



Working with MoDOT

A Professional Services DBE Perspective

EFK•Moen

Civil Engineering Design

- Since 1998
- Focus on Public/Government Clients
- \$11M Annual Revenue in 2021
- 56 Employees
- Won our First MoDOT Prime Project in 1999



First MoDOT Prime Opportunity

Won with a “Two-Page Letter”

- NE District
- Route 47
- South of I-70 in Warrenton, MO





MoDOT RFQ's

[Solicitation \(RFQ\) Opportunities | Missouri Department of Transportation \(modot.org\)](https://www.modot.org)

Sign Up for Automatic Notices

- Published on 2nd & 4th Wednesdays
- Publish Local Public Agency (LPA) Projects also



105 West Capital Avenue
P.O. Box 270
Jefferson City, Missouri 65102

Missouri Department of Transportation
Patrick K. McKenna, Director

1.888.ASK.MODOT (275.6636)

three pages

The Missouri Department of Transportation Commission is requesting the services of a consulting engineer to provide 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: Project Understanding & Innovation, Past Performance, Qualifications of Personnel Assigned, General Experience of Firm, Familiarity/Capability, Accessibility of Firm & 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 at the date of the solicitation expiration will be considered non-responsive.

We request all letters be received by 3:00 pm, Thursday June 23rd, 2022 at the appropriate office.

Sincerely,

Digitally signed by
Travis Koestner, P.E.
State Design Engineer

Attachment

Due Date

Our mission is to provide a world-class transportation system that is safe, innovative, reliable and dedicated to a prosperous Missouri.
www.modot.org

DISTRICT OFFICES

Southwest District
Steve Campbell – District Engineer
Missouri Department of Transportation
3025 East Kearney Street
Springfield, Missouri 65803

Contact
Warner "Bud" Sherman
417-895-7690
Warner.sherman@modot.mo.gov
Email responses are encouraged

Read these Carefully
Ask Good Questions

District Southwest

Cedar/Polk County, Route 32	
Job No:	JSR0059
Location:	From Route 97 in Cedar Co. to MO 13 in Polk Co.
Proposed Improvement:	Curve realignments, left-turn lane additions, bridge replacement
Length:	25 miles
Approximate Construction Cost:	\$4,534,000
DBE Goal (if applicable)	10%
Consultant Services Required:	<p>The consultant will be required to provide the following services:</p> <ul style="list-style-type: none"> • Cost Estimation • Survey – LIDAR available by MoDOT • Conceptual Study • Utility Coordination • Section 106 Environmental Services • Right-of-Way Acquisition Services • Public Involvement • Preliminary Plans • Right of Way Plans • PS&E Plans and Documents • Construction Inspection <p>This will be a phased consultant agreement. The first phase will provide for the conceptual design and draft preliminary plans for Environmental submittal.</p> <p>A supplemental agreement will be provided for the survey, preliminary plan completion, utility coordination, Section 106/Cultural Resources, right of way plans, and PS&E plans and documents. If required, a separate supplemental agreement will be provided for construction inspection.</p>
Other Comments:	<p>Interviews or presentation will not be required for the consultant selection.</p> <p>Tentative Date of Consultant Selection-July 7, 2022</p> <p>Exhibit III (Estimated fees/hours) will be required from the consultant within two (2) weeks of selection notification.</p> <p>LIDAR Survey data will be provided by MoDOT. The consultant will be required to provide site specific surveying not covered by LIDAR or available survey data from MoDOT.</p>

<p>Conceptual estimate will be provided by MoDOT. Consultant is to provide update.</p> <p>This project is currently in MoDOT's draft STIP. Further scoping of the improvements will be accomplished through the conceptual study.</p> <p>Proposed Project Schedule*:</p> <ul style="list-style-type: none"> • Conceptual Design – December 1, 2022 • Public Meetings – Spring 2023 • Preliminary Plans – July 1, 2023 • Right of Way Plans – October 1, 2023 • PS&E Plans and Documents – January 1, 2025 • Anticipated Letting – Spring, 2025 • Construction Inspection – 2025 -2026 <p>*Submittals for Review will be required one month in advance of deadline listed above.</p>
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Rating Criteria w/Weighted Values	
Project Understanding & Innovation	25 Points Max
Past Performance	25 Points Max
Qualifications of Personnel Assigned	20 Points Max
General Experience of Firm	10 Points Max
Familiarity/Capability	10 Points Max
Accessibility of Firm & Staff	10 Points Max
Total	100 Points Max Total

MoDOT RFQ

PreQualification List



Have someone in your firm check this regularly -
If there is a highlighted cell next to your name act quickly!

