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# MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION

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## REQUEST FOR PROPOSALS (RFP) RI08-048

### SUMMER TRANSPORTATION INSTITUTE

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**LIST OF ACRONYMS**

<b>MHTC</b>	Missouri Highways and Transportation Commission
<b>MoDOT</b>	Missouri Department of Transportation
<b>RFP</b>	Request for Proposals
<b>STIP</b>	Statewide Transportation Improvement Plan

## **INTRODUCTION**

This Request For Proposal (RFP) seeks proposals from qualified organizations, namely private consultants, universities and research organizations (hereinafter, Offeror), to furnish the described services to the Missouri Highways and Transportation Commission (MHTC).

Proposal packages must be submitted electronically, by mail or hand delivered to the Organizational Results Contract Administrator, Missouri Department of Transportation, 2217 St. Mary's Boulevard, PO Box 270, Jefferson City, Missouri 65109. The proposal may be signed electronically and emailed to [James.Dickson@modot.mo.gov](mailto:James.Dickson@modot.mo.gov). Proposals must be time stamped, postmarked or hand delivered by 4:00 PM CST October 17, 2008. Please reference the project title "**RI 08-048 SUMMER TRANSPORTATION INSTITUTE**".

MHTC reserves the right to reject any and all proposals for any reason whatsoever. Time is of the essence for responding to the RFP within the submission deadlines.

**PROPOSAL**

Printed or Typed Name: \_\_\_\_\_  
Title of Offeror \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Electronic Mail Address: \_\_\_\_\_

*The Offeror agrees to provide the services under the terms of this RFP:*

Authorized Signature of Offeror: \_\_\_\_\_

Date of Proposal: \_\_\_\_\_

**ACCEPTANCE**

This proposal is accepted by MHTC.

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

**SECTION (1):**  
**GENERAL DESCRIPTION AND BACKGROUND**

- (A) **Request for Proposal:** Missouri is seeking requests for proposals to host a Summer Transportation Institution (STI) Program. This program will introduce junior high school and high school students to a variety of transportation careers and provide educational enhancement activities.
  
- (B) **Background:** The National Summer Transportation Institute (NSTI) is an educational initiative designed to prepare students, particularly minorities and women, to become an important part of the transportation work force of the 21<sup>st</sup> century by focusing on science, technology, engineering and mathematics through curriculum development and other enrichment activities. Since the NSTI program began, colleges and universities across the country have served as host sites offering four-week Summer Transportation Institutes (STIs). STIs have been designed to introduce secondary school students to all modes of transportation careers and provide academic enhancement activities.
  
- (C) **Fiscal Year:** The fiscal year runs from July 1-June 30.
  
- (D) **Contract Period:** The project contract period will begin the date the agreement is executed by the MHTC and end September 30, 2009 unless otherwise agreed to by the parties.

- (E) **RFP Schedule of Events:** The following RFP Schedule of Events represents MoDOT's best estimate of the schedule that shall be followed. Unless otherwise specified, the time of day for the following events shall be between 7:30 am and 4:00 pm, CST. MoDOT reserves the right at its sole discretion to adjust this schedule, as it deems necessary.

### Schedule of Events

MoDOT posts the RFP on **September 25, 2008** to the research website: <http://www.modot.mo.gov/services/OR/orRFP.htm>

Written comments and/or questions must be postmarked and mailed to the Contract Administrator at 2217 St Mary's Blvd., PO Box 270, Jefferson City MO 65109 or faxed to 573-526-4324 or submitted electronically to: [James.Dickson@modot.mo.gov](mailto:James.Dickson@modot.mo.gov) by **October 6, 2008**.

MoDOT will post the responses to written comments and/or questions by **October 10, 2008** on the research website: <http://www.modot.mo.gov/services/OR/orRFP.htm>.

Deadline for proposal submission is 4:00 pm CST **October 17, 2008**. Please see the Introduction section for specific mailing and electronic addresses.

MoDOT will notify the preferred proposal Offeror by **November 14, 2008**.

The proposed contract end date will be **September 30, 2009** unless the parties agree otherwise.

