



<i>MaineDOT use only</i>
TEDOCS #: _____
RFP#: _____
PROGRAM: _____

AMENDMENT #1 – 8/29/2019
MAINE DEPARTMENT OF TRANSPORTATION
REQUEST FOR PROPOSALS
FOR
Curved Integral Abutment Bridge Design
RFP # T201908001

The State of Maine Department of Transportation (“MaineDOT”) is seeking proposals for guideline development for the design of Curved Integral Abutment Bridges (IAB). These guidelines should address recommendations for span length, total bridge length, and degree of curvature and skew, with modeling recommendations for the designs that are consistent with current American Association of State Highway and Transportation Officials (AASHTO) Load and Distance Factor Design (LRFD) Bridge Design Specification.

1. **APPENDICES:** The attached appendices are hereby incorporated into this Request for Proposals (RFP).

- Appendix A – Proposer’s General Information Form
- Appendix B – Proposer’s Detailed Cost Proposal Form which can be found on MaineDOT’s website at <http://www.maine.gov/mdot/cpo/> under the Doing Business Quick Link Tab
- Appendix C – Consultant General Conditions dated April 6, 2015

2. **PROPOSALS ARE TO BE RECEIVED AT MAINEDOT NO LATER THAN:**

Date Due: ~~9/18/2019~~**9/25/2019**
Local Time: **2:00 p.m.**

Proposals must be received prior to the time and date for which they are due.

Late Proposals: Any proposal, portion of a proposal, or unrequested proposal revision received at MaineDOT after the time and date specified above **will not** be accepted.

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

During the proposal preparation period, all requests for clarification and/or requests for additional information must be submitted via e-mail to the RFP Coordinator referenced in this section no later than **5:00 p.m.** on **8/28/2019**. MaineDOT reserves the right to answer or not answer any question received. Late requests for clarification will not be accepted. Responses to clarification requests will be placed on the MaineDOT website: <http://www.maine.gov/mdot/cpo/rfps/> no later than close of business on **9/4/2019**.

All requests for clarification and/or requests for additional information regarding this RFP must be submitted in writing via email and directed to the RFP Coordinator listed below. Such correspondence must reference the RFP# and Project name in the subject line.

Name: Kimbalie Lawrence
Title: Contract Grant Specialist
Office: Contract Procurement Office
Email: kimbalie.lawrence@maine.gov

IT WILL BE THE PROPOSER'S RESPONSIBILITY TO CHECK THE REFERENCED WEBSITE FOR CLARIFICATIONS AND ANY NEW AMENDMENTS TO THE RFP. (Note: The Proposer must include reference to all amendments in their response to this RFP.)

4. PROPOSAL REQUIREMENT – SCOPE OF WORK

A. Project Background

Moderately-spanned bridges throughout New England are often designed with integral abutments in order to avoid bridge joints, thereby improving durability while decreasing maintenance costs. In the absence of national standards, different regions and states have designed integral abutment structures using different procedures and design assumptions. Bridge curvature can be advantageous in simplifying alignment issues and minimizing approach span work areas. However, due to concerns regarding unknown performance and/or performance issues of integral abutment bridges that include curvature, very few such structures have been constructed that include both of these characteristics.

Only two (2) research studies have reported instrumentation of such structures:

- Civjan et al. (2014) examined a 67.6-m-long two-span bridge with a 155.2-m horizontal curvature radius (11.25 degrees of curvature) in Stockbridge, Vermont. The Vermont Agency of Transportation has constructed three other Curved Integral Abutment Bridges since 2013.
- Greimann et al. (2014) examined a series of six bridges outside Des Moines, Iowa. Straight and curved integral, partial integral and non-integral abutments were compared through bridge monitoring and finite element studies.

Very few constructed bridges have combined horizontal curvature with integral abutments, though there are likely many reconstruction projects where this would be an ideal design concept. Those that have been constructed have performed well, according to the reporting of monitoring programs. There are distinct advantages to these designs and this option would be utilized more often if there was clearer guidance regarding allowable curvature and design considerations. The results of this research are expected to provide justification for regularly incorporating integral abutments into bridge designs where moderate curvature is needed.

B. Scope of Work (SOW)

This project's objective is to develop guidelines for the designing of Curved Integral Abutment Bridges. These guidelines should provide recommendations for span length, total bridge length, and degree of curvature and skew, with modeling recommendations for designs that are consistent with current AASHTO LRFD Bridge Design Specifications.

