

MAINE DEPARTMENT OF TRANSPORTATION

**REQUEST FOR QUALIFICATIONS:
AS AMENDED, DECEMBER 11, 2008**

**For the Design and Construction of 3.03 Miles of
Route 125/136 in the Town of Freeport**

MaineDOT PIN: 012782.00



MaineDOT

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**Maine Department of Transportation
Notice to Contractors / Consultants
Request for Qualifications**

1.0 INTRODUCTION

The Department is soliciting construction and consulting engineering services for the Design-Build project identified below. The Department will use a two-step, best-value procurement method for this project in accordance with Title 23, MRSA, Section 753-A. The procurement process is depicted in the flow-chart, included as Figure 1. The purpose of this document is to solicit the information needed to determine which Design-Build teams will be prequalified to submit proposals for this project.

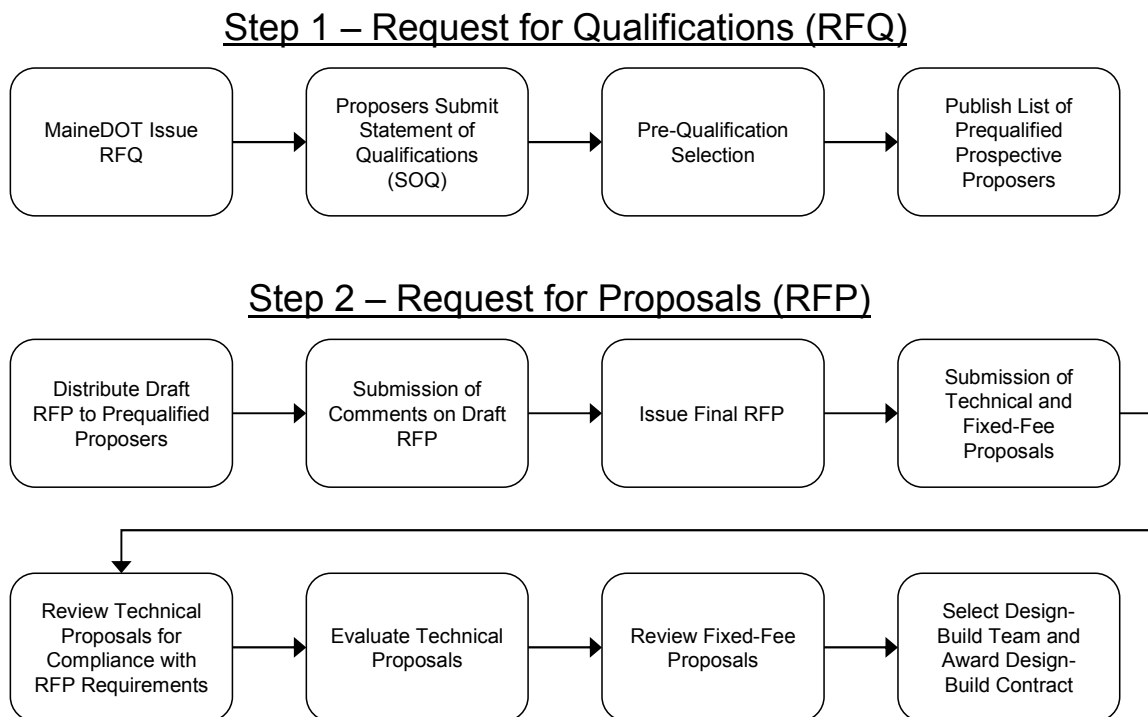


Figure 1: Contract Procurement Process Flow-Chart

2.0 PROJECT INFORMATION

2.1 Project Description

The Freeport – Route 125/136 Project, MaineDOT PIN: 012782.00, hereafter the Project, includes the design and reconstruction of 3.03 miles of Major Urban Collector in the Town of Freeport. The Project starts at the intersection of Durham Rd. and Rte. 136/Mallet Dr. and continues 3.03 miles northerly to the Durham Town line. The Project limits are shown on the Project Location Map, included as Figure 2. The Project includes intersection improvements at Durham Rd. and Rte. 136/Mallet Dr., intersection improvements at Rte. 136/Durham Rd. and Rte. 125/Griffin Rd., minor vertical and horizontal corrections throughout the Project length, and drainage improvements. The Collins Mill Bridge (#2167) is contained within the Project limits; replacement of the Collins Mill Bridge is not required as part of the Project. Alignment corrections are anticipated in the area of the Collins Mill Bridge, these corrections may require modifications to the structure.