**SECTION (2):**  
**SCOPE OF WORK**

(A) **Services:** The successful Offeror shall provide the following services:

(1) **Project Objectives:** Missouri is seeking requests for proposals to host a Summer Transportation Institute (STI) Program. The STI host site must design and implement the program components described below:

- a. A strong core curriculum that introduces junior high school and high school students to a variety of transportation careers and provides educational enhancement activities. These programs should offer a stimulating introduction to the transportation industry, with a particular emphasis on highway construction jobs and careers. Activities could include field trips, hands-on projects preparing students to enter apprenticeship programs and presentations by professionals in the transportation industry.
- b. Enhancement activities to expose students to various methods and activities designed to improve study habits and increase academic achievement. Such activities could include, but not be limited to: sessions on time management, study habits, SAT prep, library use, computer skills and vocabulary development.
- c. STIs could conduct either residential or non-residential programs for student participants.
- d. STIs will be able to draw upon the expertise of the National Construction Career Day Center (CCD) to conduct outreach, recruitment, and technical assistance activities directly with vocational high schools, junior colleges, and technical post-secondary schools, in addition to recruiting among the more traditional 16-18 year-old high school population. CCD is a partnership among Federal Highways Administration (FHWA), the Rhode Island Department of Transportation (RIDOT) and the University of Rhode Island Transportation Center (URIT).

(2) **Project Deliverables:** Each STI host site must be established with the components listed below:

- a. Within 30 days of the award announcement, the Offeror will submit a 2009 Summer Transportation Institute (STI) implementation plan. This plan should describe in detail, the tasks, as described herein, to be performed over the life of the award and the cost associated with each task. The STI's plan should include, but not be limited to, procedures for student selection, parental requirements, risk management, staffing

requirements, inter-modal advisory committees, host sites' roles and responsibilities, specific named partnerships, as well as, STI curriculum.

- b. As needed, the successful Offeror will update and revise its curriculum for the STI program. This curriculum should include and focus on educational endeavors that (1) expose students to all aspects of the transportation industry and its role in society; and (2) create awareness and stimulate interest in the students to take advantage of the opportunities that exist in the transportation industry, including highway construction and related technology careers.
- c. The successful Offeror will require that all students and faculty complete a final, overall program evaluation. The host sites will use these evaluations to improve their programs. Also, this information shall be summarized in the host site' annual report that would be submitted to the Summer Transportation Administrator (STA) in the host site's State as described in subsection (f) of this paragraph.
- d. Each host site will conduct a follow-up survey of STI student graduates during their senior year in high school or final year in alternative programs from which students are recruited. This survey would focus on the career and academic decisions made by the students. It would be intended to serve as an indicator of the number of students considering academic studies and transportation related careers.
- e. In addition to the work requirements specified in this announcement, Offerors will ensure that all electronic documents that they prepare will meet the requirements of Section 508 of the Rehabilitation Act. The Act requires that all electronic products prepared for the Federal Government be accessible to persons with disabilities, including those with vision, hearing, cognitive and mobility impairments. See Section 508 of the Rehabilitation Act (<http://www.access-board.gov/508.htm>) and the Federal IT Accessibility Initiative (<http://section508.gov/>) for detailed information.
- f. The Offeror will prepare and submit two project status\progress reports to the STA in its respective State. The STA will ensure that these reports are received in a timely manner, so that a general annual report of the 2009 NSTI Summer Program can be prepared by the FHWA. The progress reports shall summarize the results of each of the STI's activities, as well as the student and faculty evaluations collected in under subsection (c) of this paragraph.
- g. To ensure that the Federal Government is kept informed of the progress on this project, each STI shall furnish three copies (two hard copies and one electronic copy in Microsoft Word format), on a bi-annual basis (one 30 days prior to the start of its Summer program, and one 45 days after completion of its Summer program). Each report shall set forth concise

statements covering the accomplishments and activities relevant to the STI program and would include, as a minimum, the following:

- i. Description of the program, including curriculum, student and faculty composition, and identification of the Summer Transportation program Administrator (STA) and subsequent staff assigned to work with the STI program.
  - ii. Description of overall progress.
  - iii. Current challenges that may impede performance, and proposed corrective or alternative action.
  - iv. Work to be performed prior to the submission of the second report.
  - v. Identification of partnerships established with public and private sector stakeholders.
  - vi. A separate financial sheet that details reimbursement requests and expenditure of funds to date.
- h. Monthly invoices due no later than the 15<sup>th</sup> of each month and the final invoice due no later than September 15, 2009 unless otherwise agreed to by the parties.

