



REQUEST FOR QUALIFICATIONS

Rogersville Project Freeway Design-Build Project Greene/Webster County, MO

Project Number: J8P0683
RFQ Issued: December 2, 2013
SOQs Due: January 10, 2014

Missouri Department of Transportation
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Addenda **Date**

1		Revisions:
2		Revisions:
3		Revisions:
		Revisions:



1	INTRODUCTION	1
	1.1 Project Description.....	2
	1.2 Project Goals	3
	1.3 Estimated Cost and Maximum Time Allowed	3
2	REQUEST FOR QUALIFICATIONS (RFQ) PROCESS.....	3
	2.1 Two-Phased Design-Build Procurement Process.....	3
	2.2 Submitter Information	4
	2.3 Procurement Schedule	4
3	SOQ CONTENTS AND EVALUATION PROCESS	4
	3.1 Evaluation Procedure	4
	3.2 Short Listed Submitters	5
	3.3 Debriefing Meetings.....	5
	3.4 Organization of SOQ	6
	3.5 Cover Letter	6
	3.6 Part 1 – Teamwork and Quality Approach (50 Points)	6
	3.7 Part 2 – Submitter Experience (100 Points)	7
	3.8 Part 3 – Key Personnel and Organization (100 Points)	8
	3.9 Part 4 – Administrative Elements (Pass/Fail).....	10
4	SUBMITTAL REQUIREMENTS	10
	4.1 Format	10
	4.2 Due Date and Quantities	10
	4.3 Page Limits	10
5	GENERAL INFORMATION	11
	5.1 Major Participant Definition.....	11
	5.2 Stipend.....	11
	5.3 Communications	12
	5.4 Questions and Clarifications; Addenda.....	12
	5.5 Ineligible Firms.....	12
	5.6 Confidentiality	12
	5.7 Organizational Conflicts of Interest.....	13
	5.8 Equal Employment Opportunity	13
	5.9 Disadvantaged Business Enterprises	13
6	PROTEST PROCEDURES.....	14

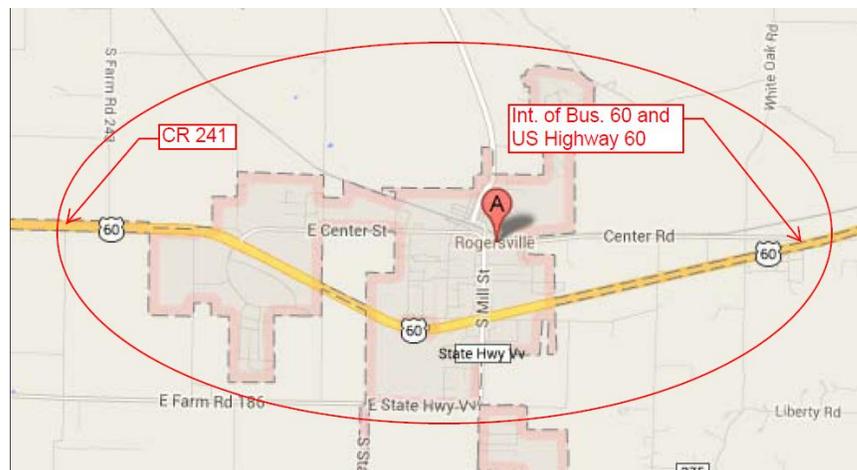
FORMS

- 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 Rogersville Project Freeway Roadway Improvement Project (Project) located south-east of Springfield in Greene and Webster Counties. The primary purpose of this project will be to improve safety and move traffic more efficiently along the corridor by eliminating at-grade intersections, the traffic signals at the west junction of Business Rte. 60 and Rte. B/VV with US Highway 60, and providing points of controlled access (see location maps below).





1.1 Project Description

US Highway 60 is a principle arterial that is a major east-west corridor across southern Missouri. This route carries thousands of cars and trucks, and carries tons of freight into and out of southwest Missouri. This route is also used by many people for commuting to and from work in the Springfield metropolitan area.

The project location will begin just east of Route 125 at Farm Road 241 and end at the east junction of Business Route 60 in Rogersville. This section of US Highway 60 is a controlled-access four-lane expressway.

The primary purpose of this project will be to improve safety and move traffic more efficiently along the corridor by eliminating at-grade intersections and eliminating the traffic signals at the west junction of Business Route 60 and Route B/VV with US Highway 60. There is adequate funding in the STIP to acquire the right of way and construct both points of controlled access (vicinity of CR 253 and at Rte. B/VV) and convert US 60 into a freeway between CR 241 and west of Chicory Road. It is also believed outer roadways can be constructed with the funding available. The amount of outer roadways and other enhancements will be determined through innovations and efficiencies achieved.

