



MaineDOT

REQUEST FOR QUALIFICATIONS

CENTRAL YORK COUNTY
CONNECTIONS STUDY
PHASE I FEASIBILITY

PROJECT NO. 16315.00

October 21, 2009

**LETTER OF INTEREST DUE:
November 4, 2009 *by* 3:00 p.m.**

**STATEMENTS OF QUALIFICATIONS DUE:
November 25, 2009 *by* 3:00 p.m.**

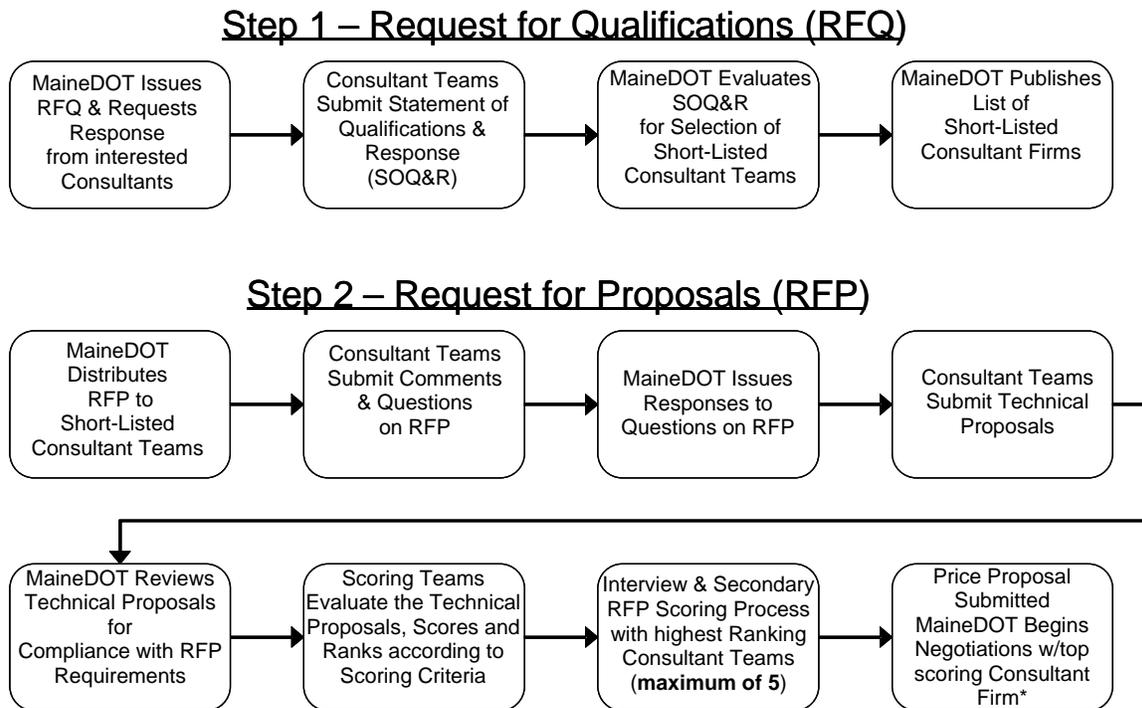
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1. Introduction

The Maine Department of Transportation (Department), in conjunction with the Maine Turnpike Authority (MTA), is requesting Consultant Services to assist in the development of the *Central York County Connections Study (CYCCS)* as described in Sections 2 and 3 of this document. The Department will be the lead agency for the study and will manage the two-step procurement method for this study in accordance with 23 CFR Section 172 – Administration of Engineering and Design Related Service Contracts. The MTA will function as an advisory /supporting role. The process for procurement is depicted as follows in Figure 1.



* If scope and associated price cannot be agreed upon with the top scoring Consultant Team, negotiations will end with that team and the next highest-ranking team will move into negotiations.

Figure 1: Contract Procurement Process Flow Chart

2. Feasibility Study Intent

The intent of the Feasibility Study is to fulfill the legislative mandate of the 123rd Maine Legislature’s Resolves, Chapter 95.

to “...develop a series of recommendations to enhance, expand and preserve highway connections between Route 1 and the Maine Turnpike and communities in Western York County.”

The Resolve in its entirety can be found on the Maine legislative website as follows: <http://janus.state.me.us/legis/ros/lom/LOM123rd/RESOLVE95.asp>

2.1 Supporting Information

York County population growth over the next three decades is forecasted to grow by 31% with new residents migrating from more northerly portions of Maine as well as from out of state.

Current perception is that existing capacity and mobility needs in correlation with existing traffic patterns and existing land use along and feeding into the transportation corridors connecting central York County to I-95 is not being met. This is of great concern when compounded by the potential future growth of population, commerce and employment within the region.

2.2 Consultant Firms

The consultant firms shall be independent with respect to the Department and the MTA and shall not be an employee, agent or representative of the Department or the MTA. The applicants should be able to demonstrate professional experience, expertise and competency within the areas of:

- Traffic engineering/analysis and traffic forecasting;
- Transportation planning with intensive skills/experience in multimodal transportation;
- Travel demand modeling and analysis considering current and future land use and growth scenarios;
- Project management skills with fluent experience in resource loaded CPM schedule creation and updating, along with budget and quality control;
- Land use analysis and planning;
- Economic forecasting;
- Natural & cultural resources;
- Public involvement: outreach, consensus building and group facilitation within a wide variety of professional, technical, layman and special interest groups.

