



**REQUEST FOR QUALIFICATIONS  
(RFQ) & EXPRESSIONS OF INTEREST  
CONSULTING SERVICES**

(29 Del.C. §6981)

**Agreement No. 1547**

**CONSTRUCTION INSPECTION SERVICES  
I-95 / SR-1 INTERCHANGE PROJECT**

**PROJECT DESCRIPTION**

DelDOT is seeking construction inspection/administration services for the I-95/SR-1 Interchange construction project. The Consultant is asked to provide a full inspection staff as detailed below. Construction survey is included in the scope along with possible on-site materials testing on an as-needed basis.

The Department prefers, and may require, N.I.C.E.T. certified inspectors. The successful consultant will be expected to provide qualified technical personnel meeting required skill levels for the desired inspection services from the beginning of the assignment through completion.

The construction project is anticipated to be bid in A+B format. The expected contract duration is anticipated to be between 3 and 4 years. Additional information on the project can be found at the following web site:

[http://www.deldot.gov/information/projects/jfk\\_mem\\_hwy\\_improvement/sr1-i95/overview.shtml](http://www.deldot.gov/information/projects/jfk_mem_hwy_improvement/sr1-i95/overview.shtml)

**CONSULTANT SERVICES REQUIRED**

Services may include but are not limited to the following:

- Provide complete inspection staffing for the project to include an Assistant Project Resident, multiple Lead Inspectors for both Structures and Roadway, additional supporting Inspectors, Office Technician, Maintenance of Traffic Specialist, CPM scheduling support, Erosion Control, and Survey Crew (to check Contractor's layout and to collect data and compute final earthwork quantities). On-site Materials testing may be required depending on the Department's overall workload at the time of construction. The Consultant's inspection staff will report to a DelDOT Project Engineer assigned specifically to this contract. The Consultant may be asked to supervise subordinate DelDOT personnel assigned to this project.
- Provide staff to inspect and/or assist other inspectors in the areas of structures and pile foundation construction, integral pier construction, reinforced earth retaining walls, embankment construction, hotmix and concrete roadway construction, Maintenance of Traffic and phased construction, drainage construction, roadway striping, erosion control, and/or other areas involving specialized construction techniques or materials.
- Provide staffing to review project CPM schedules submitted to the Department from contractors.
- Provide as-needed Construction Administration services including, but not limited to, quantity record keeping, change order and pay estimate preparation, daily diary, on-site Utility Co-ordination, Plan Review, Site Safety Inspection, and/or secretarial duties, and documentation and claims assistance if necessary.

- The consultant billing rates are expected to be in the range of annual DelDOT pay scales for similar classifications. No premium overtime will be approved for consultant classifications equivalent to or higher than a N.I.C.E.T. IV classification.

### **SUBMISSION REQUIREMENTS**

1. **Expression of Interest submissions** must be received by:  
**3:00 P.M. Local Time, Wednesday August 4, 2010.**

Facsimile responses to this Request for Expressions of Interest are not acceptable. No response hand-delivered or otherwise will be accepted after the above date and time. Expressions of Interest arriving after the deadline will be rejected regardless of the reason for late arrival. DelDOT's time is considered the official time for determining the cut-off for accepting Expression of Interest submissions. Firms wishing to be considered for work on this project must submit statements expressing interest as set forth herein. Any variation, including additions, is considered a basis for rejection. Expressions of Interest are to be mailed or delivered to:

Consultant Control Coordinator  
Contract Administration  
Delaware Department of Transportation  
800 Bay Road, Dover, DE 19901

2. **Specific Type Firm Solicited:**  
The Prime Consultant must be Pre-Registered, or make application for registration with DelDOT and appear on the Department's list of registered consultants in the area of Construction Inspection, Item # 4 at the time of submission in order to be considered for evaluation on this project.
3. **There is a 12% DBE goal** established for this agreement. Proposed DBE firms must be certified with DelDOT's DBE Section at the time the Expressions of Interest are submitted. Expressions of Interest must describe how the goal is anticipated to be met, and include potential DBE firms to be utilized.
4. **The Consultant shall submit six (6) copies** of an Expression of Interest. Receipt of insufficient copies of the Expression of Interest and non-compliance with providing the requested information in the desired format may result in elimination from the overall shortlist and selection process.
5. **In order to comply with the State of Delaware's Freedom of Information Act**, firms responding to this Request for Qualifications should prepare one (1) additional copy of their Expression of Interest with any proprietary or confidential information redacted. This copy should be clearly marked as "Redacted Copy" and submitted along with the other six copies. Firms should review Delaware's Freedom of Information Regulations, section 6, Requests for Confidentiality, on the DelDOT Website [www.deldot.gov](http://www.deldot.gov) and Section 10002(g) "Public record" of the Delaware Code, <http://delcode.delaware.gov/title29/c100/index.shtml> to determine what information may be considered proprietary or confidential and may be redacted from their Expression of Interest.
6. **Joint venture** submissions will not be considered.
7. **DelDOT reserves the right to reject** any and all Expressions of Interest. All submissions become property of the Delaware Department of Transportation and shall be retained for a period not to exceed 30 days from the date of the approved shortlist. 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. The Engineer of Record for this construction project is Rummel, Klepper & Kahl, LLC. They are not eligible to participate in this agreement for inspection services for the project.

## **RATING CRITERIA**

Major factors/criteria for the establishment of a reduced candidate/shortlist and selection:

- a) Key Staff/Project Team qualifications pertaining to construction inspection work.
- b) Firm resources/capability to accomplish proposed work on schedule.
- c) Experience on similar projects.
- d) Ability to provide required construction inspection personnel on demand.
- e) Project understanding/approach/services required.
- f) Completeness of submission to include clarity, readability & presentation of material.

