REQUEST FOR PROPOSALS

MAINE TURNPIKE AUTHORITY

NOTICE TO CONSULTANTS

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

CONSULTANT CONTRACT 2011.112

**MATERIAL TESTING 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 October 11, 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 forMATERIAL TESTING SERVICES.”

The Authority is soliciting proposals for construction materials testing services both at the project site and at related plant locations for various projects located on the Maine Turnpike. The Authority will retain engineering firms or materials testing firms to perform field and laboratory testing, sampling and/or inspection of one or more of the following items: soil, aggregate, Portland cement concrete and hot mix asphalt by certified technicians. Production inspection services at steel fabrication and precast concrete facilities and inspection of paint systems is also desired. A testing laboratory capable of performing concrete, bituminous, aggregate and soils tests in a timely manner must be available throughout the life of the contract. The types of projects that materials testing services will be performed under this contract may include, but are not limited to: roadway reconstruction, bituminous overlays, bridge construction and rehabilitations, maintenance facility, service plaza and toll plaza construction and rehabilitations.

Multiple Consultants will be selected and contracts will be awarded with terms of a maximum of four (4) years. A Consultant is not required to be capable of providing Material Testing Services for more than one of the disciplines described above in order to be considered for a contract.

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](mailto:sdanforth@maineturnpike.com). Responses will not be prepared for questions received by telephone. All questions need to be provided by September 26,2011 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 firms to interview. In selecting consulting firms, emphasis shall be placed on the firm’s qualifications and experience in projects similar to those which the Authority anticipates undertaking.

1. **Consultant Selection**

The Authority has solicited 14 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 consultants to serve the Authority.

The Authority will consider the following factors during the evaluation of the firms submitting Statements of Interest for this project:

1. Specialized experience and technical competence of the firm.
2. Past record of performance with respect to cost control, work quality, ability to meet schedules and previous experience on similar projects.
3. The specific experience and number of individuals who constitute the firm.
4. Other factors, if any, specific to the needs of a particular project.
5. **Proposals**

The Authority will select the best consultants for the project and send a contract agreement to those consultants 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, 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 and verification of overhead rates. 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:

* 1. Have the necessary experience, organization, technical and professional qualification, skills and facilities;
  2. Be able to comply with the proposed or required time of completion or performance schedule;
  3. Have a demonstrated satisfactory record of performance.
  4. 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.**

**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. Proposals that do not follow the outline, or do not contain the required information may be considered unresponsive proposals.

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. 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. This segment of the proposal shall not exceed two pages (single side). Profiles of previously performed projects (within the last five (5) years), which highlight the Consultant’s qualifications may be included in an appendix (limited to five project profiles).

1. 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 Consultant shall identify the Consultant Principal Manager that will be assigned to administer the contract with the Authority. 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 material testing inspection services. This section of the report shall not exceed two pages (single sided). The Consultant shall include in an appendix, resumes and proposed position levels (as described in the attached Scope of Work) for each employee that is proposed to be utilized as a Technician for Authority projects.

1. Schedule

The Consultant shall indicate its commitment to providing material testing services to Authority projects. Proposals shall state when the Consultant’s employees are available to start working for the Authority. Proposals shall also list any commitments of proposed employees to do similar work for the Maine Department of Transportation.

1. Cost

The proposal shall include the direct hourly rates for proposed employees to be used, proposed position levels, 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. Costs which are assigned to subcontractors shall be so designated. If the Consultant is determined to be the best qualified for the work, 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.

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.

1. 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 adjuratory 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.

1. 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. C**ontract 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 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.