

REQUEST FOR QUALIFICATIONS
MAINE TURNPIKE AUTHORITY
NOTICE TO CONSULTANTS

Statements of Qualifications will be received by the Maine Turnpike Authority for:
CONSULTANT CONTRACT 2012.106

STORMWATER MANAGEMENT AND COMPLIANCE ASSISTANCE 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 November 20, 2012. Statements 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 Statements may be rejected. In order to be considered responsive, three (3) copies of the complete Statements must be submitted. Statements need to be limited to 20 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 Statements shall utilize recycled paper and print on both sides whenever feasible and appropriate. Statements need to be clearly marked "Request for Qualifications for STORMWATER MANAGEMENT AND COMPLIANCE ASSISTANCE SERVICES."

The Authority is soliciting Statements of Qualifications for stormwater management and compliance assistance services as described in the attached Scope of Work. A single Consultant will be selected and a contract will be awarded with a term of one (1) year with an option to extend for an additional year up to two times for a total contract term of three (3) years.

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 November 8, 2012 at 4 o'clock PM in order for the Authority to respond to Consultants prior to acceptance time. Consultants 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 by submitting a Statement of Qualifications on or before the time due for submission. Following the receipt of the Statements of Qualifications, a review committee shall evaluate the proposals and select firms to interview, if needed. In evaluating consulting firms, emphasis shall be placed on the firm's qualifications and experience in the duties described in the attached Scope of Work.

The Authority solicited thirty-four (34) consulting firms to receive a Request for a Letter of Interest for this project, based on their prequalification status as of July 27, 2012 by MaineDOT for the service area 506.00 – Surface Water Quality, Post Construction Storm Water Management. Thirteen (13) consultants responded and six (6) were determined to be the most likely to be qualified and capable to perform the work and are being requested to submit Statements of Qualifications.

During the evaluation, if necessary, the Authority may wish to request supplemental information from some or all of the Consultants. A pre-execution review will also be conducted to ensure all is in order prior to signing the contract. The pre-execution review may include review of insurance certificates 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 for the contract and the Maine Turnpike Authority's Engineering Consultant General Conditions. The above-mentioned documents 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. 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. 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. Those statements that do not follow the outline, or do not contain the required information may be considered unresponsive.

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. 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).

3. 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 Subconsultants, 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 environmental services, as described in the attached Scope of Work. The Consultant shall include resumes for each employee that is proposed to be utilized in an appendix. Any deviation from the Subconsultants listed in the Statement of Qualifications will require written approval from the Authority.

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. The appendices are considered part of the Statement and therefore contribute to the 20 page maximum.

IV. CONTRACT AWARD

Any contract entered into by the AUTHORITY shall be in response to the Statement of Qualification and subsequent discussions. The contract award shall be based on the criteria described herein. **Contract form is attached to this request for qualifications as a reference.** Once the contract has been agreed to and executed, the Authority will assign tasks to a Consultant with a Task/Project Order Letter that will authorize work to proceed. The Authority has determined a profit rate range of 8 to 12% is appropriate for this Contract. Prior to executing a Task/Project Order the Authority and its Consultant will agree on a profit rate based on risk and the expertise required for the particular task.

The AUTHORITY reserves the unqualified right to reject any or all Statements of Qualifications and to accept the Statements of Qualifications 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 Consultants. If the Authority is unable to enter into an agreement with any selected Consultant, the Authority reserves the right to terminate negotiations and initiate negotiations with another Consultant. No compensation will be paid for the failed negotiations.