

MAINE TURNPIKE AUTHORITY
PRE-BID CONFERENCE

CONTRACT 2026.20

MTA HEADQUARTERS BUILDING IMPROVEMENTS PROJECT
C-SUITE, NURSING ROOM, AND OFFICES

February 20, 2026 at 10:00 a.m.
At Maine Turnpike Authority Headquarters

1) Location

Maine Turnpike Authority
2360 Congress Street
Portland, ME

The general limits of work are as shown in the Contract Plans.

2) General Description

The work consists of improvements to the Maine Turnpike Headquarters Building located at 2360 Congress Street, Portland Maine. The work includes selective demolition and construction of a new nursing suite, offices, and conference rooms. Work also includes modifications to the mechanical, electrical, fire suppression, fire alarm, and plumbing systems to support the upgrades as well as all other work incidental thereto in accordance with the Plans and Specifications.

3) Bid

- a) March 10, 2026, at 11:00 A.M. at the office of the MTA at 2360 Congress Street, Portland.
- b) All bid and contractual questions shall be directed to Purchasing Department (207-482-8115)
- c) All questions on plans and specifications shall be in writing and shall be directed to Nate Carll, Purchasing Manager, at email ncarll@maineturnpike.com or through the RFI tab on the MTA website.
- d) All questions must be submitted by End of Day March 3, 2026

4) Schedule:

- a) MTA Board is scheduled to consider the Contract Award on or about March 26, 2026.
- b) Construction Schedule:
 - i) Substantially complete date is September 30, 2026
 - ii) All work shall be complete on or before October 31, 2026

c) Substantial Completion – Section 107.1.1

Substantial Completion is defined as all work has been completed in accordance with the contract documents except for final punch list items and the entire facility can be occupied and used for the purposes intended. Substantial completion includes but is not limited to the following:

- The final building cleaning has been completed by the Contractor to the Resident's satisfaction.
- All inspections required by state and/or local permits have been completed and written proof has been provided to the Resident.
- All electrical, plumbing, and HVAC systems are completely operational and ready for final testing and commissioning by the owner's agent.
- The final Test and Balance report has been provided by the contractor for approval by the Engineer of Record.
- Contractor has provided DRAFT electronic As-Built Set of documents for review.
- Contractor has provided DRAFT electronic copy of Operations and Maintenance (O&M) Manuals including warranties for review. All warranties shall begin at date of substantial completion.

5) Section 101.2 Definitions

Maine Turnpike Normal Business Hours: Typical hours of operation for Maine Turnpike staff is 8:00 a.m. to 5:00 p.m., Monday through Friday. The Communications Center is staffed 24 hours a day, every day.

6) Section 104.2.2 Furnishing of Permits

The Maine Turnpike Authority will obtain and provide the building permit and State Fire Marshal's construction permit, if required.

The Contractor shall obtain the following permits: Local or State Electrical, Plumbing, HVAC Systems, Sprinkler, and/or Fire Alarm as required by the Authority Having Jurisdiction.

7) 104.3.8 Wage Rates and Labor Laws

- a) Fair minimum hourly rates determined by Maine Department of Labor shall apply.

8) 104.4.6.1 Temporary Utilities

- a) The contractor will be required to maintain access and all services and utilities to owner occupied areas of the building throughout construction. The Contractor shall be responsible for the cost of any temporary connections, service runs, relocations, disconnections, reconnections, etc. required to maintain these services due to phasing of construction and constraints of the site and work area.

- b) Prior to the start of each construction phase, the Contractor shall submit a plan and schedule for maintaining existing services and utilities.

