

Missouri Department of Transportation

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January 22, 2013

TO ALL SUBMITTERS:

SUBJECT: Addendum No. 1  
Project Manchester Bridge  
Job Number J4I1916

The Request For Qualifications has been revised as listed below:

| Section | Description of Revision  |
|---------|--|
| 3.6     | Key Personnel and Organization Submittal Requirements clarifications |
| 4.3     | Page Limits correction to Part 4.                                    |

All revisions for addendum 1 are depicted as ▲ #1 Revised and are highlighted as well. This information is posted on the Manchester Bridge website. As a reminder, Form DB-104 - Receipt of Addenda is required to be completed as part of the Statement of Qualifications. Take these revisions into account when preparing your SOQs. We are sorry for any inconvenience this may have caused. If you have any questions please feel free to call or send an e-mail.

Sincerely,



Susan Barry, P.E.

Project Director, Manchester Bridge

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# Manchester Bridge



## REQUEST FOR QUALIFICATIONS

**The I-70 Manchester Bridge Project  
Jackson County, MO**

Project Number: J4I1916  
RFQ Issued: January 8, 2013  
SOQs Due: February 8, 2013

Missouri Department of Transportation  
600 NE Colbern Rd.  
Lee's Summit, MO 64086

| Addenda        | Date    |  |
|----------------|---------|--|
| ▲#1<br>Revised | 1/22/13 | Revisions:<br>Section 3.6 - Key Personnel and Organization Submittal Requirements clarifications.<br>Section 4.3 - Page Limits correction to Part 4. |
| 2              |         | Revisions:   |
| 3              |         | Revisions:   |
|                |         | Revisions:   |

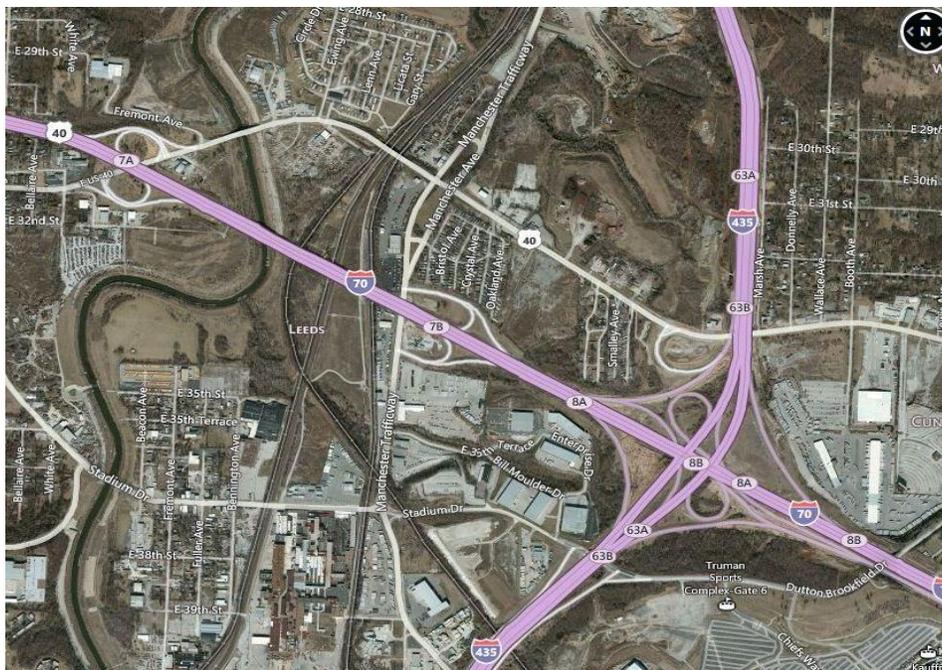
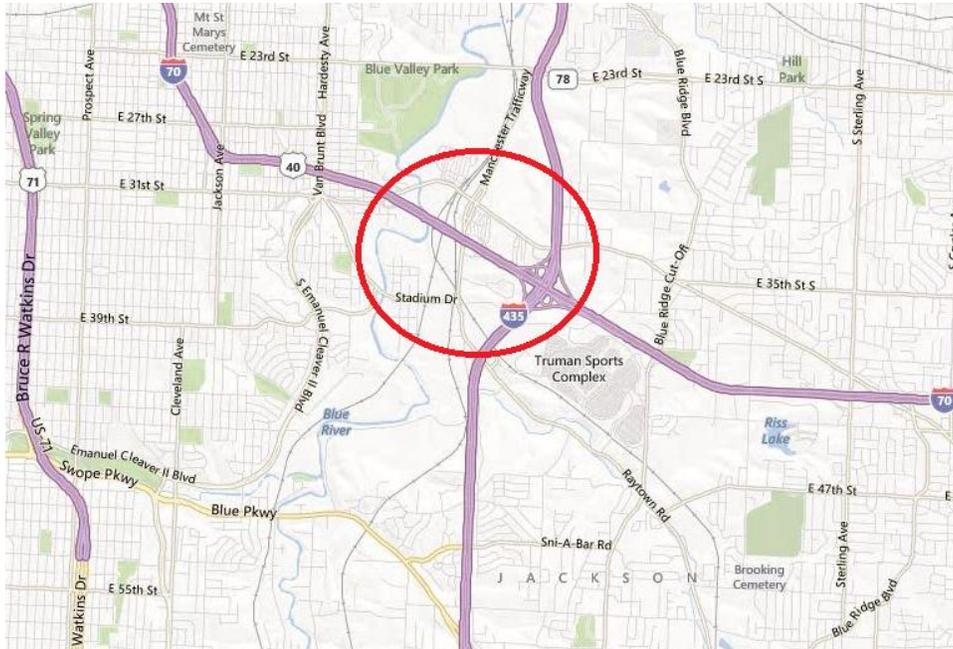
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- Form DB-101 – Major Participant Information
- Form DB-102 – Reference Project Summary
- Form DB-103 – Resume Summary
- Form DB-104 – Receipt of Addenda
- Form DB-105 – Statement of Existence of Organizational Conflicts

