



Delaware Department of Transportation
**REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES**



RFP Number: **2214S-2215S**

STORMWATER & WATER QUALITY DESIGN

Submission Due Date/Time: **Thursday, September 10, 2026, no later than 2:00 P.M. Local Time**

3 year term with 2 possible one-year extensions

Agreement Type: State

Up to two agreements may be awarded from this solicitation

Funding: State Funded

The anticipated method of payment is cost plus fixed fee

29 Del.C. §6981

DIGITAL ACCESSIBILITY NOTICE

The Delaware Department of Transportation (“DelDOT”) is committed to ensuring that its digital services, content, and documents are accessible to all users and is actively working to comply with applicable federal and state accessibility requirements. DelDOT continues to make improvements over time, with current efforts focused on programs, applications, content, and documents that are actively in use and available to the public.

Due to the nature and complexity of certain materials, including construction plans, technical drawings, historical documents, maps, and other graphic-intensive files, some documents may not currently be fully digitally accessible or compliant with current accessibility standards. In some cases, these documents are provided for historical, reference, informational, or procurement purposes only.

If you require an accessible version of a document or need assistance accessing any content, please contact DelDOT at (302) 760-2031 or DOT.Profservices@delaware.gov, and reasonable efforts will be made to provide the information in an accessible format upon request. DelDOT appreciates your patience and understanding as accessibility improvements continue to be implemented.

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 (“Firms”) to assist the NPDES Section with engineering design for stormwater and water quality projects that may include stream restorations, retrofits or maintenance of existing stormwater best management practices (“BMP”), or design of new technology BMPs for enhanced water quality crediting.

PROJECT DESCRIPTION

The Delaware Department of Transportation is seeking to establish a three (3) year open-end agreement with an option for two (2) additional one-year extensions with two consultants to assist the NPDES Section with engineering design for stormwater and water quality projects that may include stream restorations, retrofits, or maintenance of existing stormwater BMPs, or design of new technology BMPs for enhanced water quality crediting. Consultant may also assist with watershed project planning as needed to comply with NPDES MS4 regulations.

The selected firm must:

1. Show competence and knowledge in the design of stream and outfall restorations.
2. Show competence and knowledge in the design of standard stormwater BMPs.
3. Show competence and knowledge in the design of new technology BMPs.
4. Show competence in selecting locations for stormwater retrofits and implementation projects by balancing watershed prioritization and cost effectiveness.
5. Be versed in DNREC stormwater regulations and Delaware waterways.
6. Be versed in DelDOT Standard Specifications and Construction Details.
7. Be versed in Delaware MS4 and TMDL requirements.
8. Have proficiency with DelDOT CAD standards, including but not limited to level/layer conventions, cell libraries, line styles, sheet composition requirements, plan set organization, and file management practices consistent with the current DelDOT CADD Standards Manual.

Services include but are not limited to the following:

- Preparation of planning studies;
- Project identification and scoping;
- Public involvement and coordination;
- Development of conceptual designs and cost estimates suitable for priority ranking and budgeting by the Department;
- Designs, reports, preparation of public meeting and/or hearing displays including project renderings and computer simulation/visualization displays;
- Field reviews;
- Preparation of environmental compliance documentation;
- Coordination of historic and cultural resource preservation;
- Topographical surveys;
- Development and preparation of construction and right-of-way plans;
- Deed research;
- Landscaping design;

- CPM schedules;
- Coordination of utility relocations;
- Preparation of construction contracts including specifications and cost estimates suitable for competitive public bidding;
- Construction consultation;
- Review of shop drawings;
- Project management services;
- Other services as deemed necessary by the Department during the planning, design, and construction phases of projects developed in accordance with this Agreement.

All projects shall be in accordance with the current AASHTO Standards, Department Manuals, Standards and Policies, and TMDLs. All plans shall be generated electronically through MicroStation and Inroads (latest version) or approved equal. The most current version of the Delaware Department of Transportation CADD Standards and Graphics Manual shall be followed.

