



Delaware Department of Transportation

**REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES**



RFP Number: **2192S**

ROADWAY DISTRESS COLLECTION SERVICES

Submission Due Date/Time: **Thursday, November 6, 2025, no later than 2:00 P.M. Local Time**

THREE (3) year term with TWO (2) possible one-year extensions

Agreement Type: Project Specific

Up to ONE (1) agreement may be awarded from this solicitation

Funding: State

The anticipated method of payment is cost plus fixed fee

29 Del.C. §6981

PROJECT INFORMATION

This Request for Proposal (RFP) issued by the Delaware Department of Transportation (DelDOT) is for the purpose of acquiring Proposals from interested firms to collect pavement distress data for each segment of roadway in Delaware. The data collected will be used by Pavement Management to prioritize paving project locations and assist in projecting the Department's funding needs for current and future paving projects.

PROJECT DESCRIPTION

DelDOT is looking to continue efficiency and uniformity of pavement ratings. The purpose of this contract is to collect pavement distress data for each segment of roadway in Delaware that is state-maintained including state-maintained suburban streets. The data collected will be used by Pavement Management to prioritize the paving list locations and assist in projecting the DelDOT's funding needs for current and future paving projects.

The consultant shall conduct field surveys as directed by the DelDOT's Distress Data Dictionary and Data Quality Management Plan (DQMP) on the road network maintained by DelDOT.

SCOPE OF WORK/SERVICES REQUIRED

DelDOT is seeking a firm to collect automated pavement condition data for roads maintained by DelDOT, as well as roads managed by Delaware municipalities. The awarded firm shall provide services, including the following:

- Initial calibration verification
- Automated data collection of pavement distress data
- Data quality management

Firms shall provide a Work Plan to show how the firm plans to accomplish the work relative to methodology, tools, personnel, phasing etc. The Work Plan should provide a Gantt chart indicating the

different tasks that the firm anticipates undertaking with the approximate start and end dates relative to the Notice to Proceed. The firm should also include information on the firm's standard quality management (including Proposer's sample Quality Management Plan) and how this meets the quality requirements given in the Quality Management section below.

OVERVIEW

The survey is required to be performed using a profiler and/or an automated 3D Laser Crack Measurement System (LCMS) of all roads in DelDOT. This equipment shall be certified in accordance with the minimum requirements set forth in the DQMP. The data items to be collected include all items listed in DelDOT Data Dictionary in 'Appendix B' and DQMP in 'Appendix C'.

In addition, the data collection shall include high resolution, digital images of the pavement right of way taken at increments of 20 feet or less.

NETWORK SCOPE DEFINITION AND FREQUENCY

The total mileage to be surveyed is: state-maintained roads (approximately 4,447 miles), suburban streets (approximately 1,558 miles), and municipality streets (approximately 880 miles). State-maintained Road mileage includes the NHS interstate network (approximately 82 miles) and the NHS non-interstate network (approximately 667 miles) needed for Highway Performance Monitoring System (HPMS) reporting. All miles will be surveyed in one direction only, in the direction given by the begin and ending descriptions in the data file supplied with this solicitation. The pricing for this scope should assume the above quantity but the cost proposal shall be stated in terms of cost per mile. The final mileage delivered will be used for payment.

The following defines the scope and frequency for each portion of the network:

- All non-NHS state-maintained roadway ratings shall be completed by August 31 of every other calendar year.
- All NHS roadway ratings shall be completed for HPMS by August 31 every year (i.e. NHS data required every year) and must be completed within a single calendar year.
- All state-maintained suburban street ratings shall be completed by August 31 of every other calendar year (collected on years when non-NHS state-maintained roadways are not).
 - All municipality streets ratings shall be completed by August 31 of every other suburban street rating year (i.e. every 4th year).

LOCATION REFERENCING

DelDOT will provide the selected firm with a GIS shape file or geodatabase that includes all road segments to be surveyed. All survey data collected will be required to be delivered in tabular data format, with the GIS ID included (so that it can be related back to the GIS information), summarized in both 6 ft (2 m)/slab-length intervals and 1/10th mile segments, with start and end points located by Latitude and Longitude coordinates which shall be stated in WGS84 coordinate systems. All location attributes are to be captured according to the DelDOT Data Dictionary included in 'Appendix B'.

SPECIFICATIONS

Firms shall describe how they meet the DQMP specifications for methodology and equipment in their proposal and provide relevant backup documentation and certification to meet minimum requirements of this procurement.