# 1 INTRODUCTION

The Missouri Department of Transportation (MoDOT) is soliciting Statements of Qualifications (SOQ) from entities (Submitters) interested in providing design-build services for The Manchester Bridge Project (Project), from the I-435 Interchange to 31<sup>st</sup> St. in Jackson County, Missouri.



## 1.1 Project Description

The existing twin bridge system L0967 on I-70 between Route 40 and I-435 was constructed in the late 1950's and in recent years has been deteriorating quickly. The anticipated scope for this project includes rehabilitation/reconstruction of the bridges; and the replacement of bridge J0526 on Route 40 over the Blue River. A primary evaluation component of this project will be the method of construction on the interstate bridges that continues to keep travelers moving safely and conveniently through the project. In accordance with The National Environmental Policy Act (NEPA), an approved Categorical Exclusion will be provided for the cleared footprint of the project.

The successful Proposer will be responsible for management, design, construction, quality assurance and quality control of the project. It is anticipated that the Proposer will identify and secure a project office within reasonable proximity to the jobsite to co-locate with the MoDOT Design Build staff.



## 1.2 Project Goals

The following prioritized goals have been established for the project:

1. Impress our customers through innovative solutions that conveniently and efficiently move drivers through the project during and after construction.
2. Construct durable structures that minimize future maintenance impacts.
3. Balance regional mobility with total project cost to achieve optimal value.
4. Deliver the project no later than December 15, 2016.

## 1.3 Estimated Cost and Maximum Time Allowed

The Project will be awarded based on a best value selection, meaning the proposals will contain both price and qualitative components and award will be based upon both components. Currently, the estimated program budget is \$71 million including the design-build contract, Right of Way acquisitions, Utility reimbursements, stipend payments, and other miscellaneous project management expenses. The project must be completed by December 15, 2016.

## 2 REQUEST FOR QUALIFICATIONS (RFQ) PROCESS

### 2.1 Two-Phased Design-Build Procurement Process

MoDOT will use a two-phase procurement process to select a design-build contractor to deliver the Project. This Request for Qualifications (RFQ) is issued as part of the first phase to solicit information, in the form of SOQs, that MoDOT will evaluate to determine which Submitters are the most highly qualified to successfully deliver the Project. MoDOT will short list at least two (if any) but not more than five most highly qualified Submitters.

