

August 3, 2026

Dear Research Partner:

The Missouri Highways and Transportation Commission (MHTC) requests proposals from qualified organizations - namely private consultants, universities, and research organizations - to furnish professional services as described in the following request for proposal to be coordinated by the Research Unit of the Construction and Materials Division.

Please submit a proposal for project **TR202709** entitled, **“The Effects of Monarch CCAA Conservation Measures on Flowering Plant and Bumblebee Communities on ROW.”** The submittal must include a work plan, the proposed project team and its background, and any related projects now active or recently completed by your firm. Any research project that is deemed to be “engineering-based” must be led by a professional engineer licensed in the state of Missouri in accordance with the provisions of Chapter 327 RSMo. Non-engineering-based research projects do not have this requirement. **This project is non-engineering based.**

Before submitting a proposal, the Researcher’s organization **must be** on MoDOT’s Approved Professional Services Prequalification List, be registered with the Secretary of State to do work in the State of Missouri and registered with Missouri BUYS (powered by MoVERS). A research proposal **cannot / will not** be considered for review if these requirements are not met.

The selection committee will use Qualification Based Selection. A “not to exceed” budget amount is included in the RFP to assist with the required scope.

Please submit all proposals to MoDOTResearchRFP@modot.mo.gov by **October 1, 2026, at 10 a.m. (Central)**. More information about project contracting in general can be found at <https://www.modot.org/information-researchers> under RFP documents.

Sincerely,



Jen Harper
Research Director

Attachment



RFP Schedule

The following Request for Proposal (RFP) Schedule of Events represents the Missouri Department of Transportation's (MoDOT) best estimate of the schedule that shall be followed. The time of day for the following events shall be between 7:30 a.m. and 4:00 p.m. (Central) unless otherwise noted. MoDOT reserves the right at its sole discretion to expand this schedule, as it deems necessary, without any notification except for change in the deadline date for submitting a proposal. Time is of the essence for responding to the RFP within the submission deadlines.

The following timeline must be met for a proposal to be accepted.

Date	Action
8/3/2026	MoDOT posts RFP to the website at https://www.modot.org/research-requests-proposal .
8/31/2026 4 p.m. (Central)	Comments or questions must be submitted to MoDOTResearchRFP@modot.mo.gov . This is the only acceptable method for contact regarding the RFP and contacting MoDOT employees via other methods is prohibited. Not adhering to this rule is cause for disqualification of the proposal. This includes all requests for information, data, and manuals.
9/15/2026	MoDOT will post responses (to any questions or comments submitted) publicly on the website by this date at https://www.modot.org/research-requests-proposal .
10/1/2026 10 a.m. (Central)	Proposals must be submitted to MoDOTResearchRFP@modot.mo.gov . Do not consider your proposal submitted until you receive notification of receipt. A notification should be sent by noon on the same day.
10/20/2026	MoDOT will notify submitters by this date about project selection or if needed, about interviews to finalize selection.

Background

In September 2024, the Missouri Department of Transportation (MoDOT) received a Certificate of Inclusion (CI) for the Nationwide Candidate Conservation Agreement (CCAA) for Monarch Butterfly. As a partner in this agreement, MoDOT aims to establish and maintain suitable habitat for the proposed threatened monarch butterfly on a portion of rights-of-way (“adopted acres”) through the implementation of conservation measures as defined in the CCAA.

For year one of CCAA implementation in 2025, MoDOT focused on establishing adopted acres in the Central District. Adopted acres were and continue to be mapped based on existing vegetation and accessibility and are given a unique identifier for tracking using the county and route. MoDOT’s current implementation plan involves establishing approximately 2,947 adopted acres across the state annually until reaching 14,733 adopted acres by 2029. Within the adopted acres, MoDOT will conduct annual monitoring at randomly selected points following the CCAA monitoring provisions.

