MAINE DEPARTMENT OF TRANSPORTATION
REQUEST FOR PROPOSALS
FOR
DESIGN SERVICES FOR THE
FRENCHBORO TRANSFER BRIDGE AND PIER
MaineDOT WIN: 018386.00; Federal Project: FBD-1838(600)

The Maine Department of Transportation (MaineDOT) is seeking proposals from pre-qualified consultants for design of improvements at the Frenchboro Transfer Bridge and Pier, which includes electrical improvements to the transfer bridge, new dolphins, and pier and fender rehabilitation.

PROPOSALS ARE TO BE RECEIVED AT MaineDOT NO LATER THAN:

Date Due: October 24, 2012
Local Time: **2:00 p.m**.

COMMUNICATIONS IN REFERENCE TO THIS RFP

Any communication in reference to this RFP shall be in writing by email and directed to the attention of:

Jeff Tweedie
Assistant Program Manager
Multimodal Program
jeff.tweedie@maine.gov
E-mail subject line to state: **RFP – Frenchboro Transfer Bridge and Pier**

BACKGROUND

The Island of Frenchboro is located in Penobscot Bay (location map included as **Attachment C**). The Island is serviced by the Captain Henry Lee, leaving from Bass Harbor; vessel details as follows:

- 3800 passengers annually
- 1400 vehicles annually
- 182 round trips annually
- Vessel lightship weight: 303.7 tons
- Maximum vehicle weight: 105.5 tons
- Maximum passenger weight: 20.6 tons
- Total loaded vessel weight: 429.8 tons

The Frenchboro Transfer Bridge and Pier facility last underwent rehabilitation and repairs in 1987 (as-advertise plans are included as **Attachment D**). The pier structure is retained with dry laid granite block and timber pile. Observations of the pier wearing surface performance indicates the pier structure to be filled with coarse-aggregate, and some finer aggregate, which has gradually washed out between the voids in the granite block. There is no specific information regarding the depth to bedrock. However, evidence based on the performance of the existing dolphins indicates bedrock to be within 10 to 15 feet of the mud line. Selected photographs of the Transfer Bridge and Pier are included as **Attachment E**.

Ground survey is currently being collected and anticipated to be completed by the end of October, 2012. Because of the significant cost to obtain subsurface borings at the Project location, it is anticipated that borings will not be obtained as part of the design of the Project. It is anticipated that when the project is under construction that there will be contract requirements to verify the subsurface conditions. The subsurface conditions will then be reviewed in concurrence with the assumptions made during design to validate the design assumptions. If needed, changes in the design resulting from the verified subsurface conditions will be initiated during construction through contract modification.

1. PROPOSAL REQUIREMENT – SCOPE OF WORK

Preliminary Design

- Prepare existing condition plans based off of MaineDOT obtained survey, historical plan data, and field observations.
- Evaluate subsurface conditions based off of Geologic Observations and MaineDOT provided information. Provide summary of subsurface and geologic conditions and/or assumptions that will be used in design of the Project.
- Design electrical improvements to the transfer bridge. Evaluate the available power supply on Frenchboro. Determine need and alternatives for replacement phase-converter to power the transfer bridge. Alternatives to be evaluated by MaineDOT. Provide recommended alternative.
- Evaluate design alternatives for the replacement of four dolphins. Alternatives to be evaluated by MaineDOT. Provide recommended alternative.
- Evaluate the existing fenders on each side of the transfer bridge and design cost-effective rehabilitation measures for evaluation by MaineDOT. Provide recommended alternative.
- Evaluate the existing pier, including lateral pile supports, subsurface conditions below the pier wearing surface, and pier wearing surface condition. Provide cost-effective rehabilitation measures for evaluation by MaineDOT. Provide recommended alternative.
- Evaluate all design options for items listed above, and provide recommendations on how maritime and passenger traffic will be maintained during construction.

- Preliminary design to be compiled in a Preliminary Design Report (PDR), consistent with standard MaineDOT format.

