



MAINE DEPARTMENT OF TRANSPORTATION
Consultant Proposal Instructions

(Not for use with Commercial Rate Contracts – Please contact the respective Contract Grant Specialist for a Commercial Rate Contract version of this document if needed.)

The purpose of this document is to provide Consultants with instructions on the information that is to be included with their non-construction proposals to the Maine Department of Transportation (MaineDOT).

Section A – Consultant’s Detailed Technical Proposal

- The Detailed Technical Proposal must be submitted on the Consultant’s letterhead and must include a list of deliverables and date(s) of delivery.
- The Detailed Technical Proposal, which has been accepted by MaineDOT’s Project Manager, must demonstrate the Consultant’s understanding of the proposed work and detail the Consultant’s proposed approach to the work.

Section B – Consultant’s Detailed Cost Proposal Form

The Consultant’s Proposal for a new project location OR contract modification must include the following:

- Completed Consultant’s Detailed Cost Proposal Form ([optional form link](#)).
- State Work Identification Number (WIN) (formerly PIN), 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 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 or 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 \$.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 or Profit.

Section C – Cost Proposal Attachments

- **Appendix A-1 Form:** [\(click to open form\)](#)
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 employees 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.
- **Wage Rate Waiver Form (when applicable):** [\(click to open form\)](#)
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:** [\(click to open form\)](#)
The DBE Form must reflect all Subconsultant's 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 should also reflect whether the Prime Consultant themselves are a DBE.
- **Insurance Certificates:**
Insurance Certificates (Accord Form) must accompany your Proposal. Insurance should not reference a specific project. Minimum coverages include, but depending on the project may not be limited to the following:
 - ✓ Professional Liability - \$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):** [\(click to open form\)](#)
Insurance Waiver Protocol: [\(click to open Protocol\)](#)
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. Consultants must provide updated Insurance Certificates prior to expiration, via email to CPO.MaineDOT@maine.gov.

Section D – Subconsultant Proposal

- **Subconsultant Proposal:**
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 the 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>