



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 (DWRFAQ) are being limited to those that the Programs anticipate using in the upcoming Work Plan.

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**NEW 2025 Questions and Responses:

Service # 114.00 – Aviation Facilities Planning and Project Development:

- Question:** We are in the process of preparing our prequalification information for 2025. In the past, the Consultant Prequalification Application included a category under OUC 6000 (Freight & Business Services) for 114.00 Aviation Facilities Planning and Project Development. This category does not appear on the 2025 application. Does MaineDOT not anticipate any services for this type of work in the upcoming year and thus, no prequalifications are needed in this category at this time?

- **Response:** This service number is not on this RFQ, but will be available when the Open Prequalification application is posted in February 2026. All FAA projects will be put out to bid as projects arise.
2. **Question:** Our firm is prequalified under the GCA Service # 114.00 (Aviation Facilities Planning & Project Development) and it expires during the 2025 DW-RFQ. There are several projects listed in the Work Plan for Augusta State Airport from 2025 to 2027. There are also projects listed on the same Work Plan, statewide, that the MaineDOT Aviation Division would be responsible for. Is this service category 114.00 missing from this 2025 DW-RFQ? or does this work fall under a different category?
 - **Response:** See response to [Question 1](#) above.

Service # 116.00 – Data Services:

1. **Question:** For OUC 11000 - 116.00 Data Services, if our firm can provide service for only one of the data service areas, can we still apply for prequalification for OUC 11000 – 116.00 Data Services?
 - **Response:** Yes.
2. **Question:** For OUC 11000 - 116.00 Data Services – Transportation Systems Inventory Data Collection, what kind of assets and attributes would be collected? Does this involve field data collection and/or updating data from imagery and other sources?
 - **Response:** Firms may submit for data collection of attributes associated with any transportation related asset connected to Maine’s transportation network. There is no limitation to the method of collecting the data. Any statement of work will describe the standard for attributes to be collected, accuracy and/or precision of the location. This is not intended to replace or replicate 210.20 Traffic Data Collection, Processing & Analysis, which focuses on traffic counting.
3. **Question:** I have a question regarding the example projects that must be submitted as a separate attachment for each Data Service Area listed in question 1 for Service Area 116.00 Data Services. If a single project description covers multiple Data Service Areas (e.g., Data Quality Review & Stewardship and Metadata & Master Data Management), can we simply add in the one-page project description a list of the Data Service Areas that the project covers and use that single project description as an example for multiple Data Service Areas?
 - **Response:** Yes.
4. **Question:** If a vendor was prequalified for Service Area 102.30, must they also complete Prequalification for Service Area 116.00 to remain prequalified? Or is a prequalification for Service Area 102.30 considered as valid prequalification for the new Service Area 116.00?
 - **Response:** 102.30 – Planning Data-Transportation Systems Inventory is a service number that was set to expire with the 2025 DWRFQ, so a new application on 116.00 – Data Services is required to apply for maintaining prequalified status now that the service numbers have been combined.

Submittal Instructions & Required Attachments:

- Question:** The RFQ states that all submittals must adhere to the Submittal/Application Instructions, including the format requirements outlined. Where are the Submittal/Application Instructions? We could not locate them on the website.
 - Response:** The Submittal/Application Instructions are posted differently in comparison to previous years. Visit <https://www.maine.gov/dot/doing-business/consultant-procurement/submittal-instructions>. The instructions are listed under the “Department-Wide RFQ Application Instructions” dropdown.
- Question:** Is the attached, submittal/application instructions and general information sheet the most current and still preferred way to prepare a Prequalification submittal? If not, can the updated instructions be made available?
 - Response:** See response to [Question 1](#) above.
- Question:** I am unable to locate the link to download the List of Qualifying Personnel Worksheet on the CPO website. Can you provide this document?
 - Response:** See response to [Question 1](#) above. The List of Qualifying Personnel **Worksheet** is linked within the Submittal/Application Instructions.
- Question:** I completed this process last year and would like to re-use the documents that have not changed. Can you send a link to the current documents (the vendor form, List of Qualifying Personnel worksheet, and Supplemental Questions worksheet (and a note if they are the same as last year or if they have changed). Also, clarification on the files that are required to be listed in the Table of Contents.
 - Response:** Always refer to the current DWRFQ documents posted. Refer to the Submittal/Application Instructions for information about the Table of Contents.
- Question:** Regarding the CostProposal Form 4-24-25_0: Is this form required with the RFQ response?
 - Response:** The Cost Proposal Form is not a required document under this RFQ.