Final Design and Construction Contract Documents

- Prepare final design plans for MaineDOT selected alternatives.
- Coordinate with MaineDOT Environmental and Property staff on permitting and property issues.
- Prepare construction contract documents.
- Provide stamped, bound design computations, including references to standards used for design.
- Attend up to 2 public meetings.

Deliverables

- Preliminary Design Report (PDR)
- Final Design Plans (Stamped by Maine PE)
- Project Specific Special Provisions (To be included in contract documents)
- Bound design computations (Stamped by Maine PE)

SCHEDULE REQUIREMENTS

It is anticipated that the successful proposer will be under contract with MaineDOT by the end of November of 2012. Based on this information, the successful Proposer will be required to adhere to the deliverable schedule as follows:

- Preliminary Design Report: March 1, 2013
- Final Design Plans, Project Specific Special Provisions, Design Computations: August 30, 2013

Proposer information

- **Contact Information:** Provide the name, address, phone number, FAX number, and e-mail address of Proposer in the proposal.
- **Signature Page:** A signature page must be included with the Technical and Price Proposals stating that "I certify that all of the information contained in this Technical/Price Proposal to be true and accurate.
- **Schedule:** Include a schedule outlining project deliverables and any other relevant milestones.

- **Acknowledgement of Amendments:** The Proposer shall include reference to all amendments in their response to this RFP.
- **Price Proposal:** The Price Proposal, including **Attachments B and B-1**, shall be provided in a separately sealed envelope; **CLEARLY MARKED PRICE PROPOSAL – RFP FRENCHBORO TRANSFER BRIDGE AND PIER.** Prices shall be outlined for all required items. Each proposal will be evaluated for all criteria, and then costs shall be evaluated independently. **NO MENTION OF PRICE SHALL BE INCLUDED IN OTHER SECTIONS OF THE PROPOSAL; OTHERWISE THAT PROPOSAL SHALL BE REJECTED.**
- **A completed Firm General Information Form (Attachment A) must be included with your proposal.**

2. PACKAGING AND SUBMITTING YOUR PROPOSAL

PACKAGE MUST BE CLEARLY MARKED – RFP FRENCHBORO TRANSFER BRIDGE AND PIER.

a. **Organization and Format:** Your proposal, which should be organized as closely as practicable to the format and sequence indicated in these proposal instructions must be submitted as outlined below.

b. **Font Type and Size:** Times New Roman – 12 Font

c. **Hand Carried Proposals from Proposer:** Hand carried proposals from Proposer must be delivered directly to MaineDOT's Reception Desk using the "Public Entrance," which is located on the Capitol Street side of the DOT Headquarters Building in Augusta prior to the time and date for which Proposals are due, addressed to the attention of:

Maria Hobbs, Contract Specialist
Maine Department of Transportation
Contract Procurement Office
16 State House Station
Augusta, Maine 04333-0016

d. **Hand Carried Proposals from Federal Express or United Parcel:** Hand carried proposals from Courier Services, i.e. Federal Express or UPS, must be delivered directly to MaineDOT's Mailroom, which is located on the Child Street side of the MaineDOT Headquarters Building in Augusta, Maine prior to the time and date for which Proposals are due, addressed to the attention of:

Maria Hobbs, Contract Specialist
Maine Department of Transportation
Contract Procurement Office
24 Child Street
Augusta, Maine 04333-0016

e. **Regular Mail Proposals:** Proposals sent by regular mail must be sent to:

Maria Hobbs, Contract Specialist
Maine Department of Transportation
Contract Procurement Office
16 State House Station
Augusta, Maine 04333-0016

Proposals must be received prior to the time and date for which they are due.