DelDOT has published the Standard Specifications for Road and Bridge Construction (“Standard Specifications”), which contains general terms, and other requirements which apply to this RFP and assigned Tasks. The most recent version of the Standard Specifications which has been published shall apply to this RFP generally. Tasks assigned may be governed by prior versions of the Standard Specifications, which shall be identified in the task assignment; otherwise the latest version shall be utilized. The Firm shall review the Standard Specifications and apply them to the applicable item(s) of this RFP and Agreement. The Standard and Supplemental Specifications can be viewed [here](#).

[Standard Specifications - Delaware Department of Transportation](#)

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](#).

DelDOT’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, September 10, 2026	2:00 P.M. Local Time

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

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://bonfirehub.zendesk.com/hc>.

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); <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;
(DelDOT recommends formatting this section using Times New Roman, 12 pt. font)
- 1) The Prime Consultant must indicate the current workload with DelDOT 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 DelDOT 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 experience pertaining to stream restoration design and crediting	20 %
2	Firm's experience developing BMP maintenance and retrofit plans	20 %
3	Firm's resources and staff capabilities	20 %
4	Firm's experience pertaining to the Chesapeake Bay Watershed Improvement Plan (WIP) and Municipal Separate Storm Sewer System (MS4) water quality improvement plan requirements	20 %
5	Firm's experience with DelDOT standards and specifications (both design and plan production)	20 %
TOTAL :		100%

OVERVIEW OF SELECTION PROCESS

- This is an On-Call agreement utilized for the performance of services for a number of projects under task orders issued on an as-needed basis. The dollar value of each individual agreement cannot exceed three million dollars (\$2,000,000.00). There is no guarantee of actual agreement value.
- This is a single-phase solicitation process with the availability for discussions with up to four (4) 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. DelDOT's ranking is the combined ranking of all Committee members. Firms, in order of ranking, will have the opportunity to negotiate an agreement with DelDOT. If DelDOT cannot reach agreement with the highest ranked firm(s), DelDOT terminates negotiations and begins negotiations with the next highest ranked firm, and so on until an agreement is reached. DelDOT notifies via email the awarded firm(s) of the opportunity to enter into an agreement with DelDOT. This notification also includes information on the next steps for the agreement process.
- Selection Committee members may consider the Firm's prior or ongoing performance on Projects for DelDOT in rating the Firm. The fact that a specific Selection Committee member or members have experience with a Firm while other Selection Committee members do not, shall not be a reason to disqualify any Selection Committee member or members. Selection Committee members may consider a Firm's performance on currently assigned projects up to the closing date of the Selection Committee ranking 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 DelDOT policies. Computer and CADD costs are not allowable as a direct cost to this project. Rate determination and applicability are subject to audit by DelDOT. Additionally, candidates should be prepared for DelDOT 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.
- Selection Committee membership appointments are confidential. DelDOT's Professional Services Procurement Manual may be viewed [here](#).

COMPLETENESS OF SUBMISSION

Firms are required to submit all documents, forms, and information requested in this RFP. This includes all attachments, certifications, statements, registration documents, technical materials, financial information, and any other items identified as mandatory.

In accordance with 29 *Del. C.* § 6981 et seq., submissions that do not include every required component may be determined non-responsive. DelDOT reserves the right to reject any proposal that fails to comply with the required submission contents or format.

Firms are strongly encouraged to review the checklist and RFP instructions to ensure a complete and compliant submission.

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. Workers' 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.

To the extent that any Firm proposes using a "claim" policy instead of an "occurrence" policy to satisfy the required Error's and Omission's coverage, the Firm will be required to either (i) maintain Errors and Omissions insurance in full force and effect for a period of not less than five (5) years following the expiration or termination of this Agreement, or (ii) purchase and maintain, at its sole cost, an extended reporting period endorsement ("claims tail") providing equivalent coverage for claims first made within five (5) years after the expiration or termination of the Agreement, but arising out of acts, errors, or omissions that occurred during the performance of services under the Agreement. The Firm will be responsible for providing copies of any certificates of insurance to DelDOT as required to satisfy the insurance coverage obligation.

- 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

DelDOT 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.

DelDOT will affirmatively ensure 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 2214S-2215S – Stormwater & Water Quality Design

We have read Request for Proposal number 2214S-2215S 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____

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