



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

Agreement Nos. 1753-1756

**CONSTRUCTION INSPECTION SERVICES
US301, Maryland State Line to SR1**

PROJECT DESCRIPTION

DelDOT is seeking construction inspection/administration services for the US301, Maryland State Line to SR1 construction project. DelDOT will be selecting up to four (4) firms for the US301 mainline contracts. The Consultant is asked to provide a full inspection staff as detailed below. Construction survey may be included in the scope along with possible on-site materials testing on an as-needed basis.

The Department prefers, and may require, N.I.C.E.T. certified inspectors. The successful consultant will be expected to provide qualified technical personnel meeting required skill levels for the desired inspection services from the beginning of the assignment through completion.

The selected firms will be working under the leadership of DelDOT's Group 1 & 2 Construction Engineers and the US301 General Engineering Consultant (GEC) management team. The mainline portion of the US 301 project consists of seven (7) separate construction contracts. The Department proposes to administer the construction of these contracts in four groups and select one firm to provide inspection services for each group. Construction is expected to begin in spring of calendar year 2016 and the contract durations vary from approximately 1.5 to 3 years. The contracts are expected to be grouped as follows for construction inspection/administration:

Group 1:

- Contract No. T200811301, US 301, Maryland State Line to Levels Road (US301 Project Contract Reference #3).

Group 2:

- Contract No. T200911303, US 301, Levels Road to Summit Bridge Rd (US301 Project Contract Reference #2A).
- Contract No. T201011301, Summit Bridge Rd and Armstrong Corner Rd Intersection Improvements (US301 Project Contract Reference #2B).

Group 3:

- Contract No. T200911301, US 301, Norfolk Southern RR to SR 896 (US301 Project Contract Reference #1C).
- Contract No. T200911308, US301, SR 896 to SR 1 (US301 Project Contract Reference #1A).

Group 4:

- Contract No. T200911302, US 301 & SR 1 Interchange (US301 Project Contract Reference #1B).
- Contract No. T201011302, US 13 and Port Penn Rd Intersection (US301 Project Contract Reference #1D).

The Department reserves the right to choose the contract group assigned to the successful firms. **A firm may not inspect a contract where that firm designed a substantial portion of the contract** (see Submission Requirements for additional information on firms not eligible to provide services under the specific contract groups).

Additional information on the project can be found at the following DelDOT US301 Project web site: <http://www.deldot.gov/information/projects/us301/>.

CONSULTANT SERVICES REQUIRED

Services may include but are not limited to the following:

- Provide complete inspection staffing for the project to include an Assistant Project Resident, Lead Inspectors for both Structures and Roadway, additional supporting Inspectors, Office Technician, Maintenance of Traffic Specialist, CPM scheduling support, and Erosion Control. Depending on availability of DelDOT construction inspection personnel the Department may not need all of the inspection staff. The consultant may be requested to furnish only inspection personnel to work under the supervision of a Department supervisor or the Department may provide construction personnel to work under the supervision of the consultant. On-site Materials testing may be required depending on the Department's overall workload at the time of construction. The Consultant's inspection staff will report to a DelDOT or GEC Project Resident assigned specifically to the contract group. The Consultant may be asked to supervise subordinate DelDOT personnel assigned to this project.
- Provide staff to inspect and/or assist other inspectors in the areas of structures and pile foundation construction, piers, columns, mechanically stabilized earth retaining walls, superstructure, parapet, lighting, embankment construction, surface treatments, bituminous concrete and portland cement concrete roadway construction, Maintenance of Traffic and phased construction, drainage construction, roadway striping, signing, ITMS devices, traffic signalization, utilities, erosion control, guardrail, barriers, end treatments, stream relocation and restoration, wetland mitigation, landscaping and/or other areas involving specialized construction techniques or materials.
- Provide inspection for mainline and other ramp All Electronic Tolling (AET) facilities. Requires knowledge of AIA Specifications. Coordination with a separate DelDOT contract for the Toll System Integration will be required.
- Provide staffing to verify the information in the project CPM schedules and updates submitted to the Department from contractors.
- Provide as-needed Construction Administration services including, but not limited to: quantity record keeping; change order and pay estimate preparation; daily diary; on-site Utility Coordination; Plan Review; Site Safety Inspection; and/or administrative assistant duties; and documentation and claims assistance if necessary.
- A portion of US301 Contract No. T200811301 is being constructed in Maryland and will utilize specifications and details which are specific to Maryland. Inspectors with knowledge of these provisions are preferred for this portion of the work.
- In addition to the construction, the project will require extensive coordination with community representatives, schools, local government leaders, concerned citizens, federal and state environmental and cultural resource agencies, and others to address issues and meet the diverse needs of the community. The chosen firm will be expected to provide lead inspection staff that has large project experience or experience in managing high profile projects with extensive community and resource agency involvement.
- It is essential to maintain continuity throughout the contract with respect to personnel and their relationships and understandings reached between the owner, contractor, subcontractors, consultants, and various other involved parties. The inspection staff shall be comprised of personnel with long term availability and qualifications to inspect all of the required construction activities. The inspection staff included as part of a selected

