



*Preparing Proposals
and
Working with Prime
Consultants*

DBE Supportive Services

Linda Moen, PE, PTOE, LEED AP BD+C, ENV SP

LLMoen@efkmoen.com



Your Connection to MoDOT

A close-up photograph of a breadboard circuit. The breadboard is white with a grid of holes. Several resistors with color-coded bands are inserted into the holes. A network of colored wires (blue, yellow, black, white) is connected between the components. A black integrated circuit (IC) is partially visible on the left side. The background is blurred, showing more of the breadboard and some other components.

Are you plugged in?

A solid black circle is located in the bottom right corner of the image.

Become a MoDOT Vendor

Steps and instructions pertaining to becoming a Prime Contractor, Performing Subcontracting work, obtaining plans, or becoming a materials provider for MoDOT.



Bridge Standard Drawings

The Bridge Standard Drawings and Forms, published by the State Bridge Office, shall be used by MoDOT's internal staff, as well as consultants, contractors, and may be used by other department of trans...



Contractor Resources

Bid Opening related information.



Bidding Opportunities

Want to bid on a MoDOT project, supply request, building contract, training opportunity, property for sale, surplus offer or anything else? This page is where you start.



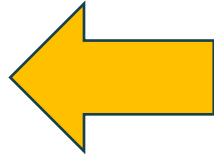
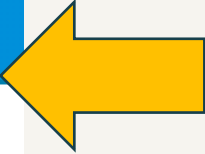
Consultant Services

MoDOT consultant services, news and information.



Design-Build Information

Design-build is a delivery method that includes hiring one contracting team to complete the design work and build the highway improvement under one contract. MoDOT provides the project goals, budget a...



CONSULTANT RESOURCES CONTACTS



Kenny Voss

State Design Engineer
Design

Email: Kenneth.Voss@modot.mo.gov

Phone: (573) 526-2924



Jeffrey Cremer

Professional Services Coordinator
Design

Email: Jeffrey.Cremer@modot.mo.gov

Office: 573-751-3705

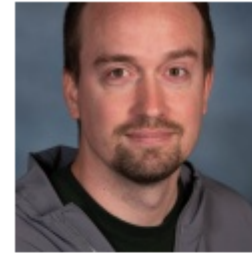


Danica Stovall-Taylor

Assistant State Design Engineer
Design

Email: danica.stovall-taylor@modot.mo.gov

Phone: (573) 526-0245



Keith Jennings

Data Report Analyst
Design

Email: Keith.Jennings@modot.mo.gov

Office: 573-526-3851

QUICK LINKS AND FORMS

- [Consultant Services - Quick Links and Forms](#)
- [MoDOT Engineering Policy Link to Engineering Professional Services](#)

Get on the list to receive Requests for Qualifications (RFQs)

*MoDOT RFQs
come out
Twice a Month
on Wednesdays*





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

Missouri Department of Transportation
Ed Hassinger, Interim Director

1.888.ASK MODOT (275.6636)

October 23, 2024

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: 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, November 8, 2024 at the appropriate office.

Sincerely,

Kenneth Voss, P.E.
State Design Engineer

Attachment

MoDOT RFQ

“ . . No more than three pages.”

“ . . Attach one page with detailed information on similar projects that your key personnel have worked on.”

“Firms not providing a response on approach to workforce diversity will be considered non-responsive . . .”

“Firms that are not current on all of the required prequalification categories . . . will be considered non-responsive”

DISTRICT OFFICES

St. Louis District
Thomas Blair, P.E. – District Engineer
Missouri Department of Transportation
1590 Woodlake Drive
Chesterfield, MO 63017

Design Contact:
Michael Blattner, P.E. – Project Manager
314-453-1751
michael.blattner@modot.mo.gov
Email responses are required

