



New Castle County
Purchasing Division
87 Reads Way
New Castle, DE 19720
(302) 395-5250

Bid# 22PP-012

CONSULTING SERVICES – PUBLIC WORKS PLANNING

New Castle County (“County”) is seeking priced proposals from qualified consultants to undertake a variety of “on-call” assignments in support of the strategic planning initiative that will result in the implementation of an integrated land use, transportation, park master planning and economic planning for New Castle County.

Interested parties are asked to submit a priced proposal for **Bid# 22PP-012 – Consulting Services – Public Works Planning** to New Castle County Purchasing Division, New Castle County Government Center, 87 Reads Way, New Castle, DE 19720, stating their interest and qualifications. **Proposals should be received by 2:00 p.m. on Wednesday, July 13, 2022**, and must include one (1) signed original and three (3) printed hard copies, along with an electronic copy (USB Flash Drive) within a sealed envelope.

Questions concerning the project should be submitted in writing via email to Robin Allen Purchasing Agent, at robin.allen@newcastlede.gov by **12:00 Noon on Monday, June 27, 2022**.

INSTRUCTIONS FOR PROPOSAL SUBMISSION

- Sealed proposal envelopes must clearly display **Bid #22PP-012, CONSULTING SERVICES – PUBLIC WORKS PLANNING** in the lower left quadrant on the front.
- Facsimile transmissions of proposals are unacceptable and will be rejected without any notice to the bidding vendor.
- Bidders are responsible to retrieve the bid specifications and all addendums from the New Castle County Purchasing website at www.newcastlede.gov/Bids.aspx.
- Proposals shall be no more than 30 pages in length excluding Procurement forms (Signature Page and Affidavit).

Temporary Instructions During COVID-19 Pandemic

Due to the coronavirus (COVID-19) emergency declared by the State of Delaware, New Castle County bid responses may be accepted electronically at bids@newcastlede.gov and the electronic receipt will serve as the official time stamp with hard copies to follow by mail, provided that the hard copy mailed shall match the electronic submission without exception.

In addition, New Castle County bid openings shall be recorded and published without in person attendance (provided that bid receipts are certified by the County) and will be timely announced on bids.newcastlede.gov.



New Castle County
Purchasing Division
87 Reads Way
New Castle, DE 19720
(302) 395-5250

Bid# 22PP-012

CONSULTING SERVICES – PUBLIC WORKS PLANNING

Pursuant to New Castle County Code and Delaware State Law, no contract will be awarded to any vendor unless, before or in conjunction with the actual award of the contract to such vendor, has submitted proof satisfactory to the County, or to the awarding agency, or the designated representative of the County or the awarding agency, as the case may be, that it and each and every subcontractor named by it in its bid, if any, will at the time it submits such proof have valid and effective licenses required by the State and the County, and the political subdivisions, if any, in which the project is located, and the United States government, in order for each of them (i) to do business therein; (ii) to comply with all tax laws thereof; and (iii) to perform the labor and/or supply the material involved in the performance of the contract.

Awards, if any, will be made in conjunction with the Delaware Code, Subchapter 2, Chapter 69, Title 29, and the New Castle County Code.

New Castle County is an Equal Opportunity Employer



Bid# 22PP-012

CONSULTING SERVICES – PUBLIC WORKS PLANNING

SUMMARY OF PURCHASING REQUEST

BACKGROUND

New Castle County, Delaware’s Department of Public Works, Parks Division, is responsible for assessing open space throughout New Castle County and evaluating it for preservation of natural and cultural resources, park land development, conservation easements, and enhancing a connected walkable, bikeable trail and pathway system in New Castle County.

The Department of Public Works is seeking qualified consultant(s) to undertake a variety of “on-call” assignments in support of strategic planning of open space that will result in the development and implementation of an integrated open space master plan and supporting products for New Castle County.

