October 17, 2019

RE:	**RFQ Number:**	**ASD20003-FY19REFCENG**
	RFQ Title:	**Civil Engineering Services – Appoquinimink School District**
	Date/Time RFQ is Due:	**November 14, 2019 @ 3:00 pm**

The Appoquinimink School District will receive sealed proposals for the above referenced RFQ until the time and date stated above.

Enclosed are General Instructions to Bidders and Specifications, which I strongly encourage you to be fully aware of when submitting a proposal. The General Instructions to Bidders, Special and/or Specifications are to be returned only if you wish to take exception to anything contained therein. You should retain these documents (or copies) for information in the event you are a successful bidder.

If you have any questions concerning the enclosed information, please contact me.

Sincerely,

Keith Hopkins
Construction Project Manager
Appoquinimink School District
118 S. Sixth St.
PO Box 4010
Odessa, De 19730

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES TO PROVIDE CIVIL ENGINEERING SERVICES FOR VARIOUS PROJECTS ISSUED BY Appoquinimink School District

RFQ NUMBER # ASD20003-FY19REFCENG

I. Overview

The Appoquinimink School District is seeking civil engineering firms. This request for qualifications ("RFQ") is issued pursuant to 29 *Del. C.* §§ 6981 and 6982.

The proposed schedule of events subject to the RFQ is outlined below:

Public Notice	Date: October 31, 2019
Deadline for Receipt of Proposals	Date: November 14, 2019
Notification of Award	Date: As Funded

Each proposal must be accompanied by a transmittal letter which briefly summarizes the proposing firm's interest in providing the required professional services for all or any of the varying projects.

II. Scope of Services

Appoquinimink School District is soliciting interested professional Civil Engineering firms to submit a proposal to provide design services for the scope of projects attached. It is the intent of the Appoquinimink School District to make multiple awards based on the qualifications of the firms applying. At the conclusion of the proposal evaluation process successful applicants will be notified of the projects they have been selected for. Timing and award of contracts is contingent upon State of Delaware funding. Please see scope, funding, design and construction schedule attached.

III. Required Information

The following information shall be provided in each proposal in the order listed below. Failure to respond to any request for information within this proposal may result in rejection of the proposal at the sole discretion of the District.

A. Minimum Requirements

1. SF 330 or equivalent.
2. Project civil engineer for this work must be registered in the State of Delaware.
3. Professional liability insurance:
   Provide evidence of professional liability insurance in the amount of $1,000,000.00/$3,000,000.00

B. Understanding of the Project (2 page limit)

State your firms understanding of the project and because of the varying size and scale of the listed projects please indicate those projects that your firm is submitting on. It could be all projects or specific projects.

1. Those firms submitting on the new high/middle school project at the Fair View Campus will be required to hire a consultant which specializes in the design of athletic field complexes.

C. Firm Capabilities (3 page limit)

Provide a brief description of your firm, joint venture and sub consultant(s). At a minimum, include the following for your firm: company history; the level of available resources; the total number of professional and technical personnel by discipline; and a statement as to why your firm will be best qualified to deliver the project. If a joint venture, briefly state the length of your relationship and prior experience as a firm.

D. Relevant Experience (10 page limit)

1. Describe five (5) new/renovation* projects of similar size and scope that you have completed in the past five (5) years and any projects of the past five (5) years specifically related to Delaware School facilities. Provide at a minimum:

a. project name and location
b. planned vs. actual completion date
c. planned vs. actual budget
d. brief description of project
e. total fees received for project
f. owner and CM/GC (include reference for both)

*If submitting for individual projects new or renovation provide information of paragraph D accordingly.

2. If a joint venture or association, provide the same information as shown above for work completed previously as a team. Provide no more than five (5) project examples.

E. List all Projects and your Contract Dollar Value currently under Contract with the State of Delaware

F. Firm Organization and Experience (5 page limit)

Provide an organizational chart identifying all of your firm's key staff members and demonstrate how each firm member will interact with other staff members assigned to this project. Provide a brief resume of key individuals describing at a minimum:

1. role on the project
2. education
3. professional registrations
4. relevant experience

G. Work Plan and Design Approach (5 page limit)

Describe your scope of services for the design, including understanding/experience with standardization, pre-construction and construction phases on completed CM projects. Also provide your methodology for interacting with the Owner, user groups, CM, Architects, consultants and other firm members during all phases of work to ensure successful completion of the project. It is understood that this work plan will be preliminary in nature but it should be illustrative of a realistic work plan for a project of this scope and type.

H. Financial Capability

If you are a joint venture and not submitting combined information, each firm must submit information. Provide a copy of your last audited annual financial statement.

I. Litigation

Record of any litigation brought against the firm or principals of the firm relative to providing similar services in the state of Delaware in the last five [5] years.

J. Appendix

Provide any supplemental information in support of your firm's qualifications (corporate brochures, articles and awards).

IV. Professional Services RFQ Administrative Information

A. RFQ Issuance

1. Obtaining Copies of the RFQ

This RFQ is available in electronic form only through the Appoquinimink School District by requesting the RFQ from Erin Riley at erin.riley@appo.k12.de.us or from and the State of Delaware Procurement website at http://bids.delaware.gov/. Paper copies of this RFQ will not be available.

2. Public Notice

Public notice has been provided in accordance with 29 *Del. C.* § 6981.

3. Assistance to Vendors with a Disability

Vendors with a disability may receive accommodation regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the Designated Contact no later than ten days prior to the deadline for receipt of proposals.