District SL

St. Charles County, Route 94	
Job Nos:	SL0120 & SL0120B
Location:	Intersection of Rte. 94 and Rte. D and Rte. 94 improvements between Rte. D and I-64
Proposed Improvement:	Intersection improvements and lane additions
Length:	2.124 miles
Approximate Construction Cost:	4.552 million
DBE Goal (if applicable)	10%
Consultant Services Required:	<p>The Consultant will develop preliminary construction plans, right-of-way plans, final construction plans and provide project support during construction.</p> <p>The Consultant will provide site-specific project surveying.</p> <p>The Consultant will provide utility coordination.</p> <p>The Consultant will provide environmental and historic preservation services.</p> <p>A Public Meeting and/or Hearing may be required due to the number of parcels affected. The Consultant will prepare exhibits and participate in the public meetings. The Consultant will also develop transcripts, if necessary.</p> <p>Request for Environmental Services (RES) shall be submitted to the MoDOT Environmental and Historic Preservation Office by the Consultant. The consultant will be available to provide project specific information as requested.</p>
Other Comments:	<p>Interviews or presentation will not be required for the consultant selection.</p> <p>Tentative Date of Consultant Selection-December 4, 2024</p>

<u>Rating Criteria w/Weighted Values</u>	
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	<u>10 Points Max</u>
	100 Points Max Total

Go/No-Go Discussion

```
graph TD; A[Go/No-Go Discussion] --- B[Does the work fit your team]; A --- C[Are you familiar with the project location]; A --- D[Do you know the PM];
```

Does the work
fit your team

Are you familiar
with the project
location

Do you know
the PM

Go/No-Go Discussion

```
graph TD; A[Go/No-Go Discussion] --- B[Chase as a Prime]; A --- C[Get on other Teams as a Sub];
```


Chase as a Prime

Get on other Teams as a Sub

As a Prime

- You are writing the proposal letter
- You are assembling a team
- You need to call the Project Manager at MoDOT


Your letter should show MoDOT that:

- You know the project location (familiarity, accessibility of firm & staff)
 - You understand the Purpose and Need of the project (project understanding)
 - You have the experience to produce the study, set of plans, etc. that MoDOT needs (past performance with SIMILAR WORK, general experience of firm and capability)
 - You have the qualified staff available (qualifications of personnel assigned)
- 

As a Sub

- You are contributing to the proposal letter
- You are trying to get on a team
- You need to call primes

Your phone call/email should show the Prime that:

- You know the project location/purpose
 - Your company/staff has specific expertise that is needed on the project
 - You will be responsive and easy to work with
 - You are prequalified with the DOT!
- 



Local

Travelers

Road Work

Programs

Motor Carriers

News

About

Careers

Doing Business With MoDOT



CONSULTANT RESOURCES

EXPLORE THIS TOPIC

Consultant Prequalification List

▼ Solicitations (RFQ) Opportunities

Archived Solicitation and Selection Information

LPA OnCall List

MoDOT OnCall List

LPA On-Call List

March 1, 2023.

If you think you missed an RFQ, you can check here. Selected Firms are also listed.



Prequalification

Be Familiar with this Website



Missouri Department of Transportation

Search



Local Travelers Road Work Programs Motor Carriers News About Careers

Doing Business With MoDOT



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EXPLORE THIS TOPIC



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Archived Solicitation and Selection Information

Solicitation (RFQ) Opportunities

MODOT RFQ INFORMATION

- [Policy 134.2 - Solicitation Selection and Selection Process](#)
- [MoDOT Solicitations \(RFQ\)](#)

LOCAL PUBLIC AGENCY RFQ INFORMATION

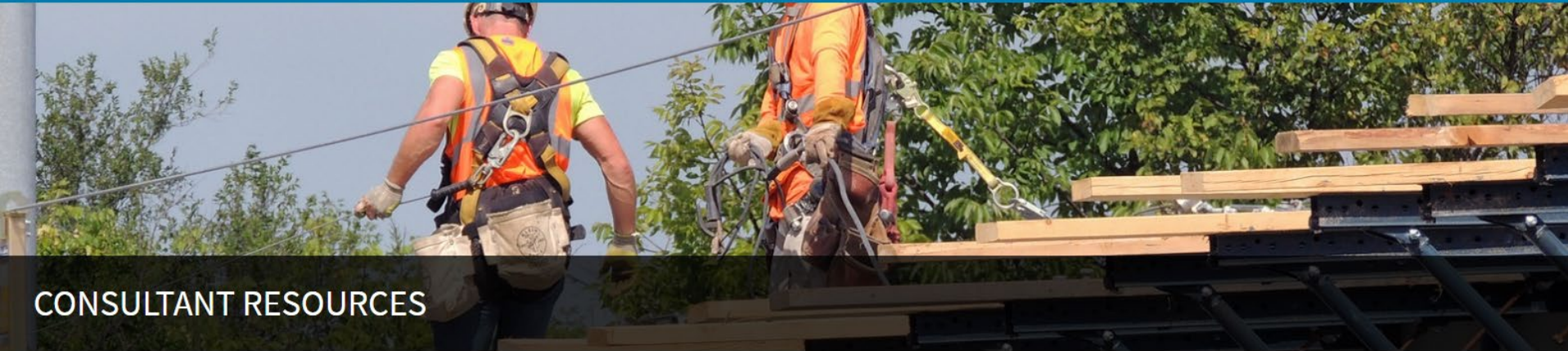
- [Policy 136.4 - Consultant Selection and Consultant Contract Management](#)
- [LPA Solicitations \(RFQ\)](#)
- [LPA Archived Solicitation](#)
- [LPA Awarded Contracts Updated 2-19-19](#)

