



**REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES**



RFP Number: **2219S**

SPONSOR A HIGHWAY

Submission Due Date/Time: **Thursday, October 29, 2026 no later than 2:00 P.M. Local Time**

Three year term with two possible one-year extensions

Agreement Type: State

One agreement may be awarded from this solicitation

29 Del.C. §6982(b)

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 provide litter removal services for limited-access highways in Delaware through the Sponsor-A-Highway Program.

This program provides litter removal services along designated Delaware highways by a Maintenance Provider. The Maintenance Provider is funded directly by Sponsors who pay for the litter removal of a highway segment. Sponsors are recognized with a sponsor sign along their highway segment.

PROJECT DESCRIPTION

The Sponsor-A-Highway Program in Delaware requires a qualified Maintenance Provider to provide litter removal services for limited-access highways in Delaware. The selected Maintenance Provider shall furnish all necessary personnel, supplies, equipment, & services to accomplish the highway beautification. The selected Maintenance Provider shall ensure that all personnel conform to the requirements of the most current Delaware Department of Transportation Manual On Uniform Traffic Control Devices (DE-MUTCD).

The Maintenance Provider should have a minimum of one year roadway maintenance & administrative experience related to litter collection, removal and disposal. Also, the Maintenance Provider should have experience with other Sponsor-A-Highway programs. In addition, the Maintenance Provider should have administrative experience including the ability to maintain accurate & complete documentation relating to work performed.

The Maintenance Provider shall be responsible for recruiting businesses to sponsor sections of highways. All costs for these activities shall be the responsibility of the Maintenance Provider and shall be at no cost to the Delaware Department of Transportation (DelDOT). The Maintenance Provider shall be responsible for all marketing for sponsors, for determining safe locations for signs, for sign fabrication, and for sign installation. However, DelDOT will have final approval on all sign designs & sign installation. This contract will be for a three (3) year term, with an option for one (1) two-year extension.

The extension approval will be based upon a review of the Maintenance Provider's performance and the satisfaction of DelDOT for services rendered.

The major program requirements include, but are not limited to, the following:

1. The frequency of litter removal shall be at a rate of no less than twenty (20) times per year. Litter removal services shall be twice monthly during the months from April 1st through November 30th and then once monthly during the months from December 1st through March 31st.
2. Marketing of Sponsor-A-Highway Programs to obtain Sponsors and to ensure maximum participation in the Program.
3. Submit Monthly Trash Removal Schedule to DelDOT detailing the next month's maintenance schedule. Submit Weekly Litter Reports detailing the previous week's trash bag counts.
4. Manage all administrative tasks for the program, including tracking, monitoring, & documenting for all Sponsors & their roadway sections and monitoring & documenting for current sign installations & proposed sign locations.
5. Determine the proper location of potential sponsor signs that meets the required safety distance from other signs, from ramp-widening points, and from construction zone warning signs.
6. Perform all litter removal services on highways in a safe manner consistent with the laws of the State of Delaware, the DE-MUTCD, and the DelDOT safety requirements.
7. Management & administration of litter & debris removal on the following limited-access highways as authorized in a written permit issued by the DELDOT:

I-95

I-495

I-295 (from I -95 to west of the US 13 interchange)

SR 141 (limited-access portions only)

SR-1 (limited-access portions only)

Puncheon Run Connector (located south of Dover)

US 301 (limited access portions only)

8. Maintain written records of the following information with respect to each sponsored-highway segment:

Name of the Sponsor

Description & length of segment

Frequency of litter removal services

Acknowledgment sign distance from nearby highway mile-point marker & from nearby existing signs.

9. Ensure that personnel are trained and equipped with personal safety equipment, such as safety vests, thick-soled shoes, and gloves necessary for the safe performance of litter removal services.
10. Furnish all equipment, safety vests, litter bags, traffic control devices, and any other materials or supplies needed to perform litter removal operations.
11. Ensure that litter removal crews are only on the roadway during the hours and days as approved in writing by DelDOT and expressed in the permit issued by DelDOT to the Maintenance Provider.
12. Pick up litter and place all litter in bags. Remove and dispose of all bags in accordance with Delaware State laws and regulations.
13. Install signs in compliance with the most current DelDOT MUTCD and NCHRP350 / MASH guidelines.
14. Twice monthly safety training meetings with supervisory staff & litter-removal crew in attendance.