Consultant Pre-Qualification Information									
Yellow boxes indicate Soon to be outdated/outdated/expired/missing information!									
pending - Pending indicates that pre-qual info has been rec'd by MoDOT and is under review- this does NOT disqualify the firm from being selected									
Consultant Name (in Alphabetical Order)	City	State	DBE Status	Annual Consultant Pre-qualification Requirements Expiration Date	Financial Pre-Qual Expiration Date	LPA Basic Training Expiration Date (LPA Consultants Only)	Bridge Forms Expiration Date (MoDOT Bridge Consultants Only)	Bridge QC/OA Plan Expiration Date (MoDOT Bridge Consultants Only)	
ABNA Engineering, Inc.	St. Louis	MO	Y	3/2/23	pending	May-23	1/30/2025	1/30/2025	
Advantage Project Management, Inc.	Lone Jack	MO				May-24			
AECOM Technical Services, Inc.	St. Louis	MO	N	3/4/23	6/10/23	Nov-22	5/29/2023	10/20/2023	
Affinis Corporation	Overland Park	KS	N	6/7/23	7/13/22	May-23	11/19/2024	11/19/2024	
Alfred Benesch & Company	Chicago	IL	N	9/10/22	6/3/23	Nov-22	10/3/2024	10/3/2024	
Allgeier, Martin & Associates, Inc.	Joplin	MO	N	6/15/22	3/31/23	May-24			
Allstate Consultants, LLC	Columbia	MO	N	7/14/22	12/15/22	May-23			
Alta Planning + Design	Wildwood	MO	N	9/30/21	9/8/22	May-22			
American Structurepoint, Inc.	Indianapolis	IN	N	1/4/23	9/10/22				
Anderson Engineering, Inc.	Springfield	MO	N	1/26/23	1/13/23	Nov-23	2/22/2025	2/22/2025	
Applied Pavement Technology, Inc.	Urbana	IL	N	4/26/22	5/27/22				
Applied Research Associates	Champaign	IL	N	4/20/23	6/3/23				
Archaeological Research Center of St. Louis, Inc.	St. Louis	MO	Y	3/23/23	9/29/22				
Arora and Associates, P.C.	Bethlehem	PA		11/16/22	6/3/22				
Atkins North America, Inc.	Tampa	FL	N	5/27/23	6/10/23				
Artisan Consulting Engineers	St. Charles	MO	Y	12/20/22	Pending				
Bacon Farmer Workman Engineering & Testing (BFW)	Paducah	KY	N	6/4/23	9/10/22	Nov-22	12/18/2024	12/18/2024	
Baer Engineering, LLC	Perryville	MO	N	5/12/23	6/2/22	May-23			
Bartlett & West, Inc.	Topeka	KS	N	9/7/22	6/3/23	May-24	10/9/2024	10/9/2024	
Bax Engineering Company	St. Charles	MO	N	6/29/22	1/13/23	May-23			
Bernice S. Warren Center for Archaeological Research (Missouri State University)	Springfield	MO	N	8/18/22	6/30/22				
Bike Walk KC	Kansas City	MO			3/14/23				
B&N Capital Suppliers d/b/a B&N Inspection and Supplies	Chesterfield	MO	N	5/6/22	11/8/22				
Borra Consulting	Nashville	TN	Y	8/5/22	11/8/22	Nov-23			
Bowley & Associates, Inc.	Nashville	TN	N	2/2/23	11/8/22	May-24			
Bowen Engineering & Surveying, P.C.	Cape Girardeau	MO	N	8/16/22	pending	May-24			
Braun Intertec Corporation	Minneapolis	MN	N	5/12/21					
Brungardt Honomichi & Company	Overland Park	KS	N	2/21/23	6/10/23	Nov-23			
Buescher Frankenberg Associates, Inc. (BFA)	Washington	MO	N	5/11/22	9/27/22	May-21			
Burns & McDonnell, Inc.	Kansas City	MO	N	3/1/23	9/10/22	May-23	11/16/2024	11/16/2024	
Byrns & Jones Construction	St. Louis	MO	N	3/22/22		May-23			
Cambridge Systematic, Inc.	Cambridge	MA	N	7/26/22	8/20/22				
CB Engineering, Inc. dba Cochran	Union	MO	N	9/29/22	2/17/23	Nov-23			
CBB (See below - George L. Crawford & Associates)									
CDG Engineers, Inc.	St. Louis	MO	N	2/9/23	3/23/23	May-24	1/24/2025	1/7/2023	
CDM Smith (Formerly Wilbur Smith Associates, Inc.)	Kansas City	MO	N	7/29/21	9/8/22				
Ciorba Group Inc.	Chicago	IL		3/23/23	pending				
Civil Design, Inc.	St. Louis	MO	Y	4/7/23	pending	May-23	9/17/2022	9/17/2022	
Civil & Environmental Consultants, Inc.	Pittsburgh	PA	N	12/6/20	10/15/22				
CJW Transportation Group	Springfield	MO	N	8/26/22	11/9/22	May-24			
CM Archer Group, P.C.	Rolla	MO	N	12/1/22	7/12/22	May-21			
Cochran (See - CB Engineering, M Engineering, and SC Engineering)									
Coffman Associates, Inc.	Lee's Summit	MO	N		7/9/22				
Cole & Associates, Inc.	St. Louis	MO	N	2/16/23	Pending	May-23			
Collins Engineers, Inc.	Chicago	IL	N	4/18/23	9/10/22		10/4/2022	11/7/2021	
Consolidated Land Services Inc.	Mountain Home	AR		6/25/22					

