



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

Agreement No. 1566
(1566 - etc; multiple awards)

STATEWIDE CONSTRUCTION INSPECTION SERVICES

PROJECT DESCRIPTION

The purpose of this process is to establish multiple open-end, task order agreements for 3-year terms with consulting inspection firms to provide various levels of construction or maintenance inspection services on an as-needed basis. Projects may include, but are not limited to inspection activities involving; hot mix and portland cement concrete paving, micro-surfacing, drainage, excavation and embankments, estimating, construction record keeping, structures and structural rehabilitations, surveys, fencing, guardrail, pavement marking, lighting and signing, landscaping, foundations, plan reviews, construction management, scheduling, utility relocation, or other inspection activities as assigned by the Department.

In addition to the above, the successful candidates should be able to provide a full range of inspection expertise and personnel for a varied range of statewide assignments for all types of highway and bridge construction, as well as maintenance project inspections. The projects may range from very small to large depending on Departmental requirements at the time of the assignment. It is anticipated to include very little off-site material testing inspections.

The successful Prime construction inspection consultants will be expected to provide NICET (or equivalent) certified personnel, at the required skill level identified in your expression of interest, from the beginning of the assignment through completion. The Department may waive the N.I.C.E.T certification requirement on certain tasks if in the best interest of the Department. It is expected that the personnel identified in your expression of interest be available for task assignments when requested.

CONSULTANT SERVICES REQUIRED

Services may include but are not limited to the following:

- Provide complete inspection staffing for a project or projects to include Project Manager, Lead Inspector, and Inspectors, or only inspection personnel to work under the supervision of a Department Supervisor. The Consultant's project managers may be asked to supervise subordinate Department personnel assigned to their specific project. The Consultant's project managers may also be asked to train and supervise individual On-the-Job Trainees (OJT) assigned by the Department and paid by others. Projects will range in size and scope to include; subdivision rehabilitation, Community Transportation Fund (CTF) contracts, Pave and Rehab contracts, Capital Improvement Program projects, and/or maintenance related projects.
- Provide general inspection; field reviews, survey work, quantity calculations, project record keeping, materials testing if requested, and documentation and claims assistance.

- Provide specialists to inspect and/or assist other inspectors in the areas of bridge painting, foundation construction, complex bridge rehabilitations, facility construction/rehabilitation, and/or other areas involving specialized construction techniques or materials.
- Provide staffing to review project CPM schedules submitted to the Department from contractors.
- Provide as-needed Construction Administration services including, but not limited to, Utility Co-ordination, Plan Review, Site Safety Inspection, and/or clerical duties to include official correspondence, change order preparation, and pay estimate preparation if required.
- The inspector billing rates are expected to be in the range of annual DelDOT pay scales for similar classifications. No premium overtime will be approved for inspector classifications equivalent to or higher than a N.I.C.E.T. IV classification.

SUBMISSION REQUIREMENTS

1. **Expression of Interest submissions** must be received by: **3:00 P.M. Local Time, Wednesday, January 5, 2011.**

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. The Department'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 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 the Department in the area of Construction Services, Item #4 no later than the time of submission in order to be considered for evaluation on this project.
3. **A twelve percent (12%) DBE goal has been established** and will be applied toward the total value of all federally-funded tasks issued within each individual Agreement. The 12% DBE goal applies independently to each individual prime consultant; therefore, individual *good faith efforts* to meet the goal must be demonstrated by each Prime Consultant throughout the life of their agreement. The Department will continue to require ongoing reviews and approval of *good faith efforts* for each task under these agreements before a Notice to Proceed is issued. Department DBE Program staff will monitor each Agreement and each related Prime Consultant to ensure that good faith efforts are being made to meet the DBE goal. As part of its oversight of the awarded Agreements, the Department retains the right to set task-level DBE goals at any time to correct any real or perceived lack of DBE participation. DBE firms must be certified through DelDOT's DBE Program in order to qualify towards meeting the goal. Do not identify proposed DBE firms in your submittal. DBE sub-consultant firms can be identified after this selection process has completed. Candidate firms should become familiar with the Department's [DBE Program Plan](#).

