

REQUEST FOR QUALIFICATIONS
MAINE TURNPIKE AUTHORITY
NOTICE TO CONSULTANTS

Statements of Qualifications will be received by the Maine Turnpike Authority for:
CONSULTANT CONTRACT 2014.101

TOLL SERVICES

at the office of the Maine Turnpike Authority, 2360 Congress Street, Portland, ME,04102, until 4:00 p.m., prevailing time as determined by the Authority on June 3, 2014. Statements are being solicited from pre-qualified consultants who the Authority has determined are most likely to be the best firms to be considered for upcoming toll related projects. All other Statements may be rejected. In order to be considered responsive, six (6) printed copies and one electronic copy in PDF of the complete Statements 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. Therefore, 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 or dividers. All Letters 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 TOLL SERVICES."

The Authority is soliciting Statements of Qualifications for Toll Services for various toll plaza rehabilitation and reconstruction projects along the Maine Turnpike. The types of projects include toll plaza replacements or toll plaza rehabilitations with minor approach work and conversion from traditional cash-lane/electronic toll lane mix to an Open Road Tolling environment. The Consultant(s) selected would be involved in permitting; location studies, or any other toll or engineering-related activity as determined by the Authority.

Successful firms may be required to: perform studies and prepare reports regarding tolling systems and methods; create preliminary design reports; perform field surveys; perform wetland delineations; plot topography and cross sections; prepare submissions for utility verification and relocation engineering; develop right-of-way plans; perform geotechnical investigations and prepare geotechnical reports; prepare structure drawings, determine building layout, electrical and communications needs and provide architectural services including HVAC and electrical/communications designs; prepare applications for environmental and other federal, state and municipal permits; perform traffic counts and analyses; prepare traffic control plans and narrative; investigate utility and property involvements and coordinate with utilities; prepare submissions for meetings; attend meetings with the Authority, municipalities or other agencies; and prepare construction plans, specifications and estimates.

Possible project assignments may include, but are not limited to:

- Tier 5 toll plaza projects as described in attached Toll Conversion document. These projects are estimated to have a combined construction value of more than \$60 million. Work required to progress the York Toll Plaza project would likely be the first contract and task/project order to be assigned.
- Other toll plaza improvement projects as required

Multiple Consultants may be selected for contracts. The initial selection is expected to be made by July 8, 2014 and if staff believes a contract can be negotiated with the selected Consultant(s), the contract will be presented to the Authority Board for approval on July 24, 2014. Contract(s) will be awarded with terms of a maximum of five (5) years. Specific projects and task/project orders will be assigned to the successful candidates after the contracts have been executed.

For general information regarding Bidding and Contracting procedures, contact Nate Carll, Purchasing Manager, at (207) 871-7771 Ext. 105. For Project specific information, fax or email all questions to Nate Carll, Purchasing Manager, at (207) 871-7739 or ncarll@maineturnpike.com. Responses will not be prepared for questions received by telephone. All questions need to be provided by May 22, 2014 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 firms should respond to this request by submitting a Statement of Qualifications on or before the time due for submission. Following the receipt of the Statements of Qualifications, a review committee shall evaluate the proposals and select firms to interview. In selecting consulting firms, emphasis shall be placed on the firm's qualifications and experience in projects similar to those which the Authority anticipates undertaking.

A. Consultant Selection

The Authority has solicited five (5) Consultants from the Authority's list of Consultants who are Prequalified for Toll Services and the Authority has determined these firms are the best qualified and capable to perform the work.

The Authority will consider the following factors during the evaluation of the firms submitting Statements of Qualifications for these toll projects:

- a. Specialized experience and technical competence of the prime Consultant and any Subconsultants. Consultants who demonstrate experience in planning and permitting phases of a project that involves converting an existing toll plaza to Open Road Tolling are preferred. The team must also demonstrate an ability to navigate the Army Corps of Engineers 404 (b)(1) guidelines. The Team must clearly demonstrate an ability to analyze available data to make decisions and develop plans to complete the project in a timely and cost effective manner.
- b. Past record of performance with respect to cost control, work quality, ability to meet schedules and previous experience on similar projects. The Consultant should identify similar projects that have been completed by that firm as the prime, the magnitude of the project and the client.
- c. The specific experience and number of individuals who constitute the firm.
- d. Local or Regional office
- e. Proven ability to work with an owner and the owner's third party representative (other Consultants) to complete a project's goals and objectives
- f. Other factors, if any, specific to the needs of a particular project.

