

REQUEST FOR QUALIFICATIONS
MAINE TURNPIKE AUTHORITY
NOTICE TO CONSULTANTS

Statements of Qualifications will be received by the Maine Turnpike Authority for:
CONSULTANT CONTRACT 2019.105

CONSTRUCTION INSPECTION AND MATERIALS TESTING SERVICES

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 October 1, 2019. Proposals are being solicited for two service areas: Construction Inspection and Materials Testing. Further, proposals are being solicited from selected Consultants that the Authority has determined are the most likely to be qualified and capable to perform in one or both of the service areas. All other proposals may be rejected. In order to be considered responsive, four (4) printed copies and one electronic copy in PDF of the complete proposal must be submitted. Proposals shall be limited to six (6) pages. An Appendix for each service area can supplement the proposal and shall be limited to an additional ten (10) pages, each. One sheet of paper consists of one page single-sided size 12 point font or two pages double-sided size 12 point font. Therefore, for Consultants submitting proposals in one service area, the complete submission shall not exceed 16 sheets of paper, single-sided or 8 sheets of paper, double-sided. For Consultants submitting proposals in both service areas, the complete submission shall not exceed 26 sheets of paper, single-sided or 13 sheets of paper, double-sided. All sheets of paper shall be 8 ½” x 11”. Page count does not include covers, the transmittal letter or dividers. All proposals shall utilize recycled paper and print on both sides, if feasible. Proposals need to be clearly marked “Request for Proposals for CONSTRUCTION INSPECTION AND MATERIALS TESTING SERVICES.”

The Authority is soliciting proposals for both Construction Inspection and Materials Testing Services for various projects located on the Maine Turnpike to support Authority staff. The types of projects that Construction Inspection and 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 five (5) years. A Consultant is not required to be capable of providing both Construction Inspection and Materials Testing Services in order to be considered for a contract. Further, a Consultant is not required to provide all of the services required in either Scope of Work in order to be considered for a contract. For Construction Inspection, contracts will be awarded to Consultants who have the staff that the Authority determines are the best qualified for the positions required in the next 5 year Capital Investment Program. For Materials Testing Services, contracts will be awarded to Consultants who the Authority has determined are the best qualified to provide the required materials testing for the same projects. Consultants shall indicate in their proposal if they wish to be considered for a Construction Inspection contract, Materials Testing contract, or both. The Scope of Work for each service area can be found on the Authority’s website.

For general information regarding Bidding and Contracting procedures, contact Nate Carll, Purchasing Manager, at (207) 871-7771 Ext. 105. For Project specific information, fax or email all questions to Nate Carll, Purchasing Manager, at (207) 871-7739 or ncarll@maineturnpike.com. Responses will not be prepared for questions received by telephone. All questions need to be provided by July 15, 2019 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 other Consultants for

clarification of Contract provisions, and the Authority will not be responsible for any interpretations so obtained.

I. GENERAL INFORMATION

The Authority has solicited 10 Consultants that the Authority has determined are the most likely to be qualified and capable to perform the work. In making the determination, the Authority used the following criteria to develop a pool of potential candidates:

- a. Consultants who currently have Construction Inspection and/or Materials Testing Services Contracts with the Authority, and
- b. Consultants who currently have contracts with MaineDOT in either Service Number 602.10 – Bridge Construction Inspection or Service Number 608.00 – Materials Testing/Inspection

Interested firms should respond to this request by submitting a proposal 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 with projects similar to those which the Authority anticipates undertaking. In particular, the Authority will consider the following factors during the evaluation of the firms submitting Proposals for this project:

- a. Specialized experience and technical competence of the firm.
- b. Past record of performance with respect to cost control, work quality, ability to meet schedules and previous experience on similar projects.
- c. The specific experience of the individuals who constitute the firm.
- d. Location of the local or regional office.
- e. Other factors, if any, specific to the needs of a particular project.

The Authority will select the best Consultants for the projects 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 Scope of Work and the Maine Turnpike Authority's Engineering Consultant General Conditions, which can be found on the Authority's website.

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.

III. PROPOSAL PREPARATION

The proposal 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 6 below. Those statements that do not follow the outline, or do not contain the required information may be considered unresponsive.

If the Consultant proposes to subcontract a portion of the proposed work, the proposal shall identify the name of the Subconsultant(s) and the services that are to be provided by the Subconsultant(s).

1. Statement 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.

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. The specific function and responsibilities of proposed Subconsultants, if introduced, shall be shown. Organization charts shall be provided showing the project team and how it relates to the overall structure of the Consultant's organization (including office location team members are assigned to). The Consultant shall include resumes for each employee that is proposed to be utilized in the appendix. Resumes may be reduced and summarized, if necessary. Any deviation from Subconsultants listed in the Statement of Qualifications will require written approval from the Authority.

4. Cost

The proposal shall include a table showing the proposed employees of the project team, and their respective position and direct, unburdened hourly rates. 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. For Materials Testing, this section shall also include a table of laboratory tests, services and equipment and their

respective rates. All of 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 Consultant shall indicate their firm's policy on overtime and night work and indicate which, if any, of the key staff that are proposed to be used are eligible for overtime and how they are reimbursed.

5. 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.

6. Appendices

Appendices shall be used to compile resumes and shall be limited to no more than ten pages. One sheet of paper consists of one page single-sided or two pages double-sided. Consultants who wish to be considered for both Construction Inspection and Materials Testing shall have separate appendices for each service area.

IV. CONTRACT AWARD

Any contract entered into by the AUTHORITY shall be in response to the proposal and subsequent discussions. The contract award shall be based on the criteria described herein. The Contract form is attached to this Request for Proposals as a reference. Once contract has been agreed to and executed, the Authority will provide a notice to the Consultant with a Task/Project Order that will authorize work to proceed. The Authority may request proposals from one or more Consultants with whom the Authority has contracts with for these services prior to issuing a Task/Project Order.

AUTHORITY reserves the unqualified right to reject any or all proposals 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 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.