OZARKS TRANSPORTATION ORGANIZATION
A METROPOLITAN PLANNING ORGANIZATION

Ozarks Transportation Organization
2208 W. Chesterfield Blvd., Suite 101
Springfield, MO 65807
Phone: (417) 865-3042 Ext. 100

REQUEST FOR QUALIFICATIONS: RFQ 2025-3 US-60/US-65 Access and Operational Study
DEADLINE: Friday, December 5, 2025, *at 3:00 PM*, Central Standard Time
PURCHASING AGENT: Debbie Parks, 417-865-3042 x 106, dparks@ozarkstransportation.org
DATE OF ISSUE: Wednesday, November 12, 2025

Dear Consultant:

The Ozarks Transportation Organization is requesting the services of a consulting engineering firm to perform the professional services described 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 Statement of Qualifications to no more than **5** (five) pages. This letter should include any information which might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, and other projects your company has recently completed or are now active. It is required that your firm be prequalified with MoDOT and listed in MoDOT's Approved Consultant Prequalification List, or your firm will be considered non-responsive.

DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at www.modot.gov, 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 project they feel can be managed by their firm.

We request all letters be received by **December 5, 2025, at 3:00 pm** at dparks@ozarkstransportation.org.

Sincerely,

Jennifer Thomas, P.E.
Transportation Engineer

COVER SHEET
RFQ 2025-3 60/65 Access and Operational Study

The undersigned hereby certifies a thorough review of this Request for Qualifications. The undersigned also certifies the firm and key personnel indicated in its Statement of Qualifications will be used on this project in the same manner and to the same extent as indicated. All statements, representations, covenants, and/or certifications set forth in the Statement of Qualifications are complete and accurate.

Name of Firm/Consultant: _____

Contact Person: _____ Title: _____

E-Mail: _____ Phone: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

City/County: Springfield, Greene County Route: Various	
TIP No:	OT2601-26A2
Location:	Springfield, MO
Length:	Approximately 12 miles
Proposed Improvement:	An access and operational study for US-60, US-65, and proposed East-West Arterial corridors.
DBE Goal Determination:	0%
Consultant Services Required:	*See Draft Scope of Services*
Other Comments:	Execution of this study contract is contingent on full execution of agreement(s) with City of Springfield, Missouri, Missouri Highways and Transportation Commission, Greene County and City Utilities.
Contact:	Name: Jennifer Thomas, P.E. Phone: 417-865-3042 x108 Email: jthomas@ozarkstransportation.org
Deadline:	12/5/25 at 3:00pm
Submit: Statements of Qualifications should not exceed 5 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Electronic submissions only.	

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection.

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	5 Points Max
Project Schedule	5 Points Max
	100 Points Max Total

I. GENERAL INFORMATION

BACKGROUND. The US-60/US-65 Access and Operational Study includes analysis of two US highways that intersect in the southeast area of Springfield. These highways provide critical linkages to a large portion of Missouri.

This study will examine alternatives within the study limits to serve existing and future needs with the intent to improve traffic operations, travel time, reliability, economic development and safety. This study will also include a detailed analysis of current and projected traffic in relation to current facility deficiencies, including structural bottlenecks, substandard roadway design, system capacity and reliability during weather events, emergency operations, and environmental constraints.

PROJECT GOALS. The primary goals of the Access and Operational study are to:

- Develop both short-term and long-term alternatives and identify proposed actions for improving operational performance,
- Establish a timeline for improvements of non-flyover ramps at 60/65,
- Meeting future transportation needs regarding future and existing access within the study area, including potential development driven improvements
- Assess overall network connectivity in future scenarios, including evaluation of and recommendations for the complementary arterial and collector roads within the study area

The study area is generally described as the Battlefield/US-65 Interchange to the north, the Greene-Christian County line to the south, the Glenstone/US-60 interchange to the west, and the Routes J-NN/US-60 Interchange to the east, as well as undeveloped areas adjacent to the proposed East-West arterial alignment and areas adjacent to US-60 east to MO-125. See map for further details. As part of the study process, it will be necessary to identify public, environmental and resource concerns and opportunities in the study area and use this information, along with public/stakeholder involvement, to develop the purpose and need then evaluate alternatives to address the purpose and need.

The Consultant shall follow the requirements outlined in MoDOT's Engineering Policy Guide, including, but not limited to, the PEL and NEPA guidance in Section 127.28.

SCHEDULE. The following is the schedule of events which are anticipated by OTO for the implementation and completion of selecting the firm/consultant to provide the requested services as outlined in the Statement of Scope. OTO may, in its discretion, revise the schedule of events at any time it may be in its best interests:

Event	Date
Submittals Due	December 5, 2025
Shortlist Notifications	December 12, 2025
Interviews	December 17 or 18, 2025
Firm Selection Notification	December 19, 2025

Initial estimated hours and fee will be due from chosen consultants two weeks after notification, with any revisions due one week from revision request.