Survey Data

All data shall be collected in through lanes. Exceptions to this should be noted where possible. Firms should describe in their proposal how exceptions and data gaps will be flagged. Included in this flagged list shall, at a minimum, be indicators of:

- Bridges
- Lane deviations
- Railway crossings
- Construction zones

Data shall be collected for the items and in the format specified in the Data Dictionary in 'Appendix B'. Data shall be collected according to the DQMP in 'Appendix C'. This includes specific protocols required for equipment and methods of collecting the data.

EQUIPMENT

General

- The firm shall use a fully integrated system designed to collect all data in a single pass by synchronizing all data to a single point of reference in the field (with no post processing).

Digital Laser Profiler (also applies if collecting roughness using LCMS)

- Must meet the standards for roughness collection specified in the DQMP in 'Appendix C'.

3D Laser Crack Measurement System (LCMS)

- Capable of collecting Rutting (full transverse pavement measurement covering a minimum pavement width of 12 ft), 3D surface profile, pavement roughness, automated crack detection classification and categorization, and automated pothole classification. All measurements (including LCMS used for collection of roughness) shall meet the standards specified in the DQMP in 'Appendix C'.

Location Measurement

- Differential global positioning system (sub meter accuracy) backed up by inertial system in case of loss of GPS. High accuracy Distance Measuring Instrument (DMI).

Digital Imaging System

- All cameras must be calibrated for scale measurement to allow visible assets to be referenced geospatially from the images now or in the future.
- High-resolution roof-mounted digital cameras for asset extraction.

- Imagery to be integrated with pavement data using the same geo-location system.

Integrated Viewing Software

- Software access to view and export survey data, including synchronized pavement and Right of Way (ROW) imagery through a data viewer application that allows users to navigate through collected data and view the crack detection, joint detection (in case of concrete pavements), and distresses on the road surface, individual images, as well as summarized data and output graphs.
- The software should allow the user to specify the location to be viewed.
- Data must be hosted externally with no need to install software.
- The proposal should include any software license costs for the term of the contract with the option to extend.

Post Processing

- Recorded information must have the necessary resolution and accuracy to allow post processing to extract additional inventory or condition at a later date.

QUALITY MANAGEMENT

Both quality control (QC) and quality assurance (QA) are important to ensure collected pavement condition data is accurate and repeatable. The firm will be responsible for QC and QA of the data and will be required to deliver an initial calibration verification report according to the DQMP in 'Appendix C' prior to being allowed to proceed with the main data collection in each collection year. Firms should include a sample Quality Management Plan with their proposal. Data shall be collected in accordance with the DQMP in 'Appendix C' with justifiable data collection exceptions flagged.

DELIVERABLES

Data

The following data deliverables are expected:

- Quality management plan and calibration report: Report showing accuracy and repeatability specifications have been met based on the DQMP in 'Appendix C'.
- Data collection segment dataset: Final delivery of survey data in both 6 ft (2 m)/slab-length intervals and 1/10th mile segments formats as specified in the Data Dictionary in 'Appendix B'.
- Final delivery of QC results showing any flagged possible data problems.

Imagery and Viewing Software

In addition to the data delivery, the following deliverables regarding imagery and viewing software are required:

- Software access to view and export survey imagery data, both downward range and intensity data from the LCMS, and ROW imagery data, based on specifications. Software access should be provided for the duration of the contract. Firms should provide licensing terms for all software.

QUESTIONS

Questions must be submitted before the due date identified in the Procurement Schedule for this RFP. All inquiries must be submitted in the Q/A section of the project listing in the [Bonfire Procurement Portal](#).

The Department’s response to questions will be posted, according to the procurement schedule, under the project listing in Bonfire and to the State of Delaware Bid Solicitation Directory Website: <http://www.bids.delaware.gov/>.

Direct contact with State of Delaware employees other than DelDOT’s Contract Administration staff regarding this RFP is expressly prohibited without prior consent. Firms directly contacting State of Delaware employees risk elimination of their proposal from further consideration. Exceptions exist only for organizations currently doing business in the State who require contact in the normal course of doing that business.

PROCUREMENT SCHEDULE

Action Item	Date	Time
Deadline for Questions to ensure response:	Ten (10) business days prior to the proposal due date	2:00 P.M. Local Time
Final Response to Questions posted by:	Five (5) business days prior to the proposal due date	2:00 P.M. Local Time
Proposals Due no later than:*	Thursday, November 6, 2025	2:00 P.M. Local Time

NOTE: Only asterisk (*) marked date changes will be communicated (via posted Addendums).

