

Missouri Department of Transportation
Kevin Keith, Director

573.751.2551
Fax: 573.751.6555
1.888.ASK MODOT (275.6636)

November 6, 2012

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.

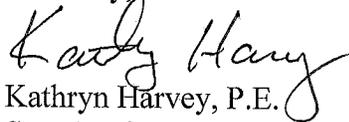
If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. Limit your letter of interest to no more than three (3) pages. This letter should include a statement to indicate your 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. 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.

MoDOT will evaluate firms based on: Past Performance, Qualifications of Personnel Assigned, Familiarity/Capability, General Experience of Firm, and Accessibility of Firm and Staff.

We request all letters be received by 3:00 pm, November 16, 2012 at the appropriate office.

Sincerely,



Kathryn Harvey, P.E.
State Design Engineer

Attachment

DISTRICT OFFICES

SL District

Name – Ed Hassinger

Missouri Department of Transportation

1590 Woodlake Drive

Chesterfield, Missouri 63017

Contact

Mr. Greg Horn

(314)-453-1827

Gregory.Horn@modot.mo.gov

Email responses are encouraged

Missouri Department of Transportation
Kevin Keith, Director

SL District

St Louis City, Route I-64	
Job No:	J6I2377C
Location:	Poplar Street Bridge
Proposed Improvement:	Widen the Poplar Street Bridge (PSB) and the eastbound approach structure from the PSB to Route 3 in Illinois.
Length:	0.75 Miles
DBE Goal (if applicable)	10 %
Consultant Services Required:	<p>This contract involves work on the ramps leading to, and the widening of, the EB direction of the PSB. Specifically this project includes:</p> <ul style="list-style-type: none">• Splitting and widening of the EB PSB by sliding the orthotropic deck,• Widening approach structure from EB PSB to the Rte. 3 exit ramp,• adding a new wearing surfaced to the entire PSB orthotropic deck,• painting the structural steel on the PSB,• miscellaneous rehabilitation work on the PSB,• all corresponding roadway, lighting and drainage
Other Comments:	<p>Interviews (or presentations) may be conducted with the short listed firms.</p> <p>The Consultant Short List will be posted to the web</p> <p>Tentative Date of Consultant Selection - TBD</p>



Rating Criteria w/Weighted Values

A. Project Concept	25 Points Max
B. Demonstrate Successful Past Performance of the Project Manager/Team	25 Points Max
C. Firm Capability/Capacity and Project Team Experience	25 Points Max
D. Understanding the Nature of Work and Project Goals	15 Points Max
E. Working Location and Arrangements	<u>10 Points Max</u>
	100 Points Max Total



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	100 Points Max Total



REQUEST FOR PROPOSAL JOB NO. J6I2377C

DESIGN FOR WIDENING THE POPLAR STREET BRIDGE (PSB) AND WIDENING THE EB APPROACH STRUCTURE FROM THE PSB TO RTE. 3

This document constitutes a request for sealed proposals from qualified organizations to provide design and other services for rebuilding the Poplar Street Bridge Interchange in downtown St. Louis. Organization of this RFP is as follows:

- I. PROPOSAL SUBMISSION & DUE DATE
- II. PROPOSAL CONTENTS
- III. GENERAL SPECIFICATIONS
- IV. PREVIOUS WORK
- V. PROJECT GOALS
- VI. GENERAL SCOPE OF WORK
- VII. PROPOSAL EVALUATION CRITERIA
- VIII. SELECTION PROCESS
- IX. SCHEDULE
- X. APPENDIX

I. PROPOSAL SUBMISSION & DUE DATE

Proposals in response to this request must be received by 3:00 P.M. November 16, 2012 at the address listed below. Proposals received after this time will be returned unopened. Submissions of proposal 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, three (3) hard copies and one (1) electronic copy (PDF) of the proposal should be received at the following address by the time specified above:

Missouri Department of Transportation
Attn: Mr. Greg Horn
1590 Woodlake Drive
Chesterfield, MO 63017
E-mail address: Gregory.Horn@modot.mo.gov

All questions concerning this RFP should be directed to: Mr. Greg Horn at (314) 453-1827. E-mail address is Gregory.Horn@modot.mo.gov.

