

ANSWER: The images are geo-tiff images. They are delivered in the Delaware tiling scheme (each tile is 1.7km x 1.7km, 5667x5667 pixels, ~133MB). There are 2,010 tiles.

QUESTION:

Section Number: Section II

Paragraph Number: 4

Page Number: 2

Text of passage being questioned: “The State will provide the digital 2012 aerial-imagery as well as a copy of the 2007 LULC data to accomplish the scope of services outlined above.”

QUESTION: Can the 2007 digital imagery be provided for use on the project?

ANSWER: It can if needed.

QUESTION:

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 criteria and scoring process. The following criteria shall be used by the Evaluation Team to evaluate proposals:

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

QUESTION: What is the anticipated duration of the project?

ANSWER: Depending on the contractors resources we anticipate 6 months or so for completion.

QUESTION:

Section II (Scope of Services)

Paragraph 1

Page 2

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

QUESTION: Are there to be map books produced with Impervious Surfaces? If so, what would the map size/scale be? And would they be broken up into counties?

ANSWER: We are looking for seamless statewide datasets so no breaking up into books or county.

QUESTION:

Section II (Scope of Services)

Paragraph 2

Page 2

Text of passage being questioned: “the estimate shall take into consideration the minimum mapping unit size of the existing data set (1/4-acre wetlands and 2-acres uplands) and shall result in a meaningful time-series comparison with the 2007 data set.”

QUESTION: Could you expand on this statement with more detail?

ANSWER: The final product should be comparable to our previous LULC datasets and include all the same classifications and mapping units (1/4 acre). The 2007 LULC also included a more detailed wetlands classification which must be carried over in the 2012 dataset being requested.

QUESTION:

Section IV.D.1.a.

Paragraph 1

Page 16

Text of passage being questioned: "The term of the contract between the successful bidder and the State shall be for one year."

QUESTION: The contract is for one year, but is there an expected time frame for project completion?

ANSWER: Depending on the contractors resources we anticipate 6 months or so for completion.

QUESTION:

Section Number: II. Required Information

Paragraph Number: 4

Page Number: 3

Text of passage being questioned: 3. (Any other minimum criteria required)

QUESTION: Can the State clarify what is additional minimum criteria, if any, is required in response to item 3. (Any other minimum criteria required)?

ANSWER: There are no other additional minimum requirements.

QUESTION:

Section Number: IV. Professional Services RFP Administrative Information

Paragraph Number: 20

Page Number: 6

Text of passage being questioned: Each proposal must be submitted with 3 paper copies and 1 electronic copy via email.

QUESTION: Are there any electronic file size restrictions that consultants should be aware of in submitting the PDF copy of their proposals via email?

ANSWER: The size limit for attachments via email is 8 MB for a PDF.

QUESTION:

Section Number: N/A – Attachment 5: Business References

Paragraph Number: 2

Page Number: 30

Text of passage being questioned: Please do not list any State Employee as a business reference.

QUESTION: Is this request specific to Delaware state employees only? Or should consultants refrain from listing employees at the state level in any state as references?

ANSWER: If you have held a State contract in the past 5 years you may list that contract. However you should not list individual state employees as references.

QUESTION:

Section Number: II. Scope of Services

Paragraph Number: 2

Page Number: 3

Text of passage being questioned: The resulting data set shall be based on interpretation of the 2012 Aerial photography and shall be designed as an update of the 2007 land use/land cover data set2.

QUESTION: What data will be provided to assist in the update? Aerials? Parcels? What kind of databases are available that log the location and the type of land use associated with land development activity (plan submissions/reviews/approvals/permitting) for the 2007 to 2012 time period?

ANSWER: The 2012 Imagery and the 2007 LULC datasets will be provided. If other datasets are needed by your company and they are publicly accessible they may be used. There will not be any databases that log development activity or changes to land use type provided.

QUESTION:

Section Number: II. Scope of Services

Paragraph Number: 3

Page Number: 3

Text of passage being questioned: In 2007 the State further refined the forested wetlands data classifications to include six additional classes: Tidal Forested Wetland, Tidal Scrub/Shrub Wetland, Tidal emergent Wetland, Non-tidal Forested Wetland, Non-tidal Scrub/Shrub Wetland, and Non-tidal Emergent Wetland

QUESTION: Is there a narrative description for each of the land use types indicated in the map legend?

ANSWER: The previous LULC datasets were based on Anderson, et.al and are used to categorize the LULC types. This standard must be used (or one comparable) so that we can compare our older LULC datasets with the one being developed.

QUESTION:

Section Number: IV. Professional Services RFP Administrative Information

Paragraph Number: 3

Page Number: 7

Text of passage being questioned: Prices quoted in the proposal shall remain fixed and binding on the bidder at least through April 30, 2014. The State of Delaware reserves the right to ask for an extension of time if needed.

QUESTION: What is the timeframe for the finished products?

ANSWER: Depending on the contractors resources we anticipate 6 months or so for completion.

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**

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 #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.