In the second phase, MoDOT will issue a Request for Proposals (RFP) for the Project to the short listed Submitters. Only the short-listed Submitters will be eligible to submit proposals for the Project. Each short-listed Submitter that submits a proposal in response to the RFP is referred to herein as a Proposer. MoDOT will award a design-build contract (if any) for the Project to the Proposer offering the best value, to be determined as described in the RFP.

### 2.2 Submitter Information

If an entity intends to submit a proposal as part of a team, the entire team is required to submit a single SOQ as a single Submitter.

MoDOT may disqualify a Submitter if any of its Major Participants (as defined in Section 5.1) belong to more than one Submitter organization.

MoDOT may disqualify a Submitter that violates the DBE exclusivity referred to in Section 5.9.

### 2.3 Procurement Schedule

| Item  | Date                          |
|---|-------------------------------|
| Issue RFQ   | January 8, 2013               |
| Deadline for submitting RFQ questions                           | January 21, 2013 (2:00pm CST) |
| Final responses to questions posted & Final RFQ Addendum issued | January 25, 2013              |
| SOQ due   | February 8, 2013 (2:00pm CST) |
| MoDOT notifies short listed Submitters                          | February 22, 2013             |
| Issue RFP   | February 26, 2013             |
| Final Proposal and Price Allocation due                         | June 7, 2013                  |

### 3 SOQ CONTENTS AND EVALUATION PROCESS

This section describes specific information that must be included in the SOQ, and also addresses the evaluation process that MoDOT shall utilize.

#### 3.1 Evaluation Procedure

According to 7 CSR 10-24.030, all responses to the Request for Qualifications will be evaluated by the pre-qualification review/short listing team. This team will be comprised of the following Missouri Department of Transportation staff or their designated representative: Chief Engineer, Chief Financial and Administrative Officer (Chief Financial Officer), Controller (Financial Services Director), Director of Program Delivery (Assistant Chief Engineer), one (1) or more District Engineer(s), Project Director for Project, State Construction and Materials Engineer, State Bridge Engineer and the State Design Engineer. Federal Highway Administration (FHWA), acting as an external partner will be an observer to the pre-qualification/short listing process.

Part 1 will be evaluated based on a possible 50 points.

Part 2 will be evaluated based on a possible 100 points.

Part 3 will be evaluated based on a possible 100 points.

Part 4 will be evaluated on a pass/fail basis. Part 4 shall be evaluated first. If a SOQ fails Part 4, the remainder of the SOQ will not be evaluated.

The ratings to be used during the short-listing process are as follows:

| Score   | Description  |
|---------|--|
| 85-100% | The Submitter has demonstrated an approach that is considered to significantly exceed stated requirements/objectives and provides a consistently outstanding level of quality. There is very little or no risk that the Submitter would fail to meet the Project Goals. There are essentially no weaknesses. |
| 60-84%  | The Submitter has demonstrated an approach that is considered to exceed stated requirements/objectives and offers a generally better than acceptable quality. There is little risk that the Submitter would fail to meet the Project Goals. Weaknesses, if any, are minor.                                   |
| 20-59%  | The Submitter has demonstrated an approach that is considered to meet the stated requirements/objectives and has an acceptable level of quality. The Submitter demonstrates a reasonable probability of meeting the Project Goals. Weaknesses are minor.   |
| 0-19%   | The Submitter has demonstrated an approach that is considered to fail to meet the stated requirements/objectives and/or provides unacceptable quality and/or demonstrates no reasonable likelihood of meeting the Project Goals and/or contains weaknesses that are major.                                   |

### 3.2 Organization of SOQ

The SOQ shall be organized as follows:

- Cover Letter
- Title Page
- Table of Contents
- Part 1 – Teamwork and Quality Approach (50 Points)
- Part 2 – Submitter Experience (100 Points)
- Part 3 – Key Personnel and Organization (100 Points)
- Part 4 – Administrative Elements (Pass/Fail)

### 3.3 Cover Letter

A one-page cover letter shall be included in the SOQ. The cover letter shall identify the lead organization and primary members of the team. Primary members include the design team and bridge contractor. Name the entity with whom MoDOT will be contracting and indentify if this will be a partnership, corporation, joint venture, etc. If a joint venture, name the person who has authority to sign the contract on behalf of the joint venture. Provide contact name, mailing address, phone number and e-mail address for contacting entity.