II. PROPOSAL CONTENTS

The proposal should not exceed three (3) pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Front and back covers, transmittal letter, 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:

The letter of transmittal is a brief summary of the key points of the proposal and approach to accomplish the work. The name and address of the firm as well as the project manager shall also be included. The transmittal letter shall be no longer than two (2) pages.

B. Management Summary:

A management summary that states the consultants 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 and goals given in this RFP.

C. Qualifications and Experience:

Experience with development of the type of project outlined in the General Scope of Work. 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 similar projects. This section shall include the following as a minimum:

1. Descriptions of recent similar design projects in which key staff presented in this proposal played a significant role, and which demonstrates their capacity to complete the work within the time frame established in this RFP.
2. Description of other major similar design projects which demonstrate your firm's ability to produce work of this magnitude in the 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 (including DBE participation) if your firm were selected.
5. Current workloads and future commitments for the project manager and other key staff should be discussed.

D. Project Work Program and Schedule:

The proposal shall contain your proposed schedule for the preliminary plan design, right-of way plans, final design plans, municipal agreement process, obtaining project permits, and other agency approvals, as well as a construction schedule based upon submitting signed and sealed plans by October 18, 2013. If your firm does not believe it has the ability to commit the resources necessary to meet this schedule, please do not submit a proposal for this work.

E. Appendix:

A one page chart (up to 11"x17" in size) showing the organizational structure proposed with key staff identified along with resumes of key personnel. Resumes included should be limited to those key personnel who will be committed to this project. Resumes shall be no more than two (2) pages each and the total number of resumes may not exceed eight (8).

III. 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 10%

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 Regional Certification Council (MRCC) in order to be counted as participation towards the established DBE Goal. The MRCC Directory can be found on the MoDOT website at

http://contribute.modot.mo.gov/business/contractor_resources/External_Civil_Rights/mrcc.htm

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

Monthly progress reports that incorporate critical path scheduling will be required. Also, regularly scheduled project meetings are to be held throughout the project as well as at strategic milestones to review and discuss specific aspects of the project.

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.

IV. PREVIOUS WORK

Previous work regarding this project can be obtained at the following location:

<http://www.newriverbridge.org/newsroom-library.html#plans>

V. PROJECT GOALS

The overall goal is to add an additional lane to EB Poplar Street Bridge, widening of the IL structure from the PSB to IL. Rte. 3, develop a wearing surface for the orthotropic deck, paint the structural steel as well as complete miscellaneous rehabilitation work

- A. Deliver the project incorporating innovative methods to minimize construction costs. Signed and sealed plans, estimates, & specifications are required to be submitted to MoDOT by October 18, 2013.
- B. The design shall conform to the parameters of the environmental document. However, if significant cost savings can be achieved by modification of the environmental work then the effect on cost and schedule may be evaluated.

MoDOT specifically require the following be utilized to help meet the project goals:

- C. In order to expedite delivery of the project the consultant shall assign a project manager to the project who is empowered to make decisions for the consultant.
- D. At least 10% of the work required to meet the project goals shall be accomplished by Disadvantaged Business Enterprises.
- E. Consultant will develop a plan to show how minorities, woman and economically disadvantaged individuals will be utilized in the Work Force.
- F. The bid documents should have flexibility in construction requirements that could increase competition during bidding.

