

State of Delaware
General Prequalification Application
For
Debris Pit Remediation Services



Department of Natural Resources & Environmental Control

Division of Watershed Stewardship

General Prequalification
Debris Pit Remediation Services

Overview

Pursuant to Section 6962(c), Title 29 of the Delaware Code, the Department of Natural Resources and Environmental Control has established a two-step process for the prequalification of contractors that elect to bid on large public works Debris Pit Remediation contracts for which prequalification is specified by the contracting agency. The two-step prequalification process involves:

1) General Prequalification - The first step in the prequalification process that enables applicants to submit financial information, work/project history and relevant experience that the Department will use to determine if the applicant is qualified to bid on large public works Debris Pit Remediation contracts. General Prequalification remains valid for twelve calendar months from the time a contractor becomes prequalified by the Department.

2) Supplemental Prequalification – The second step in the process that enables the Department to require the prequalified contractors to provide supplemental information that is specifically relevant to the public works contract to be bid. Supplemental Prequalification does not require resubmission of information provided to the Department as part of General Prequalification.

*****Supplemental Prequalification is not needed at this time.*****

GENERAL PREQUALIFICATION

The General Prequalification classification issued by the Department, as part one of the prequalification processes is valid for a period of twelve months. It is the prequalified contractor's responsibility to reapply for prequalification before the twelve-month period has expired in order to remain prequalified. The Department will not notify contractors of the impending expiration of the General Prequalification.

The Department will maintain a registry of all contractors prequalified to bid on public works Debris Pit Remediation contracts. This registry will be posted at <http://mymarketplace.delaware.gov>. This registry will show the name of the contractor, the date the firm was deemed qualified, and the prequalification expiration date. All other information submitted by contractors will remain confidential to the fullest extent allowed by law.

SUPPLEMENTAL PREQUALIFICATION

For specific projects in which a supplemental prequalification is required (at the option of the contracting agency), the agency may require supplemental information that is specifically relevant to the public works contract to be bid. This request for

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supplemental information shall not duplicate the information requested by the Department during its General Prequalification process. You must be prequalified under a General Prequalification in order to apply for Supplemental Prequalification. However, an applicant may submit applications for both General and Supplemental Prequalification.

***** Supplemental Prequalification is NOT needed at this time *****

COMPLETION OF REVIEW

Upon completion of the Department's review of the prequalification information submitted by the contractor, a decision will be made to either approve or deny the prequalification application. All contractors seeking prequalification will be notified of the Department's decision, in writing, within five (5) days of such determination. Notice of the determination for a supplemental prequalification application shall be made by the Department no less than (14) calendar days before the close of the project bid. Any contractor denied supplemental prequalification may request, in writing, a review of such decision with the Director. This request must occur within five (5) working days of the contractor's receipt of the Department's notice of denial.

INTRODUCTION

Pursuant to Section 6962(c), Title 29 of the Delaware Code, the Delaware Department of Natural Resources and Environmental Control, Division of Watershed Stewardship is seeking contractors for Debris Pit Remediation projects. These areas consist primarily of woody tree debris including large stumps and limbs, as well as incidental construction/demolition materials that were buried during the construction development phase in New Castle County and parts of Kent and Sussex Counties before December, 1988. Decomposition of the buried debris is causing settlement (soil subsidence) in areas that are typically residential backyards and community open space areas. Methane gas and Carbon Dioxide are by products of decomposing buried wood debris and may be present in the basement of the residence. Sinkholes are general indicators of buried tree debris and are becoming increasingly common, as well as dangerous to building foundations, children and small pets. Remediation activities will include excavating the disposal area of all buried debris, back filling with an approved clean fill, restoring the lawn or area into an acceptable condition, and repairing all damages as part of the remediation project.

****Please see Attachment "A" Contractor Work Plan for detailed description of contractor and vendor responsibilities***

The Division of Watershed Stewardship performs the initial assessment of the site conditions and will estimate the extent of the remediation activities necessary per site.

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At that time the Division of Watershed Stewardship may solicit bids from prequalified contractors.

Being approved for the general prequalified list of contractors does not guarantee that any work will be awarded to any contractors.

The General Prequalification requirements shall include the firm's general approach to Debris Pit Remediation; identify key staff that will work directly on the project, and include descriptions of five (5) Debris Pit Remediation projects demonstrating their experience.

Please review and follow the information and instructions contained in this application. Should you need additional information, please call Kevin M. Dempsey at 302-834-5555 or email kevin.dempsey@state.de.us

FORMAT FOR PROPOSAL

This section prescribes the mandatory format for the presentation of information in response to this General Prequalification Application request. For a General Prequalification Application to be considered, each contractor must provide every component listed in the order shown below.

