



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

(29 Del.C. §6982 (b))

**Agreement No. 1721**

**ROAD RATING SERVICES**

**PROJECT DESCRIPTION**

The Delaware Department of Transportation is seeking the services of a qualified firm to collect pavement ratings for each segment of roadway in Delaware that is state-maintained to continue efficiency and uniformity of pavement ratings. The data collected will be used by Pavement Management Team to prioritize the paving list that is presented for the bond bill and assist in projecting the Department's funding needs for current and future paving projects. This open-end agreement is for a period of three (3) years.

**SERVICES REQUIRED**

Services include, but are not limited to the following:

- Provide all services needed to complete the assigned work to meet the satisfaction of the Department.
- Conduct field surveys on all pavement segments (approximately 25,056 segments) of state-maintained roads (approximately 4,459 miles) by June 30, and suburban streets (approximately 1,422 miles) by December 31, to identify:
  1. Type of pavement
  2. Severity of distress in pavement
  3. Extent of distress in pavement
- Perform QA/QC to ensure data is reliable. The QA/QC plan must be submitted to the Department prior to collecting data.
- Provide vehicles, safety equipment, and any required temporary traffic control (TTC) to perform the field surveys.
- The firm shall provide their own equipment to record and input data collected through field surveys. The data shall be compatible with the department's Pavement Management System (Agile Assets) and be equipped with the following:
  1. Intel® Core™ i3-3120M Processor (3rd Generation) or higher
  2. 2.50 GHz 3MB Cache
  3. 4 GB RAM (8GB Recommended)
  4. LAN 10/100Mbps Ethernet Card
  5. Oracle Database 11g Express Edition
  6. 500GB 5400RPM Hard Drive
  7. DVD±R/RW
- The selected firm shall provide training for all personnel who perform the field surveys.

## ADDITIONAL INFORMATION

- The Department will provide the method of determining the extent and severity of payment distress. (See Appendix A)
- A general description of the distress types are included in Appendix A. This is not inclusive of all distresses you may observe in the field. The firm will be responsible for contacting the project manager to categorize any distresses observed in the field that are not in Appendix A.
- The Department reserves the right to modify, add, delete, or change surface distresses in Pavement Management System rating system at any time. The firm will be responsible for collecting any new data.
- The Department will provide reviews and direction as required.
- The firm will provide to the Department any changes in road inventory such as “from-thru” descriptions, surface type changes, mile point changes, etc., that arise while performing field surveys.
- The Department may request analysis of indices, formulas, and decision trees contained in the software and recommendations for improvement.
- All state-maintained roadway ratings must be completed by June 30 of each calendar year.
- All state-maintained suburban street ratings must be completed by December 31 of each calendar year.
- The firm will be required to conduct a pilot study on sample segments to ensure proper procedures are being followed.
- The firm shall also perform collection of Videolog and/or International Roughness Index (IRI) data. It should be noted that the Department does reserve the right to not collect certain items during the duration of the agreement. For example, we may collect all ratings and IRI every year, and only collect video-log on a bi-annual basis. Interested firms should detail their ability to capture associated data.

## SUBMISSION REQUIREMENTS

1. **Expression of Interest submissions** must be received by: **3:00 P.M. Local Time, Wednesday, August 27, 2014.**

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. **The Firm shall submit one (1) original and five (5) 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**, firms responding to this Request for Qualifications **shall prepare and submit** one (1) electronic copy (e.g. CD, flash drive) of their Expression with any proprietary or confidential information redacted. This copy should be clearly marked as “Redacted Copy” and submitted along with the other copies. **This electronic copy is required even if the submission contains no proprietary or confidential information.** Firms should review Delaware’s Freedom of Information Regulations, section 6, Requests for Confidentiality, on the DelDOT Website [www.deldot.gov](http://www.deldot.gov) and Section 10002(1) “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**

- a) Key Staff/Project Team
- b) Firm resources/capability to accomplish proposed work on schedule, and experience on similar projects (to include subconsultants, if applicable)
- c) Understanding of Delaware Roadways/Approach/Ability to provide services required
- d) Completeness of submissions to include clarity, readability & presentation of material
- e) Location from which project will be administered for prime and any proposed sub(s). Coordination effort required if multiple locations are involved.

