

**Delaware Department of Transportation
Questions and Answers
Bridge Design Services
Agreement 1810-1813
November 9, 2016**

| Number | Question | Answer |
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| 1 | We have noted that the RFP does not request inclusion of a Table of Contents, Letter of Interest, or References sections, only an SF 330. Please verify whether you want these items included separately. If not, may we satisfy the items listed in the RFP Rating Criteria by including them in an expanded SF 330, Section H? | Items that are not required in the RFP or the instructions sections of the SF330 are not to be submitted and will not be accepted. |
| 2 | Also, DeIDOT has typically only requested the inclusion of no more than 8 resumes and 5 project descriptions. Are there any limitations to the number of resumes and project descriptions that can be included with this RFP submission? | Please follow the instructions as stated in the RFP in order to prepare your proposal. All requirements are clearly stated. Instructions for the SF330 document should be followed. |
| 3 | Can you please confirm that it is the Department's intent that all information be solely submitted in the SF 330 Form plus required forms? | Please follow the instructions as stated in the RFP in order to prepare your proposal. All requirements are clearly stated. |
| 4 | Is there a limit on the number of example projects included in the SF 330 or the number of pages utilized to describe the example projects? | Please follow the instructions as stated in the RFP in order to prepare your proposal. All requirements are clearly stated. Instructions sections as stated in the SF330 document should be followed. |
| 5 | Is there a limit on the number of resumes included in the SF 330 or the number of pages used for resumes? | Please follow the instructions as stated in the RFP in order to prepare your proposal. All requirements are clearly stated. Instructions sections as stated in the SF330 document should be followed. |
| 6 | Is there a page limit on content included in Section H of the SF 330 form? | Please follow the instructions as stated in the RFP in order to prepare your proposal. All requirements are clearly stated. Instructions sections as stated in the SF330 document should be followed. |

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| 7 | Is a list of “references” required as in the past and as indicated in the Professional Services Procurement Manual (Section 2.6)? | Items that are not required in the RFP or the instructions sections of the SF330 are not to be submitted and will not be accepted. |
| 8 | Is a transmittal letter required/permitted and, if so, is there a page limit for the transmittal letter? | Items that are not required in the RFP or the instructions sections of the SF330 are not to be submitted and will not be accepted. |
| 9 | Does the RFP require the Prime Consultant to be registered with the Department in any particular categories? | No. |
| 10 | Are the SF 330, Part 1, Section E. Resumes limited to 1 page (one-sided) in length? | Please follow the instructions as stated in the RFP in order to prepare your proposal. All requirements are clearly stated. Instructions sections as stated in the SF330 document should be followed. |
| 11 | Are the SF 330, Part 1, Section E. Resumes limited to 20 Key Personnel? | Please follow the instructions as stated in the RFP in order to prepare your proposal. All requirements are clearly stated. Instructions sections as stated in the SF330 document should be followed. |
| 12 | Are the SF 330, Part 1, Section F. Example Projects limited to 10 projects that are 1 page (one-sided) in length? | Please follow the instructions as stated in the RFP in order to prepare your proposal. All requirements are clearly stated. Instructions sections as stated in the SF330 document should be followed. |
| 13 | Does the SF 330, Part 1, Section H have a page limit? | Please follow the instructions as stated in the RFP in order to prepare your proposal. All requirements are clearly stated. Instructions sections as stated in the SF330 document should be followed. |

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| 14 | Please describe how points are assigned for the scoring of Respondent Firms in the #8 individual Rating Criteria. | Scoring is described in the "Overview of Selection Process - IDIQ": <i>"Selection Committee members will individually score each firm's submitted proposal which determines individual ranking."</i> |
| 15 | Is a letter of interest to be included in the submission or just the SF 330? If yes, what is the page limit? | Items that are not required in the RFP or the instructions sections of the SF330 are not to be submitted and will not be accepted. Please follow the instructions as stated in the RFP in order to prepare your proposal. All requirements are clearly stated. Instructions for the SF330 document should be followed. |
| 16 | How many resumes are we allowed to include? | Please follow the instructions as stated in the RFP in order to prepare your proposal. All requirements are clearly stated. Instructions for the SF330 document should be followed. |
| 17 | How many projects are we allowed to include? | Please follow the instructions as stated in the RFP in order to prepare your proposal. All requirements are clearly stated. Instructions for the SF330 document should be followed. |
| 18 | Is there a page limit for Section H? | Please follow the instructions as stated in the RFP in order to prepare your proposal. All requirements are clearly stated. Instructions for the SF330 document should be followed. |
| 19 | Which of the following forms (if any) located in Appendix A are required to be filled out by subconsultants? | None. |
| 20 | Will the submittal only include an SF-330 Part I & II and the required forms in Appendix A? | Please follow the instructions as stated in the RFP in order to prepare your proposal. All requirements are clearly stated. Instructions for the SF330 document should be followed. |

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| 21 | Are there no limit to the number of staff that can be proposed | Please follow the instructions as stated in the RFP in order to prepare your proposal. All requirements are clearly stated. Instructions for the SF330 document should be followed. |
| 22 | Are there no page limits on the section H - Narrative? | Please follow the instructions as stated in the RFP in order to prepare your proposal. All requirements are clearly stated. Instructions for the SF330 document should be followed. |
| 23 | Can you please confirm that a consultant can submit a proposal which responds to all items listed under the Rating Criteria, and includes the SF330 and Forms? | Please follow the instructions as stated in the RFP in order to prepare your proposal. All requirements are clearly stated. Instructions for the SF330 document should be followed. |
| 24 | Is there a page limit on the proposal? | Please follow the instructions as stated in the RFP in order to prepare your proposal. All requirements are clearly stated. Instructions for the SF330 document should be followed. |
| 25 | Can you provide the formatting requirements (font restrictions, double-sided printing, etc.) for the proposal, if any? | Please follow the instructions as stated in the RFP in order to prepare your proposal. All requirements are clearly stated. Instructions for the SF330 document should be followed. |
| 26 | Is there an overall page limit on the proposal? | Please follow the instructions as stated in the RFP in order to prepare your proposal. All requirements are clearly stated. Instructions for the SF330 document should be followed. |
| 27 | Is there a limit on the number of resumes and/or projects that we should submit? Or a limit on the section H? | Please follow the instructions as stated in the RFP in order to prepare your proposal. All requirements are clearly stated. Instructions for the SF330 document should be followed. |

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| 28 | Will a Letter of Interest (LOI) be accepted with the form SF 330? If so, will there be any format requirements to the LOI? | Items that are not required in the RFP or the instructions sections of the SF330 are not to be submitted and will not be accepted. Please follow the instructions as stated in the RFP in order to prepare your proposal. All requirements are clearly stated. Instructions for the SF330 document should be followed. |