



April 23, 2012

TO: All prospective bidders

**FROM: Lee Ann Walling, AICP
Kevin Coyle, AICP CEP**

Sustainable Planning Section, DNREC

**SUBJECT: REQUEST FOR PROPOSAL NO.: NAT12100-FDUP
QUESTION AND ANSWERS**

ADDENDUM #3

The following are questions and answers regarding

Delaware RFP NAT12100-FDUP for the period ending April 30, 2012

Clarification:

We are not looking for a concept or any deliverable by April 30th. Please review the general evaluation criteria on page 2, which are consolidated and weighted on page 15.

Also, there were several questions related to a fee schedule or overall quote. We will negotiate with the candidate we select. We used some procurement boilerplate for the RFP, and that provoked a lot of questions about fees.

We do not have a specific timeline for this first phase of redevelopment efforts. Please propose a timeline in your work plan.

Also, see a list of other questions (not citing specific sections of the RFP) at the end of this table.

Bidder reference	Question	Answer
Section Number: I Paragraph Number: 2 Page Number: 1 Text of passage being questioned: Notification of Award	What is the timeline for the project – is there a completion deadline?	At this time there is no timeline for this first phase of the project. As the RFP states, we intend to make the award by June 15. We would like to get started before the end of the summer. Timeline is up in the air, depending on the proposals we receive.

Bidder reference	Question	Answer
<p>Section number: II Paragraph number: 5, Item E Page number: 2 Text of passage being questioned: "Develop grassroots community outreach strategy, interactive website, charettes, social media for interaction with surrounding community and other stakeholders"</p>	<p>At what points in the study/master plan do you want community input and/or communications?</p>	<p>We would expect to see those recommendations in your response and/or as part of your work plan.</p>
<p>Section: II Paragraph: A-H Page: 2 Text of passage being questioned: N/A</p>	<p>Economic development is a key goal stated in the RFP. Does the State and/or City have a published economic development strategy with local/regional goals, actions, and target industries?</p>	<p>The Delaware Economic Development Office provided us with this US Department of Commerce Comprehensive Economic Development Study and priorities list for Delaware. It will be posted to the project website early the week of April 23. (Fort DuPont is located in New Castle County.)</p>
<p>Section number: II Paragraph number: 2 Page number: 2 Text of passage being questioned: N/A</p>	<p>What structures/facilities on the site are not movable? What are structures/facilities that can be moved to other parts of the site or removed entirely?</p>	<p>These are facilities/condition reports on the project website. It has not yet been determined which structures or facilities can be moved or removed.</p>
<p>Sect. II Pg 2 Paragraph n/a Text: n/a</p>	<p>Is there a duration and exact start date for the study? Is there a timeframe we need to work within?</p>	<p>No we are waiting to hear approaches, work plans, timelines proposed by respondents.</p>
<p>Section Number: II Paragraph Number: 1 Page number: 2 Text of passage being questioned: "For complete information on the history of the site, maps, photos and previous reports, please go to: http://www.dnrec.delaware.gov/parks/Information/Pages/Fort-Dupont-Plan.aspx"</p>	<p>Question: Are there additional studies, plans, and other relevant information in addition to the documents included on the website cited above? If so can the agency provide a listing of the documents and their authors?</p>	<p>To our knowledge all the previous studies performed with regard to Fort DuPont are posted on the project website.</p>
<p>Section Number: II Paragraph Number 4 Page number 2 Text of passage being questioned: Enumerated services</p>	<p>Is the State of Delaware restricted in its ability to dispose of, or convey, some or all of the State-owned property?</p>	<p>While a couple of the parcels have some complications, we are starting from the premise that whatever approach makes a project most feasible will be seriously considered, including ownership of part or all of the property.</p>
<p>Section number: III B Paragraph number: Items 1, 2, and 5</p>	<p>For the requirements "1. Experience and Reputation"</p>	<p>Whatever you think will demonstrate that you meet the criteria for this</p>