4. RFQ Designated Contact

All requests, questions, or other communications about this RFQ shall be made in writing to Erin Riley at the Appoquinimink School District. Address all communications to the person listed below; communications made to other Appoquinimink School District personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid and may disqualify the vendor. Vendors should rely only on written statements issued by the RFQ designated contact.

NAME: Erin Riley
DEPARTMENT: Appoquinimink School District, Construction Office
ADDRESS: 118 S. Sixth St., Odessa, DE 19730
EMAIL ADDRESS: erin.riley@appo.k12.de.us

To ensure that written requests are received and answered in a timely manner, electronic mail (e-mail) correspondence is acceptable, but other forms of delivery, such as postal and courier services can also be used.

5. Consultants and Legal Counsel

The Appoquinimink School District may retain consultants or legal counsel to assist in the review and evaluation of this RFQ and the vendors' proposals. Respondents shall not contact consultant or legal counsel on any matter related to the RFQ.

6. Contact with District Employees

Direct contact with Appoquinimink School District employees other than the Appoquinimink School District Designated Contact regarding this RFQ is expressly prohibited without prior consent. Vendors directly contacting Appoquinimink School District employees risk elimination of their proposal from further consideration. Exceptions exist only for organizations currently doing business in the District who require contact in the normal course of doing that business.

7. Organizations Ineligible to Respond

Any individual, business, organization, corporation, consortium, partnership, joint venture, or any other entity including subcontractors currently debarred or suspended is ineligible to bid. Any entity ineligible to conduct business in the State of Delaware for any reason is ineligible to respond to the RFQ.

8. Exclusions

The Evaluation Team reserves the right to refuse to consider any response from a vendor who:

a) Has been convicted for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of the contract or subcontract;

b) Has been convicted under State or Federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving

stolen property, or other offense indicating a lack of business integrity or business honesty that currently and seriously affects responsibility as a State contractor;

c) Has been convicted or has had a civil judgment entered for a violation under State or Federal antitrust statutes;

d) Has violated contract provisions such as:

1) Knowing failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract; or

2) Failure to perform or unsatisfactory performance in accordance with terms of one or more contracts;

e) Has violated ethical standards set out in law or regulation

B. RFQ Submissions

1. Acknowledgement of Understanding of Terms

By submitting a response, each vendor shall be deemed to acknowledge that it has carefully read all sections of this RFQ, including all forms, schedules and exhibits hereto, and has fully informed itself as to all existing conditions and limitations.

2. Proposals

To be considered, all proposals must be submitted in writing and respond to the items outlined in this RFQ. Appoquinimink School District reserves the right to reject any non-responsive or non-conforming proposals. Each proposal must be submitted with 10 paper copies (1 original and 9 copies) and 1 electronic copy on CD.

All properly sealed and marked proposals are to be sent to the Appoquinimink School District and received no later than **3:00 PM EST on November 14, 2019.** The Proposals may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand to:

NAME: Erin Riley
DEPARTMENT: Appoquinimink School District, Construction Office
ADDRESS: 118 S. Sixth St., Odessa, DE 19730

Any response submitted by US Mail shall be sent by either certified or registered mail. Proposals must be received at the above address no later than **3:00 PM EST on November 14, 2019.** Any response received after this date shall not be considered and shall be returned unopened. The responding vendor bears the risk of delays in delivery. The contents of any response shall not be disclosed as to be made available to competing entities during the negotiation process.

Upon receipt of vendor proposals, each vendor shall be presumed to be thoroughly familiar with all specifications and requirements of this RFQ. The failure or omission to examine any form, instrument or document shall in no way relieve vendors from any obligation in respect to this RFQ.

3. **Proposal Modifications**

Any changes, amendments or modifications to a response must be made in writing, submitted in the same manner as the original response and conspicuously labeled as a change, amendment or modification to a previously submitted proposal. Changes, amendments or modifications to proposals shall not be accepted or considered after the hour and date specified as the deadline for submission of proposals.

4. **Response Costs and Expenses**

The Appoquinimink School District will not pay any costs incurred by any Vendor associated with any aspect of responding to this solicitation, including proposal preparation, printing or delivery, attendance at vendor's conference, system demonstrations or negotiation process.

5. **Late Proposals**

Proposals received after the specified date and time will not be accepted or considered. To guard against premature opening, sealed proposals shall be submitted, plainly marked with the response title, vendor name, and time and date of the response opening. Evaluation of the proposals is expected to begin shortly after the response due date. To document compliance with the deadline, the proposals will be date and time stamped upon receipt.

6. **Response Opening**

The Appoquinimink School District will receive proposals until the date and time shown in this RFQ. Proposals will be opened only in the presence of the Appoquinimink School District personnel. Any unopened proposals will be returned to Vendor.

There will be no public opening of proposals but a public log will be kept of the names of all vendor organizations that submitted proposals. The contents of any proposal shall not be disclosed to competing vendors prior to contract award.

7. **Non-Conforming Proposals**

Non-conforming proposals will not be considered. Non-conforming proposals are defined as those that do not meet the requirements of this RFQ. The determination of whether an RFQ requirement is substantive or a mere formality shall reside solely within the Appoquinimink School District.

9. **Concise Proposals**

The Appoquinimink School District discourages overly lengthy and costly proposals. It is the desire that proposals be prepared in a straightforward and concise manner. Unnecessarily elaborate brochures or other promotional materials beyond those sufficient to present a complete and

effective proposal are not desired. The Appoquinimink School District's interest is in the quality and responsiveness of the proposal.

10. Realistic Proposals

It is the expectation of the Appoquinimink School District that vendors can fully satisfy the scope of the proposal in the manner and timeframe defined within the proposal. Proposals must be realistic and must represent the vendor's capabilities.