Task 1: Review of Existing Structures. Conduct a thorough review of existing Curved Integral Abutment structures (performance and design considerations), including those that have been instrumented (see Civjan et al. 2014 and Greimann et al. 2014).

- Conduct a literature review of relevant studies.
- Review existing designs or design guidelines for integral abutment structures [from state DOTs, international sources, specific agencies, industry guidelines such as PCI NE drawings, etc.].

Deliverables: Task 1 Report - Literature review; review of designs.

Task 2: Finite element studies. Conduct a series of finite element studies calibrated for field monitoring results. The program used for analysis should be clearly identified and able to properly model the structure and loads.

- Evaluate variations between skews and degrees of curvature.
- Evaluate the effect(s) of integral abutment on the superstructure.
- Evaluate differences between single-span and multi-span structures.
- Evaluate parameters (skew, degree of curvature) where a straight bridge evaluation can be used or where a curved bridge evaluation needs to be used.
- Define when a simplified IAB design procedure can be used and when Finite Element Monitoring (FEM) is required.

Deliverable: Task 2 Report - Finite Element (FE) Studies

Task 3: Design guidelines. Synthesizing the results of Tasks 1 and 2, develop guidelines for the design of Curved Integral Abutment Bridges. These guidelines should make recommendations for span length, total bridge length, and degree of curvature and skew, with modeling recommendations for design.

- Decision matrix of Curved Integral Abutment design criteria based on: skew, length, degree of curve.
- Simplified model guidelines.
- FE modeling guidelines, applicable to multiple software programs.

Deliverable: Task 3 Report - Design Guidelines.

Task 4: DRAFT Final Report, Presentation

- Includes implementation plan, technology transfer strategy and toolbox

Deliverable: Task 4 DRAFT Final Report, PowerPoint Presentation

Task 5: Final Report

Deliverable: Task 5 Final Report

EXAMPLE Project Schedule - Deliverables and Meetings - Proposer will outline a timeline for reports and progress meetings. Tasks can overlap.).

2020												
Months	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Tasks												
Task 1												
Task 2												
Task 3												
Task 4												

Task 5												
2021												
Months	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Tasks												
Task 1												
Task 2												
Task 3												
Task 4												
Task 5												

Meetings with the Technical Committee: The goal of the Technical Committee meetings is to provide input and feedback to the Principal Investigator in order to ensure that the research is useful to the Technical Committee. The proposal should provide for a minimum of four (4) meetings with the Technical Committee that has been established to monitor the progress of the project. The Technical Committee meetings will include a kickoff meeting at the start of the project, as well as regular meetings, the frequency of which will ultimately be determined by the Technical Committee (e.g. quarterly, biannually, at the conclusion of every major task, etc.). The Technical Committee will meet to hear a presentation of the Draft Final Report in order to facilitate enhancements to the Final Report. The proposal should propose a potential meeting schedule for the Technical Committee to consider. Meetings and/or presentations will likely be conducted remotely via teleconference or web meeting. Web meeting software is available from the New England Transportation Consortium (NETC) Coordinator.

Meetings:

Kickoff Meeting:

The research team will attend a meeting with the TC (Conference call/Web Meeting) to review the project SOW, schedule, deliverables, and contractual responsibilities.

Task 1 Progress Meeting:

(TC Conference call/Web Meeting) The TC and research team will review the draft Task 1 report.

Task 2 Progress Meeting:

(TC Conference call/Web Meeting) The TC and research team will review the draft Task 2 report.

Task 3 Progress Meeting:

(TC Conference call/Web Meeting) The TC and research team will review the draft Task 3 report.

Draft Final Report-Project Presentation Progress Meeting:

(TC Conference call/Web Meeting). This meeting will include a PowerPoint presentation covering the research project and its findings. The research team will present all project activities and findings to the TC and others.

Reports: The Proposer will be required to prepare and distribute the reports listed below. More information on these reports can be found on the Information for Proposal page on the NETC website.

Post-Task Reports: One (1) electronic copy prepared and emailed to the NETC Coordinator after each task is completed. Report should include documentation of the research project to-date (completed task) and the proposed next steps (proposed task). The report should arrive no later than ten (10) working days after the scheduled end date for the proposed task. The Coordinator will email the reports to the Technical Committee. The Technical Committee will review and provide commentary/feedback to the Proposer, via a Technical Committee meeting and/or email, within three (3) weeks of receiving the Post-task Report.