9) 104.4.7 Cooperation With Other Contractors

- a) Adjacent contracts currently scheduled for the 2026 construction season include:
 - i) MTA Contract 2026.09: York/Portland: Mile 10 Maintenance, MTA Headquarters Parking Lot and Park & Ride Parking Lot Pavement Rehabilitation
- b) The Contractor of Contract 2026.20 shall be aware, depending on schedule of project 2026.09, they may be required to relocate their stored materials and contractor parking to allow paving to proceed within 3 days of notice. Building entrances and exits may also be restricted as paving proceeds around the building. Once pavement has been placed in an area, the Contractor of 2026.20 shall take all necessary measures to protect the new pavement from damage caused by equipment or materials, including but not limited to dumpsters and Connex boxes. Damaged pavement will be required to be removed and replaced at the expense of Contractor for Contract 2026.20.

7) 105.11 As-Built Plans

- a) The Contractor shall provide the Authority with as-built plans in PDF and MicroStation or AutoCAD. The as-built plans shall note changes to the bid documents, including, but not limited to pavement, concrete, barrier, guardrail, culverts, drainage, foundations, wiring, signs, etc. The as-builts plans shall also provide GPS accurate locations of all underground work. Submittal of Draft, Final Draft, and 100% as-built plans to the Resident shall be conditions of Mobilization Payment, Retainage Reduction, and Final Payment as noted in Special Provision 108.
- b) See also 105.11.1 and 105.11.2 for more details on As-Built Plan Submittals and As-Built Plan Requirements.

8) 107.1.3 Limitations of Operations

The Work shall not, in the sole opinion of the Resident or the Authority, prohibit the safe and reasonable operations of MTA staff or its customers. Fire exits, evacuation routes, corridors, elevators, and stairwells shall not be obstructed without prior approval from the MTA. The Contractor shall provide clear access to areas outside of the designated construction area(s) at all times.

The Contractor shall submit their proposed staging, storage, and construction areas to the Resident for approval. The Contractor shall be responsible for minimizing the footprint of the work area, and resulting impacts to the MTA, to the extent practical. The Authority will allow the Contractor to store materials on site in the locations designated on the plans, for the duration of the Contract. Additional space shall be coordinated and approved by the Resident in writing.

Prior to starting work, work areas shall be fully sealed off from the surrounding office spaces using heavy plastic sheeting, or other approved means, to prevent construction debris and dust from infiltrating beyond the work zone. HVAC vents into and out of the construction area shall be sealed

to prevent pulling dust into the system or pushing dust out of the work zone. The contractor shall implement measures to minimize the tracking of debris through the building.

The contractor shall provide, operate, and maintain temporary HEPA filtration and negative-pressure containment to prevent construction-generated dust from migrating into active office spaces. Filtration units shall utilize true HEPA filters and shall operate continuously during dusty work until air quality meets pre-work baseline conditions.

The contractor shall protect all surfaces through construction and will be required to repair any contractor caused damage to the same or better condition as the existing at their own expense.

The Contractor shall use low-VOC and low-odor products to the greatest extent practicable throughout the Work. Any product or activity that generates noticeable or disruptive odors, as determined at the sole discretion of the Resident, shall not be used or performed during Maine Turnpike business hours. Such products or activities shall be scheduled for off-hours or alternative methods and materials shall be submitted for approval.

Work within occupied portions of the building shall be completed in an orderly manner that provides a reasonable work environment for office operations and provides safe passage and work environment for building occupants. All work areas shall be clearly blocked off and signage shall be provided to alert building occupants of the work area. Materials and tools shall not be stored outside designated work areas. The work area and adjacent surfaces shall be completely cleaned at the completion of the work within the occupied portion of the building or at the end of each workday, whichever occurs first.

The E-ZPass Retail Area, shall remain operational at all times during Maine Turnpike Normal Business Hours.

Radiant heating loops are installed within concrete slabs on all three floors. The contractor shall use a thermal imaging camera to locate and document all tubing prior to performing any slab penetrations or securement of new walls. An As-Built shall be provided to the Authority.

Removal of exterior window glass shall not be permitted.

