Construction and Materials Engineer, Assistant District Construction and Materials Engineer or their assigned representative for all inspection requirements and reporting. This need for consultant inspectors on the project and their methods of reporting may change at the discretion of the MoDOT management.
- 3) At a minimum, the consultant inspector shall be certified in the following categories: OSHA-10 or higher certification, Work Zone safety. These certifications shall be up to date and current while providing inspection services.
- 4) Consultant staff, if applicable, shall perform on site Quality Assurance material testing according to MoDOT's Instruction to Proposals (ITP) QA testing frequency.
- 5) Consultant inspection staff shall be Work Zone Certified and demonstrate good knowledge of proper traffic control implementation and flagger operations. They are expected to also drive the work zones and report any discrepancies to MoDOT staff immediately.
- 6) Consultant inspectors shall be available primarily for daytime and nighttime operations, weekday and weekends, and holidays not recognized by the contractor. An inspector shall be present on site whenever work is being performed by the contractor, except during periods of extended delay or stoppage unless otherwise directed by the Engineer. The consultant shall endeavor to maintain continuity of personnel on the inspection staff to minimize disruption of the consultant services. The consultant shall provide inspectors that are qualified to perform the services and provide complete documentation of the time spent by each inspector performing the services.
- 7) Consultant inspectors shall perform their duties in a manner to comply with the Missouri Standard Specifications for Highway Construction, MoDOT Standard Plans for Highway Construction, the Manual of Uniform Traffic Control Devices, the Engineering Policy Guide, contract specific requirements and other related material. Access to required documents will be made available. During performance of these services the consultant inspector shall comply with applicable federal, state and local laws, rules, regulations and ordinances of the U.S. Environmental Protection Agency (EPA), the Occupational Safety and Health Administration (OSHA), the Missouri Department of Natural Resources (MDNR) , and other regulatory authorities with jurisdiction over the project.

- 8) The consultant inspectors shall supply for strictly their own use all necessary measuring devices, cameras, vehicles with MoDOT approved warning lights, cell phone with data capabilities, laptop computer capable of accessing a wireless network, wireless connection capability, industry approved steel toe boots, hi-vis hard hat, eye protection, hearing protection and both day and nighttime reflective clothing meeting the requirements of Class 3. The consultant inspectors will abide by all MoDOT policies while performing services under this contract, including but not limited to: seatbelt use, zero cell phone use while operating a vehicle, and compliance with all MoDOT safety policies relative to the use of personal protective equipment (PPE).
- 9) Any inspection of the work conducted by the consultant, whether notice of the results is provided to anyone or not provided to anyone, shall neither establish any duty on their part nor create any expectation of duty to anyone, including but not limited to third parties, regarding workplace safety. The consultant shall not be responsible for the contractor's means, methods, techniques, sequences or procedures of construction and testing, or the safety precautions and programs incident thereto, and the consultant will not be responsible for the contractor's performance of work.
- 10) The following guidelines refer to testing and inspection of materials for quality assurance purposes. The consultant inspectors shall follow the regulations set forth in applicable sections of the Missouri Standard Specifications for Highway Construction, MoDOT's Engineering Policy Guide, and the directives found under "Quality Management" on MoDOT's website. All three of these references can be found at <http://www.modot.org/business>.
- 11) The consultant inspectors shall keep a daily record of activities related to this contract in form approved by MoDOT for this purpose. The diary will become part of the final project documentation and will remain in MoDOT's possession when the contract is complete. This diary stays with the consultant inspectors regardless of where they are assigned and tracks work hours, locations, specific project information, test results, conversations, etc., any and all information and communications deemed pertinent to the project.
- 12) Consultant inspection staff shall attend Preconstruction meetings and various contractor and MoDOT internal meetings throughout the course of the construction work.
- 13) Consultant inspectors should conduct wage rate interviews, Commercially Useful Function reviews, bulletin board inspections, traffic control inspections, assist with final plans and paperwork as required by the project and directed by the Engineer.
- 14) Consultant staff may be asked to notify KC Scout or Gateway Guide when lane closures are in place and removed from the roadway.
- 15) Consultant inspectors may perform survey activities as needed, including Class C and Class 3 in rock calculations.
- 16) Consultant inspectors shall assist in the preparing of pay estimates, including field measuring quantities and providing those to the Engineer.
- 17) If applicable, consultant staff will be required to attend MoDOT's Consent Decree training and perform weekly and post rain event erosion control inspections according to MoDOT's

SWPPP. Consultants will enter reports into MoDOT's consent decree database and ensure contractors adhere to the Consent decree requirements.

- 18) Manage construction records using MoDOT's preferred contract administration software, AASHTOWARE.
- 19) MoDOT will provide guidance and mentoring relative to daily expectations in the completion of inspection duties. Failure to comply with directives will be addressed through actions outlined in paragraph #22.
- 20) The consultant inspector shall report to the designated MoDOT representative any failing tests or inspection results and any action taken by the producer or the consultant inspector as soon as possible. Any necessary pictures to portray deficiencies should also be provided. It is expected the consultant inspector will actively participate in "Quality Control" of the materials and not just be a tester and observer. This will require active and dynamic communication.
- 21) Consultant staff shall enforce contract requirements and specifications with the contractors to ensure quality workmanship and timely completion of the work. When consultant inspectors determine the contractor's work is deviating from the contract requirements, the consultant shall direct the contractor to take corrective action. If differences in the interpretation of the contract requirements or specifications arise with the contractor, the consultant shall refer the matter to the Engineer immediately.
- 22) Failure to comply with expectations outlined in this document is grounds for invalidating the contract. Efforts will first be made to correct non-compliant performance. Verbal and written communication will document these efforts and the timeline to contract termination.

EXHIBIT C

Potential Projects

J2P3404- On call guardrail repair- various routes, various counties
JNE0132- On call guardrail repair- various routes, various counties
JNE0046- Adair, Knox county- seal coat, Route 6
JNE0132- Macon, ADA work various locations
J2P3354- Marion, Asphalt and pavement repair, Rte. 36
JNE0032- Monroe, seal coat Rte. 15, Rte 154 north jct. to Rte. D ,near Paris
JNE0033-Monroe, Audrain- seal coat Rte. 15, Rte. D to Mexico
JNE0034- Monroe, Ralls, Seal coat Rte. 154, Paris to Rte. 19
JNE0029-Shelby, 1" asphalt, Rte. K
JNE0030-Shelby, Knox, 1" asphalt, Rte. 151
JNE0197-Shelby, 1" asphalt, Business 36
JST0105-Lincoln, Montgomery, Pike, 1" asphalt, Rte. WW, W, Y, K, V, J
JST0106-Lewis, Marion, 1"asphalt, Rte. Y, P, F