The Post-task Report deliverables must also be included in the project schedule. Please see the Proposal Preparation Guidelines for more information.

Quarterly Progress Reports: One (1) electronic copy prepared and emailed to the NETC Coordinator, on a calendar quarter basis, to arrive no later than ten (10) working days after the end of the calendar quarter. The NETC Coordinator will then email the quarterly progress report to the Technical Committee.

Draft Final Report: One (1) electronic copy of the Draft Final Report will be prepared and distributed via email to the members of the Technical Committee for review. Principal Investigators should allow ninety (90) days in the project schedule for complete review of the Draft Final Report. This time period allows for the resolution of Technical Committee comments, and approval from the Technical Committee Chairperson. Upon receiving approval, the Proposer can then submit the Final Report to the NETC Coordinator.

Implementation Plan: NETC recognizes that research results are not automatically put into practice upon completion of the research, and publication of the Final Report. Effective implementation is more likely when researchers and user agencies collaborate when planning for implementation. Therefore, NETC requires that all final reports include an implementation plan and technology transfer strategy for incorporating the research results/products into practice. The implementation plan should be drafted by the Proposer, working closely with the Technical Committee, and included as a chapter in the final report. The plan should include specific tasks and activities to be carried out by the Technical Committee members or others in their agencies in order to put research results into practice. Examples of such tasks include: incorporating specifications, results and details into appropriate documents; implementing proposed projects in order to demonstrate research results; or conducting training or workshops.

While the implementation plan will change as research progresses, at a minimum, the proposal should indicate:

- The product expected as a result of the research.
- The stakeholders or intended audience that will most likely be impacted by the research results.
- Potential impediments to implementation, such as added costs, needed training, etc.
- Potential activities necessary for successful implementation.

Final Report: Upon receipt of approval from the Technical Committee Chairperson, the Proposer will provide one (1) bookmarked ADOBE™ .PDF of the Final Report to the NETC Coordinator for a final 'quality control check'. Upon submittal of the Final Report to the NETC Coordinator, the Proposer should allow thirty (30) days in the project schedule for completion of the Coordinator's review and posting of the Final Report on the NETC website.

Technology Transfer Strategy and Toolbox: NETC requires that each project include a technology transfer strategy and toolbox as a deliverable provided by the Proposer. The technology transfer strategy should indicate the type of activities (workshops, webinars, demonstrations, etc.) that would be considered the most effective means for disseminating the results of the study to potential users. The toolbox will include a one (1) page fact sheet, a project poster, and a project closeout webinar, all of which will be posted on the NETC website. Implementation of the research results should be viewed as a priority in the Scope of Work. The technology transfer strategy and toolbox should be a chapter in the Final Report. The toolbox components

should be submitted with the Final Report. Due to scheduling difficulties, the project closeout webinar may take place after the project contract end date has passed. The Proposer will not receive additional compensation for participation in the webinar.

Funds Available: \$150,000.00

Budget:

Proposer will outline a budget for the project.

Deviation from the SOW. In the event that the Proposer deems it necessary to deviate from the SOW (cost, principal tasks, time to complete, etc.) in order to accomplish the objectives of the research project, such deviation should be noted, with the reasons for the deviation clearly stated in the proposal.

5. TECHNICAL PROPOSAL SCORING CRITERIA

- a) **Understanding of the Problem (25) Points:** A clear and succinct statement and understanding of the problem and the research objectives is desired. A review of the present state-of-the-art techniques and a description of how the proposed work will create new knowledge and benefit the Departments of Transportation and New England Transportation Consortium (NETC) shall be presented.
- b) **Research Approach (25) Points:** The evaluation of the research approach will consider consistency with the objectives and the scientific and practical aspects of the research methodology. This evaluation will include such items as the approach to data collection, cooperative features, innovative concepts, and reliability of equipment proposed for use. Consideration will also be given to whether or not the approach is sufficiently detailed, both in terms of work and budget allocations by tasks.
- c) **Application of Results (15) Points:** The evaluation will include a realistic appraisal of the prospects for successful accomplishment of project objectives. The evaluation will consider the statements in the proposal indicating how the anticipated results will be reported and how they could be used to improve transportation engineering or transportation evaluation practices; e.g., mathematical models, design techniques, field or laboratory test procedures, changes in highway specifications, impact methodologies, etc. Consideration will also be given to whether there might be financial or institutional barriers to the implementation of products from research.
- d) **Proposer's Qualifications (35) Points:** Proposals are desired from Proposer(s) having demonstrated capability and expertise in the subject problem area. The evaluation will be based on the evidence contained in the proposal pertaining to both the experience and the indicated amount of effort by the awarded Proposer(s).