firm's submission shall be the staff working on the contract.

- The Department may implement an all-electronic system for capturing field records, Inspector Daily Reports, etc. utilizing table type computers. Experience utilizing electronic record keeping is desirable.
- It is anticipated that the contractors will utilize machine grade control for construction of earthwork. Demonstrated experience with inspection on projects utilizing machine grade control is desirable.
- The inspector pay rates will be required to be commensurate with the current annual DelDOT pay scale.

CURRENT DELDOT PAY SCALE RANGES (F.Y. 2015)

	LOW	HIGH
TECH I (JR. INSECTOR) [N.I.C.E.T. I]	\$23,986 (\$12.30/hr.)	\$35,980 (\$18.45/hr.)
TECH II (INSPECTOR) [N.I.C.E.T. II]	\$27,458 (\$14.08/hr.)	\$41,188 (\$21.12/hr.)
TECH III (SR. INSPECTOR) [N.I.C.E.T. III]	\$31,440 (\$16.12/hr.)	\$47,160 (\$24.18/hr.)
TECH IV (PROJ. SUPERVISOR) [N.I.C.E.T. IV]	\$47,500 (\$24.36/hr.)	\$57,773 (\$29.63/hr.)
TECH V (SR. PROJ. SUPERVISOR) [N.I.C.E.T. IV]	\$53,728 (\$27.55/hr.)	\$66,140 (\$33.92/hr.)

- TECH IV & TECH V pay rates or their equivalents will be reimbursed @ straight time rates only for approved overtime. The above pay scale will be adjusted annually to the current approved DelDOT pay scale. Final pay rates will be based on experience and qualifications. The Construction Group Engineer reserves the right to approve a rate above the DelDOT pay scale if they feel this is in the best interest of the Department. N.I.C.E.T. certification will be required for all inspection staff starting the calendar year 2016. The required equivalent N.I.C.E.T. level certification is provided on the Technician pay scale. The Department reserves the right to grant a waiver to these N.I.C.E.T. certification requirements if the waiver is in the best interest of the Department. The successful construction inspection consultant will be expected to provide qualified personnel at the required skill level for the desired inspection services from the beginning of the assignment through the completion.

SUBMISSION REQUIREMENTS

1. **Expression of Interest submissions** must be received by: **3:00 P.M. Local Time, Tuesday, July 14, 2015.**

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:

Shelly K. Alioa, 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 in the area of Construction Services, Item #4, AND Materials Inspection & Testing, Item #12, AND Land Surveying, Item #9 at the time of submission in order to be considered for evaluation on this project.

3. **A twelve percent (12%) 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. Additional information regarding the DBE Program can be viewed at: <http://deldot.gov/information/business/dbe/index.shtml>.
4. **The Consultant shall submit one 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.
5. **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 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.
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.
8. Multiple firms have been the Engineer of Record or provided substantial subconsultant services for the design of the construction contracts. A firm is not eligible to participate in inspection services for a contract where the firm was the primary Section Design Consultant (SDC) or provided substantial subconsultant services.

