



RFP Number: **1886**

**MAINTENANCE CLASSIFICATION, SKILLS CERTIFICATION,
AND TRAINING SERVICES**

Submission Due Date/Time: **Thursday, April 26, 2018 at 2:00 P.M. Local Time**

Five (5) year term

Agreement Type: State

One (1) agreement may be awarded from this solicitation.

State Funding

The anticipated method of payment is Specific Rate of Compensation.

29 Del.C. §6981

PROJECT INFORMATION

This Request for Proposal (RFP) issued by the Delaware Department of Transportation (DelDOT) is for the purpose of acquiring Proposals from interested firms to provide on-site customized maintenance technician training and evaluation designed for specific systems, components and equipment used at the Delaware Transit Corporation (DTC).

SERVICES REQUIRED

Services include but are not limited to the following: Training/Education and Evaluation.

PROJECT DESCRIPTION

Services include but are not be limited to the following:

- Provide a detailed course syllabus outlining the objectives of the course subject matter covered.
- Create and provide testing materials to determine each student's current level of skill sets and knowledge base.
- Provide training classes that are instructor led sessions, combined with hands-on training in the shop. Furnish training/reference manuals, testing materials and Certificates of Completion for each participant for use both during and after each training session.
- Provide recommendations to maintenance managers regarding special tools that should be purchased to perform daily maintenance activities.
- Provide a system for evaluating training effectiveness for each session, classification of individual skill level, and for reporting this information to the Training Project Manager.
- Maintain training records and produce at least monthly training history reports to the Training Project Manager.

- Training classes should be customized to meet the specific needs of maintenance employees and designed for specific systems, components and equipment used at the DTC.
- Provide a system for certifying that the minimum skill level achieved for new and upgrading employees is consistent with the job descriptions for each employee classification.
- Training instructors should be subject matter experts, experienced and qualified to teach all applicable and related subject material. Further, all instructors must be able to communicate clearly and effectively. If the instructors lack the skill or knowledge to provide adequate training, or cannot communicate with the students, DTC reserves the right to request that the instructor be replaced and the session of training be repeated.
- Shall coordinate the creation and any alterations of entry level exams for specific job classifications and skill sets with DTC Maintenance Managers.
- DTC shall schedule all training and provide training locations.

Maintenance Classification Training Course Examples

Listed below are examples of the types of training courses that will be needed by DTC. This list is not inclusive of all training needed for the duration of this contract, and courses may be added at the discretion of DTC in order to meet evolving training needs.

Training will be provided in Modules of no longer than forty (40) hours each, in subject areas such as:

- Electrical Systems – Fundamentals and Repair
- Coach Preventive Maintenance
- Air Brakes and Air Systems
- Hydraulic Systems
- Diesel Engine Tune-up/Diagnosis
- Coach Air Conditioning (with EPA Sec. 608 certifications)
- Chassis and Steering
- Diesel Engine Troubleshooting and Repair
- Transmission Diagnostic
- Programmable Logic Controls. I/O Controls Multiplex System
- Gasoline Engine Tune-up/Diagnosis
- Allison Hybrid Electric Drive Systems
- BEB (Battery Electric Bus)
- Fire Suppression Systems

Fleet Description

Make	Model	Year	Engine	Transmission	Fuel
Ford	E-450	2015	V-10	5R110W	Gasoline
Ford	E-450	2015	V-10	5R110W	Propane
Ford	E-450	2016	V-10	5R110W	Gasoline
Ford	E-450	2016	V-10	5R110W	Propane
Ford	E-450	2017	V-10	5R110W	Gasoline
Ford	E-450	2017	V-10	5R110W	Propane
Ford	E-450	2018	V-10	5R110W	Propane
Gillig – 29	Low Flr	2008	Cum ISL	B400R	Diesel
Gillig – 29	Low Flr	2017	Cum ISL	B400R	Diesel
Gillig - 35	Hybrid	2009	Cum ISB	EV40 Hyb	Diesel/Electric
Gillig- 40	Hybrid	2012	Cum ISB	EV40 Hyb	Diesel/Electric
Gillig - 40	Low Flr	2008	Cum ISM	B400-R	Diesel
Gillig - 40	Low Flr	2014	Cum ISM	B400-R	Diesel
MCI - 40	OTR	2006	DD S-60	B500-R	Diesel
MCI - 45	OTR	2012	Cum ISX	B500-R	Diesel
MCI - 45	OTR	2017	Cum ISX	B500-R	Diesel

Training instructors should be experienced and qualified to teach all applicable and related subject material. DTC reserves the right to request that the instructor be replaced and the session of training be repeated if the skills, knowledge or communication skills of the instructor are less than satisfactory to facilitate the learning process.