Supplemental Questions:

- Question:** When I attempt to save our answers for the supplemental questions section of the MaineDOT Prequals, I keep getting a permission password error and to please contact the author of the document and it will not let me save any of the answers. How do I fix this?
 - Response:** This issue typically occurs when the PDF is opened in something other than Adobe Acrobat Reader, such as a web browser, Mac Preview, or a third-party PDF viewer. The supplemental questions documents require Adobe Acrobat X or later, so be sure you are using the latest version of [Adobe Acrobat Reader](#) to edit the documents. Also, make sure you are only entering information in the designated form fields – any attempt to modify other parts of the document (such as layout or content) will trigger a permissions restriction and prevent saving.
- Question:** The list of supplemental questions for OUC 40000 Bureau of Planning includes questions for topics 101.00 through 103.60 and 110.0. It does not include questions for some

of the other topics (i.e., 107.30, 108.00). How do consultants provide qualifications or information about our approach for the other topics included in OUC 40000.

- **Response:** Only respond to Supplemental Questions for service numbers listed on the Prequalification Application that you are applying for. Not all service numbers have Supplemental Questions. Relevant project experience and qualifications should be included in the resumes.

3. **Question:** If bidding on topics within a specific OUC where there are no supplemental questions, are we required to include qualifications or other information for those topics? For example, Drug & Alcohol is listed under OUC 40000, but there are no supplemental questions about it.

- **Response:** See response to [Question 2](#) above.

4. **Question:** In regards to the supplemental question for service line 504.50 NEPA Studies, Process, and Documentation, "provide at least two EAs or EISs that your firm was the prime consultant for writing the NEPA document and conducting the NEPA process"; are links to the document acceptable?

- **Response:** No.

Prequalification & DWRFQ:

1. **Question:** We would appreciate any clarification you can provide regarding our prequalification status and services. How do these services pertain to the Department-Wide RFQ and are any further steps required that would prevent us from proceeding?

- **Response:** Any current prequalifications for service numbers listed in the 2025 DWRFQ Application will expire **12/31/2025**. A new application during this RFQ is required to apply for maintaining prequalified status. If you submit as part of this 2025 DWRFQ and are prequalified, you will be prequalified until 2030. Open Prequalification for **all** service numbers will be posted in February 2026 as stated in the Consultant Timeline. If you are currently prequalified for a service number listed in this 2025 DWRFQ and wait until Open Prequalification to reapply and are prequalified again, there may be a gap in your prequalification status.

2. **Question:** From the Prequalification Consultants Firm Document, our qualifications are listed as expiring "2025 DW-RFQ." Does this mean that our qualifications, listed above, expire following this 2025 DW-RFQ?

- **Response:** See response to [Question 1](#) above.

3. **Question:** I was inquiring on the process of getting prequalified specifically for bridge design (among other related transportation prequalifications) for MaineDOT. The links provided does not include these categories nor do they point to any supplemental questions. I was just hoping for some general guidance is all.

- **Response:** All of the service areas being advertised under this 2025 DWRFQ are listed on the Application Form. Open Prequalification for **all** service numbers will be posted in February 2026 as stated in the Consultant Timeline.

4. **Question:** If a vendor was prequalified for specific service numbers during the 2025 Prequalification process, is a new application required to maintain their prequalified status?

- **Response:** See response to [Question 1](#) above.
5. **Question:** How does the current RFQ Application process differ from the Prequalification process conducted earlier in 2025? Is this Application process a required next step for prequalified vendors to complete in order to be considered for upcoming MaineDOT services?
- **Response:** See response to [Question 1](#) above.
6. **Question:** Can vendors only apply for Service Areas that they are already prequalified for?
- **Response:** No. Vendors are free to submit to any service areas listed on the 2025 DWRFAQ Application.

