



THE MAINE DEPARTMENT OF TRANSPORTATION (MaineDOT)

Prequalification Application Instructions
for
GENERAL CONSULTANT SERVICES

GENERAL INFORMATION: The purpose of this application is to provide consultants with an on going opportunity to achieve pre-qualification status for services selected from Attachment B.

- **Consultant Pre-qualification** – A process of reviewing consultant qualifications to establish a pool of pre-qualified consulting firms that may be hired for work outlined in MaineDOT’s two year plan. Pre-qualifications status acquired through this application process will remain in effect until the next Department-wide RFQ.
- **General Consultant Agreement (GCA)** – A multi-year umbrella agreement between MaineDOT and a pre-qualified consultant under which future project contracts may be negotiated without repeating the selection process. GCAs do not obligate money, but do outline agreement duration, type of services to be provided and a maximum overall amount for which project contracts may be written. GCA awards are only made as part of the Department-wide RFQ process, the next such process is planned for late 2010/early 2011.

VENDOR SELECTION PROCESS: The MaineDOT list of pre-qualified consultants forms a foundation for our vendor selection process when developing contracts that have State and/or Federal funding. How we utilize this list of pre-qualified consultants is determined by the service requirements and the dollar value of the contract.

- Contracts valued at \$100,000 or less may be awarded using a “Simplified Acquisition Process”. This allows a program area to select a firm from the list of prequalified consultants and begin negotiations with that firm. The submission of a formal proposal by the consultant is not required, but MaineDOT may, at its discretion, choose to request one from time to time.
- Contracts valued at greater than \$100,000, up to and including \$500,000, may be awarded by ranking a minimum of three firms with GCAs to identify who is the “most highly qualified”; then contract and price negotiations can begin with that consultant firm.
- Contracts valued at more than \$500,000 require solicitation of contract proposals from at least 3 prequalified firms, whether they have GCAs in place or not, utilizing **Brooks Act** procedures. Selection of the “most highly qualified” firm is then made, using ranking criteria similar to those above, before contract and price negotiations can begin.

The Department reserves the right to utilize a contract specific Request for Proposals (RFP), in place of the selection processes listed above, in order to solicit responses from the consultant community.

DELIVERY LOCATION:

- **Send your Prequalification Application by E-mail to Prequal.MaineDOT@maine.gov (if less than 5Mb) – if over 5Mb, please submit by CD (no DVD’s) to:**
MAINE DEPARTMENT OF TRANSPORTATION
Attn: Marie Malloy, Contract Procurement Office
16 State House Station, Augusta, ME 04333-0016
- **or, Federal Express and United Parcel Service address:**
MAINE DEPARTMENT OF TRANSPORTATION
Mailroom Tel: (207) 624-3220
Attn: Marie Malloy, Contract Procurement Office
24 Child Street, Augusta, ME 04333-0016



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Each application received will be acknowledged by return E-mail. Please label any CDs submitted with the E-mail address to which an acknowledgement should be sent.

ATTACHMENTS REQUIRED:

- [Submittal Checklist](#)
- [Attachment A - Firm General Information Form](#)
- [Attachment B - Consultant Services Needs Listings Grouped by responsible program area:](#)

Each numbered program area underlined below is a link to their consultant service needs list for this Prequalification Application (Attachment B). Service Item numbers such as 101.10, 101.20, 101.30, etc., must be checked individually for inclusion in your application.

A specific service need will be listed only once and it will be within the program area having primary responsibility for managing the prequalification review and any selection process for that service.

Some listed service needs have Supplemental Questions that must be answered. These Supplemental Questions, if any, can be found in Attachment B following the individual Service Criteria section.

[18000 Environmental Office](#)

[40000 Bureau of Transportation Systems Planning](#)

[46000 Policy & Research Division](#)

[50000 Bureau of Project Development](#)

[50010 Civil Rights Unit](#)

[52000 Urban & Federal Bridge Program](#)

[54000 Property Office](#)

[56000 Highway Program](#)

[57000 Multimodal Program](#)

[60000 Freight & Business Services Office](#)

[70000 Bureau of Maintenance & Operations](#)

[75600 Traffic Engineering Division](#)

[99999 Design/Build](#)

CONTENT REQUIREMENTS:

Each Prequalification Application must include the following:

- [Attachment A – Firm General Information Form](#) – One completed form per Firm shall be submitted as a separate file (see “Electronic File and Naming Format” below).