PROPOSAL REQUIREMENTS

Interested firms must submit the material required herein or they may not be considered for the project:

1. Proposals must be received before the Proposal Due Date and Time, as identified in the Procurement Schedule for this RFP. Responses submitted by hard copy, mail, facsimile, or e-mail will not be accepted. Responses received after the Proposal Due Date and Time will not be considered.
2. **Upload your submission at:** <https://deldot.bonfirehub.com/portal/>

Important Notes:

- Logging in and/or uploading the file(s) does not mean the response is submitted. Users must successfully upload all the file(s) and **MUST** click the submit button before the proposal due date and time.
- Users will receive an email confirmation receipt with a unique confirmation number once the submission has been finalized. This will confirm that the proposal has been submitted successfully.

- Each submitted item of Requested Information will only become visible to DelDOT after the proposal due date and time.
- If the file is mandatory, you will not be able to complete your submission until the requirement is met.
- Uploading large documents may take significant time depending on the size of the file(s) and your Internet connection speed. The maximum upload file size is 1000 MB.
- Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Java Script must be enabled.

Need Help? Please contact Bonfire directly at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://customer.eunasolutions.com/public/s/knowledge-base/bonfire-hub>.

3. **The Prime Consultant must be Registered**, or submit application for registration, with DelDOT at or before the time of submission in order to be considered. Consultant registrations are now completed online through SimpliGov. To complete registration or for more information, [click here](#).
4. **Submit one (1) Original and one (1) Redacted copy** of the Proposal. The original must be a .pdf file of the original signed proposal and should be clearly marked “Original” on the first page of the document. The redacted copy must be a .pdf file of the original signed proposal with any proprietary or confidential information redacted, and this copy should be clearly marked as “Redacted” on the first 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>. 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. **Architect-Engineer Qualifications; GSA SF330:**

<https://www.gsa.gov/reference/forms/architectengineer-qualifications>

Follow instructions for the SF330, and add the following Individual Agency Instructions:

- A. Part I Section C 11, Proposed Team;
Indicate if the firm is a DBE and provide the approximate percentage of the contract cost they will perform.
- B. Part I Section E, Resumes of Key Personnel Proposed for this Contract;
Resume information is limited to eight (8) individuals regardless of affiliation.
- C. Part I Section F, Example Projects;
Example Projects provided are limited to ten (10).
- D. Part I Section H 30, Additional Information;
(The Department recommends formatting this section using Times New Roman, 12 pt. font)
 - 1) The Prime consultant must indicate the current workload with the Department by listing the following in a table format:

Agreement No.; Agreement Title; Consultant PM; Prime or Sub; Total Dollars paid to date; current number of Tasks issued; and date of contract expiration.

- 2) List any DelDOT agreement number your firm has been selected for and not included above.
- 3) Firms may include a "Rating Criteria Support Information" Section, limited to four pages, within Section H, that covers any information that directly relates to the firm's ability to meet the specific rating criteria listed in this RFP.

Note: Letters of Interest should not be included.

6. **Joint venture** submissions will not be considered.
7. 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.
8. **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	Firm's resources and capability to accomplish proposed work on schedule	25 %
2	Firm's experience pertaining to roadway distress collection and processing	20 %
3	Technical Approach - The available integrated viewing software	20 %
4	Project understanding, approach, services required	20 %
5	Key Staff and Project Team qualifications	15 %
TOTAL :		100%

OVERVIEW OF SELECTION PROCESS

- 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 proposal, the Selection Committee may decide if a small sample task and/or discussions will be held with the most highly qualified consultants. If discussions are held, they will serve to clarify the technical approach, qualifications, and capabilities provided in response to the RFP, after which the committee will determine the ranking of the candidate firms.
- Selection Committee members will individually score each firm's submitted proposal which determines individual ranking. The Department's ranking is the combined ranking of all Committee members. Firms, in order of ranking, will have the opportunity to negotiate an agreement with the Department. If the Department cannot reach agreement with the highest ranked firm(s), the Department terminates negotiations and begins negotiations with the next highest ranked firm, and so on until an agreement is reached. The Department notifies via email the awarded firm(s) of the

opportunity to enter into an agreement with the Department. This notification also includes information on the next steps for the agreement process.

