



**REQUEST FOR QUALIFICATIONS
(RFQ) & EXPRESSIONS OF INTEREST
CONSULTING SERVICES
(29 Del.C. §§6981 & 6982)**

Agreement No. 1749

ENVIRONMENTAL AND WATER QUALITY MONITORING

PROJECT DESCRIPTION

The purpose of this procurement is to establish an open-end/task order agreement with a consultant for a period of three (3) years to provide stormwater quality and BMP performance monitoring for the DelDOT NPDES program.

The need for stormwater monitoring services arises from compliance with the statewide stormwater NPDES program, which includes: (1) a Phase I MS4 Permit for New Castle County; (2) a Phase II MS4 Permit for portions of Kent and Sussex Counties; and (3) maintenance facilities covered by Delaware's General Permit for Industrial Stormwater Runoff.

CONSULTANT SERVICES REQUIRED

The services required in this agreement include wet weather monitoring of designated stormwater outfalls, conveyances and best management practices (BMPs), illicit discharge detection and elimination, as well as monitoring of streams or other water bodies that are impacted by stormwater discharges. This additional monitoring may include sediment sampling as well as biological assessments that include physical habitat assessment, biosurvey of aquatic benthic macroinvertebrates, and fish assessment.

Additional services include but are not limited to the following: employee training, maintenance facility Pollution Prevention Plan inspections, assisting with various data collection and management plan development such as street sweeping, vehicle washing, and Water Quality Improvement Plans.

Monitoring

- Implementation of a statistically-based wet weather monitoring program for the MS4 to provide data necessary for:
 - Assessing the effectiveness and adequacy of BMP implementation toward meeting TMDLs.
 - Estimating annual cumulative pollutant loadings from the MS4;
 - Estimating event mean concentrations and seasonal pollutants in discharges from major outfalls;
 - Calculating outfall and BMP drainage areas;
 - Identifying and prioritizing portions of the MS4 requiring additional controls.
- Wet weather monitoring will include:
 - Precipitation monitoring to predict representative storms.
 - Sampling and monitoring at sites determined by DelDOT, with number and timing of events sampled to be determined in consultation with DelDOT.
 - Installation and monitoring, as required, of rainfall and flow measurement devices.
 - Sample events may consist of “first flush” samples and/or flow-weighted

composite samples. Both manual and automated sampling methodologies may be required.

- Coordination with a certified laboratory regarding bottle requirements, sample pick-ups, and data deliverables.
 - Submission of data to the International BMP Database. Based on the results of the storm events monitoring, consultant should be prepared to estimate and report annual cumulative pollutant loadings and event mean concentrations of discharges.
 - Consultant may be asked to assist with experimental design, site selection, statistical analyses of data, and reporting.
- Collection and analysis of water quality samples from sites upstream and downstream of stormwater BMPs, from areas impacted by BMPs, or other specialized samples as needed for stormwater/BMP monitoring, watershed assessments or improvement plans, or TMDL compliance.
 - Watershed studies and assessments, including water quality modeling. Watershed studies may include geomorphic, physical, chemical and biological assessments of rivers, streams and/or tributaries. Synthesis and analysis of monitoring and mapping data from other sources may be a component of these studies.
 - Assistance, as needed, in development of Department stormwater management plans, monitoring plans and watershed improvement plans that incorporate strategies to meet Total Maximum Daily Load (TMDL) pollutant reduction goals.
 - Dry weather screening and detection of illicit discharges or improper disposal to the DelDOT-owned stormwater conveyance system. The scope will also include follow-up investigation of suspected or reported illicit discharges or dumping into the DelDOT stormwater conveyance system and coordination with other agencies as required.
 - Study sites may be located throughout Delaware, so the consultant must be able to perform monitoring activities in any part of the state.
 - There may be situations where gaining access to sampling locations requires construction and trimming/cutting of vegetation as well as installation of diversions, weirs, and monitoring brackets for flow metering equipment. Design of any special access structures (e.g., wood stairs), all necessary permitting, the cost, and the construction shall be within the scope of this Agreement.
 - Samples will be analyzed in conformance with 40 CFR Part 136 and the protocols described in the 2002 edition of the ASCE/EPA guidance manual for Urban Stormwater BMP Performance Monitoring for some or all of the following parameters. Analytical work may be subcontracted to an approved analytical laboratory. The particular subset of parameters for each sample will be determined in consultation with DelDOT NPDES staff and may include (but not be limited to) the following:
 - pH
 - Hardness
 - Chloride
 - Conductivity
 - Dissolved Oxygen
 - Total Suspended Solids (TSS)
 - Settleable Suspended Solids (SSC)
 - Turbidity
 - Volatile Suspended Solids (VSS)
 - 5-Day Biological Oxygen Demand (BOD₅)
 - Chemical Oxygen Demand (COD)

- Total Kjeldahl Nitrogen (TKN)
 - Total Ammonia Nitrogen
 - Total Nitrate + Nitrite
 - Total phosphorus
 - Dissolved phosphorus
 - Orthophosphorus
 - Oil and Grease
 - Total Petroleum Hydrocarbon (TPH)
 - Diesel- and Gas-Range Organics (DRO, GRO)
 - Polycyclic Aromatic Hydrocarbon (PAH)
 - BTEX
 - Phenolics
 - Heavy metals, total and dissolved, including lead, zinc, copper, nickel, chromium and cadmium
 - PCBs
 - Fecal coliform counts
 - Enterococcus counts
- Consultant must submit a QA/QC Plan and Standard Operating Procedures to be followed during monitoring to ensure compliance with federal and state regulations.
 - Deliverables:
 - Written memo reports on all activities will be submitted to the DelDOT NPDES Program after each sampling event. The reports should be comprehensive and include procedures, observations, photos, data and analyses.
 - An annual report of all monitoring activities and data to be incorporated in to DelDOT's annual reports to DNREC and EPA. This report will include a calculation of TMDL pollutant loads for each watershed, and the reductions achieved each year. The annual report should be submitted in both hardcopy and electronic format.
 - Summary reports of monitoring activities as required by DelDOT staff for use in other reports and presentations.
 - Submissions to the International Stormwater BMP Data base (<http://www.bmpdatabase.org/>)

Industrial Permit

- Conduct Pollution Prevention Plan maintenance facility inspections per DNREC's Regulations Governing the Control of Water Pollution (General Permit Program).
- Prepare reports and photographic assay regarding permit compliance.