Preferred Disciplines (One consultant firm may possess all skills or two or more firms may form a team to meet these requirements):

1. Project Manager PMP desired but not mandatory
2. Land Use Planner with background in economic development and transportation planning, with knowledge in land use law and regional coordination – AICP strongly desired but not mandatory
3. Traffic Engineer – PTOE desired but not mandatory
4. Civil Engineer- PE Transportation desired
5. Transportation Planner – PTP desired but not mandatory
6. Cultural Resources Specialist
7. Natural Resources Specialist
8. Facilitator with public involvement and public relations experience in transportation and community projects

3. Feasibility Study Project Information

The Department's goals for this Phase I Feasibility Study are:

- To engage municipal and regional planning entities to work toward land use policies that will promote compatible regional and local goals, while protecting public investments in transportation services;
- To efficiently analyze existing and future conditions in the Study Area with the use of current traffic and land use information, a calibrated travel demand model, realistic land use growth scenarios, and appropriate traffic analysis tools and procedures;
- To proactively engage the public in order to have a realistic view of the societal perspectives and desires regarding transportation needs to support community desires and municipal growth goals, while building healthy and productive partnerships and promoting trust and goodwill;
- To conduct the study in accordance with Maine's Sensible Transportation Policy Act, (STPA) and prepare a useful product for future capital investments, further study efforts, and/or potential National Environmental Policy Act (NEPA) process and documentation in the pursuit and development of recommended strategies;
- To have a Final Feasibility Study Phase I Report, which includes recommended strategies for further analysis accompanied with technical memorandums to provide backup documentation and data analysis used in developing the recommendations. The recommended strategies are to be ranked and prioritized based on rational planning methods resulting in informed and organized decision making that includes community endorsement; and
- All strategies and recommendations developed as a result of this Feasibility Study shall meet the requirements of all applicable state and federal policies, laws and regulations including the *Maine Turnpike Authority, Policy for Initiating*

Studies of Existing and New Interchanges and Access Roads (Authority Interchange Policy).

3.1 Project Description and Purpose

The proposed Study Area as shown in Figure 2 has been developed to meet the intent of the Resolve and provide a boundary for a manageable and effective travel and land use model area that encompasses the significant elements of the regional economic and transportation system.

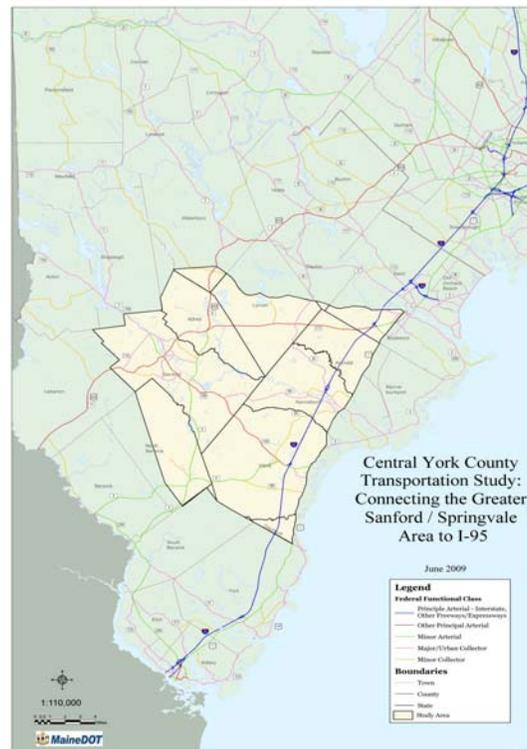


Figure 2: Study Area Map

3.1.1 Study Objectives:

- Develop a Feasibility Study Purpose and Need Statement in accordance with the requirements of NEPA and STPA;
- Identify and evaluate current and future local and regional policies impacting land use management strategies;

- c Identify and evaluate current and future (2035) transportation deficiencies and surface transportation needs, including but not limited to: passenger car, truck, transit, rail, bicycle and pedestrian transportation modes;
- d Identify and evaluate potential practical, reasonable and feasible transportation strategies that warrant further analyses. The identification and evaluation will include:
 - i. A series of integrated and interdependent recommendations for transportation investment and land use management strategies that enhance and protect the transportation network, the environment, and the economy into the future;
 - ii. A preliminary level examination of social, economic, and environmental effects of recommended transportation strategies;
- e Seek to obtain U.S. Army Corps of Engineers (Highway Methodology) Basic Project Purpose;
- f Support an evaluation of a full range of reasonable transportation alternatives to be conducted prior to increasing highway capacity through road building alternatives that are consistent with Maine's STPA and the NEPA;
- g Document the strategies which are considered, including those ultimately dismissed from further consideration and the reasoning for doing so; and
- h Be designed and conducted in a manner to allow the results and products of this Feasibility Study to be used during future state and federal review processes and/or permitting of proposals that may proceed to subsequent study phases and/or design and construction.

3.1.2 Strategies

Strategies might include or be a combination of:

- a Do Nothing (No Build);
- b Enhancement and preservation of existing infrastructure (Transportation Demand Management (TDM) and/or Transportation Systems Management (TSM));
- c New or expanded alternate modes of transportation;
- d Added capacity to existing infrastructure;

- e New capacities on new alignments;
- f Appropriate land use strategies to preserve corridor capacity, manage corridor mobility, foster transportation-efficient land uses that combat public costs of sprawl; and
- g Any of the recommended outcomes could be accompanied by appropriate land use management recommendations.