While monarch butterflies are the focus of the CCAA, other pollinators such as bumblebees are also impacted by habitat loss. U.S. Fish and Wildlife Service (FWS) has proposed listing several bumblebee species under the Endangered Species Act, many of which occur in Missouri. To support habitat for these at-risk bumblebees, the voluntary Bumble Bee Conservation Benefit Agreement (CBA) was developed as a complementary effort to the Monarch CCAA in the conservation of pollinator habitat. The FWS authorized the CBA in May 2026. MoDOT is evaluating the benefit of joining the CBA, and leveraging the CCAA adopted acres. Subsequently, MoDOT would like to monitor, and survey adopted acres where CCAA conservation measures have been implemented by (1) assessing changes in the plant community over time (2) identifying peak activity of bumble bee communities, and (3) timing of peak flowering of bumblebee host plants.

The outcome of this project should provide MoDOT with a better understanding of the bee species present on ROW. It should also provide information on the effects that different management practices have on those populations and their floral host plants, particularly for habitat in areas mapped as CCAA adopted acres compared with habitat outside those areas.

Objectives

The objective of this research is to evaluate the effectiveness of Monarch CCAA conservation measures in supporting bumble bee communities on acres enrolled in the Missouri Department of Transportation (MoDOT) CCAA. The approach for this research includes targeted bumble bee surveys, with the potential inclusion of butterflies and the pollen and/or nectar host plants used by these insects.

Project Requirements

Project budget is not to exceed **\$150,000**.

Within the proposal, identify the team members and estimated number of hours assigned to each task. Follow the example shown on the [website](#).

Task 1: Project Management

Researchers will facilitate a kickoff meeting with MoDOT to review the work plan, scope, and schedule; and establish a protocol for regular ongoing communication and coordination with the team. The Researchers will schedule and conduct quarterly project status meetings to review progress of the previous period and anticipated work for the next period. Meetings can be in-person or online. Researchers will also develop minutes for the kickoff meeting and each of the quarterly status meetings. The finalized work plan will detail the implementation of the following tasks as well as the resources and schedule required to carry them out.

Researchers are required to submit a [Data Management Plan \(DMP\)](#) to MoDOT two weeks after the project kickoff meeting. The plan will describe the anticipated format(s) of the researchers' data and related files they will use. The DMP should address how the researchers will use platform-independent and non-proprietary formats to ensure maximum utility of the data in the future. Please refer to the DMP fillable form on the [website](#). The DMP can be modified, as needed, throughout the life of the contract.

Task 2: Review of Requirements, Protocols, and Maps

- Review of CCAA requirements and CCAA pollinator habitat score card, accessible at <https://rightofway.erc.uic.edu/national-monarch-ccaa/>
- Review of Bumblebee Atlas survey protocols
- Review maps – Bumblebee Atlas coverage, MoDOT ROW, species ranges, adopted acre maps
- Review of selected monitoring plots in adopted acres vs plots outside adopted acres

Task 3: Develop a Survey and Documentation Plan

The Researchers will develop and submit a detailed survey and documentation plan that includes, but is not limited to:

- A clear approach to conducting Bumble Bee Atlas surveys and completing CCAA pollinator habitat scorecards over a 3 year period, including but not limited to:
 - frequency and timing of surveys,
 - approach to plant identification for habitat surveys,
 - incorporation of a brief butterfly visual-survey protocol, and
 - potential opportunities to combine Atlas and CCAA score card habitat data collection requirements.

- The number of plots to be surveyed within and outside mapped adopted acres, and the details of those plots. (MoDOT will assist in the plot selections by sharing files of the mapped adopted acres for the CCAA and reviewing plot selections.)

Task 4: Present Survey and Documentation Plan

Researchers will present the survey and documentation plan to MoDOT for approval. Researchers will need to apply for “MoDOT work in ROW” and MDC Wildlife Collecting permits after the survey and documentation plan has been submitted and accepted, and before any field surveying is started.

There will be no “lethal sampling” allowed in this research project- all pollinator identifications will have to be completed through visual and/or photographic means.

Task 5: Perform Surveys on Selected Plots

Researchers will perform surveys on the selected plots. Ideally the surveys plots will be surveyed 2-3 times per year for a 3 year period.