The Contractor shall notify the Resident of any work requiring the relocation of MTA staff, equipment, workstations, or materials in advance of the required relocation in writing. The following advance notification requirements apply:

- Start of physical construction: 14 Calendar Days
- Change in construction phase, relocating staff within building: 14 Calendar Days

All relocations of MTA staff will be completed by MTA staff and occur over a weekend period beginning at 6:00 p.m. on Friday and ending at 8:00 a.m. on the following Monday.

Activities will be allowed within, or immediately adjacent to, occupied areas of the building if, in the opinion of the Resident, the work is not unreasonably disruptive to the daily work activities of MTA staff.

Activities within, or immediately adjacent to occupied areas, which are deemed by the Resident to be excessively loud (60 dBA or higher) or disruptive to normal business operations, for more than a 15-minute period of time, shall not be conducted during Maine Turnpike Normal Business Hours unless approved by the Resident. The transporting of large equipment, materials and trash through occupied portions of the building shall not occur during Maine Turnpike Normal Business Hours.

All work proposed outside of Maine Turnpike Normal Business Hours or on holidays shall be coordinated through the Resident at least seven calendar days in advance of the scheduled activities. Holiday work and Sunday work will only be allowed with advance approval of the Resident.

Authority Conference Room (Room 310): The room, and all public spaces used to access it, shall be vacated of all construction materials and all surfaces shall be completely cleaned. No work will be allowed in the immediate vicinity of the Room 310 on Board and Committee Meeting days. All electrical, and HVAC systems within room 310 shall be completely operational during board meetings. A schedule of Board and Committee Meeting dates is available on the Maine Turnpike's website at the following address: [https://maineturnpike.com/getattachment/3f107d05-06f9-4532-98fb-824ec2e06152/Board-Schedule-2026-\(005\).pdf?lang=en-US](https://maineturnpike.com/getattachment/3f107d05-06f9-4532-98fb-824ec2e06152/Board-Schedule-2026-(005).pdf?lang=en-US). Board meeting dates are subject to change. All board meeting date changes shall be made at least 14 Calendar Days prior to the scheduled meeting.

The Contractor shall be responsible for providing MTA employees with access to offices, file rooms, storage areas, equipment rooms and other spaces on an as-needed basis.

The Authority prefers that a sectional approach be used by the contractor when working through each construction area. The Authority desires to reoccupy completed sections of each construction area as soon as practical once they can be safely accessed by Authority personnel without undue impact to contractor work activities.

When work occurs within a bathroom or breakroom, it shall be closed from use with appropriate signage provided by the contractor. Only one men's bathroom, one women's bathroom, and one breakroom may be closed within the building at any one time.

No work is anticipated in the following areas but should the need arise, coordination a minimum of 7 calendar days in advanced of any work is required and special restrictions may be placed on the work activities:

- State Police Offices
- Server Room 114
- Customer Service Storage Room 173
- Notice/Mailing Room 220
- Finance Vault 323

The heating and cooling systems within the building shall not be shut down during MTA Business hours when the outdoor ambient air temperature is not between 45 and 70 degrees. At no time shall the heating or cooling systems be shut down for more than 4 hours during MTA Business hours.

The domestic water system shall not be shut down during MTA's Business Hours. If the domestic water system is shut down outside of MTA's Business hours, the contractor shall provide a porta potty for the MTA's exclusive use.

The Contractor may use the Loading Dock for deliveries. Any Contractor deliveries shall not impede daily operations of the Turnpike or their daily deliveries.

The Maine Turnpike Authority Headquarters building is a secured facility. All contractor and subcontractor employee access will be by keycard. Secured doors shall not be propped open at any time. Coordination with the MTA will be required to obtain keycards.

The Contractor shall make allowances for coordination with MTA subcontractors to work within contractor spaces as needed. The MTA subcontractors include, but are not limited to XL Automation, and Sparhawk Group (MTA Commissioning Agent).

The Contractor will not be permitted to dispose of waste, debris or other refuse in the MTA's trash bins or dumpsters.