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- **Resume File** – One Resume file shall be submitted as a separate file (*see “Electronic File and Naming Format” below*) containing individual Resumes of the Firm’s personnel who will be providing any of the services included in the Firm’s application.
- **Statement of Qualifications (SOQ)** – A separate SOQ shall be submitted for each program area using the name and number listed in Attachment B above. Each SOQ:
 1. Must begin with a Title Page on the firm’s letterhead containing the submittal date, firm name, address, telephone, E-mail, and contact person(s), followed by;
 2. A Table of Contents listing all the services the firm is submitting information on within a particular program area as listed in Attachment B, followed by;
 3. **Attachment B (Consultant Services Listing, Criteria and Questions)** for a single program area:
 - a. Firms must select a service they wish to be considered to perform by checking the related box ,
 - b. Individual responses to the Service Criteria are required in the SOQ for each “Service Area” (101.00, 102.00, 103.00, etc.) with one or more checked “Service Item” (101.10, 101.20, etc.),
 - c. Responses to Service Criteria shall immediately follow the check off list and then answers to any Supplemental Questions needing attention,
 4. must have its own electronic file(*see “Electronic File and Naming Format” below*), and
 5. must not refer to information submitted in an SOQ under another program area.
- **Completed Submittal Checklist** – Must be appended to each SOQ submitted.

DOCUMENT FORMAT:

- **Headers/Footers** – Each SOQ submitted must include the Firm’s name in the header of every page except the Title Page. Program area name, page number and total pages are required in the footer of every page, with service number(s) and description(s) added for Attachment B.
- **Page Limitations/Format** –
 - **Attachment A – General Information Form** – A two page maximum will be allowed for responses to Attachment A, Item #8, General Criteria.
 - **Attachment B – Consultant Services Listing** – Responses to each “Service Item” (101.10, 101.20, 101.30, etc.) checked on RFQ Attachment B, are limited to four pages. The response for each checked Service Item shall begin on a new page. Page limitations if any, for responses to Supplemental Questions will be as specified in the question. All responses shall be in numerical order and followed by responses to related Supplemental Questions.

Title sheets and the Table of Contents do not count toward the page limitations.
 - **Resume File** – 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 one page per individual, except that Principals and Project Managers may have two pages for each individual. Resumes should be arranged in alphabetical order within the file.



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- **Electronic File Content and Naming Format** – All submissions shall be in 12pt font. Pages shall be printable on 8 ½”x11” paper and include a 1” margin. PDF electronic format is preferred; MSWord 2000 or greater is acceptable. Separate files shall be provided and named as follows:
 1. Firm General Information Form, RFQ Attachment A, named **A_YourFirmName.pdf**
 2. A Resume file named in a similar format **RES_YourFirmName.pdf**
 3. SOQ files named SOQ followed by the Unit number and consultant name; i.e. **SOQ18000_YourFirmName.pdf**

NOTE: According to State procurement law, the content of all submittals, correspondence, addenda, memoranda, working papers, or any other medium which discloses any aspect of this prequalification process will be considered public information when the selection decision is announced. This includes all prequalification application submittals received, both the selected submittal and the submittals not selected, and includes information in those submittals which a firm may consider to be proprietary in nature. Therefore, the State makes no representation that it can or will maintain the confidentiality of such information.

CONTRACT REQUIREMENTS (Helpful Links):

Any firm entering into a contract with MaineDOT will need to:

- have a Vendor Customer code from the State of Maine Bureau of Purchases, see <http://www.maine.gov/purchases/vendorinfo/vss.htm>,
- submit invoices for completed work using the MaineDOT Standard Invoice for Consultant Services, [MaineDOTStandardInvoiceforConsultantServices \(MSExcel\)](#)
- comply with MaineDOT [Consultant General Conditions \(pdf\)](#)
- submit to a performance evaluation process, see [Consultant Evaluation Form \(pdf\)](#)

CERTIFIED DBE:

MaineDOT Certified Disadvantaged Business Enterprise (DBE) **consultants are encouraged to apply as the prime consultant for this work or apply to become prequalified to work as a subconsultant.** It is important that DBE Firms take advantage of this prequalification application process to at gain entry to the MaineDOT Prequalification List for transportation project related services. Non-DBE Firms shall ensure that DBEs 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 on the MaineDOT website at:

[Certified Disadvantaged & Women Business Enterprises](#), or by contacting:

Maine Department of Transportation
Attn: Jackie LaPerriere
Civil Rights Unit, #16 State House Station
Augusta, Maine 04333-0016

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