11. Confidentiality of Documents

All documents submitted as part of the vendor's proposal will be deemed confidential during the evaluation process. Vendor proposals will not be available for review by anyone other than the Appoquinimink School District Proposal Evaluation Team or its designated agents. There shall be no disclosure of any vendor's information to a competing vendor prior to award of the contract.

The Appoquinimink School District is a public agency as defined by state law, and as such, it is subject to the Delaware Freedom of Information Act, 29 *Del. C.* Ch. 100. Under the law, all the Appoquinimink School District's records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person. Vendor(s) are advised that once a proposal is received by the Appoquinimink School District and a decision on contract award is made, its contents will become public record and nothing contained in the proposal will be deemed to be confidential except proprietary information.

Vendor(s) shall not include any information in their proposal that is proprietary in nature or that they would not want to be released to the public. Proposals must contain sufficient information to be evaluated and a contract written without reference to any proprietary information. If a vendor feels that they cannot submit their proposal without including proprietary information, they must adhere to the following procedure or their proposal may be deemed unresponsive and will not be recommended for selection. Vendor(s) must submit such information in a separate, sealed envelope labeled "Proprietary Information" with the RFQ number. The envelope must contain a letter from the Vendor's legal counsel describing the documents in the envelope, representing in good faith that the information in each document is not "public record" as defined by 29 *Del. C.* § 10002(d), and briefly stating the reasons that each document meets the said definitions.

Upon receipt of a proposal accompanied by such a separate, sealed envelope, the Appoquinimink School District will open the envelope to determine whether the procedure described above has been followed.

12. Multi-Vendor Solutions (Joint Ventures)

Multi-vendor solutions (joint ventures) will be allowed only if one of the venture partners is designated as the "**prime designer**". The "**prime designer**" must be the joint venture's contact point for the Appoquinimink School District and be responsible for the joint venture's performance

under the contract, including all project management, legal and financial responsibility for the implementation of all vendor's systems. If a joint venture is proposed, a copy of the joint venture agreement clearly describing the responsibilities of the partners must be submitted with the proposal. Services specified in the proposal shall not be subcontracted without prior written approval by the Appoquinimink School District, and approval of a request to subcontract shall not in any way relieve Vendor of responsibility for the professional and technical accuracy and adequacy of the work. Further, vendor shall be and remain liable for all damages to the Appoquinimink School District caused by negligent performance or non-performance of work by its subcontractor or its sub-subcontractor.

Where necessary, RFQ response pages are to be duplicated for each vendor.

a. Primary Vendor

The Appoquinimink School District expects to negotiate and contract with only one "prime vendor". The Appoquinimink School District will not accept any proposals that reflect an equal teaming arrangement or from vendors who are co-responding on this RFQ. The prime vendor will be responsible for the management of all subcontractors.

Any contract that may result from this RFQ shall specify that the prime vendor is solely responsible for fulfillment of any contract with the State as a result of this procurement. The State will make contract payments only to the awarded vendor. Payments to any-subcontractors are the sole responsibility of the prime vendor (awarded vendor).

Nothing in this section shall prohibit the Appoquinimink School District from the full exercise of its options under Section IV.B.16 regarding multiple source contracting.

b. Sub-Contracting

The vendor selected shall be solely responsible for contractual performance and management of all subcontract relationships. This contract allows subcontracting assignments; however, vendors assume all responsibility for work quality, delivery, installation, maintenance, and any supporting services required by a subcontractor.

Use of subcontractors must be clearly explained in the proposal, and major subcontractors must be identified by name. **The prime vendor shall be wholly responsible for the entire contract performance whether or not subcontractors are used.** Any sub-contractors must be approved by Appoquinimink School District.

13. Sub-Contracting

The vendor selected shall be solely responsible for contractual performance and management of all subcontract relationships. This contract allows subcontracting assignments; however, vendors assume all responsibility for work quality, delivery, installation, maintenance, and any supporting services required by a subcontractor.

Use of subcontractors must be clearly explained in the proposal, and subcontractors must be identified by name. Any sub-contractors must be approved by Appoquinimink School District.

14. Discrepancies and Omissions

Vendor is fully responsible for the completeness and accuracy of their proposal, and for examining this RFQ and all addenda. Failure to do so will be at the sole risk of vendor. Should vendor find discrepancies, omissions, unclear or ambiguous intent or meaning, or should any questions arise concerning this RFQ, vendor shall notify the Appoquinimink School District's Designated Contact, in writing, of such findings at least ten (10) days before the proposal opening. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective proposal and exposure of vendor's proposal upon which award could not be made. All unresolved issues should be addressed in the proposal.

Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the Designated Contact, in writing, no later than ten (10) calendar days prior to the time set for opening of the proposals.

15. Appoquinimink School District's Right to Reject Proposals

The Appoquinimink School District reserves the right to accept or reject any or all proposals or any part of any proposal, to waive defects, technicalities or any specifications (whether they be in the Appoquinimink School District's specifications or vendor's proposal), to sit and act as sole judge of the merit and qualifications of each product offered, or to solicit new proposals on the same project or on a modified project which may include portions of the originally proposed project as the Appoquinimink School District may deem necessary in the best interest of the Appoquinimink School District.

16. Appoquinimink School District's Right to Cancel Solicitation

The Appoquinimink School District reserves the right to cancel this solicitation at any time during the procurement process, for any reason or for no reason. The Appoquinimink School District makes no commitments expressed or implied, that this process will result in a business transaction with any vendor.