ANTICIPATED SCOPE OF WORK

The Department anticipates the following tasks to be undertaken as part of this on-call contract:

- 1. Develop an open space master plan for planning for today as for the future to 2050.** New Castle County is working to plan for future growth and plan open space preservation to protect the environment, support the growing population with adequate park land, and trail planning.
- 2. Work with the Open Space Advisory Board to help implement the County and the Boards decisions to preserve Open Space. This may be through planning of conservation easements, land acquisition, cost analysis needs, maintenance cost, and resource protection.** This will result in preparing a master plan for Open Space protection throughout New Castle County. This will result in providing and reviewing criteria and ranking system to preserve land within New Castle County. The decisions of the board will need to be incorporated into this plan with projections and recommendations for funding to support/implement the plan.
- 3. Development of an interconnected path/multi modal system throughout New Castle County. Must be able to prepare plans master plans and construction documents to implement and in connective trail/multi modal system.** Plans will be



Bid# 22PP-012

CONSULTING SERVICES – PUBLIC WORKS PLANNING

developed to provide a master plan for interconnectivity through new Developments throughout New Castle County. This will also require construction plans to be prepared to implement any paths or multi modal paths to connect existing paths.

4. **Development of cost analysis for land acquisitions, construction and maintenance cost, and capital improvement cost projections with a look to 5-15 years in the future.** This task will involve developing cost analysis for land purchases, conservation easements, and land trust agreements. It will also evaluate and prepare cost estimates to maintain existing and future open space throughout the County to assist in preparing capital budgets.
5. **Secure funding to support projects within New Castle County.** This task will require identifying grants or other sources of funding to continue to improve Open Space and Parks within the County. It will also require applying and managing grants and funds as the County deems necessary if applications are accepted.
6. **Development of recommendations to improve operations within Public Works, Parks Division.** This task will involve creating policies and procedures while utilizing the tools that New Castle County has to conduct maintenance operations. This will also involve the education to County employees to implement any new improvements to operations.
7. **Green Infrastructure and Sustainable development strategies and analysis.** This task should incorporate sustainable designs for all task requested by New Castle County. Multiple options should be presented with cost for each for evaluation prior to design.
8. **Outreach and Civic Engagement - Growth Analysis and Communication.** This task will include reviewing Department design, maintenance and construction procedures and provide recommendations for improvements that are cost effective. Training and education or public and staff will be necessary to ensure existing and future procedures are understood.

Depending on assignment, consultants will be expected to periodically attend meetings with staff at the Department headquarters in New Castle County, other locations within the county, make public presentations, etc.



Bid# 22PP-012

CONSULTING SERVICES – PUBLIC WORKS PLANNING

OBJECTIVE

The Department of Public Works is seeking priced professional services for qualified consultant(s) to undertake a variety of “on-call” assignments in support of strategic planning of open space that will result in the development and implementation of an integrated open space master plan and supporting products for New Castle County.

Highly qualified consultant firms are sought who possess one or more of the following areas of expertise (sample activities are listed under each area of expertise):

• ***Parks & Open Space Planning and Development***

- Preparation of “open space master plans or land management plans” for County, regional or state areas.
- Park & recreation master planning
- Trail and pathway planning
- Develop capital improvement/infrastructure cost estimates.
- Neighborhood and community revitalization planning.
- Support for the Department of Public Works budget.
- Open Space master plan update/amendment assistance.
- Develop open space, parks, and trail alternatives/scenarios with standards to support Public Works vision to protect the environment while making New Castle County walkable and bikeable.

• ***Preservation of Open Space***

- Develop a criterion to protect land resources
- Develop a weighted criterion to support the protection of land.
- Continue to provide support and modify the criteria as needed.

• ***Environmental Preservation***

- Water resource planning and analysis, including stormwater, floodplain mitigation, wastewater, and estimating water resource impacts. Green Technology Strategies
- Sustainable Growth
- Natural resource management and invasive species control.
- Planning and Design Support for parks, trails, pathways, floodplain mitigation and green infrastructure.



