

Town of Milton

115 Federal St
Milton, DE 19968



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RFP 2013-03

COMPREHENSIVE ENGINEERING SERVICES DESCRIPTION AND SELECTION PROCEDURES

Purpose

The purpose of this Request for Proposal is to ensure that clear and consistent expectations are established by the Town of Milton for both Applicant Vendors and the Evaluators.

General Statement

The Town of Milton recognizes **Delaware Code**, Title 29, Chapter 69 as the governing authority for Professional Services contracts that exceed a value of \$50,000. Although services required have an undetermined value, the selection process will be consistent with this standard.

Guidelines

The selection of a firm to provide engineering services shall be qualification-based. An advertisement for professional services shall be published in a general circulation newspaper for two weeks. A direct mailing to current members of the Delaware Chapter of the American Council of Engineering Companies will also solicit Applicant Vendors. This proposal will provide details about:

- 1) General experience and reputation;
- 2) Capabilities of the firm;
- 3) Criteria specific to the current needs of the Town of Milton.

The Mayor and Council may choose to interview a representative of the firm. A standard form and grading scale to ensure consistency in all evaluations of proposals and interviews shall be utilized. Firms not selected will be notified in writing. The decision of the Mayor and Council is final.

Equal Opportunity, Disqualification, Severability and Force Majeure

The Town of Milton shall procure goods and services without regard to the political or religious affiliation or belief, race, marital status, genetic information, color, age, sex, sexual orientation or national origin of the vendor or provider. Vendors and providers of services to the Town of Milton are similarly expected to exercise Equal Employment Opportunity practices within their respective firms. Firms that have been debarred or are otherwise deemed ineligible to conduct business in the State of Delaware are ineligible to conduct business in the Town of Milton, as well. Vendors and providers who engage in fraud, collusion, or are found to have a conflict of interest with regard to the Town will be disqualified from the selection process.

In the event that any of the terms and conditions of this selection process shall be deemed contrary to applicable state and federal law, the remaining provisions shall remain intact until amended by the Town of Milton. Each party shall notify the other, in writing, of any situation that may prevent performance under the terms and conditions of this contract.

TOWN OF MILTON COMPREHENSIVE ENGINEERING SERVICES

Scope of Services

The Town of Milton regularly consults engineers for the following purposes:

Civil Engineering – Urban and Site Planning related to the development of land for residential, commercial and industrial uses. Competency in the disciplines of hydrology (drainage systems, flood studies), utility systems, construction of streets, sidewalks and related accessory uses is required. A demonstrable history of plan review and coordination with developers, appointed local commissions or committees, elected Councils, Sussex County Government, the Sussex Conservation District and the State of Delaware Office of State Planning Coordination is required.

Civil Engineering – The operation, maintenance and planning required for the production and distribution of a public drinking water utility system. Competency in the construction and maintenance of wells, treatment facilities, storage facilities and distribution systems is required. A demonstrable history of planning and advisory services related to both the maintenance of “legacy” systems and the planning of modern facilities is required. Vendor shall provide citations of existing relationships with representatives of key Delaware agencies, including but not limited to, the Delaware Office of Drinking Water, the Division of Water Resources and the Delaware Rural Water Association.

Administration and Management – Services related to construction coordination, contract administration, estimating, budgeting, scheduling, inspecting, testing and procurement are an integral aspect of the engagement sought by the Town of Milton. Vendor shall provide three references of projects managed for a municipal client (see Applicant Instructions). These references shall include: 1) Street Paving and/or sidewalk rehabilitation; 2) Drinking Water System improvement; 3) a choice that may include Park & Recreation infrastructure improvements, building design or rehabilitation or energy efficiency improvements of any type. No less than one example must include the administration of a federally-funded project.

Applicant Instructions

Applicant Vendors shall provide the following:

- 1) Complete a Cover Letter indicating the reason that the Applicant Vendor will make a good “fit” for the Town of Milton. The Cover Letter should address the Scope of Services statement.
- 2) Complete a vendor profile to include:
 - a) Name, address and other point of contact information (must be a State of Delaware registered PE) for the local office of the applicant vendor.
 - b) Description of the credentials and experience of the point of contact.
 - c) Description of the support system for the point of contact. This should include the affiliate offices and associate engineers, with areas of expertise. It should also include the number and type of support staff available to the point of contact. Examples are: associate engineer, field technician, office administrator, etc.
 - d) Description of the support system for the engineering firm. This should include, but not be limited to, cooperative relationships with vendors in select areas of expertise. Examples are: architectural firms, landscape architecture, fire safety, geotechnical, environmental and electrical engineering disciplines.
 - e) Affiliations and applicable codes of conduct such as those prescribed by the Delaware Association of Professional Engineers.

Applicant Instructions, continued

- 3) Complete a vendor citation of references to include:
 - a) Name, address and point of contact for municipal clients with a population of less than 25,000 persons (county governments may be cited), within 75 miles of the Town of Milton. Such relationships do not have to be all-inclusive, but may be project-related. The references must be either current, or have occurred in the last ten years (dates required).
 - b) The aforementioned three references of Project Management.

- 4) Complete and submit examples related to the accounting for services rendered, to include:
 - a) A schedule of current rates, per hour, for the services of engineers (senior, associate), field technicians and others that may perform work under this contract.
 - b) An example of an invoice with multiple dates and types of engagement (e.g. a phone call related to planning one day, a field visit for streets another day and office time required to develop a map of underground water services on a third day). Fractional hours, rates and project codes are relevant considerations and should be evident.
 - c) The terms and conditions for payment.

Proposal Requirements

All proposals must be submitted in hard copy and delivered in-person or via courier to:

Town of Milton
Attn: Wilmer Abbott, Town Manager
115 Federal Street
Milton, DE 19968

Proposals are due no later than 4:30 pm on Friday, August 16, 2013.

Eight original copies are required. A receipt will be provided upon request. A tabulation of Applicant Vendors will promptly appear on the Town of Milton website (www.milton.delaware.gov) and be posted on the Town Bulletin Board next to the Police Station. This is, however, a qualifications-based selection process. All submittals will be secured until such time as the Mayor and Council convenes for purposes of evaluating the submittals. The Mayor and Council shall proceed at their discretion.

An interview with a representative may be requested. Vendors selected for an interview should be prepared to answer questions relevant to Town Engineer duties described within the Milton Municipal Code. The duties include, but are not limited to, references within Chapters 188 and 220. The Milton Municipal Code is available by way of a link from the town website – by selecting the “Town Government” tab on the Home page and “Town Code” link on the page that follows.

Contracted Agreement

At the conclusion of this process, a representative of the Town may engage in contract negotiations with the highest rated firm. If negotiations fail, the second-highest rated firm may be contacted for the same purpose. This practice will be continued until it has been successfully concluded. No party shall be bound by the provisions of the contract until it has been executed by both parties.

**TOWN OF MILTON
ENGINEERING SERVICES SELECTION CRITERIA**

Vendor _____

Representative _____

Contact information _____

Evaluator _____ (print/signature)

PROPOSAL EVALUATION

Component, detailed	Value Range	Evaluator Rating	Notes
Proposal delivered on-time, in a form that follows the order of the RFP narrative; in hard copy, with eight copies; quality.	0 – 5		
Proposal Cover Letter addresses each aspect of the Scope of Services described in the RFP.	0 – 5		
Vendor Profile fulfills each aspect (a through e) of the RFP requirement.	0 – 5		
Vendor citation of references (item 3-a, only) is complete and relevant.	0 – 5		
Vendor citation of references (item 3-b, only) provides convincing evidence of project management ability.	0 – 5		
Vendor examples of accounting for services is complete, as described in #4.	0 – 5		
Firm's location relative to Town, relationships with Del. authorities, etc.	0 – 5		