3. GENERAL INFORMATION

a. A copy of the Consultant General Conditions is available at the MaineDOT website. Go to http://www.maine.gov/mdot/cpo/docs/general/consultant-general-conditions.pdf

b. This RFP 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 proposal.

c. Requests for Clarification/RFP Amendments. During the proposal preparation period, all requests for clarification and/or additional information must be submitted in writing via e-mail jeff.tweedie@maine.gov, **SUBJECT: Clarification to RFP – Frenchboro Transfer Bridge and Pier** no later than **5:00 p.m.** on **October 15, 2012**. Late requests for clarification will not be accepted. When appropriate, responses to requests, as well as any MaineDOT-initiated changes, will be made available to all prospective proposers in writing as amendments to the RFP, and will be placed on the MaineDOT website: http://www.maine.gov/mdot/cpo/rfps/ no later than **5:00 p.m.** on **October 19, 2012**. IT WILL BE THE PROPOSER'S RESPONSIBILITY TO CHECK THE REFERENCED WEBSITE FOR ANY NEW AMENDMENTS. (Note: The Proposer must include reference to all amendments on their response to this RFP.)

4. LATE PROPOSALS

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

5. PROPOSAL RATING AND SELECTION PROCESS

a. **Technical Proposal:** The Technical Proposal should be complete, but brief. The MaineDOT is only inviting prequalified firms to respond to this RFP, so general information on the firm (s) should be provided as a supplemental document only. The Technical Proposal should address the four key areas below as it relates to the outlined work. The Technical Proposal should be kept to 10 pages, not counting any resumes of key people.

b. **Selection Method:** This is a Qualifications Based Selection (QBS) process, and therefore Technical Proposals alone will be used to select the successful proposer. Once

the successful proposer has been selected, the government estimate will be compared against the successful proposer's Price Proposal and contract negotiations will begin.

c. **Proposal Rating**: **Proposals will be reviewed and rated using the responses to the proposed information outlined in Section 1 of this RFP.**

1. **Firm's Qualifications (40 points):** Identify the **key** staff your company will assign to fulfill the contract requirements (Project Managers, Engineers, Geologists, or assigned technicians). Provide resumes describing the educational and work experiences for those **key** staff.
2. **Firm's Experience (30 points):** Describe the Proposer's experience and capabilities providing similar services to those required. Identify at least five (5) projects with whom your company has done business similar to that required in this RFP in the last five (5) years. Include points of contact (client's company name, contact name, address, and telephone number), a brief description of the project, dates of the project and results.
3. **Firm's ability to control Schedule and Costs on this project (20 points):**
   a. **Methods for controlling costs:** – quality control – assuring constructability. Provide a brief outline of methods used by the firm to control and monitor client costs, control quality, and if applicable, assure constructability of design plans.
   b. **Schedule/Workload/Communication:** Provide a brief outline of your firm's methods of schedule control and ability to handle projected workload. Discuss project coordination with the MaineDOT. Describe how your firm will manage its role in this project and how it intends to maintain effective communication for the assignment.
4. **Firm's References (10 points)**: Provide at least 3 work references including points of contact (person's name, company name, address and telephone number), and a brief description of the projects with dates. If contacted, all references must verify that a high level of satisfaction was provided. MaineDOT will determine which, if any, references are contacted. The results of any reference checks will be provided to the scoring committee and used when scoring the Technical Proposal.

6. 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 *Disadvantaged 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 RFP to at least 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 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: Sherry Tompkins, Civil Rights Unit
Civil Rights Office
16 State House Station
Augusta, ME 04333
Tel#: 207-624-3066
Fax#: 207-624-3021

7. PROPOSAL PRICING

Complete **Attachments B and B-1** to document your firm's Price Proposal, Elements of Supporting Data consists of the following:

1. **Direct Labor:** Using **Attachment B-1**, please list all employees, including their classifications, who are expected to perform services on this project. Please provide a breakdown of each employee's salary rate including direct labor, indirect labor, and profit. If the **Attachment B-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.

   Note: Excel document contains two (2) worksheets, **Attachments B and B-1**.

2. **Indirect Labor (Overhead):** Please provide a copy of your latest audited corporate overhead rate report with supporting documentation.

3. **Profit:** The percentage of profit is based on criteria specific to a project including, degree of risk, relative difficulty of work, size of job, etc.

