

# Sussex County, Delaware



## REQUEST FOR PROPOSALS

PLANNING SERVICES  
FOR SUSSEX COUNTY

July 2015

CONSULTANT INFORMATION PACKAGE  
FOR PLANNING SERVICES IN SUSSEX COUNTY

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DATE RELEASED: July 8, 2015

## **REQUEST FOR PLANNING SERVICES**

The Sussex County Council seeks multiple firms to provide planning services for various projects for a five-year period. The scope of services will include but is not limited to:

1. The Sussex County Comprehensive Plan
2. Updates to Existing Ordinances
3. Carrying Capacity Study
4. Miscellaneous Planning Reports and Advice

Based on the criteria established, an evaluation committee will be selected to read, screen, and rank in writing all proposals. In accordance with 29 Del. C. § 6982, the evaluation committee shall determine that all applicants meet the minimum qualifications to perform the services. It shall then interview, at a minimum, the highest ranked firm and may request a presentation from the firm(s). Interviews and presentations may result in a change of rank. At any point in the negotiation process, the evaluation committee and the requesting department may, at its discretion, terminate negotiations with any and all firms.

Sealed proposals will be received by the Sussex County Council, c/o Ms. Andrea Wall, Accounting Manager, Sussex County Administrative Office Building, 2 The Circle, P.O. Box 589, Georgetown, DE 19947, until 3:00 p.m., local time, on August 11, 2015. To be considered, proposals must be submitted in writing and respond to the items outlined in this request for proposal (RFP).

Interested parties must submit six (6) written proposals to the Sussex County Accounting Division, Attention: Andrea Wall, Accounting Manager, Administrative Office Building, 2 The Circle, Georgetown, DE 19947, by 3:00 p.m., August 11, 2015 at which time the proposals will be publicly opened, read aloud and recording only the name of the respondent(s). All other information shall be confidential. The award shall be made in writing to the responsible respondent whose proposal is determined to be the most advantageous to the County.

The request for proposals may be obtained by visiting Sussex County's website [www.sussexcountyde.gov/legal-notices/bids](http://www.sussexcountyde.gov/legal-notices/bids) or by contacting Ms. Janelle Cornwell, Planning and Zoning Manager at the Sussex County Administrative Office Building, 2 The Circle, Georgetown, Delaware, telephone: (302) 855-7878, email: [janelle.cornwell@sussexcountyde.gov](mailto:janelle.cornwell@sussexcountyde.gov). The request for proposals may be obtained during regular business hours which are 8:30 a.m. to 4:30 p.m., Monday through Friday. In its sole discretion, Sussex County, Delaware, may extend the time and place for opening of proposals from that described in the advertisement by providing not less than two (2) calendar days' notice, by posting an Addendum on the Sussex County website and by providing notice thereof by certified delivery, facsimile machine, or other electronic means such as email, to those potential respondents who obtained copies of the RFP and provided notice thereof to Janelle Cornwell the email address provided herein.

Any firms having questions concerning the proposal should submit them in writing via e-mail no later than 12:00 p.m., July 31, 2015 to Janelle Cornwell, Planning and Zoning Manager, at [janelle.cornwell@sussexcountyde.gov](mailto:janelle.cornwell@sussexcountyde.gov).

## **II. Instructions for Proposals**

Each written proposal must be submitted in a sealed envelope, addressed to Ms. Andrea Wall, Accounting Manager, Sussex County Administrative Office Building, 2 The Circle, P.O. Box 589, Georgetown, DE 19947. Each sealed envelope containing a proposal must be plainly marked on the outside as "Planning Services RFP" and bear the name and address of the respondent. If sent by mail, the sealed envelope should be sent by certified mail and be indicated as received on the certified receipt prior to the Bid Opening. Late bids will not be accepted. Sussex County may extend the time and place for opening of bids from that described in the advertisement, by providing not less than two (2) calendar days' notice, by posting an Addendum on the Sussex County website and by providing notice thereof by certified delivery, facsimile machine, or other electronic means such as email, to those potential respondents who obtained copies of the Request for Proposals and provided notice thereof to Janelle Cornwell at the email address provided herein.