No contractor or subcontractor employee shall bring firearms of any type into the building, or onto the building property. Any employees who bring firearms onto the property will be removed from the project site and, at the Authority's discretion, may not be allowed to return.

The MTA is a public facility, the use of profanity or derogatory language will not be tolerated. Contractor and subcontractor employees are expected to act in a responsible and professional manner. At the Authority's discretion, a contractor or subcontractor employee may be removed from the site and may not be allowed to return.

9) 108.2.1 Generation of Progress Payments

The Authority will estimate the amount of Work performed at least monthly and make payment based upon such estimates. Estimates may be paid bimonthly (twice-a-month) if the bimonthly (twice-a-month) invoices exceed \$100,000. No such estimates or payment will be made if, in the judgment of the Authority, the Work is not proceeding in accordance with the provisions of the Contract. The Contractor agrees to waive all claims related to the timing and amount of such estimates.

10) 108.2.3 Mobilization Payment

Upon approval of all pre-construction submittals required for approval by this Contract, including those listed in Section 104.4.2 – Preconstruction Conference, the Contractor will receive payment of 50% of the Lump Sum price for Mobilization, not to exceed 5% of the Bid less the amount bid for Mobilization. After the Authority determines that the Work is 50% complete and the Contractor has submitted a Draft (50%) as-built submittal of all underground work to date (within the prior 30 day pay period) as defined in Special Provision 105., the Contractor will receive the other 50% of the Lump Sum price for Mobilization, not to exceed 5% of the Bid less the amount bid for Mobilization. Any remaining Mobilization will be at the completion of physical work.

11) 108.3 Retainage

When requested by the Contractor, an 80 percent reduction of retainage will be considered by the Authority when the Project is substantially complete and the Contractor has submitted a Final Draft (98%) as-built submittal of all work, in accordance with Special Provision 105. When requesting a reduction, the Contractor shall include an explanation of the outstanding Work, an estimate of the cost to complete the Work, and a schedule for completing the Work. Seasonal limitations as well as warranty and establishment periods (for vegetation) shall be addressed.

12) General Requirement

The Specifications are divided into two parts: Part I, Supplemental Specifications and Part II, Special Provisions and Appendices (Division 2 through Division 27). Review thoroughly.

13) Specific Contract Items

- a. Construction Phasing – See plan sheets G-002 and G-003
- b. Contractor Storage and Vehicle Parking – See Plan Sheet G-004
- c. The contractor shall include MTA Subcontractor activities within their critical path schedule showing time for XL Automation and Sparhawk Group throughout the duration of the contract. The individual scope for each subcontractor is as follows:
 - i. XL Automation will be providing pathway, control wiring and systems controls for the mechanical systems prior to and during the construction.
 - ii. Sparhawk Group will be providing final commissioning services for mechanical systems.
- d. Lighting System (Plan sheet 29, General Note 23) – Existing Lighting Control system must be maintained and modified or extended as necessary to complete proposed lighting control sequence. Existing system is manufactured by ETC Lighting.
- e. Carpet Tile Maintenance Material (Special Provision 096810_1.7) – Minimum of 34 square yards of full size carpet tiles units, type C-1 shall be provided as Maintenance Material.
- f. Running Wires/Cables on Third Floor - There is no known wire path across Authority Room 310 and Hall 301. Contractors should plan for wires/cables to run through Open Office 331 from one side of the building to the other.
- g. 631 – Equipment Rental – Hourly rates that are to be used at the direction of the Resident for unforeseen conditions outside of the contract work indicated in the bid documents.