4. **Direct Expenses:** Please provide a breakdown of direct expenses, including mileage, lodging, photocopying costs, etc. anticipated for this project. Direct expenses shall be reimbursed at cost, and travel expenses shall be reimbursed in accordance with the current per diem/mileage rates located at http://www.maine.gov/osc/travel/addtltravelinfo.shtml & http://www.gsa.gov/portal/category/21287.

5. **Sub-Consultants:** Please identify each effort to be subcontracted. List the selected sub-consultant's name, location, amount proposed and type of contract. Describe the cost or price estimates for each subcontract. Please note that there is no mark up allowed on subconsultant costs.

8. CONTRACT TERM, TYPE AND PAYMENT METHOD

The initial contract term shall be for a period of approximately 1 year, commencing upon approval of the contract documentation.

Note: The successful proposer may be awarded future phases of the project.

The contract type utilized for this project shall be a Stand Alone Project Contract, and the method of payment shall be Fixed Burdened Hourly Rate.

9. NON-APPROPRIATION

Consultant acknowledges that MaineDOT is a governmental entity and that the validity of any contract entered into by MaineDOT is dependent upon the availability of public funding under the authority of its statutory mandate. Although the issuance of this RFP manifests MaineDOT's intent to honor its terms and to seek funding to fulfill any contractual obligations arising in connection with it, by law any such obligations are subject to available budgetary appropriations by the Maine Legislature and, therefore, this agreement does not create any obligation on behalf of MaineDOT in excess of such appropriations. Therefore, notwithstanding any other provision of this RFP and any contract resulting therefrom, if at any time the Maine Legislature fails to appropriate, de-appropriates or appropriates insufficient funds to meet the obligations established pursuant thereto, or if for any reason MaineDOT is denied legal authority by the Maine Legislature or the Court system to expend funds appropriated for such purposes, then MaineDOT may terminate any contractual relationship established as a result of this solicitation and shall not be penalized for doing so.

10. CONFIDENTIALITY

The information contained in proposals submitted for the State's consideration will be held in confidence until all reviews are concluded and the award notification has been made. At that time, the full content of the proposals becomes public record and is therefore available for public inspection upon request.

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 response to this RFP, both the selected proposal and the proposal(s) not selected, and includes information in those proposals which a Proposer may consider to be proprietary in nature.

ATTACHMENT A

FIRM GENERAL INFORMATION FORM

RFQ/RFP – _____

NOTES:

- ***This document is protected to enable it to function as a fillable form.***
- ***If you wish to add pages below for General Criteria responses (#8 below), first "Unprotect Document" under "Tools" on the tool bar above. Best done once form is otherwise complete.***
- ***Hyperlinks to the Internet below will not work unless you enable macros, are signed on to the Internet, and then double click the link.***

1. Firm Name:
Business Address:

(Please include Zip Code + 4)

Submittal for ☐ Parent Company ☐ Branch/Subsidiary
Company Internet Website URL:

2. Contact Person: *(Contact person must be the authorized officer of the Firm signing this form)*
Name: _____
Telephone No.: _____
Fax No.: _____
E-mail Address: _____

Please provide the following:

DUNS Number *(if applicable)*: _____

Firm Federal EIN: _____

Firm's State of Maine Vendor/Customer Number: _____

This is a 10 digit number with either VC or VS as a prefix, replacing your Federal Employer Identification Number. It is assigned through the State of Maine Bureau of Purchases website: http://www.maine.gov/purchases/vendorinfo/vss.htm

3. Business Structure:

a. Check appropriate box/boxes indicating business structure or firm ownership:

Individual	☐	Minority Owned	☐
Partnership	☐	Woman Owned	☐
Corporation	☐	Small Business	☐

Other ☐ Explain: _____

b. If your firm is a DBE, are you certified as such by MaineDOT's Office of Human Resources, Equal Opportunity Unit at 207-624-3066 or http://www.maine.gov/mdot/disadvantaged-business-enterprises/dbe-home.php ?
Yes ☐ No ☐ N/A ☐

c. If a Corporation, indicate the name of the state of original incorporation:

