

**Delaware Department of Transportation  
QUESTIONS AND ANSWERS  
MS4 Public Education & Outreach Services  
1712 Request For Proposals  
Tuesday, June 10, 2014**

9	The expression of interest doesn't include a budget, right? It looks like the budget negotiation is the next step after the contractor is	Correct. At this phase we are looking at qualifications only.
8	For the Project Organization Chart, what exactly does that need to contain? Would it be tasks and timeline?	It should list the hierarchy of staff that will be working on DeIDOT projects.
7	For the Architect- Engineer Qualifications, since we are not either an architectural firm or an engineering firm, do we need to fill out these forms? I couldn't find the SF254 or SF255 online but the SF330 requests information that's not applicable to PDE.	The SF330 is acceptable. Please complete the information to the best of your ability.
6	Subcontracts - Do design and printing services qualify as a 'sub-consultant'. A definition of sub-consultant could not be found in the document.	Design work is normally included as a subconsultant services and therefore, the proposed firm (and approximate percentage of work they will be performing) should be listed in your Expression of Interest. The printing services are listed as a direct expense.
<b>Friday, May 30, 2014</b>		
5	Do you want to see different project examples in Page 6, Section C than those that will be shown in Section F of the SF330 (which is titled Example Projects)? Should they be the same or different?	If possible, yes, different projects will allow the Department to see a variety of work experience.
4	Page 6, Section D of the RFQ requires that the consultant include a Project Organization Chart in the EOI. Is this the same chart that would be required in Section D of the SF 330 which also includes a project organization chart? Do we need to provide the chart twice?	It is the same chart and only needs to be <b>provided once</b> , under Tab D.
3	Regarding the Letter of Interest: Are you asking for a formal letter with a signature block on letterhead, or is this to be considered just another section of the response like the other sections?	The Letter of Interest is a tabbed portion of the Expression of Interest and should be on company letterhead and signed by a person authorized to commit to the work.
2	What is the estimated budget per year for the work described in the RFQ?	That has not been established yet.
1	What kind of contract does DeIDOT anticipate releasing when a consultant is selected? (i.e., time and materials, fixed price?)	Cost plus fixed fee.