

April 16, 2009

To Whom It May Concern:

PROFESSIONAL ENGINEERING SERVICES
QUALIFICATION NUMBER 09-0054ED.

The City of Dover Economic Development Office is requesting Statement of Qualifications (SOQ) on June 1, 2009 at 2:00 p.m. local time for the purpose of contracting with qualified individuals or firms to provide professional engineering services related to the development of a master plan for the Garrison Oak Technical Park.

The qualifications must be submitted with one original and five copies.

All vendors must complete the qualification solicitation notice and fax it to (302) 736-7178 if they intend to submit their qualifications. Any vendor not returning the form may not receive published addenda.

Late Submissions

Any submission received after the closing date and time for receipt of the SOQ's is late and shall not be considered. It is the responsibility of the vendor to ensure that the SOQ is received prior to the closing date and time.

Your proposal is not revocable for ninety (90) days following the response deadline indicated above.

If you have questions concerning this Statement of Qualification Request, they must be made in writing and emailed to me at pgregg@dover.de.us. The SOQ number must be referenced in the subject line. All questions must be submitted no later than May 12, 2009. All questions will be compiled and answered in the form of an addendum and will be faxed to all prospective offerors who return the solicitation form attached. All changes or corrections to this solicitation request will be handled by addenda issued by the Procurement Manager. The receipt of all Addenda must be acknowledged on the form provided with the addendum. It is the responsibility of the interested firms to ensure that they have copies of all published addenda.

All copies of any submissions submitted in response to this request shall be considered the property of the City of Dover and shall not be returned to the bidder.

The Statements of Qualifications are to be received by the Procurement Office, 710 William Street, Dover, DE, 19904 no later than 2:00 p.m. on June 1, 2009. All submissions will be opened in the presence of the Procurement Manager or his/her designee. The name of each offeror shall be read publicly. All other information contained in the submissions shall be confidential so as to avoid disclosure of information prejudicial to competing offerors during the negotiation process if required. All submissions shall become public record and shall be available for public inspection after final award of a contract and it has been determined that there is no proprietary information contained within the documents. **Any and all proprietary information contained within the documents must be clearly marked. The cover must indicate that the submission contains such information.** Copies of the submissions will not be provided to competing vendors.

The City of Dover reserves the right to request corrections, clarifications, and/or additional information pertaining to Respondent's response.

The contract shall be awarded within 90 days of the closing date to the offeror whose proposal is determined in writing to be most advantageous to the City. The proposals, summaries, and tabulations shall not be open for public inspection until after receipt of a fully executed contract.

Conflict of Interest Clause:

Pursuant to Dover Code, Chapter 30, Section 30-33, No city employee or official may participate on behalf of the city in the review or disposition of any matter pending before the city in which he has a personal or private interest. No city employee or official shall benefit from any contract with the city, nor solicit any contract, and shall not enter into any contract with the city (other than an employment contract). No person who has served as a city employee or official shall represent or otherwise assist any private enterprise on any matter involving the city, for a period of two years after termination of his employment or elected or appointed status with the city, if he gave an opinion, conducted an investigation or otherwise was directly and materially responsible for such matter in the course of his official duties as a city employee or official. All parties hereto declare and affirm that no officer, member, or employee of the City, and no member of its governing body, and no other public official of the City who exercises any functions or responsibilities in the review or approval of the undertaking described in this contract, or the performing of services pursuant to this contract, shall participate in any decision relating to this contract which affects his or her personal interest, or any corporation, partnership, or association in which he or she is directly or indirectly interested; nor shall any employee of the City, nor any member of its governing body, have any interest, direct or indirect, in this contract or the proceeds thereof.

The City of Dover reserves the right to waive technicalities, to reject any or all submissions, or any portion thereof, to advertise for new qualification statements, to proceed to do the work otherwise, or to abandon the work, if in the best interest of the City.

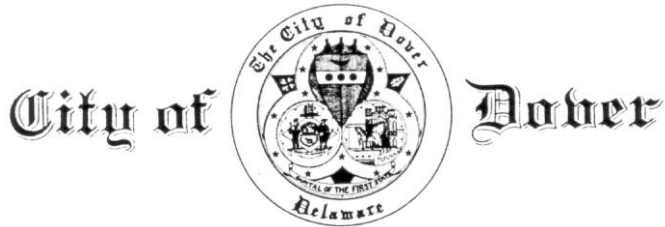
Vendors must provide all information requested in the specification or the submission may be ruled non-responsive.

The hard copies of each submission must be delivered to the Procurement Manager, 710 William Street, Dover, DE 19904. **SUBMISSIONS MUST BE MARKED “PROFESSIONAL ENGINEERING SERVICES, QUALIFICATION NUMBER 09-0054ED, OPENING JUNE 1, 2009, 2:00 P.M.”** No faxed submission will be accepted. A copy of each submission must be submitted electronically, by email, to the Procurement Manager using the email address bids@dover.de.us. The computerized date/time indication on the electronic submission will be the sole determination of receipt. **All electronic submissions submitted by email must reference the qualification number (09-0054ED) in the subject line of the submission or they will not be considered.** Failure to comply with the above format *may* result in disqualification of your submission.

The City of Dover shall have the right to reject any or all submissions if deemed to be in the best interest of the City, such as but not limited to local vendor preference and minority vendor preference while awarding contracts.

