

Delaware Department of Transportation
QUESTIONS AND ANSWERS
ACTIVE TRANSPORTATION & COMMUNITY CONNECTIONS (ATCC) CONSULTANT
Agreement 2059F-2062F
Thursday, November, 17 2022

Q #	Question	Answer
1	Per Proposal Requirements 4: Does the “original” signed proposal require wet signatures and notarizations? If so, would you consider a DocuSign and/or E-Signature Notary be acceptable?	DocuSign and/or E-signature is acceptable.
2	Are the Appendix A - Required Forms only needed for the prime consultant?	Appendix A is for reference only and may be utilized after award if subconsultants will be utilized on agreement.
3	Are copies of all registrations/certificates only needed for the prime consultant?	The proposal response should include qualifications of the proposed project team. Project team(s) should include experienced architects, planners and/or engineers having the required State of Delaware registrations or certificates as required.
4	For SF 330 Part I Section D - Organizational Chart: Does the org chart have to abide by the 12 point Times New Roman per Section H? Is 8.5" x 11" (letter) size required or could 11" x 17" (tabloid) be utilized? Is portrait (vertical) format preferred over landscape (horizontal) format?	No.
5	May a firm submit as a prime on the 2062F SBE contract and also join a team as a subconsultant for the 2059-2061F contracts?	Only SBE firms may participate as a prime and a subconsultant.
6	Does the current workload table requested in the first bullet under 5.D (pg 6) count towards the 4-page limit for Section H?	No.
7	The first bullet under 5.D (pg 6) states that firms should include their current workload in a table format. Is this table what will be evaluated for rating criteria #5? Or should an additional, separate table be included in response to the second bullet that states we may include a "Rating Criteria Support information" Section that is limited to 4 pages?	The workload table which should be included in Section H will be used to evaluate rating criteria #5.
8	What is the minimum participation by a prime for the Agreement to be considered the prime for the Agreement? Is there a minimum percentage of work they must self perform?	No minimum.

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9	NAICS size standards included on Page 13 don't appear to be the most current. For example, our understanding is that the current size standard for 541330 Engineering Services is \$22.5 Million. It is listed as \$15.0 Million. Can you confirm if these are current.	The RFP will be revised to include the current size standards which can also be found here: https://www.sba.gov/document/support-object-object-table-size-standards

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