

CITY OF NEW CASTLE, DELAWARE

Advertisement – Request for Proposals

RFP 2021-01

Professional Surveying Services

New Castle Data Acquisition and Assessment Project – Surveying

NOTICE

The City of New Castle will accept proposals from professional surveying firms for the New Castle Data Acquisition and Assessment Project – Surveying. The selected firm will perform surveying of first floor and lowest adjacent grade for several hundred residential and non-residential structures located within the City of New Castle and provide collected information in Excel spreadsheet format.

Proposals will be received by the City of New Castle Building Official, City Administration Building, 220 Delaware Street, New Castle, DE 19720, until 2:00 p.m., Thursday June 10, 2021.

Qualified applicants should contact the City Secretary at info@newcastlecity.delaware.gov to request a copy of the complete Request for Proposal (RFP). The RFP is also available on the City's website at <https://newcastlecity.delaware.gov/> (see "News" under the "Government" pull down menu).

CITY OF NEW CASTLE DELAWARE
Request for Proposals
RFP – 2021-01
Professional Surveying Services
New Castle Data Acquisition and Assessment Project – Surveying

A. Background

The City of New Castle, Delaware (“City”) has been awarded a Pre-disaster Mitigation Grant from the Delaware Emergency Management Agency (“DEMA”). The overall objective of the project is to determine the feasibility and approximate costs to floodproof residential and non-residential structures currently within the Special Flood Hazard Area (100-year floodplain) as well as those that may be in the Special Flood Hazard Area in future years given DNREC’s 2-foot and 5-foot sea level rise scenarios (based on static modeling).

The City’s engineering consultant AECOM (“AECOM”) prepared the grant application and will be managing the project including coordination of contracting and hiring of a surveying firm.

A primary part of determining feasibility of floodproofing is elevations of first floors and adjacent grounds with respect to the Base Flood Elevation. Prior work by AECOM estimated that approximately 750 structures could be in the future Special Flood Hazard Area under the 5-foot sea level rise scenario. See Attachment 1. The City intends to retain the services of a professional surveying company to obtain these elevations.

DEMA is using Federal funds in its grant award.

B. Scope of Services

AECOM will provide the Contractor with an Excel spreadsheet that includes Building Identification (ID) numbers and Tax Parcel numbers of properties currently within the Special Flood Hazard Area (100-year floodplain) as well as those that may be in the Special Flood Hazard Area in future years given DNREC’s 2-foot and 5-foot sea level rise scenarios (based on static modeling). In prior reports, AECOM estimated that approximately 750 structures will be included. Approximately 630 of these are residential with 190 located in the Historic District.

The Contractor will be required to obtain the following information at each property surveyed:

- **First floor elevations.** These elevations can be based on the threshold or sill of the front door or other physical component of the house visible from the outside that would be at or near the first-floor elevation. The Contractor will not access interior spaces.

- **Lowest adjacent ground elevations.** The subject parcels are generally flat so the lowest adjacent grade may not be readily identifiable. The Contractor will need to take a sufficient number of shots to demonstrate that the lowest adjacent grade elevation has been obtained. If adjacent grounds are inaccessible due to fencing or other obstructions, the Contractor will knock on the door and seek permission to enter. If no one is home or permission is denied, the Contractor will note the property and the reason the lowest adjacent grade was not obtained and proceed to the next property.

The City of New Castle will notify subject properties in advance of the field activities and will provide a letter of introduction for field crews to carry.

Depending on project costs (see paragraph C.10.) the City reserves the right to adjust the scope of work as needed to fit into the overall project budget.

C. Qualifications

The written proposals shall include the following information:

1. The firm name, address of office submitting, telephone number, and contact person along with email address. Limit one page.
2. A brief history of the firm including year founded, organization structure, office locations, areas of practice, specific areas of expertise, awards, etc. Limit one page.
3. A description of the services, specifically relating to the governmental sector, which the firm is capable of providing, together with an explanation of how these services might best assist the City. Include specific information on specialized resources available to firm or other expertise as it relates to the scope of services. Limit two pages plus up to five project abstracts of no more than one page each.
4. A description of personnel who will be assigned to the project including project manager and crew chief. Limit one page along with up to four resumes of no more than two pages each.
5. Project approach that specifies how the data will be collected, the number of crews anticipated to be used, and states any assumptions. Firms to include details about any advanced surveying techniques such as the use of unmanned aircraft systems (UAS) and / or laser scanners that may be utilized. Include schedule. Limit three pages.
6. A listing of the governmental agencies, specifically within the State of Delaware, for which the firm and / or staff has served over the past five (5) years. Specific dates and a brief description of the services provided to each must be included. Limit two pages.
7. Three references including name, agency, phone number, and email address the City may contact in order to assist in the evaluation of past performance. References

preferred to be governmental entities with the State of Delaware to whom services have been provided over the past five (5) years. Limit one page.

8. Statement if any court or any administrative agency has found fault, held proceedings or ruled against the firm in any matter related to the professional activities during the past five (5) years. Limit one page.
9. Certificate of Authorization from the Delaware Board of Professional Land Surveyors.
10. In a separate envelope, provide a Fee Schedule. Fees to be provided as follows:

Administrative costs (independent of number of structures surveyed)	Lump Sum
Field costs for residential structures located in areas south and west of Broad Dyke.	Per Structure
Field costs for non-residential structures located in areas south and west of Broad Dyke.	Per Structure
Field costs for residential structures located in areas north and east of Broad Dyke.	Per Structure
Field costs for non-residential structures located in areas north and east of Broad Dyke.	Per Structure

D. General Information

1. Questions – Questions concerning the request for proposals should be directed to City Engineer David Athey at david.athey@aecom.com. The cut-off for questions is Wednesday June 2, 2021 at 4:00. The City will post questions and answers on its website (“News” under the “Government” pull down menu) and distribute questions and answers to all firms that contact the City Secretary.
2. Rejection of Proposals – The City reserves the right to reject any or all proposals if deemed to be in the best interest of the City to do so. The City shall have the full authority to award projects to the surveying firm that best meets the specifications and conditions of this request.
3. Revisions to RFP – In the event it becomes necessary to revise any part of this RFP, revisions will be posted on the City’s website (“News” under the “Government” pull down menu) and distributed to all firms that contacted the City Secretary. Firms are responsible to confirm receipt of all addenda prior to proposal submittal.
4. The City reserves the right to request clarification of information submitted and to request additional information from one or more proposers. All costs associated with the presentation of the proposal and any supplemental information shall be borne solely by the proposer and shall not be passed on to the City under any circumstances.

5. The successful Proposer shall be required to enter into a contract with the City of New Castle which shall reflect the services requested in the RFP, without delay upon notice of award of contract.

E. Evaluation Criteria

Proposals will be evaluated according to the following criteria. The City reserves the right to reject any / all proposals received and to award the contract for project services to the firm which the City believes will offer the best value on this project.

Reputation and experience of the firm. 0-20 points

Qualifications of staff to be assigned. 0-25 points

Project Approach. 0-35 points

Responsiveness / clarity of the proposal. 0-10 points

Location of office(s) performing work. 0-10 points

Maximum Points: 100

F. Submission Details

In one sealed envelope, provide four (4) copies of the proposals marked "RFP 2021-01, New Castle Data Acquisition and Assessment Project – Surveying". In a separate sealed envelope, provide four (4) copies of the fee schedule marked "RFP 2021-01, New Castle Data Acquisition and Assessment Project – Surveying – Fee Schedule". Provide one copy of each in pdf format on a disk or memory stick.

Envelopes must be received by the City of New Castle Building Official, City Administration Building, 220 Delaware Street, New Castle, DE 19720, by 2:00 p.m., Thursday, June 10, 2021, to be considered. Proposals delivered via email or fax will not be accepted. Proposals received after the time and day specified will not be opened and will be destroyed.

Any proposal may be withdrawn until the date and time stated above for the opening of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer to sell to the City the services indicated for a period of ninety (90) days, or until one or more of the proposals have been accepted by the City, whichever occurs earlier.

G. Requirements

Any written agreement or contract resulting from the acceptance of a proposal shall be prepared on forms either supplied by or approved by the City, and shall contain, at a minimum, applicable provisions of this request for proposals. The City reserves the right to reject any agreement that does not conform to the request for proposals or any other City requirements for agreements and contracts. The following are representative of the provisions to be included within the contract documents:

1. Insurance and Indemnification The selected Contractor shall provide evidence of professional liability insurance in the amount of \$2,000,000 aggregate / \$1,000,000

per occurrence, as well as acceptable certificates of workers' compensation, auto liability, and general liability.

