



MAINE DEPARTMENT OF TRANSPORTATION  
**Consultant Proposal Instructions**

The purpose of this document is to provide Consultants with instructions on the information that is to be included with their non-construction proposals to the Maine Department of Transportation (MaineDOT).

**Section A – Consultant’s Detailed Technical Proposal**

- The Detailed Technical Proposal must be submitted on the Consultant’s letterhead and must include a list of deliverables and date(s) of delivery.
- The Detailed Technical Proposal, which has been accepted by MaineDOT’s Project Manager, must demonstrate the Consultant’s understanding of the proposed work and detail the Consultant’s proposed approach to the work.

**Section B – Consultant’s Detailed Cost Proposal Form**

The Consultant’s Proposal for a new project location OR contract modification must include the following:

- Completed Consultant’s Detailed Cost Proposal Form ([optional form link](#)).
- State Work Identification Number (WIN) (formerly PIN), project location, phase of work, firm name and address and a contact name and e-mail address.
- **Direct Labor Expenses / Employee Classifications:**  
The Proposal must include each employee’s direct labor expenses based on their actual rate of pay along with each employee’s respective classification of labor. If using an average rate for a classification, please indicate the employee’s names and classifications on the Appendix A-1 Form.
- **Proposed Overhead Rate:**  
The Proposal shall reflect the Consultant’s most current Overhead Rate. If there are changes to the Overhead Rate after contract execution, the consultant must submit an updated Audited Overhead Report or Complied Overhead Rate to MaineDOT’s Office of Audit for approval and acceptance.
- **Fixed Fee/Profit:**  
The proposed fixed fee or profit is based on project specific factors such as degree of risk, relative difficulty of work, size of job, etc., and must fall within the range of 6% - 15%.
- **Itemized Direct Non Salary Expenses (Direct Expenses):**  
Project specific expenses such as printing, tolls, mileage (current mileage rate is \$.44 per mile), postage, Subconsultant costs, etc., that are not included in the Direct Labor, Profit and Overhead.
- **Total Proposed Cost:**  
The maximum amount proposed, the sum of all Direct Labor, Overhead, Direct Expenses and Fixed Fee/Profit.

## **Section B - Attachments**

- **Certified Payroll:**

Lists employees and the actual rates currently paid to them. When increased hourly rates are requested for non-fixed rate contracts, the consultant shall provide supporting certified payroll, including the effective date of the increase, to the Contract Specialist prior to billing at the new rates.

The Appendix A-1 may be utilized as Certified Payroll, as long as an authorized financial or payroll representative of the consultant firm signs at the bottom of the form.

- **Wage Rate Waiver Form:** ([click to open form](#))

Consultants with employee direct labor rates that are greater than MaineDOT's \$50.00 cap must submit their Appendix A-1 Form, accompanied by Wage Rate Waiver Form to MaineDOT for approval.

- **Appendix A-1 Form:** ([click to open form](#))

This form shall be completed utilizing the proposed Overhead and Profit Rates used to complete the Consultant's Detailed Cost Proposal Form. The employee's names and classifications listed are those that will or potentially will be working on the specified project. The employees rates listed must be actual rates paid to them and shall be supportable via certified payroll. Any changes to the Appendix A-1 Form after contract execution shall be sent to the Contract Specialist with supporting documentation prior to any changes in billing.

If the Appendix A-1 Form is signed by an authorized financial or payroll representative of the consultant firm, it may be used in lieu of a Certified Payroll.

- **Disadvantaged Business Enterprise (DBE) Form:** ([click to open form](#))

The DBE Form must reflect all Subconsultant's used on a specified project; identifying whether they are DBE, WBE or Non DBE and the percentage of the Subconsultant work that is proposed of the total contract value. The DBE Form should also reflect whether the Prime Consultant themselves are a DBE.

- **Insurance Certificates:**

Insurance Certificates should not reference a specific project and must be on file with MaineDOT's Contract Procurement Office or included with the Consultant's Detailed Cost Proposal Form. Minimum coverages include, but depending on the project may not be limited to the following:

- Professional Liability
- Commercial General Liability, listing MaineDOT as additional insured
- Automobile Liability
- Worker's Compensation
- Excess/Umbrella Liability (if applicable)

Consultants must provide updated Insurance Certificates prior to expiration, via email to [CPO.MaineDOT@maine.gov](mailto:CPO.MaineDOT@maine.gov).

## **Section C – Subconsultant Proposal**

- **Subconsultant Proposal:**

If a Subconsultant will be performing work on a project, the Prime Consultant must submit the Subconsultant's Proposal as supporting documentation.

If a Subconsultant is performing 25% or more of the value of the contract or modification, additional supporting documentation for the Subconsultant is required, i.e. A-1 Form, Certified Payroll, and Audited Overhead Report.

**\*\* NOTE:** All Project Contracts are governed by the most recent version of the MaineDOT's Consultant General Conditions, which can be found on CPO's website located at <http://www.maine.gov/mdot/cpo/docs/general/consultant-general-conditions.pdf>