This RFQ does not constitute an offer by the Appoquinimink School District. Vendor's participation in this process may result in the Appoquinimink School District selecting your organization to engage in further discussions and negotiations toward execution of a contract. The

commencement of such negotiations does not, however, signify a commitment by the Appoquinimink School District to execute a contract nor to continue negotiations. The Appoquinimink School District may terminate negotiations at any time and for any reason, or for no reason.

17. Appoquinimink School District's Right to Award Multiple Source Contracting

Pursuant to 29 *Del. C.* § 6986, the Appoquinimink School District may award a contract for a particular professional service to two or more vendors if the agency head (superintendent) makes a determination that such an award is in the best interest of the Appoquinimink School District.

18. Notification of Withdrawal of Proposal

Vendor may modify or withdraw its proposal by written request, provided that both proposal and request is received by the Appoquinimink School District prior to the proposal due date. Proposals may be re-submitted in accordance with the proposal due date in order to be considered further.

Proposals become the property of the Appoquinimink School District at the proposal submission deadline.

19. Revisions to the RFQ

If it becomes necessary to revise any part of the RFQ, an addendum will be posted on the state's website at http://bids.delaware.gov/. The Appoquinimink School District is not bound by any statement related to this RFQ made by any Appoquinimink School District employee, contractor or its agents.

20. Exceptions to the RFQ

Any exceptions to the RFQ, or the Appoquinimink School District's terms and conditions, must be recorded on attachment 2. Acceptance of exceptions is within the sole discretion of the evaluation committee.

21. Award of Contract

Appoquinimink School District's Evaluation Team will determine whether or not direct interviews are warranted for each or any project. With that determination interviews will be scheduled or selected firms will be recommended to the Appoquinimink School District Board of Education for final approval of each project. Corresponding contracts will be awarded as the projects are funded by the Legislature of the State of Delaware.

The final award of a contract is subject to approval by the Appoquinimink School District. The Appoquinimink School District has the sole right to select the successful vendor(s) for award, to reject any proposal as unsatisfactory or non-responsive, to award a contract to other than the lowest priced proposal, to award multiple contracts, or not to award a contract, as a result of this RFQ.

Notice in writing to a vendor of the acceptance of its proposal by the Appoquinimink School District and the subsequent full execution of a written contract will constitute a contract, and no vendor will acquire any legal or equitable rights or privileges until the occurrence of both such events.

a. RFQ Award Notifications

After reviews of the submitted proposals have been completed and once the contract terms and conditions have been finalized, the Board of Education of the Appoquinimink School District will award the contract.

The contract shall be awarded to the vendor whose proposal is most advantageous, taking into consideration the evaluation factors set forth in the RFQ. It should be explicitly noted that the Appoquinimink School District is not obligated to award the contract to the vendor who receives the highest total point score, rather the contract will be awarded to the vendor whose proposal is the most advantageous to the Appoquinimink School District. The award is subject to the appropriate Appoquinimink School District approvals.

After a final selection is made, the winning vendor will be invited to negotiate a contract with the Appoquinimink School District; remaining vendors will be notified in writing of their selection status.

C. RFQ Evaluation Process

An evaluation team composed of representatives of the Appoquinimink School District will evaluate proposals on a variety of quantitative criteria. Neither the lowest price nor highest scoring proposal will necessarily be selected.

The Appoquinimink School District reserves full discretion to determine the competence and responsibility, professionally and/or financially, of vendors. Vendors are to provide in a timely manner any and all information that the Appoquinimink School District may deem necessary to make a decision.

1. Proposal Evaluation Team

The Proposal Evaluation Team shall be comprised of representatives of the Appoquinimink School District and community members. The Team shall determine which vendors meet the minimum requirements pursuant to selection criteria of the RFQ and procedures established in 29 *Del. C.* §§ 6981 and 6982 **The Team will negotiate with the qualified firm designated 1st on the preference list with regard to each project.** The Team shall make a recommendation regarding the award to the Appoquinimink School District Board of Education, who shall have final authority, subject to the provisions of this RFP and 29 *Del. C.* § 6982, to award a contract to the successful vendor in the best interests of the Appoquinimink School District.

2. Proposal Selection Criteria

The Appoquinimink School District shall assign up to the maximum number of points for each Evaluation Item to each of the proposing vendor's proposals. All assignments of points shall be at the sole discretion of the Appoquinimink School District.

The proposals all contain the essential information on which the award decision shall be made. The information required to be submitted in response to this RFQ has been determined by the Appoquinimink School District to be essential for use by the District in the bid evaluation and award process. Therefore, all instructions contained in this RFQ shall be met in order to qualify as a responsive and responsible contractor and participate in the District's consideration for award. Proposals which do not meet or comply with the instructions of this RFQ may be considered non-conforming and deemed non-responsive and subject to disqualification at the sole discretion of the Team.

The Appoquinimink School District reserves the right to:

- Select for contract or for negotiations a proposal other than that with lowest costs.
- Reject any and all proposals or portions of proposals received in response to this RFQ or to make no award or issue a new RFQ.
- Waive or modify any information, irregularity, or inconsistency in proposals received.
- Request modification to proposals from any or all vendors during the contract review and negotiation.
- Negotiate any aspect of the proposal with any vendor and negotiate with more than one vendor at the same time.

a. Criteria Weight

All proposals shall be evaluated using the same criteria and scoring process. The following criteria shall be used by the Evaluation Team to evaluate proposals:

Criteria	Weight
Demonstrate ability with projects of similar nature and scope	**20**
Expertise and/or familiarity with public works projects within the State of Delaware	**15**
General Administrative and/or professional reputation	**10**
Size and discipline composition of firm relative to firms capacity to complete the projects	**20**
Defined approach firm/team will take on this project/projects.	**10**
Experience working as a team/venture. Office stability.	**5**
Current projects under contract with the State of Delaware	**10**

Criteria	Weight
Firm's location relative to project sites	10
Total	100%

3. **Proposal Clarification**

   The Appoquinimink School District may contact any vendor in order to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Proposals may not be modified as a result of any such clarification request.

