

Scott Lobdell, Mayor
Joseph Bangura, Councilman
Matthew Chapman, Councilman
Marcus Suhr, Councilman
Dylan K. Wiggins, Councilman



Julie Goodyear, Town Manager
Jennifer Helms, Financial Officer
Kelsey Gallagher, Town Clerk
Julie Abrams, Admin. Assistant
Erik Gruenes, Town Engineer
Lisa Hatfield, Town Attorney

Town of Townsend Request for Proposals (RFP) for Engineering Services

Issued by: Town of Townsend
Date Issued: Friday, May 23rd, 2025
Proposal Due Date: Monday, June 30th, 2025 @ 4:00pm

I. Introduction

Town of Townsend is seeking proposals from qualified engineering firms to provide professional engineering services for the Town. These services are necessary to support the municipality's ongoing and future infrastructure projects and regulatory responsibilities. The successful firm will assist in a wide range of projects and tasks including infrastructure improvements, road repairs, stormwater management, and other municipal engineering needs.

The goal of this RFP is to establish a partnership with a responsive and experienced engineering firm that understands the needs of a local government entity and can deliver high-quality, cost-effective, and timely solutions. The selected firm will work closely with municipal staff and officials to ensure compliance with applicable standards and regulations while advancing the goals of the community.

Proposals shall be submitted to the Town on or before the date noted above and shall clearly demonstrate the Firm's capability and financial capacity to successfully execute the services as envisioned herein.

LATE SUBMITTALS WILL NOT BE PERMITTED.

The purpose of this RFP The selected firm will be responsible for planning, design, permitting, bidding assistance, construction oversight, and other related tasks.

II. Scope of Work

The selected firm shall provide engineering services, which may include but are not limited to:

P.O. Box 223 • 141 Main Street • Townsend, DE 19734
Phone (302) 378-8082 • Fax: (302) 378-7099 • <https://townsend.delaware.gov> •
townhall@townsend.delaware.gov

1. **Preliminary Engineering & Planning:** Feasibility studies, cost estimates, and regulatory assessments.
2. **Design Services:** Preparation of plans, specifications, and cost estimates.
3. **Permitting Assistance:** Coordination with local, state, and federal agencies.
4. **Bidding & Procurement Support:** Assistance with bid package preparation, evaluation, and contractor selection.
5. **Construction Oversight:** Inspections, project management, and compliance monitoring.
6. **Additional Services:** Any other engineering-related services required by the municipality.

III. Term of Contract

The Municipality anticipates entering into a one-year contract, with the option to renew annually for up to three additional years based on performance.

IV. Proposal Submission Requirements

Interested firms shall submit proposals that include the following:

1. Cover letter and Overview of Firm (background, size and capabilities of firm)
2. Detailed strengths, relevant experience and qualifications.
3. Specific details on team members, including but not limited to resumes for those individuals who will lead and work with the Town of Townsend;
4. Description of any teaming arrangements entered into or subcontractors that the Firm anticipates retaining to assist in performance of the work.
5. List of client contacts from reference projects provided by the Firm, including address and telephone number of the client's individual point of contact.
6. A fee schedule(s) showing billing rates for the various categories of employees employed by the firm and a schedule of the reimbursable expenses.
7. Firm contact information
8. Proof of Insurance with the following minimum limits:
 - a. Commercial General Liability of \$1,000,000 per occurrence
 - b. Commercial Auto Liability of \$1,000,000 per occurrence
 - c. Worker's Compensation and Employer's Liability Insurance as required of the laws of the State of Delaware
 - d. Professional Liability (Errors & Omissions) not less than \$2,000,000 per claim
9. All attached forms and other required documentation listed herein

V. Evaluation Criteria

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Proposals will be evaluated based on the following criteria:

- **Experience & Qualifications (30%)** – Experience with similar projects and qualifications of key personnel.
- **Project Understanding & Approach (20%)** – Comprehension of project requirements and proposed methodology.
- **Past Performance (20%)** – References and demonstrated ability to meet schedules and budgets.
- **Cost Proposal (15%)** – Reasonableness and competitiveness of fees.
- **Local Knowledge & Availability (15%)** – Familiarity with the municipality and ability to respond quickly.

VI. Submission Details

Proposals must be submitted by Monday, June 30th, 2025 by 4:00pm to the following address:

Town of Townsend
Attn: Julie Goodyear, Town Manager
141 Main Street, PO Box 223
Townsend, DE 19734
jgoodyear@townsend.delaware.gov
302-378-8082

Late submissions will not be considered.

Questions regarding this RFP may be submitted to Julie Goodyear no later than Tuesday, June 3rd, 2025 to be addressed at the scheduled Contractors Bidding meeting being held on Wednesday, June 4th, 2025 @12pm at Town Hall.

VII. Terms & Conditions

- The municipality reserves the right to accept or reject any or all proposals.
- Submission of a proposal does not guarantee an award.
- The selected firm must comply with all applicable laws and regulations.
- This RFP does not commit the municipality to enter into a contract.
- The Town shall not be liable for any costs incurred in response to this request for proposals. All costs shall be borne by the person or organization responding to the request. The person or organization responding to the request shall hold the Town harmless from any and all liability, claim or expense whatsoever incurred by or on behalf of that person or organization. All submitted material becomes the property of the Town of Townsend.

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VIII. Tentative Schedule

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