

REQUEST FOR QUALIFICATIONS
MAINE TURNPIKE AUTHORITY
NOTICE TO CONSULTANTS

Statements of Qualifications will be received by the Maine Turnpike Authority (MTA) for:
CONSULTANT CONTRACT 2024.104

MTA FACILITY BUILDING DESIGN SERVICES

at the office of the Maine Turnpike Authority, 2360 Congress Street, Portland, ME,04102, until 12:00 p.m., prevailing time as determined by the Authority on August 30, 2024. Statements will be accepted from selected Consultants that the Authority has determined are the most likely to be qualified and capable to perform the work. All other Statements may be rejected. In order to be considered responsive, four (4) paper copies and one electronic copy in PDF of the complete Statement must be submitted. The Statement of Qualifications shall be limited to ten (10) pages. An additional Appendix can supplement the Statement and shall be limited to an additional ten (10) pages. One sheet of paper consists of one page single-sided size 12-point font or two pages double-sided size 12-point font. Font smaller than 12-point is acceptable for use within proposal tables and graphics and for elements such as labels. The complete submission shall not exceed 20 sheets of paper, single-sided or 10 sheets of paper, double-sided. All sheets of paper shall be 8 ½” x 11”. Page count does not include covers, the transmittal letter, and table of contents or dividers. All Statements shall utilize recycled paper and print on both sides, if feasible. The Appendix may include relevant project descriptions and resumes of key personnel proposed to perform the work. Statements need to be clearly marked “Request for Qualifications for **MTA FACILITY BUILDING DESIGN SERVICES.**”

The Authority is soliciting Statements of Qualifications for MTA Facility Building Design Services from firms interested in providing architectural design, engineering and related services for the design and construction of MTA Facility Buildings. The Authority is also soliciting Statements of Qualifications from firms who specialize in electrical, mechanical and other specialty trades to provide on-call services to the Authority.

Multiple Consultants may be selected. The selection is expected to be presented to the Authority’s Board for approval on October 17, 2024. The Contract will be awarded with a term of five (5) years, though if mutually agreed upon the contract may contain renewal options to be executed at the Authority’s option. Specific Task/Project Orders will be assigned to the successful Consultant after the contract has been executed.

For general information regarding Bidding and Contracting procedures, contact Nate Carll, Purchasing Manager, at (207) 871-7771 Ext. 115. For Project specific information, email all questions to Nate Carll, Purchasing Manager, at ncarll@maineturnpike.com. Responses will not be prepared for questions received by telephone. All questions need to be provided by August 15, 2024 at 4 o’clock PM in order for the Authority to respond to Consultants prior to acceptance time. Consultants shall not contact any other Authority staff or Consultants for clarification of Contract provisions, and the Authority will not be responsible for any interpretations so obtained.

I. GENERAL INFORMATION

Interested Consultants shall respond to this request by submitting a proposal on or before the time due for submission. During the evaluation of the proposal, if necessary, the Authority may wish to request supplemental information from the Consultant. Once a pre-execution review has been conducted and

all is in order, and a contract is signed, the Authority will forward a Task/Project Order authorizing work to proceed for that project. The pre-execution review may include review of insurance certificate. The Authority will negotiate with another firm if an agreement cannot be reached.

II. GUIDELINES FOR PROSPECTIVE CONSULTANTS

Prospective consultants must meet the following standards as they relate to this request:

- a. Have the necessary experience, organization, technical and professional qualification, skills and facilities;
- b. Be able to comply with the proposed or required time of completion or performance schedule;
- c. Have a demonstrated satisfactory record of performance.
- d. All proposals shall be in accordance to the Authority's most recent version of the Engineering Consultant General Conditions, **which can be found on the Authority's website.**

III. STATEMENT OF QUALIFICATIONS PREPARATION

The Statement of Qualifications shall be typewritten, with pages numbered and shall include sufficient documentation to allow a total and accurate evaluation of the Consultant and the work to be performed. To facilitate the evaluation, the Consultant is requested to organize its Statement of Qualifications to coincide with the sequence of Items 1 through 6 below. Those Statements that do not follow the outline, or do not contain the required information may be considered unresponsive.

If the Consultant proposes to subcontract a portion of the proposed work, the Statements shall identify the name of the Subconsultant(s) and the services that are to be provided by the Subconsultant(s).

1. Statement of Interest

2. Company Qualifications and Experience

The Consultant shall describe its range and depth of experience relevant to this solicitation and the extent to which such services are one of the Consultant's principal areas of activity. This section shall also discuss the Consultant's available resources for carrying out the work including labor, equipment, facilities, and so forth.

3. Project Management

The Consultant shall identify the key staff that will comprise the project team and the Consultant Project Manager who would be assigned to administer the contract with the Authority. The specific function and responsibilities of proposed Subconsultants, if introduced, shall be shown. Organization charts shall be provided showing the corporate structure and the project team and shall show the overall structure of the Consultant's organization (including office location team members are assigned to). The Consultant shall include resumes for key personnel that are proposed to be utilized in the appendix. Any deviation from Subconsultants listed in the Statement of Qualifications will require written approval from the Authority.

4. Cost

The Statement shall include a table showing the proposed employees of the project team, and their respective position and direct, unburdened hourly rates. This information will be used to confirm the employee's salary fits the proposed position level. Salary rates must commensurate with qualifications and experience of employee. The Consultant shall also state their current overhead rate in the Statement. All of this cost information will be used to determine if the proposed Consultant's total cost will be within the Authority's acceptable budget for this Scope of Work.

5. Misconduct

During the period of the last five years, list all citations or notices of violation issued to your organization's local office and employees being proposed; labor law violation, environmental law or regulation violations, or citations issued for safety law violations or results of adjudatory procedures/hearings against licensed individuals being proposed. Indicate any proposed or pending litigations or unresolved claims, including State Licensure Board, or other formal claim using arbitration/mediation regarding employee's performance.

6. Appendices

Appendices shall be used to compile resumes and project profiles, but should be limited to a combined total of no more than eighteen pages. One sheet of paper consists of one page single-sided or two pages double-sided.

IV. CONTRACT AWARD

Any contract entered into by the Authority shall be in response to the Statement of Qualifications and subsequent discussions. The contract award shall be based on the criteria described herein. Once a contract has been agreed to and executed, the Authority will provide a notice to the Consultant with a Task/Project Order that will authorize work to proceed. The Authority may request proposals from one or more Consultants with whom the Authority has contracts with for services prior to issuing a Task/Project Order.

The Authority reserves the unqualified right to reject any or all Statements of Qualifications and to accept the Statements of Qualifications which in its sole judgment will under all circumstances serves its best interest. The Maine Turnpike Authority reserves the right to negotiate the final product and cost with the selected Consultant. If the Authority is unable to enter into an agreement with the selected Consultant, the Authority reserves the right to terminate the negotiations and initiate negotiations with another Consultant. No compensation will be paid for the failed negotiations.