



**MAINE DEPARTMENT OF TRANSPORTATION  
REQUEST FOR PROPOSALS  
FOR  
Deer Isle Sedgwick Bridge Feasibility Study  
RFP# T202506001**

The State of Maine Department of Transportation (“MaineDOT”) is seeking Technical Proposals for professional services for a bridge feasibility study for the Deer-Isle Sedgwick Bridge (#3257) from firms prequalified for Section 103.60 Planning Feasibility Studies that are also prequalified for Section 203.00 Bridge Design, and 602.30 Bridge Inspection non–construction. The consultant selected for the feasibility study may be retained to provide design services and construction engineering in future project phases. The consultant selected for this study may likewise be retained to assist MaineDOT with applications for applicable federal discretionary funding applications. This project is subject to applicable federal and state laws, regulations, policies and procedures.the name of the Project, including Serv# and Definition.

**1. RFP COORDINATOR**

All contact with the MaineDOT regarding this RFP must be made through the RFP Coordinator listed below, via e-mail. This contact includes, but is not limited to, questions, requests for clarification and/or additional information, and Technical Proposal submissions.

**RFP Coordinator:** Robert Dwyer  
**Title:** Contract/Grant Specialist  
**Office:** Contract Procurement Office  
**E-mail:** [Robert.Dwyer@maine.gov](mailto:Robert.Dwyer@maine.gov)

**2. PRE-BID CONFERENCE**

Yes    No

If there is a Pre-Bid Conference, is attendance at the Pre-Bid Conference mandatory to be able to submit a Technical Proposal in response to this RFP?

Yes    No

The Pre-Bid Conference will be held, via Microsoft Teams on June and 30, 2025 at 10:00 AM Eastern Time (ET).

Firms must register in advance for this meeting at the following URL:  
<https://teams.microsoft.com/meet/2433553172584?p=5CmSZqaXcOoL8W5vsf>  
Meeting ID – 243 355 317 258 4  
Passcode – Ng7jG2qS

It is highly recommended that firms sign on 15 minutes in advance of the time specified above. Firms signing on after the start of the Pre-Bid Conference will not be allowed into the Microsoft Teams meeting.

### **3. REQUESTS FOR CLARIFICATION / RFP AMENDMENTS**

During the Technical Proposal preparation period, all questions, requests for clarification, and requests for additional information, must be submitted, via e-mail, to the RFP Coordinator listed in Section 1 above. Such correspondence must reference the RFP Number and Project Name in the e-mail subject line.

The deadline to submit questions and/or requests is 5:00 p.m. ET on 06/27/2025. Requests received after this deadline will not be accepted. Responses to questions and clarification requests will be placed on the MaineDOT website: [MaineDOT RFPs](#), no later than close of business on 07/07/2025. MaineDOT reserves the right not to answer any question received.

It is the potential Proposer's responsibility to check the referenced RFP website for the posting of (1) responses to any and all received questions/requests and (2) any amendments that may be issued in regard to this RFP.

### **4. TECHNICAL PROPOSAL DUE DATE**

Technical Proposals must be received by the RFP Coordinator, via e-mail, no later than:

**Date Due:** 07/25/2025

**Local Time:** 2:00 p.m. ET

**E-mail:** [Robert.Dwyer@maine.gov](mailto:Robert.Dwyer@maine.gov)

Any Technical Proposal, portion of a Technical Proposal, or unrequested Technical Proposal revision received by the RFP Coordinator after the time and date specified above will not be accepted.

For ease of identification, Technical Proposal submissions must include the RFP Number and Project Name in the e-mail subject line.

### **5. DISADVANTAGED BUSINESS ENTERPRISES**

#### **A. General Considerations**

Because of the prospective use of federal funds, Maine DOT'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*.

#### **B. Certified DBE**

MaineDOT Certified Disadvantaged Business Enterprise (DBE) Consultants are encouraged to apply as the prime Consultant for this work. Non-DBE Consultants 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 when utilizing Subconsultants. Consultants 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: [MaineDOT Disadvantaged Business Enterprises](#), or by contacting:

**Maine Department of Transportation  
ATTN: Mary Bryant, Civil Rights Unit  
Civil Rights Office  
16 State House Station  
Augusta, ME 04333  
Tel#: 207-624-3056  
Fax#: 207-624-3021**

## **6. PROJECT BACKGROUND / SCOPE OF WORK (TECHNICAL REQUIREMENTS)**

### **A. Purpose and Description of Project**

The Deer Isle-Sedgwick Bridge (Bridge) provides a critical connection between Deer Isle, Stonington and the mainland. The Bridge is a major focus and priority for the Maine Department of Transportation (MaineDOT). Over the past several decades, MaineDOT has invested tens of millions of dollars into this structure. A recent evaluation of the Bridge's critical components (towers, main cables, piers, abutments and anchorages) indicate that the Bridge can remain in service for a minimum of 20-25 years provided continued maintenance and repairs. Additionally, MaineDOT added acoustic monitoring and performed an internal evaluation of the main cables in 2024, both to further confirm the health and longevity of the bridge. MaineDOT remains committed to continuing these repairs while planning sensibly for the future.