### 3.4 Part 1 – Teamwork and Quality Approach (50 Points)

*Submittal Requirements:*

- Form DB-101: Major Participant Information. One form is to be completed for each Major Participant, as described in Section 5.1.

Submit an executive summary not to exceed three (3) pages covering the Submitters teamwork and quality approach in the following areas:

- Organizational Makeup and Structure: Provide the organizational style of the team and indicate how the makeup and structure increase the Submitter's ability to meet or exceed the goals.
- Project Approach: Indicate Submitters approach and ability to coordinate with all parties of the project and identify any special issues or challenges that are likely to be encountered.
- Quality Approach: Identify the plan for developing, implementing, and maintaining a Quality Management Program.
- DBE Utilization: Describe how the Submitter intends to utilize DBE's to meet or exceed the DBE participation goals of 12% construction activities and 18% professional services, and provide examples of past performance

*Evaluation Criteria:*

Part 1 will be evaluated based on Submitter's ability to meet or exceed the Project goals. MoDOT will evaluate the Submitter based on:

- The proposed role and responsibilities of each primary team member. The functional structure, levels of management, and reporting relationships for primary members and major functions to be performed in managing, designing, and constructing the Project.
- Resources available and dedicated to the Project, and the Submitter's ability to facilitate the designs, plans and construction in a timely manner.
- Approach to developing a Quality Control and Quality Assurance program for the Project. Understanding of the Quality Management Program and how it will be implemented during all phases.
- The effectiveness of the DBE utilization strategies to maintain a diverse workforce for both construction and non-construction.

### **3.5 Part 2 – Submitter Experience (100 Points)**

*Submittal Requirements:*

- An executive summary of recent experience with projects similar to the Manchester Bridge Project. The Submitter shall provide specific examples of generating innovative ideas and incorporating those ideas into successfully delivered projects. The executive summary is not to exceed two (2) pages.
- Form DB-102: Reference Project Summary. One summary is to be completed for each reference project described in the Submitter experience executive summary. Each summary is limited to a maximum of two pages. A maximum of eight (8) reference projects can be described for each Submitter.

*Evaluation Criteria:*

Part 2 will be evaluated based on Submitter's demonstrated performance on recent projects. MoDOT will evaluate the Submitter experience based on:

- Use of innovative approaches to deliver a project within budget, such as value engineering change proposals, design build projects, additional applicable standards, alternative technical concepts, etc.
- Experience delivering projects on schedule or ahead of schedule.
- Design and construction of major structures, and urban freeways in physically constrained corridors.
- Design and construction in, around, or across hazardous waste sites, environmental mitigation and working with regulatory authorities.
- Recent safety history and company safety philosophy.

- Efforts to minimize impacts on environmentally sensitive areas.
- Implementation of innovative traffic handling plans on a project to minimize and mitigate construction impacts to customers.
- Challenges encountered during similar projects and the resolution.

### 3.6 Part 3 – Key Personnel and Organization (100 Points)

Each Submitter shall identify the experience, responsibilities and past achievements of the Key Personnel listed below.

Submitters should define the following positions as Key Personnel:

- **Project Manager** – The Project Manager is responsible for all aspects of the Project, including but not limited to, overall design, construction, quality management, contract administration, safety and environmental compliance. The Project Manager shall have full authority to make the final decisions on behalf of the Proposer and have responsibility for communicating these decisions directly to MoDOT's Project Director. The Project Manager must be assigned to the Project full time and shall be required to be on site for the duration of the Project.
- **Construction Manager** – The Construction Manager shall be responsible for managing the construction of the Project. The Construction Manager shall be on site for the duration of the construction phase.
- **Quality Manager** – The Quality Manager's responsibilities include, but are not limited to, creation and execution of the Submitter's quality program, quality personnel, assurance activities independent of production, enforcement of quality procedures, and documentation of quality records including, design documentation, construction quality and testing, environmental compliance and DBE/labor compliance. The Quality Manager shall report directly to the Submitter's executive management team. The Quality Manager should have recent experience developing, implementing, and overseeing quality programs. The Quality Manager shall be assigned to the Project full time and shall be required to be on site for the duration of the Project.
- **Design Manager** – The Design Manager is responsible for ensuring all aspects of the design of the Project are met. The Design Manager must be a registered professional engineer in the State of Missouri. The Design Manager shall be assigned to the Project full time when design activities are being performed. During construction, the Design Manager shall be readily available for on-site consultation.

