



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

AGREEMENT NOS. 1654 & 1655

TRAFFIC IMPACT STUDY SERVICES

PROJECT DESCRIPTION

The Delaware Department of Transportation (DelDOT), Division of Planning, is seeking to establish up to two (2) on-call, task order agreements with a 3-year term with consulting firm(s) capable of assisting the Department by providing traffic impact studies and related services in connection with the review of rezoning and subdivision approval requests. The request may be submitted from New Castle, Kent, or Sussex county and also include various municipalities located within each county.

REQUIREMENTS

The selected firm(s) will be required to limit their involvement in land development work in the manner described in the following four paragraphs. Firms unwilling to limit their work in this manner should not submit for this project.

- (1) The Consultant shall forgo any private-sector land development work (in or outside Delaware) with clients who have projects in Delaware that require the use of Traffic Impact Studies for approvals necessary to develop lands, for the term of this Agreement and for one (1) calendar year thereafter. **This exclusion includes prior commitments.**
- (2) The Consultant shall seek approval from the Department and submit a statement of full disclosure prior to initiating and executing a contract with a Client for land development work that does not meet the conditions above. Said disclosure shall be in accordance with Article 4 of the Code of Ethics promulgated by the Council of the Delaware Association of Professional Engineers in accordance with the Delaware Professional Engineers' Act, Title 24, Chapter 28 of the Delaware Code.
- (3) To the extent that the Consultant is one of a group of related companies, the Consultant is obligated to the extent of their responsibility and knowledge. That is, the Consultant's corporate officers shall forgo work as described in paragraph 1 above and seek approval for work as described in paragraph 2. They are not responsible for the actions of officers of another corporation. Similarly, the Consultant is required to disclose work as described in paragraph 2 to the extent that they have knowledge of it. They are not responsible for the actions of related corporations that they do not know about.
- (4) Sub-consultants proposed for use in this agreement, and the services that they will provide must be specified in the agreement. Sub-consultants providing professional services, such as engineering or planning, shall be restricted just as the Prime Consultant. Sub-consultants providing non-professional services, such as data collection, shall not be restricted.

CONSULTANT SERVICES REQUIRED

Services required may include, but is not limited to, the following:

TIS PREPARATION

1. Prepare a traffic impact study (TIS) in accordance with a scope of work provided by DelDOT and the relevant DelDOT standards and regulations regarding the preparation of such studies. To the extent that DelDOT standards require the review of interim work products in the preparation of a TIS, the consultant shall provide internal reviews of such work products and document the results thereof in their files.

The consultant's initial task, on receipt of a scope of work from DelDOT, will be to prepare an estimate for the cost of preparing the TIS. On the basis of that estimate, DelDOT may or may not ask the consultant to proceed with preparing the TIS.

The studies need to be completed in a timely fashion such that a final letter could be sent to the appropriate governmental authority within sixty (60) working days of receipt of a notice to proceed with the TIS, assuming that minimal changes to the draft letter are required.

2. Prepare a draft letter summarizing the study findings and recommendations and submit it to the Department of Transportation. The letter should incorporate an analysis of the consistency of the proposed development with the Strategies for State Policies and Spending, the County or Municipal Comprehensive Plan and, where applicable, the Corridor Capacity Preservation Program. This letter should be addressed to DelDOT and suitable for DelDOT to transmit to the appropriate governmental authority.
3. In response to direction from DelDOT, revise the draft letter and submit it as a final letter. Preparation of the final letter may, on occasion, require additional analysis not contemplated in the original scope of work.

TIS REVIEWS

1. Conduct an initial reading of the traffic impact study (TIS) and view the study site.
2. Review the TIS. Check the TIS submission to see if previous comments by the Department of Transportation have been addressed. Check trip generation, distribution and assignment. Rerun the Highway Capacity Software (HCS) analysis and develop Level of Service (LOS) tables.
3. Prepare a draft letter and submit it to the Department of Transportation documenting the review comments. This letter should incorporate an analysis of the consistency of the proposed development with the Strategies for State Policies and Spending, the County or Municipal Comprehensive Plan and, where applicable, the Corridor Capacity Preservation Program. This letter should be addressed to DelDOT and suitable for DelDOT to transmit to the appropriate governmental authority.

The reviews need to be completed in a timely fashion such that a final letter could be sent to the appropriate governmental authority within twenty (20) working days of receipt of a final acceptable TIS, assuming that minimal changes to the draft are required.

4. In response to direction from DelDOT, revise the draft letter and submit it as a final letter. Preparation of the final letter may, on occasion, require additional analysis, not contemplated in the TIS.

SUBMISSION REQUIREMENTS

1. **Expression of Interest submissions** must be received by: **3:00 P.M. Local Time, Tuesday, May 28, 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, or make application for registration with DelDOT and appear on the Department's list of registered consultants in the area of **Traffic Engineering, Item 5** at the time of submission in order to be considered for evaluation on this project.

3. **A six percent (6%) 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**, 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.
- b) Firm resources/capability to accomplish proposed work on schedule, and experience on similar projects (to include subconsultants if applicable).
- c) Project understanding/approach/services required.
- d) 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 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 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. 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

April 30, 2013