REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES

RFP Number: 1894

VEHICLE INSPECTION PROGRAM ANALYSIS
Submission Due Date/Time: Thursday, May, 17, 2018 at 2:00 P.M. Local Time
3 year Term with 2 possible one-year extensions
Agreement Type: Project Specific
One Agreement may be awarded from this solicitation.
The resulting agreement will be State funded
The anticipated method of payment is Specific Rate of Compensation
29 Del.C. §6981, §6982(b)

PROJECT INFORMATION
This Request for Proposal (RFP) issued by the Delaware Department of Transportation is for the purpose of acquiring Proposals from interested firms to assist the Department of Motor Vehicles with conducting its vehicle inspection program analysis.

PROJECT DESCRIPTION
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 in those jurisdictions.

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 (I/M) 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).
- Assisting in development of specifications and support documents for Delaware’s I/M systems.
- Analysis to assess enforcement of Delaware’s I/M program and support investigations of fraudulent inspections.
- Assisting 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.
• Negotiate with EPA on the approval of specific aspects of Delaware’s I/M program, such as possible deviations from EPA’s recommended guidance.
• 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.
• 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.
• Assist Delaware in implementing OBD inspections in Sussex County.

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

QUESTIONS

Questions are to be submitted to DOT.Profservices@state.de.us. In order to ensure a timely response, questions must be submitted according to the Procurement Schedule. The Department’s response to questions, along with this RFP and related information, are posted on the State of Delaware Bid Solicitation Directory Website: http://www.bids.delaware.gov/.
PROCUREMENT SCHEDULE

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Deadline for Questions to ensure response:</td>
<td>Ten (10) business days prior to the proposal due date</td>
<td>2:00 P.M. Local Time</td>
</tr>
<tr>
<td>Final Response to Questions posted by:</td>
<td>Five (5) business days prior to the proposal due date</td>
<td>2:00 P.M. Local Time</td>
</tr>
<tr>
<td>Proposals Due by:*</td>
<td>Thursday, May 17, 2018</td>
<td>2:00 P.M. Local Time</td>
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NOTE: Only asterisk (*) marked date changes will be communicated (via posted Addendums).

PROPOSAL REQUIREMENTS

Interested firms must submit the material required herein or they may not be considered for the project:

1. Proposals must be received prior to the Submission due date and time indicated above.

   Facsimile and E-mail responses to this RFP are not acceptable. No response hand-delivered or otherwise will be accepted after the above date and time. It is the responsibility of the submitter to ensure the Proposal is received on time. DelDOT's time is considered the official time for determining the cut-off for accepting submissions. To be considered for this agreement, firms must submit the Proposal as set forth herein. Any variation, including additions, may negatively impact the scoring.

Proposals are to be delivered to:

   Contract Administration – RFP 1894
   Delaware Department of Transportation
   800 Bay Road
   Dover, DE 19901

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

2. **Submit one (1) original and five (5) hard copies** of the Proposal. Receipt of insufficient copies or non-compliance with providing the requested information in the desired format, may negatively impact the scoring.

3. **Submit two (2) pdf format electronic copies** (e.g. CD, flash drive) of the Proposal; one original and one redacted copy. The original must be a .pdf file of the original signed proposal as submitted and should be clearly marked “Original”. The redacted copy must be a .pdf file of the original signed proposal with any proprietary or confidential information redacted, and this copy should be clearly marked as “Redacted”. Electronic copies are to be submitted with the printed Proposal. The electronic redacted copy is required even if the submission contains no proprietary or confidential information.

   To determine what information may be considered proprietary or confidential and may be redacted from their Proposal, firms should review Delaware’s Freedom of Information Regulations here; [http://regulations.delaware.gov/AdminCode/title8/1400.shtml#TopOfPage](http://regulations.delaware.gov/AdminCode/title8/1400.shtml#TopOfPage). Under 29 Del. C. §10002(l)(2), Delaware FOIA law, “Trade secrets and commercial or financial information...which is of a privileged or confidential nature” are “records that shall not be deemed public” and are therefore exempt from disclosure under FOIA.
4. **Joint venture** submissions will not be considered.

