



THE MAINE DEPARTMENT OF TRANSPORTATION

PROPERTY SERVICES

PREQUALIFICATION APPLICATION

February 2009

**SUBJECT: PROFESSIONAL, PROJECT RELATED PROPERTY SERVICES**

**Note:** This prequalification application does not need to be completed and submitted if your firm is already prequalified for the desired service area as listed below. See the MaineDOT web site at [Prequal-FirmName.pdf](#) for a complete listing of prequalified firms, or you may call the Contract Procurement Office (207) 624-3039 for help.

Prequalification under this solicitation will update the MaineDOT list of consultant firms that are prequalified to perform the services listed under Attachment B. Each complete package submitted will be reviewed and considered for pre-qualification. Prequalification will remain in force for the foreseeable future, but will require updating from time to time as determined by MaineDOT needs. This application for consultant prequalification will be available continuously on the MaineDOT Consultant Information website <http://www.maine.gov/mdot/cpo/>.

**Any firm entering into a contract with MaineDOT to provide services will need to:**

- have a Vendor Customer code from the State of Maine Division of Purchases, for more information see <http://www.maine.gov/purchases/vendorinfo/vss.htm>
- submit invoices for completed work using a MaineDOT Standard Invoice form
- submit to a performance evaluation process, for more information see [ConsultantEvalForm.pdf](#)

**APPLICATIONS DUE:** There is no deadline for submittal of this prequalification application. They will be evaluated as received for possible addition to MaineDOT's prequalified consultant list.

**INQUIRIES/CLARIFICATIONS:** Please submit inquiries and requests for clarifications by E-mail to the [Contract Procurement Office](#), or telephone (207) 624-3039.

**Submit your application by E-mail to [PREQUAL.MaineDOT@maine.gov](mailto:PREQUAL.MaineDOT@maine.gov) with "Property Office Prequal"** in the subject line, or on paper

**through USPS to:** MAINE DEPARTMENT OF TRANSPORTATION  
Attn: Marie Malloy, Contract Procurement Office  
16 State House Station, Augusta, ME 04333-0016

**or through Federal Express/United Parcel Service to (Mailroom Tel: 207-624-3220):**  
MAINE DEPARTMENT OF TRANSPORTATION  
Attn: Marie Malloy, Contract Procurement Office  
24 Child Street, Augusta, ME 04333-0016

**Each application received will be acknowledged by return E-mail.**

**SELECTION PROCESS/SCHEDULE:** MaineDOT will qualify Firms for the services selected using an open, fair and qualifications-based process. Each complete package submitted will be reviewed and considered for prequalification. The listing of prequalified firms [MaineDOT Prequalified Consultant List](#) will be updated periodically as these reviews are completed.

**PREQUALIFICATION APPLICATION SUBMITTAL REQUIREMENTS:** Each application should include all the services being offered by the Firm, as listed in Attachment B, and should follow format and content requirements as follows:



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- **Attachment A – Firm General Information Form**
- **Attachment B – Consultant Services Listing, Criteria and Questions** – This shall follow Attachment A and B include the information requested for each service (*listed below*) for which the Firm is requesting prequalification:
  - 301.20 Property Surveys
  - 401.00 Title Research/Abstracting
  - 402.00 Property Valuation and Appraisal Services
  - 403.00 Property Negotiations/Ownership Info. Services
  - 404.00 Property Relocation Services
  - 405.00 Property Management

Responses to the Service Criteria and any related Supplemental Questions must be submitted for each service checked  on Attachment B. Responses to any Supplemental Questions listed should immediately follow your Service Criteria response.

Resumes of the Firm’s personnel who will be providing any of the services listed in the Firm’s application shall be appended to Attachment B.

- **Headers/Footers** – Each application submitted must include the Firm’s name in the header of every page except the title page. Page number and total pages are required in the footer of every page, with service number(s) and description(s) added for Attachment B.
- **Page/File Format** - All submissions shall be in 12pt font. Pages shall be printable on 8 ½”x11” paper and have a 1” margin. If electronic, PDF format or MSWord 2000 or greater is preferred.
- **NOTE:** According to State procurement law, the content of all submittals, correspondence, addenda, memoranda, working papers, or any other medium which discloses any aspect of this prequalification process will be considered public information when the selection decision is announced. This includes all applications received, whether approved or not, and any information in those submittals that may be considered proprietary in nature. MaineDOT makes no representation that it can or will maintain the confidentiality of such information.

**CERTIFIED DISADVANTAGED BUSINESS ENTERPRISE (DBE):** MaineDOT Certified DBE consultants are encouraged to apply for this work. It is important that DBE Firms take advantage of this prequalification application process to gain entry to the MaineDOT prequalification list for transportation project related consultant services. Non-DBE Firms shall ensure that DBE’s have the maximum opportunity to participate in the performance of any project contract in accordance with MaineDOT current requirements for DBE utilization. Firms certified by another state’s transportation agency must also be certified by MaineDOT.

Current requirements may be found on the MaineDOT Civil Rights website at: [Certified Disadvantaged & Women Business Enterprises](#), or by contacting:

Maine Department of Transportation  
Attn: Jackie LaPerriere  
Bureau of Project Development, Civil Rights Unit  
#16 State House Station  
Augusta, Maine 04333-0016  
Tel: (207) 624-3066 Fax: (207) 624-3401 TTY: (888) 516-9364