Sussex County reserves the right to reject any and all bid proposals, to waive any informalities in bids received, except with respect to the date, time and place where the documents are submitted, to cancel this RFP in whole or in part, to reissue this RFP and/or to accept or reject items of bids received. In the event this RFP is cancelled in whole or in part prior to the opening of proposals, all respondents shall receive a notice of cancellation and all proposals received shall be returned to the respective respondents unopened.

FAX proposals will not be accepted.

Interested parties are asked to submit six (6) written proposals to the Sussex County Accounting Division, Attention: Andrea Wall, Accounting Manager, Administrative Office Building, 2 The Circle, Georgetown, DE 19947, by 3:00 p.m., August 11, 2015 at which time the proposals will be publicly opened, reading aloud and recording only the name of the respondent. All other information shall be confidential.

Mailing Address: Ms. Andrea Wall, Accounting Manager  
Sussex County  
Administrative Office Building  
2 The Circle  
P.O. Box 589  
Georgetown, DE 19947

Delivery Address: Ms. Andrea Wall, Accounting Manager  
Sussex County  
Administrative Office Building  
2 The Circle  
Georgetown, DE 19947

Telephone Number: (302) 855-7753

### **III. General Project Information**

The purpose of this Request for Proposal is to select one or multiple firms for a five year period to perform planning work for Planning & Zoning projects such as the 2018 Comprehensive Plan, updates to the current ordinances and a carrying capacity study. Additional planning work and advice will also be requested as the topic or need arises. Sussex County intends to retain ownership of the GIS information, data, documents, reports, and maps both electronic and paper, that are generated through work items assigned under the selection.

#### **A. The Comprehensive Plan**

Sussex County adopted the current Comprehensive Plan Update in June 2008. The update of a Comprehensive Plan for each County is required by the State of Delaware under Delaware Code Title 9. The Plan for the unincorporated area of Sussex County shall be updated in compliance with State law (see Title 9, § 6956) pertaining to Comprehensive Plans in the following areas: coordination with the local municipalities, capital improvements plan, future land use, transportation, utilities, conservation, recreation and open space, housing, community design, historical preservation, economic development, intergovernmental coordination and recommendations and implementation of the plan. There must also be coordination with the Office of State Planning Coordination, State Agencies including DelDOT and DNREC and as well as the numerous municipalities concerning their respective Comprehensive Land Use Plans. The Comprehensive Plan shall include public outreach and this may require facilitation, scheduling, coordination and/or organization of the following (by way of example and not intended to be all-inclusive): outreach avenues, public meetings (including public meetings in each of the five Sussex Councilmanic Districts), workshops, charrettes, committees, hearings, etc.

#### **B. Updates to Current Ordinances**

Provide advice, research, draft ordinances, facilitate public workshops/workgroups, make presentations, etc. on various planning, land use, and zoning topics. Topics may include but are not limited to: signage, sidewalks, setbacks, uses within zoning classifications, etc.

#### **C. Carrying Capacity Study**

Analyze current available capacity of existing infrastructure within a specific study area and evaluate the ability to accommodate additional growth. While a Capacity Study can encompass all types of infrastructure systems, including sewer and water systems, stormwater, and transportation systems, parks and recreation and emergency services, Sussex County anticipates limiting the scope and area of the Study. The objective is to examine an infrastructure systems' current capacity to accommodate potential growth. In addition, the Study should assess the infrastructure systems' current condition, any existing or potential deficiencies, needed changes in service levels, and where investments should be made. The Study shall include a document illustrating the current inventory of infrastructure systems and their functioning level. Evaluation of the infrastructures' challenges and opportunities shall also be included in the deliverable.

## **IV. Required Submittals**

The following items must be submitted with the consultant's package:

1. Submit descriptive summary and technical information on similar services that your company has successfully completed within the last five (5) years. Include contact information for references. Keep all information relative to the type of projects described in this packet.
2. Provide subjective discussion of your firm's understanding of the issues facing Sussex County regarding zoning and future land use, and how they should be addressed.
3. Provide a letter detailing the litigation history of your firm. The letter shall list any lawsuits or claims that have been filed or asserted against your firm (or any member of your firm) in the last five (5) years. Please summarize the nature of the claim or suit and specify the outcome.
4. Prepare a detailed description of any current or recent (within the past five years) relationships between your firm and any private developers, contractors, builders or engineering firms doing work in Sussex County.