At a minimum the following factors should be considered during the evaluation and prioritization of strategies:

- The feasibility of expanding the existing highway infrastructure to accommodate future traffic and economic demands of the region;
- The role of transit and other alternative modes of transportation in managing the transportation demand in the region;
- Land use management strategies that aim to preserve the longevity of the existing transportation infrastructure;
- The feasibility and effectiveness of any new proposed transportation infrastructure strategies to meet the future traffic and economic needs and, proposed land use strategies to assure that every opportunity for extending the life of that investment is incorporated;
- Coordination with area communities and Regional Planning Agencies to evaluate land use impacts of all strategies studied, and develop recommendations to communities for land use management strategies to protect their community character, economic vitality and future associated capital investments in the transportation system; and
- Any other factors determined relevant by the Steering Committee to comply with the direction of the 123rd Legislature's Resolve Chapter 95.

3.2 Study Process, Design and Considerations:

A depiction of the overall process intended for this Phase I Feasibility Study and how Phase I fits into a potential overall major Study leading to a formal NEPA process is shown within Figures 3 and figure 4 respectively.

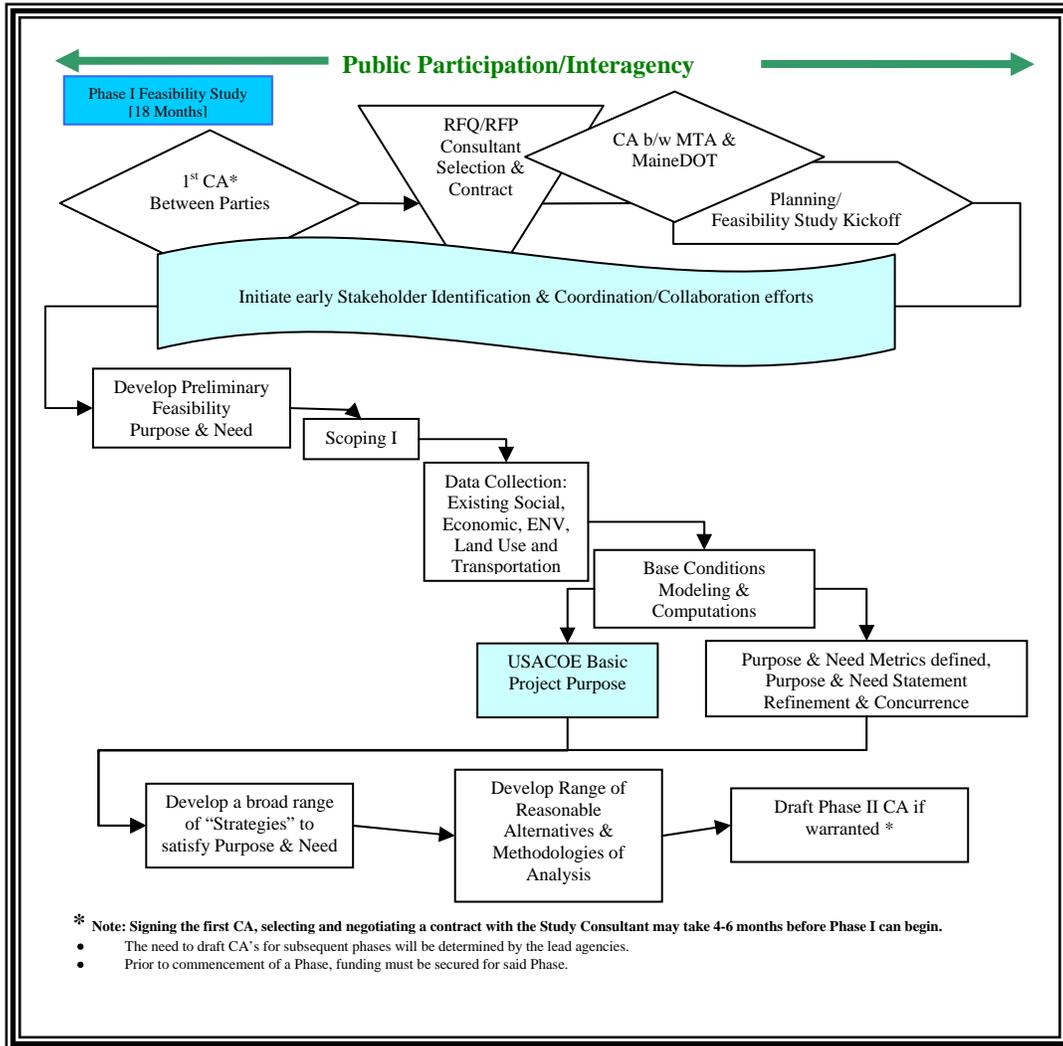


Figure 3: Phase I Feasibility Study Process

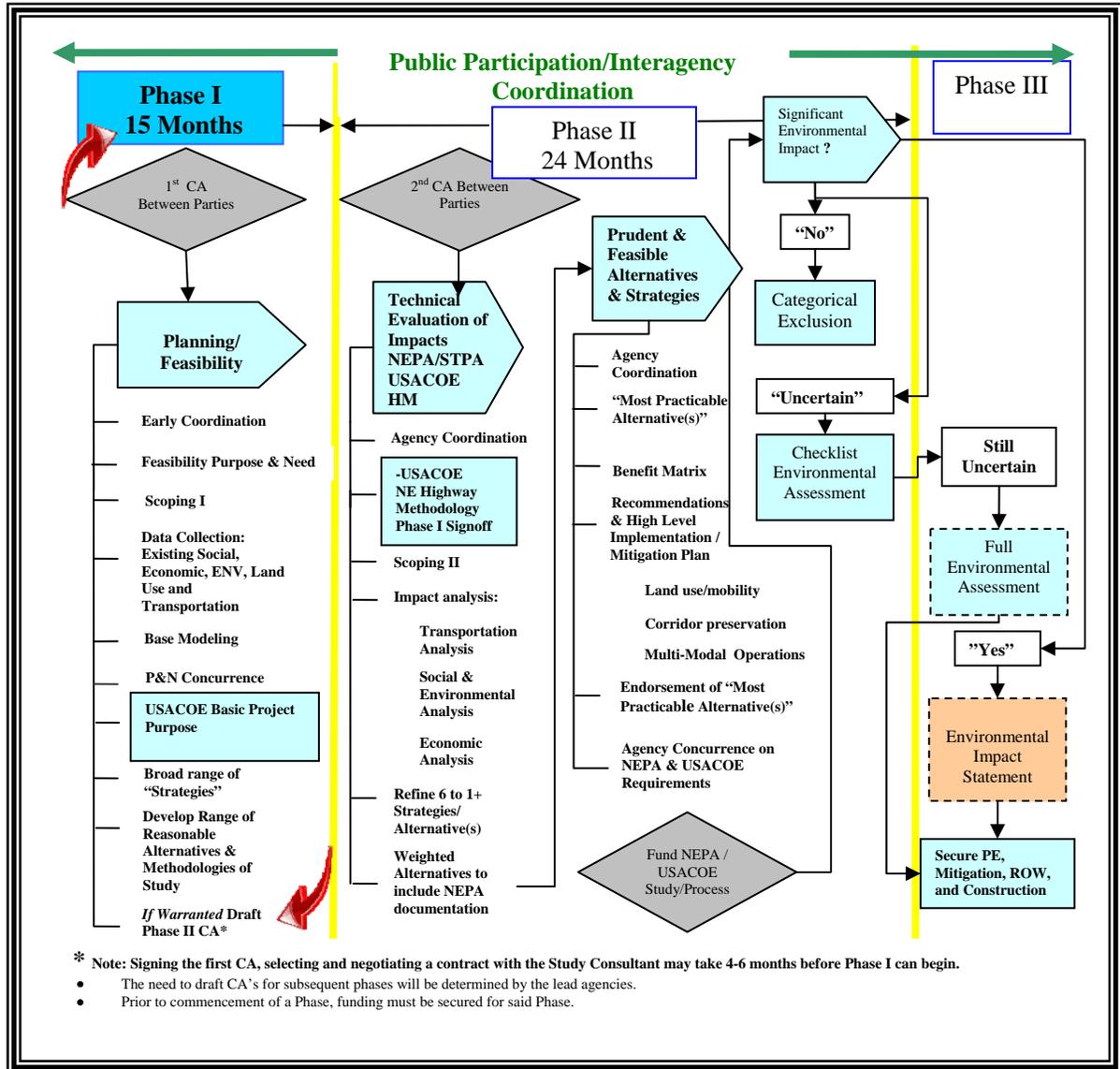
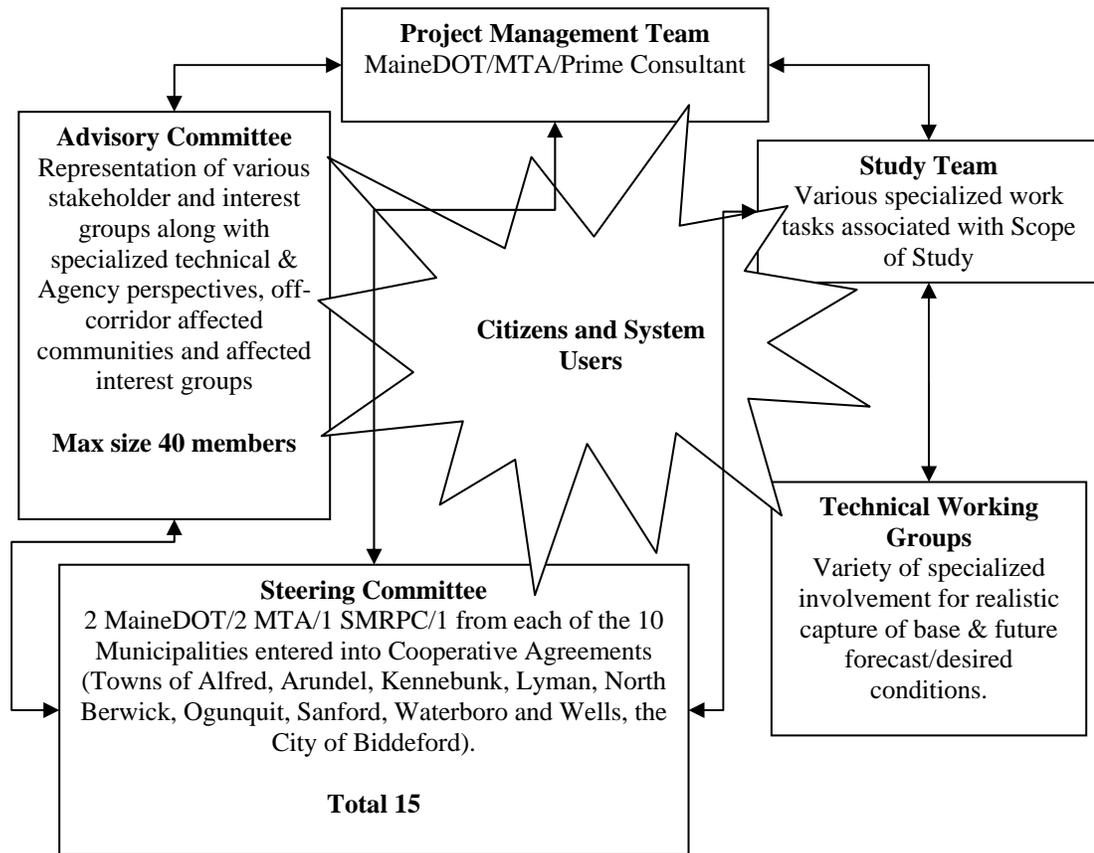


Figure 4: Overall Three Phase Major Study Process

3.2.1 Study Team Logistics

The CYCCS will involve extensive community outreach to identify issues and attitudes towards transportation and land use relative to east-west travel within Central York County as well as invoking participation to aid in the crafting of the Purpose and Need Statement and Scoping. In addition, Central York County is home to numerous well organized advocacy groups representing a myriad of concerns, including business, economic vitality

and the human and natural environment, which have a stake in the public involvement and decision making process. The following flow chart represents a possible process structure as guidance.



