

# MEMORANDUM

## **Missouri Department of Transportation**

**Division**

**Location**

**TO:** Professional Services Committee

**CC:** Transportation Planning Director–tp

 State Bridge Engineer-br

**FROM:**

 District Engineer or Division Engineer

**DATE:**

**SUBJECT:** Division

 Route      ,       County

 Job No.

 PSC Approval to Solicit Consultants

Project Description (physical 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.

**Funding Request**

MoDOT’s commitment for the consultant services costs only

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

If yes: Entity(ies) and financial commitment:

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

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

Federal Earmark [ ]  yes [ ]  no

If yes: Federal Earmark No. and amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimate of DBC commitment for each FY

FY2014 $\_\_\_\_\_\_\_\_ FY2015 $\_\_\_\_\_\_\_ FY2016 $\_\_\_\_\_\_\_ FY2017$\_\_\_\_\_\_\_\_

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

[ ] Dis/Incentive for PS&E being late

[ ] Dis/Incentive for Programming Estimate inaccuracies

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Division Liaisons involved in project review:

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

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

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

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**Professional Services Committee Approval**

 **Agree Disagree Signature Date**

Transportation Planning Director

 \_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_

State Bridge Engineer

 \_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_

State Traffic and Highway Safety Engineer (if applicable)

 \_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_

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[ ]  Interviews are required for this project

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

 Chair, Professional Services Committee

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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 three pages. This letter should include a statement to indicate your firm’s understanding of the project. It should also include any other information which might help us in the selection process, including key personnel you would assign to the project and the backgrounds of those individuals, and any sub-consultants you would propose to use, and an indication of your firm’s approach to promoting and developing a diverse workforce. MoDOT is committed to reflecting the diversity of the communities we serve and we expect our partners to do the same. We will utilize the consultant information already on file so we will not need a lengthy submittal of other general company information. In addition, please attach one page with detailed information on similar projects that your key personnel have worked on. Indicate the role your key personnel played in the projects and include reference contact 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. We also encourage both DBE firms and non-DBE firms to consider joining MoDOT’s Mentor/Protégé program whenever possible as part of a MoDOT project.

MoDOT will evaluate firms based on: Past Performance, Qualifications of Personnel Assigned, Familiarity/Capability, General Experience of Firm, and Accessibility of Firm and Staff. Firm’s not providing a response on approach to workforce diversity will be considered non-responsive to this solicitation. Firm’s that are not current on all of the required prequalification categories found in [MoDOT’s Approved Consultant Prequalification List](http://www.modot.org/business/consultant_resources/documents/ConsultantPreQualList.pdf) at the date of the solicitation expiration will be considered non-responsive.

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

Sincerely,

Eric Schroeter, P.E.

State Design Engineer

Attachment

**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 |

**Rating Criteria w/Weighted Values**

General Experience of Firm 15 Points Max

Past Performance 35 Points Max

Qualifications of Personnel Assigned 25 Points Max

Familiarity/Capability 15 Points Max

Accessibility of Firm & Staff 10 Points Max

 100 Points Max Total