



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

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

Submittal Deadline: 2:00 pm, October 9, 2019

REQUEST FOR QUALIFICATIONS (RFQ): The purpose of this Request for Qualifications (RFQ) is to receive submittals from consulting firms (Firms) who wish to be considered for prequalification and an opportunity to be selected for a General Consultant Agreement¹ and/or a Stand Alone Multi-Pin Contract² (Agreement) for specific categories of services. The duration of these Agreements will be for no more than 5 years. A specific time period will be determined when the Agreements are issued. Although we anticipate that the resulting Agreements are meant to address the majority of the work forecasted under these Service Numbers during this period, MaineDOT may choose to generate Request for Proposals (RFP) for these services from time to time.

RFQ TIMELINE:

- **Inquiries and Request for Clarifications:** All inquiries and requests for clarifications **must** be received via email (**phone calls will not be accepted**) by no later than **2:00 pm on September 12, 2019** to RFQ.MaineDOT@maine.gov using the subject line “2019 DW-RFQ Questions”. Prior to emailing your questions, refer to our responses to [Frequently Asked Questions](#) (FAQs) from past RFQs for MaineDOT services as they may provide the clarification you need.
- Responses to new Inquiries and Request for Clarifications will be posted at: <http://www.maine.gov/mdot/cpo/rfqs/>, no later than **5:00 pm on September 18, 2019**. **MaineDOT reserves the right to answer or not answer any question(s) received. Late Inquiries and Requests for Clarification will not be accepted.**

Note: It will be the Firm’s responsibility to check the referenced website for clarifications and any amendments to the RFQ.

- **Submission Deadline: 2:00 pm on October 9, 2019.** If your RFQ submittal is received after that time and date it will be returned.

¹ **General Consultant Agreement (GCA)**– A multi-year umbrella agreement between MaineDOT and a prequalified consultant under which future project contracts may be negotiated through a streamlined selection process. A firm can only be considered for a GCA as part of the Department-wide RFQ process. GCAs are not a guarantee of work; they serve as umbrella agreements that facilitate the award of future project contracts.

² **Stand Alone Multi-Pin Contract**– An Indefinite Delivery/Indefinite Quantity (IDIQ) contract that establishes the scope of work, rates, and terms and conditions that put the Consultant “on-call” for a specific service over a specified ordering period. Consultants are given “Notice to Proceed” to perform the service through the use of an Assignment Letter.

DEPARTMENT-WIDE RFO PREQUALIFICATION PROCESS: A firm must achieve prequalified status before it can be considered for an Agreement. **Firms can apply for prequalification at any time during the Open Prequalification period, but their only opportunity to be considered for an Agreement for the services listed herein, will be by submitting to this RFQ.** MaineDOT will assemble teams who will review the submittals, contact references, and review Consultant Evaluation Forms to determine which firms are qualified to perform the work. The qualified Firms will then be ranked, with the most qualified Firm ranked as number one. The top ranked Firms will be considered for an Agreement through the Shortlist process.

- **SHORTLIST:** The teams will review MaineDOT’s Work Plan to determine how many Agreements will be needed for each Service Number. The top qualified Firms under consideration for Agreements are labeled as “Shortlisted”. MaineDOT will interview Firms who are Shortlisted under a Service Number that they have not been hired by MaineDOT to perform work under for the last three (3) years. MaineDOT reserves the right to interview all Shortlisted Firms. A firm’s ranking could change as a result of the interview process.
- **AGREEMENT AWARD:** Once the teams have finalized the ranking process, the top ranked shortlisted firms will be awarded Agreements. If the teams determine Agreements will be awarded under a particular Service Number, MaineDOT will, whenever possible, award a minimum of three (3).

DEPARTMENT-WIDE RFO AWARDS: The last Department-wide RFQ for these services was advertised in September 2014. The Agreement award results were as follows:

Services	No. of GCAs Awarded	Average Dollar Value of the GCAs
Survey, Design, Utilities, Geotechnical, Materials, Testing & Exploration, Traffic Engineering, and Maintenance & Operations	33	\$5,318,181.82

Services	No. of Multi-PIN Contracts Awarded	Average Dollar Value of the Multi-PINs
Survey, Design, Utilities, Geotechnical, Materials, Testing & Exploration, Traffic Engineering, and Maintenance & Operations	16	\$800,000.00

GENERAL INFORMATION:

- All submittals must adhere to the Submittal/Application Instructions, including the format requirements outlined.
- When evaluating a submittal package in response to this RFQ, MaineDOT will consider materials provided in the submittal, information obtained through interviews/presentations, and internal MaineDOT information from a Firm’s contract history (if any). MaineDOT reserves the right to consider other reliable references, as well as publicly available information when evaluating a Firm’s experience and capabilities.

- Following the announcement of an award decision, all submittals in response to this RFQ will be considered a matter of public record, available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S.A. §§ 401 et seq.).
- MaineDOT, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in the submittals received in response to this RFQ.
- All applicable laws, whether or not herein contained, shall be included by this reference. It shall be the Firm's responsibility to determine the applicability and requirements of any such laws, and to abide by them.
- Public agencies, private for-profit companies, disadvantage business enterprises and non-profit companies and institutions are invited to submit in response to this RFQ.