### **B. Scope of Work**

MaineDOT is undertaking a study that will provide input and assistance for continued maintenance and repairs while also providing some preliminary planning for a future comprehensive Bridge project.

The first component of this study will be to review, analyze, and summarize existing information and data available, including the main cable inspection and the previous installation of acoustic monitoring devices. The consultant will meet with MaineDOT throughout this study and prepare a technical memorandum that will be ultimately included in the study report to assist with refining MaineDOT's maintenance and repair plans.

The second component of this study is to prepare for the Bridge's long-term future. As part of this process, MaineDOT needs to consider constraints related to bridge type, roadway cross section, bridge height, geotechnical condition, historical requirements, environmental impacts, extreme weather, long-term community transportation needs and planning level cost estimates. Given these factors and associated timing, this study will include a reasonable alternative analysis to help expedite a future permitting and environmental study when warranted. Please note that MaineDOT remains committed to ongoing maintenance, repairs and rehabilitation to the existing bridge as long as it is feasible. Future replacement alternative analysis is being done at this time to understand important factors and to jumpstart the funding, permitting and replacement processes when they become necessary.

At a minimum, the Study shall include the following tasks:

#### **1. Coordination Meetings with MaineDOT.**

The consultant is anticipated to meet with MaineDOT approximately every other month to report progress, monitor schedule, and identify next steps over a study period not anticipated to exceed 24 months.

Deliverables:

- Develop and provide meeting agenda, minutes, notes, and presentation materials at all meetings.
- Develop and Maintain the drafted study Purpose and Need statement.

2. Stakeholder Meetings and Public Involvement

This effort will include at a minimum,

- Up to three public meetings (3). At least one in-person on Deer Isle and at least one via MaineDOT's PIMA process.
- Up to three meetings with municipalities. These are generally anticipated to be virtual and occur a week or so prior to the public meetings.
- Up to three additional stakeholder meetings. These are anticipated to be resource agencies for input and discussion into study alternatives.
- Development and maintenance of a project story map or other suitable project website.

Deliverables:

- Develop and provide meeting agenda, minutes, notes, and presentation materials at all meetings.
- Develop and maintain a project story map on MaineDOT's Virtual Public Involvement web page (using the Public Involvement Management Application).

3. Maintenance & Repair Reports

- The consultant will summarize all recent and pending capital projects, inspections, engineering evaluations, reports, correspondence, planning studies, etc., relevant to this study into a straightforward and understandable document for the project Story Map. This includes Preliminary Design Reports and other documentation from prior capital investments.
  - The consultant will offer an engineering opinion to the extent which, if any, additional information should be obtained to enable MaineDOT to make a decision about a continued maintenance and repair plan.
  - The consultant will prepare a technical memorandum that will be incorporated into the study report to assist MaineDOT with Bridge maintenance and repair plan refinement.

Deliverables:

- Synopsis of prior efforts - included in the project Story Map.
- Technical memorandum to assist with MaineDOT's maintenance and repair plan.

- Completion of first study component.

#### 4. Alternatives Evaluation & Analysis

The consultant will perform an alternative evaluation for future Deer Isle-Sedgwick Bridge improvement or replacement alternatives. This evaluation will be based on the study's Purpose and Need, consultation with MaineDOT, public input and stakeholder discussions. Unless MaineDOT feels alternatives may be dismissed based on early, identifiable fatal flaws, the consultant will perform sufficient alternative analysis to prepare a comparison matrix that includes planning level cost estimates. This will be a pre-National Environmental Policy Act (NEPA) evaluation intended to be utilized for a future NEPA Document. Alternatives to be evaluated include, but are not necessarily limited to, the following:

- No-Build
- Rehabilitation
- New bridge alternatives
  - Conceptual discussion of potential bridge types and height alternatives. The consultant should list potential options along with pros, cons and implementation challenges, including an opinion of potential fatal flaws associated with permitting.
  - Bridge to the east of existing bridge
  - Bridge to the west of the existing bridge

The alternative analysis should include a desktop assessment of the impacts of different alternatives on the following:

- Natural Resources

(including but will not be limited to endangered and threatened species, fish habitats, wildlife, wetlands and waterbodies, floodplains, and hazardous material)

- Cultural Resources

(including but will not be limited to historical, architectural, navigational, public parks and archaeological resources)

- Social and Economic Resources

(including but will not be limited to residences, businesses, active transportation facilities, utilities, rights-of-way, and construction and maintenance costs).