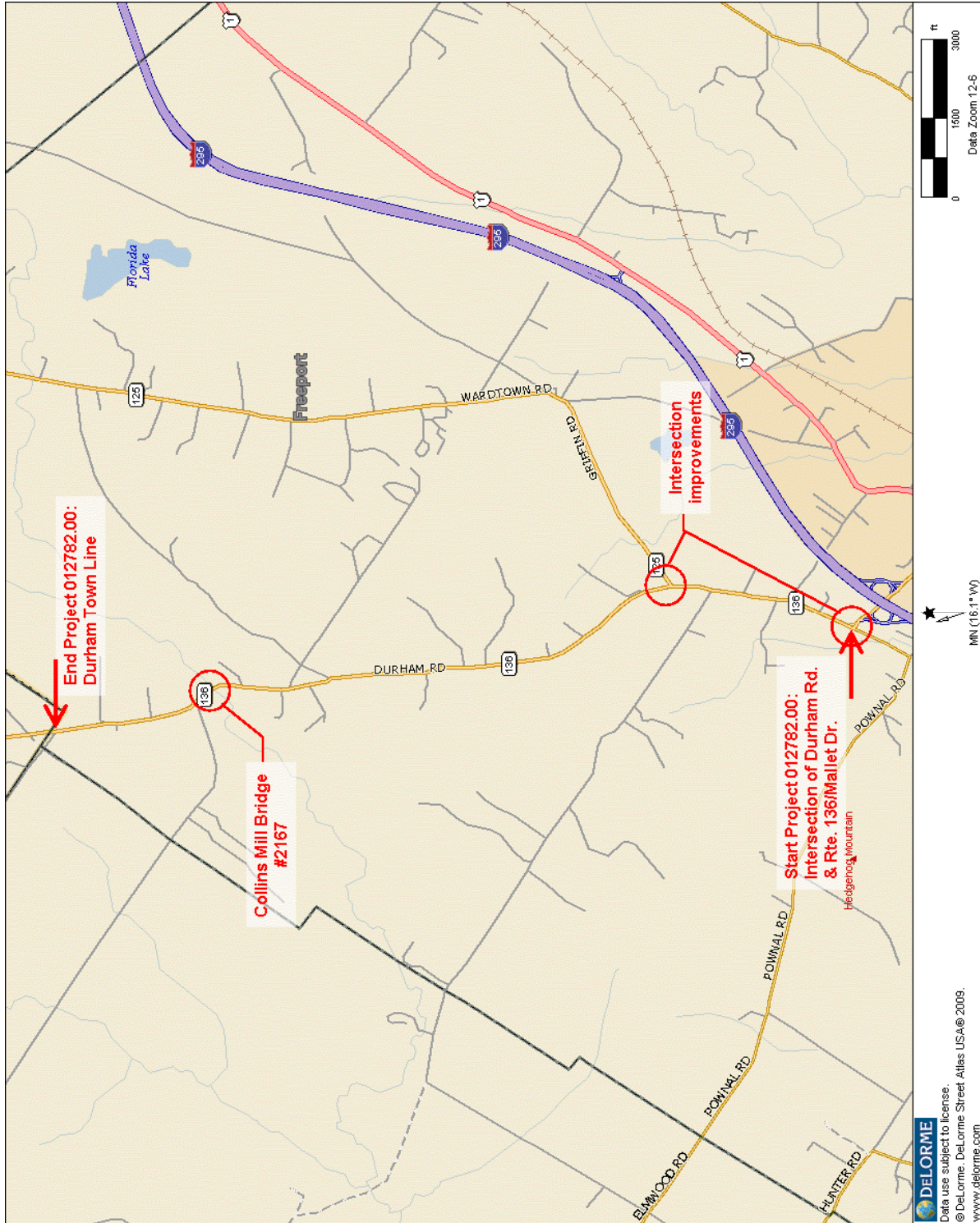


Figure 2. Project Location Map.