The surveys will include, but are not limited to;

- Landscape analysis
- Changes in plots over time
- Pollinator species identifications
- Notes on any observable implementation of conservation measures
- Raw data, photos
- CCAA pollinator habitat scorecards (including plant species identification and percent cover)

Task 6: Provide Interim Presentation of Research Findings

An interim presentation will be given by November 30th of each year of surveying.

Task 7: Develop Draft Report and Research Summary

Researchers will prepare a draft Synthesis Report and Research Summary along with all accompanying documentation identified as beneficial during the study. These drafts should be a complete Report and Summary except for revisions based on MoDOT’s review. A final report must include a completed Technical Report Documentation page. Please refer to the Publication Guidelines and summary template on the [website](#).

Task 8: Develop Final Report, Summary, and Presentation

Researchers will develop a final report detailing the tasks completed during the project, including any and all findings generated during the project’s duration. The Researchers will provide a 1-2 page research summary that states the project objectives, findings and conclusions. A presentation for MoDOT staff summarizing important or significant details of the project must

be provided. Please refer to the Publications Guidelines for the report and research summary, which can be found on the [website](#).

Project Deliverables

For templates and forms for reports and plans, visit <https://www.modot.org/information-researchers>. All documents must be Section 508 compliant (<https://www.section508.gov/> and <https://www.access-board.gov/ict.html>).

Communications

E-mail and phone communication between the Principal Investigator(s) and MoDOT contacts are required to provide on-going updates of progress throughout the project.

Data Management Plan

The plan is a formal document that describes the data that is acquired, created, or produced during the project. It specifies who owns it, who can access it, and explains how it will be described, managed, analyzed, stored, shared, and preserved during and after the project is over. Please refer to the DMP fillable form on the [website](#). The DMP can be modified, as needed, throughout the life of the contract.

Quarterly Reports

Quarterly reports should be submitted throughout the project on the 15th of April, July, October and January. The quarterly reports are not intended to replace any additional correspondence between the research team and MoDOT needed to keep the project moving. Please refer to the template on the [website](#). Quarterly reports must be submitted as Word documents.

Interim Presentation

An interim presentation shall be scheduled at the end of each year of surveys to update MoDOT on the progress and the direction of the project. The purpose of the interim presentation is to evaluate the progress and determine if any mid-project corrections are necessary.

Other Deliverables

Bumble Bee Atlas survey data submitted through Bumble Watch

Draft Final Report and Research Summary

Draft documents must be submitted as Word documents. These drafts should be complete except for revisions based on MoDOT's review. A final report must include a completed Technical Report Documentation page. Please refer to the Publication Guidelines and summary template on the [website](#).

Final Report and Research Summary

After MoDOT's review is complete and documents have been edited to MoDOT's satisfaction, final documents must be submitted as Word documents (unless otherwise instructed). Please refer to the Publication Guidelines and summary template on the [website](#).

Final Presentation

The Researcher will present the results, recommendations, and implementation ideas to MoDOT and other stakeholders. The Researcher will coordinate the meeting location and date with MoDOT. For stakeholder and agency participants, any travel and lodging fees are to be covered

by individual attendees or their firms. MoDOT and stakeholders will provide feedback, especially comments about implementation, to the Researcher.

Task-Specific Deliverables

Task	Deliverables
1	Meeting agenda, minutes, and data management plan.
2	Review of requirements and protocols
3	Survey and documentation plan
4	Survey and documentation approval
5	Surveys of adopted acres
6	Interim presentations
7	Draft final report and research summary
8	Final report, research summary, and presentation

Project Schedule

***Note the start date of this research project.**

The following is an estimate of the project timeline and information on key dates within the project, presuming the project starts **February 1, 2027**. Proposals must include a work plan with a proposed timeline. For an example of a work plan template, see the link below. Changes to the estimated project timeline below will be considered; however, timeline extensions cannot be guaranteed. If the Contractor believes the project can be completed sooner, please include a revised schedule with the proposal. The project timeline will be discussed and finalized during the kickoff meeting.