Bidder reference	Question	Answer
<p>Page number: 3 Text of passage being questioned: "1. Experience and Reputation"; "2. Expertise (for the particular project under consideration)"; and "5. Demonstrated ability"</p>	<p>"2. Expertise (for the particular project under consideration)" and "5. Demonstrated ability", what information would you like in each respective category? For instance, typically we include relevant project descriptions, team resumes, and a general description of project approach/understanding. Would you like these in any particular area?</p>	<p>project. Your typical response sounds adequate.</p>
<p>Section Number: II Paragraph Number 4 Page number 2 Text of passage being questioned: Enumerated services</p>	<p>From a (re)development standpoint, what strategic questions would the State like this plan (and its accompanying analysis) to be able to answer?</p>	<p>If you view the PowerPoint on the project website, we believe it lists our strategic questions</p>
<p>Sect. II Pg 2 Paragraph n/a Text: n/a</p>	<p>Who will run the project for the state and will they manage the stakeholders?</p>	<p>DNREC's Sustainable Planning Section will manage this project. We will be hands-on with the project and stakeholders; not quite sure what you mean by "managing" them.</p>
<p>Section Number: II Paragraph Number: 3 Page number: 2 Text of passage being questioned: "Delaware's Governor believes this property has enormous potential to come alive again as a sustainable, mixed-use community."</p>	<p>Has the agency identified comparable redevelopment plans and comparable redevelopment model? If so, can the agency provide information on the plans and models?</p>	<p>Other than notions considered in the previous studies, this is our first attempt to look at mixed-use redevelopment options. Just to clarify, we are not expecting to see options or concepts or plans by April 30. This is a first phase. If you review the weighted criteria on page 15, we are looking for an approach and an experience and skill set that will help us discover that concept or concepts.</p>
<p>Section Number: II Paragraph Number: 10 Page Number: 2 Text of passage being questioned: E. "Develop a grassroots community outreach strategy, interactive website, charettes, social media for interaction with surrounding community and other stakeholders."</p>	<p>To what extent has there already been engagement with the public regarding the redevelopment of Fort DuPont (beyond project partners)?</p>	<p>Very little. You will see a front-page story linked to on the project website. Again, we are looking for experience in developing such a strategy</p>

Bidder reference	Question	Answer
<p>Section Number: II Paragraph Number: 13 Page number: 2</p> <p>Text of passage being questioned: H. Deliver a product that could be handed off to a master developer or a recommended governance structure.</p>	<p>Is the State considering creation of a quasi-governmental body such as a Fort DuPont Authority to administer implementation of the master plan?</p>	<p>We are looking for the optimal governance structure to implement the plan. We don't have any preconceived notions.</p>
<p>Sect. III, B Pg 3 Paragraph n/a Text: "Demonstrated expertise with effective public outreach including social media"</p>	<p>Evaluation criteria on page 2 are different than the criteria on page 15. For example item 8 mentions social media experience but this is not listed on page 15. Which one is correct?</p>	<p>The weighted criteria on page 15 represent a synopsis and weighting of the general evaluation criteria on page 2. On page 15, we mention "public outreach components," which would encompass social media.</p>
<p>Section number: III. Required Information Paragraph number: B. General Evaluation Requirements Page number: 3</p>	<p>Could you kindly clarify/elaborate further on what is meant/required by this evaluation criteria?</p>	<p>The first part of the question refers to subcontractors. Disregard the second part of the question – economic considerations. It came from procurement boilerplate, and I assume it is referring to subcontractor fees and we are not considering fees at this stage. You do not need to respond to the "economic considerations" part of the question.</p>
<p>Section III: Required information Paragraph B: General Evaluation Requirements</p>	<p>Do you want the consultants to submit a proposed work program, project schedule, public outreach strategy, etc., and other information on how the consultant plans on addressing the work as contained in section II. Scope of Services? Section III.B does not seem to ask for this? Also, do you want the consultants to submit a proposed project schedule?</p>	<p>The largest chunk (45%) of the weighted criteria has to do with the approach a firm will take, how you propose we get to the deliverables outlined in the scope of services. So while we don't expect to see a concept plan, financial strategies, etc., we want to know how you intend to get there.</p> <p>We did not specifically request a timeline, but you should include a proposed timeline as part of your workplan. How long you believe this engagement will take speaks to your organizational capacity, experience and expertise.</p>

Bidder reference	Question	Answer
<p>Section number: IV Paragraph number: A.4 Page number: 4</p> <p>Text of passage being questioned: N/A</p>	<p>We would like to visit the site during the week of 4/9 or 4/16, if possible, as part of our proposal preparation process. Are there any special access procedures that we need to follow before and during our visit? For example, should we notify you or anyone else in advance of our visit?</p>	<p>The site is public property and is accessible – walkable and drivable - during daylight hours. We are not offering tours until we have narrowed the list to a set of finalists.</p>
<p>Section number: IV. Professional Services RFP Administrative Information Paragraph number: B. RFP Submissions, 2. Proposals</p> <p>Page number: 6</p> <p>Text of passage being questioned: "Each proposal must be submitted with 8 paper copies and 8 electronic copies on CD."</p>	<p>May respondents use thumb drives instead of CDs for providing the 8 electronic copies?</p>	<p>Thumb drives would be fine.</p>
<p>Section number: IV B Paragraph number: 2 Page number: 6 Text of passage being questioned: N/A</p>	<p>Do you require original signatures on the forms? Do you have any page limits or font requirements?</p>	<p>We do not have any formatting requirements. We hope respondents won't go overboard with minutiae. Original signature(s) should be provided on at least one of the copies.</p>
<p>Section number: IV Paragraph number: B.10 Page number: 8</p> <p>Text of passage being questioned: Proposals must be realistic and <i>must represent the best estimate of time, materials, and other costs</i> including the impact of inflation and any economic or other factors that are reasonably predictable.</p>	<p>We just wanted to make sure that we're not misinterpreting the RFP. Section III – Required Information, doesn't specifically mention a fee, but subsequent sections refer to costs and lowest-priced proposals. Is a fee required for the initial proposal, or will that be requested at a later point in the selection process?</p>	<p>Once again, sorry for the confusion. We do not expect to see a fee schedule or overall cost cited in your response. We will negotiate with the selected consultant.</p>
<p>Section number: IV. Professional Services RFP Administrative Information Paragraph number: B. RFP Submissions, 10. Realistic Proposals Page number: 8</p>	<p>Is a proposed work plan required? If so, where is this to be provided within the required order of general evaluation requirements?</p> <p>Similarly, we assume a fee proposal is required, but if so, where is this to be provided within the required order of general evaluation requirements? Would the fee proposal be all-inclusive (i.e. a lump sum for</p>	<p>The weighted criteria on page 15 speak to your approach, timeline, etc. So yes, we do expect to see a proposed work plan.</p>