- Cover Letter.
- Table of Contents
- Experience and Reputation
- Expertise for This Type of Project
- Capacity to Meet Requirements of the Department & It's Projects
- Demonstrated Ability
- Familiarity of Like Projects
- Civil Judgments or Criminal History
- Distribution of Work to Individual Firms
- Debarment of suspension of license
- Revocation or Suspended license **Continued on Page 3 →**

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- Bankruptcy filing or proceedings
- Hourly Rate Table for New Castle, Ken & Sussex Counties. Equipment, Material, Concrete, Asphalt & Lawn Restoration

Proposals should be prepared simply and economically, providing a straight-forward, concise description of the contractor's offer to meet the requirements of the General Prequalification application. The State reserves the right to reject any proposals, to waive minor irregularities in proposals or to allow the bidder to correct a minor irregularity if the best interest of the State will be served by doing so.

REQUIREMENTS OF THE VENDOR

The purpose of this section is to assist the review committee to determine the ability of the contractor to provide Debris Pit remediation services. The proposal response should contain, at a minimum, the information referenced in the Prequalification Criteria.

The review committee will use the Prequalification Criteria to determine if each applicant has met the General Prequalification requirements. Applicants should provide information based on the General Prequalification criteria categories. Applicants should provide responses to each of the General Prequalification Criteria topics in the order that they are listed below. Applicants should use the same numbering format and clearly indicate which sub-heading they are responding to in each area.

GENERAL PREQUALIFICATION CRITERIA

- Cover letter summarizing vendor's ability to provide specified services.
- Table of contents with page numbers for each of the required components listed below.

1. Experience and Reputation 0-20points

History of organization, general background, experience, reputation and years in business

2. Expertise for This Type of Project 0-20 points

Overall technical expertise for providing Debris Pit remediation services.

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Example: Project Managers, Forman, Operators, Laborers etc.

3. Capacity to Meet Requirements of the Contract **0-15 points**

Project team employees	0-5 points
Sufficient equipment to complete the project (list)	0-5 points
Ability to complete projects on time and within budget	0-5 points

4. Demonstrated Ability **0-40points**

Documented number of Debris Pits Remediated	<u>0-20 points</u>
Description of at least (5)	<u>0-20 points</u>

5. Familiarity With Like Projects **0-20 points**

Delaware projects successfully completed	<u>0-10 points</u>
Other State projects successfully completed	<u>0-5 points</u>
Federal and other projects successfully completed	<u>0-5 points</u>

TOTAL **0-115 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?
- E. Is the contractor a Minority Business Enterprise (MBE) or Woman Business Enterprise (WBE)
- F. Is the contractor a Minority Business Enterprise (MBE) or Woman Business Enterprise (WBE)

In order for a contractor to obtain the General Prequalification status Debris Pit Remediation services with the Department, the contractor must receive a minimum score of 92.00 points from the review committee, in addition to satisfying Section 7, Questions of Interest, as outlined in the General Prequalification.

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GENERAL INFORMATION

1. Copies of the General Prequalification Application or Supplemental Prequalification Application may be obtained by visiting <http://mymarketplace.delaware.gov>
2. You must become prequalified under the general prequalification process in order to be eligible to submit a supplemental prequalification application. However, an applicant may submit both the general and supplemental prequalification applications at the same time.
3. Mail completed applications to:
Attention: Kevin M. Dempsey
Department of Natural Resources & Environmental Control
Division of Watershed Stewardship
2430 Old County Road
Newark, Delaware 19702
4. Faxed applications will not be accepted.
5. Notice of approval or denial of prequalification will be made by the Department within five days of such determination by registered mail, certified mail or other legally valid method.
6. Any contractor or subcontractor who holds a valid prequalification classification shall report any personnel changes, equipment changes, or any other changes which could adversely affect their prequalification status to the Department within ten days of the change. This notification should come in the form of a letter on the contractor's letterhead and be signed by an officer of the organization.
7. The Department will maintain a registry of all contractors prequalified to bid on large public Debris Pit Remediation contracts. The registry will only include the contractor's name, the date the firm was deemed qualified, and the prequalification expiration date. All other information submitted by contractors will remain confidential to the fullest extent allowed by law.
8. To be considered, all documentation must be submitted in writing and respond to the items outlined in this application. The State reserves the right to reject any non-responsive or non-conforming proposals. Each proposal must be submitted with five (5) paper copies. One of the copies shall be marked "Master Copy" and will contain original signatures in all locations indicating that the information contained in the submission is true and correct. The remaining copies do not require original signatures. Complete all questions completely and accurately. All information should be typed.

