

Information to submit for pre-qualification

1. Statement of Qualifications (SOQ)
2. Register to do business in MO
3. E-verify
4. Financial Information
5. Take Basic Federal Aid Training Course (LPA Consultants Only)
6. Bridge Forms (MoDOT Bridge Consultants Only)

For more information

General Questions

MoDOT Design Division
PO Box 270
105 West Capitol Avenue
Jefferson City, MO 65102
573.751.2876

Overhead Rate and Financial Questions

MoDOT Audits Division
573.751.7446

Consultant Services Web Page

[www.modot.org/business/
consultant_resources](http://www.modot.org/business/consultant_resources)



Engineering Consultant Services

for MoDOT and LPA





Consultant Pre-Qualification

What. The Missouri Department of Transportation (MoDOT) is requiring financial pre-qualification for engineering, architectural and land surveying firms who provide professional services for MoDOT and/or Local Public Agencies (LPA). Pre-qualification is based on financial information and not solely on experience.

Why. The pre-qualification process was developed to comply with the new AASHTO Guidelines published in the Uniform Audit & Accounting Guide 2010 Edition, which is a tool to assist firms with compliance to the Code of Federal Regulations (CFR). It is beneficial for all firms to be pre-qualified in that it reduces future paperwork for the firm when they are awarded projects.

Who. All prime consultants must be pre-qualified. Sub-consultants are not required to be pre-qualified but it is encouraged. Sub-consultants performing work greater than \$25,000 are *strongly* encouraged to become pre-qualified.

When. This requirement goes into effect January 1, 2013. All prime consultants providing professional services to MoDOT or LPA's must be pre-qualified by this date.

How. For a step-by-step process on how to become pre-qualified go to MoDOT's Consultant Services Webpage. For more detailed information, please see the Consultant Pre-Qualification Process How-to-Tutorial posted on this webpage.

Where. MoDOT Consultant Services Webpage: www.modot.org/business/consultant_resources/consultant_home.htm

MoDOT Consultant Services Webpage

The Consultant Services Webpage contains the following information:

- Recent News
- Engineering Policy for MoDOT and LPA
- Solicitations for MoDOT and LPA
- Pre-Qualification Requirements
- Sub-consultant Requirements
- Disadvantage Business Enterprise (DBE) Info

Engineering Policy Guide (EPG)

- <http://epg.modot.mo.gov>
- EPG 134 Engineering Professional Services (MoDOT)
- EPG 136 – LPA Manual (136.4 Consultant Selection)

Software Requirements

- **Bid Tabs Pro Plus** – Consultant providing project estimates for MoDOT projects must use Oman Systems Bid Tabs Pro Plus or compatible software. Please note this is not a requirement for LPA projects.
- **Microstation** – See EPG 237.14
- **GEOPAK** – See EPG 237.14

Qualifications Based Selection

Federal Law (23 CFR 172.3) commonly known as the Brooks Act specifies that DOT's and LPA's must use QBS when procuring engineering related services when utilizing federal funds.

All procurements of engineering related services are done based on qualifications and NOT price.

Solicitation for both MoDOT and LPA projects can be found on the MoDOT Consultant Services Webpage.

ACEC Missouri strongly supports the QBS process.

