

RE: CONTRACT NUMBER: NAT-12303-WETLAND  
 CONTRACT TITLE: Coastal Wetland Monitoring and Assessment

Section number	II
Paragraph number	C(1)
Page number	3
Text of passage being questioned	Complete roughly 30 tidal wetland condition assessments in the Appoquinimink and in the Smyrna watersheds using the Mid-Atlantic Tidal Wetland Rapid Assessment Method in 2015 and 2016 on private and public lands.
Question	<p><b>1. Who is responsible for obtaining permission for site access to private lands? Can DNREC quantify how much assistance they will be providing for obtaining land access and coordination with property owners?</b></p> <p><i>A: Objective 1 bullet 6 mentions that DNREC will assist with landowner contact and site access. DNREC will determine site ownership and work with vendor to send a joint notification for site access and advise on access details. Once sampling has begun, vendor will maintain direct contact with landowners for specific requests and information. DNREC will provide support as needed for landowner questions or concerns.</i></p> <p><b>2. What type and precision of vertical and horizontal survey data will be required for biological monitoring stations?</b></p> <p><i>A: Sediment elevation table readings will be sub-millimeter and no horizontal precision is established.</i></p>

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Text of passage being questioned	2. Collect biological data from two long-term tidal wetland monitoring stations located in the Delaware Bay and Inland Bays in 2014 and 2016, and provide data processing and necessary lab analysis.
Question	<p><b>1. What analyses or test parameters are required, for laboratory cost purposes? Will the selected consultant be required to pay for laboratory analysis?</b></p> <p><i>Sampling should include elevation readings and sediment horizons 2-3 times per year, above and below ground biomass samples once per year (sorting live and dead not required), and water chemistry, soil chemistry and soil chlorophyll once a year. Fees and payments for samples and lab analysis will be processed by the vendor; proposal cost should include estimated charges.</i></p> <p><b>2. Can DNREC identify which Quality Assurance protocols will be required?</b></p> <p><i>DNREC is monitored by EPA for quality assurance and quality control. QA/QC standards are established for the Mid-Atlantic Tidal Rapid Assessment Method to test field crews for accuracy to the method and for precision against a master field crew. Field crews will be checked twice per field season for correct execution. Corrective action and additional training will be required until scores match +/-10%.</i></p> <p><i>DNREC established protocols for collecting monitoring data and processing biomass samples will be provided. DNREC will be responsible for reviewing data for outliers</i></p>

	<p><i>and addressing any possible errors in sampling and/or data recording.</i></p> <p><b>3. Will DNREC furnish tidal elevation correction data and/or require permanent benchmarks to be set?</b></p> <p><i>DNREC will provide an established benchmark for the installation (initial reading) of the sediment elevation table. RTK equipment will be required.</i></p>
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Paragraph number	C(3)
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Text of passage being questioned	<p>3. Design, permit, model and plan 2 living shoreline projects in the Inland Bays or Delaware Bay to reduce erosion, stabilize sediments, or replace rip-rap or bulkhead that is in need of repair/replacement. Shoreline inventory information including bank height, riparian land use and shoreline erosion status will be available to use in determining the location of a project in the Inland Bays.</p>
Question	<p><b>1. DNREC has requested Living Shoreline professional service cost estimates without providing specific sites. Can site-specific Living Shoreline project elements be considered “beyond the scope of this project,” or must the consultant’s scope of services and costs reflect any and all possible site-specific Living Shoreline conditions?</b></p> <p><i>As best as possible, provide ranges for project items for low energy sites. We understand that exact pricing is difficult at this time but vendor-specific cost estimates will assist DNREC in finding an experienced vendor within our limited budget.</i></p> <p><b>2. Who will be the permit applicant(s) for the projects?</b></p> <p><i>The vendor will be the permit applicant.</i></p> <p><b>3. Does this Scope of Services include developing a project proposal in terms of location and type of living shoreline? For example, a) How many project proposals will be required to be submitted to DNREC for selection? b) Who will determine Living Shoreline project locations, and c) How will the project location be determined? d) Is there a selection committee? e) Who will the selection committee be and consist of? f) What types of presentations, to which audiences and how many regarding the living shoreline projects? What survey data, hydrogeology, soils, benchmarks, reference wetland information is available from DNREC?</b></p> <p><i>Vendor will not be expected to prepare or present formal project proposals for DNREC review. The Wetland Monitoring and Assessment Program members will represent DNREC and seek Department advice as needed. As described below in next response, DNREC will work with the vendor and employ available data and local knowledge to select candidate sites. Site selection will also depend on property ownership and site access.</i></p> <p><b>4. Without providing specific sites, is establishing benchmarks and cross-correlating elevations assumed to be part of the project scope?</b></p> <p><i>DNREC will work with the vendor to obtain the necessary resources for planning the living shoreline projects.</i></p> <p><b>5. Without providing specific sites, for private land, will DNREC be responsible for securing/negotiating easements and any access-related costs?</b></p>

