



MAINE DEPARTMENT OF TRANSPORTATION
REQUEST FOR QUALIFICATIONS (RFQ)

for
A STAND ALONE PROJECT CONTRACT

for
201.10 MULTIMODAL BUILDING **DESIGN AND ARCHITECTURAL SERVICES**
and
606.20 BUILDING CONSTRUCTION MANAGEMENT AND SUPPORT SERVICES

SUBJECT: Scoping and Design Services for the following disciplines:

201.10 Multimodal Building Design & Architectural Services	Evaluation, design and design support during construction for development/rehabilitation of multimodal buildings including disciplines supporting buildings such as HVAC, plumbing, electrical, architectural and other needed building services
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AND

606.20 Building Construction Management and Support Services	Construction management and administrative support of any buildings such as intermodal facilities, garages, warehouses, salt sheds, etc.; along with HVAC systems, elevators, plumbing, electrical, architectural and other ancillary building services
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The Maine Department of Transportation is seeking qualifications from architectural and engineering firms to evaluate their abilities and experience in developing a progressive build-out plan which will revisit and refine an existing scope, and furnish design and construction documents for the future phases of the Acadia Gateway Center in Trenton, Maine. Technical and price proposals will be requested from a minimum of 3 (three) of the top ranked firms submitting an SOQ. This project will utilize FTA and state bond funds.

Phase 1 of the facility, the Bus Maintenance Facility, access road, and Rte 3 improvements are under construction. The future phases of the gateway center including Phase 2 (Intermodal Facility), Phase 3 (NPS Welcome Center), and Phase 4 (Theaters and Ancillary Development) were investigated preliminarily as part of an earlier overall Gateway Center EA and Facility PDR. Prior to moving into preliminary design of Phase 2 through 4, stakeholders will convene to insure that the NPS needs and vision are realistic and viable when compared to MaineDOT, regional and local planning and use expectations. One of the goals of the subsequent RFP will be to insure that all subsequent phases of the Gateway Center are given general consideration leading to them being designed, coordinated and functional in a complementary manner, meeting the present and future needs of all users and owners. **MaineDOT reserves the right to award design and construction engineering services for future phases of this project to the successful firm.**

CRITERIA - Interested consultant firms must provide responses to the questions provided below.

Criteria 1) Project experience in multi-use buildings and facilities projects

Provide a synopsis of public and commercial building and facility projects (with a value greater than \$5,000,000) that your firm has engaged itself in over the past 5 years. These projects should include examples of design and design support during construction for turnkey and fully commissioned installations. LEED awards or aspirations, or other similar building performance standards should be noted. **(3 pages maximum)**

Criteria 2) Site and civil design and development

Provide examples of site and civil design projects that your firm has engaged in over the past 5 years. These should include large scale developments requiring storm water design, plans, environmental permitting, utility installations, vehicle parking areas, etc. **(3 pages maximum)**



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Criteria 3) Project management approach

Provide examples of successful project management on large scale projects within the last 5 years. Examples should include how the management addressed working with large stakeholder and interest groups to develop, refine and execute the design and construction of large scale building and facility projects. (3 pages maximum)

Criteria 4) Staff qualifications

Provide a brief outline of the staff qualifications for key staff that will be used on MaineDOT projects. If you plan to use subconsultants, include this information (list office locations, list particular strength). Projects included in resumes to exhibit relevant experience must include as a minimum: project description, dollar amount, start and completion dates. (2 pages maximum)

Criteria 5) Methods for controlling costs/quality control/assuring constructability

Provide a brief outline of methods used by the firm to control and monitor client costs, control quality, and (if applicable) assure constructability of design plans. (2 pages maximum)

Criteria 6) Schedule/Workload/Communication

Provide a brief outline of your firm's methods of schedule control and ability to handle projected workload. Discuss project coordination with the MaineDOT. Describe how your firm will manage its role in this project and how it intends to maintain effective communication for the assignment. (2 pages maximum)

DUE February 5, 2010 no later than 2:00 P.M... Any Statement of Qualifications (SOQ) received after that time and date will not be accepted.

All requests for clarification and or additional information must be submitted in writing (via email to joel.kittredge@maine.gov, SUBJECT: Clarification to RFQ for 201.10 Multimodal Services or by fax 207-624-3401) to the individual referenced by Attention on the cover page of this RFQ no later than 2:00 p.m. on **January 8, 2010**. Responses to requests for clarification shall be forwarded to all prospective proposers in writing and will be placed on the MaineDOT Consultant Information web site: <http://www.maine.gov/mdot/cpo/rfqs/> no later than **January 22, 2010**. When appropriate, responses to requests, as well as any MaineDOT-initiated changes, will be provided to all prospective proposers in writing as amendments to the RFQ, and will be placed on the MaineDOT Consultant Information web site: <http://www.maine.gov/mdot/cpo/rfqs/>. IT WILL BE THE PROPOSER'S RESPONSIBILITY TO CHECK THE REFERENCED WEBSITE FOR ANY NEW AMENDMENTS. (Note: The Proposer must include reference to all amendments on their response to this RFQ.)