QUESTIONS

Questions are to be submitted to DOT.Profservices@state.de.us. In order to ensure a timely response, questions must be submitted according to the Procurement Schedule. The Department's response to questions, along with this RFP and related information, are posted on the State of Delaware Bid Solicitation Directory Website: <http://www.bids.delaware.gov/>.

PROCUREMENT SCHEDULE

Action Item	Date	Time
Deadline for Questions to ensure response:	Ten (10) business days prior to the proposal due date	2:00 P.M. Local Time
Final Response to Questions posted by:	Five (5) business days prior to the proposal due date	2:00 P.M. Local Time
Proposals Due by:*	Thursday, April 26, 2018	2:00 P.M. Local Time

NOTE: Only asterisk (*) marked date changes will be communicated (via posted Addendums).

PROPOSAL REQUIREMENTS

Interested firms must submit the material required herein or they may not be considered for the project:

1. Proposals must be received prior to the proposal due date and time indicated above.

Facsimile and E-mail responses to this RFP are not acceptable. No response hand-delivered or otherwise will be accepted after the above date and time. It is the responsibility of the submitter to ensure the Proposal is received on time. DelDOT's time is considered the official time for determining the cut-off for accepting submissions. To be considered for this agreement, firms must submit the Proposal as set forth herein. Any variation, including additions, may negatively impact the scoring.

Proposals are to be delivered to:

Contract Administration – RFP 1886
Delaware Department of Transportation
800 Bay Road
Dover, DE 19901

Should the office be closed at the time responses are due (such as an unexpected event or inclement weather) the submission due date shall be the following business day, at the time originally scheduled.

2. There is no pre-registration requirement in order to submit an expression of interest on this project. The selected firm(s) may be required to register upon selection.
3. **Submit one (1) original and five (5) hard copies** of the Proposal. Receipt of insufficient copies or non-compliance with providing the requested information in the desired format, may negatively impact the scoring.
4. **Submit two (2) pdf format electronic copies** (e.g. CD, flash drive) of the Proposal; one original and one a redacted copy. The original must be a .pdf file of the original signed proposal as submitted and should be clearly marked "Original". The redacted copy must be a .pdf file of the original signed proposal with any proprietary or confidential information redacted, and this copy should be clearly marked as "Redacted". Electronic copies are to be submitted with the printed Proposal. The electronic redacted copy is required even if the submission contains no proprietary or confidential information.

To determine what information may be considered proprietary or confidential and may be redacted from their Proposal, firms should review Delaware's Freedom of Information Regulations here; <http://regulations.delaware.gov/AdminCode/title8/1400.shtml#TopOfPage>. Under Delaware FOIA law, 29 Del. C. §10002(1)(2), "Trade secrets and commercial or financial information...which is of a privileged or confidential nature" are "records that shall not be deemed public" and are therefore exempt from disclosure under FOIA.

5. Letters of Interest

The Letter of Interest shall indicate the firms desire to perform services and indicate the specific tasks or areas of expertise, which will be subcontracted, and to whom. Interested firms must submit the following or they will not be considered for the project:

- a. Firm's mailing address, phone number, and an e-mail address for the firm's point of contact person on page one of the Letter of Interest. Future contacts by DeIDOT will be done via e-mail, whenever possible.
- b. The Letter of Interest must be tabbed and collated in the following order:

A. Table of Contents

Table of Contents (1 per set) - limited to one (1) page on one (1) sheet of paper.

B. Letter of Interest

Letter of Interest (1 per set) - limited to four (4) pages on two (2) sheets of paper and indicate the following:

- An understanding of the anticipated assignments, services required, and approach to providing the services required.
- Provide the direct qualifications and experience of the Project Manager and the key staff assigned to the project.
- The location, size, and description of the firm.
- Availability of the trainers for facilitation of multiple offerings at multiple sites.
- Sub-consultant usage if anticipated. Indicate the percentage of work estimated to be performed by the sub vs. the prime. Also, indicate if the prime consultant has previously worked with the proposed sub and give a brief example of the previous relationship(s).

C. Project Organization Chart

Project Organization Chart (1 per set) - limited to one (1) side of one (1) sheet of paper.

D. Company Information

Submit the following packet of information titled "Company Information" to include:

- Name of entity and address.
- Name, Title, Telephone Number and e-mail address of Contact Person.
- Names & Addresses of any sub consultants, if applicable. Indicate if the prime consultant has worked with the sub consultant previously.

- Resumes for four (4) key persons (four, single-sided sheets of paper for resumes – one resume on each sheet). Indicate if the individual is a full-time member of your firm, part-time, on-call, etc. Indicate where key personnel are currently assigned & the length of the assignment. Clearly identify who will be the Project Manager.
- List five (5) projects that your firm has participated in within the last three (3) years that are similar to the requirements in the Project Description portion of this RFP. Include project name & location, nature of responsibility, contracting agency & address on one (1) single-sided sheet of paper maximum.
- Additional information limited to one (1) single-sided sheet of paper.

