



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

Consulting Services – Public Works Planning
Bid #22PP-012

Addendum #1

The purpose of this Addendum is to provide answers to questions that were asked regarding this RFP.

Question: Regarding Page 3, Para. 2:

“The Department of Public Works is seeking qualified consultant(s) to undertake a variety of “on-call” assignments...”

Question 1: Does the County plan to select multiple firms to address various on-call assignments?

Answer: NCC anticipate a multi-award, based on the bid submissions.

Question 2: Should a consultant respond on its own, even if they do not provide all services needed to complete all tasks, or are teams covering more services preferred? **Answer: Firms can submit based on the area(s) they are qualified to perform.**

Page 13, Evaluation Criteria

The first criteria, “experience and background in...in the Purpose Section of the Bid” and the second criteria, “Experience of the Proposed team or expertise of individual consultant”, each have a value of 0-20 points. **Answer: 20 points in total are issued (whether team or individual).**

Question 3: If a team approach is permitted, it appears the Evaluation Criteria could be ranked higher for a team over an individual firm with limited services. Will the team be selected over an individual firm if they can provide more services? **Answer: We will provide a total 20 points whether a team or an individual. We probably will be multi-awarding based on expertise.**

Question 4: Would inclusion of a back cover/page count toward the 30-page limit or would a back cover be considered exempt alongside the cover page as stated on page 6 of the RFP? **Answer: No those would not be part of the 30-page count.**

Question 5: Would inclusion of a table of contents count toward the 30-page limit or would it be considered exempt? **Answer: No, a table of contents would not be part of the 30-page count.**

Question 6: Do we have to include Form A in whole as it is presented within the RFP or may we incorporate the table Form A presents within our 30-page submission? If we are not able to insert the table and must instead include the Form A as it is presented in the RFP, would you consider making it exempt from the 30-page limit as a form similar to the other exempt items (signature page and affidavit)? **Answer: Form A would not be part of the 30-page count, you can add with the signature page and affidavit.**



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

Consulting Services – Public Works Planning
Bid #22PP-012

Addendum #1

Question 7: Page 6 of the RFP cites both a “separate cover letter” (cited under item 1.) and a “transmittal letter” (cited in the parenthetical note). Can you please clarify, are these items one in the same or are we to provide both a cover letter and a transmittal letter with our submission? If we are to provide both, do both items count toward the 30-page limit? **Answer: Cover Letter and Transmittal Letter are the same document and will not count as part of the 30-page limit. They should have been listed as either a cover letter or a transmittal letter in the RFP.**

Question 8: For the required pricing, are we correct to assume that you are looking for hourly labor rates presented by classification (role) not by/for each individual on our team (by name)? **Answer: 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. Yes, that is correct we don't need individual's names.**

Question 9: If we include subconsultants on our team, do you require that the proposal include their certificate of authorization, if applicable, or is it sufficient to provide a COA for only the prime consultant? In either case, would you consider making the inclusion of COA documentation exempt from the 30-page limit? **Answer: Yes, any COA documentation you wish to provide, can be outside of the 30-page limit.**

Question 10: Can you please provide clarification, is the required pricing/” priced proposal” to be included as part of the proposal submission (items 1-4) or because it is not a numbered item, is the expectation for the pricing to be submitted as a separate document/deliverable? If it is to be included as part of the proposal submission, would you consider making the pricing pages exempt from the 30-page limit? **Answer: Please submit pricing with the submission and we will not count as part of the 30-page limit.**

Question 11: The New Castle procurement page for this opportunity ([direct link](#)) states the closing time of 6/22/2022, 2:00 PM. The RFP states that the proposal is due on 7/13/2022 by 2 PM. Can you please confirm that the RFP due date information is correct, and the closing time online is NOT related to the expected proposal submission deadline? **Answer: The closing date is 7/13/22 by 2:00 p.m. The website has been corrected.**

All other terms and conditions remain the same.

Michael Hojnicky
Chief of Technology & Administrative Services