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**General Prequalification may be denied for any of the above reasons or other reasons as deemed appropriate by the Department. Also, failure to provide complete and accurate General Prequalification information as requested by the Department, or failure to report any changes which could adversely affect the contractor's abilities within ten days of the change, may be grounds for denial of prequalification.*

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Hourly Rate Table

(See Attachment "A" for details)

Equipment:	New Castle County		Kent County		Sussex County	
	Daily Rate:	Hourly Rate:	Daily Rate:	Hourly Rate:	Daily Rate:	Hourly Rate:
Excavator W/O operator	\$	\$	\$	\$	\$	\$
Foreman	\$	\$	\$	\$	\$	\$
Laborer W/tools	\$	\$	\$	\$	\$	\$
20cu Roll-off Truck w/driver	\$	\$	\$	\$	\$	\$
20cu Can	\$	\$	\$	\$	\$	\$
5 cu Can	\$	\$	\$	\$	\$	\$
Ten Wheel Dump W/driver	\$	\$	\$	\$	\$	\$
Six Wheel Dump W/driver	\$	\$	\$	\$	\$	\$
Truck & Trailer (LowBoy)	\$	\$	\$	\$	\$	\$
Dozer W/operator	\$	\$	\$	\$	\$	\$
Dozer W/O operator	\$	\$	\$	\$	\$	\$
Skid Steer w/operator	\$	\$	\$	\$	\$	\$
SkidSteer W/O operator	\$	\$	\$	\$	\$	\$
Backhoe W/operator	\$	\$	\$	\$	\$	\$
5 Ton Roller	\$	\$	\$	\$	\$	\$
Vibratory Roller/Compactor	\$	\$	\$	\$	\$	\$
3in. Dry Prime pump	\$	\$	\$	\$	\$	\$
Trash Pump 3Inch (Diaphram)	\$	\$	\$	\$	\$	\$
Chain Saw	\$	\$	\$	\$	\$	\$
Filter bag large and small	Lg	Sm	Lg	Sm	Lg	Sm
Silt fence 50ft Length	\$	\$	\$	\$	\$	\$
Materials:	Rate:PerTon		Rate:PerTon		Rate:PerTon	
Ballast/Stone (ton)	\$		\$		\$	
Select Fill Material (ton)	\$		\$		\$	
Dirt/Mud (Per load)			\$			
Topsoil Cu Yrd	\$		\$		\$	
Debris Disposal Ton / Load	\$	\$	\$		\$	\$
Concrete	\$		\$		\$	
Curb work Per. L.F		Rate: Sq Ft.		Rate: Sq Ft.		Rate: Sq Ft.
Walkway4IN Thick		\$		\$		\$
Driveway 6in. Thick		\$		\$		\$
Asphalt		\$		\$		\$
Driveway/ Road Per. Sq Ft						
Walkway Per. Sq Ft		\$		\$		\$
Lawn Restoration Per Sq.Ft		\$		\$		\$
1 to 500 Sq Ft						
501 to 2600 Sq Ft		\$		\$		\$
2601 to 6800 Sq Ft		\$		\$		\$
6800 and up		\$		\$		\$

Hourly Rate Table Information

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- 1) The excavator operator is to be the foreman on the job site.
- 2) Please provide square foot pricing for Lawn Restoration to include labor, equipment, and materials as required to restore the lawn to its original condition to the satisfaction, of the Department. See the specific requirements in the Scope of Work section.
- 3) The square footage and pricing for Lawn Restoration is based solely on the size of the disturbed area at the site. The disturbed area is to be measured by the contractor and a Department representative together; total square footage and pricing for the site must be agreed upon by the contractor and Department representative prior to invoice approval.

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ATTACHMENT "A"
CONTRACTOR WORK PLAN FOR DEBRIS PIT REMEDIATION

1. The Remediation Process has two (2) phases as detailed below, Attachment "A", paragraph 4 and 5, Phase I, Debris Removal and Phase II, Restoration: Before any work is started the contractor will contact Miss Utility to locate and mark public utilities.
2. The Contractor will provide notice to the homeowner and the Department three business days prior to remediation including start date/time and expected duration of remediation. The work shall be scheduled as follows: The work day shall start at 7:00 a.m. and shall end at 3:30 p.m.; the work week shall be Monday through Friday excluding all State of Delaware and Federal holidays.
3. The Contractor will erect safety/construction fencing as required prior to excavating. Fencing will be maintained throughout the buried debris removal phase I. Contractor shall dismantle the fencing after Phase I debris removal, or upon notification by Department representative.
4. The initial phase of the remediation process is Debris Removal, Phase I. The contractor shall remediate the debris pit based upon geological and engineering factors in an effort to preserve the structural integrity of the resident's home and property during debris removal. If debris is encountered under a structure or any marked or unmarked subsurface utility, the contractor shall delay and contact Department representative. The Department will make a determination and respond with verbal or written instruction to the contractor how to proceed. The Contractor is responsible for marking underground utilities (call miss utility) prior to remediation. The Contractor is responsible to mobilize all machinery and essential equipment to the site using a date predetermined by the DEPARTMENT and the Contractor so as not to delay the start. The property construction access shall be selected by the DEPARTMENT representative and the Contractor. Steel plates shall be installed (to protect utilities located under the construction access) as required prior to remediation. The DEPARTMENT representative will designate where to start the digging process. If ground water is encountered the DEPARTMENT representative will instruct the contractor as to the type of dewatering pump (as per paragraph 6 of Attachment "A") to utilize and where to discharge the removed ground water. The Contractor shall sort, load, haul and dispose of wood and construction debris at an approved disposal facility (as per paragraph 7 of Attachment "A"). Safety fencing and barricades shall be erected at designated areas. Backfill all excavated areas loosely prior to the end of each work day to about three-feet from grade, ramp one side of debris pit to allow for walk out egress in case someone falls into the open pit. Once all buried tree debris has been removed from the debris pit working area, begin backfilling the