For report templates and forms, visit <https://www.modot.org/information-researchers>.

Date	Milestone
2/15/2027	A kick-off meeting with MoDOT will be scheduled by this date to discuss project requirements and deliverables. The dates of key milestones and deliverables will be determined from this meeting.
3/1/2027	The data management plan is due by this date.
11/30/2027 11/30/2028 11/30/2029	An interim presentation must be given by November 30 th , of each year of surveying.
11/30/2029	The draft final report, draft summary report, other deliverables are due by this date. The draft documents shall be submitted to MoDOT approximately two months prior to the final report.
1/31/2030	The final report, summary report, presentations, other deliverables are due by this date. The final documents shall be due approximately two months before the end of the contract. This is to allow all billing to be completed prior to the end of the project.
3/29/2030	The final invoice is due by this date and the contract ends.

Project Budget

The Offeror shall indicate below all costs for providing services in accordance with the provisions and requirements stated herein:

Cost Estimate	
Expenses	Estimated Amount
Salaries	
Benefits	
Operating Expense	
Facilities and Administration (F&A) Cost	
Miscellaneous (list-attach additional sheet if needed)	
Total	

Special Notes

- This document constitutes an RFP from qualified organizations to conduct the **TR202709 The Effects of Monarch CCAA Conservation Measures on Flowering Plant and Bumblebee Communities** study for the MHTC and MoDOT. MHTC reserves the right to reject any and all proposals for any reason whatsoever.
- The use of graduate students is allowed on the project; however, the Offeror must maintain supervision of all research and show that they are conducting a majority of the work. If a graduate student wishes to use the research as part of a thesis or dissertation prior to any publication, the Contractor must obtain written permission from the MHTC and MoDOT. Additionally, the graduate student's manuscript may not be published until after the MHTC and the Federal Highway Administration's acceptance of the final report.
- Before MoDOT enters into a contract with an Offeror for Engineering or Non-Engineering research services, the Offeror must be on MoDOT's Approved Consultant Pre-Qualification list. If the Offeror is not on the list, but desires to be considered for future research projects, follow the instructions on the Consultant Prequalification website, <https://www.modot.org/design-related-consultant-services>.
- Before project invoices can be processed, the Offeror must be registered with MissouriBUYS powered by MOVERS. Follow the instructions on [State of Missouri - Supplier Registration](#) website to get registered (if not already).
- All questions, information, data and/or manual requests regarding any aspect of the RFP details or process for submissions should be submitted to MoDOTResearchRFP@modot.mo.gov by the date and time listed in the "Project Schedule" section of the RFP. This is the only acceptable method for contact regarding the RFP and contacting MoDOT employees via other methods is prohibited. Not adhering to this rule is cause for disqualification of the proposal.
- All information technology applications must be developed using one of the approved technologies below. Contractors may not use third-party tools or software that would place licensing responsibility on MoDOT without prior review and approval of the tools and/or software by MoDOT's Information Systems Best Practices Review Team (BPRT) and IS management:
 - Application Runtime/Framework
 - * .NET 8.0, .NET 10 or .NET Framework
 - A currently supported .NET 8.0, .NET 10 or above release should be used unless there is a specific need for .NET Framework. If a .NET Framework is needed, a currently supported 4.8 release or above must be used. (See .NET and .NET Core official support policy (Microsoft.com))
 - Web applications must use either the MVC, Razor Pages or Web API framework.
 - Library dependencies used in the application should be reviewed/updated on an annual basis.
 - Programming Languages – The following are the approved programming languages that should be used for new developments:
 - * C#