2.2 Project Scope and Design

The Project is scoped as a Collector Highway Improvements Project (CHIP), with a total budget, including engineering and Right-of-Way of \$5.2 million. CHIP projects typically rely heavily on utilizing the existing alignment and road-bed material, where applicable. For this Project, Route 136 is classified as a Major Urban Collector, with a proposed roadway section of two 11-ft travel lanes, and 4-ft, paved shoulders. In general, design should be in accordance with Chapter 7 of the Maine Department of Transportation Highway Design Guide. Design exceptions to limit Right-of-Way and resource impacts will be considered in the final proposal submittals.

2.3 Project Status

The current status of the Project is outlined below. While reasonable effort has been made to assure the accuracy of this information, it is preliminary in nature and is thus subject to change.

Survey. A copy of the survey plan accompanies this document. Survey information will be available in MaineDOT Microstation/InRoads format for the RFP.

Geotechnical. Borings have been taken at the locations shown on the survey plan. Boring logs and test results are included with this RFQ. Interpretation of the data and geotechnical design are the responsibility of the Design-Build Team.

Utilities. All utilities of which MaineDOT is aware are shown on the survey plan. Utility coordination will be the responsibility of the Design-Build Team.

Right of Way. The existing Right of Way is shown on the survey plan. The proposed Right of Way limits will be shown in the RFP documents. MaineDOT will acquire all necessary Right of Way for the Project. Final Right of Way may not be acquired by the RFP, however, final Right of Way will be obtained prior to construction. If any temporary easements, licenses, etc. are required to accommodate the Contractor's method of construction, staging, etc., the Contractor shall acquire those rights.

Environmental Permits. Though MaineDOT will not have received final environmental permits when the RFP is issued, MaineDOT does expect to have the basic performance measures of the permits defined at that time. MaineDOT expects to have acquired all of the necessary environmental permits before the commencement of construction. Amendments to permits required due to the Design-Build Team's design and/or during construction due to the Contractor's construction operation shall be acquired by the Design-Build Team, through the MaineDOT. The MaineDOT shall not be responsible for delays caused the amending of environmental permits.

3.0 PROCUREMENT INFORMATION

3.1 SOQ Submission and Format Requirements

Request for Qualification (RFQ) Packages will be sent without charge to those who send a letter of interest. **In order to receive an official RFQ package and be registered for any follow up mailings all responders must submit a letter of interest, by email, to Tina Lynne, Contract Specialist, Bureau of Project Development, Highway Program, email: tina.lynne@maine.gov or call the MaineDOT Highway Program at 207-624-3480.** Informational copies of the RFQ documents may also be found on the Department's web site: <http://www.maine.gov/mdot/freeport/rfq.htm>

Proposers may obtain additional information relative to the Project at the following:

<http://www.maine.gov/mdot/freeport/documents.htm>

3.2 Schedule

The following is the proposed schedule for the Project. This schedule is subject to change as the project progresses.

Issue RFQ	November 26, 2008
Letter of Interest Submission	December 10 17, 2008
SOQ Submission	December 31, 2008
Notify Selected Proposers	January 14, 2009 ^a
Issue Draft RFP	February 4, 2009 ^a
Comments on Draft RFP Submission	February 18, 2009
Issue Final RFP	March 4, 2009
Proposal Submission	May 1, 2009
Contract Award	June 17, 2009
Construction Begin	July 6, 2009
Construction Complete	May 28, 2010

^aAfter proposers have been notified and prior to draft RFP issue, the Department will hold a joint meeting with the selected proposers to discuss the Project.