2. The Contractor shall solely be responsible and liable for the accuracy and completeness of all work performed and shall agree to indemnify, defend and hold harmless the City, its officers, agents and employees, from and against any and all claims, actions, suits and proceedings arising out of, based upon or caused by negligent acts, omissions or errors of or the infringement of any copyright of patent, by the Contractor, its officers, agents, employees in the performance of the contracted agreement.
3. The Contractor shall comply with all current federal and state nondiscrimination and equal opportunity status and policies and agrees to not hold the City liable for any inadvertent action by the Contractor which conflicts with such statutes and/or policies.
4. The Contractor shall not assign any interest in the contract, and shall not transfer any interest in the same without the prior written consent of the City.
5. The Contractor shall comply with any applicable statutorily-imposed non-discrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604€); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1968 (42 U.S.C. § 3601); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 7 94); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
6. If through any cause, the Contractor selected shall fail to fulfill the obligations agreed to in a timely and efficient manner, the City shall have the right to terminate the contract by specifying the date of termination in a written notice to the Contractor at least thirty (30) days before the termination date. In this event, the Contractor shall be entitled to just and equitable compensation for the work satisfactorily completed.

ATTACHMENT 1

Project Number: 60542970
Project Manager: D.J.A.
Last Saved: 1/24/2018
File Path: V:\Projects\1551\DE_NewCastle\GIS_Client\Maping\SLR\SLR_Flood.mxd



PROJECT
CITY OF NEW CASTLE
RESILIENT COMMUNITY
PARTNERSHIP
VULNERABILITY MAPS

MAP 3
1%-ANNUAL-CHANCE EVENT
WITH FUTURE SEA LEVEL RISE
IN YEARS 2050 AND 2100

CRITICAL FACILITIES,
STRUCTURES AND ROADS

LEGEND

- Parcels
- Evacuation Route
- Bridge (4)
- Streams
- Present Day MHHW
- Future Flooding with SLR
 - Year 2050
 - Year 2100
- Structures Impacted by Future Flooding
 - Critical Facility (2 FT- 15; 5 FT- 20)
 - SLR 2 FT - Structure (474)
 - SLR 5 FT - Structure (747)
- Roads Impacted by Future Flooding >6" Depth
 - SLR 2FT - Road (9.5 miles)
 - SLR 5 FT - Road (13.3 miles)

DATA SOURCES

SLR Scenarios- DE Coastal Inundation, DNREC and Delaware Geological Survey (DGS), FirstMap Data, 2016
FEMA Flood Zone - 1% annual-chance-event, 2015
Floodplain plus SLR - See Note #2.
Parcels - New Castle County, 2017
Buildings - New Castle County, 2017
Ground elevations - Delaware 2-foot Countours, USGS LIDAR data, 2009



COMMUNITY PARTNERSHIP

City of New Castle, Delaware
DNREC - Delaware Coastal Programs (DCP)
DCP is a cooperative program between the State of Delaware and the National Oceanic and Atmospheric Administration (NOAA).



CONSULTANT

AECOM
Sabre Building, Suite 300
4051 Ogletown Road
Newark, DE 19713
302.781.5900 tel 302.781.5901 fax
www.aecom.com

SHEET NUMBER
3 OF 7

NOTES

1. This map was prepared for the City of New Castle for planning purposes only. The information contained hereon is not based on engineering analyses or modeling and is subject to change or modification at any time. Use of this information by others is at their own risk and the City of New Castle or its Contractor in no way guarantees the accuracy of the information.

2. "Future flooding with SLR" areas are the existing FEMA flood hazard areas combined with the "high" sea level rise scenario for two different years: 2050 and 2100. "High" describes a scenario that has a 95% chance of not being met or exceeded. The "high" scenario is based on a combination of the latest physical climate modeling from the Intergovernmental Panel on Climate Change (IPCC) and local tide gage data. Existing FEMA flood hazard areas are based on the combined effects of storm surge and wave hazards.

3. "Structures and Roads impacted by Future Flooding" are features where the lowest ground elevations (based on LIDAR data) are lower than the FEMA storm surge elevations plus the sea level rise heights of 2 feet and 5 feet, by years 2050 and 2100, respectively, using the "high" (or worst case) scenario. See report for more information.

LOCATION MAP



MARCH 2018