



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

Agreement No. FG-13-02

**LEWES HISTORIC BYWAY:
GATEWAY TO THE NATION
CORRIDOR MANAGEMENT PLAN**

PROJECT DESCRIPTION

The purpose of this process is to develop a Corridor Management Plan (CMP) for the Lewes Historic Byway (LHB): Gateway to the Nation, following the guidelines for developing CMPs as set forth by the Federal Highway Administration (FHWA), and the Delaware Department of Transportation (DelDOT) under its Byways Program. This project, will among other things, identify ways to interpret, promote, and enhance the LHB.

A management structure exists for the development of the CMP which includes an Ad Hoc Committee of local officials and Community Leaders. Delaware Greenways (DGI) is the organization responsible for the management of the CMP process and will directly manage the consultant's activities. **These services will be managed by DGI.** Be advised that much work has already been completed and the consultant will be compiling and synthesizing this work. Local officials and community leaders will be available to the consultant as described later in this RFQ. The consultant will **not** be responsible for the Transportation Element of the CMP. That element will be completed by Delaware Greenways (DGI) in-house staff. Supplementary materials related to this project can be found on the following websites:

1. Delaware Greenways Website: <http://delawaregreenways.org/>. Scroll down and click on blue box titled "Lewes Byway CMP Proposers".
2. City of Lewes website: <http://www.ci.lewes.de.us/>

CONSULTANT SERVICES REQUIRED

Expected services associated with this project include but are not limited to the following:

- Design and execute a public outreach plan that includes at least the following: two public meetings, two project advisory committee meetings and six Ad Hoc/Steering Committee meetings.
- Update vision and goals statements with objectives and strategies for achieving the goals.
- Develop a plan for stewardship of the Byway's intrinsic qualities based upon the recommendations made to date. This plan should include resource preservation, enhancement of existing development and accommodating new development in a complementary manner and reflect the carrying capacity of the Byway roads.
- Prepare a map showing all of the existing and planned open space, locations of significant development and identify threatened parcels of open space. Prepare preservation recommendations for inclusion in the CMP.
- Develop a Tourism and Marketing Plan that reflects the current plans of the City, the County, the State Office of Tourism and the Lewes Chamber of Commerce. The plan will include an explanation of the tourism potential of the corridor and how the visitor's experience will be maximized and enhanced. It should also include a plan on how to

market the Byway and a signage plan supportive of the visitor experience. Note that the LHB will someday connect to the New Jersey Bayshore Heritage Byway and Delaware's Route 9 Byway.

- Develop the Byway story in a creative and unique way and an Interpretive Plan to support the Byway Story. The story and plan should unify, integrate and strengthen ongoing efforts to preserve and interpret the areas heritage while providing a new and creative approach to attract visitors. The plan should include a description of the significant resources of the Byway including recommended locations for distributing information.
- Develop a Management Plan with funding sources for the Byway.
- Develop a plan for outdoor advertising control. This should include a demonstration of compliance with all existing local, state, and federal laws on the control of outdoor advertising.
- Develop a Short Term Action Plan, Demonstration Project and Funding Plan for implementation. Note that a matrix of strategies and recommendations has been developed. However, it is recognized that this matrix and the associated action plan will need to be reviewed and updated during the CMP development process to reflect the findings of the CMP process. Develop a funding plan to support the matrix of strategies and recommendations.
- Publish Corridor Management Plan. This task involves making ten (10) bound hard copies and one (5) CD-ROMs of the approved Corridor Management Plan in Microsoft Word format and in PDF formats, suitable for reproduction. Include the appendices in those quantities. This task also includes the preparation of a PowerPoint presentation for the Ad Hoc Committee to use to present for presentations on the CMP. Also include 24 x 36 plan sized versions of the sketches and include them as PDF files on the CD-ROM.
- Prepare up to seven sketches portraying recommended context sensitive infrastructure improvements and enhancements. The sketches should show before and after conditions at each location.