The successful Proposer will be responsible for management, design, construction, quality control and quality assurance 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. Deliver the project within the programmed budget of \$35 million.
2. Convert US Highway 60 into a freeway between CR 241 and west of Chicory Road providing two points of controlled access to US Highway 60 in the vicinity of CR 253 and at Rte. B/VV
3. Engage stakeholders and the community to successfully develop and deliver the project while minimizing impacts.
4. Impress our customers through innovative traffic control solutions that conveniently and efficiently move drivers through the project during and after construction in a safe manner.
5. Create a new model for purchasing right-of-way on a Design-Build Project.
6. Complete the project by December 15, 2016.

1.3 Estimated Cost and Maximum Time Allowed

The total program budget is \$35 million. The estimated design-build contract budget is \$27 million plus up to \$1.5 million in add-alternates. 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 Statement of Qualifications (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	December 2, 2013
Deadline for submitting RFQ questions	December 13, 2013 (2:00pm CST)
Final responses to questions posted & Final RFQ Addendum issued	December 20, 2013
SOQ due	January 10, 2014 (2:00pm CST)
MoDOT notifies short listed Submitters	January 31, 2014
Issue RFP	February 7, 2014
Final Proposal and Price Allocation due	April 30, 2014

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.

MoDOT is restricted to short-listing no more than five (5) teams and a minimum of two (2); therefore, the scoring was intentionally crafted to differentiate between what we anticipate to be many highly qualified teams. Teams that score in the 0-19% range will not be considered for the short-list. MoDOT will use the ratings below to determine a maximum of five most highly qualified teams and/or demonstrate a significant separation between the most highly qualified and those meeting qualifications. 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 Short Listed Submitters

MoDOT will use the SOQ evaluation process to determine a ranked list of submitters. MoDOT will short-list at least two (if any) but not more than five of the most highly qualified Submitters.

3.3 Debriefing Meetings

After the short list is posted, Submitters may request an informal debriefing meeting with MoDOT to discuss the RFQ and the short-listing process.



3.4 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)

3.5 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 contractor. Name the entity with whom MoDOT will be contracting and identify 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.

3.6 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. An organizational chart is required.
- 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 16% professional services, and provide examples of past performance.
- Safety Approach: Identify the Submitters approach for implementing and



upholding a Safety Plan for the project.

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 for construction and non-construction and submitters ability to maintain a diverse workforce and history with OJT programs.
- Approach to developing and enforcing a Safety Plan and implementing it through the appropriate stages of the project.

3.7 Part 2 – Submitter Experience (100 Points)

Submittal Requirements:

- An executive summary of recent experience with projects similar in nature and size. 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 six (6) 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 structures, interchanges, and urban freeways in physically constrained corridors.
- 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.
- Implementation of effective erosion/sediment control plans on past projects.
- Challenges encountered during similar projects and the resolution.
- Implementation of innovative approaches to increase diversity and engage minorities through programs, training, or other outreach efforts.

3.8 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 should have at least eight years of recent experience managing the design and construction of major urban highway systems. 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. The Construction Manager shall have at least eight years of recent management experience in highway construction.
- **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 eight years recent experience developing, implementing, and overseeing quality management programs as well as document storage. 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 should have at least 8 years of recent experience managing design of highways and 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.
- Utility Manager – The Utility Manager shall be responsible for managing the utility coordination on the Project. The Utility Manager may be one of the persons named for one of the roles identified above.

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

Submittal Requirements:

- An executive summary of recent experience of Key Personnel and up to four additional personnel, 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 structures, interchanges, and urban freeways in physically constrained corridors.
- Design and implementation of innovative and effective erosion control plans on a project.



- Design and implementation of innovative traffic handling plans on a project.
- Approach and plan for maximizing and ensuring safety on the project.
- Implementation of innovative approaches to increase diversity and engage minorities through programs, training, or other outreach efforts.

3.9 Part 4 – Administrative Elements (Pass/Fail)

Submittal Requirements:

- Form DB-104: Receipt of Addenda
- 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 point. 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. Twelve (12) printed and bound copies and one (1) electronic copy in PDF format of the RFQ response are to be submitted/mailed 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:

Cover Letter	1
Title Page	1
Table of Contents	1
Part 1 – Executive Summary Teamwork and Quality Approach	3
-- Form DB-101 Major Participant Information	As needed
Part 2 – Executive Summary Submitter Experience	2



-- Form DB-102 Reference Project Summary	12
Part 3 – Executive Summary Key Personnel Experience	6
-- Form DB-103 Resume Summary	1
-- Resumes	8
Part 4 – Administrative Elements	
-- Form DB-104: Receipt of Addenda	1
-- Form DB-105: Organizational Conflicts	As needed

Dividers between sections of the SOQ are not counted.

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 10% or more of the construction work.
- Each sub consultant that will perform 20% 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 \$145,000 per each team 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, Sean Matlock, 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.

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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/southwest/major_projects/ProjectFreeway.htm

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 2.3% minority and 6.9% female per craft.

5.9 Disadvantaged Business Enterprises

A Disadvantaged Business Enterprise (DBE) is a firm owned and operated by socially and economically disadvantaged individuals, and certified by Missouri Regional Certification Committee (MRCC). The anticipated DBE goals for the project are:

12% construction activities

16% 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 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.

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 a 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.