	<p><i>Ownership and access will play a role in selecting potential sites. DNREC will work with the vendor to select sites and secure access. Access-related costs will not occur.</i></p> <p><b>6. Can the design, modeling, field studies and planning for the two Living Shoreline projects be considered conceptual, or must these project activities result in biddable/constructible designs?</b></p> <p><i>Vendor plans should results in constructible designs with the understanding that installation/execution of the plans will follow. See response below regarding Public Works contract.</i></p> <p><b>7. Given the detailed engineering and permitting requirements for Living Shoreline projects, based on our experience, would it be practical to separate the Living Shoreline designs into a separate contract?</b></p> <p><i>DNREC is seeking a vendor with the experience to complete all of the described tasks.</i></p>
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Section number	II
Paragraph number	D(3)
Page number	3
Text of passage being questioned	<b>3. Objective: Design, model, conduct field studies and plan 2 living shoreline projects in the Inland Bays or Delaware Bay to reduce erosion, stabilize sediments, or replace rip-rap or bulkhead that is in need of repair/replacement.</b>
Question	<p><b>Does DNREC have a prioritization list already?</b></p> <p><i>DNREC is currently conducting shoreline inventories of the Inland Bays. The results of the inventory will allow DNREC, the Center for Inland Bays and the vendor to prioritize a low energy site in need of stabilization and erosion control. Results are expected in May 2013 at which time DNREC and the vendor can consult about locations. An additional low energy site may be selected in the Delaware Bay depending on need and opportunity to showcase the utility of the method.</i></p>

Section number	II
Paragraph number	D(3)
Page number	3
Text of passage being questioned	o Design, and prepare plans for 2 living shoreline projects in the Inland Bays or Delaware Bay.
Question	<p><b>Is Construction Funding already allocated? If so, what are the budgets?</b></p> <p><i>Execution of the plans is anticipated and funds have been allocated. Labor and installation will be held in a separate Public Works contract once the current contract is in place. DNREC will select a vendor to execute the plans, preferably the same vendor that designed the projects. Installation of the living shoreline projects should not exceed \$45,000. Details regarding the Public Works tasks will be discussed with potential vendors during the contracting phase.</i></p>

Section number	II
Paragraph number	D(3)
Page number	3
Text of passage being questioned	o DNREC will provide Rehoboth Bay shoreline condition data in 2013 to select vulnerable areas in need. Additional project location will be determined using local knowledge and available environmental data between DNREC and Vendor.

Question	<p><b>What is the prioritization method, ranking, technique? Who establishes this?</b></p> <p><i>As mentioned above, DNREC, CIB and vendor will use shoreline inventory results from Rehoboth Bay to evaluate areas that are especially vulnerable to erosion and/or in need of stabilization where low energy living shoreline tactics are appropriate and, if possible, where use of living shoreline methods can be showcased in comparison to hardened shoreline options. Aerial photos of past erosion and local knowledge will be used as available. Additional environmental and logistical resources will be employed as needed as DNREC establishes a process to select areas suitable for living shoreline projects.</i></p>
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Section number	II
Paragraph number	D(3)
Page number	4
Text of passage being questioned	o DNREC will monitor projects after installation. Vendor will advise DNREC on monitoring methods.
Question	<p><b>The RFP makes no mention regarding Bid Documents, Bid Form, Special or General Conditions, RFI, Bid Cycle, Pre-Bid Meeting, Construction Admin, Construction QA, post-construction certification, permit condition documentation, etc. Will this be a separate contract? Will the Design Engineer/Firm be guaranteed these next phases?</b></p> <p><i>Bids should address the items listed in the Statement of Needs on page 3 and the required information as listed in Section III on page 4. In addition, Appendix A provides a space to break down estimated project costs; costs ranges are acceptable. Appendix B on page 31 describes the minimum mandatory submission requirements. Section C number 5 indicates that selected vendors may be invited to make a presentation. No pre-bid meeting is required. Construction is not included in the tasks listed. Vendor selected for this contract will not be guaranteed selection for a Public Works contract.</i></p>