Please submit 4 hard copies of your SOQ and CD by mail (FedEx or United Parcel Service address:

MAINE DEPARTMENT OF TRANSPORTATION
Mailroom Tel: (207) 624-3220
Attn: Joel Kittredge, Multimodal
2 Child Street
Augusta, ME 04333-0016



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Hand Carried Proposals. Hand-carried proposals must be given to the receptionist prior to the time and date for which Proposals are due. They shall be hand delivered at:

Maine Department of Transportation
ATTN: RECEPTIONIST
2 Child Street, Transportation Building
Augusta, ME 04333

Each SOQ received will be acknowledged by E-mail. Please label CD's with the email address to which an acknowledgement should be sent.

CD's - Please submit your CD in one of the following formats: PDF electronic format is preferred; MSWord 2000 Format or greater, is acceptable.

SOQ SUBMITTAL REQUIREMENTS are as follows:

Introductory Material – Following a title page, each SOQ shall contain a completed Firm General Information Form (Attachment A located at the end of this RFQ) including General Criteria responses.

Headers/Footers – Each SOQ submitted must include the Firm's name in the header of every page except the title page. Title pages must contain the Firm's name, address and telephone number. Page number and total pages are required in the footer of every page.

Page Limitations/Format – The Firm is restricted to maximum page limitations for each Criteria as listed above: **Criteria 1, 2, and 3 – 3 pages each; Criteria 4, 5, and 6 – 2 pages each.**

Each firm shall submit a Resume file along with the SOQs described above. A Resume file shall be submitted separately containing individual Resumes of the Firm's personnel who will be providing any of the services listed in all the Firm's SOQs. Resumes do not count toward the page total and are not restricted by font size/margins noted below in "File Formats". Resumes shall have no more than 1 page per individual, except that Principals and Project Managers may have two pages for each individual.

File Content and Naming Format – All submissions shall be in 12pt font. Pages shall be 8 ½"x11" and include a 1" margin.

Confidentiality. The information contained in proposals submitted for the State's consideration will be held in confidence until all reviews are concluded and the award notification has been made. At that time, the full content of the proposals becomes public record and is therefore available for public inspection upon request.

Costs of Preparation. Proposer assumes all costs of preparation of the proposal and any presentations necessary to the proposal process.



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CERTIFIED DBE

MaineDOT Certified Disadvantaged Business Enterprise (DBE) consultants are encouraged to apply as the prime consultant for this work. It is important that DBE Firms take advantage of this RFQ to at least gain entry to the MaineDOT Prequalification List for transportation project related services. Non-DBE Firms shall ensure that DBE's have the maximum opportunity to participate in the performance of any project contract in accordance with MaineDOT current requirements for DBE utilization. Firms certified by another state's transportation agency must also be certified by MaineDOT.

Current requirements may be found at the MaineDOT website, "Certified Disadvantaged and Women Business Enterprise" directory available at:

[Certified Disadvantaged & Women Business Enterprises](#),

or by contacting:

Maine Department of Transportation

Attn: Jackie LaPerriere

Bureau of Project Development

Civil Rights Unit

#16 State House Station

Augusta, Maine 04333-0016

Tel: (207) 624-3066 Fax: (207) 624-3401 TTY: (888) 516-9364

MaineDOT will select a firm for a **Project Contract** based on an open and fair qualifications-based selection process under the Brooks Act Procedures.

After reviewing Statements of Qualifications (SOQ's), the selection committee will develop a shortlist. **Short listed firms will be notified by March 5, 2010.**

The State of Maine requires our vendors to register in the AdvantageME (financial) system. If your company has not registered already, please go to the Bureau of Purchases website at <http://www.maine.gov/purchases/> and register. If you have any questions about the registration process for AdvantageME, the telephone number for the Vendor Help Desk is (207)624-7889. If you have already registered, please fill in the correct Vendor ID number.



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**RFQ ATTACHMENT A
FIRM GENERAL INFORMATION FORM**

A completed RFQ Attachment A must be included with each separate SOQ Submission

NOTE: This document is protected to enable check boxes and data input areas in the form to function properly. If you wish to access any of the Internet links below you will first need to select “unprotect document”, under “Tools” on the tool bar above.

