



**MaineDOT REQUEST FOR PROPOSALS
RFP SUBMITTED QUESTIONS & ANSWERS SUMMARY**

RFP NUMBER AND TITLE:	T202506003 Consultant Services for Implementing the U.S. EPA Clean Ports Grant – Funded Maine Port Electrification Clean Energy Planning Project
PROGRAM/OFFICE ISSUING RFP:	Office of Freight Transportation
CONTRACT SPECIALIST:	Nicole Soiett
SUBMITTED QUESTIONS DUE DATE:	7/9/2025
QUESTION & ANSWER SUMMARY ISSUED:	7/15/2025
PROPOSAL DUE DATE:	7/28/2025

Provided below are submitted written questions received and MaineDOT's answer.

1	Question
	Are there any specific requirements for the proposal document regarding: <ul style="list-style-type: none"> • Page count • Font size • Digital file format
	Answer
	No.

2	Question
	Will there be a shortlist and interview phase? If so, will interviews be held in person or virtually?
	Answer
	No.

3	Question
	Page 7: "Engagement will happen via meetings, interviews, and a project website hosted by MaineDOT." Will Consultant be expected to design and provide content to website? Will MaineDOT or Consultant have ability to make changes, and under what conditions?
	Answer
	Consultant will be expected to provide content for the webpage, but MaineDOT will manage the site and make requested changes. Consultant will work through MaineDOT staff to provide content and materials to be posted on the website.

4	Question
	Page 8: "Bidders must submit a cost proposal that covers the period starting August 1st, 2025, and ending on December 31, 2027." Also, p.11 indicates a 2-year contract term is contemplated. In developing proposals, are there any other key dates to consider for this project? Given the untimed award process laid out in paragraph #10, it appears that it could take some time until a contract is awarded. Likewise, is MaineDOT considering 12/31/27 to be the latest possible project end date? If not, is there a deadline the agency has in mind? Are there deadlines for completion that are conditions of the EPA grant funding?
	Answer
	The project period stated in the grant agreement between MaineDOT and EPA has an end date of 12/31/2027. MaineDOT expects to select a consultant at the end of this solicitation and move directly into contract negotiation. The timeline to draft and finalize the contract is several weeks after selection of a consultant.

5	Question
	Is there a specific reason that MaineDEP has not been included as a key project stakeholder?
	Answer
	MaineDEP will also be a key project stakeholder and should have been included on the list.

6	Question
	Should this study omit consideration of any upstream generation improvements necessary to meet the anticipated future load demands of the subject ports?
	Answer
	It will be important to consider upstream generation improvements for future demand at ports, however this should be done at a high level.

7	Question
	Can Maine DOT provide a copy of the Clean Ports grant application?
	Answer
	Yes, this will be added to the RFP posting on the website.

8	Question
	Can Maine DOT confirm that only the prime (not the subcontractors) is required to submit the Audited Overhead Report?
	Answer
	If a subconsultant is performing 25% or more of the value of the contract an Appendix A-1 Form certifying payroll and an Audited Overhead Report is required.

9	Question
	Confirm equation for scoring cost proposal is correct since, by my math, a proposal that is 5% higher cost than the lowest bidder will receive a higher score. ((lowest cost / subject cost) x 25, example: (1 / 1.05) x 25 = 23.8 for subject cost and 20 for lowest cost).
	Answer
	There is a typo in the calculation described in the RFP. The calculation should read: (Lowest submitted cost proposal/Cost proposal being scored) x 20 = Pro-rated score.

10	Question
	Section 13 of the RFP states that “The contract resulting from this RFP will be governed by the most recent version of Maine DOT’s Consultant General Conditions.” Are the terms in Maine DOT’s Consultant General Conditions non-negotiable, or will Maine DOT consider requests for modifications?
	Answer
	Maine DOT’s Consultant General Conditions are non-negotiable.

11	Question
	If Maine DOT will consider requests to modify its Consultant General Conditions, should proposed comments accompany the proposal, or will Maine DOT only review such requests as part of the contract negotiation process with the selected Highest Qualified Proposer?
	Answer
	See answer to question 10 above.

12	Question
	If Maine DOT will consider requests to modify its Consultant General Conditions, how will such requests impact proposal evaluation (if at all)?
	Answer
	See answer to question 10 above.

13	Question
	Scope Item III.ii.: Are the transmission and distribution system single lines available for each site?
	Answer
	MaineDOT does not have this information.

14	Question
	Scope Item III.ii.: Are site layout plans showing electrical infrastructure available?
	Answer
	For any state owned sites included in the study, the drawings are available. For any other sites, drawings will have to be obtained from the site owners.

15	Question
	Scope Item III.ii.: Are there any existing distribution and transmission models available for use and, if so, what software was used?
	Answer
	MaineDOT has not done any of this and does not have any information on this.

16	Question
	Scope Item III.ii.: Does the facilities have utility billing information, and, if so, does it contain sub metering information?
	Answer
	For any state owned sites included in the study, this information is available. For any other sites, this information will have to be obtained from the site owners.

17	Question
	Scope Item III.ii.: Do facilities have existing load data at various busses in the distribution system available? Time series data in 10- or 15-minute intervals?
	Answer
	MaineDOT does not have this information but assumes this can be obtained from the utility provider.

18	Question
	Scope Item III.ii.b.: Please specify the referenced Portland transmission and distribution study. Additionally, clarify if any operations at Rockland will be studied.
	Answer
	The study referenced in the RFP can be found here; CMP Shore Power Study (2024) . Rockland is included as one of the four target ports for the study.

19	Question
	Scope Item III.iii.: Confirm that the emission inventory for Portland, Eastport, Searsport, and Rockland will be calculated using available data, and that installation of monitoring devices for fence line data collection is not required.
	Answer
	It is MaineDOT's assumption that the installation of monitoring devices will not be necessary to complete the emission inventory at the target ports.

20	Question
	Scope Item III.iii.: Does Maine DOT currently have specific inventory management system or emissions reporting software in use that the contractor will need to utilize or interface?
	Answer
	No.

21	Question
	Scope Item III.iii.c.ii.: Will Maine DOT provide direction for stakeholder interviews during data collection, to include identifying and engaging terminal operators, vessel owners and operators?
	Answer
	Yes.

22	Question
	Scope Item III.iii.c.iii.: Regarding vessel registry, what type of vessel registry data will be provided by Maine DOT, e.g., vessel registry data including engine characteristics, port-specific vessel logs?
	Answer
	MaineDOT will assist the consultants with obtaining this data from port operators.

23	Question
	Scope Item III.c.iv: Are you requesting that a traffic study be conducted? If so, please specify whether this should be a limited scope assessment or a comprehensive traffic engineering study?
	Answer
	This work does not require a comprehensive traffic study, however, internal traffic within the target ports will need to be quantified.

24	Question
	Scope Item III.v: Will information be provided to assess future load growth at subject facilities?
	Answer
	Yes.

25	Question
	Scope Item III.vi.a.: What is the expected number of group interviews with port authorities and businesses?
	Answer
	Each port will require an interview with designated PIC, and several other interviews may be necessary to capture the necessary information. At this time MaineDOT anticipates at least six separate interviews for the study.

26	Question
	Scope Item III.viii.: Are the final report and any interim reports required to comply with Section 508 accessibility standards?
	Answer
	Yes.

27	Question
	Scope Item III.viii.: Is the contractor expected to work on or manipulate the web site code or is the contractor contribution limited to providing content for the web site?
	Answer
	Content only.

28	Question
	DBE Participation: Are there DBE utilization targets or expectations for this project beyond encouraging DBE participation?
	Answer
	No.

29	Question	
	Please confirm the contract type is Time and Material.	
	Answer	
	Confirmed.	

30	Question	
	Subconsultant Threshold: If a subconsultant performs close to 25% of work, what documentation is required during proposal stage?	
	Answer	
	If a subconsultant is performing 25% or more of the value of the contract an Appendix A-1 Form certifying payroll and an Audited Overhead Report is required.	

31	Question	
	Page Limit for Proposal: We did not find any stated page limit for the technical response or other sections of the proposal. Could you please confirm whether there is a maximum page limit or any formatting constraints that we should be aware of?	
	Answer	
	Please see the answer to question #1 above.	

32	Question	
	Cost Proposal: The scoring formula is listed as “(Lowest submitted cost proposal / Cost of proposal being scored) x <u>25</u> = pro-rated score”, yet the total score is 20 points. Is the equation supposed to be “(Lowest submitted cost proposal / Cost of proposal being scored) x <u>20</u> = pro-rated score”?	
	Answer	
	Please see the answer to question #9 above.	

33	Question
	Stakeholder Communication and Engagement: <ul style="list-style-type: none"> a) What is MaineDOT's role in convening or introducing port authorities, municipalities, and state agencies to the consultant team? b) How many stakeholder group meetings (beyond the required public meetings) are expected? Are bilingual or accessibility services needed for public outreach?
	Answer
	a.) MaineDOT will provide a list of contacts and assist with making introductions. b.) MaineDOT anticipates that at least six stakeholder meetings will occur through the project period. These services are not required for public outreach.

34	Question
	Will MaineDOT please provide a one-week extension to the bid deadline? This will allow us to more thoroughly review the reference reports contained in RFP section 6A and provide a better tailored project approach, scope, and schedule.
	Answer
	MaineDOT will keep the current RFP deadline of July 28, 2025.

35	Question
	Is the scope of work for this work specific to electricity, or to energy?
	Answer
	Electricity.

36	Question
	Is ammonia, hydrogen, and other alternative fuels for vessels or equipment to be explored as part of the study?
	Answer
	No.

37	Question
	Are the ferries and/or ferry landings in Portland, Rockland, or Eastport to be considered in the study?
	Answer
	Yes, the target ports listed in the scope of work that have ferry service should be included in the study.

38	Question
	Will you be able to provide the quantity, sizes and types of vessels that the shore power infrastructure improvements would support?
	Answer
	Yes.

39	Question
	Will considerations for infrastructure to support zero emission heavy duty drayage trucking be included in the study?
	Answer
	Yes.

40	Question
	Will the study need to capture light and medium duty vehicle fleet, such as cars and pickup trucks, emissions and infrastructure to transition to zero-emission?
	Answer
	Yes.

41	Question
	Are development or strategic plans available for each of the subject ports, and will consideration for future development/expansion be included in the study?
	Answer
	Yes, this information is available.

42	Question	
	Is cargo volume forecasting data available for the subject ports? If not, will this be included in Consultant's scope to determine?	
	Answer	
	Some limited forecasting information will be available for the subject ports.	

43	Question	
	Please confirm that the study will address grid, equipment, and operational resilience.	
	Answer	
	Consideration of resilience should be addressed in the study, however, this is not the primary focus of the study. The priorities of the work are more in line with planning and implementation, not necessarily future operations.	

44	Question	
	Please confirm that the study will address cyber security for electric equipment and operations.	
	Answer	
	Cybersecurity is not a focus area of this study. For more information on this, please refer to Section 6 of the EPA General Terms and Conditions (October 1, 2024).	