



DELAWARE CENTER FOR THE INLAND BAYS
REQUEST FOR PROPOSALS TO PROVIDE PROFESSIONAL SERVICES
FOR WATERSHED RESTORATION AND COASTAL CONSTRUCTION PLANNING,
DESIGN, AND PROJECT IMPLEMENTATION AND MANAGEMENT SERVICES

Questions and Answers received during the 2022 RFP
for Coastal Restoration as of 28 October 2022.

- Section #5 “Capacity to meet requirements of the contract” does not count toward the page limit.
 - To make sure it is clearly separated from the 20 page limit, would you prefer that this section be submitted in a separate PDF document (if submitting electronically) or would you prefer it included as an addendum to the response document, but just clearly outside of the 20 pages?
 - You may include the documentation for capacity building as either a separate PDF (electronically) or an Appendix to the main document. It would be a good idea to make it clear where the main document (maximum 20 pages) ends and where any supplemental/additional material begins.
- Can the Center confirm resumes are expected to appear in Evaluation Criteria 4. Capacity to Meet Requirements of the Contract?
 - The RFP itemizes resumes in item 6.
- Would CIB consider excluding the questions of interest from the 20 page limit?
 - A statement addressing each question of interest should be included within the 20 page limit. If the respondent chooses to supplement the statement, e.g. DEIJA policy, that can be included as an appendix. However, the expectation is that the reviewer will have enough information from the statement within the 20 pages to ascertain the answer to the question.
- Is the intent here for responders to copy and paste the questions listed on page 7 of the RFP into our document and respond to them as such?
 - The responder may address the questions as they chose. Your proposed solution is acceptable.

- Section #8.g. “What is your firm’s safety record?”, does CIB want our EMR number for the most recent year? If not, what would CIB like us to submit?
- Section #8.g.: “What is the firm’s safety record?” How best would you like this answered, with our OSHA reports, OSHA logs, and/or company HSSE policy?
 - You may choose to document your firm's safety record by including outside metrics, reports, logs, that is a valid metric for documenting safety. Otherwise a statement regarding your safety record; commitment to employee and partner safety; and any other details you wish to share. Additional documentation could be provided outside the 20 page limit; that can be included as an appendix. However, the expectation is that the reviewer will have enough information from the statement within the 20 pages to ascertain the answer to the question.
- Section #8.h. “What is your firm’s DEIJA Policy?”, this is not phrased as a yes or no question. Does CIB want us to submit a copy of our DEIJA Policy? If the answer is yes, would CIB consider excluding this from the 20 page limit?
 - Please include a statement/response to each of the questions of interest within the main document’s 20 page limit. Enough information should be provided that we can answer the question. If you choose to supplement that statement with additional material (e.g. including the EMR number and or including the entire DEIJA policy, please place that in an Appendix or separate PDF file). There is no guarantee we will review any information provided to supplement the Questions of Interest portion not in the original 20 pages.
- Section #9 “Responses to Interview”. It is listed as being included in the response, so is there something we need to include in our response to the RFP for this item or is this just a component of the scoring criteria?
 - There is nothing in the main document or supplemental material of the initial submission to include for Responses to Interview.
- Who was on the MSA previously?
 - At least 6 firms have performed work under the previous MSA, either as prime or subcontractors; and or as businesses change ownership.
- What was the total amount passed through for engineering work on the previous MSA contract?
- What is the expected amount of contract award under this RFP (even a range will be helpful)?
 - We do not have a pre-set limit. The last MSA total (across all vendors) was in the range of \$500,000 over 5 years.
- From the RFP, it looked like you may be selecting multiple engineering firms for this contract, is that correct?
 - We do anticipate making multiple selections. We encourage DBE vendors to apply.

- **How do you envision using the firm/firms on the MSA? What will that process look like?**
 - The selected vendor for each task would be invited to submit a proposal for each task; the vendor would work with the project manager to negotiate an agreed upon scope, schedule and rate. Tasks could be multi-phased depending on available funding, e.g. preconcept/concept (Phase 1); design to permit (Phase 2), final design & implementation (Phase 3) and monitoring (Phase 4) or for the entire project (or multiple phases). My preference is the same vendor would be awarded, at least, all the design to implementation work with the monitoring subtask that might vary.

- **Section #8 (e & f). If we are not a veteran minority or certified woman-owned business, would we be considered for a contract award?**
 - You do not need to meet any of those characteristics but it is something that is tracked.

- **Are firms able to pursue as both a prime or a subcontractor?**
 - Yes. There is no restriction on prime/subcontractor as long as it doesn't create organizational conflicts of interest. Primes should follow best practices to ensure any subcontracts are open to DBE.

- **Will tasks be assigned to the selected firms or will they be competitively bid among the selected firms?**
 - Tasks will be assigned based on firm expertise, ability to complete the work within the defined schedule, and other considerations at the time of task assignment.

- **How many contracts will be awarded?**
- **What is the maximum number of anticipated consultant selections (i.e., contract awards)?**
 - Enough contracts should be awarded to cover the extensive list of skills needed. We do not have a pre-set limit (in 2015, 3 agreements were accepted). The list of experience and qualifications and type of work is somewhat varied, the Center will award enough selections to cover the skill set and expected workload. We also reserve the right not to award any agreements and repost the RFP.

- **Is teaming (between firms) encouraged, or do you prefer a single consultant?**
 - There is no preference. A general and a sub and/or partner relationship; or a single party proposal will all be treated the same. Partnerships and or single consultants that are DBE are encouraged.

- **Can the Center confirm the cover letter is not included in the page limit?**
- **Can the Center confirm digital copies will be accepted via email?**

- Can the Center confirm a Table of Contents is not included in the page limit?
- Can the Center confirm landscape pages (11"x8.5") are permissible?
 - The cover page will not be counted in the 20 page limit. Digital copies can be received by email The timing is 4 pm, November 18, 2022. If a vendor chooses to include a table of contents, it would be within the 20 page limit. Landscape pages (11" x 8.5") are not prohibited.
- Can the Center confirm Evaluation Criteria 7. Billing Rates and Personnel, including "current billing rates for applicable personnel/positions, and copy of most recent annual financial statement" should be submitted in a separate, sealed Cost Proposal?
 - Yes. Please put rates for the proposal in a separate file/sealed envelope.
- What is the current due date?
 - November 18, 2022, 4 pm.