



**REQUEST FOR QUALIFICATIONS
(RFQ) & EXPRESSIONS OF INTEREST
CONSULTING SERVICES**

(29 Del.C. §§6981 & 6982)

Agreement No. 1641

HAZMAT ENVIRONMENTAL SERVICES

PROJECT DESCRIPTION

The purpose of this process is to select a consultant to provide HAZMAT environmental services statewide. The selected consultant must have the ability to provide assessment, investigation, and remediation of environmentally sensitive substances.

The extent and scope of this effort is guided by three (3) general phases:

- Phase I - Preliminary Assessment
- Phase II - Site Investigation
- Phase III - Remedial Design and Implementation

Phase I – Preliminary Assessment

This phase includes a records search examining the history of the site. This search will seek evidence of past practices, which may have had a negative environmental consequence on the site. The review should make use of all available sources of information including existing site plans, aerial photographs, drawings, specifications, reports of inspections and previous tests, history of ownership, and permits. Site inspection components include a thorough first hand inspection of the property. The inspection will seek evidence, which may give indication of any activities dealing with the use, storage, or dispensing of hazardous materials. This phase may include the collection of soil samples. The assessment shall be conducted in accordance with applicable American Society for Testing and Materials (ASTM) guidelines for the completion of an Environmental Site Assessments.

A formal report will summarize activities related to this phase. This report will include copies of field data, calculations, graphics and photographs, analytical results and interpretations. This document will include recommendations, based on findings, for further work and related costs including potential order of magnitude of remedial costs.

Phase II – Site Investigation

Site investigations are determined on a site-by-site evaluation of risk, based on an analysis of site conditions including, but not limited to, site hydrogeology, nature of the substance released, impact to adjacent lands, impact to ground water and surface water, site geography, land use, and proposed use of the site for the transportation project. A site investigation sets the stage for action by providing all relevant information. The investigation will provide the nature and extent of contamination. This will include all vertical and horizontal migration, which may occur at a particular site and/or its surroundings. Data supporting such movements will be provided to substantiate observations. If applicable, the information will be developed and will focus on the relation to the proposed transportation project. Contaminant concentrations are evaluated on a site-by-site basis with knowledge of applicable federal and state regulations and guidelines.

Deliverable products include all pertinent information contributing to assessed condition. This includes cause, type and volume of identified substance. These items will be supported by a site

map showing all pertinent land characteristics and improvements. Site related concerns needed to be addressed involve water quality, extent of absorbed contamination, identification of soil and/or water sample locations, contour mapping, and identification of likely contaminant receptors.

A formal report will summarize activities related to this phase. This report will include copies of field data, calculations, graphics and photographs, analytical results and interpretations. The document will include recommendations based on findings for further work and related on-site costs associated with the impacted transportation project or site. Phase II work may also involve the production of formal remedial investigation work plans, if this work is being done under applicable state or federal programs.

Phase III – Remedial Design and Implementation

A corrective action work plan (or similar document) shall be developed to guide remedial actions. Remediation should meet the target clean up goal set in the corrective action work plan through recommendations established in the previous investigations. Remediation must meet the target clean-up goals in compliance with applicable state and federal regulations, or as approved by DNREC on a site-by-site basis.

Remedial design and implementation plans will include documentation of any immediate dangers and the determination of soil and/or water contaminant treatment levels and exposure pathways. Remedial efforts may call for the removal of all free phase product, treatment of dissolved product, mitigation of contaminant vapors, and proper disposal of all solid and liquid wastes. Actions could also include environmental air monitoring and health and safety guidance in support of DelDOT construction projects, through recommendations based on the Phase I and/or Phase II investigations.

The Consultant may also need to provide recommendations and approaches to dealing with potential hazardous waste identified in this phase. This could include participation in State or Federal programs, including VCP and HSCA. Provisions can recommend, and have the potential to implement plans for active or passive remediation. Conditions leading to site closure will be detailed, pursued, and monitored. This will include a final report summarizing all action, which establishes conditions for closure.

The consultant shall actively represent DelDOT concerning environmental issues in negotiation and coordination with DNREC and other State/Federal agencies. The Consultant shall coordinate with these agencies as necessary to resolve environmental issues in support of the mission and interest of the Delaware Department of Transportation.

Other Environmental Investigations

Projects may be required to be performed through environmental programs aimed at determining the extent of contamination and/or remedial options and recommendations on State properties. Examples of State and Federal environmental regulations that may govern other environmental investigations include the State of Delaware Hazardous Substance Cleanup Act (HSCA); the State of Delaware Voluntary Cleanup Program (VCP); the federal Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); and the federal Resource Conservation and Recovery Act (RCRA). Investigations, assessments, and remediation that are under the auspices of these programs may involve Remedial Investigations (RI), Feasibility Studies (FS), Risk Assessments (RA), and Remedial Designs (RD), among other services required. The scope and schedules of these projects will be determined and developed at the time of need.

Additional Services

Other services that may be required include, but are not limited to, environmental compliance reviews of DelDOT maintenance and operation procedures; further refinement of environmental contract specifications; guidance on lead paint and asbestos issues; legal interpretations concerning environmental regulations; continued education of environmental issues for DelDOT personnel; and general environmental coordination with state and federal regulators, citizens, legislators, and other affected and interested parties.

The overall program will involve individual and group site assessments. Assessments, investigations, remedial design and implementation will be monitored individually and will most often take place concurrently with other ongoing tasks. Also, separately and concurrently to the three phases of Environmental Investigations, the program will also provide DelDOT with environmental expertise and resources to evaluate environmental contamination issues identified on DelDOT transportation projects and State owned properties. The program is to be implemented over a period of three calendar years.

SUBMISSION REQUIREMENTS

1. **Expression of Interest submissions** must be received by: **3:00 P.M. Local Time, Wednesday, February 6, 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. 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:**
The Prime Consultant must be Pre-Registered with DelDOT or make application for registration with DelDOT and appear on the Department's list of registered consultants in the area of Environmental Studies, Item #13. The firm must also have knowledge and experience in Soil Engineering, and Geologic and Hydro-Geologic Services at the time of submission in order to be considered for evaluation on this project.
3. **A ten percent (10%) 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
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**, 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 copies. Firms should review Delaware’s Freedom of Information Regulations, section 6, Requests for Confidentiality, on the DeIDOT 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. **DeIDOT 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. DeIDOT 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
- b) Firm’s certifications in areas of hazardous material regulatory oversight as required by local, state, and federal agencies
- c) Project management experience in the resolution of various types of contamination encountered under regulatory oversight.
- d) Ability to provide required personnel on demand for environmental contamination issues
- e) Completeness of submissions to include clarity, readability, and 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 DeIDOT 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

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:

- 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 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.
- d) **Information for Item #8, Similar Projects**, shall be limited to five (5) similar projects and shall not exceed one (1) page in length.
- e) **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. 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
January 11, 2013