



## Frequently Asked Questions

### MaineDOT 2009-2010 Prequalification Application Department-wide Consultant Services

Question #1	When responding to the General and Service Criteria and answering Supplemental Questions; can the answers be submitted on a separate page or should they be typed on the form itself?
Response	<b>You can add additional sheets directly to Attachments A and B for your responses to the General and Service Criteria and Supplemental Questions by first going to “Tools” in the Tool Bar and clicking on “Unprotect Document”. This is best done after the form has otherwise been completed. It is also acceptable to submit your responses on separate sheets.</b>
Question #2	58000 Contracts and Specifications lists two services they are looking for: On-site visits and project close-outs. What does this entail and is there more information regarding this unit and their requested services?
Response	<b><u>Basically we would be looking for someone who:</u></b> <ul style="list-style-type: none"> <li>* Knows the MDOT Standard Specifications and policies and can interpret and apply them. Acts as a resource on these issues for MaineDOT field personnel.</li> <li>* Knows the FHWA requirements for Project record keeping.</li> <li>* Will conduct on-Project record inspections with MaineDOT &amp; Consultant Residents. This includes the education and training of Residents in areas where their records are non-compliant.</li> <li>* Review Project records turned in by Residents and "Final out the job" to ensure that Federal participation requirements are met.</li> </ul>
Question #3	The Firm General Information Form does not allow you to paste in an image for the signature. Can you suggest how to unlock the document or another way of placing the signature image into it?
Response	<b>One option might be to print the completed form, sign the paper version, then scan it and attach that image to your electronic submittal. You could also click on “Tools” in the taskbar and then “Unprotect Document”, it should then allow you to paste in the signature image anywhere you wish. However, once the “Form” is unprotected, it will cease to respond as a fill in the blanks/check-off form unless you return to “Tools” and “Protect” it.</b>
Question #4	A) When the supplemental question does not state a page limit, how does it fit into the 2 page General Criteria, or 4 page Services Criteria pages? B) When the supplemental question does state a page limit, is that over and above the 2 and 4 page limits specified for the General and Services criteria?
Response	<b>A) There is no specific page limit on the Supplemental Criteria/Questions unless stated therein. B) Yes.</b>
Question #5	Under 50000, inspection, I assume that 608 Materials testing/inspection is considered QA testing for the Department, and not a means to find out who is doing QC testing for the contractor?
Response	<b>You assume correctly, there would be no involvement with a contractor’s QC testing through this process. We would however be careful not to allow the same firm to provide both QC and QA services on the same project.</b>



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Question #6	Please define "Unit" in reference to the response to the RFQ. For instance, is "18000 – Environmental Office" considered a Unit, or "505.00 Environmental Studies", or "505.20 Waste Management Environmental Studies"?
Response	<b>Yes, the “Unit” is 18000-Environmental Office, 505.00 Environmental Studies is a <i>service area</i>, and 505.20 is a <i>service item</i>.</b>
Question #7	Please clarify on page 4, <u>Page Limitation and Format</u> ; is it intended that one completed application be submitted for a unit number and that application can include multiple service numbers (with associated service criteria) under that unit number? Or, does each service name require its own application?
Response	<b>It is intended that there be 1 completed submittal for each numbered Unit. Each service that you wish to submit for within that Unit should include responses to the Service Criteria as specified in the application instructions and any Supplemental Questions that apply to those services.</b>
Question #8	Section 18000 Environmental, section 505, has questions for environmental investigations & waste management, but steps in between (feasibility studies, remedial design, cost estimating, etc.) are not included. Does this indicate the Dept. does not use these services, or that these services are performed through another means or contract mechanism?
Response	<b>We view “environmental investigations” in this context to be incidental to routine transportation projects; situations where we might be dealing with a roadside gasoline station, dry cleaners, or other business using potentially hazardous chemicals. “Waste management” is more directed at ongoing activities in our materials testing labs and maintenance units. A project involving significant feasibility study, remedial design, cost estimating, etc.; would most likely be the subject of an independent RFP.</b>
Question #9	Are subconsultants' qualifications to be included and considered as part of qualifying for individual units, or should we only include qualifications and resumes for the prime firm?
Response	<b>This Prequalification Application is intended to solicit only information for the submitting consultant firm.</b>
Question #10	The application instructions state that responses to the two General Criteria (A & B) are limited to 2 pages - does this mean 2 pages for each criterion, or 2 total for both A & B?
Response	<b>The limit is 2 pages total for General Criteria (A&amp;B together).</b>
Question #11	Attachment B states that responses to service criteria (Criteria 1 & 2) are limited to 4 pages for each service area. Does that allow us a total of four pages for "Experience in Area of Expertise" and another four pages for "Consultant Firm Staff" or a total of 4 pages combined for these two criteria?
Response	<b>Just as with General Criteria, this allowance is a total of 4 pages (1&amp;2 together) for each service item (NNN.N0) listed.</b>
Question #12	Once prequalified, is there any assurance the firm will be awarded any work?
Response	<b>No, but if MaineDOT needs to supplement available project resources during this period, then the prequalified list is the first and most likely source of those services.</b>
Question #13	Some of the supplemental questions ask us to state our project experience. Is it okay to refer the readers to the Service Criteria Questions in that same section?
Response	<b>Yes.</b>
Question #14	Can an individual who is a PM in one unit and a non-PM in another unit have a two-page resume?



