



**REQUEST FOR QUALIFICATIONS
(RFQ) & EXPRESSIONS OF INTEREST
CONSULTING SERVICES
(29 Del.C. §6980)**

Agreement No. 1480

**EROSION & SEDIMENT CONTROL
FIELD GUIDE**

PROJECT DESCRIPTION

The Delaware Department of Transportation is seeking a firm experienced in erosion and sediment control to assist the Department in updating, rewriting and reformatting its Erosion & Sediment Control Field Guide.

The purpose of the field guide is to provide easily accessible information on installation and maintenance of best management practices (BMPs) for erosion and sediment control and stormwater pollution prevention on construction sites. It will be published in a format that can be easily carried on the site by construction staff, inspectors, and contractors. The selected firm will not be responsible for the printing of this guide. Information to be incorporated into the field guide will need to include, but is not limited to:

- NPDES permit requirements and background
- Pictures or illustrations of the BMPs and select drawings from the Standard Construction Details.
- Descriptions of the items.
- Application conditions – when, where and why to use the BMPs in general practice.
- Installation requirements, including examples of both good and bad installations.
- General maintenance procedures to fix/repair the item when it is not operating as it should.
- Tables of additional information such as: required geotextile material, mulching guideline, seeding table, etc.
- Approved product list
- Pollution prevention and good housekeeping practices for construction sites, including management of significant materials.

CONSULTANT SERVICES REQUIRED

Services include but are not limited to the following:

- Meet with staff of the Department's Stormwater and NPDES Sections to review requirements for the field guide and review progress. This may include interviews with construction staff and contractors to determine how they will use the guide.
- Work with Department staff to obtain data, specs and details, tables, photographs and other information required for the field guide.

- Obtain or generate any other needed materials or information.
- Make recommendations on content and format. Incorporate, as appropriate, information and ideas from the Department's current field guide and those used by other state DOT's.
- Write and format the layout for the field guide, including illustrations.
- Work with the graphic art department at the State Printing and Publishing Office to put the guide into a format for printing.

SUBMISSION REQUIREMENTS

1. **Expression of Interest submissions** must be received by: **3:00 P.M. Local Time, Thursday, October 23, 2008.**

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. The Department'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 delivered to:

James Hoagland, Contract Services Administrator
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 four (4) 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. **Joint venture** submissions will not be considered.
5. **The Department 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. The Department 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
- b) Firm resources/capability to accomplish proposed work on schedule
- c) Experience on similar projects
- d) Project understanding/approach/services required

NOTE: There will be no debriefing of non-selected firms available for this agreement.

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: Jim Hoagland, Contract Services Administrator, Telephone: (302) 760-2531. E-mail address: jim.hoagland@state.de.us.

OVERVIEW OF SELECTION PROCESS

Department personnel will review the submissions and select the firm who best meets the above rating criteria. 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 any 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 the Department 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) Identify who the proposed Project Manager will be and what office location they will be working from
- (2) Company's knowledge, experience, and expertise in Delaware Sediment and Stormwater Regulations
- (3) Knowledge of DelDOT Stormwater and E&S Design Standards and Specifications,
- (3) Knowledge of design, installation, inspection, and maintenance of best management practices for erosion and sediment control on construction sites
- (4) Expertise and experience in design of similar manuals or guides
- (5) An understanding of services required, and approach to providing the services required

C. 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 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

October 3, 2008