OTO POLICIES AND PROCEDURES.

This RFQ does not commit OTO to select a firm/consultant or to pay any costs incurred in the preparation or mailing of the submittal. A failure to award a contract will not result in a cause for action against the OTO.

OTO reserves the right to the following:

1. To waive minor deficiencies and informalities;
2. To accept or reject any or all submissions received as a result of the RFQ;
3. To obtain information concerning any or all proposers from any source;
4. To request an oral interview from any or all proposers;
5. If the selected firm/consultant undergoes a change of key personnel, OTO reserves the right to approve any substitute personnel or terminate the services at OTO sole discretion;
6. To seek new submissions when such a procedure is reasonable and in the best interests of OTO. OTO complies with Federal Contracting Requirements.

A list of applicable contract language can be found on the OTO website: https://www.ozarkstransportation.org/uploads/documents/Federally-Required-Contract-Clauses.pdf

The OTO follows FHWA purchasing guidelines and does not pay retainers or in advance of completed deliverables.

II. SUBMISSION INSTRUCTIONS

FORMAT OF SUBMISSIONS. In order for the OTO to adequately compare statements of qualifications (SOQ) and evaluate them uniformly and objectively, all SOQs shall be submitted in accordance with the format outlined below. The SOQ should be prepared simply and economically, providing straight-forward and concise information as requested.

Below are the requirements for the statement of qualifications:

	Maximum No. Pages*
Cover Sheet – Signed	1
Project Understanding & Innovation, Past Performance, Qualifications of Personnel assigned, General Experience of Firm, Familiarity/Capability, Accessibility of Firm and Staff, Project Schedule	3
Similar Projects	1

* A page will be considered one side of an 8.5”x11” size sheet of paper

It is required that your firm be prequalified with MoDOT and listed in MoDOT’s Approved Consultant Prequalification List, or your firm will be considered non-responsive.

SOQ DELIVERY REQUIREMENTS. Any submittals received after the above stated time and date will not be considered. It shall be the sole responsibility of the proposer to have their SOQ received by the OTO on or before the due date and time indicated. Qualification submittals shall be emailed and accepted with the signed qualification cover form and required information is received prior to the due date and time.

Submissions should be marked in the subject line:

"REQUEST FOR QUALIFICATIONS: #2025-3"

Proposals submitted by e-mail are not to be considered received until a confirmation has been sent by the OTO. The confirmation subject line will read, "Confirmation Receipt – OTO RFQ 2025-3." It is the responsibility of all proposers to verify receipt of submittals. All submittals must be valid for a minimum period of ninety (90) days from the close of this RFQ.

AMENDMENTS. If it becomes necessary to revise or amend any part of this Request for Qualification, OTO will furnish the revision by notice on the OTO website www.ozarkstransportation.org, not later than five (5) days prior to the date set for receipt of submissions.

III. PROJECT SCOPE

STATEMENT OF SCOPE. It is expected that the selected firm(s)/consultant(s) will perform the following services:

The scope of services is divided into the tasks shown below:

- Task 1 – Administration/Project Management
- Task 2 – Baseline Conditions
- Task 3 – Alternatives Development and Analysis
- Task 4 – Transitioning to NEPA
- Task 5 – Outreach and Stakeholder Engagement
- Task 6 – Completion of Planning and Environmental Linkage (PEL) Questionnaire

Task 1 – Administration/Project Management

1.1 The Consultant will provide the following:

- Progress reports, invoices and updated schedules
- Coordinate and hold monthly progress meetings with Study Partners (OTO, MoDOT, City of Springfield, Greene County and City Utilities)
- Additional meetings as needed
- Continuous quality assurance and quality control throughout the duration of the study.

The Consultant will provide the following deliverables:

- Agendas, notes and action items from progress meetings
- Public Meeting Materials
- Draft Study
- Comment Log
- Final Study

Task 2 – Baseline Conditions

2.1 Data Collection

The Consultant will collect, assemble and review relevant, best available data for the study area from existing sources, including federal, state, regional and local government entities, and private companies to support the development of the study.

