

**CONTRACT NUMBER NAT-17007-SWM\_ENGR**  
**RESPONSES TO RFP QUESTIONS**  
**(Responses in Bold Blue Print)**

**Question #1.** Section number: III, Paragraph number: B, Page number: 3

*We see no mention of pricing or rates in the General Evaluation Requirements in Section III Paragraph B on page 3; however pricing is mentioned in multiple spots such as the following:*

*Section IV. Paragraph B.12, page 8 Price Not Confidential;*

*Section IV. Paragraph C page 12 RFP Evaluation Process “Neither the lowest price nor highest scoring proposal will necessarily be selected;”*

*Section IV Paragraph B.2 “Please provide a separate pricing file from the rest of the RFP proposal responses.”*

*Section IV Paragraph B 10. ...best estimate of time, materials and other costs.....*

*Section IV Paragraph B 5, “Prices quotes.....”*

*Our understanding of 29 Delaware Code 6981, subsection f, is that pricing should not be considered as part of the evaluation of applicants. Please clarify if submittal of pricing is required for unspecified projects. If so, please detail the format requested.*

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**Question #2.** Section number III, Paragraph number: B.2, Page number: 3

“• Overall technical experience for providing shoreline and waterway management coastal engineering services (include at least three (3) references) – refer to Attachment 5

“• Performance reviews from clients on previously awarded shoreline and waterway management coastal engineering design and oversight projects within the last 10 years”

Please advise if the referenced “performance reviews” in the second bullet is the product of DNREC’s calls to our references supplied in Attachment 5 or if we are to provide separate reviews? If we are to provide them, should they be in the form of letters of reference?

Performance reviews and/or letters of reference should be briefly referenced in the applicant's response to the RFP to demonstrate "Expertise for This Type of Project." Each applicant should provide separate reviews. Letters of reference is the preferable format. The actual reviews/letters should be included in Attachment 5.

**Question #3.** SECTION I. OVERVIEW, 3RD PARAGRAPH, PAGE 1

Text of Passage being Questioned:

Each proposal must be accompanied by a transmittal letter, which briefly summarizes the proposing firm's interest in providing the required professional services.

Question:

3) Does the transmittal letter count towards the 30-page limit?

**No.**

**Questions #4 and #5.** SECTION III. REQUIRED INFORMATION, A., 5, PAGE 3

Text of Passage being Questioned:

*Accepted proposals will be limited to no more than thirty (30) single-sided pages (15 doubled-sided), not including the cover page and required attachments stipulated in the RFP. The minimum font size shall be 10 point.*

Questions:

4) Will tabs/dividers count towards the 30-page limit if used?

**No.**

5) Does the back cover count towards the 30-page limit if used?

**No.**

**Questions #6 and #7.** SECTION B, GENERAL EVALUATION REQUIREMENTS, #2, 2ND BULLET, PAGE 3

Text of Passage being Questioned:

*Performance reviews from clients on previously awarded shoreline and waterway management coastal engineering design and oversight projects within the last 10 years.*

Request/Question:

6) Please provide the format of the performance reviews.

**There is no established format for performance reviews. However, letters of reference is the preferable format.**

7) If the State of Delaware wishes to see full-page reviews from clients such as the USACE or clients' letters of recommendation, where should we place those in the response, and will they count towards the 30-page single-side page limit?

**Performance reviews and/or letters of reference should be briefly referenced in the applicant's response to the RFP to demonstrate "Expertise for This Type of Project." The actual reviews and/or letters should be included in Attachment 5 and will not count toward the 30-page proposal limit.**

**Questions #8 and #9.** SECTION B, GENERAL EVALUATION REQUIREMENTS, #2, 3RD BULLET, PAGE 3

Text of Passage being Questioned:

*Expertise for This Type of Project:*

*Project organization, staffing and use of subcontractors.*

Question/Request:

8) Will a graphical organization chart suffice for the "project organization and staffing and use of subcontractors"?

**Yes.**

9) If more information is desired to fulfill these criteria, please provide this information.

**Not applicable.**

**Questions #10, #11 and #12.** SECTION B, GENERAL EVALUATION REQUIREMENTS, #3, 3RD BULLET, PAGE 3

Text of Passage being Questioned:

*Capacity to meet requirements (size, financial condition, etc.)*

*Financial stability of firm and most recent audited financial statement*

Questions:

10) Does the most recent audited financial statement count against the 30-page limit?

**The most recent audited financial statement will not count toward the 30-page limit.**

11) Where should we place this statement in our response?

**The financial stability of a firm should be mentioned in the applicant's response to demonstrate the "Capacity to Meet Requirements." The statement itself should be included as an attachment to the response either in written or electronic form.**

12) What other evidence does the State seek to demonstrate “financial stability”?

**None.**

**Question #13.** SECTION B, GENERAL EVALUATION REQUIREMENTS, #3, 4<sup>TH</sup> BULLET, PAGE 3

Text of Passage being Questioned:

*Capacity to meet requirements (size, financial condition, etc.)*

Appropriate professional registrations

Question:

13) Can we provide applicable registrations as part of team members’ resumes, which we plan to show within Section 3?

**Yes.**

**Question #14.** SECTION B, GENERAL EVALUATION REQUIREMENTS, #4, 2<sup>ND</sup> AND 3<sup>RD</sup> BULLETS, PAGE 3

Text of Passage being Questioned:

Demonstrated ability, 2<sup>nd</sup> bullet – Describe experience involving various aspects of coastal processes and construction ...

Demonstrated ability, 3<sup>rd</sup> bullet – Describe experience with projects involving beneficial re-use of dredged material ...