2026.20

MTA Headquarters Building Improvements Project

C- Suite, Nursing Room, and Offices Pre-Bid Conference
February 20, 2026



General Description

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Schedule

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- Construction Schedule:
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 - All work shall be complete on or before October 31, 2026
- Reference Spec Section 107.1.1 for definition of Substantial Completion

101.2 Definitions

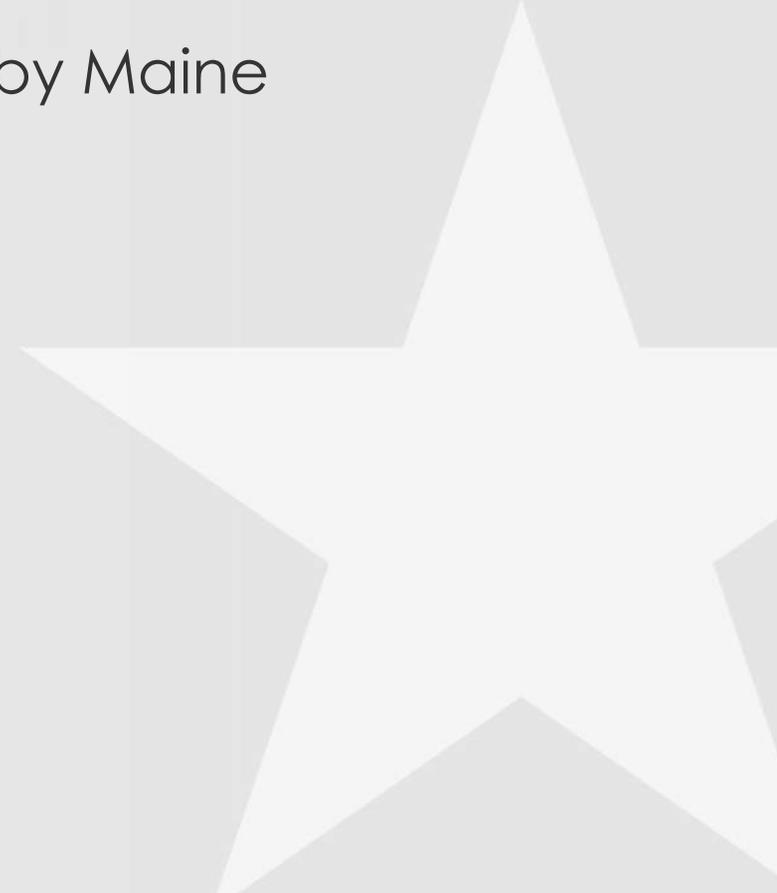
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- The Contractor of Contract 2026.20 shall be aware, depending on schedule of project 2026.09, they may be required to relocate their stored materials and contractor parking to allow paving to proceed within 3 days of notice.

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Specific Contract Items

Construction Phasing - 2nd floor



Reference Plans
Sheets G-001 to
G-003



Specific Contract Items

Contractor Storage & Vehicle Parking



Reference Plan Sheet G-004

Specific Contract Items

MTA Direct Hire Sub-Contractors

- XL Automation – Control wiring and systems controls for the mechanical systems prior to and during the construction.
- Sparhawk Group will be providing final commissioning services for mechanical systems.
- The contractor shall include MTA Subcontractor activities within their critical path schedule showing time for XL Automation and Sparhawk Group throughout the duration of the contract.

Specific Contract Items

Lighting Control System

- Existing Lighting Control system must be maintained and modified or extended as necessary to complete proposed lighting control sequence. Existing system is manufactured by ETC Lighting (reference Plan Sheet 29, General Note 23)

Specific Contract Items

Carpet Tile Maintenance Material

- Minimum of 34 square yards of full-size carpet tiles units, type C-1 shall be provided as Maintenance Material.

(reference Special Provision 096810_1.7)

Specific Contract Items

631 – Equipment Rental Items

- Hourly rates that are to be used at the direction of the Resident for unforeseen conditions outside of the contract work indicated in the bid documents

Item No.	Description
631.53	ELECTRICIAN
631.54	ELECTRICIAN'S APPRENTICE
631.55	PLUMBER
631.56	PLUMBER'S APPRENTICE
631.57	HVAC TECHNICIAN
631.58	HVAC APPRENTICE

Questions

