



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

AGREEMENT NO. 1523

**HARRIET TUBMAN UNDERGROUND RAILROAD
CORRIDOR MANAGEMENT PLAN**

PROJECT DESCRIPTION

The purpose of this process is to develop a Corridor Management Plan (CMP) for the Harriet Tubman Underground Railroad Byway (HTURB) following the guidelines for developing CMPs as set forth by the Federal Highway Administration (FHWA) and the Delaware Department of Transportation (DelDOT) under its Scenic and Historic Highways Program. This project, will among other things, identify ways to interpret, promote and enhance the HTURB.

CONSULTANT SERVICES REQUIRED

Services include but are not limited to the following:

- Assist in the development and facilitation of the HTURB CMP Committee and Sub-committees and provide leadership and technical assistance to these committees.
- Conduct public meetings to present the CMP to the public for comments.
- Develop vision and goals statements with objectives and strategies for achieving the goals.
- Develop a plan for the stewardship of the Byway's intrinsic qualities. This plan should discuss resource preservation, enhancement of existing development and accommodating new development in a complementary manner. This plan should also include strategies for maintaining and enhancing the Byway's intrinsic qualities.
- Develop Tourism and Marketing Plan—The plan will include an explanation of the tourism potential of the corridor and how the visitor's experience will be maximized and enhanced. It should also include a plan on how to market the Byway and a signage plan supportive of the visitor experience. A connection should be established on how to link between the Maryland HTURB and the Delaware HTURB from the visitor's perspective – their experience, and activities to do when visiting the Byways. The CMP will need to identify what is public and private, what are visitor hours for public sites, etc.
- Develop a strong Interpretive Plan. The plans should include a description to interpret the significant resources of the Byway including recommended locations for distributing information.
- Develop a plan for outdoor advertising control. This should include a demonstration of compliance with all existing local, state, and federal laws on the control of outdoor advertising.
- Develop a Short-term Action Plan for implementation. This involves an action plan covering the first 2 years of implementation of the CMP.
- Publish Corridor Management Plan.

SUBMISSION REQUIREMENTS

1. **Expression of Interest submissions** must be received by: **3:00 P.M. Local Time, Wednesday, May 12, 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:

Wendy B. Henry Consultant Control Coordinator's Office
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. **DBE Goals** will be established by the DBE Program Office on federally funded tasks issued under this agreement. Tasks will be evaluated independently for potential DBE participation. Expressions of Interest must include a statement of commitment to achieve goals established for individual tasks. The commitment shall include an understanding that proposed DBE firms to be used for goal attainment purposes shall be certified with DelDOT's DBE Program Office.
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) 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 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.

RATING CRITERIA

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

- a) Key Staff/Project Team qualifications and the diversity of specialization, including but not limited to, planner/facilitator, landscape architect, and historic preservation expert.
- b) Experience on similar projects and ability to accomplish work on schedule.
- c) Project understanding and approach.
- d) Familiarity with Delaware and/or the region traversed by this Underground Railroad.
- e) Location(s) where work will be initiated from (to include subcontractor/subconsultant locations, if applicable).

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's Office, 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 the selection of the awarded firm. The selection committee may request a written submission and/or oral interview sessions of firms determined most likely to be selected, after which the committee will determine the successful candidate.

After the selection process has been completed, applicable billing 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. Firms responding to this RFQ should be aware that the Department will not entertain direct cost charges for items needed to perform the work required. 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 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 No. (to include Supplementals), Total Dollar Upset Limit, total paid-to-date, and the amount still available for use on the project(s). 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. SF 255 Forms or “SF 330”

U. S. Government Form 255 (1 per set) - "Architect-Engineer & Related Services Questionnaire for Specific Project".

Instructions for completing the SF 255 form:

- (1) **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.
- (2) 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.
- (3) **Item #7, Key Staff**, is limited to eight (8) 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. Resume information is limited to eight (8) individuals regardless of affiliation. 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.
- (4) **Information for Item #8, Similar Projects**, shall be limited to five (5) similar projects and shall not exceed one (1) page in length.
- (5) **Information for Item #10, Additional Information**, shall not exceed one (1) page.

E. SF 254 Forms (not necessary if SF 330 submitted)

U. S. Government Form 254 (1 per set) - "Architect-Engineer & Related Services Questionnaire" (include a separate SF 254 for each sub consultant proposed).

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

April 19, 2010