4. **References**

   The Appoquinimink School District may contact any customer of the vendor, whether or not included in the vendor's reference list, and use such information in the evaluation process. Additionally, the Appoquinimink School District may choose to visit existing sites where the vendor is working, or has completed work, which may or may not include vendor personnel. If the vendor is involved in such site visits, the Appoquinimink School District will pay travel costs only for Appoquinimink School District personnel for these visits.

5. **Oral Presentations**

   Selected vendors will be invited to make oral presentations to the Appoquinimink School District. The vendor representative(s) attending the oral presentation shall be technically qualified to respond to questions related to the proposed system and its components.

   All of the vendor's costs associated with participation in oral discussions and system demonstrations conducted for the Appoquinimink School District are the vendor's responsibility.

D. Contract Terms and Conditions

1. General Information

a. The term of the contract between the successful bidder and the District shall be for 1 year or until the project is completed.

b. The selected vendor will be required to enter into a written agreement with the Appoquinimink School District. The Appoquinimink School District reserves the right to incorporate standard State contractual provisions into any contract negotiated as a result of a proposal submitted in response to this RFQ. Any proposed modifications to the terms and conditions of the standard contract are subject to review and approval by the Appoquinimink School District. Vendors will be required to sign the contract for all services, and may be required to sign additional agreements.

c. The selected vendor or vendors will be expected to enter negotiations with the Appoquinimink School District, which will result in a formal contract between parties. Procurement will be in accordance with subsequent

contracted agreement. This RFQ and the selected vendor's response to this RFQ will be incorporated as part of any formal contract.

d. The Appoquinimink School District's standard contract is supplemented with additional applicable agreements including local and state required forms, as well as AIA documents. The terms and conditions of these agreements will be negotiated with the finalist during actual contract negotiations.

e. The successful vendor shall promptly execute a contract incorporating the terms of this RFQ within twenty (20) days after award of the contract. No vendor is to begin any service prior to receipt of an Appoquinimink School District purchase order signed by two authorized representatives of the agency requesting service, properly processed through the Appoquinimink School District Accounting Office and the Department of Finance. The purchase order shall serve as the authorization to proceed in accordance with the proposal, contract, and the special instructions, once it is received by the successful vendor.

f. If the vendor to whom the award is made fails to enter into the agreement as herein provided, the award will be annulled, and an award may be made to another vendor. Such vendor shall fulfill every stipulation embraced herein as if they were the party to whom the first award was made.

2. Collusion or Fraud

Any evidence of agreement or collusion among vendor(s) and prospective vendor(s) acting to illegally restrain freedom from competition by agreement to offer a fixed price, or otherwise, will render the offers of such vendor(s) void.

By responding, the vendor shall be deemed to have represented and warranted that its proposal is not made in connection with any competing vendor submitting a separate response to this RFQ, and is in all respects fair and without collusion or fraud; that the vendor did not participate in the RFQ development process and had no knowledge of the specific contents of the RFQ prior to its issuance; and that no employee or official of the Appoquinimink School District participated directly or indirectly in the vendor's proposal preparation.

Advance knowledge of information which gives any particular vendor advantages over any other interested vendor(s), in advance of the opening of proposals, whether in response to advertising or an employee or representative thereof, will potentially void that particular proposal.

3. Lobbying and Gratuities

Lobbying or providing gratuities shall be strictly prohibited. Vendors found to be lobbying, providing gratuities to, or in any way attempting to influence a Appoquinimink School District employee or agent of the Appoquinimink School District concerning this RFQ or the award of a contract resulting from this RFQ shall have their proposal immediately rejected and shall be barred from further participation in this RFQ.

The selected vendor will warrant that no person or selling agency has been employed or retained to solicit or secure a contract resulting from this RFQ upon

agreement or understanding for a commission, or a percentage, brokerage or contingent fee. For breach or violation of this warranty, the Appoquinimink School District shall have the right to annul any contract resulting from this RFQ without liability or at its discretion deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

All contact with Appoquinimink School District employees, contractors or agents of the Appoquinimink School District concerning this RFQ shall be conducted in strict accordance with the manner, forum and conditions set forth in this RFQ.

4. Solicitation of Appoquinimink Employees

Until contract award, vendors shall not, directly or indirectly, solicit any employee of the Appoquinimink School District to leave the Appoquinimink School District's employ in order to accept employment with the vendor, its affiliates, actual or prospective contractors, or any person acting in concert with vendor, without prior written approval of the Appoquinimink School District's contracting officer. Solicitation of Appoquinimink School District employees by a vendor may result in rejection of the vendor's proposal.

This paragraph does not prevent the employment by a vendor of an Appoquinimink School District employee who has initiated contact with the vendor. However, Appoquinimink School District employees may be legally prohibited from accepting employment with the contractor or subcontractor under certain circumstances. Vendors may not knowingly employ a person who cannot legally accept employment under state or federal law. If a vendor discovers that they have done so, they must terminate that employment immediately.

