



Delaware Department of Natural Resources and Environmental Control
Division of Parks and Recreation
89 Kings Hwy
Dover, DE 19901

November 1, 2018

TO: ALL OFFERORS

FROM: PATRICIA TANNER
PARALEGAL III

SUBJECT: REQUEST FOR PROPOSAL – ADDENDUM
NO.: NAT18005-JUDGE MORRIS ESTATE
FACILITY MANAGEMENT FOR EVENTS, CATERING, OR FOOD SERVICES
AT JUDGE MORRIS ESTATE

ADDENDUM #1 Q & A

The purpose of this Addendum is to answer questions that were submitted.

Our goal is to award in the best interest of the State of Delaware and to the vendor that best meets the terms, conditions and specifications of the request for proposal. Bids are evaluated and scored to determine award.

1. Describe impact fees.
 - a. Per the RFP, Any “impact” fees levied by New Castle County Delaware related to structural, design, increased/decreased population resulting from this Contract, parking, roadway traffic, utilities, etc. shall be the responsibility of the Awarded Vendor and the Division shall “pass” these costs through an invoice with appropriate support documentation. An impact fee example could include the charge for Equivalent Dwelling Unit (EDU) charge from a municipal water and sewer connection.

2. Can a foreign company bid on an RFP?
 - a. No. No activity is to be executed in an off shore facility, either by a subcontracted firm or a foreign office or division of the vendor. The vendor must attest to the fact that no activity will take place outside of the United States in its transmittal

letter. Failure to adhere to this requirement is cause for elimination from future consideration.

3. Can a vendor perform the tasks related to the RFP outside the USA?
 - a. No. No activity is to be executed in an off shore facility, either by a subcontracted firm or a foreign office or division of the vendor. The vendor must attest to the fact that no activity will take place outside of the United States in its transmittal letter. Failure to adhere to this requirement is cause for elimination from future consideration.
4. Can proposals be submitted via email?
 - a. No, the proposal must be mailed as per the requirements listed in the RFP.
5. Who handles the process for permits?
 - a. Per the RFP, all necessary permits, licenses, insurance policies, etc. required by local, State or Federal laws, shall be provided by the Vendor at its own expense.
6. Explain Assignability.
 - a. For example, an assignable contract has a provision permitting the holder to convey his or her rights and obligations to another person before the contract expires. This Contract shall not be assigned. You are permitted to subcontract. Additionally, see page 24 for Joint Venture information relative to this RFP.
7. Fee Schedule for public. Can awarded vendor increase prices?
 - a. Yes. Vendor must submit the price adjustment in writing for approval by Division.
8. Describe Prevailing Wage.
 - a. Per State of Delaware laws and regulations for Prevailing Wage, The prevailing wage law, 29 Del.C.§6960, is enforced by the Department of Labor and states that the specifications for every contract or aggregate of contracts relating to a public works project in excess of \$500,000 for new construction (including painting and decorating) or \$45,000 for alteration, repair, renovation, rehabilitation, demolition or reconstruction (including painting and decorating of building or works) to which this State or any subdivision thereof is a party and for which the State appropriated any part of the funds and which requires or involves the employment of mechanics and/or laborers shall contain a provision stating the minimum wages to be paid various classes of laborers and mechanics which shall be based upon the wages that will be determined by the Delaware Department of Labor, Division of Industrial Affairs, to be prevailing in the county in which the work is to be performed.
 - b. Prevailing Wage is applicable to this contract dependent upon the Vendors proposal and meeting the criteria set by the Department of Labor.

9. Is a certificate of occupancy required?
 - a. Yes. That will depend on the proposed use of the property.

10. Can we start work before April 1, 2019?
 - a. No. The contract shall commence on April 1, 2019. . If the Vendor determines to take exception to this term in the RFP, please utilize the Attachment 3, Exception Form.

11. What are the Profit and Loss Statements for the last 5 years or what is available
The Division does not have Profit and Loss Statements.
 - a. The Division does not have Profit and Loss Statements.

12. If a vendor bids on all of the properties (Bellevue Hall, Judge Morris Estate, Blue Ball Barn, and Cauffiel Estate) and were to be awarded more than one property, would vendor have the opportunity to decline one offer?
 - a. Yes. Please note that per the RFP, The Division is interested in Vendor's providing responses to all of the following current Requests for Proposals: NAT18007-BLUE BALL BARN, NAT18003-BELLEVUE HALL, NAT18006-CAUFFIEL ESTATE, and NAT18005-JUDGE MORRIS ESTATE. While these RFP's will be evaluated and scored individually, if Vendor's submit proposals for all or multiple sites, the Division reserves the right to award all sites to one Vendor if it is in the best interest of the Division and the State of Delaware. If Vendor turns down award, this could impact the full award offered.

13. What is the soil type?
 - a. Unknown

14. If septic, what is the septic capacity?
 - a. Unknown

15. Can a perk test be performed?
 - a. Yes, at the vendor's expense.

16. If septic, can a larger septic be installed?
 - a. Possibly, depending on soil test.

17. Well or city water?
 - a. Well water.

18. How many bedrooms?
 - a. 4

19. How many bathrooms?
 - a. 6

20. Vendor responsibility #10: define what the care of the surrounding grounds and gardens is and the limit of distance from the main house?
 - a. Negotiable point, intent would be for vendor to maintain areas that would directly impact events.

21. May the Vendor conduct events or utilize contiguous areas beyond the defined grounds (but still owned by the state) for periodic programming?
 - a. Yes, vendor can work directly with the Park to determine scope of periodic program expansion.

22. What are the limitations of renovations for the interior of the house as it relates to:
Existing kitchen (and are such renovations limited to the existing kitchen footprint)
Existing apartment above kitchen
Existing dining room
Existing great room
Existing bedrooms
Existing bath rooms
 - a. Any renovations central to developing a successful business may be proposed, all renovations must consider the historic and architectural character of the building and conform to US Park Service standards for historic renovation.

23. What are the limitations or information regarding the existing septic (any data regarding the current system and capacity)
 - a. No data available.

24. What are the limitations to altering the exterior patio?
 - a. Any renovations central to developing a successful business may be proposed, all renovations must consider the historic and architectural character of the building and conform to US Park Service standards for historic renovation.

25. Are there any limitations as to electrical improvement to the surrounding grounds to facilitate outdoor programming and operations?
 - a. No limitations.

26. What is the limitation or altering the existing addition put on by Judge Morris?
 - a. Same considerations as main portion of the house.

27. Why is the max property occupancy 125?
 - a. Parking and restroom capacity.

28. Is the well capable of handling the increased amount of work load that would come from an active catering site?
 - a. Unknown.

29. Who is responsible for maintaining the restrooms at the end of the parking lot?
 - a. The Division.
30. Why is the capacity of the house limited to 49?
 - a. Limited space available in the parlor.
31. Can the garage area located next to the main house be expanded by an additional 500 sf to support vendor operations?
 - a. Any renovations central to developing a successful business may be proposed, all renovations must consider the historic and architectural character of the building and conform to U.S. Park Service standards for historic renovation.
32. Is there a potential to park cars on the property for events that require more than 70 parking spaces?
 - a. There is potential to explore overflow field parking.