6. TECHNICAL PROPOSAL RATING AND SELECTION PROCESS

- a. Technical Proposal Rating. Technical Proposals will be reviewed and rated using the Scoring Criteria outlined in this RFP.
- b. MaineDOT, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to this RFP.
- c. This is a Qualifications Based Selection (QBS) process and therefore, Cost Proposals will not be used to select the successful Proposer. Once the successful Proposer has been selected, the government estimate will be compared against the successful Proposer's Cost Proposal and contract negotiations will begin.
- d. Contract history with the State of Maine, whether positive or negative, may be considered in rating proposals even if not provided by the Proposer.

The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to the Proposer whose proposal provides the best value (“Best Value”) to the State of Maine. To determine Best Value, MaineDOT takes into consideration the quality of the services to be supplied as described in the proposal and their conformity with the specifications set out in the RFP. MaineDOT reserves the right to disqualify from consideration any Proposer with "Unsatisfactory" or “Below Standard” performance ratings on previous work for MaineDOT, if MaineDOT determines that such disqualification is in the best interest of the State.

7. COST PROPOSAL

Cost Proposal and Elements of Supporting Data must be submitted as outlined in MaineDOT’s Non-Construction Proposal Instructions and on MaineDOT Consultant Detailed Cost Proposal Form that can be found at <http://www.maine.gov/mdot/cpo/doingbusiness/> which consists of the following:

The Consultant’s Cost Proposal, which must include the following:

a. **Completed Consultant’s Detailed Cost Proposal Form**

<http://www.maine.gov/tools/whatsnew/attach.php?id=428565&an=1>.

- RFP Number, project location, phase of work, firm name and address and a contact name and e-mail address.
- **Direct Labor Expenses / Employee Classifications:**
The 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.
- **Proposed Overhead Rate:**
The Proposal shall reflect the Consultant’s most current approved Overhead Rate. If there are changes to the Overhead Rate after contract execution, the Consultant must submit an updated Audited Overhead Report or Complied Overhead Rate to MaineDOT’s Office of Audit for approval and acceptance.
- **Fixed Fee/Profit:**
The proposed fixed fee or 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%.

- **Itemized Direct Non-Salary Expenses (Direct Expenses):**
Project specific expenses such as printing, tolls, mileage (current mileage rate is ~~\$.44~~\$0.45 per mile), postage, Subconsultant costs, etc., that are not included in the Direct Labor, Profit and Overhead.
- **Total Proposed Cost:**
The maximum amount proposed - the sum of all Direct Labor, Overhead, Direct Expenses and Fixed Fee/Profit.

b. **Proposal Attachments**

- **Proposer's General Information Form (Appendix A):**
Must be completed and accompany your Proposal.
- **Acknowledgement of Amendments:**
The Proposer shall include reference to all amendments in their response to this RFP.

c. **Contract Requirements**

The following documents are NOT required with the RFP Submittal – They will be required by the successful Proposer for the development of the resulting contract.

- **Appendix A-1 Form: control + [\(click to open form\)](#)**
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's firm.
- **Wage Rate Waiver Form (when applicable): control + [\(click to open form\)](#)**
Consultants with employee direct labor rates that are greater than MaineDOT's \$50.00 cap must submit their Appendix A-1 Form, accompanied by a Wage Rate Waiver Form to MaineDOT for approval.
- **Disadvantaged Business Enterprise (DBE) Form: control + [\(click to open form\)](#)**
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.
- **Insurance Certificates:**
Insurance Certificates (Accord Form) must accompany your Proposal. Insurance shall not reference a specific project. Minimum coverages include, but depending on the project may not be limited to the following:
 - ✓ Professional Liability or Negligent Acts, Errors and Omissions Policy - \$1,000,000 per claim and annual aggregate
 - ✓ Commercial General Liability, listing MaineDOT as additional insured - \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
 - ✓ Automobile Liability - \$1,000,000 per occurrence
 - ✓ Worker's Compensation – in accordance with the laws of the State of Maine.
 - ✓ Excess/Umbrella Liability (if applicable)
- **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.

