



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

October 31, 2018

TO: ALL OFFERORS

FROM: PATRICIA TANNER  
PARALEGAL III

SUBJECT: REQUEST FOR PROPOSAL – ADDENDUM  
NO.: NAT18006-CAUFFIEL ESTATE  
FACILITY MANAGEMENT FOR EVENTS, CATERING, OR FOOD SERVICES  
AT CAUFFIEL 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?

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.
  
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 at this time to be made public?
  - 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. City sewer or septic system?
  - a. Septic System.
  
15. If septic, what is the septic capacity and leach field capacity?
  - a. 500 gallon holding tank and equivalently sized leach field located on the north side of the Cauffiel House facility.
  
16. Can a perk test be performed?
  - a. Yes, at the vendor's expense.
  
17. If septic, can a larger septic be installed?
  - a. All such undertakings will be the responsibility of the vendor and all improvements to the septic system must be approved by the Division and comply with all applicable ordinances and codes.

18. What is the noise ordinance?
  - a. Awarded Vendor is responsible for meeting all local municipal and state laws and ordinances. Please contact the local municipality and describe the services you are interested in providing for more information.
  
19. City or well water?
  - a. Public water service is provide through Suez.
  
20. Specify Joint Venture information
  - a. See page 24 for Joint Venture information relative to this RFP.