DelDOT has determined the below listed firms are eligible to apply for this contract, however, are not eligible to provide inspection to the particular construction contract Groups identified above:

- a. Group 1: Jacobs Engineering Group; Pennoni Associates, Inc.
 - b. Group 2: AECOM Technical Services, Inc.
 - c. Group 3: Whitman, Requardt & Associates, LLP; McCormick Taylor, Inc.
 - d. Group 4: Whitman, Requardt & Associates, LLP.
9. The following firms were engaged under the DelDOT US301 GEC agreement and are the Engineer of Record or provided substantial services for the design of the construction contracts, are not eligible to participate in any of these Agreements:
- a. Rummel Klepper and Kahl, LLP
 - b. Century Engineering, Inc.

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 in: highway inspection services and highway design services
- c) Ability to provide required construction and maintenance inspection personnel on demand for each type of project and task
- d) Project understanding/approach/services required
- e) Completeness of submissions to include clarity, readability, and presentation of material

Selection Committee membership appointments are confidential.

QUESTIONS

Questions regarding this RFQ should be submitted via email to dot.profservices@state.de.us. The Department's response to questions will be posted on the State of Delaware Bid Solicitation Directory Website: <http://www.bids.delaware.gov/>.

FEDERAL CONTRACT PROVISIONS

All firms responding to the RFQ are required to comply with the federal contract provisions located at the end of this document.

REQUIRED CERTIFICATION FORMS

All firms responding to the RFQ must complete and return the Submission Forms located in 'Appendix A' of this document.

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 Number, Total Dollar Upset Limit, and total paid-to-date. 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 completed form SF330, or SF254 and SF255

- (1) GSA form SF330
<http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?viewType=DETAIL&formId=21DBF5BF7E860FC185256E13005C6AA6>, 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 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 **NOT** pertain to individuals that are not connected with the submitting consultant or any proposed subconsultant. Experience listed should be limited to that within the last five (5) years. If the proposed project personnel have been with the submitting firm for less than one (1) year, indicate the names of the previous employers and the length of employment with the previous employers for the last five (5) years.
- d) **Information for Item #8, Similar Projects**, shall be limited to ten (10) similar projects and shall not exceed two pages in length per project for a maximum total of ten double-sided pages.
- 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.

E. References

Provide a list of references who have personal knowledge of the prime consultant's and the sub-consultant's previous performance in construction inspection. 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.
- (2) Include copies of official N.I.C.E.T. certifications or college diplomas for all personnel expected to be available for this project. If proposed personnel are not certified, include a one-page resume of their qualifications.

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.

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: Jennifer Cohan
Secretary
Dover, DE
June 15, 2015

APPENDIX A

CERTIFICATION FORMS

RFQ 1753-1756

**CONSTRUCTION INSPECTION SERVICES
US301, MARYLAND STATE LINE TO SR1**

Appendix A - REQUIRED FORMS

The following completed forms are required to be returned with each proposal:

- **Certification of Eligibility**
- **Certificate Of Non-Collusion**

CERTIFICATION OF ELIGIBILITY

Delaware Department of Transportation

Request for Qualification 1753-1756 – Construction Inspection Services, US301 Maryland State Line To SR1

Attention: Shelly K. Alioa, Contract Administration
Delaware Department of Transportation
800 Bay Road
Dover, DE 19901

We have read Request for Qualifications number 1753-1756 and fully understand the intent of the RFQ as stated, certify that we have adequate personnel and knowledge to fulfill the requirements thereof, and agree to furnish such services in accordance with the contract documents as indicated should we be awarded the contract.

_____ hereby certifies that it is not included on the United States Comptroller General's Consolidated List of Persons or Firms Currently Debarred for Violations of Various Public Contracts Incorporating Labor Standard Provisions.

Signed: _____

Title: _____

Date: _____

Sworn and subscribed before me this _____ day of _____, 2015.

My commission expires _____.

Notary Public

CERTIFICATE OF NON-COLLUSION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- 1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting to such prices, with any other bidder or with any competitor;
- 2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- 3) No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Company Name

Authorized Signature

Date

Sworn and subscribed before me this _____ day of _____, 2015.

My commission expires _____.

Notary Public