**Division**

TO: Professional Services Committee

CC: Dennis Heckman–br

 Renate Wilkinson-tp

FROM:

 District Engineer or Division Engineer

DATE:

SUBJECT: Division

 Route (     ), (     ) County

 Job No. (     )

 PSC Approval to Solicit Consultants

Project Description - This project will provide for the improvement of      (length) of Route in       County from       (termini) to      (termini).

Fiscal Year project to be awarded.

Amount of estimated construction cost.

State or Federal Assistance PE Contract

Amount of PE in STIP (attach STIP or Amendment Page and SIMS project summary or project budgeting page.)

Amount of PE in TIP (attach TIP Page for all MPO projects.) Budget Cap.

**Cost Share/Cost Participation Agreement [ ]  yes [ ]  no**

**If yes: Entity(ies) and financial commitment:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MoDOT FY2012 $\_\_\_\_\_\_\_ FY2013 $\_\_\_\_\_\_ FY2014 $\_\_\_\_\_\_\_**

Funding Request – Please check one funding source

[ ]  DBC

[ ]  Operating Budget

[ ]  Special Funds

[ ]  ITS

[ ]  Other ( *Name Funding Source* )

Scope of Services - The consultant will provide professional, technical and other personnel, equipment, material, and all other things necessary for preparing      (*scope of services*). This contract will include the following services (Check all that apply):

#### [ ] Photogrammetry

[ ] Surveying

[ ] Bridge Design

[ ] Roadway Design

[ ] Geotechnical

[ ] Environmental

[ ] Historic Preservation

[ ] A large amount of public involvement by the consultant; presentation required

[ ] Interviews will be conducted with consultant for selection process; required for EA, EIS, MIS, projects

DBE Requirements - This contract will have a DBE goal of      %.

Period of Service - The consultant will complete the scope of services within      (*number*) calendar days from the issuance of the notice to proceed inclusive of necessary review time.

Cost - Total estimated cost for these services $     (*estimated contract ceiling*).

Selection Process: [ ] Standard Solicitation

[ ] Modified Solicitation

[ ] Interviews

[ ] Presentations

Selection Schedule: Solicitation response date

Notification of shortlist date

Date of interviews or presentations

Date of selection

Execution of Contract by date

Incentives and Disincentive used on this contract:

[ ] Dis/Incentive for ROW Plans being late

Check all
that apply

[ ] Dis/Incentive for PS&E being late

[ ] Dis/Incentive for Programming Estimate inaccuracies

Division Liaisons involved in project review:

 Design Liaison Engineer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Bridge Structural Engineer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Division Approval (Traffic, Environmental, etc) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Interviews are required for this project

APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#####  Chair, Professional Services Committee

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573.751.2551

Fax: 573.751.6555

1.888.ASK MODOT (275.6636)

Date

Dear Consultant:

The Missouri Highways and Transportation Commission is requesting the services of a consulting engineering firm 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 two pages. This letter should include a statement to indicate why your firm is interested in the project. It should also include any other information which might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, and other projects your company has recently completed or are now active. We will utilize the consultant information already on file so we will not need a lengthy submittal of other general company 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.

MoDOT will evaluate firms based on a) practical design b) experience and competence, c) the capacity of the firm to perform the work in the timeframe needed, d) past performance, and e) proximity to and familiarity with the project area.

We request all letters be received by 3:00 pm, Month, Day,Year at the appropriate office.

Sincerely,

Kathy Harvey

State Design Engineer

Attachment

cc: District Engineer-d#

 Mr. Dennis Heckman-br

 District DE Engineer

 **DISTRICT OFFICES**

District (NE, NW KC, CD, SL NE, or NW)

Name – District Engineer

Missouri Department of Transportation

District Address

City, State ZIP

Contact

PM Name

PM Phone

PM email address

Email responses are encouraged

**District #**

|  |
| --- |
| **County, Route** |
| **Job No:** |  |
| **Location:** |  |
| **Proposed Improvement:** |  |
| **Length:** |  |
| **Approximate Construction Cost:** |  |
| **DBE Goal (if applicable)** | Delete row if state funded |
| **Consultant Services Required:** |  |
| **Other Comments:** | Interviews (or presentations) will be conducted with the short listed firms.The Consultant Short List will be posted to the webORInterviews or presentation will not be required for the consultant selection.Tentative Date of Consultant Selection-DATEThe PM can add any comment necessary to further clarify the solicitation |