The Consultant will compile available studies, reports, traffic counts, plans, data and review it for applicability to this study. Data collection may include the following:

2.1.1 Traffic & Safety

- Traffic Counts to fill gaps where necessary data is unavailable
- 24-Hour mainline and ramp directional Average Daily Traffic (ADT) counts
- Speed and Volume data
- Historical turning movement and average daily traffic data (Provided by MoDOT)
- Existing traffic models including VISUM and VISSIM Travel Demand Models and/or SYNCHRO models within the study area (Provided by OTO, City and/or MoDOT)
- Travel time data for the AM and PM peak periods from the National Performance Management Resource Data Set (NPMRDS) on mainlines, ramps and crossing arterials. (Provided by MoDOT, processed by Consultant)
- Origin-Destination Volumes and percentages within study area collected using Streetlight's Advanced Analytics
- Existing and proposed land uses in the study area (Provided by City of Springfield and Greene County)
- Existing corridor conditions and lane configurations/assignments based on field observations
- Crash data – collect historical crash data from 2020-2024 on mainlines, ramps and crossing arterials. Gather statewide crash rates for the same time period and roadway types, as well as latest approved crash modification factor (CMF) list. (Provided by MoDOT)

2.1.2 Multimodal:

- Existing and proposed bicycle and pedestrian facilities at interchanges
- Freight data, including truck ODs from StreetLight

2.1.3 Engineering:

- Completed study reports, as-built plans, right of way maps, aerial photography, and mapping of the study area (Provided by MoDOT, OTO and City of Springfield)
- Existing and planned major utilities (Provided by City Utilities)
- Field Reconnaissance – collect additional field data, as needed, as needed, using windshield surveys of accessible areas
- Existing Conditions (Provided by MoDOT)
  - Pavement Inspection Reports
  - Bridge Inspection Reports
  - As-Built Plans
  - Design Exceptions

- Existing ROW Line work and documentation (Provided by MoDOT)
- Existing Topographic survey or LiDAR files (Provided by MoDOT and/or MSDIS Data Portal)
- Plans for Improvements Programmed in the OTO Transportation Improvement Program and Statewide Transportation Improvement Program that impact the area.

2.1.4 Environmental:

Data collected will be limited to existing database searches, data from previously conducted studies and windshield surveys. Field surveys and right of entry will not be obtained.

- Land Use – Existing and planned
- Land Cover - existing and future
- Demographics – census data and local population at an approximate geographic level
- Neighborhoods and Community Resources
- Administrative – schools, places of worship, cemeteries
- Visual and Aesthetic Qualities
- Existing Transportation Facilities
  - Railroads – existing, future and abandoned
- Noise – notable noise sensitive receptors
- Hazardous Waste – contamination and hazardous material sites from publicly available electronic databases
- Threatened and Endangered Species – Missouri Natural Heritage Program data and Missouri Department of Conservation and US Fish & Wildlife Services
- Natural areas and ecosystems
- Parklands/Trails/Recreation/Conservation Areas – local, state and federal parks, trails, wildlife management areas, wilderness areas, and other resources that may qualify for Section 4(f) or 6(f) protections.
- Wetlands/Waters of the US – National Westland Inventory data and other wetlands data collected at the state, county or municipal level
- Wetland Reserve Program areas
- Floodplains – FEMA flood prone areas and any local data on flood prone areas
- Historic and Archeological resources – known locally or from SHPO database, archeological sites/districts, historic sites/districts and properties listed on the National Register of Historic Places and available city or county databases
- Utilities/Transmission – major existing and proposed electric, water, communication lines
- Power Stations – existing and proposed power stations
- Topographic maps
- Existing mine or quarry locations
- Soils – NRCS Soil Survey geographic database
- Known adverse geologic conditions
- Best Available Aerial Photograph – best available imagery from state or local governments

2.2 Summary Document

The Consultant will prepare a summary document consisting of:

- History of the transportation facilities in the study area

- Alternatives developed in other studies or documents
- Recommend what information from previous documentation can be carried forward

2.3 Existing Conditions Analysis

Using the data collected in Task 2.2, the Consultant will analyze the existing transportation conditions within the study area.

2.3.1 Traffic and Safety

- Analyze existing transportation conditions and traffic operations within the study area and identify deficiencies. Develop baseline freeway and intersection Measures of Effectiveness (MOEs), such as freeway density, speed, and intersection delay.
- Develop Travel Time Reliability measures within the study including 95th percentile travel times, buffer index, and planning time index.
- Identify existing travel demands and OD patterns, generalized capacity/level-of-service, and latent traffic demand within the study area to identify opportunities to assist in the development of alternatives.
- Safety network analysis including crash frequencies, crash severity, crash type, crash rates, critical crash rates and hot spot locations in order to identify crash patterns/trends and potential deficiencies. No additional data validation will be performed, such as relocating crashes based on crash reports.
- Develop a base map with existing features to be used in the identification and analysis of alternatives.
- Perform SAFER analysis

2.3.2 Multimodal

- Show existing and proposed bicycle and pedestrian facilities on a map
- Show existing freight demand and movement

2.3.3 Design Criteria

Provide design criteria outlining the applicable standards that will be utilized to design the improvements. This memorandum shall be submitted for approval prior to the initiation of the alternatives analysis. The approved design criteria will be used as a guide for design, but practical solutions that meet safety requirements and provide value while potentially resulting in future design exceptions will be evaluated.