Sincerely,

Peter K. Gregg
Contract and Procurement Manager
City of Dover
(302) 736-7795
Fax (302) 736-7178
Purchasing[at]cityofdover.com
www.cityofdover.com



QUALIFICATION SOLICITATION NOTICE

Qualification Number: 09-0054ED Qualification Opening: June 1, 2009, 2:00 p.m.

Description: Professional Engineering Services

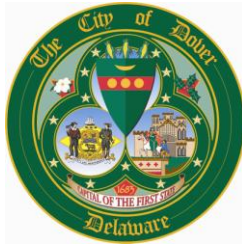
If you are interested in the statement of qualifications request described above, you can download it in Adobe PDF format from our web site <http://www.cityofdover.com/departments/central/bids>. Any amendments of other additional information related to this solicitation will be posted with the original document on the web site.

If you do not have internet access and want to receive this request for proposal, all subsequent amendments, or additional information on the bid package, please provide the requested information to:

The City of Dover
 Central Services Department
 710 William Street
 Dover, DE 19904
 Fax: (302) 736-7178, attention Peter Gregg
 Phone: (302) 736-7795
 e-mail: purchasing[at]cityofdover.com

Please complete the following and return this form to Central Services:

Company:	Vendor Response /Request
Address	No bid at this time, please retain on bid list
	Please send complete SOQ package
Contact:	I will download the SOQ package
Phone	I intend to bid
Fax	I do not intend to bid
e-mail for ITB/RFP	Other:



**Request for Statement of Qualifications
Professional Engineering Services
City of Dover "Garrison Oak Technical Park"
Dover, Delaware
SOQ NUMBER 09-0054ED**

The City of Dover Economic Development Office is soliciting Statement of Qualifications (SOQs) for professional engineering services related to the development of a master plan for the Garrison Oak Technical Park (the Plan). The purpose of the Plan is to assist the City with its planning for development of the site.

The RFQ should include three (3) examples of similar work completed within the last five (5) years. Project examples are to include project size, project cost and project time to completion. Submissions are limited to a total of fifteen (15) pages. Submissions that do not meet these criteria will not be considered. **A PDF of the SOQ is due no later than 2:00 p.m. on Monday, June 1, 2009.**

The firm selected will be required to work closely with the City of Dover Economic Development Office (the Office), Department of Public Services, the Planning Office, and the Department of Public Utilities.

A. Scope of Services

At a minimum the Plan will include the following:

1. Master utility plan to include water, sewer and electricity.
2. Lay-out of lot lines to maximize the commercial use of the property.
3. Grading
4. Lay-out of roads.
5. Storm water drainage.
6. Wetlands survey and delineation.
7. Verification of boundary and monuments.
8. Identify what portion is developable given the natural constraints of the property.

B. General Information

1. **Revisions and/or addendum to the Request for Statement of Qualifications.** In the event it becomes necessary to revise and/or add addendum to any part of the SOQ, revisions and/or addendum will be provided to all firms responding to the SOQ.
2. **Acceptance of SOQ Contents.** The contents of the SOQ submitted by the successful firm will become a part of any contract awarded as a result of these specifications.
3. **Responsibilities.** The selected firm will be required to assume sole responsibility for the complete effort as required by this request. The selected firm will be considered the sole point of contact by the City of Dover regarding contractual matters.
4. **Rejection of Qualifications.** The City of Dover reserves the right to waive any informality in qualifications received and to accept or reject any or all qualifications. The City of Dover shall have the authority to award contracts to the firm best meeting specifications and conditions as judged solely by the City's selection committee.
5. **Government Regulations.** The successful firm shall strictly comply with all state and city ordinances and regulations in any manner affecting the delivery of the project completed. The firm shall comply with appropriate Delaware law to conduct business in the State of Delaware.

C. Submission Requirements

Information to be provided by the firm:

1. Firm History

- a. Name of Firm
- b. Location of principal and branch offices
- c. Length of time in business
- d. Firm ownership structure
- e. Annual revenues (average over last 3 years)

2. Personnel

- a. List total number of firm's personnel, other than secretarial /clerical, by professional or skill group (i.e. architects, electrical engineers, mechanical engineers, cost estimators, etc.)
- b. Indicate the total number of Licensed Professional Engineers (provide list of names).

3. Project Staffing

Please identify your company's proposed management staff for the project. Provide an Organizational Chart identifying all of your key staff members and showing how each interacts with the other staff members assigned to this project. For each key staff member, please include a detailed resume which summarizes:

- a. Education, including name of institution, field of study, degree(s)

- earned and year(s) received.
- b. Professional registration(s) and/or professional society membership(s)
- c. Construction experience
- d. Construction management project experience

4. References

- a. Please provide 3-5 references.

D. Procedure for Evaluation of Applicants

1. After the receipt of the responses to the SOQ the selection committee will review the credentials of all firms. Firms deemed best qualified will be selected for an interview.
2. Selected firms will make presentations to and will be interviewed by a committee which will evaluate, select and recommend the firms deemed best qualified to undertake projects of this size and scope, based on quality of work as judged from previous commissions and references. Key staff members, in addition to principals, are expected to participate in the interview.
3. The City of Dover will negotiate with the firm selected for professional services at compensations the City of Dover determines to be fair and reasonable. If negotiations with the selected firm cannot be consummated to the satisfaction of the City of Dover, then the firm will be so notified in writing, and negotiations may be initiated with other firms recommended by the committee.