

REQUEST FOR QUALIFICATIONS  
MAINE TURNPIKE AUTHORITY  
NOTICE TO CONSULTANTS

Statements of Qualifications will be received by the Maine Turnpike Authority for:  
CONSULTANT CONTRACT 2024.105  
**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 October 10, 2024. 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, four (4) 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 from firms interested in providing any or all services described in the attached Toll Services Scope of Work.

Multiple Consultants may be selected. The selection is expected to be made by November 21, 2024 with contract start dates of January 1, 2025. Initial contract(s) will be awarded with terms of a maximum of five (5) years. Specific projects 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, email all questions to Nate Carll, Purchasing Manager, at [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 19, 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. Following the receipt of the Statements of Qualifications, a review committee shall evaluate the proposals and may 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. During the evaluation of the Statements, 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 a project. 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.

## 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 may be found on the Authority's website.**

## 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 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 Statement 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, and 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. 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 the Toll Services 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 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. Once the contract has been agreed to and executed, the Authority will assign 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 serves 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.