Bid# 22PP-012

CONSULTING SERVICES – PUBLIC WORKS PLANNING

• ***Economic Analyses***

- Market and fiscal/financial analysis.
- Economic strategies for the development of open space and long-term maintenance.
- Identify, apply, and secure grant(s) or other sources of funding to support projects

• ***Outreach and Civic Engagement***

- Public outreach and communications, strategies, and products
- Workshop and community involvement facilitation
- Graphic design and publications
- Develop programs/initiatives to promote community members to take part in maintenance and improvement projects to maintain Open Space and Parks.

• ***Process Enhancement***

- Review departmental procedures and processes and develop recommendations to streamline all aspects of the County's Park usage, maintenance, and inspections while providing education and training to employees when needed.
- Develop processes and procedures that are clear and transparent to all stakeholders.

REQUIREMENTS FOR PROPOSAL SUBMISSION

To aid in comparative evaluation:

Proposals shall be concise and focused. Proposal should be concise and focused and a maximum of thirty (30) pages. The cover page should be one (1) page and shall not count towards the total number of pages in the proposal as well excluding the Procurement Forms (Signature Page and Affidavit).

1. Company Overview should be provided in a separate cover letter
 - Name, address, and location of primary offices(s) where the work will be performed
 - Primary contact name and email address
 - Brief background of the firm/consultant
 - Principals of firm with full name and title
 - Total count of firm employees
 - Primary services aligned with this RFP

(Note: A brief summary of the introduction information should also be included in the transmittal letter.)



Bid# 22PP-012

CONSULTING SERVICES – PUBLIC WORKS PLANNING

2. Qualifications and References

- a. Include a description of the firm’s background and experience in the providing the expertise services offered as outline in the Objective Section of the Bid
- b. Include proposed key personnel along with brief resumes for each
- c. Provide brief summaries of projects which the firm has undertaken which are relevant to the services being offered. Include project name, name of client organization, year of completion, services provided, the firm’s role, and description of outcomes.
- d. Provide a certificate of authorization if you are required to have one as a professional in the State of Delaware.
- e. Complete the Self-identification of in-house expertise/experience (**See Form A attached**).
- f. Provide a minimum of three (3) references where similar work has been performed by the firm

3. Approach and Methodology

- a. Include a narrative describing how the firm typically approaches the type of services being offered and its general understanding regarding the nature and type of services which New Castle County is seeking as outlined in the Purpose Section of this Bid.
- b. Describe the methodologies and timeframes for which your firm typically uses to carry out these services, including use and/or development of best practices and other innovative tools.
- c. New Castle County encourages supplier diversity among firms. Please provide information on your firm’s effort to encourage supplier diversity in your workforce and in the selection of sub-contractors.

4. Location of Firm and Distribution of Work

- a. Please list any active relevant projects with New Castle County or in neighboring Counties comparable in size and demographics.
- b. List any completed projects in New Castle County within the past twelve (12) months.
- c. New Castle County encourages the use of Delaware Labor. Please specify the office location(s) and percentage of the primary and sub-consultant (if applicable) that will be provided by each office.



Bid# 22PP-012

CONSULTING SERVICES – PUBLIC WORKS PLANNING

PRICING

Please submit a priced proposal for list of hourly labor rates (fully burdened) for all personnel proposed to work on tasks. These rates will be used by successful candidate firms as the basis for developing budgets and detailed scopes of work once a contract is in place.