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

				E-verify					
Consultant Name (in Alphabetical Order)	City	State	DBE Status	STEPS 1-2-3	STEP 4	<u>LPA Basic Training Expiration Date (LPA Consultants Only)</u>	Bridge Forms Expiration Date (MoDOT Bridge Consultants Only)	Bridge QC/QA Plan Expiration Date (MoDOT Bridge Consultants Only)	
				Annual Consultant Pre-qualification Requirements Expiration Date	Financial Pre- Qual Expiration Date				
Cole & Associates, Inc.	St. Louis	MO	N	2/6/25	8/10/25	May-26			
Collins Engineers, Inc.	Chicago	IL	N	3/24/25	pending		3/28/2026	3/28/2026	
CONSOR Engineers, LLC (formerly Infrastructure Engineers, LLC	Houston	TX	N	8/30/25	8/22/25		12/6/2025	12/6/2025	
Cook, Flatt & Strobel Engineers, P.A.	Topeka	KS	N	1/30/25	10/30/24	May-26	5/13/2025	5/13/2025	
Cornforth Consultant, Inc. see Landslide Technology									
Crafton Tull and Associates	Rogers	AR	N	6/19/25	8/19/25	Nov-24	9/9/2027	9/9/2027	
Crawford, Murphy & Tilly, Inc.	St. Louis	MO	N	12/5/24	7/29/25	May-26	10/4/2024	10/4/2024	
Crouch Engineering, Inc.	Brentwood	TN	N	11/13/24	12/29/24				
Custom Engineering, Inc.	Independence	MO	Y	8/22/25	pending				
David Mason & Associates, Inc.	St. Louis	MO	N	6/24/25	pending				
Dell Consulting LLC	Cole	MO	N	8/24/24	12/29/24				
Designer1_4 CADD Support, LLC	St. Francois	MO	N	12/12/24					
DuBois Consultants, Inc.	Jackson	MO	Y	8/5/25	pending				
Dudek	San Diego	CA	N	4/16/25	8/6/25				
EcoAnalysts, Inc. (formerly Ecological Specialists, Inc.)	O'Fallon	MO	N	6/14/24					
EDM Incorporated	St. Louis	MO		10/2/24	6/26/25	May-24			
EFK Moen, LLC	St. Louis	MO	Y	6/12/25	pending	Nov-26	8/28/2027	8/28/2027	
Engineering Design Source, Inc.	Chesterfield	MO	Y	2/6/25	pending	May-26	10/5/2026	10/5/2026	
Engineering Operations LLC	Littleton	CO	N	8/13/25	6/4/25				
Engineering Surveys & Services, LLC	Columbia	MO	N	4/4/25	2/28/25	May-25			



CONSULTANT RESOURCES

EXPLORE THIS TOPIC

- Consultant Prequalification List
- ▼ Solicitations (RFQ) Opportunities
 - Archived Solicitation and Selection Information
- LPA OnCall List
- MoDOT OnCall List
- Consultant ROW Negotiators and Appraisers
- Consultant Information
- ▼ Design Related Consultant Services
 - Qualifications & Certifications**
 - Financial Prequalification Requirements

Consultant Prequalification



Standard Prequalification Requirements

Prime consultants wishing to provide professional design related services and has an established indirect cost rate schedule (overhead) must follow the Standard Prequalification Process.

