

REQUEST FOR PROPOSALS
MAINE TURNPIKE AUTHORITY
NOTICE TO CONSULTANTS
Sealed Proposals will be received by the Maine Turnpike Authority for:
CONSULTANT CONTRACT 2012.101
COMPUTER AIDED DESIGN (CAD) CONSULTANT 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 March 9, 2012. 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, three (3) copies of the complete proposals must be submitted. Proposals need to be limited to 10 pages, size 12 point font, including appendices. One sheet of paper consists of one page single-sided or two pages double-sided. Page count does not include covers, the transmittal letter or dividers. All proposals shall utilize recycled paper and print on both sides whenever feasible and appropriate. Proposal need to be clearly marked "Request for Proposals for COMPUTER AIDED DESIGN (CAD) CONSULTANT SERVICES."

The Authority is soliciting proposals for Computer Aided Design (CAD) Consultant services to provide onsite analysis and CAD management services as needed to perform the following tasks:

- a. Evaluate, inspect and make recommendations regarding existing Autocad system.
- b. Make recommendations for organization and storage of existing and future R/W drawings.
- c. Make recommendations for organization and storage of both existing and future Engineering Project drawings.
- d. Assist Authority staff on the general use of the Authority CAD software, as needed.
- e. Assist Authority staff on the installation of Microstation and Bentley In-Roads software and advise Authority of transition, and selection of products.
- f. Make recommendations for organization and storage of consultant supplied data and drawings.
- g. Review and advise Authority in preparing CAD standards for Consultant designer's use.
- h. Provide CAD drafting services for updating R/W drawings and assisting Authority designers with preparation of annual paving projects and other projects, as required.

No more than two Consultants will be selected and contracts will be awarded with a term of one year with an option to extend for up to two years. The option to extend will be at the sole discretion of the Authority and will depend on the Authority's CAD services needs. The Authority estimates the first year term will consist of approximately 400 hours. Approximately 50 hours is expected initially for overall CAD management (items a-g above) and 325 hours is expected for CAD production work (item h above) over the course of the year, with an additional 25 hours of CAD management as necessary.

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 February 24, 2012 at 4 o'clock PM in order for the Authority to respond to the proposer prior to acceptance time. The Proposer 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

If interested, the Consultant shall respond to this request on or before the time due for submission. Following the receipt of the proposal, the proposal shall be reviewed to verify the Consultant understands the Scope of Work, as described in the attached document and that the fee is reasonable.

During the evaluation of the proposal, if necessary, the Authority may wish to request supplemental information from the Consultant. 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 project. The pre-execution review may include review of insurance certificate. The 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. Have experience with MaineDOT CAD Standards
- e. 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.**

For efficient knowledge transfer between the Authority and the Consultant, firms whose key staff for this project are in near proximity to the Authority's office will be given preference.

III. PROPOSAL PREPARATION

The proposal 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 6 below.

The Authority prefers to select a firm that does not sub-consult any portion of the proposed work.

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.

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 may be provided showing the corporate structure and the project team to show the overall structure of the Consultant's organization. This section shall clearly indicate the Consultant's capability to undertake CAD Consultant services. The Consultant shall include in an appendix resumes for the key staff that is proposed to be utilized including specifying staff that will provide CAD management and CAD production services. Resumes shall be limited to one page per each key staff member.

4. Cost

The proposal shall include the direct hourly rates for proposed employees to be used, proposed overhead and profit rates and any anticipated non-salary expenses. 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. This cost information will be used to determine if the proposed Consultant's total cost will be within the Authority's acceptable budget for this Scope of Work. 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.

Peter S. Merfeld 2/6/12 2:34 PM

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- c. Other costs - Detail other costs including that for subcontractors.
- d. Profit – Indicate profit as a percentage of labor and expenses.
- e. Overhead Rate – The overhead rate of the Consultant shall be provided. The Consultant shall provide documentation supporting the overhead rate as determined through the most recent audit by the Federal Highway Administration or an approved audit by a state agency. If such audit is unavailable, the Consultant shall indicate such in the proposal.
- f. Overtime – The Consultant shall indicate their firm’s policy on overtime and indicate which, if any, of the key staff that are proposed to be used are eligible for overtime.

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.

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 authorize work to proceed.

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 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.