- **Subconsultant Proposal – (when applicable)**

If a Subconsultant will be performing work on a project, the Prime Consultant must submit the Subconsultant’s Proposal 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.

**** NOTE:** All Project Contracts are governed by the most recent version of MaineDOT’s Consultant General Conditions, which can be found on CPO’s website located at:

<http://www.maine.gov/mdot/cpo/docs/general/consultant-general-conditions.pdf>

8. PACKAGING AND SUBMITTING YOUR TECHNICAL AND COST PROPOSALS

- a. **Organization and Format:** Your Technical Proposal, which must be organized as closely as practicable to the format and sequence indicated in these proposal instructions must be submitted as outlined below.
- b. **Font Type and Size:** Times New Roman – 12 Font
- c. **RFP Number & Title:** The Proposer’s full business name and address, as well as the assigned RFP number and RFP title, must be written on your Proposal Package.
- d. **Proposal Hard Copies:**
 - **Technical Proposal:** One (1) copy of the Technical Proposal must be submitted in hard copy format and accompanied by a flash drive, i.e. thumb drive, jump drive, in Portable Document Format (PDF), MSWord 2000 Format or greater.
 - **Cost Proposal:** One (1) copy of the Cost Proposal must be submitted in hard copy format and accompanied by a separate flash drive, i.e. thumb drive, jump drive, in Portable Document Format (PDF), MSWord 2000 Format or greater and shall be provided in a separately sealed envelope. Costs shall be outlined for all required items. Technical Proposals will be evaluated for all criteria, and then only the Successful Proposer’s Cost Proposal shall be evaluated for the purpose of negotiating a contract. **NO MENTION OF COST SHALL BE INCLUDED IN OTHER SECTIONS OF THE PROPOSAL; OTHERWISE THAT PROPOSAL SHALL BE REJECTED.**
- e. **A COMPLETED “PROPOSER’S GENERAL INFORMATION FORM” (ATTACHMENT A) MUST BE INCLUDED WITH YOUR PROPOSAL.**
- f. **Proposal Package Submittal:** Proposal packages must be mailed/delivered as follows:

Regular Mail Proposal Delivery	Hand Carried Proposer Delivery	Hand Carried Proposals from Federal Express/UPS Delivery
Address to: Kimbalie Lawrence MaineDOT 16 State House Station Augusta, ME 04333-0016	Address to: Kimbalie Lawrence MaineDOT Receptionist Public Entrance Transportation Building Capitol Street Augusta, ME 04333-0016	Address to: Kimbalie Lawrence MaineDOT Mailroom 24 Child Street Augusta, ME 04333-0016

9. 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 Consultant General Conditions is available at the MaineDOT website. Go to <http://www.maine.gov/mdot/cpo/docs/general/consultant-general-conditions.pdf>
- 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 proposal, making studies or designs for preparing the proposal or in procuring or sub-contracting for services or supplies related to the proposal.

10. AWARD

MaineDOT reserves the right to make one or multiple awards as a result of this RFP process.

11. CONTRACT TERM, TYPE AND PAYMENT METHOD.

The initial contract term shall be for a period of two (2) years, commencing upon approval of contract documentation. MaineDOT reserves the right to modify the initial contract term at its sole discretion, as well as to award additional phases of the Project when it is in the best interest of the State.

12. DISADVANTAGED BUSINESS ENTERPRISES

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*.

Certified DBE

MaineDOT Certified Disadvantaged Business Enterprise (DBE) Consultants are encouraged to apply as the prime Consultant for this work. It is important the DBE Consultants take advantage of this RFP to at least gain entry to the MaineDOT Prequalification List for transportation project related services. 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 available at; <http://www.maine.gov/mdot/civilrights/dbe/>, or by contacting:

Maine Department of Transportation
ATTN: Sherry Tompkins, Civil Rights Unit
Civil Rights Office
16 State House Station
Augusta, ME 04333
Tel#: 207-624-3066
Fax#: 207-624-3021

13. NON-APPROPRIATION

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

14. 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 M.R.S.A. Chapter 13 §402(3)) 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 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 Proposal, with each page marked "Confidential" in a separate envelope marked "Confidential". Included in the envelope should be a non-confidential statement of the basis for Proposer's claim that those parts of its Proposal fall within one or more of the exceptions to the definition of "Public records". Designating part of a Proposal "Confidential" does not by itself ensure that those parts of the Proposal will remain confidential.