The Transportation Element of the project will be completed by DGI in-house staff. DGI will prepare two transportation technical memoranda. The first, titled Transportation Assessment of the Byway Roadways will be designed to be directly incorporated into the CMP text. The second, titled, Transportation Systems Management Analysis will be a stand-alone memorandum. The selected consultant will not be responsible for the preparation either of the two transportation memoranda described in this paragraph.

SUBMISSION REQUIREMENTS

1. **Expression of Interest submissions** must be received by: **3:00 P.M. Local Time, Tuesday, September 24, 2013.**

Electronic and 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. DelDOT'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 mailed or 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:**

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. **DBE Goals** will be established by the DBE Program Office on federally funded tasks issued under this agreement. Tasks will be evaluated independently for potential DBE participation. Expressions of Interest must include a statement of commitment to achieve goals established for individual tasks. The commitment shall include an understanding that proposed DBE firms to be used for goal attainment purposes shall be certified with DelDOT's DBE Program Office.
4. **The Consultant shall submit six (6) copies** of an Expression of Interest. Receipt of insufficient copies of the Expression of Interest and non-compliance with providing the requested information in the desired format may result in elimination from the overall shortlist and selection process.
5. **In order to comply with the State of Delaware's Freedom of Information Act**, if firms responding to this Request for Qualifications have any proprietary or confidential information, they should prepare one (1) copy (electronic or paper) of their Expression of Interest with this information redacted. This copy should be clearly marked as "Redacted Copy" and submitted along with the other 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. **DelDOT 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 the approved shortlist. 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 and the diversity of specialization, including but not limited to, planner/facilitator, landscape architect, and historic preservation expert.
- b) Experience on similar projects and ability to accomplish work on schedule.
- c) Project understanding and approach.
- d) Familiarity with the Coastal Sussex region.
- e) Completeness of submission to include clarity, readability, and presentation of material.

NOTE: Shortlist and Selection Committee membership appointments are confidential.

CONTACTS

Responses to 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.

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/>

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 DelDOT will be done 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:

- (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).
 - (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, SF 255 Forms or “SF 330”

Provide either form SF330 or; SF254 and SF255

- (1) GSA form SF330
[http://contacts.gsa.gov/webforms.nsf/0/21DBF5BF7E860FC185256E13005C6AA6/\\$file/SF%20330.pdf](http://contacts.gsa.gov/webforms.nsf/0/21DBF5BF7E860FC185256E13005C6AA6/$file/SF%20330.pdf)

Or:

- (2) GSA forms SF254 and SF255 (forms are obsolete but may be used)

Instructions for completing the SF 255 form:

- (1) **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.
- (2) 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.
- (3) **Item #7, Key Staff**, is limited to eight (8) 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 pertain to individual(s) that is/are not connected with the Prime/Lead consultant. It should be clearly noted what the affiliation is for any SF 255 resume information submitted other than for the Prime/Lead consultant firm. Resume information is limited to eight (8) individuals regardless of affiliation. Experience listed should be limited to that within the last five (5) years.
If the proposed project personnel have been with the lead firm for less than one (1) year, indicate the name(s) of the previous employer(s) and the length of employment with the previous employer (s) for the last five (5) years.
- (4) **Information for Item #8, Similar Projects**, shall be limited to five (5) similar projects and shall not exceed one (1) page in length.

- (5) **Information for Item #10, Additional Information**, shall not exceed one (1) page.

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

Also, item limitations are the same regardless of the form being used (i.e. if using SF330 submit 8 resumes (1 per page), 5 similar projects (1 project per page) and one (1) page additional information)

E. SF 254 Forms (not necessary if SF 330 submitted)

U.S. Government Form 254 (1 per set) – “Architect-Engineer & Related Services Questionnaire” (include a separate SF 254 for each sub consultant proposed).

F. 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 by Delaware DOT for this project.

- (1) 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.

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 the Statement of Qualifications.

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 RFQ.

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

August 30, 2013