(3) **Budget:** The successful Offeror shall provide the research services for a budget no greater than fifty five thousand dollars (\$55,000) over a two-year period.

(B) **Specific Requirements of the RFP:** The Offeror will provide MoDOT's Contract Administrator a proposed work plan to meet all provisions noted in Section (2), Paragraph (A), adhering to the following specific requirements:

(1) Proposal work plans are limited to ten (10) single spaced pages. The entire proposal must include the scope of work, experience pages (attach Exhibit B), personnel pages and reference listing (attach Exhibit A). Proposals should use a font size of no less than eleven (11) points. Organizational charts and resumes are not included in the ten-page limit.

(C) **Administration of Program:** The Offeror will consult MHTC's Contract Administrator, as noted in Section (3) regarding any problems involved with the administration of the services provided pursuant to this RFP.

**SECTION (3):**  
**AGREEMENT REQUIREMENTS**

The following contract provisions shall govern this RFP. The award of this RFP is subject to a post-award negotiated contract or Task Order Contract. These same contract provisions are incorporated by reference into the post-award negotiated contract or Task Order Contract. If the parties are unable to agree to terms in the post-award contract or Task Order Contract, MHTC shall reserve the right to cancel the award of the RFP and contract and further select a different Offeror.

**(A) MHTC's Representatives:** MHTC's representatives may designate by written notice other persons having the authority to act on behalf of MHTC in furtherance of the performance of the Agreement.

**(1) Contract Administrator:** MoDOT's Contract Administrator is designated as MHTC's representative for the purpose of administering the provisions of the Agreement as defined in Paragraph (E) of this section. The Contract Administrator is responsible for directing or negotiating any changes in the terms, conditions or amounts specified in the contract on behalf of MHTC. The Offeror shall fully coordinate its activities for MHTC with those of the designated Contract Administrator. The designated Contract Administrator shall be:

Mr. James Dickson  
Organizational Results  
Missouri Department of Transportation  
2217 St Mary's Blvd.  
Post Office Box 270  
Jefferson City, MO 65109

Email: [James.Dickson@modot.mo.gov](mailto:James.Dickson@modot.mo.gov)

**(2) Technical Liaison:** MoDOT's Technical Liaison is responsible for technical coordination, oversight and review of performance and deliverables on behalf of MHTC. As the work of the Offeror progresses, the Offeror shall make advice and information on matters covered by the Agreement available to the Technical Liaison throughout the effective period of the Agreement. The designated Technical Liaison shall be:

Mr. James Dickson  
Organizational Results  
Missouri Department of Transportation  
2217 St Mary's Blvd.  
Post Office Box 270  
Jefferson City, MO 65109

Email: [James.Dickson@modot.mo.gov](mailto:James.Dickson@modot.mo.gov)