Key Personnel identified in the SOQ may not be removed, replaced, or added without written approval of the MoDOT Project Director.

*Submittal Requirements:*

▲#1 Revised

- An executive summary of recent Key Personnel and up to four additional personnel experience, not to exceed six (6) pages describing the Key Personnel's qualifications and specialized experience related to the Project.
- Form DB-103: Resume Summary
- Resumes for the Key Personnel and up to four additional personnel as included in the executive summary are to be included. Each resume is limited to 1 page and shall include 2 owner references by providing a contact name and phone number. MoDOT reserves the right to contact references identified in the resumes.

*Evaluation Criteria:*

Part 3 will be evaluated based on Submitter's ability to meet or exceed the Project goals. MoDOT will evaluate the Submitter experience based on:

- Relevance of tasks performed by Key Personnel on resumes for reference projects.
- Use of innovative approaches to deliver a project within budget.
- Experience and approaches to delivering projects on schedule or ahead of schedule.
- Design and construction of major structures, and urban freeways in physically constrained corridors.
- Design and construction in, around, or across hazardous waste sites, environmental mitigation and working with regulatory authorities.
- Design and implementation of innovative traffic handling plans on a project.

### 3.7 Part 4 – Administrative Elements (Pass/Fail)

*Submittal Requirements:*

- Form DB-104: Receipt of Addenda
- Prequalification Contractor Questionnaire (PCQ)  
(If a PCQ is currently on file with MoDOT, only a copy of the acknowledgement letter including expiration date and contractor number is required) A blank PCQ can be found at the following web address:  
[http://www.modot.mo.gov/business/contractor\\_resources/documents/PCQForm.pdf](http://www.modot.mo.gov/business/contractor_resources/documents/PCQForm.pdf)
- Form DB-105: Statement of Existence of Organizational Conflicts including a letter describing such conflicts if they exist.

*Evaluation Criteria:*

- Part 4 will be evaluated on a pass/fail basis.

## 4 SUBMITTAL REQUIREMENTS

### 4.1 Format

The SOQ must be formatted for 8.5” x 11” paper. Charts and other graphical information may be formatted for 11” x 17” paper. Use of 11” x 17” format shall be limited to a maximum of two pages. Minimum font size is 11 points. However, 10-point text may be used within graphs or tables.

### 4.2 Due Date and Quantities

SOQ must be submitted by 2:00 pm, Central Standard Time, on the date shown in Section 2.3. MoDOT accepts no responsibility for misdirected or lost Submittals. Ten (10) printed and bound copies and one (1) electronic copy in PDF format of the RFQ response are to be submitted to the Project Director as shown in Section 5.3.

### 4.3 Page Limits

The maximum number of pages is shown in the following table:

|   |           |
|---|-----------|
| <b>Cover Letter</b>   | 1         |
| <b>Title Page</b>   | 1         |
| <b>Table of Contents</b>  | 1         |
| <b>Part 1 – Executive Summary<br/>Teamwork and Quality Approach</b> | 3         |
| -- Form DB-101 Major Participant Information                        | As needed |
| <b>Part 2 – Executive Summary Submitter Experience</b>              | 2         |
| -- Form DB-102 Reference Project Summary                            | 16        |
| <b>Part 3 – Executive Summary Key Personnel Experience</b>          | 6         |
| -- Form DB-103 Resume Summary                                       | 1         |
| -- Resumes  | 8         |
| <b>Part 4 – Administrative Elements</b>                             |           |
| -- Form DB-104: Receipt of Addenda                                  | 1         |
| -- Prequalification Contractor Questionnaire                        | As needed |
| -- Form DB-105: Organizational Conflicts                            | As needed |

Dividers between sections of the SOQ are not counted.