**NOTE:** DelDOT maintains a strict policy of not providing a debriefing for those candidates that do not make the shortlist. If a firm is not included in the Shortlist, it does not indicate they are not qualified, it is an indication the Shortlist Committee determined others appeared to be more qualified based on the information submitted. Shortlist and Selection Committee membership appointments are confidential.

## **QUESTIONS**

Questions regarding this RFQ must be submitted via email to the contact person listed below. Questions received and the Department's response will be provided on the Department's Website; <http://www.deldot.gov/>. Click on 'Doing Business', under 'Professional Services', click on 'Current Requests for Consulting Services'.

## **CONTACTS**

**Questions concerning this RFQ** are to be addressed to: Mrs. Wendy Henry, Contract Administration, Telephone: (302) 760-2531. E-mail address: [wendy.henry@state.de.us](mailto:wendy.henry@state.de.us).

## **OVERVIEW OF SELECTION PROCESS**

The Expressions of Interest will be used to determine a reduced candidate's list/short list and also will be used for reference material during the actual selection process. Once a short list has been determined, a mandatory pre-proposal meeting may be established for a briefing and to provide an opportunity for the short-listed candidates to ask questions. Once the Pre-proposal Meeting has been completed, there may be a written submission and/or oral interview sessions scheduled, after which the committee will determine the successful candidate.

After the selection process has been completed, applicable price information will be requested from the successful candidate; i.e. salary rates for various classifications of personnel, and an indirect cost derivation for the most current accounting period. It is expected that all firms submitting are prepared for the work and include necessary work materials in their overhead rates. If an interested firm is requested to submit a priced proposal, the proposal should substantially reflect the same composition and area of involvement as the Expression of Interest submission.

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 provide requested information in a timely manner may result in breaking off of negotiations and moving to the next ranked firm.

## EXPRESSION OF INTEREST REQUIREMENTS

The letter portion of the Expression of Interest 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.

1. 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 DeIDOT will be done via e-mail, whenever possible.
2. The Expression of Interest submission should be tabbed and collated in the following order:

### **A. Table of Contents**

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

### **B. Letter of Interest**

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

Indicate the following:

- (1) An understanding of the anticipated assignments, services required, and approach to providing the services required
- (2) Identify who the proposed project manager will be and what office location they will be working from.
- (3) The location, size, and description of the firm
- (4) Availability of personnel for immediate placement
- (5) Sub-consultant usage if anticipated. Indicate the percentage of work estimated to be performed by the sub vs. the prime. Also, indicate if the prime consultant has previously worked with the proposed sub and give a brief example of the previous relationship(s).
- (6) The Prime/Lead consultant must indicate the present workload either as a Prime Consultant or a Sub-Consultant with the Delaware Department of Transportation; by Location, Agreement Number, Total Dollar Upset Limit, and total paid-to-date. Also, include the estimated date of completion. If possible, include the estimated fees for any Delaware DOT projects for which your firm has been selected and does not have an executed agreement in place.
- (7) Provide a listing of contracts with DeIDOT for the past five (5) years. Clearly indicate if your firm has not been short listed for a DeIDOT project within the past five (5) years.

### **C. Project Organization Chart**

Project Organization Chart (1 per set) - Limited to one (1) side of one sheet of paper.

### **D. Architect-Engineer Qualifications**

Provide either completed form SF330, or SF254 and SF255

- (1) GSA form SF330  
<http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?viewType=DETAIL&formId=21DBF5BF7E860FC185256E13005C6AA6>, or;
- (2) GSA forms SF254 and SF255 (forms are obsolete but may be used)  
Instructions for completing the SF 255 form:
  - a) **Item # 4**, Personnel by Discipline, the consultant shall document clearly personnel by discipline presently employed at the work location proposed and their availability for assignment to this project.

- b) If more than one (1) location is being proposed, the consultant must clearly document all locations proposed and show the total number of personnel by discipline for all locations proposed.
- c) **Item #7, Key Staff**, is limited to individuals who are expected to spend a significant amount of productive time on the project. Staffing information can be either shown as two (2) individuals per page/sheet, or one (1) individual per page/sheet. Resume information presented may pertain to individual(s) that is/are not connected with the Prime/Lead consultant. It should be clearly noted what the affiliation is for any SF 255 resume information submitted other than for the Prime/Lead consultant firm. Experience listed should be limited to that within the last five (5) years. If the proposed project personnel have been with the lead firm for less than one (1) year, indicate the name(s) of the previous employer(s) and the length of employment with the previous employer (s) for the last five (5) years.
- d) **Information for Item #8, Similar Projects**, shall be limited to five (5) similar projects and shall not exceed one (1) page in length.
- e) **Information for Item #10, Additional Information**, shall not exceed one (1) page.

**NOTE:** Submit either a SF255 or a SF330 as prescribed above.  
**CANNOT SUBMIT BOTH OR INTERMINGLE THE FORMS.**

#### **E. References**

Provide a list of references who have personal knowledge of the prime consultant's and the sub-consultant's previous performance in construction inspection. 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.

- (1) 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.
- (2) Include copies of official N.I.C.E.T. certifications or college diplomas for all personnel expected to be available for this agreement. If proposed personnel are not certified, include a one-page resume of their qualifications.

No promotional materials or brochures to be included as part of the Expression of Interest package.

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

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: Carolann Wicks, P.E.**  
**Secretary**  
**Dover, DE**  
**July 12, 2010**