**Figure 5:
Proposed Overall Structure
for CYCCS Phase I Feasibility Study**

(NOTE: Structure is subject to refinement or change)

3.2.2 Study Product Considerations

From a transportation-focused perspective, the strategies will protect mobility, capacity, efficiency and safety along the corridors running through central York County linking communities to the Maine Turnpike/I-95. The Department desires traffic analyses to employ Synchro/SimTraffic modeling software use and expertise. In the context of local and regional needs and

desires, the strategies shall include recommendations for municipalities to create and support land use patterns that complement existing and/or recommended transportation investments. In addition, recommendations may include additional actions affecting transportation and land use impacts that may be taken by other public entities (such as county and state agencies, utility districts, etc.) and private entities (such as Chambers of Commerce, Land Trusts and other private landowners).

3.2.3 Community Involvement

The development of strategies will rely on a strong public involvement component with committees at the local and sub-regional level as well as a steering committee. Committees are expected to involve MaineDOT, Maine Turnpike Authority, Southern Maine Regional Planning Commission, municipal officials and appointees, members of the various interest groups and the general public.

Early Coordination efforts accomplished

Early coordination and outreach for the Central York County Connections Study (CYCCS) with individual stake holding municipalities within and abutting the preliminary study area was accomplished during the early portion of 2009. MaineDOT met with the municipalities of; Alfred, Arundel, Biddeford, Kennebunk, Lyman, North Berwick, Ogunquit, Saco, Sanford, South Berwick, Waterboro, Wells, and the Southern Maine Regional Planning Commission (SMRPC). The purpose of the individual meetings was to determine and document overall support for the study, as well as understand individual municipalities' perceived issues, needs and concerns regarding transportation / land use related issues.

On June 30th 2009 a meeting with Town officials and proposed Steering Committee members was convened. The purpose of the meeting was to review the findings from the individual town meetings and discuss next steps, achieve consensus on the study area, and discuss intended logistics of the Steering Committee.

The primary activities intended for the Steering Committee include the following:

- Reviewing and validating study data and findings;
- Providing study direction;
- Collaborating in the development and endorsement of the Feasibility Study Purpose & Need,
- Assisting in identifying strategies;
- Endorsing strategies;
- Providing recommendations;

- Building consensus with advisory committee;
- Attend regular meetings.

3.2.4 Previous Studies

Existing studies should be utilized and built upon to expedite the collection and analysis of study related data. The consultant will develop a cohesive traffic and land use network product, and provide a realistic base line model to enable efficient forecasting methodologies for a variety of growth scenarios within the Study Area.

The *2005 Regional Transportation Assessment for the Southern Maine Economic Development District* prepared by SMRPC and the Greater Portland Council Of Governments has identified and prioritized transportation, land use and economic objectives within six Economic Development Districts in Southern Maine. Two of these districts are appropriate to this Study: *The Southern Maine Central Corridor*, designated as Regional Priority Rank 4 of 6; and *The York County East-West Corridor*, designated as Regional Priority Rank 6 of 6. The entire document may be viewed at: <http://smrpc.org/transportation/dm/documents.htm#rna>

The study will also build upon recent and relevant corridor studies including:

- 2006 SMRPC Route 236 Corridor Implementation Plan
- 2003 SMRPC Route 111 Corridor Committee Final Report
- 2005 SMRPC Route 109 Corridor Committee Interim Report Study

The reports may be viewed at:

<http://www.smrpc.org/transportation/dm/documents.htm#other>.

The most recent origin-destination surveys along the entire Turnpike corridor were conducted in the summer of 1998 and 1999 and again in 2004.

Local Comprehensive Plans and Studies

The consultant will be required to thoroughly review and become familiar with local comprehensive plans and studies to understand the goals and plans for the region. The consultant will need to understand Maine's STPA and how local comprehensive plans will drive transportation project prioritization. They will also work with the municipalities to facilitate future comprehensive plan development in a regional context, and balance local and regional preferences with complimentary land use and transportation policies.

4. Procurement Information

4.1 Statement of Qualifications (SOQ) Submissions and Format Requirements

In order to be registered for any follow up mailings and be allowed to submit a SOQ, a Letter of Interest, including contact person and their e-mail address, must be clearly marked as Letter of Interest for CYCCS and submitted by the Consultant via US mail or overnight service or e-mail (no facsimiles will be accepted) to:

Standard Mail: Mimi Cervený
Maine Department of Transportation
Bureau of Transportation Systems Planning
16 State House Station
Augusta, ME 04333-0016

E-mail: mimi.cervený@maine.gov

Overnight/Hand/Signature Confirmation (preferred):
Maine Department of Transportation
Bureau of Transportation Systems Planning
24 Child Street
Augusta, ME 04333-0016
Att'n: Mimi Cervený

Delivered to the Lobby Receptionist

The RFQ and supporting documents will be found on the Department's Project website: <http://www.maine.gov/mdot/aco/aco/home.php>

4.2 Schedule

The following is the proposed schedule for the Central York County Connections Study (CYCCS) Phase I Feasibility. This schedule is subject to change as the study effort progress.

