

REQUEST FOR PROPOSAL

I-70 FIRST TIER ENVIRONMENTAL IMPACT STATEMENT IN JACKSON COUNTY

This document constitutes a request for sealed proposals from qualified individuals and organizations to develop a First Tier Environmental Impact Statement (FTEIS) for Interstate 70 within Jackson County as described in this Request for Proposal (RFP). Organization of this RFP is as follows:

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I. INTRODUCTION & BACKGROUND

In August 2000, the Missouri Department of Transportation (MoDOT) initiated the Major Investment Study (MIS) for the I-70 corridor in Jackson County. This study covered 28 miles of the I-70 corridor from Downtown Kansas City's Central Business District (CBD), referred to as the "Loop", eastward to the intersection of State Routes F/H located in Oak Grove. The I-70 MIS established the following six goals that characterized the overall transportation needs throughout the I-70 Study Area:

- Improve safety
- Maintain mobility
- Restore and maintain existing infrastructure
- Increase modal choice
- Improve accessibility to surrounding communities
- Preserve and enhance the built and natural environment

The I-70 MIS has identified a variety of conceptual strategies to address these goals. Interested firms should be familiar with the goals and conceptual strategies of the MIS, which are available on MoDOT's website at www.modot.mo.gov/kansascity/major_projects/i70studies.htm .

The I-70 MIS is nearing completion and MoDOT is now looking forward to a FTEIS for the I-70 corridor. The FTEIS will cover a 19-mile section from the state line through the Downtown CBD Loop to east of the I-470 interchange. The remaining 9-mile section of the I-70 MIS overlaps with the study limits for the statewide I-70 second tier environmental studies, known as Improve I-70, SIU#1,

which is currently underway. Information on the overlap area can be found at www.improvel70.org.

The FTEIS will be developed in accordance with all applicable federal regulations and guidelines. The FTEIS will satisfy the National Environmental Policy Act (NEPA) requirements of this type of document.

Initially, the FTEIS will confirm the MIS goals, or the purpose and need for the project and then establish a range of solutions that will, at a minimum, include the strategies developed in the I-70 MIS. Feasibility of all possible solutions will be determined. The selected consultant will be given traffic counts and data from the adjusted MARC traffic model that has been prepared by the MIS. All decisions will be based on an intense public involvement campaign, numerous meetings with all involved agencies, discussion with communities within the corridor, analysis of the MIS and an overview of the environmental and cultural resource constraints. As the strategies are narrowed down, the FTEIS will analyze a range of alternatives within the remaining conceptual strategies with more detailed environmental and cultural resource information and will recommend a preferred strategy. As appropriate, the FTEIS will define sections of independent utility within the corridor, determine the environmental classification of each section and prioritize sections based upon need for the second tier action.

The NEPA process for the FTEIS will be completed by obtaining a Record of Decision (ROD). Public and agency involvement along with the document preparation is considered key in this process.

II. PROPOSAL SUBMISSION & DUE DATE

Proposals in response to this request must be received by 2:00 p.m. CST, Monday, October 18, 2004 at the address listed below. Proposals received after this time will be returned unopened. No submission of proposal by facsimile (FAX) machine or by e-mail will be accepted.

This request for proposals does not commit MoDOT to award a contract, to pay any costs incurred in the preparation of a response to this invitation, or to procure or contract for services or supplies. MoDOT reserves the right to accept or reject any or all responses received as a result of this request, or to cancel this request in part or in its entirety if deemed in the best interests of MoDOT. All proposal material submitted shall become the property of MoDOT.

If your firm wishes to be considered for this project, ten (10) copies of the proposal should be received at the following address by the time specified above:

Mr. Dave Nichols, P.E.
Director of Project Development
Missouri Department of Transportation
105 West Capitol Avenue, P.O. Box 270
Jefferson City, Missouri 65102-0270
Attn: Kathy Harvey, P.E.

All questions concerning this RFP should be directed to: Ms. Kathy Harvey at (573) 526-5678. FAX number is (573) 522-1973. E-mail address is kathryn.harvey@modot.mo.gov.

III. PROPOSAL CONTENTS

The proposal should not exceed 10 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. The front and back covers, transmittal letter, table of contents, organizational chart and resumes are not included in the page count. Proposals should be arranged in the order detailed below. While these items provide a general description of what is expected in the proposal, it is not meant to limit or exclude other pertinent information from being included.

A. Letter of Transmittal:

A brief summary of the key points of the proposal and approach to accomplish the work. Name and address of the firm as well as the project manager should also be included.

B. Table of Contents

A table of contents should be provided to reference key items, charts and tables in the proposal.

C. Management Summary:

A management summary that states in succinct terms the consultant's understanding of the project to be performed and a narrative description of how you propose to accomplish the work along with a narrative description of the methodology expected to be followed to meet the General Scope of Work in this RFP.

