

**Delaware Department of Transportation**  
**QUESTIONS AND ANSWERS**  
**Real Estate Engineering Services**  
**Agreement 1845-1846**  
**12-Apr-17**

Q #	Question	Answer
1	Under Proposal Requirements, Item 5.C. Part I Section H 30, Additional Information; it states that this section should <u>only</u> include the listed information for the Prime Consultant's current workload with the Department. Rating Criteria No. 4 is not covered by the information presented in the other Sections of the SF330. Can we address this Rating Criteria by providing additional information in Section H, and if so, is there a page limit?	You may include a "Rating Criteria Support Information" Section limited to four (4) pages on two (2) sheets of paper formatted using Times New Roman, 12pt. font within Section H that covers any information that directly relates to your ability to meet the specific rating criteria cited within the RFP document.
2	Can you please confirm that Section H of the SF 330 can include the information for the Rating Criteria #4 Project understanding, technical approach, service required and that the required Prime consultant must indicate their current workload?	You may include a "Rating Criteria Support Information" Section limited to four (4) pages on two (2) sheets of paper formatted using Times New Roman, 12pt. font within Section H that covers any information that directly relates to your ability to meet the specific rating criteria cited within the RFP document.
3	Who is the incumbent firm/team for this contract?	All publically available information regarding the current agreement for these services can be viewed at: <a href="http://contracts.delaware.gov/contracts_detail.asp?i=2635">http://contracts.delaware.gov/contracts_detail.asp?i=2635</a>
4	On page 2, Disadvantaged Business Enterprise, the RFP states that the DBE goals will be established on a task by task basis. On page 3, Section 5.A states that we must indicate if a DBE firm is included on the team and define the approximate percentage of contract cost they will perform. Can you please clarify the DBE goals established for this RFP?	As stated, we will be reviewing and setting DBE goals on a task basis for this agreement. If you anticipate DBE Firm involvement in the event your firm be awarded please feel free to offer that information.
5	On page 1, Professional Services Required includes Engineering and Highway Design in the description. Can you please clarify what types of engineering tasks would be required under this contract so we can include the most appropriate personnel on our team?	Statewide right of way plan/construction plan reviews and coordination with in-house staff/consultants/agencies on behalf of Team Support (right of way and ownership verification at the survey plan submittal including field review, preliminary plan review, semifinal and revised seminal review, and any additional submissions including sign off on final r/w plans). Reviews shall include consideration of the right of way takings based on engineering need. Additional title/deed research as needed for the project reviews. Perform related tasks as needed

Q #	Question	Answer
6	May we insert our response to the evaluation criteria (understanding, approach, location of offices to perform the work, etc.) in Section H of the SF 330 Part I? Or should we include the narrative in a separate tabbed section of the proposal?	You may include a "Rating Criteria Support Information" Section limited to four (4) pages on two (2) sheets of paper formatted with Times New Roman, 12pt. font within Section H that covers any information that directly relates to your ability to meet the specific rating criteria cited within the RFP document.
7	May we include projects from our subconsultants in section F of the SF 330 Part I? Or must the prime provide all 10 projects?	Please review instructions sections for the SF330. Particularly Part I., Section F., Item 25. There are guidelines for how to involve subcontractors.