5. **DelDOT reserves the right to reject** any and all submissions. Submissions become property of the Department and shall be retained electronically for a minimum period of three (3) years from the date of receipt. 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.

6. **Required Certification Forms.** All firms responding to the RFP must complete and return the attached Certification of Eligibility and the Certificate of Non-Collusion forms.

7. **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**
      
      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.

      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. Please 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).

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

(1) 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.

(2) 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.

(3) Additional information you feel will benefit the Committees, limited to 1-single sided sheet of paper.

No promotional materials or brochures are to be included as part of the submission.

RATING CRITERIA

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<tr>
<th>#</th>
<th>Criteria Description:</th>
<th>Weight</th>
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<tbody>
<tr>
<td>1</td>
<td>Knowledge of current Delaware inspection program and equipment operation</td>
<td>25 %</td>
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<tr>
<td>2</td>
<td>Demonstrated Ability</td>
<td>25 %</td>
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<tr>
<td>3</td>
<td>Consultant’s involvement with other jurisdictions’ inspection equipment &amp; operation</td>
<td>20 %</td>
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<tr>
<td>4</td>
<td>Knowledge of OBD-II activities of the US-EPA and other states</td>
<td>15 %</td>
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<tr>
<td>5</td>
<td>Firm’s experience on similar projects</td>
<td>15 %</td>
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TOTAL : 100

OVERVIEW OF SELECTION PROCESS – PROJECT SPECIFIC

- This is a project specific agreement where the services as described in this RFP will be provided over the life of the project.

- This is a single phase solicitation process with the potential for discussions with three (3) of the most highly qualified firms. Based upon the listed criteria and evaluation of each firm’s submitted proposal, the Selection Committee may decide if a small sample task and/or discussions will be held with the most highly qualified consultants. If discussions are held, they will serve to clarify the technical approach, qualifications, and capabilities provided in response to the RFP, after which the committee will determine the ranking of the candidate firms.

- Selection Committee members will individually score each firm’s submitted proposal which determines individual ranking. The Department’s ranking is the combined ranking of all Committee members. Awarded firms, in order of ranking, will have the opportunity to negotiate an agreement with the Department. If the Department cannot reach agreement with the highest ranked firm(s), the Department terminates negotiations and begins negotiations with the next highest ranked firm, and so on until an agreement is reached. The Department notifies via email the awarded firm(s) of the opportunity to enter into an agreement with the Department. This notification also includes information on the next steps for the agreement process.
• After the ranking process has been completed, applicable price information will be requested from the successful candidate firm(s), such as; salary rates for various classifications of personnel; and an indirect cost derivation for the most current accounting period.

• If applicable, 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.

• Selection Committee membership appointments are confidential. The Department’s Professional Services Procurement Manual may be viewed here.

**MISCELLANEOUS**

The Department is not liable for any cost incurred by the consultant in the preparation or presentation of the Proposal.

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 RFP.

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
CERTIFICATION OF ELIGIBILITY

Delaware Department of Transportation

Request for Proposal 1894 - VEHICLE INSPECTION PROGRAM ANALYSIS

We have read Request for Proposal number 1894 and fully understand the intent of the RFP 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.

__________________________ Signature of the Bidder or Offeror’s Authorized Official

__________________________ Name and Title of the Bidder or Offeror’s Authorized Official

__________________________ Date

Sworn and subscribed before me this ___________ day of _________________, 20___

__________________________ My commission expires: _____ / _____ / 20___

Notary Public         Month    Day    Year
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.

_________________________________________ Signature of the Bidder or Offeror’s Authorized Official

_________________________________________ Name and Title of the Bidder or Offeror’s Authorized Official

_________________________________________ Date

Sworn and subscribed before me this ___________day of _____________________________, 20___

_________________________________________ My commission expires: ______ / ______ / 20___

Notary Public            Month      Day Year