



**REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES**



RFP Number: **1930*** et al.

SUPPORT SERVICES

Submission Due Date/Time: **Thursday, March 28, 2019 prior to 2:00 P.M. Local Time**

Three (3) year term with two (2) possible one-year extensions

Agreement Type: On-Call

*Multiple firms may be awarded from this solicitation

The resulting agreements will utilize State funds

The anticipated methods of payment are cost plus fixed fee

29 Del.C. §6981

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 provide support services for construction administration; engineering; process administration; and miscellaneous support on a statewide basis; on an on-call/as needed basis. Firms are advised there is no guarantee that work will be available at all times. Some support will be needed frequently but on a small scale, other support may be needed on a full time basis for days, weeks, or months.

PROJECT OVERVIEW

The Department requires assistance in providing support services to internal customers. Selected firms shall be primarily responsible for providing support in their awarded category but may provide support on any category requested by the Department. Firms may be selected to provide support in one or more categories, and multiple firms may be selected for the same category based on projected need. The intention is to select firms that can provide expert assistance in the following individual categories.

A. Primavera P6/ Unifier/E-Construction

Proficiency and expertise in configuring, customizing, developing, and implementing the following:

1. Primavera P6
 - a. Master Schedule development
 - b. User training and assistance
 - c. General QA/QC
 - d. Reporting/Dashboard development
 - e. Process/usage improvement and expansion
 - f. Template refinement
 - g. Software upgrade and testing (recurring)

2. Primavera Unifier
 - a. User training and assistance
 - b. BP (Business Process) development and refinement
 - c. Report/Dashboard development
 - d. Software upgrade and testing (recurring)
 - e. Expanding usage into other divisions/sections
3. General E-construction support
4. Other duties related to scheduling, e-construction, and construction-related technical knowledge

B. CADD and Engineering Applications Support

1. CAD Platform Applications – Proficiency and expertise in configuring, customizing, developing and implementing (past and current versions) of:
 - a. MicroStation V8i
 - b. MicroStation Connect
2. Plotting Applications - Proficiency and expertise in configuring, customizing, developing and implementing the following:
 - a. Bentley iPlot
 - b. Canon/OCe Colorwave 500 Server Apps
3. Civil Engineering Applications – Proficiency and expertise in configuring, customizing, developing and implementing the following:
 - a. InRoads Select Series 2 (SS2)
 - b. InRoads Select Series 4 (SS4)
 - c. AutoTurn 10
 - d. OpenRoad Designer
 - e. OpenBridge Modeler
 - f. Bentley Descartes
 - g. Leap Concrete
 - h. Leap Steel
 - i. ProStructures
 - j. OpenRoads Navigator
 - k. ConceptStation
 - l. ContextCapture
4. Understanding of Bentley Features definitions, DTMs, terrain models, point clouds, parametric constraints, point controls, super elevation templates, template creation, end conditions, end condition exceptions, null points, display rules, level management, line styles, linear patterns, linear templates, surface templates, text favorites, text styles, COGO classic commands, ICS files, iPlot, IPARM files, InterPlot Organizer, Cells, Civil Cells, dscripts, pen tables, pltcfg, rsc.
5. Proficient in administration, configuration, customization, development and implementation of Bentley software and its configuration variables, configuration files, and resource files

6. Data Management Systems Applications – Proficiency and expertise in configuring, customizing, developing and implementing the following:
 - a. ProjectWise Explorer
 - b. ProjectWise Administrator
 - c. On Base
7. DelDOT Custom Applications - Proficiency and expertise in configuring, customizing, developing and implementing the following:
 - a. DelDOT Borelog
 - b. DelDOT Menu Bar
 - c. DelDOT Rebar
 - d. ROWTAB
8. General Computer Application Proficiency
 - a. Microsoft Word
 - b. Microsoft Excel
 - c. Microsoft Access
 - d. Microsoft Visio
 - e. Adobe Acrobat Pro
 - f. BlueBeam Extreme
9. Computer Programming Proficiency and Network Management including the following:
 - a. Bentley Object Model
 - b. PowerShell Scripting
 - c. .Net Applications (VB, C#, etc)
 - d. Visual Basic for Applications (VBA)
 - e. XML, XSL, and XSLT
 - f. HTML, CSS and JavaScript
 - g. Python
10. Engineering Design and Standards on Federal and State Level
11. CADD Manual Rewrite and developing training for designers
12. 3-D Modeling – Expertise and proficiency in:
 - a. Reviewing digital deliverables for bidding/construction of in-house design projects
 - b. Developing guidance and on-going training to designers
13. Other duties related to CADD and/or engineering support

C. Final and ADA Inspection Services

Proficiency and expertise in the following:

1. On-site field inspection of ADA facilities for construction projects
2. Possible assistance with ADA app, PAS (Pedestrian Accessibility Standards) manual
3. Developing training for construction inspectors
4. Other duties related to inspection services

D. Construction Administration Support

Proficiency and expertise in the following:

1. Standard Specifications – Drafting new specs, revising existing, technical writing
2. Standard Construction Details (CAD drafting)
3. Value Engineering
4. Claims support – Revisions to current practices (Including training of Claims Committee members)
5. Assistance in generating timing statements
6. Assistance in generating/maintaining production rates for construction
7. Pipe video manual re-write
8. Liquidated damages analysis
9. Other duties related to construction administration support