MaineDOT Issues RFQ	October 21, 2009
Deadline for Consultants to Submit Letter of Interest	November 4, 2009 at 3:00 PM (EST)
*Deadline for Consultants to Submit Questions on RFQ	November 4, 2009 at 3:00 PM (EST)
MaineDOT Issues Responses to Questions Received on the RFQ	November 10, 2009
Deadline for Consultants to Submit SOQ	November 25, 2009 at 3:00 PM (EDT)
MaineDOT Notifies & Issues RFP to Short-Listed Consultants	December 16, 2009
*Deadline for Consultants to Submit Questions on RFP	January 8, 2010 at 3:00 PM (EST)
MaineDOT Issues Responses to Questions Received on the RFP	January 14, 2009
Deadline for Consultants to Submit Technical Proposal Packages	February 3, 2010 at 3:00 PM (EST)
Scoring Committees Completes Evaluation, Scoring & Ranking of Technical Proposals	February 24, 2010
MaineDOT Notifies Consultants to be Interviewed	February 25, 2010
Interviews conducted with top 3 – 4 scoring consultant firms/teams	Week of Mar 1, 2010
MaineDOT begins negotiations	Week of Mar 8, 2010
MaineDOT Awards Contract	April-May, 2010
Consultant Begins Study	May, 2010
Consultant Completes Study	June, 2011

** Questions shall be submitted to the Department to Mimi Cervený, Project Manager/Engineer, at mimi.cervený@maine.gov. All questions must be specific as to what it is about the request document that is confusing or unclear.*

4.3 Questions

Questions on the RFQ shall be submitted with SUBJECT: Clarification to RFQ for CYCCS in the subject line via email to Mimi Cerveny, at mimi.cerveny@maine.gov, or be addressed as such in writing to:

**Standard Mail: Mimi Cerveny
Maine Department of Transportation
Bureau of Transportation Systems Planning
16 State House Station
Augusta, ME 04333-0016**

**Overnight/Hand/Signature Confirmation:
Maine Department of Transportation
Bureau of Transportation Systems Planning
24 Child Street
Augusta, ME 04333-0016
Att'n: Mimi Cerveny**

Delivered to the Lobby Receptionist

Questions must be received by the Department no later than the date and time shown in Section 4.2. A listing of all questions received and the responses thereto will be posted on MaineDOT's website at <http://www.state.me.us/mdot/aco/aco/home.php> no later than the date listed in Section 4.2.

5 **Statement of Qualifications (SOQ) Requirements**

5.1 Submission Guidelines

Seven (7) copies of the SOQ must be submitted no later than the date and time shown in Section 4.2. The SOQ must be clearly marked "Statement of Qualifications Submission – Central York County Connections Phase I Feasibility Study, MaineDOT PIN 016315.00". The SOQ must include the name, address, phone number, and e-mail address of the key contact person, and other information as required by this Notice.

In order to assure uniformity of the SOQs and facilitate the evaluation process, all SOQs shall meet the following requirements. The SOQ shall be submitted on 8 ½ -inch x 11-inch single-sided letterhead and subsequent

sheets. The SOQ shall be bound and no more than seven (7) pages in length, excluding cover letter, resumes, and appendices, using one (1) inch minimum margins and twelve (12) point Times New Roman font. No additional materials, except as requested herein, may be attached or appended to this response. The SOQ shall be signed by a duly authorized representative of the Prime Consultant Firm and addressed to:

For U.S. mail, hand, overnight, or courier delivery:

**Mimi Cerveny - Maine Department of Transportation
Bureau of Transportation Systems Planning
24 Child Street
16 State House Station
Augusta, ME 04333-0016**

MaineDOT will not accept SOQs by facsimile or electronic transmission. Any SOQ that fails to meet the deadline or delivery requirements listed in Section 4.2 will be rejected without opening, consideration, or evaluation.

Late Submittals

Any submission, portion of a submission, or unrequested submittal revision received at the MaineDOT after the time and date specified on the cover page of this RFQ will not be accepted.

5.2 Submission Contents

5.2.1 Consultant Services Cover Letter

Provide a cover letter (maximum of 2 pages), signed by the consultant. This letter shall include:

- Names and roles of key personnel and sub consultants.
- Single points of contact for the Consultant with address, phone number, fax number, and e-mail address where all communications from MaineDOT will be directed.
- An affirmative declaration and acknowledgement that the Consultant firm is prohibited from receiving any advice or discussing any aspect related to the Study or the procurement of the Study with any person or entity with an organizational conflict of interest. The declaration and acknowledgement shall also include agreement that if an organizational conflict of interest exists or is discovered at any time, the Consultant shall make an immediate and full written disclosure to MaineDOT that includes a description of the action the Consulting firm has taken or proposes to take to avoid or mitigate such conflicts. If an

organizational conflict exists, MaineDOT may at its sole discretion terminate the Consultant's contract or Study at any point.

- Include a general authorization for MaineDOT to confirm all information contained in the RFQ.

5.2.2 SOQ and Appendices

The SOQ shall include information and discussion in the following areas:

- Overall Project Management Approach
- Consultant Firm Organization and Key Personnel
- Past Performance and Experience of Consulting firm and Key Personnel – inclusion of links to products of work described are encouraged.

5.2.2.1 Overall Project Management Approach

Maine DOT envisions a proposal in which the consultant will utilize a context sensitive and comprehensive planning process. In addition, management services may include, but are not limited to:

- Scheduling/facilitation/coordination of a number of study groups,
- Development and execution of an effective outreach plan,
- Linking land use and transportation decisions while identifying and addressing impacts and logistical decision-making processes.

