



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)

January 24, 2024

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, February 7, 2024 at the appropriate 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

EXHIBIT A

MoDOT CENTRAL OFFICE

Construction & Materials division
Brandi Baldwin –
State Construction & Materials Engineer
Missouri Department of Transportation
105 West Capitol Ave.
Jefferson City, MO 65102

Contact
Brandi Baldwin –
State Construction & Materials Engineer
573-338-4035
Brandi.baldwin@modot.mo.gov
Email responses are encouraged

EXHIBIT B

Statewide	
Job No:	Various
Location:	Various
Proposed Scope:	See Exhibit C
Length:	Various
Approximate Construction Cost:	Various
DBE Goal (if applicable)	0%
Consultant Services Required:	Construction Engineering
Other Comments:	<p>Interviews or presentation will not be required for the consultant selection.</p> <p>Tentative Date of Consultant Selection 2/21/24</p> <p>The PM can add any comment necessary to further clarify the solicitation</p>

Rating Criteria w/Weighted Values

Project Understanding & Innovation	20 Points Max
Past Performance	20 Points Max
Qualifications of Personnel Assigned	30 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

EXHIBIT C

Scope of Services

MoDOT is looking to supplement its current workforce in the Construction and Materials (CM) Division with additional expertise to assist in the development and construction of the STIP projects. The areas of expertise will include, but are not limited to, the following:

- Provide expertise to district CM staff in the following areas:
 - Bridge construction, inspection and problem solving
 - Drilled shaft construction, inspection and problem solving
 - Build America Buy America policy interpretation and support
 - Any areas of highway construction engineering, as needed
- Develop and deliver as needed training for construction and materials staff
- Provide consultation for railroad consultant inspection/coordination and other special provisions
- Coordinate environmental concerns with Design staff
- Provide support for administration of the Local Public Agency (LPA) program
- Review and approve LPA Change Orders in excess of \$50,000
- Review and approve major Change Orders in line with MoDOT engineering policies
- Review and approve/reject Value Engineering proposals
- Evaluate, develop, and update Missouri Standard Specifications, Standard Plans, and special provisions
- Consult with Design staff on project development (job-specific and general design)
- Evaluate, develop, and update Engineering Policy Guide
- Provide contract administration guidance, including interpretation of contract/plans, review/approve contract time adjustments, evaluation of major contingent work, etc.
- Advise districts on contract dispute resolutions and take lead on resolving disputes that are appealed to Construction Division level
- Resolve or defend formal contractor claims

The Consultant shall provide one employee capable of meeting the above criteria. This employee will report to the State Construction and Materials Engineer (SCME) and will meet with the SCME monthly to provide an update of the previous month's tasks, and report on anticipated needs for the upcoming month. This employee will also coordinate with MoDOT's Construction and Materials Liaison Engineers, MoDOT's Field Office personnel, and their assigned district's District Construction and Materials Engineer and Resident Engineers. These consultations with MoDOT staff will occur mostly through Microsoft Teams and other electronic communications, however occasional travel should be expected

The Consultant shall be available a minimum of 20 hours per week but not to exceed 40 hours, primarily during daytime hours. In the event time sensitive assistance is needed, the Consultant may be needed during evening, night, weekends, and holidays not recognized by contractors.

The Consultant shall perform their duties in a manner that complies with the Missouri Standard Specifications for Highway Construction, MoDOT Standard Plans for Highway Construction, the Engineering Policy Guide, the Manual of Uniform Traffic Control Devices, and any other applicable State and Federal standards, laws, and regulations. Access to required documentations will be made available.

The Consultant shall provide, strictly for their own use, all necessary equipment, such as cell phone with data capabilities, laptop computer capable of accessing a wireless network, wireless connection capabilities, industry approved steel toe boots, hi-vis hard hat, eye protection, gloves, hearing protection, and both day and nighttime reflective clothing meeting the requirements of Class 3.

The Consultant 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).

The Consultant shall attend various meetings on behalf of the CM Division. This includes but is not limited to the following: monthly Field Office meetings, preconstruction meetings (major/complex projects, or as assigned), core team meetings (major/complex projects, or as assigned), winter CM meetings, RE meetings, and any trainings the Consultant may need or may be instructing on. Attend meetings with industry partners, as assigned, to help improve processes related to project development and construction (e.g., AGC, ACPA, MAPA).

Failure to comply with expectations outlined in this document is grounds for invalidating the contract. Efforts will first be made to correct non-compliance performance. Verbal and written communication will document these efforts and the timeline to contract termination.