▲#1 Revised

## 5 GENERAL INFORMATION

### 5.1 Major Participant Definition

The term Major Participant is defined as any of the following entities:

- All general partners or joint venture members of the Submitter; all individuals, persons, partnerships, limited liability partnerships, corporations, limited liability companies, business associations, or other legal entities, however organized, directly or indirectly holding an equity interest in the Submitter.
- The lead engineering/design firm(s).
- Each subcontractor that will perform work valued at 20% or more of the construction work.
- Each sub consultant that will perform 30% or more of the professional services.

Major Participants identified in the SOQ may not be removed, replaced, or added without written approval of MoDOT Project Director. Written request must document the proposed change and demonstrate that the change will be equal to or better than the Major Participant submitted in the SOQ.

### 5.2 Stipend

No stipends will be paid for submitting SOQ. MoDOT will pay a stipend to the responsible Proposer(s) that provide a fully responsive, but unsuccessful, Proposal. The anticipated stipend is \$200,000 and shall be provided to such Proposers(s) as early as 15 days after MoDOT determines the apparent successful Proposer. Unsuccessful Proposers shall sign a Proposal release statement, releasing their Proposals to receive their stipend within 30 days. If the Proposal Release Statement is not signed within 30 days, the Stipend shall be forfeited.

If the successful Proposer and MoDOT cannot successfully negotiate a contract and MoDOT negotiates an agreement with one of the unsuccessful Proposers, that Proposer's stipend shall be returned to MoDOT.

### 5.3 Communications

MoDOT's Project Director, Susan Barry, is MoDOT's sole contact person for receiving all communications regarding the project and procurement thereof. Each submitter is also solely responsible for providing a single contact person. Email is the preferred method of communication for the Project.

Susan Barry, P.E.  
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During the Project procurement process, commencing with issuance of this RFQ and continuing until award of a contract for the Project (or cancellation of the procurement), no employee, member, or agent of any Submitter shall have ex parte communications regarding this procurement with any member of MoDOT or the Federal Highway Administration, their advisors, or any of their contractors or consultants involved with the procurement, except for communications expressly permitted by this RFQ. Any Submitter engaging in such prohibited communications may be disqualified at the sole discretion of MoDOT's Project Director. However, communication is allowed with local entities and the general public.

#### **5.4 Questions and Clarifications; Addenda**

Questions and requests for clarification regarding this RFQ must be submitted to MoDOT's Project Director. To be considered, all questions and requests must be received by 2:00 pm, CST on the date indicated in Section 2.3. Questions, requests for clarifications, and responses will be posted on the project web site. Submitter's names will not be identified.

MoDOT reserves the right to revise this RFQ at any time before the SOQ due date. A link to any addenda will be posted on the Project web site, <http://www.modot.org/ManchesterBridge>

#### **5.5 Ineligible Firms**

A firm is ineligible to submit a proposal, in either a prime or subconsultants role, if it assists in the development of the scope of work, the RFQ, or the RFP.

Currently, no consulting firms have been retained, or deemed ineligible to submit a proposal or act as a member of any Submitter team.

#### **5.6 Confidentiality**

Documents submitted pursuant to this RFQ will be subject to the Missouri Public Records Act, (§§ 610.010, et.seq., RSMo). Information clearly marked as confidential and proprietary will be kept confidential by MoDOT, unless otherwise provided by law. MoDOT will notify the Submitter if a request is made for such information, and the denial is challenged, so that the Submitter may take any action it deems necessary to defend the challenge. The Submitter, shall be the entity responsible for defending against the Missouri Public Records Act disclosures for any records claimed by the Submitter to be confidential and proprietary.

## 5.7 Organizational Conflicts of Interest

Pursuant to 23 CFR 636.116, consultants and subconsultants who assist MoDOT in the preparation of an RFP document are not allowed to participate on a Submitter's team. Submitter must provide to MoDOT information regarding all potential organizational conflicts of interest in its proposal, including all relevant facts concerning any past, present or currently planned interests which may present an organizational conflict of interest, as required by 23 CFR 636.116. MoDOT's Project Director will determine whether an organizational conflict of interest exists, and the actions necessary to avoid, neutralize, or mitigate such conflict, and will respond in writing.

MoDOT may disqualify a Submitter if any of its Major Participants (as defined in Section 3.1) belong to more than one Submitter organization.

## 5.8 Equal Employment Opportunity

The Submitter will be required to follow Federal Equal Employment Opportunity (EEO) policies.