- Confirm Roadway Classification: Verify the functional roadway classification in the study area and associated design speed
- Establish Design Criteria: Coordinate with MoDOT, OTO and City to establish the design criteria to be used throughout the study area and document in a brief memorandum.

2.3.4 Assess Existing Conditions

Assess existing conditions through field observations and desktop reviews, and document issues related to physical conditions and geometrics within the study area. Assessment will include high-level horizontal and vertical geometry and geometric deficiencies.

2.3.4 Environmental

Develop an environmental constraints map, based on data collected. All data sources must be documented and included in the project record. The constraints map will graphically include, but

is not limited to:

- Section 4(f) and 6(f) resources including parks, recreational areas, wildlife refuges and historical sites including historical markers
- Wetlands and streams
- 100-year floodplains
- Waters of the US
- Hazardous materials sites
- Cemeteries
- Utilities
- Oil, gas and water wells
- Land use
- Undeveloped pasture and agricultural lands
- Karst features
- Stormwater Infrastructure

2.4 No-Build Data Projection

The consultant will prepare and submit for approval a methodology for the projection of traffic for the No-Build including the following tasks:

- Develop methodology for the No-Build projection of AM and PM peak period traffic volumes within the study area. Interim design years of 2030, 2035, 2040 and 2045 and the ultimate 2050 design year will use outputs from the OTO and MoDOT models and compare growth to historical trends.
- Develop the projection of No-Build traffic volumes
- Prepare a brief technical memorandum showing the projected corridor volumes with graphics and diagrams.

2.5 No-Build Analysis

Using the projected No-Build data, the consultant will conduct the No-Build Analysis. The No-Build will be compared against the existing conditions analysis to evaluate the performance measures.

2.5.1 Traffic and Safety

- Conduct operational analysis for the No-Build scenarios in the corresponding projection years using the OTO model. Develop freeway and intersection MOEs, such as freeway density, speed, and intersection delay.
- Project future Travel Time Reliability measures within the study area for the No-Build scenarios in the corresponding projection years.
- No-build safety will be evaluated qualitatively in comparison to the existing and build scenarios.

2.5.2 Multimodal

- Conduct an assessment of the future No-Build impacts on bike/ped facilities and freight. The assessment will discuss future demand and the impact on the existing system. Also, gaps in the infrastructure will be discussed.

2.5.3 Engineering

- Conduct an assessment of the future No-Build impacts on engineering elements including bridge and pavement conditions.

2.5.4 Environmental

- Analyze population and employment growth and changes in land use.

2.6 Purpose and Need

The consultant, in coordination with MoDOT, OTO, City and other agencies, will develop the draft Purpose and Need including the following tasks:

- Identify needs of the corridor as analyzed within the existing conditions and No-build analysis reports
- The primary Purpose and Need elements will be focused on operations, safety and reliability. Other elements as goals will include economic development, population growth, public feedback and multimodal needs.

2.7 Baseline Conditions Deliverables

Baseline condition needs will be prioritized into low and high priority categories for the entire study area based on criteria to be approved by the study partners. High and low priority categories will include traffic, safety, environment, engineering, economic development and stakeholder feedback. The high priority areas will be identified and carried forward into Alternatives Development and analyzed at a detailed level of study and low priority areas will be analyzed at a higher level of study.

The consultant will provide the following deliverables:

- Baseline Conditions Report (draft, comment log and final) including
  - Summary of Previous Studies and Project History Report
  - Study Area Map
  - Design Criteria Memorandum
  - Existing Conditions Assessment
  - No-Build Analysis
  - Purpose and Need
  - Environmental Constraints
  - Relevant maps, figures and tables

Task 3 – Alternatives Development and Analysis

3.1 Establish Alternatives Screening Methodology

The Consultant will establish an Alternatives Screening Methodology (ASM) to assist in evaluating the alternative improvements to determine the associated impacts and benefits on area transportation, environment and land use conditions. The ASM will establish performance measures, evaluation criteria and screening process in evaluating the alternative improvements to determine associated impacts and benefits.

The evaluation criteria will address Purpose and Need, and study goals and be grouped into the following major categories:

- Traffic mobility
- Safety impacts
- Cost considerations

- Environment and land use impacts
- Public Support

An evaluation matrix will be developed and used as tool to provide relative comparison of the impacts and benefits of the various alternatives considered.
The ASM will be reviewed by the study partners before any screening is performed.