4. **Sub-consultants are not to be included** in your Expression of Interest submittal. Sub-consultants may be used for assigned tasks subject to the Department’s prior review and approval. Please note that an awarded firm selected under this solicitation cannot participate as a sub-consultant on any of these awarded agreements.
5. **Candidate firms must submit six (6) copies** of their Expression of Interest. Receipt of insufficient copies of the Expression of Interest or non-compliance with providing the requested information in the desired format may result in your submittal being found non responsive and not considered for award.
6. **In order to comply with the State of Delaware’s Freedom of Information Act**, firms responding to this Request for Qualifications should prepare one (1) copy of their Expression of Interest with any proprietary or confidential information redacted. This copy should be clearly marked as “Redacted Copy” and submitted along with the other six 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.
7. **Joint venture** submissions will not be considered.
8. **The Department 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 selection. 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 selection are listed below with the weight assigned by percent for each element to be evaluated in the submitted Expressions of Interest:

CATEGORY	Weight Assigned
Key Staff/Project Team qualifications pertaining to construction inspection work	30%
Firm resources/capability to accomplish proposed work on schedule, and experience on similar projects (open-end inspection work)	25%
Ability to provide required construction and maintenance inspection personnel on demand for each type of project and task	20%
Project understanding/approach/services required	20%
Completeness of submissions to include clarity, readability, and presentation of material	5%

**** Note: Selection Is Based Solely On The Submitted Expressions Of Interest ****

CONTACTS - QUESTIONS

Questions regarding this RFQ, submittals, or procedures should be submitted via email to:
Wendy B. Henry, Consultant Control Coordinator
wendy.henry@state.de.us

Telephone: (302) 760-2531

Questions received and the Department's response will be provided on the Department's web site; <http://www.deldot.gov/>. Click on 'Doing Business', under 'Professional Services', click on 'Current Requests for Consulting Services'.

OVERVIEW OF SELECTION PROCESS

In accordance with the Department's procurement procedure 3.3.2.4, the Selection committee shall base its selection on the above listed Criteria utilizing only the submitted Expressions of Interest. The Department retains the right to contact submitting firms to clarify Expressions of Interest if needed. Selection Committee membership appointments are confidential. After the selection process has been completed, applicable price information will be requested from the successful candidates; 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. The Department's Professional Services Procurement Manual may be viewed [here](#).

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 the Department will be 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 eight (8) pages on four (4) sheets of paper
Indicate the following in your Letter of Interest:

- (1) Include a statement of your firm's commitment to achieve the DBE goal.
- (2) Indicate if any preference to work, or not work, in a particular county.
- (3) Indicate if any preference regarding the type of projects to be inspected.
- (4) An understanding of the anticipated assignments, services required, and approach to providing the services required.
- (5) Identify who the proposed project manager will be and what office location they will be working from.
- (6) The location, size, and description of the firm.
- (7) Availability of personnel for immediate placement.
- (8) 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).
- (9) 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.
- (10) 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. Architect-Engineer Qualifications

Provide either form SF330, or; SF254 and SF255

- (1) GSA form SF330
<http://www.gsa.gov/portal/forms/download/21DBF5BF7E860FC185256E13005C6AA6>

Or:

- (2) GSA forms SF254 and SF255 (forms are obsolete but may be used)

Instructions for completing the SF 255 form (and similar SF330 areas):

- 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. 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 (2) pages in length.
- e) **Information for Item #10, Additional Information**, shall not exceed one (1) page.

NOTE: Submit either a SF330 or a SF255 as prescribed above.
CANNOT SUBMIT BOTH OR INTERMINGLE THE FORMS.

Above item limitations are the same for SF330 and SF254-255

E. References

Provide a list of References who have personal knowledge of the submitting consultant's previous performance. Provide three (3) client references, do not include any DelDOT references. 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. These shall not count towards the eight 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 this RFQ or selection process.

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: Carolann Wicks, P.E.

Secretary

Dover, DE

December 13, 2010