

REVISED NOVEMBER 29, 2010



**REQUEST FOR QUALIFICATIONS
(RFQ) & EXPRESSIONS OF INTEREST
CONSULTING SERVICES
(29 Del.C. §6981)**

Agreement No. 1565

DBE SUPPORTIVE SERVICES FINANCIAL CONSULTANT

REVISED RFQ 11/29/2010:

**The due date for Expressions of Interest submissions has been changed.
The revised date is Tuesday, December 14, 2010- 3:00 P.M. Local Time**

PROJECT DESCRIPTION

The purpose of this procurement is to select a DBE Supportive Services Consultant to provide financial planning and management consultation for selected participating DBE firms pursuant to DelDOT's FHWA-approved DBE Supportive Services Program Statement of Work for 2010. The financial planning and management activities are proposed to start in January 2011 and extend to September 2011.

Consultants submitting an Expression of Interest must demonstrate established experience in financial planning for small business entities reflecting familiarity with fiscal challenges for such businesses, and should have considerable experience in the areas of:

- General accounting principles including cash-flow management, dealing in effectively with accounts receivables versus accounts payables, payroll;
- Reinvestment principles;
- Marketing and business development principles.

CONSULTANT SERVICES REQUIRED

Services may include but are not limited to the following:

- Conduct an initial financial assessment of the DelDOT-certified DBE firms selected to participate in this initiative. This assessment includes meeting with the owners of the selected participating firms, reviewing the selected participating firms' financial posture, and evaluating the participating firms' internal resources with respect to finances. The DBE/SS Financial Consultant will submit to the DelDOT Civil Rights Section written documentation of the initial financial assessments.
- Develop a targeted financial improvement plan of action for each DBE participant firm tailored to resolve any identified finance-related problems. These plans will be filed with DelDOT's Civil Rights Section.

- Conduct, at a minimum, monthly face-to-face consultations and direct interaction with the DBE participant firms to insure follow-through on the developed plans of action. Documentation of such meetings, participating firms' actions taken pursuant to the developed action plans and other consultant assessment activities will be incorporated in monthly reports to DeIDOT's Civil Rights Section
- Prepare monthly and final reports on all aforementioned financial planning, management and training and support activities conducted with selected participating DBE firms. The monthly reports will be submitted to DeDOT's Civil Rights Administrator on a schedule to be determined.
- Conduct a final assessment and report any and all improvement in the financial posture of selected participating DBE firms, as compared to the initial assessment conducted. The DBE Supportive Services Consultant will then secure documentation, from the selected participating DBE firms of any and all financial improvements experienced during the life of this initiative. The final report, including the final assessment and documentation provided by selected participating DBE firms will be submitted to the DeIDOT Civil Rights Administrator no later than 60 days after the final date of this initiative.

SUBMISSION REQUIREMENTS

1. **Expression of Interest submissions** must be received by: **3:00 P.M. Local Time, Tuesday, November 30, 2010** **December 14, 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. DeIDOT'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:

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

2. **Specific Type Firm Solicited:**
There is no pre-registration requirement in order to submit an expression of interest on this project. The selected firm(s) may be required to register upon selection
3. **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.
4. **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) 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 DeIDOT Website 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.

5. **Joint venture** submissions will not be considered.

6. **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.

RATING CRITERIA

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

- a) Key Staff/Project Team qualifications pertaining to financial planning, management, training or coaching
- b) Project understanding and clarity of approach to the required functions and services
- c) Firm resources/capability to accomplish proposed work on schedule, and experience on similar projects
- d) Ability to provide the coaching and direct financial counseling required to fulfill incorporated services requirements
- e) Location(s): logistical ability to fulfill face-to-face incorporated services requirements

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 should be submitted via email. Questions received and the Department’s response will be provided on the Department’s web site; <http://www.deldot.gov/>. Click on ‘Doing Business’, under ‘Professional Services’, click on ‘Current Requests for Consulting Services’.

CONTACTS

Questions concerning submissions and procedures may be obtained from: Wendy B. Henry Consultant Control Coordinator, Telephone: (302) 760-2531. E-mail address: 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 cooperate 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 ten (10) pages on five (5) 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 Prime consultant with any major business entity or governmental agency by location, size, scope of the project, and percentage uncompleted.
- (7) Provide a listing of contracts with major business entities or governmental agencies, which have been awarded in the past five years. Clearly indicate if your firm has been short listed for similar projects in the past five years.

C. Project Organization Chart

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

D. Resumes

Provide detailed resumes for proposed project staff outlining, knowledge, skills, education, and experience to perform the required functions.

E. Similar Projects

Provide a listing with detailed narrative of at least two similar projects on which your firm has provided comparable services.

F. References

Provide a list of References who have personal knowledge of the prime consultant's and the sub-consultant's previous performance. 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.

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

November 1, 2010