7. **Question:** We recently received prequalification and are listed on the prequalification list as depicted below. Do we need to submit any additional info as part of the 2025 DW-RFQ process to be considered for a contract?

101.30	Freight Planning, Design, & Technical Assistance	2025 DW-RFQ
101.40	Freight Rail Planning, Design, & Technical Assistance	2025 DW-RFQ
101.70	Marine Services and Port Planning	2025 DW-RFQ
103.30	Cost Benefit/Economic Studies	2025 DW-RFQ
113.00	Grant Application Assistance	2025 DW-RFQ

- **Response:** See response to [Question 1](#) above.
8. **Question:** Verifying that we do not need to submit quals for this as we are good through 2029?
- **Response:** See response to [Question 1](#) above.
9. **Question:** Last year the supplemental questions for our services were under OUC 54000 Property Office, 301.1, 301.3, and 302. This year the questions under that same OUC do not contain any Hydrographic or mapping services. Please advise where I can find the correct service number for our type of work.
- **Response:** See response to [Question 3](#) above.

General:

1. **Question:** Many of the supplemental questions require the attachment of reports and materials. These files can be very large. Has the Department considered providing firms with access to a SharePoint site to upload the prequalification documents or allowing firms to provide the Department with a link to the submission files?
- **Response:** Submittal emails with attachments are the only delivery location available currently – links to files will not be accepted. See response to [Submittal Format – Question 3](#) below for naming conventions if needing to send multiple emails for one application.
2. **Question:** For some categories, the supplemental questions ask for full documentation (ie reports and plans) for relevant projects. Since these work products could have files that are large in size, would MaineDOT accept links for downloads as opposed to PDF attachments? Or is there an alternative preferred method for large file-size documents?
- **Response:** See response to [Question 1](#) above.

3. **Question:** Are there any new bids for naval architecture and marine engineering? I looked and can't find anything.
 - **Response:** This RFQ is not intended for bids.

4. **Question:** Is there anywhere I can find information on projects issued under the Department-Wide Request for Qualifications (DW-RFQ) for General Consultant Services in the last year, and who was awarded?
 - **Response:** No. Firms awarded GCA's can be found on the Prequalified Firms Lists on the CPO website at <https://www.maine.gov/dot/doing-business/consultant-procurement>.

5. **Question:** Does being selected for 214.10 Bridge Ranger Services preclude firms from supporting municipal projects?
 - **Response:** No.

6. **Question:** OUC 18000, Service No. 509.00 Environmental Resiliency is not listed in the services requested for prequalification consideration. Was its removal intentional and if yes, will the Department include this service during Open Prequalification?
 - **Response:** 509.00 – Environmental Resiliency is not part of this DWRFQ. It will be part of the Open Prequalification Application to be posted in February 2026 as stated in the Consultant Timeline.

7. **Question:** Could MaineDOT confirm that the following service areas have been eliminated from MaineDOT's prequal list? OUC 18000 – 509.00 Environmental Resiliency, OUC 60000 – 101.40 Freight Rail Planning, Design, & Technical Assistance
 - **Response:** See response to [Question 6](#) above. 101.40 – Freight Rail Planning, Design, & Technical Assistance is included in this DWRFQ, but is now listed under OUC 40000.

8. **Question:** Does MaineDOT expect to have GCA contracts for all service areas included? If so, how many GCA contracts are expected for each service area?
 - **Response:** See response to [General – Question 4](#) below.

9. **Question:** For the resumes in the prequal, can the staff experience be from a prior firm if its applicable or does it need to be with the current firm?
 - **Response:** See response to [Submittal Content – Question 6](#) below.

10. **Question:** We understand that firms are prohibited from seeking prequalification with the use of subcontractors, however, are firms allowed to include international personnel from their firm as Qualified Personnel?
 - **Response:** Yes, as long as they are direct employees of the firm that is applying.

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](#).