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Response	<b>Project Managers (and Principals) are allowed 2 pages and resumes are to be submitted only once in the “Resume File” as specified. An individual such as you suggest could have a single 2 page resume.</b>
Question #15	In Unit 52000, Service 804.00 Geotechnical, under the first question, Experience of Geotechnical Firm, please clarify item (3) in the first paragraph. Is the need for accelerated construction driven by project schedule, or settlement/stability issues, or possibly both?
Response	<b>“Accelerated construction” in this context refers to rapid foundation construction alternatives for the purpose of shortened construction schedules. Accelerated construction technologies or processes in the geotechnical field might employ precast foundation elements, rapid pile construction methods, column supported embankments, lightweight fills, etc.</b>
Question #16	If I am prequalified, is there any assurance that the firm will be awarded any work?
Response	<b>No. However, when service needs arise, the consultant prequalification list is the first source considered for those services.</b>
Question #17	Will the General Criteria that is part of Attachment A be scored with the Service Criteria contained in Attachment B?
Response	<b>No. The purpose of the General Criteria is to provide information to the Department about your firm.</b>
Question #18	Attachment A – Firm General Information Form, 5c states: “Does your firm have an "affirmative action" and "equal employment" opportunity policy and plan? Yes No <i>Please include a copy of your plan with this application. OR (The plan must be submitted to Contract Procurement Office and approved by the MaineDOT in order to negotiate a contract. It is not required as part of this submittal.)</i> ” a. What does the “OR” refer to? b. Is there any firm size threshold regarding a requirement for an "affirmative action" and "equal employment" opportunity policy and plan? c. Is there a template or outline for such a policy and plan available? d. Is this covered under the MDOT Consultant General Conditions (Jan. 1, 2009), “Equal Opportunity & Civil Rights” (page 12). If so, this section refers to “Appendix A – Federal Contract Provisions Supplement”. Where can this be found? The appendices contained in the Consultant General Conditions documents are not so named.
Response	<b>a) The “OR” is meant to convey an alternative; you can either include a copy of your plan with this application or later at the point in the procurement process just prior to beginning contract negotiation.  b) No  c) Yes, it’s located on our Civil Rights web site <a href="http://www.state.me.us/mdot/disadvantaged-business-enterprises/dbe-home.php">http://www.state.me.us/mdot/disadvantaged-business-enterprises/dbe-home.php</a> under “Other Contractor Publications near the bottom of the page. The site also contains contact information specific to our Civil Rights Office.  d) Appendix A to MaineDOT Consultant General Conditions (1/1/2009) can be found on Page #34.</b>
Question #19	New Number 907.00 appears to carve out a special ADA Compliance area from Number 905.00, but there is still a reference to ADA in the latter category. What if any overlap is there with respect to ADA Compliance Services in these two categories?