3.2 Universe of Alternatives

Based on the information gathered in Task 2 – Baseline Conditions, and the criteria developed in the ASM, the Consultant will develop high level alternatives that satisfy the Purpose and Need of the Study Area.

The Consultant will conduct a workshop meeting with the study partners to discuss and formulate alternatives. The Universe of Alternatives will be compiled for the workshop that includes a high-level description of the alternatives considered, informative maps and other illustrations depicting alternatives.

3.3 Fatal Flaw Evaluation (Level 1 Screening)

The Consultant will conduct fatal flaw evaluations of the Universe of Alternatives based on the Purpose and Need and Study Goals. The measures for screening may be a combination of engineering factors, environmental constraints, corridor limitations, external factors and public input. The fatal flaw evaluation will be compiled into a Level 1 screening matrix and information supporting the reasons why high-level concepts should not be carried forward within the Study.

3.4 Reasonable Alternatives Development

Reasonable Alternatives are the Universe of Alternatives that come out of the Level 1 screening to be considered may include operational improvements, fix bottlenecks, added roadway capacity or other alternatives.

The Consultant will used the results of the Level 1 screening to further develop reasonable alternatives that satisfy the Purpose and Need and supporting project goals and objects, including the following tasks:

- Using the results of the Level 1 Screening, the Consultant will develop reasonable alternatives that satisfy the Purpose and Need and supporting study goals, including development of Sections of Independent Utility (SIUs). Each SIU could have a different number of reasonable alternatives.
- Develop concept level plan layouts, illustrations, typical sections or other approved exhibits
- Develop preliminary typical sections for each alternative
- Plan Layouts: Development of plan layouts will be based on high-level horizontal and vertical analysis taking into consideration compliance with design criteria but will not include development of a comprehensive set of horizontal or vertical alignments. A 3D model of the finished surface will not be created. Plan layouts will facilitate determination of the impacts and cost for comparative analysis.
- Grading/Retaining Wall Limits: Evaluate each alternative at critical locations assessing potential grading impacts to adjacent properties. The feasibility of retaining walls will be

evaluated to minimize the impact to adjacent properties. No horizontal or vertical alignments will be developed.

- Cost Estimates: Develop high level concept cost estimates for each alternative.
- Conceptual Strip Maps: Develop conceptual strip maps

3.5 Reasonable Alternatives Demand Modeling

Alternatives that add capacity or modify access in the study area may influence the travel demand. The OTO model will be used to quantify and understand the shifts in traffic demand as a result of the reasonable alternatives in both 2040 and 2050.

3.6 Reasonable Alternatives Evaluation (Level 2 Screening)

The consultant will utilize the OTO model to analyze the operations of the Reasonable Alternatives in the 2040 Interim and Ultimate 2050 design years, including development of freeway and intersection MOEs, such as freeway density, speed and intersection delay. Safety will be evaluated using a combination of crash modification factors (CMFs, as available) and qualitative comparison of the existing and no-build alternatives. The Consultant will also calculate estimated changes to travel time reliability for each alternative for comparison to the existing and no-build scenarios.

The Reasonable Alternatives analysis will be chronicled to compare against the Existing, No-Build, and other alternatives. The Consultant will generate high-level construction cost estimates for the Reasonable Alternatives. The Consultant will develop a high-level order of magnitude costs and benefits to compare the Reasonable Alternatives. The Consultant will analyze criteria developed in the ASM.

The Reasonable Alternatives evaluation will include the Level 2 screening matrix and information supporting the reasons why some alternatives should not be carried forward within the PEL study. The Reasonable Alternatives analysis will detail the investigations and analysis conducted and will include the maps and other graphics depicting the Reasonable Alternatives analysis and any deficiencies.

The Consultant will update relevant maps that were developed in previous tasks, including:

- Prepare updated environmental constraints map for the refined alternatives
- Quantify impacts to environmental resources for the individual reasonable alternatives

3.7 Alternatives Development and Analysis Deliverables

- Alternatives Screening Methodology Technical Report (draft, comment log and final)
- Alternatives Development and Analysis Report (draft, comment log and final) including:
  - Universe of Alternatives Workshop Notes
  - Universe of Alternatives
  - Reasonable Alternatives Projection Methodology
  - Reasonable Alternatives Projections
  - Fatal Flaw Evaluation – Level 1 Screening
  - Draft Conceptual Alternative Exhibits
  - Alternatives Evaluation – Level 2 Screening
  - Project Prioritization Phasing
  - Environmental Fatal Flaws Analysis of the Universe of Alternatives

