



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

**Agreement Nos. 1592-1594**

**SUBSURFACE UTILITY LOCATION  
AND DESIGN SERVICES**

**PROJECT DESCRIPTION**

The purpose of this process is to establish up to three (3) open-end, task order agreements with a 3-year term to provide estimates for specific services or tasks that may include designating, locating, utility design and/or coordination

The consultant must be prepared to provide all equipment, personnel, and necessary supplies to perform these services as described below.

**SUBSURFACE UTILITY DESIGNATING**

These services will involve using geophysical prospecting techniques to determine the existence and horizontal position of underground utilities. The selected consultant will be required to perform the following:

1. Meet with DelDOT to discuss specific project scope.
2. Provide proposal to DelDOT regarding services to be performed.
3. After authorization is given to the consultant by DelDOT on a specific project, the consultant will obtain permits as necessary.
4. Secure necessary plans, plats or other documents from DelDOT and utility companies.
5. The consultant will provide signs, safety devices and flagmen as specified by DelDOT.
6. Designate, measure, and record the approximate height and location of the existing utilities and their major laterals to existing buildings within the project limits. The consultant may be requested to draft utility locations on plan sheets furnished by DelDOT in the format of Intergraph or in accordance with the Department's CADD standards.
7. Deliver final product to DelDOT in the required format.

**SUBSURFACE UTILITY LOCATING**

Using nondestructive excavation equipment, at critical points along a subsurface utility's path to determine the precise horizontal and vertical position of the underground facility. Following receipt of authorization, the selected consultant will be required to perform the following:

1. Obtain and review plans from DelDOT and utility companies.
2. Acquire the necessary permits from appropriate parties.
3. Contact "Miss Utility" and comply with current underground utility protection laws.
4. Coordinate work activities with DelDOT and utility representatives by conducting "kick-off" meetings.
5. Provide traffic control devices in accordance with the DelDOT Traffic Control Manual.

6. Perform the required work by neatly cutting an area not exceeding 225 square inches and excavating, using the vacuum extraction method, and exposing the utility to obtain necessary data.
7. Perform data collection to include furnishing and installing a permanent aboveground marker (i.e. P.K. nail, peg, steel pin, or hub) and color-coded ribbon directly above the centerline of the structure and record the elevation of the mark
8. Where applicable, the consultant must provide permanent restoration of pavement within limits of the original cut at time of backfill. Whenever test holes are excavated in areas other than roadway pavement, these disturbed areas shall be restored, as nearly as possible, to the condition that existed prior to excavation.
9. Whenever possible, the consultant must tie all vertical controls to a minimum of two (2) checked benchmarks or available datum. The consultant must complete turns or establish additional benchmarks as required to obtain the tie. The accuracy of these turns or additional benchmarks must be in accordance with established surveying practices.
10. Plot the horizontal position of the located utilities on the furnished plans.
11. Plot profile of the located utilities on the furnished plans.
12. Return plans, profiles, and certification forms and review these documents with DelDOT's engineer, as deemed necessary.
13. The consultant must provide the following test hole information on a certified test hole data sheet and summarize data into a table format:
  - Elevation of tops and/or bottom of utility tie to the datum of the furnished plan
  - Elevation of existing grade over utility at test hole.
  - Horizontal location using a minimum of three (3) swing ties to physical structures existing in the field and shown on the DelDOT plans.
  - Outside diameter of pipe or width of duct banks and configuration of non-encased multi-conduit systems.
  - Utility structure material composition, when possible.
  - Identify benchmarks used to determine elevations.
  - Elevations provided by the consultant shall be within an accuracy of +/-0.05" based on the benchmarks shown on the DelDOT plans.
  - Provide paving thickness, where applicable, and the general soil type and site conditions.
  - Identify the owner/operator of utility facility
14. No work will proceed until DelDOT has issued a "Notice to Proceed" for a specific project.
15. All information will be provided within thirty (30) days of completion.

### **UTILITY COORDINATION**

The selected consultant will be required to act in behalf and at the direction of DelDOT to administer the Federal and State laws regarding utility relocations necessitated by transportation related projects. Conduct coordination meetings with utility companies to discuss proposed highway plans, relocation of utilities, cost responsibilities, scheduling and construction. Assume timely and appropriate generation, collection, dissemination, storage, and disposition of project information. Work together with DelDOT and utility representatives to find solutions that will enhance and promote the efficient relocation/installation of utility facilities.

### **UTILITY DESIGN SERVICES**

The selected consultant will be required to provide utility design services, as directed by DelDOT, for those facilities determined to be in conflict with the proposed highway plans. Utility relocation designs for water, sanitary sewer, gas, etc., must be in accordance with the requirements of the affected utility company. Prepare a preliminary design for the relocation

depicting the relocation's horizontal and vertical alignment and required appurtenances (i.e. manholes, valves, etc.) for review. Provide an estimate of the proposed relocation costs and a unit cost breakdown of specific pay items shown to be constructed. Provide final design plans, details, unit cost estimates, and special provision on individual projects. Prepare contract plans for bid in accordance with DeIDOT standards for plan preparation. Coordinate proposed relocation designs with DeIDOT designers, utility companies and DeIDOT utility staff.

### **TRAINING AND OTHER RELATED SERVICES**

The selected consultant will be required to provide training and instruction to the utility industry on DeIDOT and FHWA utility relocation policies and procedures related to proposed transportation projects. Review and make recommendations for possible updates to current utilities manual and/or accommodations policies. Other related services as may be deemed appropriate by DeIDOT Transportation Solutions, Engineering Support, Utilities such as on-site construction management of utility relocations.

### **SUBMISSION REQUIREMENTS**

1. **Expression of Interest submissions** must be received by: **3:00 P.M. Local Time, Wednesday, August 3, 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. DeIDOT'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 DeIDOT and appear on the Department's list of registered consultants in the Area of Highway Design, Item #1 and Land Surveying, Item #9 at the time of submission 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 DeIDOT'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 copies. Firms should review Delaware’s Freedom of Information Regulations, section 6, Requests for Confidentiality, on the DeIDOT 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.
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
- 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 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 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) 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 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/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. 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**

**July 11, 2011**