- (B) **Release to Public:** No material or reports prepared by the Offeror shall be released to the public without the prior consent of MHTC’s Technical Liaison.
- (C) **Assignment:** The Offeror shall not assign or delegate any interest, and shall not transfer any interest in the services to be provided (whether by assignment, delegation, or novation) without the prior written consent of MHTC’s Technical Liaison.
- (D) **Status as Independent Contractor:** The Offeror represents itself to be an independent contractor offering such services to the general public and shall not represent itself or its employees to be an employee of MHTC or MoDOT. Therefore, the Offeror shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers’ compensation, employee insurance, minimum wage requirements, overtime, or other such benefits or obligations.
- (E) **Components of Agreement:** The Agreement between MHTC and the Offeror shall consist of: the RFP and any written amendments thereto, the Standard Solicitation Provisions and General Terms and Conditions that are attached to this RFP, the proposal submitted by the Offeror in the response to the RFP and the post-award contract agreement signed between the parties. However, MHTC reserves the right to clarify any relationship in writing and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Offeror’s proposal. The Offeror is cautioned that its proposal shall be subject to acceptance by MHTC without further clarification.
- (F) **Amendments:** Any change in the Agreement, whether by modification or supplementation, must be accompanied by a formal contract amendment signed and approved by the duly authorized representative of the Offeror and MHTC.
- (G) **DBE/WBE Participation Encouraged:**
- (1) Offerors are encouraged to submit copies of existing affirmative action programs, if any. Offerors are also encouraged to directly hire minorities and women as direct employees of the Offeror. MHTC reserves the right to consider the use of minority and female employees when making the award of the Agreement.
  - (2) Regardless of which persons or firms, if any, that the Offeror may use as subcontractors, sub consultants, or suppliers of goods or services for the services to be provided, the Offeror ultimately remains responsible and liable to MHTC for the complete, accurate and professional quality/performance of these services.
- (H) **Nondiscrimination:** The Offeror shall comply with all state and federal statutes applicable to the Offeror relating to nondiscrimination, including, but not limited to, Chapter 213, RSMo; Title VI and Title VII of Civil Rights Act of 1964 as amended (42 U.S.C. Sections 2000d and 2000e, *et seq.*); and with any provision of the “Americans with Disabilities Act” (42 U.S.C. Section 12101, *et seq.*).

- (I) **Executive Order:** The Consultant shall comply with all the provisions of Executive Order 07-13, issued by the Honorable Matt Blunt, Governor of Missouri, on the sixth (6<sup>th</sup>) day of March, 2007. This Executive Order, which promulgates the State of Missouri's position to not tolerate persons who contract with the state engaging in or supporting illegal activities of employing individuals who are not eligible to work in the United States, is incorporated herein by reference and made a part of this Agreement.
- (1) By signing this Agreement, the Consultant hereby certifies that any employee of the Consultant assigned to perform services under the contract is eligible and authorized to work in the United States in compliance with federal law.
- (2) In the event the Consultant fails to comply with the provisions of the Executive Order 07-13, or in the event the Commission has reasonable cause to believe that the Consultant has knowingly employed individuals who are not eligible to work in the United States in violation of federal law, the Commission reserves the right to impose such contract sanctions as it may determine to be appropriate, including but not limited to contract cancellation, termination or suspension in whole or in part or both.
- (J) **Incorporation of Provisions:** The Consultant shall include the provisions of Section (3), Paragraph (I) of this Agreement in every subcontract. The Consultant shall take such action with respect to any subcontract as the Commission may direct as a means of enforcing such provisions, including sanctions for noncompliance.
- (K) **Bankruptcy:** Upon filing for any bankruptcy or insolvency proceeding by or against the Offeror, whether voluntarily, or upon the appointment of a receiver, Offeror, or assignee, for the benefit of creditors, MHTC reserves the right and sole discretion to either cancel the Agreement or affirm the Agreement and hold the Offeror responsible for damages.
- (L) **Law of Missouri to Govern:** The Agreement shall be construed according to the laws of the state of Missouri. The Offeror shall comply with all local, state and federal laws and regulations relating to the performance of the Agreement.
- (M) **Cancellation:** MHTC may cancel the Agreement at any time by providing the Offeror with written notice of cancellation. Should MHTC exercise its right to cancel the Agreement for such reasons, cancellation will become effective upon the date specified in the notice of cancellation sent to the Offeror.
- (N) **Venue:** No action may be brought by either party concerning any matter, thing or dispute arising out of or relating to the terms, performance, nonperformance or otherwise of the Agreement except in the Circuit Court of Cole County, Missouri. The parties agree that the Agreement is entered into at Jefferson City, Missouri, and substantial elements of its performance will take place at or be delivered to Jefferson City, Missouri, by reason of which the Offeror consents to venue of any action against it in Cole County, Missouri.