E. References

Provide a list of References who have personal knowledge of the prime consultant’s and the sub-consultant's previous performance. Provide three (3) client references each for both the prime and the sub-consultant(s). The references must include **verified** addresses and telephone numbers, contact persons, and a brief description of services that have been provided similar to those described in the Project Description.

- References shall be shown on separate sheets (limited to one (1) single-sided sheet; one sheet for the prime and one sheet for each sub proposed). These shall not be included in the four-page Letter of Interest.

6. **Joint venture** submissions will not be considered.
7. **DelDOT reserves the right to reject** any and all submissions. Submissions become property of the Department and shall be retained electronically for a minimum period of three (3) years from the date of receipt. DelDOT reserves the right to any and all ideas included in this response without incurring any obligations to the responding firms or committing to procurement of the proposed services.
8. **Required Certification Forms.** All firms responding to the RFP must complete and return the submission forms located in ‘Appendix A’ of this document.

No promotional materials or brochures are to be included as part of the submission.

RATING CRITERIA

#	Criteria Description:	Weight
1	Key Staff and Project Team qualifications	25 %
2	Firm’s experience working with various levels of personnel within an organization	25 %
3	Firm’s resources and capability to accomplish proposed work on schedule	20 %
4	Firm’s experience on similar projects	20 %
5	Project understanding/approach/services required	10 %
TOTAL :		100%

OVERVIEW OF SELECTION PROCESS

- This is a project specific agreement where the services as described in this RFP will be provided over the life of the project.
- This is a single phase solicitation process with the potential for discussions with three (3) of the most highly qualified firms. Based upon the listed criteria and evaluation of each firm's submitted proposal, the Selection Committee may decide if a small sample task and/or discussions will be held with the most highly qualified consultants. If discussions are held, they will serve to clarify the technical approach, qualifications, and capabilities provided in response to the RFP, after which the committee will determine the ranking of the candidate firms.
- Selection Committee members will individually score each firm's submitted proposal which determines individual ranking. The Department's ranking is the combined ranking of all Committee members. Awarded firms, in order of ranking, will have the opportunity to negotiate an agreement with the Department. If the Department cannot reach agreement with the highest ranked firm(s), the Department terminates negotiations and begins negotiations with the next highest ranked firm, and so on until an agreement is reached. The Department notifies via email the awarded firm(s) of the opportunity to enter into an agreement with the Department. This notification also includes information on the next steps for the agreement process.
- Selection Committee membership appointments are confidential. The Department's Professional Services Procurement Manual may be viewed [here](#).

MISCELLANEOUS

The Department is not liable for any cost incurred in the preparation or presentation of the Proposal.

Any individual, business, organization, corporation, consortium, partnership, joint venture, or any other entity including subconsultants currently debarred or suspended is ineligible to participate as a candidate for this process. Any entity ineligible to conduct business in the State of Delaware for any reason is ineligible to respond to the RFP.

The Department of Transportation will affirmatively insure individuals and businesses will not be discriminated against on the grounds of race, creed, color, sex, or national origin in consideration for an award. Minority business enterprises will be afforded full opportunity to submit bids/proposals in response to this invitation.

Department of Transportation
State of Delaware
By: Jennifer Cohan
Secretary
Dover, DE

Appendix A - REQUIRED FORMS

The following completed forms are required to be returned with each proposal:

- **Certification of Eligibility**
- **Certificate Of Non-Collusion**

CERTIFICATION OF ELIGIBILITY

Delaware Department of Transportation

**RFP 1886 – MAINTENANCE CLASSIFICATION, SKILLS CERTIFICATION,
AND TRAINING SERVICES**

We have read RFP number **1886** and fully understand the intent of the RFP as stated, certify that we have adequate personnel and knowledge to fulfill the requirements thereof, and agree to furnish such services in accordance with the contract documents as indicated should we be awarded the contract.

_____ hereby certifies that it is not included on the United States Comptroller General’s Consolidated List of Persons or Firms Currently Debarred for Violations of Various Public Contracts Incorporating Labor Standard Provisions.

_____ Signature of the Bidder or Offeror’s Authorized Official

_____ Name and Title of the Bidder or Offeror’s Authorized Official

_____ Date

Sworn and subscribed before me this _____ day of _____, 20__

Notary Public

My commission expires: _____ / _____ / 20__
Month Day Year

CERTIFICATE OF NON-COLLUSION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- 1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting to such prices, with any other bidder or with any competitor;
- 2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- 3) No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

_____ Signature of the Bidder or Offeror's Authorized Official

_____ Name and Title of the Bidder or Offeror's Authorized Official

_____ Date

Sworn and subscribed before me this _____ day of _____, 20__

_____ My commission expires: _____ / _____ / 20____
Notary Public Month Day Year