Section number	II
Paragraph number	D(3)
Page number	4
Text of passage being questioned	o Deliver electronic and/or paper supporting documents of plans, designs, field study results and photos to DNREC by January 2015.
Question	<p><b>Will DNREC have a Contract Admin / Single Point of Contact?</b></p> <p><i>Alison Rogerson is the DNREC point of contact and grant manager.</i></p>

Section number	II
Paragraph number	D(3)
Page number	4
Text of passage being questioned	The funding for work to be completed through this contract will not exceed \$186,000.
Question	<b>Are these funds from a Grant? If so, what additional conditions by the Grantee will there</b>

	<p><b>be on the Contract? Are there any special timeframes, additional coordination / reporting requirements associated with this Funding source?</b></p> <p><i>The projects described here are part of an EPA Region III Wetland Program Development Grant focusing on improving coastal wetlands. DNREC will maintain primary responsibility for compliance with EPA standards. DNREC is required to report progress to EPA on a biannual basis and the vendor will be expected to supply progress reports accordingly. DNREC will provide and review the necessary details pertaining to grant conditions to the vendor before contract negotiations. Project results and management implications will be summarized in a grant report due no later than October 2016.</i></p>
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Section number	IV
Paragraph number	B(5)
Page number	7
Text of passage being questioned	<b>Proposal Expiration Date Prices quoted in the proposal shall remain fixed and binding on the bidder at least through the initial contract term. The State of Delaware reserves the right to ask for an extension of time if needed.</b>
Question	<p><b>Because the Living Shoreline sites have not yet been specified could we 1) negotiate an annual price escalation, and 2) if thru no fault of our own, and based on unforeseen project requirements and delays beyond our control, would price renegotiation be possible?</b></p> <p><i>Price negotiation for living shoreline projects will be considered within reason based on site selection and logistics, based on supporting evidence showing need. Negotiations will be limited to previously allocated grant funds.</i></p>

Section number	IV
Paragraph number	B(21)(a)
Page number	11
Text of passage being questioned	An evaluation team composed of representatives of the State of Delaware will evaluate proposals on a variety of quantitative criteria. Neither the lowest price nor highest scoring proposal will necessarily be selected
Question	<p><b>Is this a Priced Proposal, or is selection based on an RFQ? There is conflicting language herein.</b></p> <p><i>The selection will be based on qualifications and the ability of the vendor to fulfill the requirements while staying within the overall project budget.</i></p>

Section number	IV
Paragraph number	D(1)(e)
Page number	14
Text of passage being questioned	<b>e.</b> The successful vendor shall promptly execute a contract incorporating the terms of this RFP within twenty (20) days after award of the contract. No vendor is to begin any service prior to receipt a State of Delaware purchase order signed by two authorized representatives of the agency requesting service, properly processed through the State of Delaware Accounting Office and the Department of Finance. The purchase order shall serve as the authorization to proceed in accordance with the bid specifications and the special instructions, once it is received by the successful vendor.

Question	<p><b>Will allowances in project schedule be made for delays by DNREC stemming from additional time required to finalize a scope of services consistent with said grant protocol, to obtain final signatures and a Purchase Order?</b></p> <p><i>DNREC work within its capacity to move the contracting process along as smoothly as possible. DNREC will make allowances for internal delays.</i></p>
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Section number	IV
Paragraph number	D(5)(a)
Page number	16
Text of passage being questioned	The cost of permits and other relevant costs required in the performance of the contract shall be borne by the successful vendor.
Question	<p><b>Would this apply to subaqueous leases and costs related to obtaining any required easements, or preparation and filing of record documents for easements?</b></p> <p><i>Proposal estimates should account for anticipated state and federal permit fees. Easements or leases will not occur.</i></p>

Section number	Appendix A
Paragraph number	n/a
Page number	30
Text of passage being questioned	<p>Pricing</p> <p>Appendix B is a pricing form to be included with the vendor’s proposal submission. Costs provided should include staff time for office and field work, supplies, travel, equipment, processing fees etc.</p>
Question	<p><b>We assume the reference to Appendix “B” is incorrect on the table and should be Appendix “A.”</b></p> <p><i>Appendix A is provided for a cost breakdown. Appendix B describes the minimum mandatory submission requirements.</i></p> <p><b>Is the pricing matrix meant to be an approximation of the actual costs? In other state procurements we have been selected based on qualifications first, then price negotiations following selection.</b></p> <p><i>Selection will be based on qualifications and the ability to fulfill the described tasks while staying within our allocated budget. Appendix A is a guide to help applicants determine and estimate their anticipated costs while providing supporting documentation to DNREC for proposed costs.</i></p>