

**Delaware Department of Transportation
 QUESTIONS AND ANSWERS
 Real Estate Appraisal Services
 Agreement 2030-2031
 1-Mar-22**

Q #	Question	Answer
1	Are insurance certificates required to be submitted with the application or at time of award?	Insurance certificates are required at award.
2	Bid Instructions - Explanation of Qualifications #4: States that Letters of Interest should not be included. Can you explain what that means, it appears that the Letter of Interest is part of the requested information under Explanation of Qualifications?	Please disregard the note that Letters of Interest should not be included. This was a typo. *Answer Edited 3/3/22 - Please refer to the RFP Addendum 1 issued 3/2/22
3	Under section 3 of Proposal Requirements, the bidder is asked to submit (1) original and (1) redacted copy of the proposal. If there is no confidential or sensitive information noted in the original copy, is the bidder required to submit a redacted copy of the proposal?	Yes.
4	Under section 4 of Proposal requirements, Explanation of Qualifications states Letter of interest and lists the items to be included in the letter. However, there is a note stating Letters of Interest should not be included. Are you stating the Letter of Interest should not be included in the proposal? If so, where is the letter to be submitted?	See Answer to Question 2.

Q #	Question	Answer
5	<p>1. Page 3 of 14, Item 4 Explanation of Qualifications, Letter of Interest - there is a that indicates "Letters of Interest should not be uploaded". If this is true, how does one submit the Letter of Interest? Or is this not actually required?</p> <p>2. Can I use references from State Employees from States other than Delaware? Like GA, PA, WV, etc. since I do a lot of work for them?</p> <p>3. There are apparently multiple forms of insurance required. Since my company has no employees, but rather all independent contractors that work on commission, why would I need Worker's Compensation and Employer's Liability? I cannot get this insurance since I have no employees. Also, what exactly is Commercial General Liability insurance? My company currently does not have this and I've been informed that this is a very timely process and one that is very expensive. Is this actually needed? We have E&O insurance but this does not appear to cover general liability.</p> <p>4. The Master Agreement, page 4 of 4, Item P has a blank line to fill in the expiration date. Since this will not be known until the contract is awarded, should I simply leave this field blank when completing my application?</p>	<p>1. Please refer to the RFP Addendum 1 issued 3/2/22.</p> <p>2. Yes.</p> <p>3. Please refer to the RFP Addendum 1 issued 3/2/22.</p> <p>4. Yes.</p>

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Q #	Question	Answer
6	<p>Is it possible for the firm to apply under the company name and list the individuals within the firm? This is done in other state DOT's; and the firm can add or remove individuals by sending a letter to the contract manager as to the changes.</p>	<p>Proposals will be accepted from individual appraisers only, not businesses. More than one individual of the same firm may apply separately.</p>
7	<p>"Agreement shall expire on _____20__ . Since this date has not yet been determined does one leave this blank?</p>	<p>Yes.</p>
8	<p>Since the Agreement states that " more than one individual of the same firm may apply individually..." Does each individual need to have a Delaware Business License or is the Delaware Business License of the firm sufficient?</p>	<p>The License of the firm is sufficient.</p>

Q #	Question	Answer
9	States that no state employee maybe listed as a reference. Are you referring to only Delaware State Employees? If the same body of work is performed for other State Departments of Transportation, can those employees be named as a reference?	State employee for purposes of this RFP refers to only Delaware State Employees.

10-Mar-22

Q #	Question	Answer
10	The fourth box down on page 1 of 2 indicates "Certified General (X2)". Is this a typographical error?	X1 and X2 are not typos. This refers to the type of license required and is part of the license number (i.e., X1-0000043)
11	Why is a Delaware Business License required if my company is located outside of Delaware?	Any person conducting a trade or business in the State of Delaware is required to obtain a Delaware business license.