



**REQUEST FOR QUALIFICATIONS
(RFQ) & EXPRESSIONS OF INTEREST
CONSULTING SERVICES**
(29 Del.C. §§6981 & 6982)

Agreement No. 1645

**SR 26 MAINLINE CONSTRUCTION ADMINISTRATION &
INSPECTION SERVICES**

PROJECT DESCRIPTION

The Delaware Department of Transportation is seeking construction administration and inspection services for the SR26, Atlantic Avenue along the 4 mile area between Clarksville and Bethany Beach. The successful consultant must be able to provide various levels of construction and/or maintenance inspection services on an “as needed” basis. The Department prefers, and may require, N.I.C.E.T. certified inspectors. The successful consultant will be expected to provide qualified technical personnel meeting required skill levels for the desired inspection services, from the beginning of the assignment through completion. In addition, construction survey may be included in the scope along with possible on-site materials testing. The expected contract duration is anticipated to be between 3 and 4 years.

The existing roadway will be widened to provide an eleven (11) foot travel lane in each direction with five (5) foot shoulders which will be striped as bike lanes. A twelve (12) foot shared center left turn lane will be included through the length of the project. Separate right turn lanes and left turn lanes will be added at intersections. Sidewalks and closed drainage will be provided for much of the roadway segments through Ocean View and Millville. There will also be culvert replacements.

In addition to the construction, the project will require extensive coordination with community representatives, schools, local government leaders, concerned citizens, federal and state environmental and cultural resource agencies, and others to develop plans that meet the diverse needs of the community. The chosen firm will be expected to provide lead inspection staff that has large project experience or experience in managing high profile projects with extensive community involvement.

CONSULTANT SERVICES REQUIRED

Services may include but are not limited to the following:

- Complete inspection staffing for a project or projects to include Project Manager, Lead Inspector, and Inspectors, or only inspection personnel to work under the supervision of a Department Supervisor. The Consultant’s project managers may be asked to supervise subordinate Department personnel assigned to their specific project.
- General inspection; field reviews, survey work, quantity calculations, project record keeping, materials testing if requested, and documentation and claims assistance.
- Provide specialists to inspect and/or assist other inspectors in the areas involving specialized construction techniques or materials.

- Provide staffing to review project CPM schedules submitted to the Department from contractors.
- As-needed Construction Administration services including, but not limited to, utility coordination, plan review, site safety inspection, and/or clerical duties to include official correspondence, change order preparation, and pay estimate preparation if required.
- Community outreach to include coordination with community representatives, schools, local government leaders, concerned citizens, federal and state environmental and cultural resource agencies, and others.
- The inspector billing rates are expected to be in the range of annual DelDOT pay scales for similar classifications. No premium overtime will be approved for inspector classifications equivalent to or higher than a N.I.C.E.T. IV classification.

SUBMISSION REQUIREMENTS

1. **Expression of Interest submissions** must be received by: **3:00 P.M. Local Time, Wednesday, April 10, 2013.**

Facsimile responses to this Request for Expressions of Interest are not acceptable. No response hand-delivered or otherwise will be accepted after the above date and time. Expressions of Interest arriving after the deadline will be rejected regardless of the reason for late arrival. The Department's time is considered the official time for determining the cut-off for accepting Expression of Interest submissions. Firms wishing to be considered for work on this project must submit statements expressing interest as set forth herein. Any variation, including additions, is considered a basis for rejection. Expressions of Interest are to be delivered to:

Wendy B. Henry, Consultant Control Coordinator
Contract Administration
Delaware Department of Transportation
800 Bay Road, Dover, DE 19901

2. **Specific Type Firm Solicited:**
The Prime Consultant must be Pre-Registered, or make application for registration, with the Department in the area of Construction Services, Item #4 no later than the time of submission in order to be considered for evaluation on this project.
3. **A three percent (3%) DBE goal has been established** for the sum total of all federally-funded tasks associated with this Agreement. The Department will require ongoing reviews and approval of *good faith efforts* before a Notice to Proceed is issued. Department DBE Program staff will monitor this Agreement to ensure that good faith efforts are being made to meet the DBE goal. DBE firms must be certified through DelDOT's DBE Program in order to qualify toward meeting the goal. Additional information regarding the DBE Program can be viewed at: <http://deldot.gov/information/business/dbe/index.shtml>
4. **Candidate firms must submit six (6) copies** of their Expression of Interest. Receipt of insufficient copies of the Expression of Interest or non-compliance with providing the requested information in the desired format may result in your submittal being found non responsive and not considered for award.
5. **In order to comply with the State of Delaware's Freedom of Information Act**, firms responding to this Request for Qualifications should prepare one (1) copy of their Expression of Interest with any proprietary or confidential information redacted. This copy should be clearly marked as "Redacted Copy" and submitted along with the other six copies. Firms

should review Delaware's Freedom of Information Regulations, section 6, Requests for Confidentiality, on the DelDOT Website www.deldot.gov and Section 10002(g) "Public record" of the Delaware Code, <http://delcode.delaware.gov/title29/c100/index.shtml> to determine what information may be considered proprietary or confidential and may be redacted from their Expression of Interest.

6. **Joint venture** submissions will not be considered.
7. **The Department reserves the right to reject** any and all Expressions of Interest. All submissions become property of the Delaware Department of Transportation and shall be retained for a period not to exceed 30 days from the date of selection. 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.

RATING CRITERIA

Major factors/criteria for the establishment of a reduced candidate/shortlist and selection:

- a) Key Staff/Project Team qualifications pertaining to construction inspection work.
- b) Firm resources/capability to accomplish proposed work on schedule and experience on similar projects.
- c) Firm experience or unique approach to community outreach and public awareness of project activities
- d) Project understanding/approach/services required.
- e) Completeness of submission to include clarity, readability & presentation of material.