VI. GENERAL SCOPE OF WORK

In general, these improvements involve work on the ramps leading too and the widening of the EB direction of the PSB. Specifically this project includes:

- Splitting and widening of the EB PSB by sliding the orthotropic deck,
- Widening approach structure from EB PSB to the Rte. 3 exit ramp,
- adding a new wearing surfaced to the entire PSB orthotropic deck,
- painting the structural steel on the PSB,
- miscellaneous rehabilitation work on the PSB,
- all corresponding roadway, lighting and drainage

Tasks for development of the project include, but are not limited to:

- A. If needed, participate in public involvement to obtain the necessary preliminary design input. MoDOT will lead in this effort.
- B. If needed, prepare exhibits for public meetings.
- C. Obtain additional survey information required for the design of the project.
- D. Obtain geotechnical information required for the design of the project.
- E. Obtain utility information and coordination utility adjustments required for the design of the project.
- F. Utilize practical design concepts for the design of the project.
- G. Prepare bridge surveys, develop bridge memorandum and design layout, preliminary plans, right-of-way plans, and final design plans for the project.
- H. Coordinate closely with the City-Arch-River Projects to north of the Poplar Street Bridge Interchange. Also, coordinate with the proposed project involving EB ramp modifications to the PSB.
- I. Meet with officials from the Jefferson National Expansion Memorial as well as other affected agencies and neighborhood groups as frequently as necessary to identify their issues and concerns prior to the recommendation of a preliminary plan.
- J. Determine and prepare municipal agreements, as required, for the project.
- K. Participate in project meetings with MoDOT, IDOT and FHWA.
- L. Create final design computations, drawings, specifications, and cost estimate.
- M. Develop a construction staging plan for the interchange construction.
- N. Determine and develop the construction bid package and prepare contract documents for the construction project.
- O. Prepare a detailed project delivery schedule using the critical path method.
- P. Provide support during construction including review of contractor submittals and on-site inspection for specialty construction work.
- Q. Preparing and obtaining project permits and other agency approvals such as Coast Guard and Corps of Engineers, etc. as necessary.
- R. Provide computer deliverables with contract plans per MoDOT's EPG.

VII. 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 the states (if applicable). Interested firms will be evaluated according to the following considerations:

- A. Project Concept (25 points)
 - 1. Description of the work plan the firm would take to achieve the project goals.

2. The approach formulated by the firm should identify and show familiarity with the issues.
 3. The proposal should demonstrate the firm's capability of developing innovative concepts and techniques to deliver the project at the least possible cost, on time with the least disruption of traffic.
 4. The proposal should demonstrate the firm's ability to convey technical issues.
- B. Demonstrated successful past performance of the project manager/team. References (25 points)
1. Quality of final work products.
 2. Ability to control costs
 3. Ability to meet work schedules.
 4. Responsiveness to client input.
 5. Previous Practical Design solutions
- C. Firm Capability/Capacity and Project Team Experience (25 points)
1. Firm's organizational structure and flexibility
 2. Sub-consultant's and DBEs participation and capabilities
 3. Firm's commitment to providing a diverse workforce and their plan to accomplish that goal.
 4. Qualifications and ability of key personnel assigned to the project
 5. Experience on similar projects
- D. Understanding the nature of the work and project goals (15 points)
1. Understanding of the state and federal regulations governing the work.
 2. Understanding the scope of work required.
 3. Strength of commitment to meet or exceed the project goals.
 4. Knowledge of the working/political/social-economic environment in the St. Louis metropolitan area.
 5. General organization and clarity of the proposal.
- E. Working location and arrangements (10 points)
1. Project Manager's work location
 2. Accessibility of the project team.

VIII. SELECTION PROCESS

The evaluation of proposals based on the criteria listed above will be used to determine the next steps in selecting the firm to design this project.

Once the selection process is complete, 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.

The project timeline will allow for 30 calendar days for negotiation of the consultant agreement. If an agreement cannot be reached within that time frame then MoDOT may end negotiations and begin negotiations with the next ranked team. Negotiation is considered underway when MoDOT notifies the consultant of their selection and requests the cost proposal.

IX. SCHEDULE

Project Overview by MoDOT	November 5, 2012
Proposals Due	November 16, 2012
Notification of Selection (No later than)	TBD
Final Plans Due for Review	September 1, 2013
Signed, Sealed Plans Due	October 18, 2013

X. 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.