



STATE OF MAINE
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GOVERNOR

DEPARTMENT OF CONSERVATION
MAINE LAND USE REGULATION COMMISSION
22 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0022



PATRICK MCGOWAN
COMMISSIONER

Request for Proposals: Moosehead Lake Region Concept Plan Project Coordinator – May 2, 2005

Responses to Questions from Interested Parties

1. The Basis of Award section states that 45 points will be awarded for "Work plan and experience..." while the Proposal Requirements section does not mention the requirement to submit a work plan. Would you please confirm whether a work plan is required as part of the submittal? If so, would you please describe the format and level of detail requested, particularly as it pertains to the statement in the Work Specifications section about "the Commission's relative uncertainty about the specific course of action that will be necessary in its review of such an application"?

ANSWER: A work plan in this instance must, of necessity, be fairly general because of the nature of the work and should generally indicate how you envision addressing the tasks mentioned under the work specifications.

2. Under Basis of Award the first criterion includes "Work plan and experience...." and the second includes "Company experience..." Would you please confirm whether it was intentional to include experience in both criteria, and if so, how these differ?

ANSWER: The experience we are looking for under the first criterion is that which is directly related to the various roles identified in the work specifications. Under the second criterion, we are interested in knowing the breadth of your company's experience, whether it relates directly to the various roles identified herein or not.

3. Under Proposal Costs, is it acceptable to submit a cost structure that includes an hourly rate for travel to and from the Moosehead region, as long as that rate is fully inclusive of all direct expenses? Also, is it acceptable to bill lodging separately, if it should be necessary for late-night meetings or multi-day tasks?

ANSWER: It is acceptable to submit a cost structure that includes hourly rate for travel, as long as it is fully inclusive of all direct expenses. However, it is not acceptable to bill lodging separately. The rate has to include all anticipated expenses.

4. Can you give any insight into the estimated average of 20 hours per week for one year? Is this based on an itemized estimate of tasks to be performed or is it a rough ballpark estimate? If it is based on an itemized estimate, can that be provided?

ANSWER: This is an approximate estimate based on anticipated needs. Some weeks will undoubtedly involve more than 20 hours and some weeks less. This is our best estimate for now.