- (O) **Ownership of Data and Reports:** All documents, data, reports, exhibits, surveys, etc. produced by the Offeror at the direction of MHTC's representatives and information supplied by MHTC's representatives shall remain the property of MHTC.
- (P) **Confidentiality:** The Offeror shall not disclose to third parties confidential factual matters provided by MHTC's representatives except as may be required by statute, ordinance, or order of court, or as authorized by MHTC's representatives. The Offeror shall notify MHTC immediately of any request for such information.
- (Q) **Nonsolicitation:** The Offeror warrants that it has not employed or retained any company or person, other than a bona fide employee working for the Offeror, to solicit or secure the Agreement, and that it has not paid or agreed to pay any percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of the Agreement. For breach or violation of this warranty, MHTC shall have the right to annul the Agreement without liability, or in its discretion, to deduct from the Agreement price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.
- (R) **Conflict of Interest:** The Offeror covenants that it presently has no actual conflict of interest or appearance of conflict of interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services under this Agreement. The Offeror further covenants that no person having any such known interest shall be employed or conveyed an interest, directly or indirectly, in this Agreement.
- (S) **Maintain Papers:** The Offeror must maintain all working papers and records relating to the Agreement. These records must be made available at all reasonable times at no charge to MHTC and/or the Missouri State Auditor during the term of the Agreement and any extension thereof, and for three (3) years from the date of final payment made under the Agreement.
- (1) MHTC's representatives, as noted in Section (3), Paragraph (A), shall have the right to reproduce and/or use any products derived from the Offeror's work without payment of any royalties, fees, etc.
  - (2) MHTC's representatives, as noted in Section (3), Paragraph (A), shall at all times have the right to audit any and all records pertaining to the services.
- (T) **Indemnification:** The Offeror shall defend, indemnify and hold harmless the Commission, including its members and department employees, from any claim or liability whether based on a claim for damages to real or personal property or to a person for any matter relating to or arising out of the Offeror's performance of its obligations under this Agreement. Any requirement of the Offeror that MHTC indemnify and hold harmless the Offeror in its response to this RFP or in the post-award contract will result in the Offeror's response being deemed non-responsive and will be rejected.

(U) **Insurance:** Prior to contract signing, the Offeror may be asked about its ability to provide certificates of insurance which meet, or approach, the following coverage:

- (1) General Liability Not less than \$400,000 for any one person in a single accident or occurrence, and not less than \$2,500,000 for all claims arising out of a single occurrence;
- (2) Automobile Liability Not less than \$400,000 for any one person in a single accident or occurrence, and not less than \$2,500,000 for all claims arising out of a single occurrence;
- (3) Missouri State Workmen's Compensation policy or equivalent in accordance with state law.

**SECTION (4):**  
**PROPOSAL SUBMISSION INFORMATION**

- (A) **SUBMISSION OF PROPOSALS:** Proposal work plans are limited to ten (10) single spaced pages. The entire proposal must include the scope of work, experience pages, personnel pages, and reference listing. Proposals should use a font size of no less than eleven (11). Organizational charts and resumes are not included in the ten-page limit.
- (1) **Signature:** Proposals should be signed and returned (with necessary attachments) to the Contract Administrator as provided in this RFP, Section (3), Paragraph (A). Specifically, any form containing a signature line in this RFP and any amendments, etc., must be manually signed and returned as part of the proposal.
  - (2) **Submission of All Data Required:** The Offeror must respond to this RFP by submitting all data required in Section (4), Paragraph (B) below for its proposal to be evaluated and considered for award. Failure to submit such data shall be deemed sufficient cause for disqualification of a proposal from further consideration.
  - (3) **Public Inspection:** The Offeror is hereby advised that all proposals and the information contained in or related thereto shall be open to public inspection post contract award, and that MHTC does not guarantee nor assume any responsibility whatsoever in the event that such information is used or copied by individual person(s) or organization. Therefore, the Offeror must submit its proposal based on such conditions without reservations.
  - (4) **Clarification of Requirements:** Any and all questions regarding specifications, requirements, competitive procurement process, or other questions can be submitted either in electronic or written format and directed to [James.Dickson@modot.mo.gov](mailto:James.Dickson@modot.mo.gov) or Contract Administrator, Missouri Department of Transportation, 2217 St. Mary's Blvd., PO Box, Jefferson City Missouri 65109, fax number (573) 526-4337. These items need to be faxed, postmarked or emailed no later than October 6, 2008.