D. Qualifications and Experience:

Experience with development of complex corridor projects through the EIS process, familiarity with the National Environmental Policy Act and a satisfactory record of performance should be substantiated. Staffing proposed for this project should be discussed along with their resumes indicating qualifications,

experience and recent projects. This section shall include the following as a minimum:

1. Descriptions of recent environmental studies in which the key staff presented for this proposal played a significant role, and which demonstrates their capacity to produce a FTEIS for the 19-mile section of the I-70 corridor within the time frame established in this RFP.
2. Description of other major environmental documents, such as Final Environmental Impact Statements prepared by your firm, which demonstrate your firm's ability to produce documents for corridors of this magnitude in the short time frame established in this RFP.
3. References for the projects listed above, i.e. contact name, agency, address and telephone.
4. General discussion of the type of work for which sub-consultants would be utilized if your firm were selected.
5. Current workloads and future commitments for the project manager and other key staff should be discussed.

E. Project Work Program and Schedule:

MoDOT requires the recommendation of a preferred strategy for the I-70 corridor by June 2, 2005. Completion of the Draft FTEIS is required by July 15, 2005. Completion of the Final FTEIS and receipt of an approved ROD will be required by December 30, 2005. The proposal shall contain your proposed schedule, management plan and manpower commitment for meeting these dates. If your firm does not believe it has the ability to commit the adequate resources necessary to meet these dates, please do not submit a proposal for this work.

F. Appendix:

A chart showing the organizational structure proposed with the project manager and other key staff identified along with their resumes and targeted responsibilities. Resumes included should be limited to those key personnel who will be committed to this project.

IV. GENERAL SPECIFICATIONS

The following are general specifications required for all proposals. Your firm, if selected will be expected to comply with these requirements.

A. Title VI Requirements:

Section 6.01 of Title VI of the Civil Rights Act of 1964 states the following:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

The Missouri Department of Transportation, in accordance with Title VI of the Civil Rights Act of 1964, 78 Statute 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations (CFR), US Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all responders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit proposals in response to this invitation to submit a proposal and will not be discriminated against on the grounds of race, color, age or national origin in consideration for an award.

The successful responder under this RFP will be expected to comply with all Federal Title VI requirements, shown in the appendix, and execute a “US Department of Transportation Title VI Assurance” statement.

B. Disadvantaged Business Enterprises (DBE) Goal:

Your proposal should indicate how your firm would utilize a DBE firm(s) as a part of the project team. DBE firms must be certified by the Missouri Department of Transportation in order to be counted as participation towards an established DBE Goal.

C. Qualified Personnel

The successful firm must understand that it is expected to provide qualified personnel to accomplish each portion of the work associated with this project. MoDOT will maintain the right to request the removal of any person found, in its opinion, during the course of work on this project, to be unqualified to perform the work. MoDOT also expects the consultant will dedicate the appropriate number of staff to this project to ensure the target dates of this contract are met.

D. Status or Progress Reports

Bi-monthly (two times per month) progress reports will be required. Also, conferences are to be arranged at strategic milestones to review and discuss specific aspects of the projects.

E. Contract Costs and Progress Payments

After selection, an actual cost, plus fixed-fee contract will be negotiated to provide these services. Invoices may be submitted for services performed no more frequently than monthly. Payment of invoices will be based on the actual costs incurred for that time period plus a proportional percentage of the fixed fee which is representative of project progress as of that date. Actual costs will be paid up to the contract ceiling. No costs above the contract ceiling will be paid without prior execution of a supplemental agreement. MoDOT will not make any advance deposits or payments for costs that have not already been incurred.

F. Standard Consultant Contract Clauses

The Missouri Highways and Transportation Commission shall enter into a binding written and executed Agreement with the successful consultant firm to perform the work requested in this RFP. That Agreement will be prepared in the form of MoDOT Design Unit's standard consultant agreement, including its standard terms and conditions. MoDOT anticipates that each firm submitting a proposal will be familiar with this standard consultant agreement, and its terms and conditions. That is why they are not reprinted here. If any firm wishes to obtain a copy of that standard consultant agreement form before submitting its proposal, please contact Ms. Kathy Harvey, MoDOT Technical Support Engineer, Phone (573) 526-5678, or Fax (573) 522-1973.

V. GENERAL SCOPE OF WORK

The overall objective of this project is to obtain a Record of Decision (ROD) on a First Tier Environmental Impact Statement (FTEIS) for the Interstate 70 corridor in Jackson County from the state line, through the Downtown CBD Loop, to east of the I-470 Interchange. The assumptions, procedures, data and decisions made which culminates in the successful completion of this project must be sound and clearly documented.

According to NEPA regulations, the first tier Environmental Impact Statement (EIS) would focus on broad issues such as general location, mode choice, known environmental and cultural resource constraints, area-wide air quality and land use implications of the major alternatives.

The FTEIS will be prepared based on the Major Investment Study (MIS) for the I-70 corridor in Jackson County. The feasibility of the conceptual strategies of the I-70 MIS will be determined in the FTEIS. The conclusion of the final FTEIS will be to obtain a ROD. In general, the final FTEIS will produce the following:

- Approval of general concept (i.e., preferred strategy) for improving I-70, including a prioritization plan for the corridor.