- Conceptual Alternatives Constraints Map
- Project Record
- Cost Estimates for each alternative
- Safety, Operations and Engineering Report

Task 4 Transitioning to NEPA

4.1 PEL Questionnaire

FHWA has created a questionnaire to assist in determining if the PEL study meets the requirements of 23 CFR §§ 450.212 or 450.318. The Consultant will answer the questionnaire throughout the PEL study and the completed questionnaire will be included in the PEL Study Appendices. The FHWA questionnaire is included as Attachment A

4.2 PEL to NEPA Transition Report

The PEL/NEPA Transition Technical Report will include:

- PEL to NEPA Transition Applicability of the Purpose and Need to the entire Study Area, and potential adjustments that may be made to individual segments
- Identification of logical termini for SIUs and rationale for segments
- Recommended NEPA classifications for each SIU
- Issues not reviewed in the PEL study, why and whether they would be reviewed in later phases
- Mitigation/Permitting to be addressed in later phases
- Funding/Phasing/Prioritization Possibilities
- Which PEL study results or products will be carried forward in later phases
- Additional topics, if necessary, in consultant with Study Partners.

4.3 PEL Study Report

The Consultant will prepare a PEL Study Report that documents the data gathered, analysis conducted, alternatives considered and the agency, stakeholder, and public input received throughout the PEL study. The report will include documentation, informative maps, and other graphics depicting the major milestones. An Executive Summary will also be prepared summarizing the Study findings in a condensed format.

The Appendices produced for the PEL Study Report may be a combination of data and analysis conducted from the other tasks. The appendices anticipated for inclusion in the Study Report are:

- Purpose and Need
- Environmental Constraints
- Public and Agency Coordination
- Alternatives Development and Evaluation
- Potential Environmental Impacts/Permits/Mitigation
- Traffic and Safety
- Transition Report

4.4 PEL Study Report Deliverables

The Consultant will provide a Study Report (draft, comment log and final) that will include:

- Executive Summary

- Purpose and Need
- Environmental Constraints
- Public and Agency Coordination
- Alternatives Development and Evaluation Summary
- Potential Environmental Impacts/Permits/Mitigation Summary
- Traffic and Safety Summary
- PEL to NEPA Transition
- Action plan

Task 5 – Outreach and Stakeholder Engagement

5.1 Stakeholder and Public Involvement Plan

The Consultant will prepare a draft Stakeholder and Public Involvement Plan (SPIP) for the study. The SPIP will include the approach and tools to be used to effectively communicate and coordinate with agencies, stakeholder groups and the general public. To gather information for the SPIP regarding local concerns and information needs, the Consultant will meet with key stakeholders individually or in small groups to conduct interviews and the keep them apprised of the study progress. This may include elected officials, other agencies, special interest groups and/or property owners.

The SPIP, in addition to traditional outreach activities, will describe the innovative approaches to engage the public through early and often interaction. These activities may include short invitation videos, video renderings of potential improvements, and online surveys. In conjunction with the SPIP, the Consultant will create a brand and messaging template to be used consistently throughout current and future phases. The SPIP is to be a living document that is amended throughout the study as necessary to effectively coordinate with agencies, stakeholders, elected officials and the general public. As part of the SPIP, the Consultant will recommend the number and location of planned meetings to be held.

The deliverable for this task is the Stakeholder and Public Involvement Plan, including branding template (draft, comment log and final).

5.2 Agency Coordination

The Consultant will assist with establishing meeting dates, locations, securing meeting facilities, providing facilitation services and providing technical advice regarding coordination with Study Partners, resource agencies and interested tribes.

Prior to each meeting, the Consultant will coordinate and develop a draft meeting notice, meeting agenda, presentation and prepare meeting notes following the meeting.

5.3 Stakeholder Outreach and Coordination

The Consultant will identify key stakeholder groups, key corridor businesses, neighborhood associations, elected officials and established groups to meet with and present to as part of the study and will coordinate with Study Partners to identify meeting opportunities with stakeholder groups, coalition groups and other interested parties. The Consultant will coordinate meeting logistics including scheduling, draft presentation materials and attendance.

5.4 Community Advisory Committee

The Consultant will establish a Community Advisory Committee (CAC) to meet with virtually or in person during the course of the study. The consultant will also coordinate meeting needs, agendas and presentation materials.

