

**MAINE TURNPIKE AUTHORITY**  
**ADDENDUM NO. 2**  
**Request for Qualifications**  
**Consultant Contract 2011.115**  
**Bridge and Highway Design Services**

**The following changes are made to the Request for Qualifications:**

On pages 3 and 4, replace Section III, STATEMENT OF QUALIFICATION PREPARATION with the following Section.

**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 5 below. Item 6 requires only one copy to be sent with the 5 copies of the Statement of Qualifications. Statements shall be limited to 30 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 submittals shall utilize recycled paper and print on both sides whenever feasible and appropriate. Those statements that do not follow the outline, or do not contain the required information may be considered unresponsive.

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. Profiles of previously performed projects (within the last **ten (10)** 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 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 shall be provided showing the corporate structure and the project team and shall show the overall structure of the Consultant's organization. The Consultant shall identify the services for which they will utilize Subconsultants and provide the name of the Subconsultant, if known. This section shall clearly indicate the Consultant's capability to undertake bridge and highway design services. The Consultant shall include in an appendix resumes for the key staff that is proposed to be utilized. Resumes shall be limited to one page per each key staff member.

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 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.

6. Maine Department of Transportation Consultant Prequalification Package

The Consultant shall provide the Authority one copy of their Consultant Prequalification Package submitted to the MaineDOT for service areas 203.00 Bridge Design and 202.10 Reconstruction/Rehabilitation Highway Design. This package is separate from the 5 copies of the Statement of Qualifications and does not count towards the 30 page count.

**NOTES:** The above items shall be considered as part of the Statement submittal.

All Consultants are required to acknowledge the receipt of the Addendum No. <sup>2</sup>1 by signing below and faxing this sheet to Susan Danforth, at 207-871-7739.

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Thank You,  
Susan Danforth  
Purchasing Manager  
Maine Turnpike Authority  
2360 Congress Street  
Portland, Maine 04102  
207-482-8105  
207-871-7739 fax  
[sdanforth@maineturnpike.com](mailto:sdanforth@maineturnpike.com)