In the event that MaineDOT receives a request to inspect or copy those parts of the Proposer's Proposal marked confidential, MaineDOT will notify Proposer that such a request has been received. Any Proposer claiming documents are confidential shall, within 14 days of receiving MaineDOT's notice, send MaineDOT a list identifying each document that it claims is confidential. 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 that the documents will be withheld. If the party seeking disclosure files a legal action to gain access to the confidential information, 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.

15. DEBARMENT CERTIFICATION

By submitting to this RFP, I certify to the best of my knowledge and belief that the aforementioned organization, its principals, and any subcontractors named in this proposal:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.
- b. Have not within three (3) years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
 - i. fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.
 - ii. violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - iii. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
 - iv. have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.

Failure to provide this certification may result in the disqualification of the Firm's proposal, at the discretion of MaineDOT.



Proposer's General Information Form

1. CONTACT INFORMATION*:

a. Firm Name: _____	b. Office Phone No.: _____	c. Cell Phone No.: _____
d. Prequalification Contact First & Last Name: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. _____	e. Title: _____	f. Prequalification Contact E-mail Address: _____
g. Firm's Web Address: _____		h. Name of Firm's President/Managing Officer: _____

2. CORPORATE INFORMATION*:

a. Type (select one): <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Minority Owned <input type="checkbox"/> Woman Owned <input type="checkbox"/> Small Business <input type="checkbox"/> S Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation (State of origin): _____ <input type="checkbox"/> Other: _____	b. Firm's DUNS Number: _____ <hr/> c. Firm's Federal EIN: _____ <hr/> d. Firm's State of Maine Vendor/Customer No.: <input type="checkbox"/> VC _____ OR <input type="checkbox"/> VS _____	
f. Is your firm a Disadvantaged Business Enterprise (DBE)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, are you certified as such by MaineDOT's Civil Rights Office? <input type="checkbox"/> Yes <input type="checkbox"/> No		
h. Is your firm's Corporate Headquarters located in Maine? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the address of your Corporate Headquarters: _____		

3. AFFIRMATIVE ACTION*:

a. Does your firm have a current Equal Employment Opportunity policy and plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	b. Is your firm aware of Equal Employment Opportunity (EEO) responsibilities? <input type="checkbox"/> Yes <input type="checkbox"/> No	c. Is your firm aware of MaineDOT's goals for utilization of DBE firms? <input type="checkbox"/> Yes <input type="checkbox"/> No
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4. DEBARMENT, SUSPENSION, INELIGIBILITY, OR EXCLUSION*:

By submitting to this RFP, I certify to the best of my knowledge and belief that the aforementioned organization, its principals, and any subcontractors named in this proposal:

- c. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.
- d. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
 - v. fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.
 - vi. violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - vii. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
 - viii. have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.

Failure to provide this certification may result in the disqualification of the Firm's Proposal, at the discretion of MaineDOT.

5. CERTIFICATION*:

By submittal of this form, I certify that this firm has not been debarred, suspended, declared ineligible or voluntarily excluded from contracts by the Federal Government or any State Agency within the last 3 years?

Check Here to Agree

By submittal of this form, I certify that I have thoroughly read and understand all of the information contained in this RFP.

Check Here to Agree

By submittal of this form, I certify that I have reviewed the Firm's Technical and Cost Proposals (Submittal Package) to ensure that all of the required documents are included in the Firm's submittal.

Check Here to Agree

By submittal of this form, I certify that all of the information contained in the Firm's Submittal Package are true and accurate and that I am an Authorized Signatory Officer of the Firm.

Check Here to Agree

By submittal of this form, I certify that the typed name (a) is intended to have the same force as a manual signature, (b) is unique to myself, (c) is capable of verification, (d) is under the sole control of myself, (e) is linked to data in such a manner that it is invalidated if the data are changed. (10 M.R.S.A. §9501 et seq.)

Check Here to Agree

By submittal of this form, I certify that I acknowledge any and all amendments in response to this RFP.

Check Here to Agree

a. Typed Name of Submitting Authorized Officer:

b. Title:

c. Date:
