



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

**Agreement No. 1591**

**NPDES STATEWIDE STORM DRAIN INVENTORY  
AND INSPECTION PROGRAM**

**PROJECT DESCRIPTION**

The purpose of this process is to select a consultant to assist the NPDES Section with inventory and inspection services related to compliance with the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit Program. This agreement will be for a three (3) year term on a task order basis.

As part of the Phase I NPDES Permit, we are currently working towards completing Kent and Sussex Counties. The inventory components include the closed (inlets, manholes, pipes) and open (outfalls, swales) drainage system and stormwater treatment devices (ponds, sand filters, wetlands, etc.).

Our efforts will focus on completing Kent and Sussex Counties while continuing to reinspect the storm sewer system in New Castle County based on an existing long-term inspection schedule. New structures within roadways and subdivisions not inspected during the last agreement will also require inspection. The geographic distribution of effort may shift pending receipt of the new Phase I permit which may require concentration of effort in New Castle County.

This following tasks will be accomplished as part of this agreement:

- Complete the statewide inventory in Kent and Sussex Counties.
- Reinspect portions the storm sewer system in New Castle County.
- Inspect new structures within roadways and subdivisions.
- Submit work orders as needed.
- Maintain and update the statewide inventory/inspection database and map viewer application.

**CONSULTANT SERVICES REQUIRED**

Services may include but are not limited to the following:

1. Determine the Department's limits of ownership for the MS4.
2. Compile a field-verified inventory of the DelDOT owned MS4 and stormwater Best Management Practices (BMPs).
3. Perform a detailed maintenance inspection of the DelDOT owned MS4.
4. Perform a detailed maintenance inspection of the DelDOT owned stormwater BMPs.
5. Prepare maintenance work orders for deficient elements of the stormwater conveyance system and stormwater BMPs.
6. Database management.

## TASKS

The tasks to be completed for each of these elements is further described as follows:

1. Storm sewer system inventory and inspection:
  - a. Develop and compile an inventory of all parts of the DelDOT owned stormwater drainage system statewide.
  - b. Locate the drainage system using Global Positioning System (GPS) techniques, with sub-meter accuracy.
  - c. Inspect all respective parts of the Department's conveyance system to verify inventory data, structural integrity and identify maintenance needs. Work is to include external and internal visual inspections of all drainage inlets, catch basins, manholes, junction boxes, flow diverters, stream channels, ditches, and pipes.
  - d. Report any odors or visual clues that would indicate the presence of non-storm water discharges.
  - e. Mark each drainage inlet upon completion of the inspection work with a Departmental approved decal. Each such mark shall display a public message related to protecting water quality. Presence of the mark will indicate progress made under this agreement.
  
2. Stormwater BMP inventory and inspection:
  - a. Inventory any new DelDOT owned stormwater BMPs statewide to include stormwater ponds, media filters, biofiltration, sedimentation devices, bioretention, infiltration basins and trenches, check dams, etc.
  - b. Locate each BMP using Global Positioning System (GPS) techniques, with sub-meter accuracy.
  - c. Perform inspections of all components of DelDOT owned BMPs.
  
3. Maintenance work orders:
  - a. Prepare maintenance work orders for deficient elements of the stormwater conveyance system and stormwater BMPs upon discovery.
  - b. Work orders shall be submitted to the appropriate Sections of the Department in a format compatible with existing Maintenance Management Systems.
  
4. Database maintenance:
  - a. Provide routine updates of inventories and inspections to database; the consultant shall ensure the quality and accuracy of the data prior to submitting.
  - b. Make modifications to map viewer at the request of DelDOT project manager.
  - c. On a temporary basis the consultant will be required to host the database and have available to DelDOT through the internet.
  - d. Any and all data or source code developed for this project shall become the property of the Department for its use and shall be submitted to the Department as it is developed or upon the request of the Department's project manager. The consultant must submit the information in such format as will enable the Department to add information or modify the database independently, as it sees fit, as requirements and needs change.
  
5. Progress reports and submittals:
  - a. Attend regular progress meetings with the Department project manager. The frequency of meetings will be determined by the DelDOT Project Manager.
  - b. Submit annual summary reports for inclusion in DelDOT's annual report.
  - c. Compile an annual BMP summary report of inspections and maintenance recommendations.

## SUBMISSION REQUIREMENTS

1. **Expression of Interest submissions** must be received by: **3:00 P.M. Local Time, Wednesday, September 14, 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 Prime Consultant must be Pre-Registered, or make application for registration with DelDOT and appear on the Department's list of registered consultants in the area of Environmental Studies, Item # 13 at the time of submission in order to be considered for evaluation on this project.
3. **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.
4. **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 copies. 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(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.
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**

Major factors/criteria for the establishment of a reduced candidate/shortlist and selection:

- a) Key Staff/Project Team qualifications with expertise in stormwater system inventory, inspections, and condition assessment and database management.
- b) Sufficient qualified local staff to accomplish proposed work on schedule; location from which project will be administered for prime and any proposed sub(s).
- c) Demonstrated plan for cost effective work assignments.
- d) Project understanding/approach.
- e) Demonstrated ability to apply creative solutions to challenging situations.
- f) Completeness of submissions to include clarity, readability, and presentation of material.

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

## **QUESTIONS**

Questions regarding this RFQ should be submitted via email. 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](mailto: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 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 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 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 form SF330, or; SF254 and SF255

- (1) GSA form SF330  
[http://contacts.gsa.gov/webforms.nsf/0/21DBF5BF7E860FC185256E13005C6AA6/\\$file/SF%20330.pdf](http://contacts.gsa.gov/webforms.nsf/0/21DBF5BF7E860FC185256E13005C6AA6/$file/SF%20330.pdf)

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. Resume information presented may pertain to individual(s) that is/are not connected with the Prime/Lead consultant. It should be clearly noted what the affiliation is for any SF 255 resume information submitted other than for the Prime/Lead consultant firm. Resume information is limited to eight (8) individuals regardless of affiliation. 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.
- 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.

Also, item limitations are the same regardless of the form being used (i.e. if using SF330 submit 8 resumes (1 per page), 5 similar projects (1 project per page) and one (1) page additional information)

## E. References

Provide a list of References who have personal knowledge of the prime consultant'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 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: Shailen P. Bhatt**

**Secretary**

**Dover, DE**

**August 15, 2011**