



Maine Department of Transportation
2019 Department-wide Request for Qualifications
For

*Survey, Design, Utilities, Geotechnical, Materials, Testing & Exploration, Traffic Engineering, and
Maintenance & Operations*

Frequently Asked Questions & Clarification Requests

Please Note: The Service Numbers that are advertised in this Department-wide Request for Qualifications (DW-RFQ) are limited to those the Programs anticipate using in the upcoming Work Plan.

****New 2019 RFQ Questions and Responses:**

- **Question:** When comparing the 2019 RFQ to those from the past we noticed that 804.20 (Geotechnical Construction Inspection) is no longer listed. Is this correct? If so, what is the reasoning behind the change?

Response: This is correct. 804.20 requirements have been combined into 804.10
- **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.
- **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 supplemental question number when naming the attachment; i.e. AttachmentOUC52000_SupplQ4.
- **Question:** The DW-RFQ indicates that the MaineDOT review teams will, amongst other things, contact references. Where in the submittal may references be provided if not specifically requested by a supplemental question?

Response: References can be provided on the resume.
- **Question:** Please confirm that there are no supplemental questions specific to service number 203.00 Bridge Design.

Response: That is correct.
- **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.
- **Question:** In regards to Supplemental Questions(s) for 804.10 Geotechnical Investigations and Engineering Services, Question 1 asks firm to Provide a description of at least (3) AASHTO LRFD Bridge and Highway projects which highlight your firm’s recent experience. Is the Department asking for at least 3 Bridge Projects and 3 Highway Projects?

Response: You must submit at least a total of 3 projects; i.e. 2 Bridge and 1 Highway.

8. ****Question:** In regards to OUC 59000 Materials Testing; Service Area 804.00 Laboratory Materials Testing and Exploration - Non-Construction: The definition for 804.00 states “Provide laboratory testing services of geotechnical and construction materials samples for highways, bridges or other infrastructure components; to verify compliance with material specifications including research and forensic analysis. Are services where a Firm’s staff are working to supplement the Department’s staff in the MaineDOT’s laboratories considered under OUC 50000 Project Development, Service 608.00 Materials Testing/Inspection rather than 804.00 Laboratory Materials Testing and Exploration – Non-Construction?”

Response: 804.00 is to provide a laboratory for testing services only, not staff for MaineDOT laboratories.

9. ****Question:** Regarding the definition for service number 210.50 Lighting Design, is the definition correct as written: "Develop overhead sign plans with design support during construction; per AASHTO lighting standards and knowledge of light base designs, electrical code, light standards & luminaires, conduits, wiring sizes, photocell technology, etc. plus experience with full IES cut-off fixtures."

Response: Yes.

10. ****Question:** Clarify that Service Item 804.20 (Geotechnical Construction Inspection) now rolls up under 804.10 (Geotechnical Investigations and Engineering Services).

Response: Yes. 804.20 requirements have been combined into 804.10.

11. ****Question:** An earlier version of the “5. Services Requested for Prequalification Consideration” dated 8/14/2019 which was provided to consultants included service areas 401.00 and 402.00. These service areas were omitted on the 9/6/2019 version of the document. Can you confirm that service areas 401.00 and 402.00 are not being requested at this time?

Response: Service numbers 401.00 & 402.00 are not being requested at this time.

Previous Department-wide RFQ questions and clarification requests are categorized below:

Submittal Format:

1. **Question:** Is there a file naming convention for the reports/studies and other documents required in response to some of the Supplemental Questions?

Response: Refer to the “Submittal/Application Instructions” for naming conventions.

2. **Question:** Does the 5 MB file size apply to the collective group of all files attached, or is the limit for each individual file?

Response: The 5 MB limit applies to the total of the email as a whole.

Submittal Content:

1. **Question:** Are subconsultants' qualifications 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.

2. **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.
3. **Question:** If we have the same answer for multiple questions, can I cross-reference the answer?
Response: No. Cross-referencing is not allowed.
4. **Question:** Can proposers include a cover letter with their submittals?
Response: No.
5. **Question:** The instructions indicate a Resume file is required but there are no specifics on what is to be included in the Resume information. Are there any specific requirements or would general resumes for proposed team members be acceptable?
Response: Refer to the “Submittal/Application Instructions” and “Sample Resume” for specific instructions.
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.

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.
3. **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.
4. **Question:** For contracts greater than \$150,000 – 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.
5. **Question:** Do you need an all-inclusive team (i.e., general/construction inspector, certified welding inspector, concrete inspectors, coatings inspector and specialized inspector) for Service

Number 607.00, Fabrication Inspection to become pre-qualified or under Supplemental Questions (607.00)?

Response: No, a firm does not need to provide an all-inclusive team to be considered for prequalification.

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" 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: You will need to complete and return a new W-9 form. This form may be found at

https://www1.maine.gov/osc/pdf/forms/vendor_ME_w9_v4.pdf

A Deactivation Form should also be completed with your firm's old Vendor Customer number.

This form may be found at <http://www.maine.gov/osc/pdf/forms/vendordeactivationv2.pdf>

13. Question: DUNS number: Is my firm required to have a DUNS number before applying?

Response: No, but may be required before execution of contract.

14. Question: Application: 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 on the MaineDOT website at <http://www.maine.gov/mdot/cpo/doingbusiness/>.