

**DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL
STREAM RESTORATION DESIGN AND OVERSIGHT
REQUEST FOR LETTERS OF INTEREST**

ADDITIONAL INFORMATION & SELECTION PROCEDURES

**PROFESSIONAL SERVICES PROCUREMENT
Contract No. NAT11001-STR_DESIGN**

September 23, 2011

The State of Delaware, Department of Natural Resources and Environmental Control (DNREC), is soliciting Letters of Interest (LOI) from Engineering Consulting firms with experience in stream restoration design.

Project Description

The selected firm(s) will provide stream restoration design and oversight services and planning for Public Works Construction Projects statewide. Scope and number of projects has yet to be determined.

The stream restoration design firm should be familiar with relevant laws, codes, approvals, permits, and regulatory requirements of Federal, State, and local agencies. The consultant(s) selected will work under the direction of DNREC.

Project Goals

Projects shall be designed and constructed using state-of-the-art geomorphological stream restoration design principles and techniques. It is expected that the stream restoration design firm(s) will utilize an approach on projects which will provide:

- ❑ stabilization of the stream banks to reduce erosion;
- ❑ creation of habitat – putting in sequences of riffles and pools in the stream channel, random boulder placement in the channel, and planting the banks with trees and shrubs;
- ❑ improvements to water quality;
- ❑ reconnection of the stream channel with the floodplain; and
- ❑ construction techniques and materials that promote resource conservation and environmental responsibility (i.e., maintaining the natural look of the stream).

Submittal & Selection Process

Submit Letters of Interest in accordance with Public Notice. Interested firms shall submit five (5) copies of their replies on or before 4:00 p.m. on Thursday, October 20, 2011, to Steve Williams, Division of Watershed Stewardship, Conservation Center, 2430 Old County Road, Newark, DE 19702. Applicant bears the risk of timely delivery. Any proposals received after the stated time will be returned unopened.

Responses shall include the following information which will be utilized by the selection committee to determine qualifications and rankings:

1. Experience and Reputation
2. Expertise for This Type of Project
3. Capacity to Meet Requirements of the Contract
4. Demonstrated Ability
5. Familiarity With Like Projects
6. Distribution of Work to Individuals and Firms
7. Questions of Interest

For specific information regarding selection process evaluation criteria, refer to the “Stream Restoration Design Evaluation Form.” The Letters of Interest shall be concise, not to exceed 20 pages, 8.5” x 11”, printed on one side (10 pages double sided). The minimum font size shall be 10 point. The 20 page limit does not include the cover page. Facsimile or electronic submittals will not be accepted.

Each response shall be ranked by committee based on the evaluation criteria (refer to “Stream Restoration Design Evaluation Form”). The list of qualified candidates will then be narrowed to the top five highest ranking firms based on the scoring results. Those five firms will be interviewed individually, after which a final ranking will be made based on the interview. Selected firms will be given notice of times and dates for scheduled interviews. Negotiations will begin with the firm having the highest final ranking and will proceed until a selection or selections are made. All respondents will receive notice of contract award. The selection of the firm(s) will be made in accordance with 29 Del. C., Chapter 69, State Procurement Professional Services process.

Respondents are reminded that it shall be the responsibility of the Engineering Consulting firm to be current with any professional registration or certification as required by Delaware law. The Professional Engineer for this work must be registered in the State of Delaware.

DNREC reserves the right to amend and/or reissue this request for LOI, to award contracts to one or more firms as determined to be in the best interest of the State and will retain the option to renew the contract annually for up to five (5) years.

Contract Agreement Form

The firm(s) awarded the contract will be required to enter into a Professional Services Contract with DNREC (standard Professional Services Contract available upon request).

Scope of Services

The following represents the types of services that may be required by the engineering design firm:

- Site investigations to assess conditions of existing stream channels.
- Design Plan development with preliminary construction cost estimates.
- Construction documents and final construction cost estimates. Will provide technical specifications.
- Permits and approvals as required, including the preparation and submittal of applications in accordance with Federal, State, County and local requirements.
- Bidding phase, to include attending pre-bid meeting, answering questions, and bid award.
- Contract administration and construction oversight to ensure construction is in accordance with design plans.
- As-built drawing developed from contractor’s mark-ups.

Licenses & Insurance

The firm(s) awarded the contract will be required to submit copies of the following:

- Applicable Professional Licenses (State of Delaware)
- Delaware Certificate of Authorization
- Current Certificate of Insurance
- Current Delaware Business License

STREAM RESTORATION DESIGN EVALUATION FORM

PROJECT NAME: STREAM RESTORATION DESIGN

PROJECT NUMBER: NAT11001-STR_DESIGN

FIRM: _____

RATER: _____

EVALUATION CRITERIA

- 1. Experience and Reputation** 0-10 points
History of organization, general background, experience, reputation and years in business 0-10 points _____
- 2. Expertise for This Type of Project** 0-20 points
Overall technical expertise for providing stream restoration services 0-10 points _____
Please include at least three (3) references
Performance reviews of the proposing contractor on previously awarded stream restoration design and oversight projects within the last 10 years 0-5 points _____
Project organization, staffing and use of subcontractor s 0-5 points _____
- 3. Capacity to Meet Requirements of the Contract** 0-20 points
Project team employees' specific experience 0-5 points _____
Ability to complete projects on time and within budget 0-5 points _____
Financial stability of firm (net worth) and most recent audited financial statement 0-5 points _____
Appropriate professional registration 0-5 points _____
- 4. Demonstrated Ability** 0-70 points
Describe at least five (5) projects in detail and innovative approaches 0-25 points _____
Documented number of stream miles designed and constructed using geomorphological restoration techniques.
Zero (0) miles to three (3) miles 0-5 points _____
Three (3) miles to seven (7) miles 0-15 points _____
Seven (7) miles to greater than ten (10) miles 0-45 points _____
- 5. Familiarity With Like Projects** 0-20 points
Delaware projects successfully completed 0-10 points _____
Other State projects successfully completed 0-5 points _____
Federal and other projects successfully completed 0-5 points _____
- 6. Distribution of Work to Individuals and Firms** 0-10 points
Use of MBE, WBE, or SBE 0-5 points _____
Is the contractor MBE, WBE or SBE? 0-5 points _____
- 7. Questions of Interest**
Contractors should address the following questions:
- a. Are there any civil judgments and/or criminal history of the proposing contractor's or subcontractor's principals? _____
 - b. Has firm ever been debarred or suspended by any governmental agency? _____
 - c. Has firm ever had any revocation or suspension of a license? _____
 - d. Has firm ever been engaged in any bankruptcy filings or proceedings? _____

TOTAL SCORE (MAXIMUM POSSIBLE 150): _____