In particular, this analysis should identify potential regulatory challenges that are unique to a particular alternative or group of alternatives.

The alternative analysis should also include a discussion of future documentation and analysis required with other state and federal laws, Likewise, this analysis should identify potential

regulatory challenges that are unique to a particular alternative or group of alternatives, noting that the Deer Isle – Sedgwick Bridge is considered a historic bridge.

Deliverables:

- Technical memoranda.
- Alternatives comparison matrix.

#### 5. Estimates, Schedule Opinion, Construction Opinion

For each alternative that passes the alternatives analysis, the consultant will provide MaineDOT cost estimates by stage, such as Preliminary Engineering, Right-of-Way, Construction and Construction Engineering. The consultant will also provide an opinion of schedule accounting for various work window requirements, adjacent project coordination, etc. This will include a discussion of items that will need to be accounted for during construction and for documentation by MaineDOT's Environmental Office.

#### 6. Draft & Final Report

Deliverables:

- The consultant will prepare a draft and final report.

### 7. **TECHNICAL PROPOSAL SUBMISSION PACKAGE**

Technical Proposals submitted in response to this RFP must be formatted to provide all information requested below, in the order presented, in one PDF file:

#### **A. Appendix A - Proposer's General Information Form**

Proposers are to complete all sections in **Appendix A**, which has been included with this RFP.

#### **B. Proposer's Staff Qualifications**

Proposers are to identify all staff their company will assign to fulfill the contract requirements, including subcontractors, if applicable, and are to describe each staff's role on the project. (i.e. Project Managers, Quality Control personnel, assigned technicians, contact people, subconsultants, etc.). Resumes for each assigned staff must be included and must describe the staff's educational and work experiences, specifically their role on projects similar in nature to the services in this RFP.

#### **C. Proposer's Experience**

Proposers are to provide five (5) similar projects their firm has completed with their current staff in the last five (5) years. For each project, Proposers are to include a brief description of the project, dates of the project, results of the project, and points of contact (client's firm name, physical address, contact name, contact e-mail, and contact telephone number). Points of contact may be contacted to verify results and to inquire as to the client's general level of satisfaction with the Proposer's services.

#### **D. Proposer's Understanding of, and Proposed Approach to, the Project**

- 1) Proposers are to demonstrate their understanding of the work required by the State of Maine for this project.

- 2) Proposers are to demonstrate their capacity to be successful in performing the work required for this project.
- 3) Proposers are to present their approach to delivering each project task, milestone, deliverable, etc. as well as the completion of the overall Project. In addition to describing their approach, Proposers are to include a timeline covering from initiation to finalization of the Project.

**E. Proposer's Ability to Control Project Schedule and Costs**

- 1) Schedule/Workload/Communication: Proposers are to provide a brief outline of their firm's methods of schedule control and ability to handle projected workload. Proposers are to discuss their project coordination with the MaineDOT. Also describe how the firm will manage its role in this project and how it intends to maintain effective communication for the assignment.
- 2) Methods for controlling costs/quality control and assuring constructability: Proposers are to provide a brief outline of the methods used by their firm to control and monitor client costs, control quality, and, if applicable, assure constructability of design plans.

**8. TECHNICAL PROPOSAL RATING AND SELECTION PROCESS**

- A. Technical Proposals will be reviewed and rated using the Scoring Criteria and Weights stated below in Section 9 of this RFP.
- B. MaineDOT, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in Technical Proposals received in response to this RFP.
- C. This is a Qualifications Based Selection (QBS) process. Therefore, costs will not be considered in the scoring process. Technical Proposals submitted in response to this RFP are not to include any information regarding costs. Inclusion of cost information will result in the disqualification of that Technical Proposal from award consideration.
- D. Contract history with the State of Maine will be considered in the rating process, even if not provided by the Proposer. MaineDOT reserves the right to disqualify from consideration any Proposer with "Unsatisfactory" or "Below Standard" performance ratings on previous work for MaineDOT, if the MaineDOT determines that such disqualification is in the best interest of the State.

**9. TECHNICAL PROPOSAL SCORING CRITERIA AND WEIGHTS**

Technical Proposals will be scored on the criteria below, using a 100-point scale. The point values/weights of each criterion are also provided below.

- A. **Proposer's Staff Qualifications (10) Points**
- B. **Proposer's Experience (20) Points**
- C. **Proposer's Understanding of, and Proposed Approach to, the Project (50) Points**
- D. **Proposer's Ability to Control Project Schedule and Costs (20) Points**

**10. AWARD**

It is the intent of Maine DOT to make one award, to the Highest Qualified Proposer, as a result of this RFP process. However, MaineDOT reserves the right to make multiple awards if it is determined to be in the best interest of the State of Maine.

The “Highest Qualified Proposer” is defined as the Proposer whose Technical Proposal received the highest score based on the evaluation criteria stated above. MaineDOT will enter negotiations with the Highest Qualified Proposer to finalize the contract for this project. If MaineDOT is unable to negotiate a satisfactory contract with that Proposer, MaineDOT reserves the right to formally terminate negotiations and to enter negotiations with the next most qualified Proposer, and so forth, until a contract is finalized. MaineDOT also reserves to withdraw any award and not enter into a contract if it is determined to be in the State’s best interest.

## 11. **COST PROPOSAL**

Following the rating of Technical Proposals, the Highest Qualified Proposer (#1 ranked firm) will be requested to submit their Cost Proposal within five (5) business days from the date of the request. The Cost Proposal must include the Elements of Supporting Data as outlined in MaineDOT’s Consultant Proposal Instructions utilizing MaineDOT’s Consultant Detailed Cost Proposal Form.

Once received, MaineDOT’s Independent Government Estimate will be compared against the #1 ranked firm’s Cost Proposal and contract negotiations will begin.

The Consultant’s Cost Proposal must include the following:

**[Completed Consultant’s Detailed Cost Proposal Form](#)** *(click link to access document)*

- 1) RFP Number, project location, phase of work, firm name and address and a contact name and e-mail address.
- 2) **Direct Labor Expenses/Employee Classifications**: The Cost Proposal must include each employee’s direct labor expenses based on their actual rate of pay along with each employee’s respective classification of labor. If using an average rate for a classification, please indicate the employee’s names and classifications on the Appendix A-1 Form.
- 3) **Proposed Overhead Rate**: The Cost Proposal must reflect a current audited overhead rate. The selected firm must have a current Audited Overhead Report (AOR) to be approved and accepted by MaineDOT’s Office of Audit. If a current AOR is not on file with MaineDOT, one must be provided. If there are changes to an approved overhead rate following contract execution, the firm must submit an updated AOR to MaineDOT’s Office of Audit for approval and acceptance.
- 4) **Profit**: The proposed profit is based on project specific factors such as degree of risk, relative difficulty of work, size of job, etc., and must fall within the range of 6% - 15%.
- 5) **Itemized Direct Non-Salary Expenses (Direct Expenses)**: Project specific expenses such as printing, tolls, mileage (current mileage rate is \$.54 per mile), postage, Subconsultant costs, etc., that are not included in the Direct Labor, Profit and Overhead.
- 6) **Total Proposed Cost**: The maximum amount proposed - the sum of all Direct Labor, Overhead, Direct Expenses and Fixed Fee/Profit.

## 12. **CONTRACT REQUIREMENTS**

The following documents will be requested from the Highest Qualified Proposer (#1 ranked firm) for the development of the resulting contract following the evaluation and rating process.

### A. **[Appendix A-1 Form](#)** *(click link to access document)*

This form shall be completed utilizing the proposed Overhead and Profit Rates used to complete the Consultant’s Detailed Cost Proposal Form. The employee’s names and classifications listed are those that will or potentially will be working on the specified project. The employee’s rates listed

must be actual rates paid to them and shall be supportable via certified payroll. For an Adjustable Burdened Rate payment method, any changes to the Appendix A-1 Form after contract execution shall be sent to the Contract Specialist with supporting documentation prior to any changes in billing. This form must be signed by an authorized financial or payroll representative of the Consultant firm.

**B. [Wage Rate Waiver Form](#) (when applicable - click link to access document)**

Consultants with employee direct labor rates that are greater than MaineDOT's \$87.13 reimbursement limit must submit their Appendix A-1 Form, accompanied by a Wage Rate Waiver Form to MaineDOT for approval.

**C. [Consultant Bidders List \(DBE\) Form](#) (click link to access document)**

The DBE Form must reflect all Subconsultants used on a specified project; identifying whether they are DBE, WBE or Non-DBE and the percentage of the Subconsultant work that is proposed of the total contract value. The DBE Form shall also reflect whether the Prime Consultant themselves are a DBE.

