



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

Agreement No. 1603

VEHICLE INSPECTION PROGRAM ANALYSIS

PROJECT DESCRIPTION

The Delaware Department of Transportation, Division of Motor Vehicles (DMV), is seeking to establish a three (3) year open-end agreement with a consultant to assist the DMV with conducting its Vehicle Inspection Program Analysis.

The consultant must provide assistance regarding the following issues: (1) Pressure testing, (2) Enhanced Emission inspection, (3) On-Board Diagnostics, (4) device location, (5) Audit vehicle inspection data, and (6) testify as an expert witness on vehicle inspection programs. Consultant's involvement with other jurisdictions improves Delaware's vehicle inspection program by adopting "best practices" being utilized.

Candidate firms must have Technical knowledge of:

- Automotive OBD-II systems.
- Federal EPA Clean Air Laws and Regulations.
- Federal Clean Air Emissions modeling.
- Delaware's Inspection/Maintenance program.

CONSULTANT SERVICES REQUIRED

Services may include but are not limited to the following:

- Assist in revising the Inspection/Maintenance components of Delaware's State Implementation Plan (SIP).
- Development of specifications and support documents for Delaware's new I/M systems.
- Assist in development of acceptance test procedures (ATP) for Delaware's I/M program.
- Performing acceptance tests of Delaware's I/M systems.
- Perform analysis to assess enforcement of Delaware's Inspection/Maintenance (I/M) program and support investigations of fraudulent inspections.
- Review, prepare comments along with recommended modifications to EPA regulations, ensure Delaware's I/M program complies with EPA requirements, identify discrepancies and report findings.
- Negotiate with EPA on the approval of specific aspects of Delaware's I/M program, such as possible deviations from EPA's recommended guidance.
- Assist Delaware in identifying EPA model emission reductions for specific elements of Delaware's I/M program using MOVES (or the latest model).

- Assist Delaware in identifying model emission reductions for specific elements of Delaware's I/M program using MOVES (or the latest model), prepare documents and recommendations for compliance.
- Represent DMV as a technical expert in any legal proceeding involving Delaware's inspection program
- Periodic reviews of vehicle inspection data to ensure vehicle inspections are being performed in accordance with EPA and State regulations and to prevent fraud.

ADDITIONAL INFORMATION

- Information on Delaware's I/M program can be found at:
http://www.dmv.de.gov/services/vehicle_services/other/ve_other_general.shtml
- The vehicle emission testing utilizes the following equipment which was custom designed for Delaware DMV by Environmental Systems Products Inc., East Granby, CT:
 - model number ESP11095-1 (data entry, exhaust analysis, OBD)
 - model number ESP11094-1 (tank tester)
- Additional information from ESP can be obtained at:
<http://esp-global.com/About/Customer-Service>
- Additional information on the MOVES product can be found at:
<http://www.epa.gov/otaq/models.htm>.

SUBMISSION REQUIREMENTS

1. **Expression of Interest submissions** must be received by: **3:00 P.M. Local Time, Wednesday, February 1, 2012.**

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:**

There is no pre-registration requirement in order to submit an expression of interest on this project. The selected firm(s) may be required to register upon selection

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 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) Knowledge of OBD-II activities of the US-EPA and other states
- b) Demonstrated Ability
- c) Knowledge of Delaware's Inspection/Maintenance program
- d) Knowledge of current Delaware inspection equipment operation

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.

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 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. Experience - Limited to four (4) pages on two (2) sheets of paper.

- (1) Explain experience with OBD-II activities of US-EPA and other states.
- (2) Level of technical knowledge of automotive OBD-II systems.
- (3) Knowledge of Delaware's Inspection/Maintenance program.
- (4) Knowledge of current Delaware inspection equipment operation.
- (5) Extent of knowledge of EPA's Clean Air laws and Regulations.
- (6) Knowledge of federal Clean Air Emissions modeling.
- (7) Give examples where you have represented states before the federal EPA regarding emission issues.
- (8) List experience working with the identified equipment used by Delaware in its emission testing program.

D. Related Work – Limited to one-single sided page for each project.

Include major history during the previous five years, and include all work history regarding vehicle emission testing and programs. Include at least the following:

- (a) List 5 projects that your firm has participated in within the last 5 years that are similar to the requirements in the Project Description portion of this Request for Services. Include project name & location, nature of responsibility, contracting agency & address, and contact information.
- (b) Resumes for key persons who will be performing work under this agreement – (single sided sheets of paper for resumes – 1 resume on each sheet). Indicate if the individual is a full-time member of your firm, part-time, on-call, etc. Indicate where key personnel are currently assigned & the length of the assignment. Clearly identify who will be the Project Manager.
- (c) Additional information you feel will benefit the Committees, limited to 1-single sided sheet of paper.

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

January 9, 2012