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, October 29,	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. **Expression of Interest**

The Expression of Interest shall indicate the firms desire to perform services and indicate the specific tasks or areas of expertise. Interested firms must submit the following or they will not be considered for the project. The Expression of Interest must be submitted in the following order:

A. Table of Contents

B. Cover Page

- RFP Number and Name
- Firm's mailing address, phone number, and an e-mail address.
- Point of Contact's name, title, mailing address, telephone number and e-mail address.

C. Project Organizational Chart

D. Letter of Interest - limited to four (4) pages and indicate the following:

- An understanding of the anticipated assignments, services required, and approach to providing the services required.
- Sub-contractor usage if anticipated. Indicate the percentage of work estimated to be performed by the sub vs. the prime indicate the specific tasks or areas of expertise. Indicate if the prime consultant has previously worked with the proposed sub and give a brief example of the previous relationship(s). **Use Attachment A**
- Sign and date by an individual authorized to legally bind the Offeror.

E. Firm's Experience

List up to five (5) example projects that your firm has participated in within the last three (3) years that are similar to the Scope of Services described in this RFP. Include project name & location, nature of responsibility, contracting agency & address. Limited to one (1) page for each example project.

F. Project Team Experience

Provide resumes for key staff and project team. Indicate if the individual is a full-time member of your firm, part-time, on-call, subconsultant, etc. Indicate where key personnel are currently assigned & the length of the assignment. Clearly identify who will be the Project Manager. Provide the direct qualifications and experience of the Project Manager and the key staff assigned to the project. Limited to eight (8) resumes; each resume limited to one (1) page.

Additional information limited to one (1) page. Use this section to provide additional information specifically requested by the agency or to address selection criteria that are not covered by the information provided in Sections 5.A. - 5.F.

G. Business References

Provide three (3) client references who have personal knowledge of the prime consultant's previous performance. 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 in the Scope of Services described in this RFP. **Use Attachment B**

3. **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>.

4. **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](#).
5. **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.

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 prior experience in providing litter collection services, providing administrative services, and with other Sponsor-A-Highway programs.	50 %
2	Key Staff and Project Team qualifications	15 %
3	Firm's resources and capability to accomplish proposed work on schedule (including sub-consultants, if applicable)	15 %
4	Understanding of DelDOT Roadways and the use of Google Earth	10 %
5	Completeness of submissions including clarity, readability, and presentation of material.	10 %
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 **PROVIDERS**. 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.
- 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. 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. Medical/Professional Liability - \$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

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Appendix A - REQUIRED FORMS

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

- Certification of Eligibility

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CERTIFICATION OF ELIGIBILITY

Delaware Department of Transportation

Request for Proposal 2219S – Sponsor-A-Highway Program

We have read Request for Proposal number 2219S 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

SUBCONTRACTOR INFORMATION FORM

STATEMENT BY PROPOSING VENDOR		
Proposing Vendor Name:		Mailing Address:
SUBCONTRACTOR NAME:		Subcontractor <i>Office of Supplier Diversity</i> Classification: Certification Number: _____
Mailing Address:		Women Business Enterprise ☐ Yes ☐ No Minority Business Enterprise ☐ Yes ☐ No Disadvantaged Business Enterprise ☐ Yes ☐ No Veteran Owned Business Enterprise ☐ Yes ☐ No Service-Disabled Veteran Owned Business Enterprise ☐ Yes ☐ No
DESCRIPTION OF WORK FOR SUBCONTRACTOR:		
NAME OF PERSON SIGNING	BY (<i>Signature</i>)	DATE SIGNED
TITLE OF PERSON SIGNING		

Use a separate form for each subcontractor

Subcontractors are subject to the approval and acceptance by the Department.

Number of SUBCONTRACTOR INFORMATION FORMS submitted: _____

BUSINESS REFERENCES

Provide at least three (3) business references consisting of current or previous customers of similar scope and value. Personal references cannot be considered.

PLEASE DO NOT UTILIZE DELDOT, OR DELDOT PERSONNEL AS REFERENCES.

List a minimum of three business references, include all the following information:

1. **Contact Name & Title:**

Business Name:

Address:

Email:

Phone #:

Current Vendor:

 YES or NO **Years Associated:**

**Type of Work
Performed:**

2. **Contact Name & Title:**

Business Name:

Address:

Email:

Phone #:

Current Vendor:

 YES or NO **Years Associated:**

**Type of Work
Performed:**

3. **Contact Name & Title:**

Business Name:

Address:

Email:

Phone #:

Current Vendor:

 YES or NO **Years Associated:**

**Type of Work
Performed:**

DELDOT PERSONNEL MAY NOT BE USED AS REFERENCES.