5. General Contract Terms

a. Independent contractors

The parties to the contract shall be independent contractors to one another, and nothing herein shall be deemed to cause this agreement to create an agency, partnership, joint venture or employment relationship between parties. Each party shall be responsible for compliance with all applicable workers compensation, unemployment, disability insurance, social security withholding and all other similar matters. Neither party shall be liable for any debts, accounts, obligations or other liability whatsoever of the other party, or any other obligation of the other party to pay on the behalf of its employees or to withhold from any compensation paid to such employees any social benefits, workers compensation insurance premiums or any income or other similar taxes.

It may be at the Appoquinimink School District's discretion as to the location of work for the contractual support personnel during the project period.

b. Non-Appropriation

In the event the Appoquinimink School District Board, or the General Assembly fails to appropriate the specific funds necessary to enter into or continue the contractual agreement, in whole or part, the agreement shall

be terminated as to any obligation of the District requiring the expenditure of money for which no specific appropriation is available at the end of the last fiscal year for which no appropriation is available or upon the exhaustion of funds.

c. Licenses and Permits and Other Relevant Costs

In performance of the contract, the vendor will be required to comply with all applicable federal, state and local laws, ordinances, codes, and regulations. Any relevant costs required in the performance of the contract shall be borne by the successful vendor. The vendor shall be properly licensed and authorized to transact business in the State of Delaware as provided in 30 *Del. C.* § 2502.

Prior to receiving an award, the successful vendor shall either furnish the Appoquinimink School District with proof of State of Delaware Business Licensure or initiate the process of application where required. An application may be requested in writing to: Division of Revenue, Carvel State Building, P.O. Box 8750, 820 N. French Street, Wilmington, DE 19899 or by telephone to one of the following numbers: (302) 577-8200—Public Service, (302) 577-8205—Licensing Department.

Information regarding the award of the contract will be given to the Division of Revenue. Failure to comply with the State of Delaware licensing requirements may subject vendor to applicable fines and/or interest penalties.

d. Notice

Any notice to the Appoquinimink School District required under the contract shall be sent by registered mail to:

NAME: Keith Hopkins
DEPARTMENT: Construction Office
ADDRESS: 118 S. Sixth St., Odessa, De 19730

e. Indemnification

1. General Indemnification.

By submitting a proposal, the proposing vendor agrees that in the event it is awarded a contract, it will indemnify and otherwise hold harmless the Appoquinimink School District, its agents and employees from any and all liability, suits, actions, or claims, together with all costs, expenses for attorney's fees, arising out of the vendor's its agents and employees' performance work or services in connection with the contract, regardless of whether such suits, actions, claims or liabilities are based upon acts or failures to act attributable, whole or part, to the State, its employees or agents.

2. **Proprietary Rights Indemnification**

Vendor shall warrant that all elements of its solution, including all equipment, software, documentation, services and deliverables, do not and will not infringe upon or violate any patent, copyright, trade secret or other proprietary rights of any third party. In the event of any claim, suit or action by any third party against the Appoquinimink School District, the Appoquinimink School District shall promptly notify the vendor in writing and vendor shall defend such claim, suit or action at vendor's expense, and vendor shall indemnify the Appoquinimink School District against any loss, cost, damage, expense or liability arising out of such claim, suit or action (including, without limitation, litigation costs, lost employee time, and counsel fees) whether or not such claim, suit or action is successful.

If any equipment, software, services (including methods) products or other intellectual property used or furnished by the vendor (collectively ""Products") is or in vendor's reasonable judgment is likely to be, held to constitute an infringing product, vendor shall at its expense and option either:

(a) Procure the right for the Appoquinimink School District to continue using the Product(s);

(b) Replace the product with a non-infringing equivalent that satisfies all the requirements of the contract; or

(c) Modify the Product(s) to make it or them non-infringing, provided that the modification does not materially alter the functionality or efficacy of the product or cause the Product(s) or any part of the work to fail to conform to the requirements of the Contract, or only alters the Product(s) to a degree that the Appoquinimink School District agrees to and accepts in writing.

f. Insurance

1. Vendor recognizes that it is operating as an independent contractor and that it is liable for any and all losses, penalties, damages, expenses, attorney's fees, judgments, and/or settlements incurred by reason of injury to or death of any and all persons, or injury to any and all property, of any nature, arising out of the vendor's negligent performance under this contract, and particularly without limiting the foregoing, caused by, resulting from, or arising out of any act of omission on the part of the vendor in their negligent performance under this contract.

2. The vendor shall maintain such insurance as will protect against claims under Worker's Compensation Act and from any other claims for damages for personal injury, including death, which may arise from operations under this contract. The vendor is an

independent contractor and is not an employee of the Appoquinimink School District.

3. During the term of this contract, the vendor shall, at its own expense, carry insurance minimum limits as follows:

a.	Comprehensive General Liability	$1,000,000 per person and $3,000,000 per occurrence

And at least one of the following, as outlined below:

b.	Medical or Professional Liability	$1,000,000/$3,000,000
C	Misc. Errors and Omissions	$1,000,000/$3,000,000
D	Product Liability	$1,000,000/$3,000,000

The successful vendor must carry (a) and at least one of (b), (c), or (d) above, depending on the type of Service or Product being delivered.

If the contractual service requires the transportation of district staff, the vendor shall, in addition to the above coverage's, secure at its own expense the following coverage:

a.	Automotive Liability (Bodily Injury)	$100,000/$300,000
b.	Automotive Property Damage (to others)	$ 25,000

4. The vendor shall provide a certificate of insurance as proof that the vendor has the required insurance.

g. Performance Requirements

The selected Vendor will warrant that its possesses, or has arranged through subcontractors, all capital and other equipment, labor, materials, and licenses necessary to carry out and complete the work hereunder in compliance with any and all Federal and State laws, and County and local ordinances, regulations and codes.

h. Warranty

NA

i. Costs and Payment Schedules

All contract costs must be as detailed specifically in the Vendor's cost proposal during negotiations. No charges other than as specified in the proposal shall be allowed without written consent of the Appoquinimink

School District. The proposal costs shall include full compensation for all taxes that the selected vendor is required to pay.

