



STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
800 BAY ROAD
P.O. BOX 778
DOVER, DELAWARE 19903

NICOLE MAJESKI
SECRETARY

VIA BONFIRE POSTING

Thursday February 22, 2024

Agreement No. **2135**

Logo Sign Program

Ladies and Gentlemen:

Enclosed is **Addendum No. 1** for the referenced contract consisting of the following:

1. **Added** Proposal Requirements, Required Documents, Section 5, pages 5-6.

Please note the revisions listed above and attached, and submit a proposal based on this information.

Sincerely,

~signature on file~

Kathy Owens
Consultant Control Coordinator
(302) 760-2031

page of the document. The redacted copy is required even if the submission contains no proprietary or confidential information.

To determine what information may be considered proprietary or confidential and may be redacted from their Proposal, firms should review Delaware's Freedom of Information Regulations [here](http://regulations.delaware.gov/AdminCode/title8/1400.shtml#TopOfPage); <http://regulations.delaware.gov/AdminCode/title8/1400.shtml#TopOfPage>. Under Delaware FOIA law, 29 Del. C. §10002(l)(2), "Trade secrets and commercial or financial information...which is of a privileged or confidential nature" are "records that shall not be deemed public" and are therefore exempt from disclosure under FOIA.

5. **Required Documents:**

The letter portion of the proposal shall indicate the firms' desire to perform services and indicate the specific tasks or areas of expertise, which will be subcontracted, and to whom. Interested firms must submit the material required herein or they will not be considered for the project.

A. Please submit the firm's mailing address, phone number, and an e-mail address for the firm's point of contact person on page 1 of the Letter of Interest. Future contacts by DelDOT will be done via e-mail, whenever possible.

B. The Proposals should be tabbed and collated in the following order:

I. Table of Contents

Table of Contents (1 per set) - Limited to One (1) page on 1 sheet of paper

II. Letter of Interest

Letter of Interest (1 per set) - Limited to four (4) pages on two (2) sheets of paper

Indicate the following:

- An understanding of the anticipated assignments, services required, and approach to providing the services required
- Identify who the proposed project manager will be and what office location they will be working from
- The location, size, and description of the firm
- Availability of personnel for immediate placement
- Subcontractor usage if anticipated. Indicate the percentage of work estimated to be performed by the firm vs. subcontractor(s). Also, indicate if the prime firm has previously worked with the proposed subcontractor and give a brief example of the previous relationship(s).

III. Company Information

Submit the following packet of information titled "Company Information" to include:

- Name of entity and address.
- Address of the office where work will be managed.
- Resumes for a maximum of 6 key persons (6-single sided sheets of paper for resumes – 1 resume on each sheet). Indicate if the individual is a full-time member of your firm, part-time, on-call, etc. Indicate where key personnel are currently assigned & the length of the assignment. Clearly identify who will be the Project Manager.
- List 5 projects that your firm has participated in within the last 3 years that are similar to the requirements in the Project Description portion of

this Request for Proposals. Include project name & location, nature of responsibility, contracting agency & address on one-single sided sheet of paper maximum for each project.

- Additional information you would like to submit is limited to 1-single sided sheet of paper.

6. **References** provide a list of References who have personal knowledge of the prime Firm’s and the sub-consultant's previous performance. Provide three (3) client references each for both the prime and the sub-consultant(s). The references must include verified addresses and telephone numbers, contact persons, and a brief description of services that have been provided similar to those described by Delaware DOT for this project.

References shall be shown on separate sheets (limited to one (1) single-sided sheet; one sheet for the prime and one sheet for each sub proposed). These shall not be included in the four-page Letter of Interest.

7. **Joint venture** submissions will not be considered.

8. DelDOT reserves the right to reject any and all submissions. Submissions become property of the Department and shall be retained electronically for a minimum period of three (3) years from the date of receipt. DelDOT reserves the right to any and all ideas included in this response without incurring any obligations to the responding firms or committing to procurement of the proposed services.

9. **Required Certification Forms.** All firms responding to the RFP must complete and return the submission forms located in ‘Appendix A’ of this document.

No promotional materials or brochures are to be included as part of the submission.

RATING CRITERIA

#	Criteria Description:	Weight
1	Your firm’s prior experience in the logo sign area	40 %
2	Your firm’s approach to soliciting the business	25 %
3	Completeness of submission to include clarity, readability & presentation of material	25 %
4	Three professional references	10 %
TOTAL :		100%

OVERVIEW OF SELECTION PROCESS –PROJECT SPECIFIC

- This is a project-specific agreement where the services as described in this RFP will be provided over the life of the project.
- This is a single-phase solicitation process with the availability for discussions with up to three (3) of the most highly qualified firms. Based upon the listed criteria and evaluation of each firm’s submitted