



Maine Department of Transportation 2025 Department-Wide Request for Qualifications For

***Planning, Freight & Business Logistics, Maintenance & Operations, Multimodal,
Property, Safety & Mobility, Results & Information, and Environmental***

Frequently Asked Questions & Clarification Requests

Please Note:

The Service Numbers that are advertised in this Department-Wide Request for Qualifications (DW-RFQ) are being limited to those that the Programs anticipate using in the upcoming Work Plan.

All new Questions and Responses resulting from the 2025 DW-RFQ will be posted in this section of the document. The deadline for receipt of RFQ Questions and Clarification Requests is September 17, 2025 by 2:00 PM Eastern Time. **MaineDOT reserves the right to answer or not answer any question received. Late questions and clarification requests will not be accepted. It will be the Consultant's responsibility to check the referenced website for clarifications and any amendments to the RFQ.**

Previous Department-Wide RFQ Questions and Clarification Requests are categorized below:

Submittal Format:

1. **Question:** Certain supplemental questions include a note as follows: "A separate attachment to the submittal email is acceptable for this question. (Limit x pages)" Should separate files be created for each supplemental question that permits an attachment? What is the required naming convention for the attachments?
 - **Response:** Yes. Submit as a separate attachment when required, referencing the OUC, service number & supplemental question number when naming the attachment. e.g. ***ATTCH18000_502.30_SupplQ1_YourFirmName***
2. **Question:** Does the 100 MB file size apply to the collective group of all files attached, or is it the limit for each individual file?
 - **Response:** The 100 MB limit applies to the total of the email as a whole.
3. **Question:** The MaineDOT 2025 Department-Wide Request for Qualifications file size limit is noted as 100MB in the Request for Qualifications. Can consultants submit additional emails if the overall size of their email and required attachments is larger than 100MB? If so, is there a preferred naming convention that consultants should follow to indicate their submission includes multiple emails?
 - **Response:** Yes. Follow the naming convention in the Submittal Instructions, adding Part 1, Part 2, etc. for each email. e.g. ***[Firm Name] 2025 DW-RFQ Part 1***

4. **Question:** I have downloaded all the statewide prequalification documents from the MaineDOT website. All of them saved as secured pdfs. How do I un-secure them so that after I've completed them, I can send pdfs that are not protected and that you can open for review?
- **Response:** There is no need to un-secure them. They need to be completed and submitted in their original secured format.
5. **Question:** Must the supplemental questions be answered within the provided PDF, or is a different document which excluded all non-applicable questions acceptable?
- **Response:** The supplemental questions must be answered with the PDF provided, unless otherwise noted. A different document which excludes all non-applicable questions is not acceptable. Refer to the Submittal/Application Instructions.

Submittal Content:

1. **Question:** The Maine Department of Transportation Submittal/Application Instructions and General Information document states "Firms must only apply for services that they can execute in-house". We would like to quickly confirm if this specifically prohibits firms seeking prequalification from using subcontractors.
- **Response:** Yes.
2. **Question:** Are subconsultants' qualification to be included and considered as part of qualifying for service numbers, or should we only include qualifications and resumes for the prime firm?
- **Response:** This RFQ is intended to solicit only information for the submitting consultant firm.
3. **Question:** As part of the submittal, can we indicate that we are only interested in getting on the Prequalification List, but are not interested in a GCA or multi-year contract?
- **Response:** No, your submittal will be considered for Prequalification as well as a multi-year Agreement/Contract. If you only want to be prequalified, you would have to decline an interview should you be Shortlisted by a particular program.
4. **Question:** If we have the same answer for multiple questions, can I cross-reference the answer?
- **Response:** No. Cross-referencing is not allowed.
5. **Question:** Can proposers include a cover letter with their submittals?
- **Response:** No.
6. **Question:** If the firm's key staff has performed such work while working for another firm, can it be included and noted as such? In past RFQ's this has been accepted.
- **Response:** Yes.
7. **Question:** Are you looking for project experience & references to be included with RFQ Submittal?
- **Response:** Project experience must be included for the individuals within their resumes. This RFQ is not requesting references, unless otherwise noted in the Supplemental Questions.