The Appoquinimink School District will require a payment schedule based on defined and measurable milestones. Payments for services will not be made in advance of work performed. The Appoquinimink School District may require holdback of contract monies until acceptable performance is demonstrated (as much as 25%).

j. Termination for Cause

If for any reasons, or through any cause, the Vendor fails to fulfil in timely and proper manner his obligations under the contract, or if the Vendor violates any of the covenants, agreements or stipulations of the contract, the Appoquinimink School District shall thereupon have the right to terminate the contract by giving written notice to the Vendor of such termination and specifying the effective date thereof, at least twenty (20) days before the effective date of such termination, In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports or other material prepared by the Vendor under the contract shall, at the option of the Appoquinimink School District, become its property, and the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials which is useable to the Appoquinimink School District.

l. Termination for Convenience

The Appoquinimink School District may terminate the contract at any time by giving written notice of such termination and specifying the effective date thereof, at least twenty (20) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports or other material prepared by the Vendor under the contract shall, at the option of the Appoquinimink School District, become its property, and the Vendor shall be entitled to compensation for any satisfactory work completed on such documents and other materials which is useable to the Appoquinimink School District. If the contract is terminated by the Appoquinimink School District as so provided, the Vendor will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Vendor as covered by the contract, less payments of compensation previously made. Provided however, that if less than 60 percent of the services covered by the contract have been performed upon the effective date of termination, the Vendor shall be reimbursed (in addition to the above payment) for that portion of actual out of pocket expenses (not otherwise reimbursed under the contract) incurred by the Vendor during the contract period which are directly attributable to the uncompleted portion of the services covered by the contract.

m. Non-discrimination

In performing the services subject to this RFQ the vendor will agree that it will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin. The successful vendor shall comply with all federal and state laws, regulations and policies pertaining to the prevention of discriminatory employment practice. Failure to perform under this provision constitutes a material breach of contract.

n. Covenant against Contingent Fees

The successful vendor will warrant that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement of understanding for a commission or percentage, brokerage or contingent fee excepting bona-fide employees, bona-fide established commercial or selling agencies maintained by the Vendor for the purpose of securing business. For breach or violation of this warranty the Appoquinimink School District shall have the right to annul the contract without liability or at its discretion to deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

o. Vendor Activity

No activity is to be executed in an off shore facility, either by a subcontracted firm or a foreign office or division of the vendor. The vendor must attest to the fact that no activity will take place outside of the United States in its transmittal letter. Failure to adhere to this requirement is cause for elimination from future consideration.

p. Work Product

All materials and products developed under the executed contract by the vendor are the sole and exclusive property of the District. The vendor will seek written permission to use any product created under the contract.

p. Contract Documents

The RFQ, the purchase order, the executed contract and any supplemental documents between the Appoquinimink School District and the successful vendor shall constitute the contract between the Appoquinimink School District and the vendor. In the event there is any discrepancy between any of these contract documents, the following order of documents governs so that the former prevails over the latter: contract, Appoquinimink School District's RFQ, Vendor's response to the RFQ and purchase order. No other documents shall be considered. These documents will constitute the entire agreement between the Appoquinimink School District and the vendor.

q. Applicable Law

The laws of the State of Delaware shall apply, except where Federal Law has precedence. The successful vendor consents to jurisdiction and venue in the State of Delaware.

In submitting a proposal, Vendors certify that they comply with all federal, state and local laws applicable to its activities and obligations including:

(1) the laws of the State of Delaware;
(2) the applicable portion of the Federal Civil Rights Act of 1964;
(3) the Equal Employment Opportunity Act and the regulations issued there under by the federal government;
(4) a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury; and
(5) that programs, services, and activities provided to the general public under resulting contract conform to the Americans with Disabilities Act of 1990, and the regulations issued there under by the federal government.

If any vendor fails to comply with (1) through (5) of this paragraph, the Appoquinimink School District reserves the right to disregard the proposal, terminate the contract, or consider the vendor in default.

The selected vendor shall keep itself fully informed of and shall observe and comply with all applicable existing Federal and State laws, and County and local ordinances, regulations and codes, and those laws, ordinances, regulations, and codes adopted during its performance of the work.

r. Scope of Agreement

If the scope of any provision of the contract is determined to be too broad in any respect whatsoever to permit enforcement to its full extent, then such provision shall be enforced to the maximum extent permitted by law, and the parties hereto consent and agree that such scope may be judicially modified accordingly and that the whole of such provisions of the contract shall not thereby fail, but the scope of such provisions shall be curtailed only to the extent necessary to conform to the law.

s. Other General Conditions

(1) **Volumes and Quantities** – Activity volume estimates and other quantities have been reviewed for accuracy; however, they may be subject to change prior or subsequent to award of the contract.

(2) **Status Reporting** – The selected vendor will be required to lead and/or participate in status meetings and submit status reports covering such items as progress of work being performed, milestones attained, resources expended, problems encountered and corrective action taken, until contract completion.

(3) **Changes** – No alterations in any terms, conditions, delivery, price, quality, or specifications of items ordered will be effective without the written consent of the Appoquinimink School District.