Management Plan Development

- Provide data necessary in the development Water Quality Improvement Plans as determined by DelDOT.
- Assist DelDOT in the preparation of management plans including, but not limited to, sweeping, WQIP, and SWPP&MP.

Training

- Assist DelDOT with employee training including, but not limited to, BMP and Pollution Prevention Plan General Permit requirements.

The successful Lead/Prime consultant will need to demonstrate the following qualifications:

- Expertise in environmental sampling methods, with specific experience in stormwater wet weather monitoring methodologies.
- Knowledge of, and expertise in, dry weather screening methods and illicit discharge detection.
- Knowledge of, and experience in, stream assessment, in-stream monitoring methods, watershed assessment, and biomonitoring protocols.
- Expertise in watershed studies, water quality modeling, and TMDL compliance.
- Sufficient qualified local staff or subcontractors to capture wet weather events from multiple sites throughout Delaware on short notice.
- Possession of and skill in operating automated stormwater sampling and flow measurement equipment.
- Knowledge of NPDES MS4 and Industrial (General Permit Program) permits.
- Record of performance or demonstrated ability to handle similar projects. Demonstrated ability to apply creative solutions to challenging sampling situations.
- Demonstrated ability to apply creative solutions to challenging sampling situations.

SUBMISSION REQUIREMENTS

1. **Expression of Interest submissions** must be received by: **3:00 P.M. Local Time, Wednesday, April 15, 2015.**

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

Should the office be closed at the time responses are due (i.e. an unexpected event or inclement weather) the submission due date shall be the following business day, at the time originally scheduled.

2. **Specific Type Firm Solicited:**

The Prime Consultant must be Pre-Registered, or make application for registration with DelDOT in the area of Environmental Studies, Item No. 13 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 DelDOT's DBE Program Office.

4. **The Consultant shall submit one (1) original and five (5) 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 **shall prepare and submit** one (1) electronic copy (e.g. CD, flash drive) of their Expression with any proprietary or confidential information redacted. This copy should be clearly marked as “Redacted Copy” and submitted along with the other copies. **This electronic copy is required even if the submission contains no proprietary or confidential information.** Firms should review Delaware’s Freedom of Information Regulations, section 6, Requests for Confidentiality, on the DelDOT Website www.deldot.gov and Section 10002(1) “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. **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 qualifications.
- b) Expertise in environmental sampling methods, with specific experience in stormwater wet weather monitoring methodologies, biological monitoring, dry weather outfall screening methods, and illicit discharge detection and elimination (IDD&E)
- c) Expertise in watershed assessment and water quality modeling
- d) Expertise in database management and GIS
- e) Experience in assisting clients with TMDL compliance
- f) Firm resources, including capability to capture wet weather events from multiple sites in Delaware on short notice
- g) Demonstrated ability to apply creative solutions to challenging sampling situations.

NOTE: Shortlist and Selection Committee membership appointments are confidential.

CONTACTS

Responses to questions concerning the RFQ, submissions, and procedures may be obtained by submitting questions to the DOT Professional Services mailbox at DOT.Profservices@state.de.us. In order to ensure a timely response, questions must be submitted at least two (2) business days before the Expressions of Interest due date.

QUESTIONS

Questions regarding this RFQ should be submitted via email to the address listed above. The Department’s response to questions will be posted on the State of Delaware Bid Solicitation Directory Website: <http://www.bids.delaware.gov/>.

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/forms/download/116486>

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.

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: Jennifer Cohan
Secretary
Dover, DE
March 20, 2015

APPENDIX A

CERTIFICATION FORMS

RFQ 1749

**ENVIRONMENTAL AND WATER QUALITY
MONITORING**

Appendix A - REQUIRED FORMS

The following completed forms are required to be returned with each proposal:

- **Certification of Eligibility**
- **Certificate Of Non-Collusion**

CERTIFICATION OF ELIGIBILITY

Delaware Department of Transportation

Request for Qualification 1749 – Environmental and Water Quality Monitoring

Attention: Wendy B. Henry, Contract Administration
Delaware Department of Transportation
800 Bay Road
Dover, DE 19901

We have read Request for Qualifications number 1749 and fully understand the intent of the RFQ as stated, certify that we have adequate personnel and knowledge to fulfill the requirements thereof, and agree to furnish such services in accordance with the contract documents as indicated should we be awarded the contract.

_____ hereby certifies that it is not included on the United States Comptroller General’s Consolidated List of Persons or Firms Currently Debarred for Violations of Various Public Contracts Incorporating Labor Standard Provisions.

Signed: _____

Title: _____

Date: _____

Sworn and subscribed before me this _____ day of _____, 2015.
My commission expires _____.

Notary Public

CERTIFICATE OF NON-COLLUSION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- 1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting to such prices, with any other bidder or with any competitor;
- 2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- 3) No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Company Name

Authorized Signature

Date

Sworn and subscribed before me this _____ day of _____, 2015.
My commission expires _____.

Notary Public