|  |  |  |
| --- | --- | --- |
| Consultant Selection & engineering services contract (esc) Submittal checklist | | |
| **LPA to Develop RFQ** | Determine the Scope of Services needed – See Fig. 136.4.7 for sample scopes of service. **\*\*Note the LPA cannot ask a consulting firm to provide scopes of service free of charge!\*\*** | □ |
| Prepare Draft RFQ – See Fig 136.4.7 for sample solicitation. | □ |
| If using MoDOT’s Sample RFQ: | |
| Fill out entire sample but leave the DBE Goal blank because MoDOT External Civil Rights Division will determine this. | □ |
| Fill out the sample cover letter and place it on the LPA’s letter head. | □ |
| Not using MoDOT’s Sample RFQ – must include the following: | |
| Scope of Services | □ |
| Rating Criteria with weighted values associated with each criteria | □ |
| Due Date & Time (2 weeks from the date of posting to MoDOT website) | □ |
| DBE Goal (but left blank until MoDOT determines this) | □ |
| Cover letter with: | □ |
| Federal Aid Number | □ |
| Letter of Interest should be no more than XX pages statement | □ |
| DBE Firms must be listed in the MRCC Directory statement | □ |
| Statement of Qualifications (SOQ) request from firms who submitted letters of interest, if not already on file with the LPA. | □ |
| Statement saying that the letter of interest must also include the E-Verify MOU & Affidavit of Compliance | □ |
| Contact Name & Phone Number | □ |
| **Post the RFQ** | Local Agency to send Draft RFQ to MoDOT District Representative for review and for determination of the DBE Goal. | □ |
| RFQ to be revised to include the determined DBE Goal | □ |
| The RFQ will be posted for 14 days minimum on MoDOT’s website.  Dates the RFQ was posted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ |
| **LPA collect Letters of Interest** | LPA to gather up all letter of interest submitted after the 14 day notification has expired. | □ |
| LPA received 3 or more letters of interest. If not, consider re-advertising. | □ |

|  |  |  |
| --- | --- | --- |
| **LPA to rate the firms** | Rate at least 3 firms that submitted letters of interest. It is recommended that the LPA rate 6 or 7 firms if applicable. (MoDOT cannot rate the firms) | □ |
| Add up all scores and determine at least the 3 most qualified firms for consideration. | □ |
| Hold personal interviews with top 3 rated firms (optional) | □ |
| Select most qualified firm | □ |
| **LPA verifications** | LPA to verify that selected firm is prequalified with MoDOT. For the most up-to-date list visit [MoDOT’s Approved Consultant List](https://www.modot.org/consultant-prequalification-list). | □ |
| **Pre-negotiation Estimate** | LPA develops a pre-negotiation estimate based on tasks and work hours of similar previous projects. | □ |
| **Engineering Contract Negotiations** | LPA negotiates Engineering Services Contract (ESC) with selected firm**. \*\*NOTE: the LPA and the selected firm cannot negotiate any new scope into the contract that was not advertised in the RFQ\*\*** | □ |
| **Engineering Contract Completion** | LPA & selected firm fill out ESC (Fig 136.4.1). | □ |
| If the consultant and LPA choose not to use Fig 136.4.1 (template contract), then the LPA and Consultant must fill out and sign the Conflict of Interest Disclosure Form Fig 136.4.15 | □ |
| **Engineering Contract Submittal to MoDOT** | Submit **Unexecuted** Engineering Services Contract | □ |
| If the contract in Fig 136.4.1 is not used, a statement from the LPA verifying that they understand increased liability and if federal and state requirements are not followed, federal funds could be jeopardized. | □ |
| LPA statement regarding the necessity to utilize a consultant for performing the work. | □ |
| Submit cover letter found in Fig. 136.4.9 | □ |
| Confirmation that Statement of Qualifications (SOQ) was received from firms who submitted letters of interest, if not already on file with the LPA. | □ |
| Submit all rating sheets used in the selection of firms. | □ |
| Submit rating criteria used in the selection of firms**. \*\*NOTE This should match the criteria that was advertised in the RFQ.** | □ |
| Submit pre-negotiation estimate. | □ |
|  |  |
| **Engineering Contract Execution** | Consultant and LPA execute contract and submit to MoDOT District Representative. | □ |
| LPA shall not give the firm notice to proceed until FHWA has given funding obligation. MoDOT District Representative will notify the LPA when FHWA has done this. \*\*NOTE: Any work performed PRIOR to PE funding obligation will not be eligible for Federal reimbursement. | □ |
| **Notice to Proceed** |  |  |