



November 1, 2016

Dear Consultant:

Missouri's Local Program representatives request the services of consulting firms to perform on-call professional services as described on the following pages. This solicitation is for Missouri's Local Program (LPA) and **not for MoDOT** on-call services. A list of prequalified consultants will be created from this solicitation for LPA's to choose from for projects that fit the requirements of each category with a \$100,000 limit.

If your firm would like to be considered for these LPA consulting services, you may express your interest by responding **via email** to the MoDOT Central Office - Local Program Administrator, which is indicated on the following pages. *Your firm must submit separate letters of interest for each work category accompanied by the cover sheet for each work category provided on the following pages.* The letter of interest should contain any information which might help us in the selection process, including why your firm is qualified to provide the services. Limit the letter of interest to no more than three pages plus the cover sheet. Please submit your company brochure and/or marketing materials to be shared with the LPA's, this material will be limited to 4 pages. Your company information will not count against the letter of interest page limit. A page is defined as one side of 8 1/2" x 11" sheet of paper. Listed below are the submittal requirements in electronic format:

- Cover Sheet for each category
- Letter of interest for each category (3 page max per LOI)
- 3 Company Reference Forms for each category
- Company Brochure (4 page max)
- Submittal documents must be submitted in Times New Roman in 12pt font

We encourage DBE firms to submit letters of interest for categories in which they are qualified. DBE firms must be certified by the Missouri Department of Transportation.

Missouri's Local Program Advisory Committee together with MoDOT will evaluate firms based on: General Experience of Firm, Past Performance, Qualifications of Personnel, Familiarity/Capability, and Accessibility. The scoring criteria weighted values are indicated on the following pages. Firms that are not current on all of the required LPA prequalification categories found in [MoDOT's Approved Consultant Prequalification List](#) at the date of the solicitation expiration will be considered non-responsive. Firms not submitting the required three company reference forms per category will be considered non-responsive.

All letters must be received by 3:00 pm, December 15, 2016 via email. Only those letters of interest received by the deadline will be considered.

The following pages outline additional information for potential on-call consultants. Please note that selection of your firm to be included in the LPA On-Call Consultant List does not guarantee work.

Sincerely,

A handwritten signature in black ink, appearing to read "Kenny Voss".

Kenny Voss, P.E.  
Local Program Administrator

Attachments



## **WORK CATEGORY DESCRIPTIONS**

*Please note: All design related work that may result from this solicitation must conform to standards set forth by the local agency and meet the requirements of State and Federal Law.*

### **Roadway Design**

This category of work is defined as the production of competently engineered highway plans and related design studies. The work generally includes widening, resurfacing, pavement reconstruction, utility design and coordination, right of way, environmental clearance, traffic signals and lighting, general lighting, surveying, sidewalks and trails (as part of a roadway design contract), and parking lot design but may include other work as related to roadway design.

### **Trails & Sidewalks**

This category of work is defined as the production of competently engineered trail and pedestrian use facilities, environmental clearance, right of way, signal and lighting, landscaping and beautification but may include other work as related to trail and sidewalk design. Landscape Architects will be eligible for consideration in this category.

### **Construction Inspection**

This category of work is defined as managing, documenting and inspecting projects associated with the construction of a new and/or modified existing facility. The work may involve the identification and resolution of issues relating to materials, work, progress, change orders and disputes. It may also include geotechnical work, sampling and testing, attending construction related meetings and reviewing shop drawings, but may also include other work related to construction inspection.

### **Traffic Engineering & TEAP**

Traffic Engineering in this category is defined as design of improvements intended to relieve traffic problems, such as signalization, signing, lighting and pavement markings. Traffic Engineering Assistance Program (TEAP) in this category is defined as studies that may include corridor safety and/or operational analysis, intersection(s) safety and/or operational analysis, speed limit review, sign inventory, pedestrian/bike route analysis, parking issues, and other traffic studies (See EPG 136.3.8.10 for further guidance on TEAP)

### **Structures**

This category of work is defined as the production of competently engineered structural plans. The work generally includes plans production, detailing, hydraulic studies, geotechnical work, survey, cost comparisons, environmental clearances, right of way and may include other work related to bridge design.