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Response	<b>Service Item #907.00 is specific to ADA compliance whereas Service Item #905.00 is broader in scope, covering compliance of many facets under transit operations that might include ADA. This allows a firm specializing in ADA compliance to seek prequalification in just that one area.</b>
Question #20	Number 901.00 (Civil Rights-Training Specialties) contains the following statement ". . . including math and science instruction as it relates to engineering". Is this applicable to the contemplated Service? If so, please provide additional information on the nature of this portion of the service.
Response	<b>Math and science instruction is offered in the definition of Service Item #901.00 as one example of several training specialties that might be sought under this service. This particular training is directed at middle and high school students in an effort to better prepare them for careers in the engineering field.</b>
Question #21	Numbers 901.00, 905.00, 906.00 and 907.00: do the Service Definitions contemplate the provision of specific individualized services to particular entities on a one-on-one basis; more general broadly applicable services; or both? Also, what types of entities would be the constituents for these services (internal DOT, DOT contractors, etc)?
Response	<b>These services would be provided both to individual groups/entities and on a broad scale. Constituents would include those you mention as well as students, municipalities and transit providers.</b>
Question #22	Are there any guidelines or limitations with respect to the portion of services that an applicant for pre-qualification can contemplate subcontracting?
Response	<b>Submittals to this prequalification application should be only for those services your firm can provide directly with in-house staff. However, it is advantageous for firms who would work primarily as sub-consultants to also seek prequalification for the services they would provide directly as well.</b>
Question #23	If a firm is already prequalified for all service items within a service area, does this mean that the firm is prequalified for the service area as well?
Response	<b>Yes.</b>
Question #24	The vendor selection process describes three methods for awarding work based on anticipated contract value. How is the contract value defined? Is it defined as a value for each phase of the contract (preliminary design, final design, construction services) or is it considered a combined value?
Response	<b>Contract value is the combined value of all phases of work included within that contract. If a contract is for construction services only then the value of that work is the contract value. However, if a contract calls for both design and construction services then the combined value constitutes the contract value.</b>
Question #25	The prequalification application states that contracts valued between \$100,000 and \$500,000 may be awarded by ranking three firms to identify the most highly qualified firm. Will this require that a formal technical scope proposal be submitted by the three firms or will a letter of interest from three firms be sufficient for comparison and selection of firm (and then the selected firm submits the technical proposal thereafter)?
Response	<b>A technical proposal will be requested from only one firm.</b>
Question #26	If a firm is selected for Phase 1 of a project and completes the project successfully, will that firm need to compete again for Phase 2? As an example, Phase 1 = \$50,000, phase 2 = \$75,000, phase 3 = \$5,000.



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<b>Response</b>	<b>There is no standard rule; each case is considered individually.</b>
Question #27	Unit 70000 has duplicate service areas and items covered in other Units. If a firm is interested in those service areas and items, do they need to submit under both Units?
<b>Response</b>	<b>Yes</b>
Question #28	If you submit a package for 46000 - Policy and Research, 105.00 Intelligent Transportation Systems (ITS) do you also need to submit a package for 105.00 all the Service Area Items in 70000 - Maintenance & Operations?
<b>Response</b>	<b>Yes, you would need to submit a complete package to each program area in this case for the services they manage. Service area 105.00, as defined under 46000-Policy and Research will be seeking services broader in scope than the items listed under 70000-Maintenance &amp; Operations; those being more focused on “development and deployment” of specific technology. Still, these Units will be using a collaborative process in any selection process they undertake.</b>
Question #29	In regards to service area 806.00 (Landscape Architecture) - Will the Maine DOT require the use of native plant species on all projects? If yes, please define native (i.e. Maine, US, etc).
<b>Response</b>	<b>No - we do not require the use of native plants on all projects. We do not specify generally accepted invasive plants. Maine does not have an official state legislated invasive plant list. We favor the use of plants native to Maine and New England. However, we may specify any combination of native and non-native plants depending on the project.</b>
Question #30	Under Item 56000-Highway Program, Service Area 202.00 and Service Items 202.10, 202.20 allude to “design support during construction.” Could you elaborate what type of services would be envisioned here?
<b>Response</b>	<b>This is work provided by the consultant who designed the project to be on call during the construction phase of the project for any questions, clarifications or problems that may come up while the project is being constructed. It also covers if any re-design is required during the construction phase.</b>