(4) **Additional Terms and Conditions** – The Appoquinimink School District reserves the right to add terms and conditions during the contract negotiations.

E. RFQ Miscellaneous Information

1. No Press Releases or Public Disclosure

Vendors may not release any information about this RFQ. The Appoquinimink School District reserves the right to pre-approve any news or advertising releases concerning this RFQ, the resulting contract, the work performed, or any reference to the Appoquinimink School District with regard to any project or contract performance. Any such news or advertising releases pertaining to this RFQ or resulting contract shall require the prior express written permission of the Appoquinimink School District.

2. Definitions of Requirements

To prevent any confusion about identifying requirements in this RFP, the following definition is offered: The words *shall*, will and/or *must* are used to designate a mandatory requirement. Vendors must respond to all mandatory requirements presented in the RFQ. Failure to respond to a mandatory requirement may cause the disqualification of your proposal.

ATTACHMENTS:

Attachment 1 - Non-Collusion Statement
Attachment 2 – Exceptions
Attachment 3 – Confidentiality and Proprietary Information
Attachment 4 – Business References

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STATE OF DELAWARE
Appoquinimink School District

CONTRACT NO.: ASD20003-FY19REFCENG **TITLE: Civil Engineering Services**

Attachment 1 **OPENING DATE:**

NON-COLLUSION STATEMENT

This is to certify that the undersigned Vendor has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal, **and further certifies that it is not a sub-contractor to another Vendor who also submitted a proposal as a primary Vendor in response to this solicitation** submitted this date to the Appoquinimink School District.

It is agreed by the undersigned Vendor that the signed delivery of this bid represents the Vendor's acceptance of the terms and conditions of this Request for Proposal including all specifications and special provisions.

NOTE: Signature of the authorized representative **MUST** be of an individual who legally may enter his/her organization into a formal contract with the Appoquinimink School District.

COMPANY NAME _____ (Check one)

	Corporation
	Partnership
	Individual

NAME OF AUTHORIZED REPRESENTATIVE
(Please type or print) _____

SIGNATURE _____ TITLE _____

COMPANY ADDRESS _____

PHONE NUMBER _____ FAX NUMBER _____

EMAIL ADDRESS _____

FEDERAL E.I. NUMBER _____ State of Delaware LICENSE NUMBER _____

(circle one)	(circle one)	(circle one)	(circle one)
COMPANY CLASSIFICATIONS: CERT. NO._____	Women Business Enterprise (WBE) Yes No	Minority Business Enterprise (MBE) Yes No	Disadvantaged Business Enterprise (WBE) Yes No

[The above table is for informational and statistical use only.]

PURCHASE ORDERS SHOULD BE SENT TO:
(COMPANY NAME) _____

ADDRESS _____

CONTACT _____

PHONE NUMBER _____ FAX NUMBER _____

EMAIL ADDRESS _____

STATE OF DELAWARE
Appoquinimink School District

AFFIRMATION: Within the past five years, has your firm, any affiliate, any predecessor company or entity, owner, Director, officer, partner or proprietor been the subject of a Federal, State, Local government suspension or debarment?

YES _____ NO _____ if yes, please explain _____

THIS PAGE SHALL BE SIGNED, NOTARIZED AND RETURNED WITH YOUR PROPOSAL TO BE CONSIDERED

SWORN TO AND SUBSCRIBED BEFORE ME this _____ day of, 20 _____

Notary Public _____ My commission expires _____

City of _____ County of _____ State of _____

STATE OF DELAWARE
Appoquinimink School District

Attachment 2

CONTRACT NO. **ASD20003-FY19REFCENG**
Civil Engineering Services – Various Projects
PROPOSAL REPLY SECTION

Proposals must include all exceptions to the specifications, terms or conditions contained in this RFP. If the vendor is submitting the proposal without exceptions, please state so below.

☐ By checking this box, the Vendor acknowledges that they take no exceptions to the specifications, terms or conditions found in this RFP.

Paragraph # and page #	Exceptions to Specifications, terms or conditions	Proposed Alternative

Note: **use additional pages as necessary.**

STATE OF DELAWARE
Appoquinimink School District

Attachment 3

CONTRACT NO. **ASD20003-FY19REFCENG**
Civil Engineering Services – Various Projects
PROPOSAL REPLY SECTION

☐ By checking this box, the Vendor acknowledges that they are not providing any information they declare to be confidential or proprietary for the purpose of production under 29 Del. C. ch. 100, Delaware Freedom of Information Act.

Confidentiality and Proprietary Information

Note: Add additional pages as needed.

STATE OF DELAWARE
Appoquinimink School District

Attachment 4

CONTRACT NO. **ASD20003-FY19REFCENG**
Civil Engineering Services – Various Projects

Business References

List a minimum of five business references, including the following information:

- Business Name and Mailing address
- Contact Name and phone number
- Number of years doing business with
- Type of work performed

Please do not list any State Employee as a business reference. If you have held a State contract within the last 5 years, please list the contract/agency as Business Name.

1. Business Name/Mailing Address:
   Contact Name/Phone Number:
   Number of years doing business with :
   Describe type of work performed:

2. Business Name/Mailing Address:
   Contact Name/Phone Number:
   Number of years doing business with :
   Describe type of work performed:

3. Business Name/Mailing Address:
   Contact Name/Phone Number:
   Number of years doing business with :
   Describe type of work performed:

4. Business Name/Mailing Address:
   Contact Name/Phone Number:
   Number of years doing business with :
   Describe type of work performed:

5. Business Name/Mailing Address:
   Contact Name/Phone Number:
   Number of years doing business with :
   Describe type of work performed: