

**Question Response Documentation for
Watershed Engineering Professional Services RFP
Contract Number: NAT14003-WATERSHEDENG**

All dates are shown correctly on Page 1, but are left blank in later sheets due to a technical error. The Contract number is shown correctly on Page 1 as NAT14003-WATERSHEDENG, but is shown in error on later sheets. Please use contract number NAT14003-WATERSHEDENG for all submittals.

On Page 3, Section III.B the first line is hereby updated to read:

B. General Evaluation Requirements

Question: Can DNREC provide an estimate of the annual value of assignments that an Applicant with expertise in all scope items could expect under this contract?

Section/Paragraph/Page: II. Scope of Services / 1 / 1

Text of Passage: The Consultant's responsibilities for this on-call contract will be to engineer a solution for identified watershed projects to alleviate the concerns documented in the task order request provided to the consultant by DNREC. It is estimated that design costs for many of these projects will be between \$10,000 and \$40,000.

Response: DNREC cannot provide expected annual values from this contract, because of funding availability and project complexity.

Question: How many individual projects are anticipated during the three-year contract period, and how much noticed will be provided for each project?

Section/Paragraph/Page: II. Scope of Services / 1 / 1

Text of Passage: The Consultant's responsibilities for this on-call contract will be to engineer a solution for identified watershed projects to alleviate the concerns documented in the task order request provided to the consultant by the DNREC.

Response: There are approximately 500 approved Resource Conservation and Development (21st Century Fund) projects in Kent and Sussex Counties, but projects may take place statewide. Projects will be assigned based on availability of funding and project priority. We will request a pricing proposal and timing availability from a contractor for each project.

Question: How will substitute certification (i.e. from another state) be credited?

Section/Paragraph/Page: II. Scope of Services / 7 / 2

Text of Passage: The Construction Inspector will be required to have Certified Construction Reviewer certification administered by the DNREC Sediment and Stormwater Program.

Response: DNREC Sediment and Stormwater Certified Construction Reviewer certification is required, no other certification is accepted.

Question: Would this entail all support personnel being in the DNREC offices for the entire length of the project?

Section/Paragraph/Page: IV. D-6-a / 2 / 15

Text of Passage: It may be at the State of Delaware's discretion as to the location of work for the contractual support personnel during the project period.

Response: It is not anticipated that support personnel being in the DNREC offices for the entire length of the project. The primary purpose of the above passage is to put forth the expectation that a location may be dictated for a specific project, to include potential site visits and/or office visits to DNREC facilities.

Question: If resumes are included (that provide the qualifications and experience of the persons to be assigned to the project), do they count against the 20 pages or are they to be considered as an attachment? Is the 20-page limit defined as 20 sheets of

paper or 20 sides of a paper? Other attachments and/or transmittal letter?

Section/Paragraph/Page:

III. Required Information / A.6 / 3

Text of Passage:

Accepted proposals will be less than twenty (20) pages, not including required attachments found below.

Response:

The review panel will only review the first 20 pages (single sided) of a submitted proposal, prior to making recommendations to the interview panel for which proposals warrant an interview. It is up to the discretion of the proposing agency to choose how to use those 20 pages. A “page” of paper is defined for this proposal as a single side of 8-1/2” x 11” paper.

Question:

Can DNREC provide an estimate of the number of Applicant awards that are expected for this contract?

Section/Paragraph/Page:

IV. Professional Services / 1 / 10

Text of Passage:

Pursuant to 29 *Del. C.* § 6986, the State of Delaware may award a contract for a particular professional service to two or more vendors if the agency head makes a determination that such an award is in the best interest of the State of Delaware.

Response:

DNREC anticipates awarding two or three applicant proposals, depending on the quality of the proposals and interview process. We cannot guarantee any successful applicants or awards.

Question:

Can DNREC provide an estimate of the project mix that could be assigned under this contract, perhaps a list of example projects that have occurred under previous and similar on-call contracts?

Section/Paragraph/Page:

II. Scope of Services / 1 / 1

Text of Passage:

The Consultant’s responsibilities for this on-call contract will be to engineer a solution for identified watershed projects to alleviate the concerns documented in the task order request provided to the consultant by DNREC.

Response: The primary workload for this contract will be Resource Conservation and Development (21st Century Fund) drainage improvement projects. These projects vary in scope from open channel drainage projects to storm drain projects to bank stabilization projects. However, DNREC wants the flexibility to use this contract for other Watershed Engineering professional services as described within the scope.

Question: What level of VO/SDV/M/WBE participation does DNREC require for this contract?

Section/Paragraph/Page: Attachment 1 / 3 / 23

Text of Passage: In accordance with Executive Orders 14 and 29 – Increasing Supplier Diversity Initiatives within State Government and Ensuring Representation of Veteran-Owned Businesses (VOBE) including Service Disabled Veteran Owned Businesses (SDVOBE), the State of Delaware is committed to supporting its diverse business industry and population. The successful Vendor will be required to accurately report on the participation by Diversity Suppliers which includes: minority (MBE), woman (WBE), veteran owned business (VOBE), or service disabled veteran owned business (SDVOBE) under this awarded contract.

Response: DNREC does not require VO/SDV/M/WBE participation as a requirement for any contract.

Question: What level of VO/SDV/M/WBE participation does DNREC require for this contract?

Section/Paragraph/Page: IV. Professional Services / B.2 / 5

Text of Passage: Please provide a separate electronic pricing file from the rest of the RFP proposal responses.

Response: Please disregard the referenced text.

Question: **While our firm has all capabilities in-house to address all items in the Section II Scope of Services, such as stormwater, drainage, permitting, surveying, CCR needs, if *specialty* project needs arise such as Structural, Electrical, Utility Relocation, Historic Preservation, etc. should we identify the subcontractors we would use now?**

Section/Paragraph/Page: IV. Professional Services / B.13 / 8

Text of Passage: Use of subcontractors must be clearly explained in the proposal, and subcontractors must be identified by name. Any subcontractors must be approved by the State of Delaware.

Response: Any subcontractor needed to provide all specified duties and expertise detailed in the RFP must be clearly identified by name in the proposal. However, in the event that an unforeseen specialty service becomes necessary (outside the listed services) during the fulfillment of the proposed contract, such subcontractors may be employed by as part of that contract.

Question: **Does this warranty apply to professional service designs which do not include actual field construction?**

Section/Paragraph/Page: IV. Professional Services / D.6.h / 8

Text of Passage: The Vendor will provide a warranty that the deliverables provided pursuant to the contract will function as designed for a period of no less than one (1) year from the date of system acceptance. The warranty shall require the Vendor correct, at its own expense, the setup, configuration, customizations or modifications so that it functions according to the State's requirements.

Response: Yes, this warranty does apply to professional service designs which do not include actual field construction.

Question: **Professional services do not typically involve a "holdback." Will this holdback of as much as 25% be withheld from payment in conjunction with the Warranty period noted?**

Section/Paragraph/Page: IV. Professional Services / D.6.i / 18

Text of Passage: The State of Delaware may require holdback of contract monies until acceptable performance is demonstrated (as much as 25%).

Response: The State of Delaware may require a holdback, it should not be considered the typical situation for Watershed Engineering services.

Question: **Is there an existing contract covering these or similar services? If so, who is the incumbent and what is the dollar value of the work performed under this contract?**

Section/Paragraph/Page: General Question

Text of Passage: No specific text or passage

Response: There is no existing contract covering the Watershed Engineering professional services. The State of Delaware Department of Natural Resources has had such contracts in the past, but they are lapsed. As such, there is no incumbent. There is no specific dollar value associated, however a "typical" price range for an engineering service such as this would be in the \$10,000-\$40,000 range.

Question: **On page 1, Section 1, Paragraph 3, we are to include "a transmittal letter... clearly state[s] and justif[ies] an exceptions to the requirements of the RFP." Does this letter count toward the 20-page limit?**

Section/Paragraph/Page: I. Overview / 3 / 1

Text of Passage: Text as noted.

Response: The review panel will review 20 pages per proposal, and make recommendations based off of those 20 pages to the interview panel on which proposals warrant an interview. Transmittals and other attachments are not typically reviewed. It behooves the applicant to ensure that any information that is relevant appear within the 20 page limit.

Question: Please clarify the Delaware license and/or certification requirement found on page 3, under Section III.A.1. Are you looking for the firm’s state of Delaware Business Licensure or specific licenses and certifications of our proposed staff?

Section/Paragraph/Page: III. Required Information / A.1 / 3

Text of Passage: Text as noted.

Response: Delaware Business Licensure, a Delaware Professional Engineering license, as well as Delaware Certified Construction Reviewer are all required as part of a successful proposal.

Question: We are asked to “please provide a separate pricing file from the rest of the RFP proposal responses.” Can you provide specifics about the format of the pricing?

Section/Paragraph/Page: IV. Professional Services / B.2 / 5

Text of Passage: Text as noted.

Response: This language is erroneous, and should be ignored as part of this proposal.