GENERAL CONTRACT AND PROPOSAL INFORMATION

1. Acceptance of Proposal Content – the contents of the proposal of the successful firm will become a part of any contract awarded as a result of these specifications.
2. Firm’s Responsibilities – the selected firm will be required to assume sole responsibility for the complete effort as required by the RFP. The County will consider the selected firm to be the sole point of contact with regard to contractual matters.
3. Rejection of Proposals – the County reserves the right to reject any and all proposals or to award in whole or in part if deemed to be in the best interests of the County to do so. The County reserves the right to extend this contract to include other County locations. The County shall have authority to award orders or contracts to firm’s best meeting specifications and conditions.
4. Ownership of Material – ownership of all data, material and documentation originated and prepared for the County pursuant to this contract shall be transferred to the County upon completion of the contract.
5. No firm may use the name of the County in any advertisement without the written consent of New Castle County.
6. Licensing – the awarded vendor must comply with appropriate Delaware law to conduct business in this State. Copies of all required licenses and certifications must be supplied prior to the contract negotiations resulting from this RFP.
8. Confidentiality – all work performed under this contract shall be considered confidential in nature.



New Castle County
Purchasing Division
87 Reads Way
New Castle, DE 19720
(302) 395-5250

Bid# 22PP-012

CONSULTING SERVICES – PUBLIC WORKS PLANNING

FUNDING OUT

The continuation of this contract is contingent upon funding appropriated by New Castle County Council.

MULTI-AWARD

Pursuant to New Castle County Code section 2.05.502 B.8., New Castle County may multi award this contract.

INDEMNITY

Vendor shall indemnify, defend, and hold harmless New Castle County from and against any and all claims, demands, suits, judgments, costs, and expenses asserted by a person or persons, including, but not limited to, agents, employees, or volunteers of vendor, by reason of death or injury to persons, or loss or damage to property, resulting from operations or use of services, products and/or equipment purchased hereunder, or sustained in or upon the premises of New Castle County.

STATE OF DELAWARE BUSINESS LICENSE

Within seven (7) days from receiving a notice of award, the successful vendor shall either furnish the County with proof of a Delaware Business Licensure or initiate the process of application where required. <https://onestop.delaware.gov/>

CONTRACT ACCESSIBILITY

This contract shall be accessible to State agencies, political subdivisions, school districts, and volunteer fire companies.

CONFIDENTIALITY

All documents submitted as part of the vendor's bid/proposal will be deemed confidential during the evaluation process. Vendor proposals will not be available for review by anyone other than New Castle County's Evaluation Committee or its designated agents. There shall be no disclosure of any vendor's information to a competing vendor prior to award of the contract.



Bid# 22PP-012

CONSULTING SERVICES – PUBLIC WORKS PLANNING

New Castle County is a public agency and is subject to the Freedom of Information Act (FOIA). State Code Title 29, Chapter 100. Vendor(s) are advised that once a proposal/bid is received by New Castle County and a decision on contract award is made, its contents will become public record, and nothing contained in the proposal will be deemed to be confidential except those proprietary items marked as “trade secrets”.

SUPPLIER DIVERSITY

New Castle County encourages supplier diversity. Please provide information on your firm’s effort to encourage supplier diversity in your workforce and in the selection of sub-contractors.

MINORITY

Minority and Women-owned Business Enterprises (MWBE) will be afforded full opportunity to submit proposals and will not be subject to discrimination on the basis of race, color, national origin, sex, religion, age, disability, or sexual orientation in the consideration of this award.

MATERIAL SAFETY DATA SHEETS (MSDS)

If required by State or Federal regulations, the awarded vendor must provide the MSDS sheets to the Risk Management Division and to the requesting department.

REQUIRED INSURANCE

Workers’ Compensation & Employer’s Liability Insurance

Vendor shall purchase and keep in force and effect workers’ compensation insurance that will provide the applicable statutory benefits for all of the vendor’s employees who may or do suffer covered injuries or diseases while involved in the performance of their work for the Vendor; and, even if permitted to do so by statute, Vendor shall not reject any workers’ compensation insurance option that, in the absence of such a rejection, would be applicable to any of the said employees. The policy providing the workers’ compensation insurance shall include: (1) broad form all-states coverage; (2) an endorsement that specifically waives any subrogation rights the insurer would otherwise have against New Castle County, its officials or employees.



