

REQUEST FOR QUALIFICATIONS  
MAINE TURNPIKE AUTHORITY  
NOTICE TO CONSULTANTS

Statements of Qualifications will be received by the Maine Turnpike Authority for:  
CONSULTANT CONTRACT 2011.115

**BRIDGE AND HIGHWAY 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 November 30, 2011. 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, five (5) copies of the complete Statements must be submitted. Statements need to be limited to 20 pages, size 12 point font, including appendices. Statements need to be clearly marked "Request for Qualifications for BRIDGE AND HIGHWAY DESIGN SERVICES."

The Authority is soliciting Statements of Qualifications for bridge and highway design services for various bridge and highway rehabilitation and reconstruction projects along the Maine Turnpike. The type of projects include bridge replacements or bridge rehabilitations with minor approach work; roadway rehabilitation or resurfacing projects; capital improvement projects (bridges or roadway); minor location studies, drainage modifications, or any other engineering-related activity as determined by the Authority.

Successful firms may be required to: create preliminary design reports; perform field surveys; plot topography and cross sections; prepare submissions for utility verification and relocation engineering; develop right-of-way plans; prepare hydraulic report for waterways approvals; perform geotechnical investigations and prepare geotechnical reports; prepare type, size and location reports; prepare structure drawings, including culverts, bridges and sign supports for repair, rehabilitation or replacement; prepare erosion control details and narrative; prepare applications for environmental and other federal, state and municipal permits; perform traffic counts and analyses, including detour planning and mapping; 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:

- Blackstrap Road (Falmouth), Old Lisbon Road (Lewiston) and Snow Hill Road (New Gloucester) Bridge Rehabilitations
- Lewiston Interchange and Bridge Reconstruction
- Central Street (Hallowell), Hunts Hill Road (Gray) and Mousam River (Kennebunk) Bridge Repairs
- Other ancillary highway design, including drainage, culvert repairs, clearzone and guardrail improvement projects.
- Other interchange improvement projects

Multiple Consultants will be selected and contracts will be awarded with terms of a maximum of four (4) 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 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](mailto:sdanforth@maineturnpike.com). Responses will not be prepared for questions received by telephone. All questions need to be provided by November 10, 2011 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 12 consultants that the Authority has determined are the most likely to be qualified and capable to perform the work. In making the determination, the Authority utilized the list of prequalified Consultants from Maine Department of Transportation (MaineDOT) to develop a pool of potential candidates. Because the anticipated work is largely bridge related, the short list of candidates were those that are currently under a Consultant Agreement for Bridge Design **and** are prequalified to perform Reconstruction/Rehabilitation Highway Design for the MaineDOT. From the short list, the Authority will select the best qualified consultants to serve the Authority.

The Authority will consider the following factors during the evaluation of the firms submitting Statements of Interest for this project:

- a. Specialized experience and technical competence of the prime Consultant and any Subconsultants. 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. Workload of the prime Consultant and Subconsultants for all Maine Turnpike Authority and Maine Department of Transportation projects.
- e. Other factors, if any, specific to the needs of a particular project.

## **B. Statements of Qualifications**

The Authority will select the best consultants for the projects and send a contract agreement to those consultants for approval. During the evaluation, if necessary, the Authority may wish to request supplemental information from some or all of the Consultants. 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 7 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, facilities, and so forth. This segment of the proposal shall not exceed two pages (single side). Profiles of previously performed

projects (within the last five (5) years), which highlight the Consultant's qualifications may be included in an appendix (limited to five project profiles).

3. Project Management

The Consultant shall identify the project team, which it will commit to the work, the relationship of project personnel to the overall structure of the Consultant's organization. The Consultant shall identify the Consultant Principal Manager that 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. This section shall clearly indicate the Consultant's capability to undertake bridge and highway design services. This section of the report shall not exceed two pages (single sided). The Consultant shall include in an appendix resumes for each employee that is proposed to be utilized. Any deviation from the Subconsultants listed in the Statement of Qualifications will require written approval from the Authority.

4. Consultant Workload

The Consultant shall include a listing of workload for both the prime Consultant and all Subconsultants for all Authority and Maine Department of Transportation projects.

5. Maine Department of Transportation Consultant Prequalification Package

The Consultant shall include their Consultant Prequalification Package similar to the one submitted to Maine Department of Transportation for the current year for Bridge and/or Highway Design.

6. 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.

7. 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.

#### **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.