

QUESTIONS & ANSWERS
REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES
TO PROVIDE LAND USE/LAND COVER DATA
ISSUED BY THE DELAWARE OFFICE OF MANAGEMENT AND BUDGET

CONTRACT NUMBER: OMB-013-LULC

Public Notice	Date: September 12, 2013
Deadline for Receipt of Proposals	Date: October 3, 2013
Notification of Award	Date: October 24, 2013

ADDENDUM TO RFP: DEADLINE FOR QUESTIONS IS 12:00PM (NOON) THURSDAY SEPTEMBER 26, 2013. This will allow for adequate time for potential bidders to view all questions and answers prior to submittal.

QUESTIONS WEEK FROM SEPTEMBER 12 – SEPTEMBER 19, 2013

QUESTION 1:

Section number: **C. RFP Evaluation Process**

Paragraph number: **a. Criteria Weight**

Page number: **15**

Text of passage being questioned:

a. Criteria Weight

All proposals shall be evaluated using the same **Weight** criteria and scoring process. The following criteria shall be used by the Evaluation Team to evaluate proposals: **Criteria**

Experience and Reputation	25
Expertise	25
Capacity to meet requirements	25
Demonstrated ability	25
Total	100%

QUESTION #1: Is pricing is to be submitted with the proposals?

ANSWER: Yes, pricing is to be submitted with the proposal. While we may not select lowest bid, we are looking for qualified contractors as our highest criteria.

QUESTION 2:

Section number: **5. General Contract Terms**

Paragraph number: **j. Penalties**

Page number: **21**

Text of passage being questioned:

j. Penalties

The State of Delaware may include in the final contract penalty provisions for non-performance, such as liquidated damages.

QUESTION #2: Will the State of Delaware require a penalty provision for liquidated damages within the final contract.

ANSWER: No liquidated damages will be part of the contract award.

QUESTION 3:

Section number: **C. RFP Evaluation Process**

Paragraph number: **a. Criteria Weight**

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Text of passage being questioned:

a. Criteria Weight

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Expertise	25
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QUESTION #3: What is the budget for the project?

ANSWER: The State has approximately \$120,000 from a variety of agencies to fund the LULC and impervious surfaces.

QUESTION 4:

Section II

Paragraph 1

Page 2

The deliverable of the project will be a polygon-based land use/land cover GIS data set using the "Anderson" land use/land cover scheme (A Land Use And Land Cover Classification System For Use With Remote Sensor Data, USGS Professional Paper 9641).

QUESTION 4: Is the deliverable work product expected to be in a specific digital format and if so, what format?

ANSWER: Yes, we use ESRI software so either a shapefile or geodatabase is acceptable.

QUESTION 5:

Section number: III. Required Information

Paragraph number: B. General Evaluation Requirements

Page number: 3

Text of passage being questioned: General Evaluation Requirements

QUESTION 5: What location in the RFP response is preferred for the Bidder's discussion of its proposal technical approach to the project? Should the technical approach be part of the response to item 1. Experience and Reputation, or 2. Expertise, or 3. Capacity or 4. Demonstrated Ability?

ANSWER: The technical specification of your submittal should be separate from the Evaluation Requirements section and address the Scope of Services outlined in Section II of the RFP.

QUESTION 6:

Section number: III. Required Information

Paragraph number: B. General Evaluation Requirements

Page number: 3

Text of passage being questioned: General Evaluation Requirements

QUESTION 6: What location in the RFP response is preferred for the Bidder's cost proposal? Should the cost proposal be part of the response to item 1. Experience and Reputation, or 2. Expertise, or 3. Capacity or 4. Demonstrated Ability?

ANSWER: The cost should be included with your proposal in response to Section II. Scope of Services.

QUESTION 7:

Section number: III. Required Information

Paragraph number: B. General Evaluation Requirements

Page number: 3

Text of passage being questioned: General Evaluation Requirements

QUESTION 7: Can the State explain in more detail what types of content the state would like to review under the following proposal sections: 1. Experience and Reputation; 2. Expertise; 3. Capacity; 4. Demonstrated Ability?

ANSWER: These items are self explanatory and contractors should elaborate as they see appropriate to each of the General Evaluation Criteria.

QUESTION 8

Section number: II. Scope of Services

Paragraph number: 1

Page number: 2

Text of passage being questioned: "In addition this project will result in detailed maps of Impervious Surfaces, derived from the ortho-imagery, and used to guide the interpretation of land use/land cover."

QUESTION 8: Does the State have any existing Impervious Surface data to use as collateral information when generating the impervious surface data, or would this be a completely original data development task?

ANSWER: Yes. The state does have an existing Impervious Surface data set and will provide this to the contractor. The detail of how to approach this portion of the Scope of Work is at the discretion of the contractor.

QUESTION 9

Section number: IV. B. 2.

Paragraph number: 1

Page number: 6

Text of passage being questioned: "To be considered, all proposals must be submitted in writing and respond to the items outlined in this RFP."

QUESTION 9: Is there a particular proposal format the State prefers/requires for this submission?

ANSWER: Yes. The preferred electronic Format is PDF. Each proposal must be submitted with **3 paper copies and 1 electronic copy via email.**

All properly sealed and marked proposals are to be sent to the State of Delaware and received no later than **4:30 PM EST on October 3, 2013** The Proposals may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand to:

Miriam L. Pomilio
Office of State Planning Coordination
Office of Management and Budget
122 Martin Luther King, Jr. Blvd. South, Suite 302
Haslet Building, Third Floor
Dover, DE 19901
miriam.pomilio@state.de.us

Any proposal submitted by US Mail shall be sent by either certified or registered mail. Proposals must be received at the above address no later than **4:30 PM EST on October 3, 2013**. Any proposal received after this date shall not be considered and shall be returned unopened. The proposing vendor bears the risk of delays in delivery. The contents of any proposal shall not be disclosed as to be made available to competing entities during the negotiation process.