



September 3, 2003

Dear Consultant:

The Missouri Highways and Transportation Commission is requesting the services of consulting engineering firms to perform the described professional services listed below. Firms that are selected will be asked to execute a new master agreement that includes hourly billing rates. Execution of a new master agreement will supersede any remaining period of service in their current contract. Any firm that is not selected again will continue using their current hourly rates to complete the contracted MOU.

We have created sub-work categories for hourly rate contracts in the areas listed below. Attached with this letter is information explaining what services will be required of a consultant in each sub-work category. Below is a listing of the sub-work categories and you may submit letters of interest for all the sub-work categories except General Environmental and Hazardous Wastes. The General Environmental and Hazardous Wastes selections were completed with our solicitation letter dated April 10, 2003:

Environmental Services

General Environmental (Selections Completed)
Hazardous Wastes (Selections Completed)
Community Impact Assessment

Cultural Resource Services

General Cultural Resources Survey
Architectural History Survey
Archaeology Survey

Please limit your letter of interest to no more than two pages and the letter should indicate exactly which type of services you wish to provide. This letter should include a statement to indicate why your firm is qualified to provide the services in a particular work category. It should also include any other information which might help us in the selection process, such as the persons or team you would assign, the backgrounds of those persons, their locations and other projects your company has recently completed or is now doing. We will utilize the consultant information already on file so we will not need a lengthy submittal of other general company information.

We request all letters be received by 4:00 p.m., September 17, 2003 at the addresses shown below.

Environmental Services to:

Kathy Harvey
Technical Support Engineer - Design
Missouri Department of Transportation
105 West Capitol
P.O. Box 270
Jefferson City, MO 65102

Cultrual Resources Services to:

Bob Reeder
Cultural Resources Coordinator
Missouri Department of Transportation
601 West Main
P.O. Box 270
Jefferson City, MO 65102

Sincerely,

Dave Nichols
Director of Project Development

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Attachment

cc: Ms. Diane Heckemeyer-de
Kathy Harvey-de
Bob Reeder-de

Definitions of Sub-Work Categories

Community Impact Assessment:

The Community Impact Assessment shall be completed in a step-wise manner in order to achieve the appropriate level of analysis. The initial analysis shall include the qualitative assessment of the project area as well as the descriptive data for the social and economic parameters outlined below. Advanced socioeconomic and demographic modeling (Task 4.1) is contingent upon the results of the preliminary analysis and shall be reviewed with MoDOT. If needed, a supplemental agreement will be negotiated between MoDOT and the consultant to address regional economic and demographic modeling.

When statistical models, and economic and demographic forecasting models are incorporated in the analysis, a technical report is required for review by MoDOT.

Community Impacts

- 1.1 Determine impacts to neighborhood and community settings and characterize the impacted population.
- 1.2 Examine changes in travel patterns and accessibility (e.g. vehicular, commuter, bicycle, or pedestrian) for each of the reasonable alternatives.
- 1.3 Compare impact of reasonable alternatives on school districts, recreation areas, churches, businesses, police and fire protection, etc.
- 1.4 Assess the impact of the alternatives on highway and traffic safety as well as on overall public safety.
- 1.5 Present demographic data profiling the project area and the region using census data. Block group and tract level data is preferred.
- 1.6 Determine whether any low income, minority, or unique social group would be disproportionately adversely impacted by the alternatives. Follow MoDOT and FHWA guidance on best practices for environmental justice considerations.

Right of Way Acquisition and Displacement/Relocation Impacts

- 2.1 For each reasonable alternative estimate the number of businesses and number of households to be displaced includes household and business characteristics (e.g., minority, ethnic, disabled, elderly, large family, income level, owner/tenant status, replacement and relocation costs, number and racial group of displaced employees). Also estimate the number of partial takes.
- 2.2 Compare the availability (for sale, rent) of residential and commercial properties in the area with the housing, business, and not-for-profit organization needs of those that will be displaced. Address the need for last resort housing, if any.
- 2.3 Inventory the neighborhoods, public facilities, non-profit organizations, and families having special composition, which may require special relocation considerations.
- 2.4 Characterize access impacts and parking impacts for residential and commercial properties.

Economic Data

- 3.1 Conduct a business inventory in each community along the corridor. This inventory will detail type, capacity, and, where possible, historical sales data. Existing business turnover rates also will be examined. Also included in this task is:
 - a) Estimate economic impact of alternatives on the area and region;
 - b) Characterize the area's dependence on the existing facility.
 - c) Estimate consequences of tax base losses due to displacements.
 - d) Discuss impact of residential and commercial displacements to economic base.
 - e) Describe construction period economic impacts (short-term horizon).
 - f) Characterize long-term impacts in terms of community growth in the area (long-term horizon).

Special Circumstances - Community and Economic Studies

- 4.1 In circumstances where community and economic impacts are of special importance, additional tasks will be completed based on coordination with MoDOT. Examples of this type of extended work effort include but are not limited to community bypass studies, benefit/cost analysis in conjunction with economic modeling, and environmental justice studies.

General Cultural Resources Survey:

Typical tasks to be performed include an archaeological literature and file review of the project area prior to fieldwork, a Phase I archaeological survey to revisit known sites to provide an initial assessment of their condition and to inventory presently unrecorded sites in the project area. Phase II site evaluation of archaeological sites that cannot be assessed at the Phase I level of investigation may be requested of the consultant. Bridges and other structures are to be photographed and documented. Buildings are to be photographed and recorded in accordance with the results of consultations between MoDOT and the SHPO. Typically, this will consist of photographs, sketch maps of parcels containing more than one building, and the completion of SHPO inventory forms for properties over 50 years old and the production of photographic plates for buildings less than 50 years old. Development of a historic context relevant to resources present within the project area may be required. Following fieldwork, the consultant shall prepare an acceptable technical report of sufficient detail and quality to pass review by MoDOT, the State Historic Preservation Office (SHPO), and other agencies as appropriate. Recommendations for all resources present in the project area are required.

Architectural History Survey:

Typical tasks to be performed include conducting an architectural survey as described in the previous section. In some cases, additional tasks may include writing detailed parcel histories or contexts, state level photographic documentation of buildings or building complexes, creation of professionally drafted floor plans and elevations of buildings, and the completion of Historic American Building Survey (HABS) level documentation. The consultant shall prepare an acceptable technical report of sufficient detail and quality to pass review by MoDOT, the State Historic Preservation Office (SHPO), and other agencies as appropriate. Recommendations for all resources present in the project area are required.

Archaeological Survey:

Typical tasks to be performed include an archaeological literature and file review of the project area prior to fieldwork, a Phase I archaeological survey to revisit known sites to provide an initial assessment of their condition and to inventory presently unrecorded sites in the project area. Phase II evaluation of archaeological sites that cannot be assessed at the Phase I level of investigation may be requested of the consultant. Following fieldwork, the consultant shall prepare an acceptable technical report of sufficient detail and quality to pass review by MoDOT, the State Historic Preservation Office (SHPO), and other agencies as appropriate. Recommendations for all resources present in the project area are required.