MoDOT PreQualification List

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	St. Louis	MO				May-24		
EFK Moen, LLC	St. Louis	MO	Y	4/1/23	pending	May-24	9/3/2024	9/3/2024
	The Woodlands	TX	N		7/16/22			

If any of the Columns are Highlighted when you Submit a Proposal you will be DISQUALIFIED

MoDOT PreQualification List

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Steps 1, 2 & 3

Steps 1, 2 & 3 = Required Annual Qualifications and Certifications

- Annual Statement of Qualification – SF 254 or SF 330
- Missouri Secretary of State Certificate of Good Standing
- Company Engineering/Surveying License (if applicable)
- E-Verify Requirements Annual Worker Eligibility Affidavit

If this Column “Expires” You can Update Steps 1, 2 & 3 in a Day

MoDOT PreQualification List

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These Columns Take Longer to Update – Don't Let Them EXPIRE!

When you submit your Annual Financial PreQual update you are marked "pending" and you can still submit proposals

MoDOT is generally quick to update your PreQualification Dates

I am not sure if you can submit as a sub if you have any expired columns

Experience with MoDOT Financial PreQualification

- Time-Consuming Process
- Every DOT has Similar Financial Requirements





Internal Control Questionnaire (ICQ) for Consulting Engineers

Name of Engineering Consultant ("the Company"): _____
TIN (Taxpayer Identification Number): _____
Headquarters Address: _____
Company Website: _____
Fiscal Year End: _____
This ICQ was prepared for (DOT/agency name): _____
Time Period Covered: _____
Location of Accounting Records: _____

- Please include the following items as **attachments** to this ICQ:

- FAR Part 31 Overhead Audit Report for most recent fiscal year, including audited Statement of Direct Labor, Fringe Benefits, and General Overhead (hereinafter "Indirect Cost Rate Schedule") and related reconciliation to the financial statements.
- Cognizant audit report or cognizant letter of concurrence from the cognizant Government agency.
Check here if not applicable:
- Post-closing trial balance and financial statements (balance sheet, income statement, and statement of cash flows) for the most recent fiscal year. (Note: If the indirect cost rate schedule does not directly tie to the trial balance, then please provide a supplemental reconciliation schedule.)
- Current chart of accounts that ties to financial statements and indirect cost rate schedule.
- Independent Auditor's Report on financial statements and accompanying management letter.
Check here if not applicable:
- Sample timesheet.
- The Company's policies for vacation and sick leave.
- The Company's bonus policy.
- Other written policies, as requested throughout this ICQ.

Note: Throughout this ICQ, all references to "AASHTO Guide" pertain to the 2016 Edition of the *AASHTO Uniform Audit & Accounting Guide*.

- Please identify the Company's primary contact for accounting questions:

Name: _____
Title: _____
Phone Number: _____
E-mail Address: _____
Mailing address (if different than headquarters address listed above): _____

A. Background Information

A.1. Year Established. When was the Company formed? _____

A.2. Business Form. What form of business entity is the Company?