MoDOT encourages sub-consultants to become prequalified if routinely exceeding \$25,000 in contracted services.

- STANDARD PREQUALIFICATION REQUIREMENTS
- [Steps 1, 2 & 3 - Required Annual Qualifications and Certifications](#)
 - [Step 4 - Financial Prequalification Requirements](#)



*Other things
on the
MoDOT
website that
can help you*



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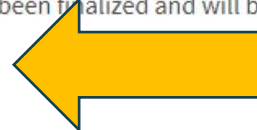
LPA On-Call List

The 2023-2026 MoDOT On-Call listing has been finalized and will be effective beginning March 1, 2023.

[2023 - 2026 LPA Consultant On-Call List](#)

EPG Reference and guidelines

[136.4.2.4.3 Using the LPA On-Call Consultant List](#)





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- Doing Business With MoDOT**

2023-2026 LPA Consultant On-Call List

2023 - 2026 LPA Consultant On-Call List

BOLD -Indicates DBE Firms - Check [consultant prequalification's](#) prior to selection. Expand on the Headings to view the listing.

- + Roadway Design**
- + Trails & Sidewalks**
- + Multimodal**
- + Construction Inspection**
- + Traffic Engineering & TEAP**
- + Structures**
- + Environmental**
- + Historic Preservation**



EFK•Moen, LLC is a D/WBE Civil Engineering Design Consulting Firm founded in 1998 with emphasis in transportation and bridge engineering and design.

The staff of EFK•Moen has experience in developing new concepts for roadway and bridge designs from preliminary feasibility studies through final design and construction. Our offices are located in St. Louis, MO; St. Charles, MO; Fairview Heights, IL; Chicago, IL; and Atlanta, GA.

EFK•Moen's engineers are well respected within the industry and have gained recognition for producing quality design documents. Utilizing the latest technology and diverse experience we provide innovative and cost effective designs.

EFK•Moen's staff of professional engineers has been responsible for many of the new Illinois and Missouri interstate and marked routes throughout the region.

EFK•Moen's staff of engineers has been responsible for more than 3 billion dollars of highway design.

www.efkmoen.com



EXPERIENCE WITH FEDERAL, STATE & LOCAL GOVERNMENTS

Since EFK•Moen was formed in 1998 our clientele has primarily been state and local governments. We have extensive experience with MoDOT, federally funded projects, the Local Public Agency (LPA) process, the City of St. Louis Board of Public Service and the St. Louis Metropolitan Sewer District. EFK•Moen has a good understanding of the most current guidelines and procedures used by federal, state and local governmental agencies, and has several project managers who have earned the Federal Aid/LPA Certification through MoDOT.

Every 3 Years - Watch for this Opportunity in Fall 2025

*“On-Call”
Opportunities*





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 - Qualifications & Certifications
 - Financial Prequalification Documents

On-Call Design Consultants

- + Bridge
- + Environmental
- + General Services
- + Geotechnical Engineering Services
- + LiDAR & Photogrammetry
- + Multimodal Planning
- + Pavement Friction Testing
- + Value Engineering
- + Right-of-Way

- Value Engineering

- AECOM Technical Services, Inc.
- Alfred Benesch & Company
- Bartlett & West, Inc.
- Crawford, Murphy & Tilly, Inc.
- EFK Moen, LLC
- HDR Engineering, Inc.
- Kaskaskia Engineering Group, LLC
- WSP USA Inc.

Keys to Successful Proposals

BE RESPONSIVE

```
graph TD; A[BE RESPONSIVE] --> B[Timely]; B --> C[Accurate]; C --> D[Respond to the Request];
```

Timely

Accurate

Respond to the Request

Continuous Improvement

- After you've submitted a few proposals, whether you win them or not, follow up with the clients to find out what you can do better
- Their answers often contradict and are vague but still LISTEN

*Avoid
Responding
to Request
for Bids*

QBS Laws cover the Federal and State Procurement Processes in Missouri for Professional Services

Require that selection of a Professional Services consultant be based on qualification, not on price

ACEC advocates for the protection of this law

Linda Moen, PE, PTOE, LEED AP BD+C, ENV SP

LLMoen@efkmoen.com

