



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

Agreement No. 1642

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

PROJECT DESCRIPTION

The purpose for this procurement process is to obtain consultant services to provide Maintenance Classification, Skills Certification, and Training for the Delaware Transit Corporation (DTC) Vehicle Maintenance employees. The term of the agreement will be for a three (3) years with the option for one (1) two-year extension.

CONSULTANT SERVICES REQUIRED

Services include but are not limited to the following:

- Provide training classes that are instructor led sessions, combined with hands-on training in the shop; training classes should be customized to meet the specific needs of maintenance employees and designed for specific systems, components and equipment use at the DTC.
- 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 supervisors and employees 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.
- Determine 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.

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:

1.	Electrical Systems – Fundamentals and Repair
2.	Coach Preventive Maintenance
3.	Air Brakes and Air Systems
4.	Hydraulic Systems
5.	Diesel Engine Tune-up/Diagnosis
6.	Coach Air Conditioning (with EPA Sec. 608 certifications)
7.	Chassis and Steering
8.	Diesel Engine Troubleshooting and Repair
9.	Transmission Diagnostic
10.	Programmable Logic Controls, I/O Controls Multiplex System
11.	Gasoline Engine Tune-up/Diagnosis

Fleet Description:

Make	Model	Yr	Engine	Trans	Fuel
Ford	CAW	2010	6.0 P. S.	5R110W	Diesel
Ford	CAW	09-12	V-10	5 Sp T.S.	Gasoline
Gillig – 29	Low Flr	04	Cum ISL	B300-R	Diesel
Gillig – 29	Low Flr	06-08	Cum ISL	B400-R	Diesel
Gillig - 35	Hybrid	09-12	Cum ISB	EV40 Hyb	Die/Ele
Gillig - 40	Low Flr	00	Cum ISM	B400-R	Diesel
Gillig - 40	Low Flr	06-08	Cum ISM	B400-R	Diesel
Gillig- 40	Hybrid	04-08	Cum ISB	EV40 Hyb	Die/Ele
NABI - 40	Low Flr	02	DD S-50	B400-R	Diesel
NABI - 40	Std Flr	02	DD S-50	B400-R	Diesel
MCI - 40	OTR	04-06	DD S-60	B500-R	Diesel
MCI - 45	OTR	10-12	Cum ISX	B500-R	Diesel
Chance	Trolley	02-05	Cum ISB	B300-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.

SUBMISSION REQUIREMENTS

1. **Expression of Interest submissions** must be received by: **3:00 P.M. Local Time, Wednesday, March 13, 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, CPPB
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. **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.
4. **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.
5. **Joint venture** submissions will not be considered.
6. **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 pertaining to public sector training background of individuals who will be facilitating the training on site.
- b) Firm resources & capability to provide a wide variety of instructional services.
- c) Experience working with various levels of personnel within an organization.
- d) Project understanding/approach/services required
- e) Completeness of submission 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 Henry, CPPB 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) Provide the direct qualifications and experience of the Project Manager and the key staff assigned to the project.
- (3) The location, size, and description of the firm.
- (4) Availability of the trainers for facilitation of multiple offerings at multiple sites
- (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) Provide a listing of contracts with DeIDOT for the past five (5) years. Clearly indicate if your firm has not been short listed for a DeIDOT 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. Company Information

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

- (a) Name of entity and address.
- (b) Name, Title, Telephone Number and e-mail address of Contact Person.
- (c) Address of office where work will be performed.
- (d) Names & Addresses of any sub consultants, if applicable. Indicate if the prime consultant has worked with the sub consultant previously.
- (e) Resumes for 4 key persons (4-single sided sheets of paper for resumes – 1 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.
- (f) List 5 projects that your firm has participated in within the last 3 years that are similar to the requirements in the Project Description portion of this Request for Services. Include project name & location, nature of responsibility, contracting agency & address on one-single sided sheet of paper maximum.
- (g) Additional information limited to 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 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

February 18, 2013