3.3 Clarifications

Clarifications to the RFQ should be addressed, in writing by e-mail, to the Maine Department of Transportation, attention Jeff Tweedie, Project Manager, Bureau of Project Development, at jeff.tweedie@maine.gov. Questions must be received by the Department on or before December 19, 2008, no later than 1:00 P.M. (EST); questions received after this time will not be answered. A listing of all questions received and the response thereto will be forwarded to each firm/company receiving an official RFQ package and posted on MaineDOT's website at <http://www.maine.gov/mdot/freeport/index.htm> no later than December 23, 2008.

4.0 STATEMENT OF QUALIFICATIONS (SOQ) REQUIREMENTS

4.1 Submission Guidelines

Five (5) copies of the SOQ must be submitted by 12:00 P.M. (12 noon) EST on December 31, 2008. The SOQ must be clearly marked "Statement of Qualifications for Design-Build Contract – Freeport - Route 125/136 Project, MaineDOT PIN: 012782.00". The SOQ must include a name, address, phone number and e-mail address of the key contact person, and other information as required by this Notice. After the Department's evaluation, the results of the prequalification process will be posted on the Department's web site (<http://www.maine.gov/mdot/freeport/index.htm>). By February 4, 2009 the prequalified firms will be provided a Draft Request for Proposal (RFP) containing a design criteria package, plans and other information pertinent to the project and requested to provide comments on the draft RFP.

In order to assure uniformity of the SOQs and facilitate the evaluation process, all SOQs should meet the following requirements:

The SOQ should be submitted on 8 ½ x 11-inch single sided letterhead and second sheets. The SOQ should be no more than 10 pages in length, excluding cover letter and appendices, using a

minimum of 1-inch margins and 12 point font. No additional material, except as requested herein, may be attached or appended to the SOQ. The SOQ should be signed by a duly authorized representative of the Project Team and addressed to:

Address for U.S. mail service:

Tina Lynne, Contract Specialist
Maine Department of Transportation
Bureau of Project Development
Highway Program
16 State House Station
Augusta, ME 04333-0016

Address for overnight or courier delivery:

Tina Lynne, Contract Specialist
Maine Department of Transportation
Bureau of Project Development
Highway Program
24 Child St.
Augusta, ME 04330

The SOQ should address all the information requested in Section 4.2, particularly:

- Project Approach
- Project Team
- Past Performance

~~For each firm or business which is listed as part of the Design Build Team, a Firm General Information Form must be completed, included as Appendix A of this RFQ. Completed Firm General Information Forms shall be included in the SOQ as ATTACHMENT A.~~

APPENDICES to the SOQ should include the following:

- A - Financial information from an insurer and surety;
- B - Statement of Compliance;
- C - Organization chart;
- D - One page resumes of key personnel;
- E - Agreement defining the Design-Build Legal Entity's business structure;
- F - Work History forms (provided as Appendix B of this RFQ);
- G - Safety records; and
- H - Team members' status to provide business services in Maine.

4.2 Evaluation

SOQs will be reviewed first for the pass/fail requirements listed below and then, if passing, the SOQs will be reviewed based on Qualified, or Not Qualified. A finding of Not Qualified on any of the three evaluative criteria will result in disqualification. A finding of at least Qualified on each of the three evaluative criteria will then be given an overall ranking. Each of the evaluative criteria will receive equal weight in this process. The highest ranked teams will be prequalified and invited to submit proposals. It is MaineDOT's intent to select up to three (3) design-build firms to submit proposals in response to RFP. However, MaineDOT reserves the right, based on quality and quantity of submissions, to select more than three (3) proposers. The evaluation committee will consist of Department personnel with expertise in highway design, pavement design, construction, drainage, utilities, traffic control, and landscaping. The identity of the evaluators is confidential. The evaluation committee will be supported by technical staff or consultants who will review the submitted information and provide assistance to the evaluation committee as requested.