8. **Question:** Is work experience earlier than 09/10/2020 (exactly five years from when the RFQ was released) acceptable provided that the project ended on or after 09/10/2020?
- **Response:** Yes.
9. **Question:** Please confirm that there is no designated “project experience” section. For the 2014 SOQ, we were to include Attachment C for each OUC, but please confirm that now all experience is to be listed in the resume section (or supplemental questions where applicable).
- **Response:** Yes. All experience is to be listed in the resume section, or supplemental questions where applicable.

Definitions/Terminology:

1. **Question:** Can you explain what the direct salary cap is referring to? Please confirm that this is not the maximum billing rate.
- **Response:** This is the maximum Direct Labor Rate, not including Overhead and Profit.

General:

1. **Question:** RFQ, Page 2 of 3, Shortlist: Our interpretation of this section is that only shortlisted firms that have not been hired by MaineDOT to complete work within a service number in the past three years will be interviewed. Please confirm our understanding is correct.
- **Response:** Yes, that is correct; however, MaineDOT reserves the right to interview all Shortlisted Firms.
2. **Question:** Once prequalified, is there any assurance the firm will be awarded any work?
- **Response:** No.
3. **Question:** If I receive a GCA, is there any assurance that the firm will be awarded any work?
- **Response:** No.
4. **Question:** Does MaineDOT anticipate issuing GCA's for all of the Service Numbers listed in this RFQ? If not, for which Service Numbers will GCA's be awarded?
- **Response:** No. The number of GCA's issued will be based on MaineDOT's needs.
5. **Question:** For contracts greater than \$250,000 – is there a second separate proposal/prequalification process to be ranked, or is ranking based on initial Prequalification submittal?
- **Response:** The material you submit is evaluated first to determine prequalification status and if successful, the same material is scored and ranked for the GCA/contract selection process.
6. **Question:** Are the OUC's/Service Numbers listed under the Department-wide RFQ the only OUC's a firm can select from for prequalification?
- **Response:** Yes.

7. **Question:** I am looking for the service number definitions for the consultant prequalification application, but I can't seem to find them on your website. Is it possible to send these definitions to me?
- **Response:** Choose an OUC under "Available Service Numbers" on the website and select the service number for a complete definition.
8. **Question:** We have not had an Audited Overhead Report. Does that mean that we are ineligible for a General Consulting Agreement?
- **Response:** Yes.
9. **Question:** We understand that prequalification is not a guarantee of work, however, if a firm is shortlisted, is there an estimated date of when the first work assignment might begin?
- **Response:** No.
10. **Question:** Is there an estimated timeframe for when interviews, if needed, of shortlisted firms, might be conducted?
- **Response:** Yes, MaineDOT's goal is to have the interview process completed in the first half of the upcoming year.
11. **Question:** Is there an estimated date when the short-listed firms will be finalized and announced?
- **Response:** MaineDOT anticipates this to be sometime in the first quarter of the upcoming year.
12. **Question:** We are currently prequalified but do not have any active Agreements/Contracts. We have merged with another firm and have changed our name. What is the process for changing our name with Maine DOT to reflect our new name?
- **Response:** Please contact CPO.MaineDOT@maine.gov. You will need to complete and return a Substitute W-9 form. This form may be found at <https://www.maine.gov/osc/forms>. A Deactivation Form should also be completed with your firm's old Vendor Customer number. This form may also be found at <https://www.maine.gov/osc/forms>.
13. **Question:** Is my firm required to have a Unique Entity Identification (UEI) number before applying?
- **Response:** No, but it may be required before execution of contract.
14. **Question:** As a Canadian entity, we do not generate audited overhead reports. Are you aware of a Canadian equivalent?
- **Response:** We are not aware of a Canadian equivalent. Your audited overhead report would have to be in compliance with the U.S. Federal requirement. Additional information can be found in the [MaineDOT Overhead Requirements](#), or on the [CPO Website](#).