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Chapter Two

Advertisement for Services Procedure

2.1 AGREEMENT NUMBER REQUEST

As a reminder, in order to get this point in the process, a project must be initiated, an initial evaluation of needed services made, and the written approval of the Secretary must have been obtained.

After receipt of the Secretary's approval, the formal advertisement for services may begin. The first step is to request an **AGREEMENT NUMBER** from the Consultant Control Coordinator by furnishing that Office with a copy of the Secretary's approval letter.

2.2 SECRETARY'S APPROVAL TIME LIMITATION

The Secretary's approval to obtain outside services is not valid for an indefinite length of time. Procurement of consultant services should proceed without delay. The Consultant Control Coordinator will monitor the approval date to assure that appropriate progress through the process is being pursued. If there is a long period of inactivity (4 months) between the Secretary's approval and the request to advertise for services, the originating Section should expect a memorandum from the Consultant Control Coordinator to reaffirm the Secretary's approval of the project before any further steps in the process are taken.

2.3 AUTHORIZATION AND FUNDING APPROVAL (FS-1)

When an Agreement Number has been obtained, the initiating section must request the Office of Financial Management and Budget to set up a fund for administrative costs. The request should include:

- a copy of the Secretary's approval letter,
- a copy of the Expression Of Interest Request,
- an estimate for the actual cost of advertising as obtained from Contract Administration,
- the in-house costs for the pre-award audit as obtained from Audit and Review, and
- any estimated salary costs for staff members involved in the shortlist, selection, and contract negotiation processes, if applicable.

The Office of Financial Management and Budget processes the request to obtain funding authorization and an approved Form FS-1—Project Authorization & Funding. See Figure 2-1.

The Project Manager should notify the Office of Financial Management and Budget of any substantial changes in the estimated total consultant fee and project cost above that used in the Project Initiation, prior to the actual advertisement. (Few changes in the estimated costs are expected at this phase in the process.) Significant changes must be reported so the Department can keep current on major capital expenditures to maintain a sound fiscal control system.

2.4 PREPARATION OF ADVERTISEMENT REQUEST

After receiving the approved Form FS-1, the initiating Section may then request the Consultant Control Coordinator to advertise for the Expression of Interest. The format for the advertisement is shown in Figure 2-2. Most of the information needed to prepare the advertisement has been previously developed and does not need to be regenerated. The two new items have been marked with a double bullet. This request should include the following:

- a copy of the initiating Director's and Secretary's approval to obtain the services,
- a copy of the approved Form FS-1,
- a general description and scope of project,
 - a list identifying the suggested shortlist evaluation factors (preferably weighted in importance as determined by the Project Manager),
- the preliminary cost estimate for the intended services,
- the proposed method(s) of payment,
 - the area(s) of expertise in which firms must be preregistered,
- the established DBE goal, if applicable,
- list any special requirements—technical or contractual,
- the anticipated need for subconsultants and in what areas of expertise,
- the Shortlist and Selection Committee membership assignments (see Sections 3.3.2 and 3.3.4), and
- a projected schedule, as discussed with the Consultant Control Coordinator, for completing the selection from advertising through completion of the selection process.

2.5 DESCRIPTION OF REQUEST FOR CONSULTANT SERVICES

After receiving the request to advertise, the Consultant Control Coordinator prepares the formal Request for Consultant Services package and an abbreviated version for public advertisement. See Figures 2-3 and 2-4 respectively.

The public advertisement period is normally a minimum of two weeks as prescribed by State Law. The advertisement appears in statewide circulated news services. Firms currently preregistered in the designated field(s) of expertise are also sent a copy of the Request for Consultant Services.

Firms interested in being considered for the project call the Consultant Control Coordinator's Office and request a copy of the detailed Request for Consultant Services package.

Firms must be preregistered and appear on the Department's list of registered consultants in the designated area(s) of expertise at the time of advertisement to be considered eligible for shortlisting.

Preregistration requirements are shown in Appendix D. Projects that have been approved by the Secretary for special selection procedures may be exempted from the preregistration requirement. Firms may not have to be preregistered depending upon the process approved. Such exceptions will be so indicated in the advertisement and in the Request for Consultant Services package.

The Request for Consultant Services package contains information and instructions to be used by prospective firms to demonstrate their understanding of required services, their ability to provide resources both in qualified personnel and physical plant to accomplish the work, and to show successful past performance on similar projects. Failure to follow the instructions will not immediately disqualify a firm but would certainly be used as consideration in the evaluation process to rate interested firms.

Interested firms are given a minimum of two weeks to respond. Longer response times may

be given, depending upon the complexity and/or special requirements of the project. This decision is made by the Consultant Control Coordinator after discussion with the Project Manager, Section Head and, if necessary, the initiating Director.

A typical Request for Consultant Services package includes:

- the agreement number,
- the project name,
- any restrictions on who may make a request,
- any current cost limitations,
- the Project Manager's name and telephone number,
- the time and date on which responses must be received,
- the location where the responses must be received,
- a detailed project description,
- the type of services being requested,
- the DBE goals,
- the area(s) of expertise in which a firm must be preregistered to qualify, and
- detailed instructions on what information is and is not expected in the Expression of Interest.

The major factors/criteria for the establishment of the Reduced Candidate/Shortlist is also furnished to prospective firms in the Request for Consultant Services package.

2.6 EXPRESSIONS OF INTEREST

Consultants interested in performing the work must submit an Expression of Interest package in response to the Request for Consultant Services. The information to be submitted in the consul-

tant's Expression of Interest portion may vary from project to project but usually requires a Letter of Interest (limited to three pages), and one copy each of U.S. Government Forms SF 254 and 255. Copies of the forms and specific instructions for completing the forms are in Appendix E for Form SF 254 and Appendix F for Form SF 255.

The letter portion of the Expression of Interest normally includes:

- location, size and description of the firm;
- if work is to be performed at more than one location, where, what tasks and percentage of work contemplated for each location;
- anticipated use of subconsultant(s) indicating estimated percentage of the work, and previous experience with the proposed subconsultant;
- when applicable, the name(s) of proposed DBE subconsultants, the estimated percentage of DBE participation, and previous experience with the proposed firms;
- current workload with the Department: and
- a listing of similar past work limited to the last five years.

No promotional materials or brochures can be included as part of the Expression of Interest submission.

A list of references that have personal knowledge of the firm's previous performance must be included with the Expression of Interest package.

2.7 RECEIPT OF EXPRESSIONS OF INTEREST

The Expression of Interest package is specific on the deadline for submissions of Expressions of Interest. Any responses received after the deadline are returned to the consultant unopened and

are not considered for further action. Responses received within the time limit are distributed by the Consultant Control Coordinator to the Shortlist Committee. See Chapter Three for the selection process.

Figure 2-1
Format for Requesting Advertisement for Services

PROJECT AUTHORITY & FUNDING	Project No.		STATE RECOMMENDATIONS & APPROVAL				
	County:	Maint Rd:	Fin. Mgt & Budget		date	Division of Admin	date
	DP:	date:					
	Project No.						
	FA Rte No.						
	Funding	Hwy Oper/DTC/Precon					
	date						
	Item	Program Yr	Title			Request No.	
	PROJ DEV	location/environ dev				CE	%
	DESIGN	survey & plan prep				Conting.	%
	REAL EST	acquisition	Location/description			Sections	
		relocation					
	CONSTR	advertise for bid receipt					
		proceed on agreed price and/or force acct basis					
		proceed based on Proj Agree					
	OTHER	specify					
	Effective Authorization date						
	Division Administrator	date					
	Grant No	Notice to proceed:					
	Approval date						
	Proj Dev(0)	Design(1)	Real Est(2)	Constr Eng(3)	Const(4)	Traffic(5)	TOTALS
Estimated Cost	state						
	FHWA 80%						
	FTA 0%						
	other						
total							
Previous Auth	state						
	FHWA						
	FTA						
	other						
total							
Authzd this req	state						
	FHWA						
	FTA						
	other						
total							
total to date	state						
	FHWA						
	FTA						
	other						
total							
State	Fund/Line Category (Program)			Verified	Object	Function	

Figure 2-2

Format for Requesting Advertisement for Services

TO: CONSULTANT CONTROL COORDINATOR

FROM: (DIRECTOR)

DATE:

SUBJECT: CONSULTANT AGREEMENT No.

We have received the Secretary's approval to advertise for professional services under the referenced agreement. A copy of this approval is enclosed.

A copy of the approved FS-1 is also enclosed, authorizing funding for the advertisement process.

For preparation of the formal advertisement, the following information has been developed.

1. Project Description:
2. Consultant services consist of:
3. Firms should be preregistered in the following areas:
4. This office and the DBE office have established a goal of ___% for these services.
5. We anticipate that subconsultants will be required in the following areas:
6. Special (requirements) (expertise) (specialized services) (time limits) (shortlist evaluation factors), etc. are as follows:
7. The proposed method(s) of payment is:
8. The two designated Shortlist Committee members are:
9. The four designated Selection Committee members are:
10. The designated Debriefing Officer is:
11. The proposed schedule for shortlisting is _____, with completion of the selection process by ___(Date)___.

Figure 2-3
Typical Advertisement for Requesting Professional Services

REQUEST FOR CONSULTING SERVICES
(29 Del. C. Chapter 69)

AGREEMENT NO.

PROJECT NO.

Firms wishing to be considered for work on the following project must submit statements expressing interest as set forth below. Any variation, including additions, is considered a basis for rejection. **Submissions on a Joint Venture will not be considered.** The letter portion of the Expression of Interest shall indicate the firm's desire to perform services and indicate the specific tasks or areas of expertise that will be subcontracted, and to whom. Interested firms must submit the material required herein or they will not be considered for the project.

Of all the firms expressing interest in the Project, those deemed most qualified may be requested to submit Technical Proposals and to give an oral presentation. The firm that submits the highest rated Technical and Oral presentation will be requested to submit a Price Proposal. When Price Proposals are prepared, cost limitations such as, but not limited to, a combined payroll burden and overhead limitation of ___% shall apply. **Computer and CADD costs are not allowable as a direct cost to this project. Salary rate maximums for the various occupational classifications will be established during the negotiation stage and will become a part of the formal agreement.** If an interested firm is requested to submit price proposals, those proposals should substantially reflect the same composition and area of involvement as the Expression of Interest submission.

Technical information may be obtained from _____, Project Manager/Coordinator, telephone:

Questions concerning submissions and procedures may be addressed to the Consultant Control Coordinator, telephone: (302) 739-5282.

No Response received after 4:30 P.M., Eastern Standard Time, on _____ will be accepted, no matter how transmitted.

RESPOND TO:

William C. Manship, Consultant Control Coordinator
Office of Administration
Delaware Department of Transportation
(Across from the Blue Hen Mall—U. S. 113)
P. O. Box 778
Dover, Delaware 19903

Figure 2-3 (Continued)
Typical Advertisement for Requesting Professional Services

1. Project Description:

2. Consultant Services Required:

3. Specific Type of Firm Solicited: The Consultant must be **Preregistered** and appear on the Department's list of registered consultants in the area(s) of _____ to be considered for evaluation on this project.

4. Required Information: The Consultant shall submit ____ copies of an Expression of Interest. Receipt of insufficient copies of the Expression of Interest and noncompliance with providing the requested information in the desired format may result in elimination from the overall shortlist and selection process. The Expression of Interest submission shall include the following and provide a table of contents indicating where the required information is located in the submission package.

- a. One (1) Letter of Interest—Limited to three (3) pages.
- b. One (1) "Architect-Engineer & Related Services Questionnaire for specific project," *U.S. Government Form SF 255.*
- c. One (1) "Architect-Engineer & Related Services Questionnaire," *U.S. Government Form SF 254.*

Include a separate SF 254 for each subcontractor/subconsultant proposed.

d. In the Letter portion of the Expression of Interest, the Consultant must indicate:

- (1) Location, size and description of the firm.
- (2) If multiple office locations are applicable, the office location(s) where the project tasks will be performed and the percentage and type of work contemplated for each location should be given.
- (3) Subconsultant 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).

Figure 2-3 (Continued)
Typical Advertisement for Requesting Professional Services

4. Required Information (Continued):

(4) The prime consultant must indicate the present workload, either as a prime consultant or subconsultant, with the Delaware Department of Transportation by Location, Agreement No. (Including 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(s) of completion. If possible, include estimated fees for any Delaware DOT projects for which your firm has been selected and does not have an executed agreement.

(5) Provide a listing of contracts with the Delaware DOT for the past five (5) years.

e. No promotional materials or brochures are to be included as part of the Expression of Interest package.

5. Provide a list of References who have personal knowledge of the prime consultant's previous performance. Provide a minimum of three clients, addresses, contact persons, and a brief description of services that have been provided similar to those described by the Delaware DOT for this project.

a. References shall be shown on a separate sheet (limited to one page) and shall not be included in the three-page Letter of Interest.

6. Requirements. In completing the SF-255 Form:

(1) Item No. 4, Personnel by Discipline, the consultant shall document personnel by discipline presently employed at the work location proposed.

(2) If more than one (1) location is proposed, the consultant must clearly document all locations proposed and show the total number of personnel by discipline for all locations proposed.

(3) No SF-255 Forms are to be submitted for subcontractor/subconsultant personnel.

(4) Item No. 7, Key Staff, is limited to four (4) individuals who are expected to spend a significant amount of productive time on the project. These can be shown either as two individuals per page (maximum of 2 pages), or one individual per page (maximum of four pages). No subcontractor/subconsultant personnel are to be included in Item No. 7.

(5) Information for Item No. 8, Similar Projects, shall be limited to five (5) similar projects and shall not exceed one (1) page in length.

(6) Information for Item No. 10, Additional Information, shall not exceed two (2) pages.

NOTE: Both the Key Staff individual experience and the similar projects set forth shall be experience within the past five (5) years.

***Figure 2-3 (Continued)
Typical Advertisement for Requesting Professional Services***

7. Rating Criteria. The major factors/criteria for the establishment of a Reduced Candidate/shortlist for this project will be:

- a. Key Staff/Project Team;
- b. Firm Resources/Capability to accomplish proposed work on schedule, and experience on similar projects;
- c. Project Understanding/Approach;
- d. Location(s) where work will be accomplished (including Subcontractor/subconsultant locations, if applicable); and
- e. Current Delaware DOT workload.

NOTE: The Department maintains a policy of not providing a debriefing for those candidates that do not make the shortlist. Shortlist and Selection Committee membership appointments are confidential.

8. The right is reserved by the Department to reject any and all Expressions of Interest. All submissions become the property of the Delaware Department of Transportation and shall be retained for a period not to exceed thirty (30) days from the date of the approved shortlist.

*DEPARTMENT OF TRANSPORTATION
STATE OF DELAWARE
BY: ANNE P. CANBY, SECRETARY
DOVER, DE*

(DATE)

Figure 2-4

Typical Public Advertisement for Requesting Professional Services

REQUEST FOR CONSULTING SERVICES
(29 Del. C. Chapter 69) SubChap. II
AGREEMENT NO.

PROJECT:

General Description and Scope of Project: The purpose of this contract is to provide the Department's SR-1 Relief route Expressways Administration with inspection services for two (2) wetland mitigation contracts. The wetland mitigation contracts are expected to be advertised in April-May of 1994 and will be of 6 to 8 months duration each. The required services will include a full range of field inspection services.

Two inspectors, NICET Level II or III, will be required for each contract, with a possibility of one additional Level II or III inspector if the workload justifies an increase in manpower.

Submissions for Joint Ventures will not be considered.

Copies of the formal Request for Consulting Services may be obtained by writing or calling William Manship, DelDOT Consultant Control Coordinator, Telephone (302) 739-5282. Mr. Manship can also deal with questions concerning submissions and procedures. Requests for technical information should be directed to Mr. Tom Clements, SR-1 Expressways Engineer, Telephone (302) 734-9533.

Responses will be received until 4:30 P.M., Local Time, May 3, 1994 (Tuesday).

Respond to:
William C. Manship, Consultant Control Coordinator
Office of Administration
Delaware Department of Transportation
(U.S. Route 113 South—Across from the Blue Hen Mall)
P. O. Box 778
Dover, Delaware 19903

Figure 2-4 (Continued)

Typical Public Advertisement for Requesting Professional Services

Consultants must be preregistered and appear on the Department's list of registered consultants in the area of #4, Construction Services to be considered for evaluation on this project.

Firms expressing interest in this project must agree to ensure that Disadvantaged Business Enterprise (DBE) firms as defined in the Surface Transportation and Uniform Relocation Assistance Act of 1987 and certified by the Delaware Department of Transportation's DBE Office shall have the maximum opportunity to participate in any subcontracting or furnishing supplies or services approved pursuant to Form 442, Section 1.10(a). The goal for DBE Participation in this Agreement shall be % of the total contract price. Proposed DBE firms must be certified prior to the submission of the Letter of Interest. If the selected firm fails to meet the goal established, it shall be required to demonstrate good faith efforts to attain the goal. Failure to meet the goal or demonstrate good faith efforts may result in being barred from Department contracts in the future.

Questions pertaining to DBE certification should be directed to the Delaware Department of Transportation DBE Office, Telephone: (302) 739-4359.

Rating Criteria. The major factors/criteria for the establishment of a Reduced Candidate/Shortlist for this project will be:

- (1) Key Staff/Project Team;
- (2) Firm Resources/Capability to accomplish the proposed work on schedule and experience on similar projects (including DBE subconsultants);
- (3) Project Understanding/Approach; and
- (4) Location(s) where work will be accomplished (including subcontractor or subconsultant locations, if applicable).

DelDOT reserves the right to reject any and all proposals.

**DEPARTMENT OF TRANSPORTATION
STATE OF DELAWARE
BY: ANNE P. CANBY, SECRETARY
DOVER, DE**

(DATE)