

REVISED APRIL 12, 2011



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

(29 Del.C. §6981)

Agreement No. 1583-1586

PROJECT DEVELOPMENT AND DESIGN SERVICES

4/12/11 REVISED RFQ

Sub consultants may now be included in the expression of interest, however, submitters are encouraged to attend the *Informational Meeting for further clarification.

***An Informational Meeting will be held in the Farmington/Felton Room of the DelDOT Administration Center, 800 Bay Road, Dover, Delaware, 19901 at 1:30 PM Local Time on Wednesday, April 20, 2011. Interested submitters are encouraged to attend.**

PROJECT DESCRIPTION

The purpose of this procurement is to establish up to four (4) open-end/task order agreements with a (3) year term to assist with projects that will range from small-scale transportation analysis to corridor/sub-area transportation planning and engineering. All assignment of work will be at the discretion of the Department and the availability of funding.

The anticipated project assignments may involve the assessment and evaluation of multi-modal transportation requirements, preparation of general location and needs studies, including noise analysis, in conjunction with various types of location studies and advanced planning projects, design of transportation improvement projects throughout the state, and the ability to provide additional support services such as traffic signal coordination and public involvement activities on an as-need basis.

In addition, project assignments will involve performing necessary field investigations, designs, plan preparations, etc. for miscellaneous design projects and perform small short term location studies.

CONSULTANT SERVICES REQUIRED

Services may include but are not limited to the following:

1. The consultant shall provide services to meet the individual needs of a given task in a manner which will secure its success. This may include but is not limited to:
 - a. Planning and Design of Urban and Rural Transportation Facilities
 - b. Bicycle and Pedestrian Planning and Design
 - c. Community Relations
 - d. Cultural Resources
 - e. Environmental Resources
 - f. Geographical Information System (GIS)
 - g. Landscape Architecture
 - h. Operations and Construction Resources

- i. Real Estate and Utilities Resources
 - j. Technical and Visualization Resources
 - k. Transit Resources
2. Location and Needs Studies, which may include the following:
 - a. Development of conceptual multi-modal transportation alternatives. Alternatives could include combinations of road alignments options, including new routes, intersection improvements, local street connections, etc.; locations and types of facilities for bicycles and pedestrians, transportation demand management strategies; and transit routing and service recommendations.
 - b. Evaluation of social, economic, and environmental parameters and impacts for proposed transportation improvements capable of pursuing NEPA process based on project level needs.
 - c. Preparation of presentation materials for a community information program, including conduct of public meetings, working groups, and including notification.
 - d. Preparation of cost estimates for all transportation alternatives for both capital and operational funding.
 - e. A recommended course of action and implementation assessments to provide sustained transportation improvements.
3. Noise analysis, which may include the following:
 - a. Identification of noise-sensitive land uses.
 - b. Measurement of existing noise levels.
 - c. Prediction of future noise levels and projection of noise impacts.
 - d. Identification and evaluation of noise mitigation measures, including the development of estimated costs.
 - e. A community information program, including public meetings.
4. Preparation of Categorical Exclusions, Environmental Assessments, Section 4(f) evaluations and other applicable studies.
5. Traffic studies and modeling using HCM, VISSIM, CORSIM or other applicable traffic model; Utilization of traffic analysis zones for land use and transportation coordination; expertise in urban economics and revitalization.
6. Administration of multi-disciplined experts to accomplish goals in a timely and cost effective manner. This includes the ability to identify and complete critical path activities associated with the project to meet project schedules.
7. Project surveys.
8. Public hearing or meeting displays, including project renderings and visualization displays.
9. Plans, specifications and estimates.

10. Right of way plans.
11. Traffic Control plans.
12. Traffic Management Plans
13. User delay cost analysis.
14. Lighting design and lighting plans.
15. Signal design and signalization plans.
16. Utility coordination in accordance with Chapter 4 of the DelDOT Utility Design Manual and shall include but is not limited to printing and distribution of plans to utility companies, meeting and coordinating with the DelDOT Utility Coordinator, reviewing plans for possible utility conflicts, determining test hole locations and designation needs, prepare necessary utility plans, coordinate with individual utility companies throughout the design process, and prepare a utility statement for contract advertisement.

SUBMISSION REQUIREMENTS

1. **Expression of Interest submissions** must be received by: **3:00 P.M. Local Time, Wednesday, April 27, 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. 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 Consultant must be Pre-Registered (or make application for registration with DelDOT prior to the submission due date) in the area of Highway Design, Item #1, Traffic Engineering, Item #5, and Highway Planning, Item #14 in order to be considered for evaluation on this project.
3. **DBE Goals** will be established by the DBE Program Office on federally funded tasks issued under this agreement. Tasks will be evaluated independently for potential DBE participation. Expressions of Interest must include a statement of commitment to achieve goals established for individual tasks. The commitment shall include an understanding that proposed DBE firms to be used for goal attainment purposes shall be certified with DelDOT's DBE Program Office.

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**, 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 DeIDOT 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. **DeIDOT 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. DeIDOT 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
- c) Project understanding/approach/services required
- d) Location(s) where work will be initiated from. **(to include subcontractor/subconsultant locations, if applicable).**
- e) Completeness of submission to include clarity, readability & 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 pre-proposal meeting may be established. 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. Interested firms must submit the material required herein or they will not be considered for the project. ~~Do not include information on any potential sub-consultants.~~

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 DelDOT 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) 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.
- (6) 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.

~~NOTE: Information on any potential sub-consultants is not being requested at this time.~~

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/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 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. 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 per project.
- 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.

References

Provide a list of References who have personal knowledge of your firm's previous performance. Provide three (3) client references **each for both the prime and the sub-consultant(s)**. that 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 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.

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: Cleon L. Cauley, Sr.
Acting Secretary
Dover, DE
April 4, 2011