**D. Insurance Certificates**

Insurance Certificates (Acord Form) must accompany your Cost Proposal. Insurance shall not reference a specific project. Minimum coverages include, but depending on the project may not be limited to the following:

- 1) Professional Liability or Negligent Acts, Errors and Omissions Policy - \$1,000,000 per claim and annual aggregate
- 2) Commercial General Liability, listing MaineDOT as additional insured - \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
- 3) Automobile Liability - \$1,000,000 per occurrence
- 4) Worker's Compensation – in accordance with the laws of the State of Maine.
- 5) Excess/Umbrella Liability (if applicable)

**E. Insurance Waiver Form (when applicable)**

Consultants who do not meet the minimum insurance requirements must submit their Insurance Certificates accompanied by an Insurance Waiver Request Form to MaineDOT for approval.

**F. Subconsultant Proposal (when applicable)**

If a Subconsultant will be performing work on a project, the Prime Consultant must submit the Subconsultant's Cost Proposal with an itemized cost breakdown as supporting documentation.

If a Subconsultant is performing 25% or more of the value of the contract or modification, additional supporting documentation for the Subconsultant is required, i.e. A-1 Form and Audited Overhead Report.

**13. CONTRACT TERM, TYPE, AND PAYMENT METHOD**

The anticipated initial contract term shall be for a period of 2 years, commencing upon full execution of the contract. MaineDOT reserves the right to modify the initial contract term, at its sole discretion, as well as awarding additional phases of the Project when it is in the best interest of the State. The contract type, and payment method utilized for this Project, shall be determined following successful contract negotiations.

**14. TERMS & CONDITIONS / FUNDING SOURCE / GENERAL INFORMATION**

- A. The contract resulting from this RFP will be governed by the most recent version of MaineDOT's Consultant General Conditions. A copy of the current Consultant General Conditions has been included with this RFP (See **Appendix B**).
- B. This project will be funded with FHWA funds. The Federal Contracting Provisions for this funding source are also contained in the above referenced Consultant General Conditions.
- C. This RFP does not commit MaineDOT to pay any costs incurred in submitting your Technical Proposal, making studies or designs for preparing the Technical Proposal or in procuring or sub-contracting for services or supplies related to the Technical Proposal.

## **15. NON-APPROPRIATION**

Consultant acknowledges that MaineDOT is a governmental entity and that the validity of any contract entered into by the 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.

## **16. FREEDOM OF ACCESS ACT - CONFIDENTIALITY**

Interested parties are advised that under Maine's Freedom of Access Act, Title 1 M.R.S.A. Chapter 13 §402 (3), et seq., "Public Records" (as that term is defined in: [Title 1, § 402: Definitions](#)) are available for public inspection and copying once an award notification has been made.

As a general matter, information submitted in response to this RFP will be considered to be "Public Records", available for public inspection and copying, once an award notification has been made. If, however, a Proposer believes that parts of its Technical Proposal fall within one or more of the exceptions to the definition of "Public Records" set forth in Title 1 M.R.S.A. Chapter 13 §402(3), that Proposer may submit those parts of its Technical Proposal, with each page marked "Confidential". Proposers must include a non-confidential statement of the basis for Proposer's claim that those parts of its Technical Proposal fall within one or more of the exceptions to the definition of "Public records". Designating part of a Technical Proposal "Confidential" does not, by itself, ensure that those parts of the Technical Proposal will remain confidential. Technical Proposals with no sections designated as "Confidential" will be considered public information after award notification and will be released as such when requested.

In the event MaineDOT receives a request to inspect or copy those parts of the Proposer's Technical Proposal marked confidential, MaineDOT will notify the Proposer that such a request has been received. If MaineDOT agrees that the documents so identified fall within one of the exceptions to the definition of "Public Records", MaineDOT will notify the party requesting disclosure ("Requestor") that the documents will be withheld. If MaineDOT determines that the confidential designation submitted is overbroad, MaineDOT will contact the Proposer in an effort to narrow the confidential designation. If the Proposer disagrees with MaineDOT's determination of what constitutes public records available

for disclosure, the Proposer can seek a protective order or other legal remedy under Title 1, § 409. If the Requestor files a legal action to gain access to confidential information withheld under this section, then the Proposer must retain counsel and file for a protective order. Proposer's failure to join the action and secure a protective order shall constitute a waiver of its claim that the information is confidential. MaineDOT will comply with the order issued by the reviewing court.