



**REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES**



RFP Number: **1973S**

EROSION, SEDIMENT, AND STORMWATER MANAGEMENT (ES2M)

Submission Due Date/Time: **Thursday, January 30, 2020 prior to 2:00 P.M. Local Time**

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

Agreement Type: On-Call

One agreement may be awarded from this solicitation

The resulting agreement may be State funded

The anticipated method of payment is cost plus fixed fee

29 Del.C. §6981, 2 CFR part 200

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 assistance to DelDOT's Erosion, Sediment, and Stormwater Management program.

PROJECT DESCRIPTION

Proposed work will involve review of DelDOT plans and reports for stormwater management, drainage, and erosion and sediment control components for projects of varying size, complexity, and locations across the state of Delaware. Additional tasks may include development of guidelines, manuals, and model plans for stormwater and erosion and sediment control; revising and updating specifications, special provisions, and standard construction details; perform regulation, technology, and policy research. Work will be assigned by task on an as-needed basis.

In general, assignments will involve review of plans and reports for consistency with DelDOT policies and the Delaware Sediment and Stormwater Regulations (DSSR). Review will include the issuance of plan and report comments and verification that all comments have been addressed prior to recommendation for approval to the DelDOT Stormwater Engineer.

Consultant Requirements:

- Have knowledge of DelDOT plan standards
- Have knowledge of hydrologic and hydraulic principles
- Have significant experience in Stormwater Management Design
- Have significant experience in Erosion and Sediment Control design and construction phasing
- Have field experience interpreting site conditions with regards to design
- Have an understanding of the DSSR
- Have strong technical writing abilities for guidance and policy document production
- Be able to perform research on associated topics to develop conclusions & recommendations

Specific tasks may include, but are not limited to:

- Stormwater and Erosion and Sediment Control review for DelDOT’s Capital Transportation Program
- Stormwater Management report review for DelDOT’s Capital Transportation Program
- Drainage calculation and report review
- Development of an ES2M Design Guide
- Research on associated topics, as requested, with conclusions and recommendations for implementation
- Development of DelDOT Model Plans regarding ES2M for various BMPs to be included on the Design Resource Center website
- Assist with DelDOT Specification and Standard Construction Details updates and revisions
- Create an informal approved product list for E&S items
- Develop standardized general Erosion and Sediment Control notes
- Assist in education and training DelDOT staff on research, policy changes, and guidance documents
- Use of Bentley Microstation to complete above listed tasks

QUESTIONS

Questions must be submitted before the due date identified in the Procurement Schedule for this RFP. All inquiries must be submitted in the Q/A section of the project listing in the [Bonfire Procurement Portal](#).

The Department’s response to questions will be posted, according to the procurement schedule, under the project listing in Bonfire and to 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, January 30, 2020 | 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 before the Proposal Due Date and Time, as identified in the Procurement Schedule for this RFP. Responses submitted by hard copy, mail, facsimile, or e-mail will not be accepted. Responses received after the Proposal Due Date and Time will not be considered.

2. **Upload your submission at:** <https://deldot.bonfirehub.com/portal/>

Important Notes:

- Logging in and/or uploading the file(s) does not mean the response is submitted. Users must successfully upload all the file(s) and **MUST** click the submit button before the proposal due date and time.
- Users will receive an email confirmation receipt with a unique confirmation number once the submission has been finalized. This will confirm that the proposal has been submitted successfully.
- Each submitted item of Requested Information will only become visible to DeIDOT after the proposal due date and time.
- If the file is mandatory, you will not be able to complete your submission until the requirement is met.
- Uploading large documents may take significant time depending on the size of the file(s) and your Internet connection speed. The maximum upload file size is 1000 MB.
- Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Java Script must be enabled.

Need Help? Please contact Bonfire directly at Support@GoBonfire.com or 1(800)654-8010 ext. 2 for technical questions or issues related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>.

3. **The Prime Consultant must be Registered**, or submit application for registration, with DeIDOT at or before the time of submission in order to be considered. For registration information, click [here](#).
4. **Submit one (1) Original and one (1) Redacted copy** of the Proposal. The original must be a .pdf file of the original signed proposal and should be clearly marked “Original” on the first page of the document. 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” on the first page of the document. The 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 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:**

<http://www.gsa.gov/portal/forms/download/116486>

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

A. Part I Section C 11, Proposed Team;

Indicate if the firm is a DBE and provide the approximate percentage of the contract cost they will perform.

B. Part I Section E, Resumes of Key Personnel Proposed for this Contract;
Resume information is limited to four (4) individuals regardless of affiliation.

C. Part I Section F, Example Projects;
Example Projects provided are limited to six (6).

D. Part I Section H 30, Additional Information;

(The Department recommends formatting this section using Times New Roman, 12 pt. font)

1) The Prime consultant must indicate the current workload with the Department by listing the following in a table format:

Agreement No.; Agreement Title; Consultant PM; Prime or Sub; Total Dollars paid to date; current number of Tasks issued; and date of contract expiration.

2) List any DeIDOT agreement number your firm has been selected for and not included above.

3) Firms may include a "Rating Criteria Support Information" Section, limited to four (4) pages on two (2) sheets of paper, within Section H, that covers any information that directly relates to the firm's ability to meet the specific rating criteria listed in this RFP.

Note: Letters of Interest should not be included.

6. **Joint venture** submissions will not be considered.

7. DeIDOT 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. DeIDOT 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.

8. **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 | Firm's experience pertaining to Drainage, SWM, and E&S design as well as reviewing plans and reports while providing comments and guidance | 30 % |
| 2 | Firm's experience in conducting research, writing technical papers, as well as preparation and leading training sessions | 30 % |
| 3 | Firm's knowledge pertaining to DeIDOT Standard Specifications and Standard Construction Details and the DSSR | 25% |
| 4 | Key Staff and Project Team qualifications | 15 % |
| TOTAL: | | 100% |

OVERVIEW OF SELECTION PROCESS

- 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.
- This is a single-phase solicitation process with the availability for discussions with up to 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. 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.
- 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 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

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 1973S – Erosion, Sediment, And Stormwater Management (ES2M)

We have read Request for Proposal number 1973S 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__

Notary Public

My commission expires: _____ / _____ / 20____
Month Day Year