**NOTE:** Shortlist and Selection Committee membership appointments are confidential.

### **CONTACTS**

**Responses to questions concerning the RFQ, submissions, and procedures** may be obtained by submitting you questions to the DOT Professional Services mailbox at [DOT.Profservices@state.de.us](mailto:DOT.Profservices@state.de.us) or via telephone at (302)760-2034. In order to ensure a timely response, questions must be submitted at least two (2) business days before the Expressions of Interest due date.

### **QUESTIONS**

The Department’s response to questions will be posted 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 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) Describe your proposed data collection methodology
- (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 firm has previously worked with the proposed sub and give a brief example of the previous relationship(s).

- (6) The Prime/Lead firm must indicate the present workload either as a Prime Firm 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. Company Information**

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

- (a) Name of entity and address.
- (b) Address of office where work will be performed.
- (c) Resumes for up to 6 key persons (6-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.
- (d) 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 Qualifications. Include project name & location, nature of responsibility, contracting agency & address on one-single sided sheet of paper maximum for each project.
- (e) Additional information you would like to submit is limited to 1-single sided sheet of paper.

### **E. References**

Provide a list of References who have personal knowledge of the prime firm'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 firm in the preparation or presentation of the Statement of Qualifications.

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 4, 2014**

## Pavement/Distress Types

This section contains the preliminary definitions for the severity and extent levels of the different dominant distresses for each pavement type. This information forms the basis for evaluating the severity and extent of distresses that are present, which will determine the overall condition of the pavement (OPC), as well as to trigger the desire to repair strategy.

### Severity Levels used to describe the failure mechanism

#### FLEXIBLE PAVEMENTS

Deficiency	LOW	MEDIUM	HIGH
<b>Fatigue Cracking</b>	Fine parallel hairline cracks	Alligator crack pattern clearly developed	Alligator crack pattern clearly developed with spalling and/or distortion
<b>Transverse Cracking</b>	Crack < 1/4 inch wide	Crack Width > 1/4 and < 3/4 inch and/or spalls less than 3 inches in width or sealed crack with sealant in good condition	Crack Width > 3/4 inch and/or spalls greater than 3 inches in width or significant loss of material
<b>Block Cracking</b>	Crack < 1/4 inch wide	Crack Width > 1/4 and < 3/4 inch and/or spalls less than 3 inches in width or sealed crack with sealant in good condition	Crack Width > 3/4 inch and/or spalls greater than 3 inches in width or significant loss of material
<b>Patch Deterioration</b>	Patches showing little or no defects with a smooth ride	Patches showing medium severity defects (e.g. cracking) and/or notable roughness	Patches showing high severity defects and/or distinct roughness
<b>Surface Defects</b>	Aggregate has begun to wear away	Aggregate has worn away and surface is becoming rough and/or minor rutting occurring from horse & buggy traffic (less than 1 inch average depth)	Aggregate has worn away and surface is very rough and/or major rutting occurring from horse & buggy traffic (greater than 1 inch average depth)

Notes:

Transverse Cracks – For Medium or High Severity Cracks – Raters will have to note if Cracks are Sealed or Not Sealed

Bleeding Flushing – When present, it will be recorded as a comment

SURFACE TREATED PAVEMENTS

<b>Deficiency</b>	<b>LOW</b>	<b>MEDIUM</b>	<b>HIGH</b>
<b>Fatigue Cracking</b>	Fine parallel hairline cracks	Alligator crack pattern clearly developed	Alligator pattern clearly developed with spalling and distortion
<b>Bleeding</b>	Area of pavement discolored by excess asphalt cement	Area of pavement is losing surface texture due to excess asphalt cement	Excess asphalt cement gives pavement a shiny surface, aggregate is not exposed
<b>Surface Defects</b>	Aggregate has begun to wear away	Aggregate has worn away and surface is becoming rough and/or minor rutting occurring from horse & buggy traffic (less than 1 inch average depth)	Aggregate has worn away and surface is very rough and/or major rutting occurring from horse & buggy traffic (greater than 1 inch average depth)
<b>Edge Cracking</b>	Fine parallel hairline cracks	Crack pattern clearly developed	Crack pattern clearly developed with spalling and/or distortion
<b>Roughness/Crown</b>	N/A	Roughness is severe enough to require a leveling course	Roughness is severe enough to require reconstruction of the base

Note:

Roughness/Crown Distress should be rated as being defective if the road requires a new base or leveling course to re-establish the cross-section and profile. Medium and high severity levels of distress are defined in the table above. There is no low-level severity for this distress.

