

REQUEST FOR QUALIFICATIONS  
MAINE TURNPIKE AUTHORITY  
NOTICE TO CONSULTANTS

Statements of Qualifications will be received by the Maine Turnpike Authority for:  
CONSULTANT CONTRACT 2014.103

**GENERAL ENGINEERING CONSULTANT 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 October 7, 2014. Statements are being solicited from Consultants who 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, 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, and table of contents or dividers. All Statements shall utilize recycled paper and print on both sides, if feasible. The Appendix may include resumes of key personnel proposed to perform the work. Statements need to be clearly marked "Request for Qualifications for GENERAL ENGINEERING CONSULTANT SERVICES."

The Authority is soliciting Statements of Qualifications for General Engineering Consultant (GEC) Services for the Maine Turnpike. The General Turnpike Revenue Bond Resolution (Bond Resolution) adopted by the Authority on April 18, 1991, as amended and supplemented, in part, stipulates the duties and responsibilities of the GEC. The GEC shall be an independent engineer or engineering firm or corporation having a nationwide and favorable reputation for skill and experience in such work, as set forth in Section 805 of the Bond Resolution and described in the attached General Engineering Scope of Work.

A single Consultant will be selected. The selection is expected to be presented to the Authority's Board for approval on December 18, 2014. The Contract will be awarded with terms of a maximum 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. 105. For Project specific information, fax or email all questions to Nate Carll, Purchasing Manager, at (207) 871-7739 or [ncarll@maineturnpike.com](mailto:ncarll@maineturnpike.com). Responses will not be prepared for questions received by telephone. All questions need to be provided by September 23, 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**

The Authority has solicited 7 Consultants that the Authority has determined are the most likely to be qualified and capable to perform the work. In order to be considered eligible for the GEC Services Contract, Consultants must be prequalified for Toll Services by the Authority. Further, Consultants must be prequalified by MaineDOT in the following Service Areas at the time of Statement submission:

- a. 210.20 – Traffic Data Collection
- b. 601.00 – Highway Inspection
- c. 602.10 – Bridge Construction Inspection
- d. 602.30 – Bridge Inspection, Non-Construction

Proposals submitted in response to the Authority's Request for Qualifications for Toll Services by the 7 Consultants who are also being solicited in this Request for Qualifications will be made available to each of the 7 Consultants 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 October 7, 2014. Proposals may not be removed from the Authority office or copied. No other previous Consultant proposals will be made available during this time. To arrange a time to view the proposals, Consultants shall call Jacqueline Hansen at (207) 871-7771 x135.

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 Statements and select firms to interview. In selecting a GEC, emphasis shall be placed on the firm's qualifications and experience. In particular, the Authority will consider the following factors during the evaluation of the firms submitting Statements for this contract:

- a. Specialized experience and technical competence of the firm especially ability to perform a Class II revenue certificate and experience providing similar GEC services to other toll agencies.
- b. Past record of performance with respect to cost control, work quality, ability to meet schedules and previous experience on similar projects.
- c. The specific experience of the individuals who will be assigned to work with the Authority.
- d. Location of the local or regional office.
- e. Other factors, if any, specific to the needs of a particular project.

The Authority will select the best Consultant and send a contract agreement to the Consultant for approval. During the evaluation of the qualifications, if necessary, the Authority may wish to request supplemental information from some or all of the Consultants. 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 task. The pre-execution review may include review of insurance certificate and verification of overhead rates. The Authority will negotiate with another firm if an agreement cannot be reached.

The Contract will include the Scope of Work and the Maine Turnpike Authority's Engineering Consultant General Conditions, both 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;
- 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 Statements 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 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 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, 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 will 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 each employee that is 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. 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.

5. Appendices

Appendices shall be used to compile resumes and shall be limited to 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 Statements and subsequent discussions. The contract award shall be based on the criteria described herein. The Contract form is attached to this Request for Qualifications as a reference. 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.