1. Firm Name/Business Address:

Address:

Submittal for Parent Company Branch/Subsidiary

2. Contact Person:

Contact person must be an authorized officer of the firm who will be signing this form.

Telephone No.: _____

Fax No.: _____

E-mail Address: _____

Please provide the following:

Firm's State of Maine Vendor/Customer Number	_____
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This is a 10 digit number with either VC or VS as a prefix and takes the place of your Federal Employer Identification Number. It is assigned through the State of Maine Bureau of Purchases web site: <http://www.maine.gov/purchases/vendorinfo/vss.htm>

3. Business Structure:

a. Check appropriate box/boxes indicating business structure or firm ownership:

- | | | | |
|-------------|--------------------------|----------------|--------------------------|
| Individual | <input type="checkbox"/> | Minority Owned | <input type="checkbox"/> |
| Partnership | <input type="checkbox"/> | Woman Owned | <input type="checkbox"/> |
| Corporation | <input type="checkbox"/> | Small Business | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | Explain: | _____ |

b. If your firm is a DBE, are you certified as such by MaineDOT's Office of Human Resources, Equal Opportunity Unit at 207-624-3066 or <http://www.maine.gov/mdot/disadvantaged-business-enterprises/dbe-home.php>?
Yes No N/A

c. If a Corporation, indicate the name of the state of original incorporation:



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- d. Are you registered with the Maine MaineDOT of the Secretary of State, Bureau of Corporations, Elections and Commissions, Tel: (207) 624-7736 or Internet: <http://www.maine.gov/sos/cec/>, to do business in Maine? Yes No
(Please note MaineDOT must have a copy of your current Certificate of Good Standing on file in order to negotiate a contract. Not required as part of this submittal.)

4. Financial Accountability:

- a. Your firm must have an acceptable cost accounting system which documents project costs and is in compliance with MaineDOT and Federal (FHWA, FAA, FRA, FTA, etc) requirements.

Briefly explain your system, or note date of last Audited Overhead Report issued under GAAS.

- b. Has the firm ever had an Overhead Audit performed? Yes No
(Except for contracts where a commercial rate is established for payment, an Audited Overhead Statement must be submitted and approved by the MaineDOT in order to negotiate a contract. It is not required now as part of this submittal.)
- c. The MaineDOT's direct salary cap is \$50/hour or \$104,000 annually.
- d. Mileage reimbursement is limited by law to that received by state employees (see <http://www.maine.gov/osc/travel/travelinfo.htm> for rates). MaineDOT does not allow any mark-up on direct expenses or sub-consultant costs.

5. Affirmative Action:

- a. Has your firm ever subcontracted to a DBE (Disadvantaged Business Enterprise) firm? Yes No
- b. Is your firm willing to contract a portion of the work to a DBE firm and are you aware of Equal Employment Opportunity responsibilities and our goals for utilization of DBE firms? Yes No
- c. Does your firm have an "affirmative action" and "equal employment" opportunity policy and plan? Yes No *Please include a copy of your plan with this information sheet. OR (The plan must be submitted to CPO and approved by the MaineDOT in order to negotiate a contract. It is not required as part of this submittal.)*



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6. Insurance:

Check each of the following categories for which your firm can provide proof of insurability:

- a. Professional Liability at a minimum of \$500,000.00 per claim and annual aggregate.
- b. Commercial General Liability (CGL) of \$1,000,000.00 per occurrence, and \$2,000,000.00 in the aggregate.
- c. Automobile of \$1,000,000.00 per occurrence.
- d. Workers Compensation in accordance with the requirements of the laws of the State of Maine.

A Certificate of Insurance must be provided to the Contract Procurement Office before a project contract can be executed. MaineDOT must be named additional insured on the CGL policy.

7. Debarment, Suspension, Ineligibility, or Exclusion:

Has your firm been debarred, suspended, declared ineligible or voluntarily excluded from contracts by the Federal Government or any state agency within the last 3 years? Yes No
If yes, briefly explain below.

I certify the foregoing to be true and accurate.

Electronic or Scanned Image of Hand Written Signature of Authorized Officer of the Firm
(Contact person from page 1):

Name: _____

Title: _____

Date: _____

I certify that the foregoing signature is true and accurate. I further certify that it (a) is intended to have the same force as a manual signature, (b) is unique to myself, (c) is capable of verification, (d) is under the sole control of myself, (e) is linked to data in such a manner that it is invalidated if the data are changed.
(10 M.R.S.A. §9501 et seq.)