5.5 Public Meetings

The Consultant will conduct an initial listening session with the general public and one public meeting at the Universe of Alternatives Phase. It is assumed that additional public meetings will be held during implementation phases of the projects. The consultant will prepare presentation materials, fact sheets, meeting notifications and coordinate logistics for the public meeting. The Consultant will coordinate with Study Partners to determine if meetings are to be held virtually or in-person. The Consultant will secure meeting dates, locations, meeting facilities and facilitation services. The Consultant will be responsible for the meetings as follows:

- All comments received, along with responses, will be entered into a comment database/log
- Summary of all outreach conducted during the study for use in the report.

The Consultant will provide the following deliverables:

- Final Public Meeting Flyers
- Final Public Meeting Exhibits/Boards
- Final Public Meeting Summary Report
- Comment database/log

5.6 Outreach Tools

Web Content: The Consultant will provide content for a webpage hosted by OTO or other Study Partners to gain public input and generate discussion about the projects throughout the duration of the study.

Contact Mailing List: A database of stakeholder and public contacts will be maintained and updated. Initial contact lists of elected officials, agencies, emergency services and other special districts, chambers of commerce, special interest groups, neighborhood groups, hospitals, school districts, large churches, citizen coalitions, adjacent landowners and others interested in the study will be uploaded along with promotion allowing those interested in the study to opt-in and sign up for study updates.

Surveys: The Consultant will recommend survey questions for approval by Study Partners. The Consultant will administer online surveys using database contacts and partners to help distribute and in-person places where commuters/travelers/residents may start or end commutes, such as shopping areas, recreational attractions, or specific employment centers. Survey responses will be compiled and summarized by the Consultant.

Social Media Support: The Consultant will provide draft social media posts to promote surveys, meetings and opportunities for engagement. OTO, MoDOT and City of Springfield will be primary distributors of social media through their established channels, but the Consultant will also share with study advocates and partners for future reach.

5.7 Outreach Deliverables

The Consultant will provide draft and final website content, survey questions, summary of survey results and social media posts for various platforms and a schedule for release of content.

IV. ADDITIONAL INFORMATION

PROJECT CONTACT. During the project, the main OTO contacts will be:

Jen Thomas, Project Manager

Sara Fields, Executive Director

OTO reserves the right to conduct pre-award discussions with any or all responsive and responsible proposers who submit submissions determined to be reasonably acceptable of being selected for award. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of submissions; and such revisions may be permitted after submission of qualifications and prior to award

PUBLIC RECORDS. All proposals submitted in response to this RFQ become the property of OTO and public records and, as such, may be subject to public review after the final firm/consultant is selected.

OTO RIGHTS AND RESERVATIONS

OTO reserves all rights (which rights shall be exercised by OTO at its sole discretion) available to it under applicable law, including without limitation, the following with or without cause and with or without notice:

- The right to negotiate all elements, which comprise the RFQ, and to accept or reject part or all of any RFQ.
- The right to revise, modify, cancel, withdraw, postpone or extend RFQ.
- The right to waive deficiencies and irregularities in an RFQ and accept and review a non-conforming RFQ.
- The right to seek or obtain data and information from any source that has the potential to improve the understanding and evaluation of the RFQs.
- The right to use assistance of consultants in the evaluation process.
- The right to seek clarifications from any Proposer to fully understand information provided in the RFQ. The right to conduct an independent investigation of any information, including prior experience identified in an RFQ by contacting project references, accessing public information, contacting independent parties or any other means.
- The right to reject any or all proposals.

QUESTIONS REGARDING SPECIFICATIONS OR SUBMISSIONS PROCESS.

Any questions relative to interpretation of this RFQ shall be addressed to Jen Thomas in ample time before the period set for the receipt and opening of submissions. Any interpretation made to prospective proposers will be expressed in the form of an amendment to the RFQ which, if issued,

will be conveyed to all prospective proposers not later than five (5) days prior to the date set for receipt of submissions via the OTO website, www.ozarkstransportation.org.

It will be the responsibility of the proposer to contact OTO prior to submitting a submittal to ascertain if any amendments have been issued, to obtain all such amendments, and to acknowledge amendment with the submissions.

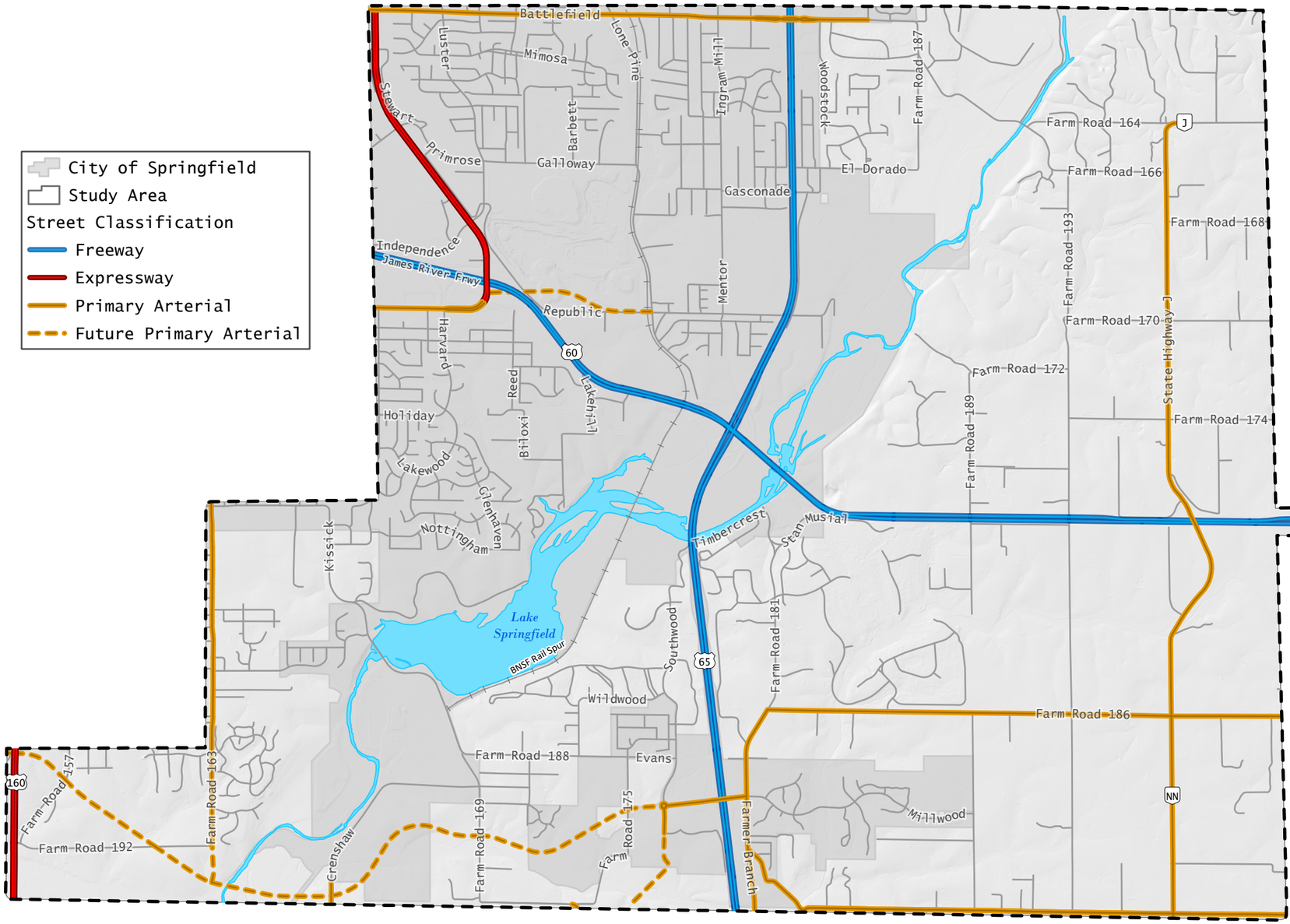
TITLE VI NOTIFICATION

"The Ozarks Transportation Organization, in accordance with the provisions of the Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d, et seq) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. *Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964," 49 CFR Part 21, including any amendments thereto.*"

For people with disabilities needing reasonable accommodations, please contact OTO at 417-865-3042 at least 48 hours in advance of the question deadline. If you need relay services, please call the following numbers: 711 - Nationwide relay service; 1-800-735-2966 - Missouri TTY service; 1-800-735- 0135 - Missouri voice carry-over.

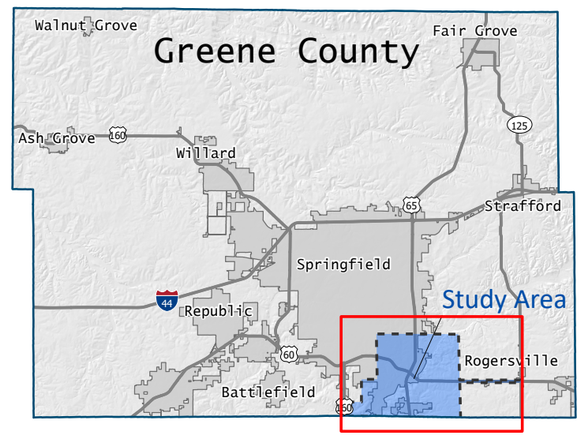
US 65 & US 60 Project Study Area

City of Springfield
Study Area
Street Classification
Freeway
Expressway
Primary Arterial
Future Primary Arterial



US Highway 60 to MO 125

N



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