Bid# 22PP-012

CONSULTING SERVICES – PUBLIC WORKS PLANNING

Vendor shall purchase and keep in force and effect, Employer's Liability insurance with minimum limits for each employee of \$1,000,000 for each bodily injury by accident, or occupational disease, and \$1,000,000 aggregate minimum limits for all bodily injuries by accidents and occupational diseases within the coverage period, regardless of the number of employees who may sustain bodily injuries by accident or occupational disease.

Automobile and General Liability Insurance

Vendor shall purchase: (1) motor vehicle liability coverage, for owned, hired and non-owned vehicles, covering any and all claims for bodily injury and property damage that arise out of Vendor's performance of work for New Castle County, (2) comprehensive Commercial General Liability (CGL) insurance with limits of no less than \$1,000,000 each occurrence and \$2,000,000 annual aggregate. The CGL policy shall be extended by endorsement or otherwise to also include (a) coverage for Contractual Liability assumed by Vendor, with defense provided in addition to and separate from policy limits for indemnities of the named insured, (b) coverage for Independent Contractor Liability providing coverage in connection with such portion of the Services being subcontracted prior to any of the Services being subcontracted, in accordance with the terms and conditions of this Agreement, (c) coverage for Broad Form Property Damage Liability, (d) coverage for Personal Injury and Advertiser's Liability, (e) products and completed operations.

(X) **Professional Liability Insurance** (applicable if checked)

Each vendor of professional services for whom this provision is applicable shall provide professional liability insurance with limits of at least \$1,000,000 per occurrence and \$3,000,000 annual aggregate. All insurance required under this contract except workers' compensation, employer's liability, and professional liability (if applicable) shall be provided on a policy(s) that specifically names New Castle County, its officials and employees as additional insureds. Each policy shall provide an endorsement that specifically waives any subrogation rights the insurer would otherwise have against New Castle County, its officials or employees.

Each policy shall be endorsed to require the insurer to give New Castle County at least thirty (30) days' advance written notice of the insurer's intention to cancel, refuse to renew, or otherwise terminate the policy, suspend or terminate any coverage under the policy, or reduce any policy limits, increase any policy deductibles, or otherwise modify or alter any terms or conditions of the policy or renewal issued by the same insurer.



New Castle County
Purchasing Division
87 Reads Way
New Castle, DE 19720
(302) 395-5250

Bid# 22PP-012

CONSULTING SERVICES – PUBLIC WORKS PLANNING

Each policy shall be written by a carrier licensed by the State of Delaware to do insurance business of the type involved in the State of Delaware, and which has, and maintains for the life of this contract, at least an “A” rating from the A.M. Best Agency with “Stable” outlook. Any change in this rating or outlook must be related to New Castle County by the Vendor or insurance carrier as soon as possible upon learning of same, and the Vendor shall use due diligence with its insurance broker or carrier to keep track of same.

All insurance required under this contract except workers’ compensation, employer’s liability and professional liability shall expressly provide that such insurance shall be primary insurance, and any similar insurance in the name of Vendor shall be excess and non-contributing.

Deductibles for insurance provided under this contract shall not exceed five percent (5%) of policy limits.

DELAWARE LABOR

New Castle County encourages the use of Delaware Labor. Please specify the office location(s) and percentage of the primary and sub-consultant (if applicable) that will be provided by each office.

LENGTH OF CONTRACT

The initial project shall be from contract execution for a period up to 5 years with a possibility of an extension.



