

Maine Turnpike Authority

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PORTLAND, MAINE 04102

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REQUEST FOR QUALIFICATIONS MAINE TURNPIKE AUTHORITY NOTICE TO CONSULTANTS

Sealed Proposals will be received by the Maine Turnpike Authority for:
CONSULTANT CONTRACT 2011.102

ARCHITECTURAL & ENGINEERING DESIGN & CONSTRUCTION SERVICES FOR GRAY MAINTENANCE OFFICE/GARAGE/BODY SHOP CONSTRUCTION

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 March 31st, 2011. Qualification statements will be accepted from selected Consultants prequalified by the Maine Department of Transportation for Maintenance Building Design & Architectural Services. In order to be considered responsive, six (6) copies of the complete qualification statement must be submitted. Qualification statements need to be limited to 25 pages, size 12 point font including references. Qualification statements need to be clearly marked "Request for Qualifications for ARCHITECTURAL DESIGN & CONSTRUCTION SERVICES FOR GRAY MAINTENANCE OFFICE/GARAGE/BODY SHOP CONSTRUCTION."

The proposed general scope of work and a conceptual site plan is included as a reference.

For general information regarding Bidding and Contracting procedures, contact Susan Danforth, Purchasing Manager, at (207) 871-7771 Ext. 105. For Project specific information, fax or email all questions to Susan Danforth, Purchasing Manager, at (207) 871-7739 or sdanforth@maineturnpike.com. Responses will not be prepared for questions received by telephone. All questions need to be provided by March 24th, 2011 at 4 o'clock PM in order for the Authority to respond to proposers prior to acceptance time. Proposers 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.

A site visit has been scheduled for Tuesday, March 22nd at 9 am. All consultants interested in participating in the site visit need to contact Sue Danforth by Monday, March 21st at 12 noon. Directions and other information will be given to those who make contact.

I. GENERAL INFORMATION

Interested firms should respond to this request on or before the time due for submission.

- A. Consultant Selection** The Authority has solicited consultants who have been pre-qualified by the MaineDOT in Maintenance Building Design & Architectural Services. Following the receipt of the qualification statements, a review committee shall evaluate the qualifications and select one or more firms to submit a written proposal to the Authority. Emphasis in



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Page 1 of 4
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THE GOLD STAR
MEMORIAL HIGHWAY

selecting a consulting firm shall be placed on the firm's experience in projects similar to the Authority project proposed. The review committee may decide to select a short list of firms to interview before requesting written proposals.

- B. Proposals** Written proposals will be required of firms selected. Once the submitted written proposals have been reviewed, the Authority will select the best consultant for the project. After an agreed final Scope of Work and cost can be negotiated, the Authority will send a contract agreement to that consultant for approval. Once a pre-execution review has been conducted and all is in order, and a contract is signed, MTA will forward a Task/Project Order authorizing work to proceed for that project. The pre-execution review may include review of insurance certificate and verification of overhead rates. Authority will negotiate with another firm if an agreement cannot be reached.

The Contract will include the Authority's Final Scope of Work, the Task/Project Order, and the Maine Turnpike Authority's Engineering Consultant General Conditions. All of which are attached for reference.

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 to perform all requires services outlined in the Scope of Work (for exceptions refer to III. Statement Preparation #3. H.);
- 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 latest Engineering Consultant General Conditions and the most recent version of any related Supplement to these Engineering Consultant General Conditions, dated February 18, 2011, which are **attached as a reference.**

III. STATEMENT PREPARATION

In order to facilitate evaluation of the qualifications and experience statement, interested consultants are instructed to follow the outline below. Qualification Statements that do not follow the outline, or do not contain the required information may be considered as unresponsive proposals.

1. Letter of Interest
2. Provide a general description of how your firm would approach this project.
 - A. The Authority is interested in LEED certification if it is practicable. Answer the following question: What are some of the long term energy saving ideas that your firm would be promoting?
 - B. In addition, the Authority is interested in Long-term cost benefit. Answer the following question; what building materials are best suitable for this type of application? Metal clad or Masonry/Brick? What direction would your firm be interested in taking the Authority?

- C. Schedule- If contract agreed to by May 1, 2011 would your firm be able to provide the Authority with 100% construction documents to put out to bid by February 1st, 2012?
- D. Would you recommend using filed Sub-Bid System for construction process?

3. Qualification Statement will include:

- A. Experience: provide resumes/qualifications for each key employee (Design Team) that you are proposing to use on this project including a list of previous and current contracts, if any, which are considered similar in scope of services discussed herein; information shall include contract duration with dates, services performed including the role in the project and dollar values, and contracting agency name, address and telephone number for verification purposes.
- B. Consultant Principal Manager/Project Manager/Lead Architect – Identify and include the resume of the Project Manager, Architect of Record, and individuals that will be assigned to administer the contract with the Authority;
- C. References: If available, submit along with the above information three (3) work related job references for Design Team being proposed;
- D. Company Background Material/Location: Location of office, staff size by discipline, number of registered architects, LEED certified professionals, and Professional Engineers. Include an organizational chart.
- E. Key Sub-consultants: Provide list of key sub-consultants if proposed to be part of Design Team. Include location of office, staff size by discipline, and number of professional engineers and/or LEED certified professionals;
- F. Project strategy: Provide a project strategy for communication, project cost control, preliminary design, final design, quality control, safety, environmental compliance, and how to address any unanticipated issues or areas of concern;
- G. 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 adjudicatory procedures/hearings against licensed individuals being proposed. Are there any pending litigations or unresolved claims, including State Licensure Board, or other formal claim using arbitration/mediation regarding employee's performance being proposed?
- H. Exceptions: Provide list of key services required by attached Scope of Work that consultant is unable to perform either directly or by sub consultant.

Costs: **Do not submit a cost proposal as part of initial Qualifications submittal.** Once the Authority determines the best qualified firms, the Authority will solicit a Written Proposal, and a cost proposal shall be included in that submission. The written proposal from those firms will include the

consultants understanding of the proposed scope of work, a proposed project cost including total hours proposed for positions, direct hourly rates for proposed positions, proposed overhead & profit rates and any anticipated non-salary expenses. Actual salary rates need to be commensurate with qualifications and experience of employee. If consultant is determined to be the best qualified for the work, this cost information will be used to determine if proposed consultant's total cost will be within the Authority's acceptable budget for this scope of work. In addition, the Authority will require the Consultant to provide backup material to justify proposed overhead and profit rates, including a federal audit if available.

IV. AUTHORITY INFORMATION

Maine Turnpike Authority is a quasi-state agency created by the Maine Legislature in 1941, to construct, manage and operate the 109-mile, toll highway from Kittery to Augusta. Completed in 1947, the first section of the Maine Turnpike became the second superhighway built in America—the Pennsylvania Turnpike was the first. For more information, visit our website at www.maineturnpike.com .

V. CONTRACT AWARD

Any contract entered into by the AUTHORITY shall be in response to the written proposal and subsequent discussions. The award shall be based on the criteria described herein. **Contract form is attached to this request for qualifications as a reference.** Once contract has been agreed to and executed, the Authority will provide notice to proceed to consultant with a Task/Project Order (sample attached as a reference).

AUTHORITY reserves the unqualified right to reject any or all Statements of Qualifications or subsequent Proposals and to accept that Proposal 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.