Bidder reference	Question	Answer
	professional fees and expenses), or are project expenses reimbursable outwith the fee proposal?	
<p>Section Number: IV Paragraph Number: 9 Page Number: 12</p> <p>Text of passage being questioned: "Any exceptions to the RFP, or the State of Delaware's terms and conditions..."</p>	Where can we find information on the State of Delaware's terms and conditions?	The terms and conditions are offered in the RFP and contract template from which you are deriving these questions
<p>Section Number: IV Paragraph Number: 7 Page number 13</p> <p>Text of passage being questioned: "A subset of firms will be asked to make presentations on a variety of quantitative criteria."</p>	Is there an opportunity for a pre-bid conference for all consultants interested in the RFP in order to clarify some initial questions and learn more information about scope of services of the RFP?	There will not be a pre-bid conference. We will publish the answers to all questions on Monday, April 23.
<p>Section Number: Section C.1 Proposal Evaluation Team Paragraph Number 1 Page number 14</p> <p>Text of passage being questioned: Composition of the Proposal Evaluation Team</p>	It appears that only representatives of the State of Delaware will be involved in the proposal review and the vendor selection. Can you describe the role that Delaware City will play in this process and in the project in general?	A representative from Delaware City will be part of the evaluation team, along with the several state agencies that have a stake in the future of this property. In the Fiscal Year 2012 Bond Bill, legislators only mentioned state agencies when describing the review team.
<p>IV. D: Contract Terms and Conditions: Section: 5. General Contract Terms Paragraph: i. Cost & Payment Page: 21 Quote: "All contract costs must be detailed specifically in the Vendor's cost proposal"</p>	Is there an anticipated budget for vendor services regarding this project?	The amount included in the Fiscal Year Bond 2012 epilogue for the first phase of this project is \$250,000.
<p>Section Number: IV Paragraph Number: 4 Page Number: 26</p> <p>Text of passage being questioned: "Attachments 2, 3, 4, and 5 must be included in your proposal."</p>	<p>Must subcontractors complete the attachments in the RFP?</p> <p>Where are the required Attachments (i.e. Attachments 2, 3, 4, 5 and 6;</p>	Yes, please provide all relevant attachments at the end of your proposal. As for Attachment 6, if you intend to subcontract, the prime would fill out the top section with the description of work, etc. and the sub

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	the OMWBE Certification Application) to be provided within the required order of general evaluation requirements – at the end of the proposal document?	fills out/signs the bottom portion.
<p>Attachments: Section: Entitled “Required Reporting” Paragraph 3 Page: p 26 Quote: “The successful vendor will be required to report on the participation by a minority and/or women owned business (MWBE) under this awarded contract”</p>	Is there a minimum M/WBE participation requirement for this project?	No.

General questions:

Has a market analysis been completed recently in/around the study area or Delaware City? Has there been any pre-feasibility study that was conducted to support the redevelopment of this area particularly with respect to tourism and economic development?

Not to our knowledge. All studies that we are aware of have been posted to the project site, including the old Sasaki study.

What is the anticipated role of the Army Corps in the planning process?

Most of our discussion to date has been with state agencies and Delaware City. We do envision them as a stakeholder going forward.

Does DNREC anticipate interviewing a short list of consultants, or does DNREC plan on selecting a consultant team from the proposals only?

As the RFP states on page 13, we will narrow the proposals down to a short list, bring them in for interviews and offer them a tour of the site. The site is public property, and anyone may visit it during the day.

The RFP has set the confines of communication in prep for the RFP. However, during the expected dialogue within the Department during the execution of the contract, what additional dialogue can the consultants expect with the adjacent neighbors such as Delaware City, Army Corps of Engineers, other agencies such as DEL DOT, Delaware Department of Health and Social Services?

DelDOT and DHSS are agencies that are already involved in the RFP process. We did not set any parameters on who stakeholders would be. I gave a preliminary list. That would be something we would sit down and determine with whomever is awarded the contract.

Is it your understanding that both DNREC and the City of Delaware would act as clients?

The client is the State of Delaware, Department of Natural Resources and Environmental Control. Delaware City will be part of the review team and included in this first phase of the project.



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