- Identification of the Sections of Independent Utility for the second tier studies, including an action plan for the completion of the environmental process.
- Documentation that can be referenced by second tier studies to eliminate repetitiveness and record the first tier decision.
- Development of agency and public consensus for the overall improvement plan.

Tasks for development of the FTEIS shall include, but are not necessarily limited to the following:

1. Intensive public involvement campaign. We estimate one meeting per municipality or neighborhood association impacted by the corridor initially to obtain preliminary input. Ongoing public involvement will be necessary during the preparation of the FTEIS.
2. Meet with all affected agencies as frequently as necessary to identify their issues and concerns prior to the recommendation of a preferred strategy on June 2, 2005. After that point, meetings as necessary to complete the FTEIS within the schedule contained in this RFP.
3. Periodic meetings with leaders from all affected communities and MoDOT central office management.
4. Benefit/Cost analysis of the preferred strategy.
5. A proposed schedule to meet the identified needs of the corridor for design and construction activities, including recommendations on the preparations of a Second Tier Environmental Document and prioritization of the activities.
6. Recommended methods of traffic control.
7. Interim requirements on the existing system and any necessary improvements to adjacent facilities.
8. Estimates of a range of construction costs for each alternative and the preferred strategy shall be developed to enable planning.
9. Approval of a FTEIS by the Federal Highway Administration and issuance of the ROD.

VI. PROPOSAL EVALUATION CRITERIA

MoDOT will evaluate firms interested in performing the work based on information contained in proposals received by the specified due date and any previous work experiences with MoDOT (if applicable). Interested firms will be evaluated according to the following considerations:

- A. Specialized experience and technical competence of the consultant and assigned staff relative to the task requirements and scope of work outlined, specifically as related to the following:
 - 1. Consulting Firm
 - 2. Project Manager
 - 3. Other assigned staff

- B. Understanding the nature of the project.
 - 1. Understanding of requirements and regulations governing the preparation of a FTEIS under NEPA.
 - 2. Understanding the scope of work required.
 - 3. General organization and clarity of the proposal.

- C. Working arrangements with MoDOT
 - 1. Assignment of Project Manager to this project and commitment of staff.
 - 2. Accessibility for consultation between project manager and MoDOT staff.
 - 3. Number of staff, and type of expertise of staff available to be committed to this project.

- D. References reflecting previous work experience of the project manager and satisfactory accomplishment of contract responsibility.
 - 1. Previous work experience with the department (if applicable).
 - 2. Quality of final work products.
 - 3. Ability to meet work schedules.
 - 4. Responsiveness to client input.

VII. SELECTION PROCESS

The evaluation of proposals based on the criteria listed above will be used to arrive at a short list of firms in accordance with MoDOT's consultant selection process. The short-listed firms will then be required to participate in an interview with a MoDOT selection committee. An hour will be allotted for each firm during the interview. The consultant will be given 10 minutes for a brief opening statement and the introduction of their team. Thirty minutes will be assigned to responding to specific questions from the interview committee. The consultant will then be given ten minutes to summarize their proposal and make closing comments. The selection committee will then take ten minutes to privately discuss their observations. The consultant will not be allowed to bring into the interview exhibits, slides or Power Point presentations. The committee members will have the previously prepared proposal and the department may provide some general location maps for orientation. At the conclusion of all interviews, the selection committee will select one firm with which to begin negotiating a contract. Negotiations will include selection of any sub-consultants required based on the final scope of services.

MoDOT reserves the right to negotiate a contract with any respondent. If a contract cannot be successfully negotiated with the selected firm within the time specified below, MoDOT will select another firm with which to begin negotiations.

PROPOSED SCHEDULE

Proposals Due	October 18, 2004
Notification of Selection for Interview	October 22, 2004
Interviews	November 9, 2004
Notification of Selection	November 12, 2004
Contract Negotiations	November 15, 2004 – January 5, 2005
MHTC Approval of Contract (N.T.P)	January 14, 2005
Record of Decision	December 30, 2005

VIII. APPENDIX

Appendix

Affirmative Action Checklist

Federal regulations require that any firm (with 50 or more employees) soliciting a federally funded contract must have an affirmative action program. You may provide a copy of your program and reference appropriate pages.

1. Date plan was adopted.
2. Name of affirmative action officer.
3. Statement of commitment to affirmative action by the Chief Executive Officer.
4. Designation of an affirmative action officer, assignment of specific responsibilities, and to whom he/she reports.
5. Outreach recruitment.
6. Job analysis and restructuring needed to meet affirmative action goals.
7. Validation and/or revision of examinations, educational requirements and any other screening requirements.
8. Upgrading and training programs.
9. Internal complaint procedure.
10. Initiating and ensuring supervisory compliance with your affirmative action program.
11. Survey and analysis of entire staff by department and job classification and progress report system.
12. Recruitment and promotion plans (including goals and timetables).

Any firm with less than 50 employees may submit a copy of its current EEO Commitment Statement by the Chief Executive Officer.