



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

(29 Del.C. §§6981 & 6982)

Agreement No. 1631

**DTC- RIDESHARE &
TRANSPORTATION SERVICES**

PROJECT DESCRIPTION

The purpose for this procurement process is to obtain consultant services for assisting Delaware Transit Corporation (DTC), a division of the Delaware Department of Transportation (DelDOT), in promoting services, such as: Rideshare services; promotion of non-single occupancy vehicle travel; traffic mitigation efforts; Access To Jobs program; Employee Transit Benefits programs and other support services to DTC.

The consultant staff and program materials will be located at the DTC office at 119 Lower Beech Street, Wilmington office. The term of the agreement will be for three years.

CONSULTANT SERVICES REQUIRED

The consultant team must demonstrate knowledge, skills, and abilities to perform the following services:

1. Operating and managing the public Ride Matching Service (Rideshare) for multi-rider carpools and vanpools, and perform public outreach to encourage the sustained use of DART (DTC) public transit services to reduce the growth and use of single occupancy vehicle passenger trips.

The public Ride Matching service is to be maintained by the consultant with computer software specifically designed to support ride matching record keeping, ride tracking analysis evaluation, and contact utilization.

2. Coordinate and work with DTC to perform public outreach services to encourage and enlist employers and business owners to promote and provide their employees with incentives to ride to and from work by public transit. This effort shall be known as Business Partners in Transit. The selected consultant will perform the following:
 - a) Maintain a computer-based ride-matching program with performance measures that include definition of benefits such as reduction in vehicle miles of travel, reduction in commuting costs, reduction in carbon monoxide, among others, to be agreed upon between DTC and the Consultant.
 - b) Disseminate information on DTC policy, education on bus shelters, service changes, transit ticket outlets, and paratransit.
 - c) Market to at least 25 new companies each year.
3. Coordinate and work with DTC to perform community outreach services to encourage and enlist civic, service, and community organizations to promote and provide their members with information of the quality of life benefits of using alternative commute modes. To perform these services the selected consultant must:
 - a) Make presentations to DTC's Community Leaders Transit Advisory Group.

- b) Attend community events or civic group meetings when requested by DTC.
 - c) Continue outreach to community groups via mailings and through the Rideshare program.
4. The selected consultant must coordinate and work with DTC to develop Transportation forums and expos to create awareness, encourage and enlist employers and business owners on various transportation programs and resources that are available to them.
 5. The selected consultant shall coordinate and work with DTC to promote Transit Initiatives to employers and business owners in order to encourage high occupancy vehicle usage and to reduce the growth and use of single occupancy vehicle passenger trips.
 6. The selected consultant shall perform outreach efforts and aid in the implementation of pre-tax benefits programs, and act as a resource for transit improvements needed, as they qualify under DTC policy.
Specifically, the consultant shall:
 - a) Aid with Service Changes
 - Obtain feedback from groups about DTC service.
 - Assist with marketing service changes, especially new and/or changed routes.
 - b) Promote Pre-Tax Benefits to employers
 - Utilize all benefit providers to ease the burden on employers of administering a new benefit, such as TransitChek, WageWorks, etc., and including guidance for self-administered programs.
 - Secure businesses to implement benefit.
 - c) Vanpools
 - Continue to develop the vanpool program.
 - Chair a Vanpool Committee.
 - Oversee and operate the program.
 7. Utilize all opportunities to support and advocate for transit-friendly land use with all counties and municipalities.
 8. Coordinate with DTC and DelDOT to provide outreach to employers, business owners and community groups in promoting commute alternatives and Traffic Mitigation services during major corridor construction projects where it has the greatest impact to commuters.
 9. Research/Pursue State and Federal programs and opportunities relating to SOV, transit, air quality and traffic mitigation for participation and/or funding.

SUBMISSION REQUIREMENTS

1. **Expression of Interest submissions** must be received by: **3:00 P.M. Local Time, Wednesday, October 10, 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) 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) 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 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 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. Company Information

Submit the following packet of information titled "Company Information" to include:

- (a) Name of entity and address.
- (b) Name, Title, Telephone Number and e-mail address of Contact Person.
- (c) Address of office where work will be performed.
- (d) Names & Addresses of any sub consultants, if applicable. Indicate if the prime consultant has worked with the sub consultant previously.
- (e) Resumes for 4 key persons (4-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.
- (f) List 5 projects that your firm has participated in within the last 3 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 on one-single sided sheet of paper maximum.

(g) Additional information 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.

Any individual, business, organization, corporation, consortium, partnership, joint venture, or any other entity including subconsultants currently debarred or suspended is ineligible to participate as a candidate for this process. Any entity ineligible to conduct business in the State of Delaware for any reason is ineligible to respond to the RFQ.

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

September 12, 2012