Respondents should briefly describe the approach and resolution to the various challenges of this study including internal policies and procedures related to work quality and cost control. Include in the description the proposed methods to control and monitor contract costs, quality, schedule, communication between team members and ability to coordinate with MaineDOT (Maximum 5 single-sided pages). In essence, describe the intended approach towards accomplishing the goals of the Study while considering information as outlined in Section 3.

5.2.2.2 Consultant Firm Organization and Key Personnel

5.2.2.2.1 Organizational Chart(s)

As **Appendix A**, provide organizational chart(s) showing the structure of the organization with lines identifying key personnel who are responsible for major functions to be performed and their reporting relationships in managing, designing, and conducting the Study. The chart(s) must show the functional structure of the organization and must identify Key Personnel by name and position.

Identify all participating company/firms and office location(s) where the work is to be completed. Include in this discussion any prior working relationship within the last 5 years the staff members have had with each other and/or with other participating companies/firms' individuals identified (Maximum 2 single-sided pages).

Identify all key personnel in the chart(s) to be assigned to this Study. Identify the critical support elements and relationships including, but not limited to: project management, project administration, transportation planning with knowledge of land use law and regional coordination, traffic engineering, traffic forecasting/modeling skills, multimodal transportation skills/experience, cultural and natural resources specialization, facilitation/public involvement/public relations experience, quality control/quality assurance, environmental compliance, and subcontractor administration. For each organizational chart(s), provide a brief, written description of significant functional relationships among participants and how the proposed organization will function as an integrated Study Team (Maximum 2 single-sided pages).

5.2.2.2.2 Resumes of Key Personnel

Resumes of Key Personnel shall be provided as **Appendix B** and shall be limited to one page each, except for the Project Manager and Land Use Planner whose resumes may include up to two pages. Resumes should focus on team members' experience within the last five (5) years with strategic planning processes linking transportation and land use decisions, and involving a wide variety of stakeholders. If personnel are required to be licensed, indicate whether they are licensed to practice in Maine. If an

individual fills more than one position, only one resume is required.

Include the following items on each resume:

- Relevant licensing, registration, certifications, and training
- Years experience performing similar work
- Length of employment with current employer
- Title, roles, and responsibilities of any of the areas listed in Section 5.2.2.3 including begin and end dates of assignment.

5.2.2.3 Past Performance and Experience of Consulting Firm and Key Personnel

When describing past experience of the Study Team, provide a written description of the past experience of the Firm and Study Team Members proposed including sub-consulting firms proposed to provide appropriate and necessary services (limited to the key personnel), to include relevant information in the following areas:

1. Lead Project Manager and Deputy Lead Manager and associated firm's experience involving project management approach, techniques and controls utilized to lead multidisciplinary teams including a variety of sub-contracting firms
2. Traffic engineering/analysis and traffic forecasting
3. Transportation planning including multimodal transportation
4. Travel demand modeling and analysis considering current and future land use and growth scenarios
5. Regional and community economic forecasting
6. Regional and community land use planning
7. Community development/master planning
8. Cultural, natural and, social resource inventory and impact analysis
9. QA/QC policy and practice
10. GIS mapping
11. Right-of-way mapping
12. Cost estimating
13. NEPA documentation
14. Designing of studies in conformance with Maine's Sensible Transportation Policy Act
15. Resource loaded CPM scheduling and tracking
16. Public involvement:

- a Facilitation and consensus building
- b Coordination of professionals, public, quasi-public and non-profit groups
- c Formal and semi-formal presentations
- d Visualization techniques
- e Workshops (charrettes, brainstorming, visioning)
- f Market analysis – statistical analysis
- g Web site design (Interactive)
- h Community e-bulletin boards
- i Press relations

Use the attached Contractor/Designer/Consultant Work History Form found in Appendix A of this RFQ and list no more than five (5) active and/or completed projects/studies similar to this project for each Major Participant. These forms must be submitted with the SOQ as **Appendix C** with the following information for each project:

The written project description;

- The high level project scope, purpose, consultant's accomplishments and contributions to date;
- The start date, completion date or anticipated completion date, and budget; and
- References and point of contact of client/project owner, 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.
- Other contracts and/or commitments intended staff is intended and contracted for the 2010 – 2011 time frame.

5.2.2.4 Disadvantaged Business Enterprises

General Considerations: Because of the prospective use of federal funds, MaineDOT's Civil Rights Office may, at their option, participate in the committee meetings to advise and monitor Title VI (CRA 1964) and *Disadvantage Business Enterprise* (DBE) concerns. Selection criteria, including an *Affirmative Action Questionnaire*, schedule of meetings, reports, etc. will be made available to the affirmative officer who will evaluate the adequacy of the *affirmative action*.

Certified DBE

MaineDOT Certified Disadvantaged Business Enterprise (DBE) consultants are encouraged to apply as the prime consultant for this work. It is important the 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 be certified by MaineDOT.

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

<http://www.maine.gov/mdot/disadvantaged-business-enterprises/dbe-home.php>

or by contacting:

**Maine Department of Transportation
ATTN: Jackie LaPerriere, Civil Rights Unit
Executive Office
16 State House Station
Augusta, ME 04333
Tel: (207) 624-3066**

5.2.2.5 Traffic Analysis and Schedule Format to be utilized

Each SOQ shall include a completed Statement of Compliance stating that all traffic and network analysis shall be completed in Synchro/SimTraffic Ver. 7.0 or higher. The Statement of Compliance shall include a statement that the Study Baseline CPM Schedule and Monthly Schedule Updates will be crafted within MS Project 2003 or newer with early and late start and finish dates, all tasks linked to reflect the critical path along with resource loaded staff assignments and be updated on a monthly basis throughout the Study contract to reflect work accomplished and baseline comparison. Contract payments will not be made without an approved Baseline CPM Schedule and approved monthly updates. The completed Statement of Compliance shall be included in the SOQ as **Appendix D**.