- * JavaScript
- * CSS
- * HTML
- * Python* (Python is reserved for use in ESRI scripts and other small one-time uses. Large scale use of Python requires approval from BPRT. The Python programming language is incorporated into the setups of ArcGIS Desktop, ArcGIS Pro, and ArcGIS Enterprise. For other platforms a version 3.x of Python from www.python.org should be used.)
- Client-Side Software Packages
 - * All customer applications should be Web Based, browser applications. Applications should be tested and designed to use the latest IS approved browser(s) at a minimum.
- No client-side software, other than a modern browser, should be required to run the web application. Examples:
 - * No Java Applets
 - * No Silverlight
- On Premise Database Deployments – These shall be run on:
 - * Oracle 19C; or
 - * The application should be designed and maintained to run on the latest supported version of SQL server. In certain cases, Microsoft SQL Server 2016 or higher can be used if approved by the MoDOT IS Data Service Management team.
- Personal Identifiable Information (PII): No PII can be stored in any database table unless the application has a specific business need to use that data. All PII data that is stored must have approval from MoDOT’s IS Cyber Security Team.
- Accessibility: All web applications must meet the standards established in State of Missouri’s Accessibility Standard, which is based on Section 508 of the Rehabilitation Act (as amended) and Web Content Accessibility Guidelines. (See Accessibility (mo.gov).) All web applications must adhere to the W3 Web Content Accessibility Guidelines 2.1 with an “AA” level of conformance (WCAG 2.1 AA).
- Copyright and Attribution: Never use text, diagrams, photographs, audio, multimedia, program source code, script, or graphics from another author’s web pages unless the author explicitly states that it may be freely copied, or you make appropriate arrangements with the author. Vendor logos, branding, or other company endorsements must not appear if there is a supported option and there is a licensed way to eliminate them from the display.

Proposal Requirements

- Correct proposal submission is one of the evaluation criteria. If submission instructions in this section are not followed, the Offeror **risks an automatic 10-point deduction (out of 100 total points)** when points are awarded during the Proposal Evaluation Process.
- The proposal must identify the team members and their estimated number of hours assigned to each task. Follow the example shown on the [website](#).
- “**Contracting Documents**” provide further details and links to the required forms. They are available at <https://www.modot.org/information-researchers>.
- **Researcher’s Project Experience:** The proposal must clearly identify the Researcher’s experience in offering the services requested in this RFP during the past three (3) years. The description should include a list of the agencies which your organization has served during this time period or currently serves. Please highlight any work you have done with other state agencies or local governments.
- **Researcher’s Other Commitments:** The proposal must demonstrate that the organization and all members of the research team, including subconsultants identified in the proposal, will be able to meet the commitments of the proposal. A comprehensive list of commitments to other work shall be provided. This shall include staff-hour commitments and/or percentage of time committed to other work for each member of the proposed research team. If the Researcher’s team has university faculty, the proposal must show any anticipated or planned sabbaticals. Refer to the example shown on the [website](#).
- **Team Member Experience:** Please list all team members (including subconsultants) proposed to work on the project. Attach licenses, certifications and resumes for key personnel.
- **Researcher’s Client References:** Proposals should indicate the name, title, and telephone number of at least three clients within the past three years.
- Proposals must be no more than 12 pages in length with a font size no less than 12 points. This length limit does not include the Proposal Submission Form, Researcher’s Project Experience, Team Member Experience, Researcher’s Client References, Team Members and Estimated Hours per Task, and may include an optional cover letter (if included, one (1) page maximum).
- Proposals must be submitted as one combined document. The submission should only include the required documents organized in the following order: 1) Proposal Submission Form; 2) Cover Letter (Optional; 1 page maximum); 3) Body of Proposal (including work plan and project schedule); 4) Team members and Estimated Hours per Task; 5) Offeror’s Project Experience; 6) Offeror’s Other Commitments; 7) Team Member Experience; and 8) Offeror’s Client References.
- The Researcher must respond to this RFP by submitting all the information required herein for its proposal to be evaluated and considered for award. Failure to submit all the required information shall be deemed sufficient cause for disqualification of a proposal from consideration.

- Proposals will be evaluated by an agency and stakeholder team with knowledge and backgrounds in relevant areas for this project. Selection of the successful Researcher will be based on the Researcher's demonstrated knowledge in the required areas, the merit of the proposed methods, approach in achieving the desired goals, the experience and qualifications of the team, the plan for ensuring implementation of results, and the adequacy and availability of team members to complete the work in a timely manner.