The summary and any other information the consultant would like to submit, such as a SF254 Form, SF255 Form, or SF330 for Sussex County's review under this Consultant Selection Procedure should be assembled into one comprehensive package. The consultant shall submit six (6) copies of this comprehensive package for delivery to the Sussex County Council offices prior to the local time and date shown in the public advertisement for this contemplated work. Consultant comprehensive packages or other supplemental information received by the Sussex County after the local time and date shown in the public advertisement will not be considered in the Consultant Selection Procedure for this project.

## **V. Insurance Requirements**

Insurance will be required at limits and coverage stipulated by the County at the time of contract execution. The following limits are required:

- A. Commercial General Liability - \$1,000,000 combined single limit - each occurrence; \$1,000,000 personal and advertising injury; \$2,000,000 combined single limit - general aggregate; \$2,000,000 combined single limit - products/completed operations aggregate.
- B. Business Auto Liability Insurance - combined single limit of \$1,000,000 per accident.
- C. Workers Compensation Insurance - \$100,000 each accident for bodily injury by accident; \$100,000 each employee for bodily injury by disease; and \$500,000 policy limit for bodily injury by disease.
- D. Umbrella Excess Liability or Excess Liability Insurance - \$5,000,000 each occurrence; \$5,000,000 aggregate other than products/completed operations and auto liability; \$5,000,000 products/completed operations aggregate; and including coverage for commercial general liability, business auto liability and employers liability.

## **VI. Contract and Payment Policies**

The following items shall be considered basic requirements for contracts to provide engineering services:

1. County to be billed direct payroll costs actually paid to productive technical employees while performing work on this project. Such costs shall be derived from the hourly rate paid to each productive technical employee multiplied by the number of hours spent in actual productive work on this project. The direct wages and salaries shall include all salaries and wages of productive technical employees assigned to the performance of services under the Agreement, whether such performance is at the consultant's local project office or at the regularly established offices. Payroll costs for clerical employees will not be included here. Clerical costs can be included as part of the overhead rate factor (Item 2).
2. Any subcontracts are to be billed at actual cost only without markup. No overhead or fixed fee will be charged in addition to subcontract amount.
4. Negotiated and agreed upon out-of-pocket expenses may include items such as mileage payable at an agreed upon rate per mile for use of a personal motor vehicles operated in accordance with the agreed upon policy for such expenses including meal and lodging costs for overnight travel required by the project. All allowable direct expenses must be specifically listed in the final contract documents.
5. The contract with the selected consultant must include an upset limit, or not to exceed amount, for each service being performed. The upset limit will include cost of professional services for a particular function as well as a fixed fee to cover profit.
6. Payment for consulting services will be made 30 days after receipt of an approved invoice.

## **VII. Evaluation and Selection Process**

Based on the criteria established, an evaluation committee will be selected to read, screen, and rank all proposals. In accordance with 29 Del. C. § 6982(b), the evaluation committee shall determine that all applicants meet the minimum qualifications to perform the services. It shall then interview, at a minimum, the highest ranked firm and may request a presentation from the firm(s). Interviews and presentations may result in a change of rank. At any point in the negotiation process, the evaluation committee and the requesting department may, at its discretion, terminate negotiations with any and all firms. The contract shall include a provision stating that the original contract price and any additions thereto, shall be adjusted to exclude significant sums where the requesting department determines the contract price was increased due to inaccurate, and other factual unit costs. Such adjustments shall be made within one (1) year following the end of the contract.

## EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria (maximum of 100 points). The proposals will be evaluated for each of the two audits.

- **EXPERIENCE AND REPUTATION** – Experience performing the tasks required in the request for proposal. **20 points**
- **EXPERTISE** – Including expertise on issues unique to Sussex County **20 points**
- **CAPACITY TO PERFORM** – Complete the work in the necessary time frame, how much work can be completed in house vs. requiring use of a sub-consultant. **15 points**
- **CREDENTIALS AND CERTIFICATIONS**– Qualifications of staff, including certifications such as AICP. **15 points**
- **FAMILIARITY WITH SUSSEX COUNTY AND DELAWARE STATE AGENCIES AND PUBLIC WORK GENERALLY**, demonstrated ability working with public sector clients, with an emphasis on Sussex County and Delaware State agencies. **15 points**
- **LOCATION** –proximity to Sussex County, Delaware **15 points**