_____

d. Are you registered with the Maine Secretary of State, Bureau of Corporations, Elections and Commissions, Tel: (207) 624-7736 or Internet: http://www.maine.gov/sos/cec/ , to do business in Maine? Yes ☐ No ☐
(Please note MaineDOT must have a copy of your current Certificate of Good Standing on file in order to negotiate a contract, ***but it's not required as part of this submittal****.)*

4. Financial Accountability:

a. Your firm must have an acceptable cost accounting system which documents project costs and is in compliance with MaineDOT and Federal (FHWA, FAA, FRA, FTA, etc) requirements.

Briefly explain your system, or note date of last Audited Overhead Report issued under GAAS.

b. Does your firm have a current Audited Overhead Report? Yes ☐ No ☐
(Except for contracts where a commercial rate is established for payment, an Audited Overhead Report must be submitted and approved by the MaineDOT in order to negotiate a contract. It is not required now as part of this submittal.)

c. The MaineDOT's direct salary cap is $50/hour or $104,000 annually.

d. Mileage reimbursement is limited by law to that received by state employees (see http://www.maine.gov/osc/travel/index.shtml for rates). MaineDOT does not allow any mark-up on direct expenses or sub-consultant costs.

5. Affirmative Action:

a. Has your firm ever subcontracted to a Disadvantaged Business Enterprise (DBE) firm? Yes ☐ No ☐

b. Are you aware of Equal Employment Opportunity responsibilities and our goals for utilization of DBE firms? Yes ☐ No ☐

c. Is your firm willing to contract a portion of the work to a DBE firm? Yes ☐ No ☐

d. Does your firm have an "affirmative action" and "equal employment" opportunity policy and plan? Yes ☐ No ☐ (*Please include a copy of your plan with this application* **OR** *submit the plan to the Contract Procurement Office for approval by the MaineDOT prior to contract execution. It is not required as part of this submittal.)*

6. Insurance:

Check each of the following categories for which your firm can provide proof of insurability:

a. ☐ Professional Liability at a minimum of $1,000,000.00 per claim and annual aggregate.

b. ☐ Commercial General Liability (CGL) of $1,000,000.00 per occurrence, and $2,000,000.00 in the aggregate.

c. ☐ Automobile of $1,000,000.00 per occurrence.
d. ☐ Workers Compensation in accordance with the requirements of the laws of the State of Maine.

A Certificate of Insurance must be provided to the Contract Procurement Office before a project contract can be executed. MaineDOT must be named additional insured on the CGL policy.

7. Debarment, Suspension, Ineligibility, or Exclusion:

Has your firm been debarred, suspended, declared ineligible or voluntarily excluded from contracts by the Federal Government or any state agency within the last 3 years? Yes ☐ No ☐ If yes, briefly explain below.

8. General RFQ/RFP Criteria:

Interested firms must provide responses to the Criteria given below in order to successfully complete this application, 2 pages maximum A & B together. These responses shall **describe only in-house services, not those that would be provided by sub-contract.**

Criteria A) Methods for controlling costs - quality control - assuring constructability Provide a brief outline of methods used by the firm to control and monitor client costs, control quality, and (if applicable) assure constructability of design plans.

Criteria B) Schedule/Workload/Communication Provide a brief outline of your firm's methods of schedule control and ability to handle projected workload. Discuss project coordination with the MaineDOT. Describe how your firm will manage its role in this project and how it intends to maintain effective communication for the assignment.

I certify the foregoing to be true and accurate.

Electronic or Scanned Image of Hand Written Signature of Authorized Officer of the Firm (Contact person named above):

Name: _____

Title: _____

Date: _____

I certify that the foregoing signature is true and accurate. I further certify that it (a) is intended to have the same force as a manual signature, (b) is unique to myself, (c) is capable of verification, (d) is under the sole control of myself, (e) is linked to data in such a manner that it is invalidated if the data are changed.
(10 M.R.S.A. §9501 et seq.)