5.2.2.6 Insurance and General Information

5.2.2.6.1 Insurance

That insurance (and a current Certificate of Insurance) as specified in the Consultant General Conditions and/or this Contract will be provided before any work commences

under this Contract. If the level of insurance is specified in this Contract, that amount will supersede the requirements outlined in the General Conditions. Consultant shall name the Maine Department of Transportation as an additional insured on the Consultant's Commercial General Liability Insurance Policy.

5.2.2.6.2 General Information

a. The contract for this project will be governed by the Consultant General Conditions and is available at the MaineDOT website. Go to <http://www.state.me.us/mdot/aco/acohome.php>

b. This RFQ does not commit MaineDOT to pay any costs incurred in submitting your proposal, making studies or designs for preparing the proposal or in procuring or sub-contracting for services or supplies related to the submission.

c. Requests for Clarification/RFQ Amendments.

During the submittal preparation period, all requests for clarification and/or additional information must be submitted per Section and 4.3 of this RFQ. Late requests for clarification will not be accepted. 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 web site: <http://www.maine.gov/mdot/aco/acohome.php> no later than the deadline listed in Section 4.2. IT WILL BE THE PROPOSER'S RESPONSIBILITY TO CHECK THE REFERENCED WEB SITE FOR ANY NEW AMENDMENTS. (Note: The SOQ package must include reference to all amendments on their response to this RFQ).

5.2.2.6.3 AdvantageME

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 so that we can ensure that your payments are sent to the correct address if contract is awarded.

5.2.2.7 Appendices

Appendices to the SOQ shall include the following:

- A. Organization chart(s) (Section 5.2.2.2.1)
- B. Resumes of key personnel (Section 5.2.2.2.2)
- C. Contractor/Designer/Consultant Work History Forms as provided in Appendix A of this RFQ (Section 5.2.2.3)
- D. Statement of Compliance (Section 5.2.2.5)

5.3 Evaluation Process

SOQs will be reviewed by an Evaluation Committee for two Pass/Fail Criteria first, (Section 5.3.1) and then for three Evaluative Criteria (Section 5.3.2). Consultants that fail to submit all of the required information for each Criterion will be rated "Non-Responsive", deemed "Not Selected", and will not be considered further.

After a finding of "Responsive" on the two Pass/Fail Criteria, and then a finding of "Responsive" on each of the three Evaluative Criteria, the Evaluative Criteria will be given a score as follows:

- Satisfactory = 1
- Very Good = 2
- Outstanding = 3

The three Evaluative Criteria scores will then be totaled together to get an overall score for the Consultant Team, with each of the Evaluative Criteria receiving equal weight in this process. MaineDOT will prepare a ranked list of Consultant Teams, and the highest ranked Consultant Teams will be selected and invited to submit proposals. MaineDOT expects to select two (2) to three (3) Consultant Teams from the received SOQs. However, MaineDOT reserves the right, based on quality and quantity of submissions, to select more than three (3) Consultant Teams to be invited to submit proposals.

The Evaluation Committee will consist of Department personnel with expertise in major studies projects and management thereof, NEPA and STPA, traffic analysis, and land use planning. The identities of the Evaluation Committee

members are confidential. The Evaluation Committee will be supported by technical staff who will review the submitted information and provide assistance to the Evaluation Committee as requested.

MaineDOT reserves the right, in its sole discretion, to cancel this RFQ, issue a new Request for Qualifications, reject any or all SOQs, seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to the RFQ, seek and receive clarifications to an SOQ, and waive any deficiencies, irregularities, or technicalities in considering and evaluating the SOQs.

According to State procurement law, the content of all proposals, correspondence, addenda, memoranda, working papers, or any other medium which discloses any aspect of the request for proposals process will be considered public information when the award decision is announced. This includes all proposals received in the response to RFQ, both the selected proposals and the proposal(s) not selected, and included information in those proposals which a Proposer may consider to be proprietary in nature. Therefore, the State makes no representation that it can or will maintain confidentiality of such information.

This RFQ does not commit MaineDOT to enter into a contract or proceed with the procurement of the Study Project. MaineDOT assumes no obligations, responsibilities and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred by the parties responding to this RFQ. All such costs shall be borne solely by each Consultant Firm.

5.3.1 Pass/Fail Criteria

RFQs meeting the submission requirements of Sections 5.2.1 and 5.2.2.5 and **Appendix D** will be given a “Pass” rating and be deemed “Responsive”. SOQs will be given a Fail rating if any required information is missing and be deemed “Non-Responsive”.

5.3.2 Evaluative Criteria

5.3.2.1 Overall Project Management Approach

Section 5.2.2.1 will be evaluated and rated according to Section 5.3.

5.3.2.2 Consultant Firm Organization and Key Personnel

Section 5.2.2.2 and Appendices A and B will be evaluated and rated according to Section 5.3.

5.3.2.3 Past Performance and Experience

SOQs meeting the submission requirements of Section 5.2.2.3, and Appendix C will be evaluated and rated according to Section 5.3.



MAINEDOT
Maine Department of Transportation

Request for Qualifications
Central York County Connections Feasibility Study
16315.00
October 21, 2009

Appendix A

Contractor/Designer/Consultant Work History Form