- Sole Proprietorship Partnership C Corporation S Corporation
 Other _____

Work with a CPA
Familiar with the
Federal Acquisition
Regulations (FAR)
Improve Each Year

AASHTO = American Association of
State Highway and Transportation Officials

Work with a CPA Familiar with the Federal Acquisition Regulations (FAR)

Strategize . . .

Excel 2022_National_Compensation_Matrix_RC_FINAL - Saved

Search (Alt + Q)

File Home Insert Draw Page Layout Formulas Data Review View Help Viewing

B18

<<< Back to Menu

National Compensation Matrix Tool - 2022

Automated Tool for Compensation Allowability

Enter Gross Revenues for Target Firm:

Position	Formulaic Result	+RoR	Computed Compensation
Chairman (non-CEO)	293,548	40,893	334,441
CEO/President	650,770	66,978	568,000
Executive Vice President / Chief Operating Officer	400,518	35,802	436,320
Senior Vice President	356,767	31,375	388,142
Vice President	299,765	30,060	329,825
Chief Financial Officer	347,422	37,678	385,100
Top Engineering Executive	293,759	7,933	301,692
Human Resources Director	165,705	13,332	179,037

NOTE: CEO/President may only be applied to a single executive. (#)

** At the time of this release, all positions are subject to a statutory compensation cap of \$568,000 until a new authorized amount is published by OFPP.

Statutory Compensation Cap for Calendar Year 2021:	568,000
NCM Revenue Floor:	1,500,000
NCM Revenue Ceiling:	500,000,000

(#) The NCM was developed using a compilation of published surveys involving companies with a single CEO; accordingly, the CEO position should be matched only to a *single* executive. Engineering consultants with unique ownership and compensation structures that do not fit the NCM model should prepare their own executive compensation studies in accordance with the procedures recommended in Chapter 7 of the *AASHTO Uniform Audit & Accounting Guide*.

Menu Position Descriptions NCMTool

Workbook Statistics

Experience with MoDOT PreQualification

- Level Playing Field for New Firms (compared to other DOTs)
 - No SERVICES/CAPABILITY PreQualification Steps
- MoDOT Resources are very Helpful/Responsive
- Difficult to Navigate All the Steps
- The First Year is the Hardest

Continued Experience with MoDOT PreQualification

- Attend Workshops hosted by MoDOT and their Resource Consultants
- Expect Company/Control Audits by MoDOT
- Expect Project Audits by MoDOT (if you are a Prime)
- Find a Mentor 😊

Build Relationships

You will feel comfortable asking questions if you know people at MoDOT

- DBE Office
- DBE Resource Consultants
- PreQual/Audit Staff
- Consultant Liaison/RFQ Group
- HQ Folks who Connect with Your Services

Build Relationships

- Show Up at DBE Conferences (smaller group, good access to MODOT leaders)
- Attend other Conferences – TEAM, MO Safety & Traffic, AGC
- Get Involved with ACEC Liaison Committees
- Schedule a Meeting at a MoDOT Office
- Send MoDOT Updates of Your Projects, Your Staff
- Show Past Experience in Your Proposal

Experience as a Sub +

Great Way to Build a Resume



Demonstrate your Capabilities & Work Ethic
to Prime & MoDOT



Build Relationships & Find Mentors

Experience as a Sub -

Scope is Assigned (not always the work you want)

Fee is often Negotiated without your Input – especially if Client Requests a Fee Reduction

You are often the Last To Know about Changes

Difficult to Schedule Your Work

Experience as a Prime



Build a Team – Choose Your Subs/Teammates



Coordinate the Scope and Fee Negotiation



Create Sub Agreements!



Understand the Insurance & Indemnification Requirements

Experience as a Prime



Responsible for Budget and Schedule



Negotiate Supplements if the Scope Changes



YOU are Responsible for the Subs also – if they Fail YOU have to Resolve the Issue

Value of Mentoring

Learn About Business from
Project Partners

Use Many Firms as Mentors

Ask Questions and Keep the
Answers Confidential

Build Partnerships

MoDOT's Formal Mentoring

Cautious about Choosing ONE
Mentor

Outline Your Plan in Detail

Track Your Progress

EFK♦Moen

Civil Engineering Design

Linda Moen, PE

lmoen@efkmoen.com



First
Consultant-Designed
Diverging Diamond
Interchange

Opened to Traffic in July
2010



Unique Project: Highway Improvements for City-Arch-River
As a PRIME and as a SUB



EFK•Moen

Civil Engineering Design