4.2.1 Insurance Information (pass/fail)

The legal entity contracting with the Department must provide evidence of its ability to obtain project specific Professional Liability Insurance covering errors and omission in the amount of \$2,000,000. Evidence shall be in the form of a Certificate of Insurance on an Acord Form or a letter from an insurer or a Maine Resident Agent for an insurer indicating ability to provide such insurance and attached as Appendix A. The insurer must be licensed to do business in the State of Maine. Project specific insurance is insurance covering only this project. General Liability Insurance shall also be required in the amount of at least \$3,000,000, and shall name the Department as an additional insured. Certificates of Insurance or letter from an insurer as above, shall be provided with the SOQ. Proof of other insurance (such as Worker Compensation, Automobile Liability, etc.) will be required in the RFP.

4.2.2 Bonding Capacity (pass/fail)

The legal entity contracting with the Department must have bonding capacity of at least the bid amount for a single contract. Said legal entity must provide evidence of its ability to be bonded for a single contract in the amount of at least \$5,000,000. Evidence of this single contract bonding capacity (Bid, Performance, and Payment Bonds) may be in the form of either a letter from the said legal entity's Surety Company indicating a single contract bonding capacity in excess of the required amount or a copy of a performance and payment bond issued within the past twelve months, in the amount of at least the required amount for any single contract of said entity. The Surety Company must be licensed to conduct business in Maine, have filed the required financial documents with the State of Maine Bureau of Insurance, and have an A.M. Best rating of ~~A-10~~ A(-)10 (A minus 10) or better. Evidence of the ability to provide the above insurance and bonding shall be attached as Appendix A.

4.2.3 Design File Format and Construction Specifications (pass/fail)

Each SOQ shall include a completed Statement of Compliance stating that all design shall be completed in Microstation/InRoads format, using current MaineDOT design and plan development standards. The Statement of Compliance shall include a statement verifying that all construction operations will be completed in accordance with the Department's Standard Specifications. The Statement of Compliance shall be signed by the legal representative(s) of the design-build team, dated and notarized. The completed Statement of Compliance shall be included in the SOQ as Appendix B.

4.2.4 Project Approach (Evaluative)

During design and construction, the project team shall coordinate with the Town of Freeport, the Maine Department of Transportation, Utilities and the general public. Briefly describe the Project Team's approach to addressing the various issues and the team's approach to resolve the issues and complete the project.

4.2.5 Project Team (Evaluative)

Identify participating company/firms and office location(s) where the work is to be completed. If a project office is to be established, note the proposed location and which functions will be provided from that location. Include in this discussion any prior working relationship that the team members may have with each other. Provide an organization chart as Appendix C, including the names and titles of the key personnel for each firm by function. Provide one page resumes of all key personnel included in the organization chart as Appendix D to the SOQ.

The design-build project team must include their proposed legal teaming arrangement such as: Prime/Subconsultant/Subcontractor, Joint Venture, Limited Partnership or the like. A proposed agreement between the team members must be submitted, as Appendix E, with the SOQ and must show the responsibility of each party and the design-build team as a whole. The legal entity desiring consideration for this project shall submit only one SOQ. Receipt of multiple SOQs from a legal entity will cause the Department rejection of all SOQs from the Legal Entity.

4.2.5 Past Performance (Evaluative)

4.2.1.1 Project Experience

Provide a list of active and/or completed design-build or other projects similar to this project including a project description, start date and completion date or anticipated completion date and budget. Provide references and point of contact including telephone numbers for each project. The Department reserves the right to contact any personnel or to conduct any review it deems necessary to review past project experience. Use the attached Contractor/Designer Work History Form, included as Appendix B of this RFQ, and list no more than five (5) similar projects for each team member. These forms must be submitted with the response to this Request for Qualifications as Appendix F.