Question:

14) The 1<sup>st</sup> bullet indicates “at least 5 projects,” what is the minimum number of projects examples for the types of experience described in the 2<sup>nd</sup> and 3<sup>rd</sup> bullets?

**There is no minimum number of projects to demonstrate experience for bullets #2 and #3. Each applicant should use best professional judgment for “Demonstrated Ability” to meet these criteria.**

**Questions #15 and #16.** SECTION B, RFP SUBMISSIONS, #2, PARAGRAPH 1, 3<sup>RD</sup> SENTENCE, PAGE 5

Text of Passage being Questioned:

Each proposal must be submitted with six (6) paper copies and one (1) electronic copy on CD or DVD media disk, or USB memory drive.

Questions:

15) Should the separate electronic pricing file should be put on the above CD as a separate file from the qualifications file, thus, we are providing one (1) CD?

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16) OR should the electronic pricing file be put on its own CD entirely, thus we are providing two (2) CDs appropriately titled?

Refer to the response to Question #15 above.

**Questions #17 and #18.** SECTION B, RFP SUBMISSIONS, #2, PARAGRAPH 1, 4<sup>th</sup> SENTENCE, PAGE 5

Text of Passage being Questioned:

Please provide a separate electronic pricing file from the rest of the RFP proposal responses.

Question/Request:

17) Does the State want hourly rate schedules for the prime consultants and any subconsultants?

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18) If the State desires another format for the electronic pricing file, please describe.

Not applicable.

**Questions #19, #20 and #21.** SECTION B, RFP SUBMISSIONS, #21, PAGE 11

Text of Passage being Questioned:

If it becomes necessary to revise any part of the RFP, an addendum will be posted on the State of Delaware's website at [www.bids.delaware.gov](http://www.bids.delaware.gov).

Questions:

19) Will the State require a signed addendum to indicate proposer's receipt of each addenda?

**No.**

20) If "yes" to #1, where should the signed addenda be placed in our response?

**Not applicable.**

21) If "no" to #1, how shall we indicate that we received any and all addenda?

**You may indicate your receipt of any addenda to the RFP by sending a registered letter to the Project Manager, Charles Williams, at the following address:**

**DNREC, Division of Watershed Stewardship  
89 Kings Highway  
Dover, DE 19901.**

**Question #22.** Is there a standard electronic pricing file format? If so, can you provide?

Section IV, B. RFP Submissions

Paragraph number 2

Page number 5

"Please provide a separate electronic pricing file from the rest of the RFP proposal responses."

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**Question #23.** Can you provide the details of the rate sheet/cost summary to be provided with proposal? Does this refer to a specific rate sheet?

Section IV, B. RFP Submissions

Paragraph number 13

Page number 8

"Multi-vendor proposals must be a consolidated response with all cost included in the cost summary."

**Refer to the response to Question #22 above.**

**Question #24.** Will the selected firm have an opportunity to negotiate the contract terms after the award?

Section IV, D. Contract Terms and Conditions

Paragraph number 4

Page number 16

“The selected vendor(s) will be required to enter into a written agreement with the State of Delaware. The State of Delaware reserves the right to incorporate standard State contractual provisions into any contract negotiated as a result of a proposal submitted in response to this RFP. Any proposed modifications to the terms and conditions of the standard contract are subject to review and approval by the State of Delaware. Vendors will be required to sign”

**As stated above, the contracts with State agencies contain standard State contractual provisions. Any proposed modifications will require a review and approval by the State’s Office of Management and Budget. Succinctly stated, there will be very little room to negotiate the contract terms after the award.**

**Question #24.** Would firms, submitting under a Joint Venture agreement, be able to provide audited financial statements under sealed and separate cover for each parent company?

Section III, B. General Evaluation Requirements

Paragraph number 3

Page number 3

“Financial stability of firm and most recent audited financial statement”

**Yes.**

**Question #25.** Will audited financial statements be kept confidential within the DNREC contract review team?

Section III, B. General Evaluation Requirements

Paragraph number 3

Page number 3

“Financial stability of firm and most recent audited financial statement”

**Yes.**

**Question 26.** Would both parent companies, for firms submitting under a joint venture agreement, have to provide Delaware licenses and/or certifications? Or would only the “prime contractor” listed in the joint venture have to do so?

Section III, A. Minimum Requirements

Paragraph number 1

Page number 2

“Provide Delaware license(s) and/or certification(s) necessary to perform services as identified in the scope of work.

Prior to the execution of an award document, the successful Vendor shall either furnish the Agency with proof of State of Delaware Business Licensure or initiate the process of application where required.”

**Only the “prime contractor” needs to provide Delaware licenses and/or certifications.**

**Question 27.** Section III.B2: First bullets requests 3 references, and second bullet refers to performance reviews. Does the references count as performance reviews? Please clarify.

**No. Performance reviews and/or letters of reference should be briefly referenced in the applicant’s response to the RFP to demonstrate “Expertise for This Type of Project.” Each applicant should provide separate reviews. Letters of reference is the preferable format. The actual reviews/letters should be included in Attachment 5.**

**Question 28.** Section IV.B.2: Please clarify if you are requesting a separate submittal as specified with the following sentence; “Please provide a separate electronic pricing file from the rest of the RFP proposal responses.”

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**Question 29.** Supplemental Documentation G: Do you intend to distribute the sample professional services agreement listed in Item G of the RFP?

**Both the RFP and sample professional services agreement (Supplemental Documentation G) are posted on the OMB website at [bids.delaware.gov](https://bids.delaware.gov). There is no need to distribute the document as it is already available.**

**Question 30.** General: Are there any limitations on companies for being on multiple teams either as a prime or a sub?

**No.**