- After the ranking process has been completed, applicable price information will be requested from the successful candidate firm(s), such as; salary rates for various classifications of personnel; and an indirect cost derivation for the most current accounting period.
- Payroll burden and overhead will be computed on direct salary costs only (not including overtime) at the consultant's audited rate, as per Federal Acquisition Regulations Part 31, and Department policies. Computer and CADD costs are not allowable as a direct cost to this project. Rate determination and applicability is subject to audit by the Department. Additionally, candidates should be prepared for the Department to work with your current accounting firm to provide information and backup documentation. Full and immediate cooperation is required to avoid delays in execution of an agreement. Failure to cooperate may result in breaking off of negotiations and moving to the next ranked firm.
- Shortlist and Selection Committee membership appointments are confidential. The Department's Professional Services Procurement Manual may be viewed [here](#).

INSURANCE REQUIREMENTS

The selected firm(s) must obtain at its own cost and expense and keep in force and effect during the term of the agreement, including all extensions, the minimum coverage limits specified below with a carrier satisfactory to the State.

- a. Worker's Compensation and Employer's Liability Insurance in accordance with applicable law.
- b. Commercial General Liability - \$1,000,000 per occurrence/\$3,000,000 per aggregate.
- c. Errors and Omissions - \$1,000,000 per occurrence/\$3,000,000 per aggregate.
- d. Automotive Liability Insurance covering all automotive units used in the work (including all units leased from and/or provided by the State to Vendor pursuant to this Agreement as well as all units used by Vendor, regardless of the identity of the registered owner, used by Vendor for completing the Work required by this Agreement to include but not limited to transporting Delaware clients or staff), providing coverage on a primary non-contributory basis with limits of not less than:
 1. \$1,000,000 combined single limit each accident, for bodily injury;
 2. \$250,000 for property damage to others;
 3. \$25,000 per person per accident Uninsured/Underinsured Motorists coverage;
 4. \$25,000 per person, \$300,000 per accident PIP benefits if carrying any of our clients or employees; and
 5. Comprehensive coverage for all vehicles leased from the State of Delaware Fleet Services which shall cover the replacement cost of the vehicle in the event of collision, damage or other loss.

Certificate of Insurance and/or copies of the insurance policies will be requested at time of award.

In no event shall the State of Delaware be named as an additional insured on any policy required under this agreement.

MISCELLANEOUS

The Department is not liable for any cost incurred by the consultant in the preparation or presentation of the Proposal.

Any individual, business, organization, corporation, consortium, partnership, joint venture, or any other entity including subconsultants currently debarred or suspended is ineligible to participate as a candidate for this process. Any entity ineligible to conduct business in the State of Delaware for any reason is ineligible to respond to the RFP.

The Department of Transportation will affirmatively insure individuals and businesses will not be discriminated against on the grounds of race, creed, color, sex, or national origin in consideration for an award. Minority business enterprises will be afforded full opportunity to submit bids/proposals in response to this invitation.

Department of Transportation
State of Delaware
By: Shanté Hastings
Secretary
Dover, DE

Appendix A - REQUIRED FORMS

The following completed forms are required to be returned with each proposal:

- Certification of Eligibility
- Certificate of Non-Collusion

CERTIFICATION OF ELIGIBILITY

Delaware Department of Transportation

Request for Proposal 2192S – ROADWAY DISTRESS COLLECTION SERVICES

We have read Request for Proposal number **2192S** and fully understand the intent of the RFP as stated, certify that we have adequate personnel and knowledge to fulfill the requirements thereof, and agree to furnish such services in accordance with the contract documents as indicated should we be awarded the contract.

_____ hereby certifies that it is not included on the United States Comptroller General’s Consolidated List of Persons or Firms Currently Debarred for Violations of Various Public Contracts Incorporating Labor Standard Provisions.

_____ Signature of the Bidder or Offeror’s Authorized Official

_____ Name and Title of the Bidder or Offeror’s Authorized Official

_____ Date

Sworn and subscribed before me this _____ day of _____, 20__

Notary Public

My commission expires: _____ / _____ / 20____
Month Day Year

CERTIFICATE OF NON-COLLUSION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- 1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting to such prices, with any other bidder or with any competitor;
- 2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- 3) No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

_____ Signature of the Bidder or Offeror's Authorized Official

_____ Name and Title of the Bidder or Offeror's Authorized Official

_____ Date

Sworn and subscribed before me this _____ day of _____, 20__

Notary Public

My commission expires: _____ / _____ / 20__
Month Day Year