B. Statements of Qualifications

As part of the evaluation, the Authority would like to meet with each Consultant for an interview in Portland where the Consultant Team, including the proposed Project Manager and any key Staff or Subconsultants, should be prepared to make a 30 minute (maximum) presentation regarding their submission. The interview will occur at one of the following dates and times:

- June 10, 2014 at 9:30 am
- June 10, 2014 at 1:30 pm
- June 12, 2014 at 9:30 am
- June 12, 2014 at 1:30 pm and
- June 17, 2014 at 1:30 pm

In the submission, the Consultant shall indicate which day and time they prefer as well as an alternate day and time. The Authority reserves the right to request supplemental information from some or all of the Consultants during the evaluation process.

The Authority will select the best Consultant(s) for the projects and send a contract agreement to those Consultant(s) for approval. A pre-execution review will be conducted to ensure all is in order prior to signing the contract. The pre-execution review may include review of insurance certificates and verification of overhead rates. The Authority will negotiate with another firm if an agreement cannot be reached.

The Contract will include the Authority's Final Scope of Work for the contract and the Maine Turnpike Authority's Engineering Consultant General Conditions. The Contract may also include a Task/Project Order, if a project is assigned at contract execution. The above-mentioned documents 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;
- 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 are attached as a reference.**

III. STATEMENT OF QUALIFICATION PREPARATION

The Statement of Qualification 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 Qualification to coincide with the sequence of Items 1 through 5 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, each section of the Statement of Qualifications shall identify the name of the Subconsultant and the services that are to be provided by the Subconsultant(s).

1. Letter 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, and facilities.

The Consultant shall respond or elaborate regarding the following questions:

- a. What is your experience with highway design over compressible soils?
- b. Have you recently dealt with Maine chap. 500 storm water permit? Where? How large of a site?
- c. Have you recently performed planning and permitting phases of a project that involves an existing toll plaza converting to Open Road Tolling? Relocation of an existing toll plaza?
- d. Has your firm analyzed, made a recommendation and then designed toll collector access across open road tolling lanes (i.e., tunnel or bridge)?
- e. Has your firm recently completed a National Environmental Policy Act (NEPA) and/or Least Environmentally Damaging Practicable Alternative (LEDPA) permitting evaluation document?
- f. How has your firm used the ACOE 404 (b)(1) guidelines in an site evaluation process?
- g. What is your team's experience with both Transcore and their new Infinity Toll System?
- h. What is your team's experience with sizing electrical needs for a new toll facility? This should include sizing services, generator and UPS needs as well as site and facility lighting.
- i. What is your team's experience with developing facility communication infrastructure needs and appropriately sizing that infrastructure?

Profiles of previously performed projects (within the last five (5) years), which highlight the Consultant's qualifications may be included in the appendix.

3. Project Management

The Consultant shall identify the key staff that will comprise the project team and the Consultant Project Manager who will be assigned to administer the contract with the Authority. 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 respond or elaborate regarding the following questions:

- a. Has your identified Project Manager and key staff presented at a public meeting that involved a controversial project? What was the outcome? Did you persuade public of your view/position?
- b. Has your firm provided services to an owner on a toll project where another consultant was providing similar services to the owner and your firm needed to manage potential overlap of duties and solicit/provide information and technical support from the other consultant?
- c. The Consultant shall identify the services for which they will utilize Subconsultants and provide the name of the Subconsultant, if known. This section shall clearly indicate the Consultant's capability to undertake toll services. The Consultant shall include in an appendix resumes for the key staff that is proposed to be utilized.

4. Conflict of Interest

The Consultant should list any projects that they have worked on or are currently under contract to perform work where there may be a potential conflict of interest with an Authority project and those that may create an appearance of a conflict of interest with an Authority project.

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 ten 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 Qualification and subsequent discussions. The contract award shall be based on the criteria described herein. **Contract form is attached to this request for qualifications as a reference.** Once the contract has been agreed to and executed, the Authority will assign design projects to a Consultant with a Task/Project Order Letter that will authorize work to proceed. The Authority may request proposals from one or more Consultants with whom the Authority has contracts with for these design services prior to issuing a Task/Project Order Letter.

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 serve its best interest. The Maine Turnpike Authority reserves the right to negotiate the final product and cost with the selected Consultants. If the Authority is unable to enter into an agreement with any selected Consultant, the Authority reserves the right to terminate negotiations and initiate negotiations with another Consultant. No compensation will be paid for the failed negotiations.