E. Process Administration Support

Proficiency and expertise in the following:

1. Value Engineering
2. Claims support – Revisions to current practices (Including training of Claims Committee members)
3. Assistance in generating timing statements
4. Assistance in generating/maintaining production rates for construction
5. Process reviews/LEAN management
6. Asset Management
7. Guardrail inventory
8. Performance Management – Generating and monitoring targets
9. Other duties related to process administration support

F. Engineering Support Services

Proficiency and expertise in the following:

1. Value Engineering
2. Guardrail inventory
3. Sidewalk/Pedestrian Accessibility Standards/ADA work
4. Erosion and sediment control work
5. Sustainability and resilience program work
6. Other duties related to engineering support services

QUESTIONS

Questions are to be submitted to DOT.Profservices@delaware.gov. 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

Action Item	Date	Time
Deadline for Questions to ensure response:	Ten (10) business days prior to the proposal due date	2:00 P.M. Local Time
Final Response to Questions posted by:	Five (5) business days prior to the proposal due date	2:00 P.M. Local Time
Proposals Due prior to:*	Thursday, March 28, 2019	2:00 P.M. Local Time

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 1930
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. **The Prime Consultant must be Registered**, or submit application for registration with DelDOT at or before the time of submission in order to be considered. For registration information, click [here](#).
3. **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.
4. **Submit two (2) pdf format electronic copies** (e.g. CD, flash drive) of the Proposal; one original and one a 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>. Under Delaware FOIA law, 29 Del. C. §10002(l)(2), “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.

5. **Architect-Engineer Qualifications; GSA SF330:**

<https://www.gsa.gov/forms-library/architect-engineer-qualifications>

Follow instructions for the SF330, and add the following Individual Agency Instructions:

A. Part I Section F, Example Projects;

- 1) Example Projects provided are limited to eight (8).
- 2) The submittal must include the customer, contact person and telephone number, amount of contract, services provided, and brief summary of work provided.

B. Part I Section H 30, Additional Information;

- 1) The Prime consultant must indicate the current workload with the Department of the proposed project manager and expert(s) by listing the following in a table format:
Agreement No.; Agreement Title; Consultant PM; Prime or Sub; Average hours currently billed per month for proposed project manager and listed expert(s) for each category.
- 2) List any DelDOT Agreement number your firm has been selected for and not included above.
- 3) List any employees that may work on this agreement who were formerly employed by DelDOT within the previous two (2) years.
- 4) Firms may include a "Rating Criteria Support Information" Section limited to four (4) pages on two (2) sheets of paper within Section H for each category your firm is bidding on (A-F). The information covered must directly relate to your ability to meet each the specific rating criteria cited within the RFP. The Department recommends formatting this section using Times New Roman, 12 pt. font.
- 5) Firms must identify each category they are bidding on and should:
 - i. demonstrate their expertise in each category in which they seek to perform
 - ii. identify and supply the resume of the individual expert for each category

Note: Letters of Interest should not be included.

6. Firms proposing services under A.1. (P6) and A.2. (Unifier) must be an Oracle Gold Partner.
7. **Joint venture** submissions will not be considered.
8. **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.

9. **Required Certification Forms.** All firms responding to the RFP must complete and return the submission forms located in 'Appendix A' of this document.

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

RATING CRITERIA

#	Criteria Description:	Weight
1	Firms experience in each category submitted	30 %
2	Key Project Team qualifications	20 %
3	Firms resources and capability to accomplish proposed work on schedule	20 %
4	Project understanding, approach, services required	20 %
5	Firms described time available for listed experts and project manager	10 %
TOTAL :		100%

OVERVIEW OF SELECTION PROCESS – STATE (ON-CALL)

- This is an On-Call agreement utilized for the performance of services for a number of projects under task orders issued on an as-needed basis.
- The Selection Committee will determine all applicants that meet the minimum qualifications to perform the required services based upon the listed criteria and evaluation of each firm's submitted proposal.
- Each individual proposal will be reviewed by a Selection Committee. Firms will be ranked based on a consensus of the selection committee utilizing the selection criteria above. It is not envisioned, but is possible, that oral interview sessions may be requested by the committee.
- After the selection process has been completed, all submitters of proposals will be advised the results of the selection process. Applicable documentation may be requested from the successful candidates including documentation of overhead rates and other documents as required.
- All aspects of the project are subject to audit by the Department, FHWA, and federal Inspector General's office. 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 negotiation and agreement process.
- Selected firms will have the opportunity to negotiate an agreement with the Department. The Department may negotiate with one firm without terminating negotiations with another firm and may negotiate with one or more firms during the same period. At any point in the negotiation process, the agency may, at its discretion, terminate negotiations with any or all firms.
- As part of the negotiation process, applicable price information will be requested from the awarded firm(s), such as; salary rates for various classifications of personnel; and an indirect cost derivation for the most current accounting period.

- Method of payment will be determined by the Department. Indirect cost rates will be computed on direct salary costs only (when applicable, and 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.
- 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

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 Proposal 1930* et al. - SUPPORT SERVICES

We have read Request for Proposal number 1930 et al 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__

Notary Public

My commission expires: _____ / _____ / 20____
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