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open pit. The debris pit, free of debris, shall be bucket tamped in three-foot lifts and compacted using a mechanical vibrating compacting device (as per rate bid sheet), including the final lift. Fill and compact to four (4) to five (5) inches below surface grade for final lift in preparation to accept top soil as per Phase 2 section below. During the backfilling process for Phase I, use a select soil or comparable clean soil approved by DEPARTMENT representative.

5. The second phase of the remediation process is the Restoration, Phase II. Best grade topsoil shall be applied four (4) to five (5) inches thick to blend and match soil to original surface grade, tapering soil to provide an even transition over the entire disturbed area. Grade the backfilled area with a dozer or tracked skid steer (with landscape bucket) to provide for proper drainage and prepare for final finish. Use pre-seeder to obtain a final finish before seeding. Hand rake the entire perimeter of the disturbed areas removing and disposing of stones, clods of dirt, and foreign matter for the final finish prior to seeding. During winter and spring (December to April), apply seed using a broadcast spreader and cover with a blanket of straw. During summer and fall (May to November), the contractor shall hydro seed the entire disturbed area using a mix of tack mulch, fertilizer and seed. Use no straw unless instructed by DEPARTMENT representative. If needed, The DEPARTMENT representative will order additional soil stabilization (matting) on slopes and swales. All disturbed or damaged concrete and asphalt sidewalks, driveways, curbs, and patios shall be repaired or replaced by the CONTACTOR. Also, replace decks and fencing if instructed by DEPARTMENT representative. The contractor shall return the site access and any project disturbed areas to original condition or better in a timely manner (with exceptions: inclement weather, soil conditions too wet, etc.) immediately following remediation, unless notified otherwise by the Department representative. After a winter restoration, it may be necessary to return in the spring to touch up the soil using the pre-seeder. Some areas of the property that exhibit poor grass growth may need over seeding.
6. When ground water is encountered in the debris pit area an efficient non-clogging dewatering pump is required. **Example:** Godwin self-priming pump Model CD75Ma5 (or equivalent) is needed to remove and discharge ground water into a water filtration system such as a filter bag to remove sludge. The filtered ground water would then gravity feed into the streets storm drain system. Any use of other types of dewatering pumps must be approved by the Department representative.
7. The contractor shall transport the removed buried tree debris and construction debris (if applicable) from the debris pit property to an approved disposal location. If deemed necessary the contractor shall transport various types of home building construction debris, concrete, asphalt, steel, vehicles, machinery

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and any other material designated as debris to another approved site for disposal. Note: All trucks hauling solid waste shall have a Delaware Solid Waste Transporters Permit.

8. If subsidence occurs within one year following restoration, the Department shall contact the contractor to have additional soil added to the area restoring the settled area to its original condition.
9. The contractor shall use best efforts in removing fixtures and reinstalling (including but not limited to; decks, fences, sheds, patios, etc.) so as not to cause damage to the property/fixtures.
10. Minimum safety Procedures to be performed by Contractor – Contractor shall provide an emergency plan to the Department prior to commencement of work, including, but not limited to:
 - a) The use of 911 telephone number for all emergencies on site.
 - b) Minimum safety equipment including contractor's major injuries first aid kit and procedures required on site.
 - c) Map to nearest medical facility (and directions) maintained on site at all times.
 - d) Provide and maintain safety fencing.
 - e) Provide methods and timetables for implementation of the emergency plan.

****Reminder****

The General Prequalification classification issued by the Department, as part one of the prequalification processes is valid for a period of twelve months. It is the prequalified contractor's responsibility to reapply for prequalification before the twelve-month period has expired in order to remain prequalified. The Department will not notify contractors of the impending expiration of the General Prequalification.