NOTE: Shortlist and Selection Committee membership appointments are confidential.

QUESTIONS

Questions regarding this RFQ should be submitted via email. Questions received and the Department's response will be provided on the State of Delaware Bid Solicitation Directory Website: <http://www.bids.delaware.gov/>

CONTACTS

Questions concerning submissions and procedures may be obtained from: Wendy B. Henry, Consultant Control Coordinator, Telephone: (302) 760-2531. E-mail address: wendy.henry@state.de.us.

OVERVIEW OF SELECTION PROCESS

The Expressions of Interest will be used to determine a reduced candidate's list/short list and also will be used for reference material during the actual selection process. Once a short list has been determined, a mandatory pre-proposal meeting may be established for a briefing and to provide an opportunity for the short-listed candidates to ask questions. Once the Pre-proposal Meeting has been completed, there may be a written submission and/or oral interview sessions scheduled, after which the committee will determine the successful candidate. The Department's Professional Services Procurement Manual may be viewed [here](#).

After the selection process has been completed, applicable price information will be requested from the successful candidate; i.e. salary rates for various classifications of personnel, and an indirect cost derivation for the most current accounting period. It is expected that all firms submitting are

prepared for the work and include necessary work materials in their overhead rates. If an interested firm is requested to submit a priced proposal, the proposal should substantially reflect the same composition and area of involvement as the Expression of Interest submission.

Payroll burden and overhead will be computed on direct salary costs only (not including overtime) at the consultant's audited rate, as per Federal Acquisition Regulations Part 31, and Department policies. Computer and CADD costs are not allowable as a direct cost to this project. Rate determination and applicability is subject to audit by the Department. Additionally, candidates should be prepared for the Department to work with your current accounting firm to provide information and backup documentation. Full and immediate cooperation is required to avoid delays in execution of an agreement. Failure to cooperate may result in breaking off of negotiations and moving to the next ranked firm.

EXPRESSION OF INTEREST REQUIREMENTS

The letter portion of the Expression 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 material required herein or they will not be considered for the project.

1. Please submit the firm's mailing address, phone number, and an e-mail address for the firm's point of contact person on page 1 of the Letter of Interest. Future contacts by the Department will be via e-mail whenever possible.

2. The Expression of Interest submission should be tabbed and collated in the following order:

A. Table of Contents

Table of Contents (1 per set) - Limited to One (1) page on 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

Indicate the following in your Letter of Interest:

- (1) An understanding of the anticipated assignments, services required, and approach to providing the services required
- (2) Identify who the proposed project manager will be and what office location they will be working from.
- (3) The location, size, and description of the firm
- (4) Availability of personnel for immediate placement
- (5) 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). Include a statement of your firm's commitment to achieve the DBE goal.
- (6) The Prime/Lead consultant must indicate the present workload either as a Prime Consultant or a Sub-Consultant with the Delaware Department of Transportation by Location, Agreement No. (to include Supplementals), Total Dollar Upset Limit, total paid-to-date, and the amount still available for use on the project(s). Also, include the estimated date of completion. If possible, include the estimated fees for any Delaware DOT projects for which your firm has been selected and does not have an executed agreement in place.

- (7) Provide a listing of contracts with DelDOT for the past five (5) years. Clearly indicate if your firm has not been short listed for a DelDOT project within the past five (5) years.

C. Project Organization Chart

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

D. Architect-Engineer Qualifications

Provide either form SF330, or; SF254 and SF255

- (1) GSA form SF330
<http://www.gsa.gov/portal/forms/download/116486>
Or:
- (2) GSA forms SF254 and SF255 (forms are obsolete but may be used)
Instructions for completing the SF 255 form (and similar SF330 areas):
 - a) **Item # 4, Personnel by Discipline**, the consultant shall document clearly personnel by discipline presently employed at the work location proposed and their availability for assignment to this project.
 - b) If more than one (1) location is being proposed, the consultant must clearly document all locations proposed and show the total number of personnel by discipline for all locations proposed.
 - c) **Item #7, Key Staff**, is limited to individuals who are expected to spend a significant amount of productive time on the project. Staffing information can be either shown as two (2) individuals per page/sheet, or one (1) individual per page/sheet. Resume information presented may **NOT** pertain to individuals that are not connected with the submitting consultant. Experience listed should be limited to that within the last five (5) years. If the proposed project personnel have been with the submitting firm for less than one (1) year, indicate the names of the previous employers and the length of employment with the previous employers for the last five (5) years.
 - d) **Information for Item #8, Similar Projects**, shall be limited to ten (10) similar projects and shall not exceed two (2) pages in length.
 - e) **Information for Item #10, Additional Information**, shall not exceed one (1) page.

NOTE: Submit either a SF330 or a SF255 as prescribed above.
CANNOT SUBMIT BOTH OR INTERMINGLE THE FORMS.

Above item limitations are the same for SF330 and SF254-255

E. References

Provide a list of References who have personal knowledge of the submitting consultant's previous performance. Provide three (3) client references, do not include any DelDOT references. 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 by Delaware DOT for this project.

- (1) References shall be shown on separate sheets (limited to one (1) single-sided sheet. These shall not count towards the eight page Letter of Interest.

No promotional materials or brochures to be included as part of the Expression of Interest package.

The Department is not liable for any cost incurred by the consultant in the preparation or presentation of this RFQ or selection process.

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: Shailen P. Bhatt

Secretary

Dover, DE

March 15, 2013