Proposal Scoring Criteria

These are criteria used by the Technical Advisory Committee to review proposals.

- Expected development and outline of research problem is understood and expressed clearly in the response. The language of the narrative is straightforward and limited to facts, solutions to problems, and plans of action. Does the Researcher understand what MoDOT is asking for and provides an implementable solution?
- The proposed approach to the research problem appears feasible. Is the proposed solution doable?
- The proposal results in a sense of confidence that the Researcher could complete the task.
- An overall qualifications review provides the sense that the Researcher possesses the necessary experience, reliability and organizational expertise and personnel.
- MoDOT has experienced acceptable previous performance from the Researcher's personnel and/or organization.
- Additional value provided (offering more than RFP requires).
- For non-engineering RFP's, cost will be considered.

Contracting Requirements

Before submitting a proposal, the Researcher's organization **must be** on MoDOT's Approved Professional Services Pre-qualification List, be registered with the Secretary of State to do work in Missouri and be registered with Missouri BUYS (powered by MoVERS).

- If the Researcher is not on the prequalified list, but desires to be considered for future research projects, follow the instructions on the Professional Services Prequalification website, <https://www.modot.org/design-related-consultant-services>.
- For domestic and out-of-state businesses and not-for-profit organizations wanting to do business in Missouri, follow the instructions on the Missouri Secretary of State's website, <https://www.sos.mo.gov/business/corporations>.
- If not in MissouriBUYS already, follow the instructions on [State of Missouri - Supplier Registration](#) website to get registered.

A research proposal **cannot / will not** be considered for review if these requirements are not met.

The award for this RFP is subject to a post-award negotiated contract. If the parties are unable to agree to terms in the post-award contract, MHTC shall reserve the right to cancel the award of the RFP and contract and select a different Researcher.

The successful team will be required to complete additional documentation and enter into a contract such as a "Standard Research Agreement" or "Task Order." Applicants should be aware of these additional needs so contracting can proceed in a timely manner. A copy of the Standard Research Agreement can be found on the website at <https://www.modot.org/information-researchers>. In order to be considered by the Commission, any Researcher's desired modifications to the Standard Research Agreement / contract must be submitted with the Researcher's proposal.

As part of the eAgreements process, MoDOT uses an electronic signature tool, DocuSign, for signing agreements electronically. All parties of the agreement must agree to sign electronically in order to utilize the electronic signature option. If your proposal is selected, you will be informed about how to obtain your credentials for electronic signatures (including how to become a MoDOT vendor if you are not already).

A copy of the Standard Research Agreement, forms, attachment templates and additional information are available at <https://www.modot.org/information-researchers>.

Proposal Submission Information

Submission Deadline

Proposals must be emailed by 10 a.m. (Central) according to the time stamp on the due date indicated. Any form containing a signature line in this RFP and any amendments, pricing pages, etc., can be electronically signed or manually signed and scanned and returned as part of the proposal. Please reference the project number and title since more than one RFP may be due at a time. They are to be emailed to the Research Director at MoDOTResearchRFP@modot.mo.gov.

Submission Confirmation

You will receive an email confirmation after your proposal has been received. If you do not receive such a confirmation by noon Central on the day of the deadline, please contact us at MoDOTResearchRFP@modot.mo.gov as soon as possible. Your submission should not be considered received until you have received your email confirmation.

Public Inspection

The Researcher is hereby advised that all proposals and the information contained in or related thereto shall be open to public inspection. MHTC does not guarantee nor assume any responsibility whatsoever in the event that such information is used or copied by individual person(s) or organization(s). Therefore, the Researcher must submit its proposal based on such conditions without reservations.

Clarification of Requirements

Any and all questions regarding specifications, requirements, competitive procurement process, or other questions must be directed to the Research Director at MoDOTResearchRFP@modot.mo.gov by the date and time listed in the project schedule.