4.2.5.2 Safety Record

Provide your project team members' OSHA 200 Safety Record for each of the past three (3) years as Appendix G.

5.0 GENERAL INFORMATION

5.1 MDOT Prequalification

Provide the Project Team members' status on the Maine Department of Transportation prequalified listings for design and construction services, or ability to obtain prequalification by June 1, 2009.

5.2 Legal Entity

Provide proof of the Project Team members' status to provide business services in Maine. Provide such proof in Appendix H.

5.3 AdvantageME

The selected proposer shall be register in the State of Maine, AdvantageME (financial) system. Registration into the system is through the Maine Bureau of Purchases, at following: <http://www.maine.gov/purchases/>. Questions about the registration process shall be directed to the AdvantageME Vendor Help Desk at (207) 624-7889.

5.4 Changes in Key Personnel

The Department requires that key individuals and firms discussed in the SOQ be retained throughout the solicitation and Contract period, in the capacities proposed, unless the Department approves replacement in writing.

5.5 Selection Protest

Every proposer who submits a proposal shall be notified of its selection status. Any proposer who claims to be aggrieved by having its SOQ rejected by the Department or by not having been

selected to submit a technical and price proposal shall have seven calendar days after receiving notification to submit a written protest to the Department, including a statement of the grounds, facts, and any legal authority, and all documents and affidavits in support of the protest. The Department will issue a written decision regarding the protest within seven (7) calendar days after the filing of protest. If the Department concludes that the entity filing the protest has established a basis for protest, the issue will be submitted to the Department's selection committee to determine whether the list of responders selected to submit proposals should be revised.

5.6 Stipend

For those proposers selected to submit proposals, but not awarded the Contract, compensation will consist of a stipend of \$10,000 (ten-thousand dollars) per Team.

Appendix A
~~Firm General Information Form~~
Appendix A: Intentionally Left Blank

Appendix B
Work History Form

Contractor/Designer Work History Form

Team Member: _____

Firm: _____

List five projects performed/completed within the last five (5) years:

Name & Project Location:	
Contract Type: design/build <input type="checkbox"/> design/bid/build <input type="checkbox"/> other <input type="checkbox"/>	
Contract Function: Prime <input type="checkbox"/> Sub <input type="checkbox"/>	
Project Contract Value (\$):	Start/Completion Dates:
Scope/Work Performed:	
Owner/Client:	
Contact Person:	Telephone #:

Name & Project Location:	
Contract Type: design/build <input type="checkbox"/> design/bid/build <input type="checkbox"/> other <input type="checkbox"/>	
Contract Function: Prime <input type="checkbox"/> Sub <input type="checkbox"/>	
Project Contract Value (\$):	Start/Completion Dates:
Scope/Work Performed:	
Owner/Client:	
Contact Person:	Telephone #:

Name & Project Location:	
Contract Type: design/build <input type="checkbox"/> design/bid/build <input type="checkbox"/> other <input type="checkbox"/>	
Contract Function: Prime <input type="checkbox"/> Sub <input type="checkbox"/>	
Project Contract Value (\$):	Start/Completion Dates:
Scope/Work Performed:	
Owner/Client:	
Contact Person:	Telephone #:

Name & Project Location:	
Contract Type: design/build <input type="checkbox"/> design/bid/build <input type="checkbox"/> other <input type="checkbox"/>	
Contract Function: Prime <input type="checkbox"/> Sub <input type="checkbox"/>	
Project Contract Value (\$):	Start/Completion Dates:
Scope/Work Performed:	
Owner/Client:	
Contact Person:	Telephone #:

Name & Project Location:	
Contract Type: design/build <input type="checkbox"/> design/bid/build <input type="checkbox"/> other <input type="checkbox"/>	
Contract Function: Prime <input type="checkbox"/> Sub <input type="checkbox"/>	
Project Contract Value (\$):	Start/Completion Dates:
Scope/Work Performed:	
Owner/Client:	
Contact Person:	Telephone #: