

November 22, 2023

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 four 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, December 15, 2023 at the appropriate office.

Sincerely,

DocuSigned by:

D6B5C4961F0D41E
Kenny Voss, P.E.
Acting State Design Engineer

Attachment

DISTRICT OFFICES

Highway Safety and Traffic Division
Nicole Hood – State Highway Safety and Traffic Engineer
Missouri Department of Transportation
830 MoDOT Drive
Jefferson City, MO 65102

Contact

Thomas Honich
(573) 526-0122
thomas.honich@modot.mo.gov
Email responses are required

Central Office Highway Safety and Traffic

Various Counties, Various Routes	
Job No:	ST0012
Location:	N/A
Proposed Improvement:	<p><u>Update EPG Sections related to MUTCD:</u> EPG 900 Traffic Control EPG 902 Signals EPG 903 Highway Signing EPG 908 Traffic Control for Schools EPG 616 Temporary Traffic Control EPG 620 Pavement Marking</p> <p><u>Update EPG Sections that are not related to MUTCD:</u> <u>Updating Access Management Guidance</u> EPG 940 Access Management EPG 232 Facility Selection EPG 233 At - Grade Intersections EPG 234 Interchanges</p> <p><u>Updating Roundabout Guidance</u> EPG 233.3 Roundabouts</p>
Length:	N/A
Approximate Construction Cost:	N/A
DBE Goal (if applicable)	0%
Consultant Services Required:	<p>MoDOT is seeking assistance incorporating the 11th Edition of the MUTCD into MoDOT's Engineering Policy Guide (EPG). This will include, but is not limited to, identifying differences between the new manual and the current EPG guidance, revising the MUTCD language to reflect MoDOT's variances to the federal guidance, and/or creating figures, tables and typical applications as necessary to meet the department's needs. This work will be done with input from MoDOT staff as well as staff from the FHWA Missouri Division office. MoDOT anticipates establishing a MoDOT MUTCD document as an early step of the process. This document will not be used as the primary guidance resource for the department but will serve as a reference document, showing how MoDOT adopted the manual including the justifications for any variations, similar to the</p>

	<p>marked-up NPA text with added notes. The clean version of this content will then be incorporated into the EPG by the consultant, following MoDOT's business rules for formatting. MoDOT will seek additional assistance to revise and update other portions of the EPG which are not directly related to traffic control devices.</p>
Other Comments:	<p>Tentative date of consultant selection January 5, 2024</p> <p>Interviews or presentation will not be required for the consultant selection.</p> <p>MoDOT may sub-divide EPG updates from MUTCD adoption and may select multiple consultants. Consultants should indicate their preferred interest in MUTCD updates or other EPG updates. MoDOT may award to any number of proposers.</p> <p>MUTCD adoption required to be completed within 2 years of release of MUTCD by FHWA. Other EPG updates required to be completed by December 31, 2025.</p>

Rating Criteria w/Weighted Values

Project Understanding & Innovation	25 Points Max
Past Performance	25 Points Max
Qualifications of Personnel Assigned	25 Points Max
General Experience of Firm	10 Points Max
Familiarity/Capability	10 Points Max
Accessibility of Firm & Staff	<u>5 Points Max</u>
	100 Points Max Total