



CITY MANAGER'S OFFICE
CITY OF NEWARK

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VENDOR: _____

REQUEST FOR PROPOSAL (RFP) NO. 24-04

MUNICIPAL PLANNING SERVICES

CITY OF NEWARK
Delaware

REQUEST FOR PROPOSAL NO. 24-04

MUNICIPAL PLANNING SERVICES

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CITY OF NEWARK
Delaware

REQUEST FOR PROPOSAL NO. 24-04

MUNICIPAL PLANNING SERVICES

NOTICE

The City of Newark will accept sealed proposals for RFP 24-04 (Municipal Planning Services) until 2:00 p.m., prevailing time, on Tuesday, November 19, 2024.

A PDF copy of proposal responses to RFP 24-04 will be received by the City Purchasing Division at contracts@newark.de.us until the timeline noted above. Please note that only emails up to 25 MB in size can be accepted.

One sealed envelope containing basis for fees documents (as outlined in the “BASIS FOR FEES SUBMISSION” section on page 17 of RFP 24-04) shall be submitted by mail by the above deadline.

All questions/requests for information regarding this RFP must be submitted via email to contracts@newark.de.us by 5:00 p.m. on Tuesday, November 5, 2024 to allow staff sufficient time to develop answers to questions deemed appropriate. Please submit all questions/requests for information in bulk (e.g., in a Word document attachment to an email) to limit the total number of emails received.

Copies of this request may be obtained from the City’s website at www.newarkde.gov/bids.

CITY OF NEWARK
Delaware

REQUEST FOR PROPOSAL NO. 24-04

MUNICIPAL PLANNING SERVICES

A. PURPOSE & SCOPE OF SERVICES

The City of Newark Planning and Development Department regulates all land use and development in the City and provides related ancillary services through its Program Divisions which include: Land Use and Development; Community and Development; Transportation and Technical Services; Economic Development; Parking; and Code Enforcement.

The scope of services required by the City in connection with this request for proposal covers the entire spectrum of services that are customarily provided to governmental entities by professional planning and project management firms. The services provided should include, but need not necessarily be limited to, the following:

Plan Review: Subdivision, building permit, and site plan reviews relating to land use, zoning, building, property maintenance code, and fire code design, to ensure compliance with applicable policies, codes, ordinances, regulations and laws.

Project Tracking: Tracking, managing and measuring progress of land use applications in process.

Policy, research, ordinance development: Provide policy, research, and ordinance development.

Project, Committee, and Technical support: Provide meeting, committee, and technical support on various planning related workgroups and committees.

Administrative: Administrative services and support related to supporting the activities of the Planning and Development Department.

Code Enforcement: Administrative and professional services related to the enforcement of the International Building Codes and related State and Municipal Codes pertaining to permits issued for rental units, signs, elevators, construction as well as State and City Fire Code compliance for new and existing construction and business licensing.

Potential Projects: Potential projects that may request support during the term of this contract include, but are not limited to the following items:

Comprehensive Development Plan 10-year update: Work with the Senior Planner to provide and execute outreach plan for community stakeholders, including members of the public, elected and appointed officials, local business owners, affordable and market rate housing and development groups, the University of Delaware administration and student organizations, non-profit organizations, and other groups as agreed upon by the consultant and the City. Present results of outreach at public meetings, including but not limited to City Council, Planning Commission, Conservation Advisory Commission and the Diversity and Inclusion Committee. In consultation with Planning and Development Department staff, draft a new Comprehensive Development Plan VI, including all relevant graphs, charts, maps, text, and photographs for the document. Present draft Plan at public meetings with target of 2026 for final adoption. Once Plan is adopted, create corresponding zoning ordinance for Planning Commission and Council review and adoption.

2024 ICC Code adoption: Provide support to Code Enforcement Manager for review, amendments, adoption and implementation of 2024 ICC Codes, including but not limited to the International Building Code, International Existing Building Code, International Energy Conservation Code, International Plumbing Code, International Mechanical Code, International Fuel Gas Code, International Residential Code for One- and Two-Family Dwellings, with Supplements, International Fire Code, and the International Property Maintenance Code.

Climate Action Plan: Work with the Senior Planner and the Chief Procurement and Projects Officer to provide and execute outreach plan for community stakeholders, including members of the public, elected and appointed officials, local business owners, the University of Delaware administration and student organizations, non-profit organizations, and other groups as agreed upon by the consultant and the City. Present results of outreach at public meetings, including but not limited to City Council, Planning Commission, and the Conservation Advisory Commission. In consultation with staff, draft a Climate Action Plan for the City of Newark, including all relevant graphs, charts, maps, text, and photographs for the document. Present draft Plan at public meetings with target of 2025-2026 for final adoption.

Comprehensive Fee Review and Update: Review existing fees within the City of Newark Municipal Code to evaluate (1) whether the fee is covering the cost of the service provided, (2) how the fee is in comparison with other area local governments, (3) if there are additional fees being charged by other area local governments that Newark could consider, and (4) potential proposals for fee discounts or waivers related to affordable housing. Create a comprehensive fee schedule for the City of Newark, including an ordinance removing the fees from City Code and setting up the process for future review and approval of the fee schedule.

Unified Development Code: Review the feasibility and create a proposed scope of work for creating a Unified Development Code within the Code of the City of Newark, Delaware.

Rental/Business License Audit: Review the existing rental and business licenses for the City to determine whether the licenses in the City's database are current and compare the existing licenses to parcel and other publicly available data to identify potential unlicensed rentals and businesses.

The selected firm(s) will be required to work closely with the Planning and Development Department's staff. During the performance of code enforcement services, the firm's project manager and/or field representative shall be available at all times via cellular phones.

B. CITY BACKGROUND

The City of Newark was chartered in 1758 and is approximately nine square miles in size. Per the Delaware Population Consortium (DPC), the City's population is over 30,000 residents, making Newark the third most populous municipality in the State of Delaware. The city boasts a thriving downtown with a quintessential Main Street, an active economic climate, and strong development activity, with an abundance of top-rated parks and recreation programs and facilities. Newark is also home to the University of Delaware, which is currently the City's largest employer.

Newark is a full-service municipality, operating electric, sewer, water, and stormwater utilities for its service territories, as well as a nationally recognized Police Department and Alderman's Court in the Newark Municipal Center (220 South Main Street; Newark, DE 19711). Newark functions through a Council-Manager form of government, with a non-partisan elected Mayor and six Councilmembers. City Council meetings typically occur on the second, third, and fourth Mondays of each month, excluding City recognized holidays. For additional information about the City of Newark, please visit the City's website at www.newarkde.gov.

C. MINIMUM VENDOR AND PROPOSAL QUALIFICATIONS

Offerors must demonstrate that they have the resources and capability to provide the materials and services described herein. All offerors must submit the documentation indicated below within their proposal. Failure to provide any of the required documentation may be cause for the proposal to be deemed non-responsible and rejected.

The written proposal shall, at a minimum, include the following information in order to be eligible for this contract:

1. The vendor/offeror's name and contact person, together with the address, telephone number, and email address of the office from which the services will be provided. Corporate office information shall also be provided, if applicable.
2. A brief history of the vendor/offeror (limit two pages), including organization structure, location of management, and evidence that the firm is authorized to do business in the State of Delaware.
3. A description of the services, specifically relating to the municipal sector, which the proposer 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 your firm such as computer capability, access to innovative techniques, personnel with specialized knowledge, and expertise in the municipal consulting field.
4. A chronological listing of the municipal engagements, specifically within the State of Delaware, for which your firm and/or staff has served over the past five (5) years. Be sure to include specific dates and a brief description of the services provided.
5. Time frame in which deliverables of the project as defined within this RFP can be completed, including the approach to the project and any unusual problems anticipated.
6. The capacity and capability of the offeror to perform the work within the time limitations indicated.
7. A list of references the City may contact to assist in the evaluation of your past performance. Please limit these references to governmental entities with the State of Delaware to whom you have provided services over the past three (3) years. For each reference listed, the information provided should consist of the following:
 - a. Name and mailing address of the governmental entity.
 - b. Name, email address, and telephone number of your contact person within said governmental entity.
8. Information on the nature and magnitude of any litigation or proceeding whereby, during the past three (3) years, a court or any administrative agency has found fault, held proceedings, or ruled against the proposer in any matter related to the professional activities of the proposer. Similar information shall be provided for any current or pending litigation or proceeding.
9. A statement to the effect that the selection of the proposer shall not result in a conflict of interest with any other party which may be affected by the work to be undertaken.

Should any potential or existing conflict be known by a proposer, said proposer must specify the party with which the conflict exists or might arise, the nature of the conflict, and whether or not the proposer would step aside or resign from the engagement or representation creating the conflict. (The City reserves the right to select more than one offeror/vendor to perform the required services to avoid conflict of interest and other similar occurrences.)

10. Fees or fee structure as may be appropriate for the designated service (SUBMITTED SEPARATELY as outlined on page 17).
11. Availability of financial and operating resources as required to complete the work.
12. The ability of the firm to meet statutory or ordinance requirements.
13. A description of the manner in which the City account and/or project would be administered.
14. Other items that may arise as a result of the proposal or interview process.
15. Any additional information that you feel will be beneficial to the City in evaluating your qualifications to provide in response to the RFP. However, any elaborate brochures, and voluminous examples are neither required nor desired.

D. GENERAL REQUEST FOR PROPOSAL INFORMATION & PROVISIONS

1. INQUIRIES/REQUESTS FOR INFORMATION & ADDENDA

All inquiries/requests for information regarding this RFP must be submitted via email to contracts@newark.de.us by 5:00p.m. on Tuesday, November 5, 2024. These inquiries will be passed along to relevant staff for their review. Please submit all questions/requests for information in bulk (e.g., in a Word document attachment to an email) to limit the total number of emails received. Any answers deemed necessary will be provided via addendum prior to the bid opening date.

Any changes to the RFP documents shall be made by written addendum no later than four (4) calendar days prior to the submission deadline, which may be issued with extensions to the bid submittal date (if necessary) to allow adequate time for review and response. Submitting firms shall bear the entire responsibility for being sure they have received all such addenda. **Submitting firms are responsible for submitting a signed letter listing the addenda received for this RFP.** All addenda will be posted on the City website at www.newarkde.gov/bids. After the proposals have been received, no claim that the submitting firm did not have complete information will be considered. No

verbal agreement or conversation with any officer, agent or employee of the City, either before or after the execution of this contract, shall affect or modify any of the terms or conditions outlined herein.

2. AWARDS

The City Manager's designee will review each of the proposals submitted and make a recommendation to the City Council on the disposition of the proposals. The City shall have the full authority to award projects to the firm who, in the sole judgment of the City, best meets the specifications and conditions of this RFP. The City Council reserves the right to accept or reject any or all bids or parts of bids as they may determine and to waive any irregularities or defects where the best interest of the City would be served. All proposals shall remain firm for ninety (90) calendar days after the opening of proposals.

3. REJECTIONS OF PROPOSAL(S) AND IRREGULARITIES

The City reserves the right, at its sole discretion, to reject any or all proposals if deemed to be in the best interest of the City to do so. The City may also waive any irregularities, defects, informalities, technical defects, and/or clerical errors, as well as accept any portion or all items in a proposal, if deemed in the best interest of the City.

4. MULTIPLE CONTRACTS

The City reserves the right to enter into contract with more than one firm in order to avoid potential conflict of interest issues and to ensure that the City receives adequate representation to perform the scope of services involved with each project.

5. CANCELLATION OF RFP

The City of Newark reserves the right, at its sole discretion, to cancel this RFP in whole or in part prior to the execution of a contract.

6. ASSIGNMENT

The firm 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.

7. ACCEPTANCE OF PROPOSAL CONTENT

The contents of the proposal of the successful firm will become a part of any agreement as a result of these specifications.

8. PROPOSAL CHANGES OR WITHDRAWALS

Any proposal may be withdrawn, modified, and/or resubmitted prior to the proposal submission deadline by written request, signed in the same manner and by the same person who signed the proposal. Any proposals not so withdrawn shall constitute an irrevocable offer to sell to the City the services indicated for a period of ninety (90) calendar days after the opening of proposals, or until one or more of the proposals have been accepted by the City of Newark, whichever occurs earlier.

9. TERMINATION OF CONTRACT

If through any cause, the firm selected to contract with the City through this RFP 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 firm at least thirty (30) days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for the work satisfactorily completed.

10. ACCOUNTING RECORDS

Any individual task orders or material costs will be negotiated based on the submitted "Basis for Fees."

11. OWNERSHIP OF MATERIAL

All documents prepared and submitted pursuant to this RFP or contract shall be property of the City upon submittal and will be subject to staff and public review and discussion in association with our public bidding and formal proposal process. Any information or documents deemed proprietary shall be so marked at time of submittal and limited to detail where the disclosure of contents could be prejudicial to competing offerors during the process of negotiation, and any commercial or financial information of a privileged or confidential nature.

12. COMPLIANCE WITH TERMS AND CONDITIONS OF RFP

The successful proposer shall comply with all the specifications, terms, and conditions of this RFP, as outlined herein. Proposers are further required to complete/submit all information requested in this RFP. Furthermore, vendors shall thoroughly examine and be familiar with the City's specifications as outlined herein. The failure or omission of any vendor to examine this document shall in no way relieve the vendor of obligations with respect to this proposal or the subsequent contract. The submission of a proposal shall be taken as prima facie evidence of compliance with this paragraph.

13. APPROVAL

In the event that City Council is required to approve the award of a contract based on this RFP, the selected Firm(s) may be required to attend the Council Meeting to address any questions. Costs for attendance shall be incorporated in the proposal.

14. ADVERTISEMENTS

Any firm submitting a proposal will not use the name of the City in any advertisement without first obtaining the written consent of the City Manager or their designee. All such requests must be submitted in writing to contracts@newark.de.us.

15. EEO AND BUSINESS LICENSES

The firm submitting a proposal shall possess all required business or other licenses to do business in Newark and Delaware and also shall be a fair and equal opportunity employer. Specifically, the firm shall comply with all current federal and state nondiscrimination and equal opportunity status and policies and agrees to not hold the City of Newark liable for any inadvertent action by the firm which conflicts with such statutes and/or policies.

16. NON-COLLUSION

The firm submitting the proposal shall not, either directly or indirectly, enter into any agreement, participate in any collusion, or otherwise take any action in restraint of free competitive bidding in connection with the contract.

17. TERM OF CONTRACT

The length of the contract stemming from this RFP will be for two (2) years, beginning on or around January 1, 2025 and concluding on or around December 31, 2026. By mutual consent of the contracted firm(s) and the City, the contract may be renewed or extended for two (2) additional one-year periods, not to exceed a total of four (4) years after approximately December 31, 2028. This option shall be exercised only if agreed to in writing by both parties and approved by the City Manager and/or City Council where applicable.

18. TIME OF COMPLETION AND LIQUIDATED DAMAGES

The City will work with the selected firm to establish an agreed-upon time schedule for the completion of each task prior to the issuance of individual purchase orders. Liquidated damages of one-hundred and fifty dollars (\$150) per day may be assessed to the contractor for each day the contract is extended beyond the completion date agreed upon by both parties. Such damages shall be payable to the City immediately upon notice of a breach of contract completion timelines. Liquidated damages shall not be considered a penalty, but rather a reasonable estimate of the damages that would be suffered by the City in the event of a breach. The City and the contractor shall acknowledge that the actual damages resulting from a breach may be difficult to ascertain and that this provision represents a reasonable estimation of such damages. This provision shall not limit the City's right to pursue any other remedies available under law or equity.

19. AMENDMENT

This contract may be modified or amended if made in writing and signed by all parties. Any agreed-upon additional items and/or services or other additions or modifications to this agreement, together with estimated prices current at the time of change where possible, shall be agreed to in writing.

20. EXCEPTIONS & OMISSIONS

Any and all exceptions which are taken to the specifications and terms and conditions outlined herein shall be noted in the space provided on the proposal form. The listing of any exception may be grounds for rejection of a bid.

The submitting firm recognizes that the City of Newark is not in the business of preparing specifications, and any omissions in this request for proposal must be strictly addressed by the firm with the submittal of its proposal.

21. INDEMNITY

The firm 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 of Newark, 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 firm, its officers, agents, employees in the performance of the contracted agreement.

22. FORCE MAJEURE OCCURRENCE

Upon the occurrence of a force majeure event, the City of Newark shall immediately notify the awarded vendor. In this instance, the City shall be excused from any further financial or contractual obligations for as long as such circumstances prevail. As used in this document, a "force majeure occurrence" means acts of God; acts of the public enemy; acts of the State and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics or pandemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; unusual weather; or other unusual events outside of the reasonable control of a party hereto that prevents a party to this Agreement from performing its contractual obligations.

23. SEVERABILITY

If any provision of this contract (general, special, technical, or other) shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

24. ADDITIONAL LIABILITY INSURANCE REQUIREMENTS

- a. The Contractor shall at all times maintain and keep in force such insurance as will protect him from claims under Worker's Compensation Acts, and also such insurance as will protect him and the owner from any such claims for damages for personal injuries, including death, which may arise from operations under this contract, whether such operations be by the Contractor or by any Subcontractor or anyone directly or indirectly employed by any of them.

- b. The Contractor shall be required to provide Workers' Compensation (WC)/Employer's Liability (EL) coverage with limits of insurance not less than:

\$500,000 Per Accident
\$500,000 Per Illness, Employee
\$500,000 Per Illness, Aggregate

The Contractor shall be required to provide Umbrella/Excess Liability coverage with limits of insurance not less than:

\$1,000,000 Each Occurrence
\$1,000,000 Aggregate

The Contractor shall be required to provide Commercial General Liability (CGL) coverage with limits of insurance not less than:

\$1,000,000 Each Occurrence Limit
\$1,000,000 Personal & Advertising Injury Limit
\$2,000,000 Annual Aggregate Limit
\$2,000,000 Products-Completed Operations Limit
\$1,000,000 Business Auto Liability Limit (Owned, Hired, & Non-Owned Autos)

The Contractor, The City of Newark (Owner) and all other parties required of the Contractor shall be included as insured on the CGL, using Additional Insured Endorsements providing coverage as broad as the coverage provided for the named insured Subcontractor.

Subcontractors approved in association with the hiring of a Contractor shall be required to provide Commercial General Liability (CGL) coverage with limits of insurance in equal amount to those required of the Contractor.

- c. Contractors shall provide a valid COI regardless of ability to meet federal, state, and local personally identifiable information (PII) encryption requirements and shall present a valid certificate of cyber liability insurance at the levels indicated below. Levels of cyber liability insurance required are based on the number of PII records anticipated to be housed within the solution at any given point in the term of the contract. **If there are no PII records housing requirements for this contract/RFP, no cyber liability insurance shall be required;** if the actual number of PII records housed by the awarded vendor exceed the anticipated number, it is the Contractor's responsibility to ensure that sufficient coverage is obtained (see table below). In the event that the Contractor fails to obtain sufficient coverage, the Contract shall be liable to cover damages up to the required coverage amount.

Number of PII records housed by Contractor	Level of cyber liability insurance required (occurrence = data breach)
1 - 2,500	\$1,000,000 per occurrence
2,501 – 10,000	\$2,000,000 per occurrence
10,001 – 50,000	\$3,000,000 per occurrence
50,001 – 100,000	\$4,000,000 per occurrence
100,001 – 500,000	\$15,000,000 per occurrence
500,001 – 1,000,000	\$30,000,000 per occurrence
1,000,001 +	\$100,000,000 per occurrence

- d. A copy of the Certificate of Insurance must accompany each bid. The Contractor shall ensure that all insurances required remain valid for the entire term of the contract, inclusive of any term extension(s) and retroactive if claim is made afterward. The Prime Contractor's attention should be directed to other sections of the contract documents in the event additional insurance is required based on the scope of work.