Bid# 22PP-012

CONSULTING SERVICES – PUBLIC WORKS PLANNING

EVALUATION PROCEDURE

Based on the criteria established pursuant to the *New Castle County Code*, an evaluation committee will be selected to read, screen, and rank in writing all proposals. The New Castle County Chief of Technology and Administrative Services and requesting agency shall have the right to negotiate with individual offerors after their proposals are ranked. The Chief of Technology and Administrative Services shall establish procedures and schedules for conducting negotiations. Disclosure of an offeror’s price(s) to another and any information derived from competing proposals is prohibited. The Chief of Technology and Administrative Services shall issue a written request for best and final offer. The request shall set forth the date, time and place for the submission of best and final offer.

At any point in the negotiation process, the Chief of Technology and Administrative Services and the requesting agency may, at his or her discretion, terminate negotiations with any and all parties.

Evaluation Criteria

Proposals received by the requested deadline will be evaluated on the following criteria. A weighted average formula will be utilized.

Qualifications and References	
Experience and background in Open Space Management/Multi modal Development and Planning Services or other areas of expertise listed in the Purpose Section of this Bid	0-20
Expertise of the Proposed team or expertise of individual consultant	0-20
Familiarity working with government agencies and current trends across the county	0-10
Familiarity with grant writing and managing grant projects	0-10
Approach and Methodology Methodology, approach, and measurable success related to areas of expertise.	0-20
Location of Firm and Distribution of Work	
Location of office(s) that will provide consulting services	0-10



New Castle County
Purchasing Division
87 Reads Way
New Castle, DE 19720
(302) 395-5250

Bid# 22PP-012

CONSULTING SERVICES – PUBLIC WORKS PLANNING

Distribution of Work (to broaden the base from which selections are made). Firms with no current work (past 12 months) will be afforded the full point value of these criteria: <ul style="list-style-type: none">• List any active projects with New Castle County• List any completed projects in the past twelve (12) months	0-05
Cost Proposal (Hourly Rates)	0-05



Bid# 22PP-012

CONSULTING SERVICES – PUBLIC WORKS PLANNING

FORM A

**Self-Identification of In-house
 Expertise/Experience**

(Check one box per area of expertise)

Area of Expertise	No Experience 1	Minimal Experience 2	Some Experience 3	Good Experience 4	Highly Experienced / Core Service 5
• Open Space Management Planning/ Development					
• Multi modal trail planning					
• Environment					
• Economic Analyses					
• Outreach/Civic Engagement					
• Process Enhancement					
• Grant writing/Management					



New Castle County
Purchasing Division
87 Reads Way
New Castle, DE 19720
(302) 395-5250

Bid# 22PP-012

CONSULTING SERVICES – PUBLIC WORKS PLANNING

NON-COLLUSION STATEMENT

By signing below the Vendor certifies they have neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal, and further certifies that it is not a subcontractor to another Vendor who also submitted a proposal as a primary Vendor in response to this solicitation.

SIGNATURE PAGE

Company Name: _____

Company Address: _____

Company Tax ID #: _____

Authorized Representative Printed Name: _____

Authorized Representative Email Address: _____

Authorized Representative Telephone #: _____

Authorized Representative Facsimile #: _____
(if applicable)

Authorized Representative Signature: _____

Date Signed: _____

How did you hear about this opportunity? _____



New Castle County
Purchasing Division
87 Reads Way
New Castle, DE 19720
(302) 395-5250

Bid# 22PP-012

CONSULTING SERVICES – PUBLIC WORKS PLANNING

AUTHORIZED REPRESENTATIVE PROCUREMENT AFFIDAVIT

I HEREBY AFFIRM THAT:

I am the (title) _____ and I am duly authorized to represent and bind (business) _____ (the “Business”), and that I possess the legal authority to make this Affidavit on behalf of myself and the Business for which I am acting.

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the Business, nor any of its officers, directors, partners, members, affiliates, or any of its employees directly involved in obtaining or performing contracts with public bodies has been excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and non-financial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency’s codification of the Common Rule for non-procurement suspension and debarment.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF, AFTER DILIGENT INQUIRY.

Name: _____

Title: _____
(Authorized Representative and Affiant)

Signature: _____

Date: _____