MoDOT will ensure that in any contract entered into pursuant to this advertisement, business owned and controlled by socially and economically disadvantaged individuals will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, religion, creed, sex, age, sexual orientation, ancestry, or national origin in consideration for award.

The Commission has set a workforce goal of 12.7% minority and 6.9% female per craft.

## 5.9 Disadvantaged Business Enterprises

The anticipated Disadvantaged Business Enterprise (DBE) goals for the project are:  
**12%** construction activities                      **18%** professional services

In an effort to ensure a healthy contracting environment for DBE contractors and consultants, a DBE can only be exclusive with one Submitter if they meet the requirements of a Major Participant as defined in Section 5.1, or with written permission from MoDOT's Project Director.

It is the policy of MoDOT that DBEs, as defined in 49 CFR Part 26, and other small businesses shall have the opportunity to compete fairly in contracts financed in whole or in part with public funds. Consistent with this policy, MoDOT will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any U.S. Department of Transportation assisted contract because of sex, race, religion, or national origin.

MoDOT has implemented the Unified Certification Program and has formed the

Missouri Regional Certification Committee (MRCC). DBE firms will need to be certified with MRCC. The MRCC DBE Directory is at the following web site:

[http://www.modot.mo.gov/business/contractor\\_resources/External\\_Civil\\_Rights/DBE\\_program.htm](http://www.modot.mo.gov/business/contractor_resources/External_Civil_Rights/DBE_program.htm).

## 6 PROTEST PROCEDURES

A Submitter may protest the results of the above-described evaluation and qualification process by filing a written notice of protest by hand delivery or courier to the Director of MoDOT with a copy to the MoDOT Project Director, and other Submitter(s). The notice of protest shall specifically state the grounds of the protest.

Notice of protest of any decision to accept or disqualify an SOQ on responsiveness grounds must be filed within five calendar days after the earliest of notification of non-responsiveness or the public announcement of short listing. Notice of protest of the decision on short listing must be filed within five calendar days after the public announcement of short listing.

Within seven calendar days of the notice of protest, the protesting Submitter must file with the Director of MoDOT, with a copy to MoDOT Project Director and other Submitter(s), a detailed statement of the grounds, facts and legal authorities, including all documents and evidentiary statements, in support of the protest. Evidentiary statements, if any, shall be submitted under penalty of perjury. The protesting Submitter shall have the burden to prove that the decision of MoDOT was arbitrary and capricious.

Failure to file a notice of protest or a detailed statement within the applicable period shall constitute an unconditional waiver of the right to protest the evaluation or qualification process and decisions thereunder, other than any protest based on facts not reasonably ascertainable as of such date.

Other Submitters may file by hand delivery or courier to the Director of MoDOT, with a copy to the MoDOT Project Director, a statement in support of or in opposition to the protest. Such statement must be filed within seven calendar days after the protesting Submitter files its detailed statement of protest. MoDOT will promptly forward copies of any such statements to the protesting Submitter.

Unless otherwise required by law, no evidentiary hearing or oral argument shall be provided, except, in the sole and absolute discretion of the Director of MoDOT, a hearing or argument may be permitted if necessary for protection of the public interest or an expressed, legally recognized interest of a Submitter or MoDOT. The Director of MoDOT or his designee will issue a written decision regarding the protest within 30 calendar days after MoDOT receives the detailed statement of protest or any allowed (discretionary) evidentiary hearing or oral argument. Such decision shall be final and conclusive. The Director of MoDOT or his designee will deliver the written decision to the protesting Submitter and copies to the other Submitters.

If a notice of protest regarding responsiveness is filed prior to release of the draft RFP, MoDOT may proceed with issuance of the draft RFP before the protest is withdrawn or decided, unless the Director of MoDOT or his designee determines, in

his or her sole discretion, that it is in the public interest to postpone issuance of the draft RFP. Such a determination shall be in writing and shall state the facts on which it is based.

If the Director of MoDOT or his designee concludes that the Submitter filing the protest has established a basis for protest, the Director or his designee will determine what remedial steps, if any, are necessary or appropriate to address the issues raised in the protest. Such steps may include, without limitation, withdrawing or revising the decisions, issuing a new request for qualifications or taking other appropriate actions.