

MAINE TURNPIKE AUTHORITY  
REQUEST FOR LETTERS OF INTEREST

PREQUALIFICATION FOR TOLL SERVICES  
and  
CONSULTANT CONTRACT 2019.102 - **TOLL SERVICES**

For purposes of this Request for Letters of Interest, Toll Services is defined as professional services for Toll System/Plaza Design and Toll Project Management. The Maine Turnpike Authority (Authority) hereby solicits Letters of Interest from firms interested in:

- becoming prequalified by the Authority to perform Toll Services, or
- becoming prequalified by the Authority to perform Toll Services and subsequently receive a Request for Qualifications or Proposal to be considered for a Toll Services contract.

When the Authority has determined that a Consultant has been prequalified to perform Toll Services, the Authority has determined that the Consultant is qualified and capable of performing any or all tasks defined in the Toll Services Scope of Work. Being prequalified in Toll Services is a requirement for a Consultant to submit a responsive proposal for either the Toll Services or **General Engineering Consultant** (GEC) contracts. More detailed requirements may be found on the Authority's web site at [www.maineturnpike.com/Business-With-MTA/Engineering-Consultants.aspx](http://www.maineturnpike.com/Business-With-MTA/Engineering-Consultants.aspx). Consultants who are not prequalified for the full scope of work may be prequalified for the Toll Services tasks in which they specialize in and may be considered on a Project-to-Project basis for future needs, if they arise.

The Authority has solicited the 11 Consultants who were prequalified for Toll Services in 2014. Letters 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 Letters may be rejected. In order to be considered responsive, six (6) copies of the Letter must be submitted. Letters will consist of two parts: 1) Statement of Qualifications and 2) Appendix. One sheet of paper consists of one page single-sided size 12 point font or two pages double-sided size 12 point font. All Letters shall utilize recycled paper and print on both sides, if feasible. Submissions need to be clearly marked "Request for Letter of Interest for TOLL SERVICES."

Statement of Qualifications needs to be limited to 2 pages. In addition, consultants shall provide an appendix, limited to 6 pages, with relevant project descriptions and brief outlines of key personnel to be used if selected to perform work.

The Authority intends to select Consultants for new Toll Services assignments beginning after January 1, 2020, after a multi-phase selection process. This process may include a more detailed Request for Qualifications or Request for Proposal to be issued following the review of the accepted Letters of Interest. The Authority may request any or all Consultants who submitted Letters of Interest for additional information during the review process. The new contract term will be up to five (5) years. The value of each contract will be determined on the program needs

that are being reviewed by the Authority at this time. Specific task orders will be assigned to the successful Consultants, as needed, after the contracts have been executed.

The Authority seeks to contract with firms that have demonstrated capabilities in the area of toll services. Prospective consultants must have the necessary experience, organization, technical and professional qualification, skills and facilities to perform the required work, and must have a demonstrated satisfactory record of performance. In their Letter, Consultants having such experience should list projects, toll vendor/system types and clients for whom they performed such services. The contracts are anticipated to include the following major tasks:

- Toll Project Management;
- Toll system design for a specific toll plaza upgrade including recommendations on equipment selection and integration;
- Open Road tolling conversion of an existing cash toll collection facility;
- Civil/Electrical design of a new toll plaza location including any necessary permitting and planning;
- Other toll related services, as determined by the Authority.

A more detailed Scope of Work for Toll Services is available on the Authority's website: [www.maineturnpike.com/Business-With-MTA/Engineering-Consultants.aspx](http://www.maineturnpike.com/Business-With-MTA/Engineering-Consultants.aspx).

Letters of Interest will be received by Nathaniel Carll, Purchasing Manager at the office of the Maine Turnpike Authority, 2360 Congress Street, Portland, ME, 04102, until 4:00 p.m., prevailing time as determined by the Authority on **April 26, 2019**. Letters of Interest must provide a mailing address, telephone number, email address and fax number for each firm's designated contact. Letters should also clearly indicate if the Consultant would like to be considered for the Toll Services contracts and/or future General Engineering Consultant contract.

For general information regarding Bidding and Contracting procedures, contact Nathaniel Carll, Purchasing Manager, at (207) 871-7771 Ext. 105. For Project specific information, fax or email all questions to Nathaniel Carll, Purchasing Manager at (207) 871-7739 or [ncarll@maineturnpike.com](mailto:ncarll@maineturnpike.com). Responses will not be prepared for questions received by telephone. All questions need to be provided by April 12, 2019 at 4 o'clock PM in order for the Authority to respond to the proposer prior to acceptance time. The Consultant 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.