COMPOSITE PAVEMENTS

<b>Deficiency</b>	<b>LOW</b>	<b>MEDIUM</b>	<b>HIGH</b>
<b>Fatigue Cracking</b>	Fine parallel hairline cracks	Alligator crack pattern clearly developed	Alligator pattern clearly developed with spalling and distortion
<b>Reflective Cracking</b>	Crack < 1/4 inch wide	Crack Width > 1/4 and < 3/4 inch and/or spalls less than 3 inches in width or sealed crack with sealant in good condition	Crack Width > 3/4 inch and/or spalls greater than 3 inches in width or significant loss of material
<b>Surface Defects</b>	Aggregate has begun to wear away	Aggregate has worn away and surface is becoming rough and/or minor rutting occurring from horse & buggy traffic (less than 1 inch average depth)	Aggregate has worn away and surface is very rough and/or major rutting occurring from horse & buggy traffic (greater than 1 inch average depth)
<b>Block Cracking</b>	Crack < 1/4 inch wide	Crack Width > 1/4 and < 3/4 inch and/or spalls less than 3 inches in width or sealed crack with sealant in good condition	Crack Width > 3/4 inch and/or spalls greater than 3 inches in width

Notes:

Reflective Cracks – For Medium or High Severity Cracks – Raters will have to Note if Cracks are Sealed or Not Sealed

Bleeding Flushing – When present, it will be recorded as a comment

RIGID PAVEMENTS

<b>Deficiency</b>	<b>LOW</b>	<b>MEDIUM</b>	<b>HIGH</b>
<b>Joint Deterioration</b>	Spalls < 3 inches wide with no significant loss of material	Spalls 3-6 inches wide with loss of material	Spalls > 6 inches wide with significant loss of material
<b>Slab Cracking</b>	Crack < 1/4 inch wide	Crack width > 1/4 and < 3/4 inch , spalling < 3 inches wide or sealed cracks with sealant in good condition	Crack width > 3/4 inch or spalling > 3 inches wide
<b>Patch Deterioration</b>	Patches showing low severity defects and no measurable faulting	Patches showing medium severity defects and/or faulting up to 1/4 inch	Patches showing high severity defects and/or faulting up to 1/4 inch
<b>ASR</b>	Cracks are light with no loose or missing pieces	Cracks are well defined and some small pieces are loose or missing	Cracks are a well developed pattern with a significant amount of loose or missing pieces
<b>Sealant Loss</b>	1-9 % of Joint Loss	10-50 % of Joint Loss	> 50 % of Joint Loss

Notes:

Slab Cracks – For Medium or High Severity Cracks – Raters will have to note if Cracks are Sealed or Not Sealed

## Extent Levels used to describe the cracking failure mechanism

### Flexible Pavements

Deficiency	LOW	MEDIUM	HIGH
Fatigue Cracking	1 - 9% (wheel path)	10 - 25%	> 25%
Transverse Cracking	> 50 ft spacing	25 ft < spacing <50 ft	< 25 ft spacing
Block Cracking	1 - 9%	10 - 25%	> 25%
Patch Deterioration	1- 9%	10 - 25%	> 25 %
Surface Defects	1- 9%	10 - 25%	> 25 %

### Surface Treated Pavements

Deficiency	LOW	MEDIUM	HIGH
Fatigue Cracking	1- 9% (wheel path)	10 - 25%	> 25%
Bleeding	1- 9%	10 - 25%	> 25%
Surface Defects	1- 9%	10 - 25%	> 25 %
Edge Cracking	1- 9% (3 ft Edge)	10 - 25%	> 25%
Roughness/Crown	1- 9%	10 - 25%	> 25 %

### Composite Pavement

Deficiency	LOW	MEDIUM	HIGH
Fatigue Cracking	1- 9%	10- 25%	>25%
Reflective Cracking	> 50 ft spacing	25 ft < spacing <50 ft	< 25 ft spacing
Surface Defects	1- 9%	10- 25%	> 25%
Block Cracking	1- 9%	10- 25%	> 25%

### Rigid Pavement

Deficiency	LOW	MEDIUM	HIGH
Joint Deterioration	1- 9% of joints	10- 25% of joints	>25% of joints
Slab Cracking	1- 9% of slabs	10- 25% of slabs	>25% of slabs
Patch Deterioration	1- 9% of area	10-25% of area	>25% of area
ASR	N/A	N/A	N/A
Joint Sealant Damage	1- 9% of joints	10- 25% of joints	>25% of joints