Toll Conversion

Mile	Location	Start Year	Status	Legacy VES Servers
Tier One (Conversions completed or in progress)				
67	New Gloucester	2013	Nearly done. 10 lanes converted to 2 ORT & 6 side lanes.	None
25	Kennebunk NB & SB	2013	Under construction. Cost: \$930K	2 (covering 2 lanes 1 NB/1SB)
42	Scarborough	2013	Under construction. Cost: \$760K	1 (covering 1 lane) 2 currently under construction
47	Rand Road	2013	Under construction. Cost: \$620K	1 (covering 2 lanes)
19	Wells SB	2014	In design. Est. cost: \$565K	1 (covering 1 lane)
46	Jetport SB	2014	In design. Est. cost: \$565K	1 (covering 1 SB lane)
48	Riverside/Westbrook	2014	In design. Est. cost: \$975K	1 (covering 2 lanes)
Tier Two (Major conversions that could be commissioned now)				
102	W Gardiner/Mainline		A relatively new 8-lane barrier toll, similar to New Gloucester but with less traffic. It is feasible to replace the 4 center lanes with 2 high speed ORT lanes and leave only 2 cash lanes on each side. This would free up a supply of spare parts to support the vehicle enforcement system and retain classification capacity in other unconverted plazas. Estimated cost to convert to ORT is \$7.1M. Of this amount, about \$2.6M would not be spent if the plaza were converted directly to AET.	1 (covering 4 lanes)
52	Falmouth Spur		An older 6-lane barrier toll which can be converted to ORT in its current location. Taking out 4 center lanes for ORT will require adding a new cash lane on each wing. Otherwise it is similar to New Gloucester & W. Gardiner. The conversion could be done in the near term and it would free up parts needed to support the enforcement system at other plazas like York. Estimated cost is \$8.1M. Of this amount, about \$3.9M might not be spent if the plaza were converted directly to AET without building or improving the outside cash tolls.	1 (covering 4 lanes)
Mile	Location	Start Year	Status	Legacy VES Servers
Tier Three (Continuing side toll conversions)				
32	Biddeford	2015	A busy plaza. A temporary E-Zpass lane must be built in order to close each of the 3 existing lanes for conversion. Est. cost: \$980K.	1 (covering 2 lanes)
36	Saco	2015	An additional E-Zpass lane must soon be built to accommodate existing traffic. Once built, it will permit closing each of the 3 existing lanes for conversion. Est. cost: \$830K.	1 (covering 2 lanes)
46	Jetport NB	2015	A temporary E-Zpass lane must be built in order to close each of the 2 existing lanes for conversion. Est. cost: \$765K	1(covering 1 NB lane)
53	W Falmouth	2015	Space from an adjacent exit lane can be borrowed to add a temporary E-Zpass entrance lane while closing each of the 2 existing lanes for conversion. Est. cost: \$615K	1 (covering 1 lane)
Tier Four (Conversions deferred for collateral reasons)				
63	Gray	2016	A new toll plaza relocated to the west side of the turnpike will be built in conjunction with a revised entrance ramp currently in design.	1 (covering 1 lane)
45	S Portland/ME Mall	2016	A busy 4-lane entrance toll with old equipment. 1 lane may be closed at any time. Because approval of the Gorham by-pass would require a redesign of this plaza, conversion is best deferred to see whether Gorham can first be resolved.	1 (covering 2 lanes)

Toll Conversion

Mile	Location	Start Year	Status	Legacy VES Servers
Tier Five (Conversions raising the issue of whether to invest the capital necessary to preserve cash collection capacity.)				
44	Scarborough/I-295		An old 8-lane barrier toll in poor condition. It has 2 reversible center lanes. A single lane may be closed at any time. Cost to convert to ORT is about \$9.7M of which \$4.4M might not have to be spent if there were a direct conversion to AET.	1 (covering 4 lanes)
102	Gardiner/I-295		An old & busy 7-lane barrier toll that must often switch its reversible center lane to handle traffic. It is located under an abandoned bridge on a long ramp with side access to Rte 126. Because it is not practical to preserve any of the old toll structure, we must build a wholly new ORT or AET facility. A location just north of the present plaza is adequate but less than ideal for ORT. The capital cost (\$14.4M) of a new ORT plaza is at issue. Relying instead on an AET gantry costing \$3.8M might save \$10.6M in capital as well as annual toll collection costs. However, it would sacrifice some portion of the \$3.6M in cash revenue presently collected at this plaza and require back office support in an expanded customer service and violations department.	1 (covering 4 lanes)
7	York		MTA's oldest & busiest plaza, 17 lanes accounting for 40% of the Turnpike's toll revenue. Because it is not practical to preserve the structure for many more years, a wholly new ORT or AET facility will eventually be necessary. The capital cost (at least \$27M) of an ORT plaza is at issue. An AET gantry can be erected for about \$3.8M but not without placing at risk a substantial portion of the Turnpike's cash revenue. A central question: How long can the present York plaza be retained in service with spare parts support from converted plazas.	2 (covering 8 lanes)