**(B) REQUIRED ELEMENTS OF PROPOSAL**

- (1) **Work Plan:** The proposal must include a work plan to accomplish the Scope of Work as outlined in Section (2).
- (2) **Experience:** The proposal must clearly identify the Offeror's experience in offering the services requested in this RFP during the past three (3) years. The description should include a list of the agencies that the Offeror has served or currently serves. The description should also include the curriculum vitae of the principal investigator, which could include:
  - a. Education

- b. A selection of articles relating to the applicable subject matter.
- c. A selection of salaried, contract, or extension projects performed relating to the applicable subject matter that demonstrates the principal investigator's expertise. The Offeror should provide the following information related to previous and current services/contracts performed by the Offeror's organization and any proposed subcontractors which are similar to the requirements of this RFP:
  - i. Name, address, and telephone number of client/contracting agency and a representative of that client/agency who may be contacted for verification of all information submitted;
  - ii. Dates of the service/contract; and
  - iii. A brief, written description of the specific prior services performed and requirements thereof.
  - iv. The above information may be shown on the form attached as Exhibit A "Prior Experience" to this RFP or in a similar manner.

(3) **Personnel:** Please indicate the name, location, telephone number, fax number and email address of the primary contact person for the Offeror. Information presented in this section should highlight the Offeror's previous experience, as well as any work with other state agencies or local governments in Missouri. The Offeror must furnish a complete listing of each subconsultant, if any, and complete contact information for that subconsultant. The Offeror may utilize Attachment B "Personnel Expertise Summary" for summarizing the personnel information and should submit detailed resumes for proposed key personnel.

- a. Offeror should provide an organizational chart showing the staffing and lines of authority for the key personnel to be used. The relationship of service personnel to management and to support personnel should be clearly illustrated.
- b. If personnel are not yet hired, the Offeror should provide detailed descriptions of the required employment qualifications; and detailed job descriptions of the position to be filled.
- c. The Offeror should submit a copy of all licenses and/or certifications for all proposed personnel which may be required by state, federal, and/or local law, statute, or regulation in the course of performance of the Offeror's profession. If not submitted with the proposal, MoDOT reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.

- (4) **References:** Proposals should indicate the name, title and telephone number of at least three officials of clients within the past three years.

(C) **EVALUATION CRITERIA AND PROCESS:**

- (1) **Evaluation Factors:** Any agreement for services resulting from this RFP shall be awarded to the Offeror providing the best proposal to MHTC. All awards will be made by a qualification-based process. After determining responsiveness, proposals will be evaluated in accordance with the following criteria:
- a. Proposals will be subjectively evaluated based on the Offeror's distinctive plan for performing the requirements of the RFP. Therefore, the Offeror should present a written narrative, which demonstrates the method, or manner in which the Offeror proposes to satisfy these requirements. The method by which the proposed method of performance is written is left to the discretion of the Offeror.
  - b. The proposal is clear, well written and results in a sense of confidence that the Offeror could complete the task. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action.
  - c. Previous performance and experience of the personnel and or organization.
- (2) **Historic Information:** MHTC reserves the right to consider historic information and facts, whether gained from the Offeror's proposal, question and answer conferences, references, or other sources, in the evaluation process.
- (3) **Responsibility to Submit Information:** The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories and that MHTC's representatives are under no obligation to solicit such information if it is not included with the Offeror's proposal. Failure of the Offeror to submit such information may cause an adverse impact on the evaluation of the Offeror's proposal.

**SECTION (5): EXHIBITS**

Attach as many sheets as necessary

**EXHIBIT A**  
**PRIOR EXPERIENCE**

1) Prior Services Performed:

**Company Name:**

**Address:**

**Contact Name:**

**Telephone Number**

*Description of Services: (include dates):*

1) Prior Services Performed:

**Company Name:**

**Address:**

**Contact Name:**

**Telephone Number**

*Description of Services: (include dates):*

**EXHIBIT B**  
**PERSONNEL EXPERTISE SUMMARY**

Attach resumes for key personnel as well as licenses and certifications *for all* proposed personnel.

Personnel	Background and Expertise of Personnel
<i>Name:</i>	
<i>Title:</i>	
<i>Name:</i>	
<i>Title:</i>	
<i>Name:</i>	
<i>Title:</i>	
<i>Name:</i>	
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