## SCORING CRITERIA

Prequalification	Pass/Fail
3 Company Reference Forms	Pass/Fail
General Experience of Firm	20 Points Max
Past Performance	35 Points Max
Qualifications of Personnel	15 Points Max
Familiarity/Capability	20 Points Max
Accessibility	<u>10 Points Max</u>
	100 Points Max Total

## SCORING CRITERIA DEFINITIONS

**Prequalification** – Firm must be listed on MoDOT’s Approved Consultant Prequalification List prior to this solicitation expiration date.

**3 Company Reference Forms** – The firm must get 3 Company Reference Forms filled out by 3 separate LPAs for each category that they are interested in. The form is attached to this solicitation and should be converted to the LPA letter head. Please include information such as Job Number, Year the project was designed and personnel involved in the project. The entity responsible for rating the firm on the Reference Form should sign the form, not the consulting firm.

**General Experience of Firm** – The consulting firm will be evaluated for experience on similar and related type work it has performed. This information should be included in the firms Letter of Interest (LOI). The firm will also be evaluated on years of experience doing this type of service along with feedback from references.

**Past Performance** – The consulting firm will be evaluated on their past performance on similar projects for cities, counties, MPO’s and other entities. The firm must indicate if past projects were federally or locally funded. Consideration will be given to feedback from references and the quality of past work.

**Qualifications of Personnel** – The consulting firm will be evaluated based on the qualifications of employees in the firm. Consideration will be given to extensive experience in the particular type of work.

**Familiarity/Capability** – The consulting firm will be evaluated on the firms familiarity with federal projects and ability to deliver federal projects that are compliant with federal law.

**Accessibility** – Priority is given to firms with a previously established record of responsiveness to their clients’ needs.



### **ANTICIPATED TIMELINE**

November 1, 2016 – December 15, 2016 - Solicitation Period  
December 16, 2016 – February 1, 2017 – LPA Advisory committee/MoDOT review of submittals  
February 15, 2017 – Anticipated announcement date of selected consultants  
March 1, 2017 – New consultants added to the LPA on-call list

### **QUESTIONS?**

Direct any questions/comments to: Melissa Wilbers at [Melissa.Wilbers@modot.mo.gov](mailto:Melissa.Wilbers@modot.mo.gov) or at 573-522-9731 or MaryAnn Jacobs at [MaryAnn.Jacobs@modot.mo.gov](mailto:MaryAnn.Jacobs@modot.mo.gov) or at 573-751-2807

### **COMPANY REFERENCE FORMS**

Three (3) Company Reference Forms, including cover sheets, must accompany each category the firm is interested in. The forms must be filled out by a local agency where the firm has had past projects, including Job Number, year the project was designed and personnel involved on that past project. The local agency will provide a reference based on the past experience with the firm on specific projects.

### **COMPANY BROCHURE**

All categories of work are being solicited as a statewide category. If your firm desires to only work in a particular area of the state, please indicate this in your company brochure so the local entity will be aware of during a future selection.

---

## **CONTACT INFORMATION FOR SUBMITTAL PACKAGES**

Send all responses to:  
[LPAoncall@modot.mo.gov](mailto:LPAoncall@modot.mo.gov)  
(This will go to MoDOT Central Office –  
Local Programs Administrator)

*\*Note: MoDOT will send a confirmation email back to firms indicating receipt of submittals.*



**Missouri's  
Local  
Program**  
*for community  
development*

## COVER SHEET

(This must accompany your firm's letter of interest and does not count in the page limit)

Firm's Full Legal  
Name: \_\_\_\_\_

Firm Contact Name: \_\_\_\_\_

Contact Email  
Address: \_\_\_\_\_

Firm's Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Work Category: (choose all that apply)

- Roadway Design
- Trails & Sidewalks
- Construction Inspection
- Traffic Engineering & TEAP
- Structures



**Missouri's  
Local  
Program**  
*for community  
development*

## COMPANY REFERENCE FORM

Firm's Name: \_\_\_\_\_

Local Agency Name: \_\_\_\_\_

Local Agency Phone Number: \_\_\_\_\_

Signature & Title of **Rater**: \_\_\_\_\_

General Project Description/Type:

Work Category:

- Roadway Design
- Trails & Sidewalks
- Construction Inspection
- Traffic Engineering & TEAP
- Structures

Timeliness:

- Below Average
- Average
- Above Average
- Excellent

Work Quality:

- Below Average
- Average
- Above Average
- Excellent

Overall Rating:

- Below Average
- Average
- Above Average
- Excellent

General Remarks/Comments: