

REQUEST FOR PROPOSAL
MAINE TURNPIKE AUTHORITY
NOTICE TO CONSULTANTS

Sealed Proposals will be received by the Maine Turnpike Authority for:
CONSULTANT CONTRACT 2011.103

UNDERWATER INSPECTION AND CHANNEL INVESTIGATION 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 June 10, 2011. Proposals 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 proposals may be rejected. In order to be considered responsive, four (4) copies of the complete proposals must be submitted. Proposals need to be limited to 15 pages, size 12 point font including references. Proposal need to be clearly marked "Request for Proposals for UNDERWATER INSPECTION AND CHANNEL INVESTIGATION SERVICES."

The Authority is soliciting proposals for complete underwater inspection services and channel investigations including the taking of soundings and the use of experienced diving teams and equipment necessary to inspect the underwater structural elements of the of the Turnpike bridges as listed in the Scope of Work. Upon completion of the field work, the Consultant shall provide the Authority with a report that details the general condition of the substructure, general condition of the channel and waterway, general description of the underwater soils including samples where permissible, identifies areas of damage and deterioration, and outlines the required corrective action. The report shall be signed and stamped by a registered professional engineer.

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 June 2nd, 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.

I. GENERAL INFORMATION

Interested firms should respond to this request on or before the time due for submission. Following the receipt of the proposals, a review committee shall evaluate the proposals and select a firm, or at the discretion of the review committee, select a short list of firms to interview. Emphasis in selecting a consulting firm 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 4 consultants that the Authority has determined are the most likely to be qualified and capable to perform the work. The Authority will select the best qualified to serve the Authority. One or more consultants may be selected to negotiate with, depending on availability of personnel at those consultants.

B. Proposals

The Authority will select the best consultant for the projects and send a contract agreement to that consultant for approval. During the evaluation of the proposals, 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, 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;
- 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. PROPOSAL PREPARATION

Proposals shall be typewritten, with pages numbered. The cost section shall be placed in a separate section of the proposals from other sections; no mention of costs shall be made in other sections. The proposal shall include sufficient description, itemization, documentation, and reference to allow total and accurate evaluation of the Consultant and the work to be performed. To facilitate evaluation, the Consultant is requested to organize its proposal to coincide with the sequence of Items 1 through 7 below.

If the Consultant proposes to subcontract a portion of the proposed work, each section of the proposal shall include a statement by the Consultant identifying the name of the subcontractor and the services that are to be provided by the subcontractor(s).

1. Project Understanding & Technical Approach

The Consultant shall describe its understanding of the project and its technical approach to complete the project in a timely and efficient manner. Emphasis should be placed on project coordination and executing concise dive operations at multiple sites, sometimes daily, and within a well-defined project schedule. The Consultant shall give a complete and detailed outline of the work effort required. A proposed work plan shall be included which divides the entire project into finite and discrete tasks. This segment of the proposal shall not exceed two pages (single sided).

2. 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 specific function and responsibilities of proposed subcontractors, 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 the underwater substructure inspection and channel investigations and to prepare the subsequent report. This section of the report shall not exceed two pages (single sided). Resumes of key personnel, which include their experience relative to this work, shall be provided in an appendix.

3. Company Qualifications

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 which highlight the Consultant's qualifications may be included in an appendix (limited to five project profiles).

4. Schedule

The Consultant shall indicate its commitment to an expeditious completion of the work. It is the Authority's preference that all field work will be completed no later than September 1st, 2011, and that the Final Report and deliverables will be provided no later than October 15th, 2011. Ability to achieve this schedule should be described by the Consultant.

5. Cost

The proposal shall describe the Consultant's estimated cost to perform the work, and shall include tables displaying, in terms of each task and for the entire contract, the estimated total costs for all labor categories, equipment, and other costs. Per Diem and mileage costs shall be calculated as outlined in the Scope of Work. The proposal shall specify all multipliers to be applied against or included within the rates, and all rates and prices quoted in the proposal shall be binding for the entire term of the contract. Costs which are assigned to subcontractors shall be so designated. The Authority is not

responsible and will provide no compensation for costs incurred during proposal preparation and/or negotiations. The following details shall be applied to the Cost section of the proposal.

- a. Labor Rates - Give job titles and daily or hourly rates for personnel performing under the contract. Describe the standard workday, conditions when standby and overtime rates are applicable, and the method for computing labor charges.
- b. Equipment - Indicate types, rates and other relevant information including any policy for applying rates.
- c. Printing - Indicate costs for printing report.
- d. Other costs - Detail other costs including that for subcontractors.
- e. Profit - Indicate profit as a percentage of labor and expenses.
- f. Overhead Rate - The overhead rate of the Consultant shall be provided. The Consultant shall provide documentation from their latest FHWA audit that verifies the proposed rate.

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 proposal and subsequent discussions. The award shall be based on the criteria described herein. **Contract form is attached to this request for proposal as a reference.** Once contract has been agreed to and executed, the Authority will provide notice to consultant with a Task/Project Order Letter that will provide a list of required employees/positions and projects/supervisors that they shall report to.

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

