



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)

07/25/2024

Dear Consultant:

The Missouri Highways and Transportation Commission is requesting the services of a consultant 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, September 3, 2024 at the appropriate office.

Sincerely,

Kenneth Voss, P.E.
State Design Engineer

Attachment

Central Office
Jonathan Nelson
Missouri Department of Transportation
830 MoDOT Dr
Jefferson City, MO 65102

Contact
Katy Harlan
573-526-4293
katy.harlan@modot.mo.gov
Email responses are encouraged

Job No:	SP25125S
Consultant Services Required:	See attached scope of services
Other Comments:	Interviews or presentations will not be required for the consultant selection. Tentative Date of Consultant Selection – 09/03/24

Rating Criteria w/Weighted Values

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	<u>10 Points Max</u>
	100 Points Max Total

Scope of Services

Consultant services are requested to update the Vulnerable Roadway User (VRU) Assessment, found in Exhibit 1. This will be in accordance with federal laws to update this assessment along with the update to the Missouri Strategic Highway Safety Plan (SHSP). This requirement determines the length of the contract. The final version of the updated assessment will need to be completed by September 30, 2025.

The update to the VRU Assessment will include an update to the crash data, infrastructure information, possible countermeasures, high risk locations, maps, and holding and scheduling consultation. The consultation is the participation of local entities to get their input and be able to address their concerns with the assessment. Any local that is considered high risk must be consulted. These consultations can include multiple local entities in one meeting and can be held in-person, or virtually. Additional information about the requirements of the assessment can be found in the memorandum provided by the Federal Highway Administration (FHWA), found in Exhibit 2.

Progress updates will be needed on a quarterly basis, but may be more frequent depending on the current needs of the project. A presentation of the update to the assessment shall be completed and further updates made based on comments.