25. PREFERENCE FOR DELAWARE LABOR

According to State law, any person, company or corporation who violates the requirements of Title 29, Section 6962, of the Delaware Code regarding preference for Delaware Labor shall pay a penalty to the State Secretary of Finance equal to the amount of compensation paid to any person in violation of this Section. This regulation is waived if it is in conflict with Federal requirements.

26. VENDOR REQUIREMENTS FOR FEDERALLY FUNDED PROJECTS

If this RFP is funded through the State Revolving Loan Fund, a federal grant, or any other federal funding, the awarded vendor and subcontractors must be registered at www.sam.gov before contract agreements are signed. The awarded vendor and subcontractors must also show proof of SAM registration and good standing through the SAM portal before contract agreements are signed. SAM (System for Award Management) is the primary supplier database for the U.S. Federal Government.

The City of Newark shall not conduct business with vendors that are debarred or otherwise flagged/blacklisted if the project is funded using federal money. If a vendor or subcontractors are determined to be debarred at any point during the term of a contract, this will be seen as grounds for termination of the contract, and potentially grounds for termination from other contracts held with the City, if any.

27. PAYMENT

No invoice will be processed for payment until the goods and/or services have been delivered and verification is made that the specifications under this contract have been met. Progress payments, when requested, will be evaluated and approved for payment based on work completed to date. If applicable, upon written request from the Contractor, payment for material stored on site may be made at 50% of the material's invoice price; full payment will be made after the material is installed. Payment for all services complete or goods received will be made within thirty (30) days of final acceptance by the City.

The City of Newark will not disperse payment to any vendor via paper check. As such, all contractors acknowledge that electronic fund transfer (EFT) payments are acceptable. The successful bidder will be required to submit EFT payment information to the City at the time of contract execution.

28. CONTRACTOR'S UNDERSTANDING

It is understood and agreed that the contractor has, by careful examination, satisfied himself as to the nature and location of the work, the conformation of the ground; the character, quality and quantity of the material which will be required; the character of equipment needed preliminary to and during the prosecution of the work; the general and local conditions; all permit restrictions and conditions; and all other matters which can in any way affect the work under this contract. No verbal agreement or conversation with any officer, agent, or employee of the City of Newark, either before or after the execution of this contract, shall affect or modify any of the terms or obligations herein contained.

E. EVALUATION CRITERIA

A Selection Committee, as designated by the City Manager's Office, will review and score proposals and make a recommendation to City Council. The City reserves the right to reject any/all proposals received and to award the contract to the firm that the City believes will offer the best value for the scope of work. Decisions of the selection committee shall be final, subject only to the approval of the City Manager, Mayor, and City Council.

Proposals will be evaluated according to the following criteria with a maximum score of 100 points:

1. Reputation and experience of the firm(s) in connection with services related to the scope of work. **Point Range: 0-30**
2. Responsiveness of the written proposal in clearly stating an understanding of the work to be performed, as outlined in the scope of services portion of this request for proposals. **Point Range: 0-25**
3. Examples of work completed for other municipalities on the types of items outlined in the Potential Projects in section A of this RFP. **Point Range: 0-20**
4. Qualifications of staff to be assigned. Education, position in firm, type and years of experience will be considered, as derived from the written proposal. **Point Range: 0-20**
5. Location of office performing work. **Point Range: 0-5**

Maximum Points: 100

F. PRESENTATIONS

After the proposals are evaluated, the highest-ranked offerors may be required to prepare and deliver a presentation and demonstration to the evaluation committee at the City Municipal Building. The number of vendors selected to participate in the presentation stage is at the sole discretion of the evaluation committee.

Presentations will be subject to an additional evaluation process wherein the evaluation committee may award up to an additional 25 points as a second phase scoring process. The additional 25 points eligible to offerors/vendors participating in the presentation process may be scored distinctly from the initial scoring process to ultimately determine the selected vendor.

The evaluation committee will then submit their final rankings for consideration of the City Manager, Mayor, and Council.

G. EVALUATION COMMITTEE

The proposals will be evaluated by a Committee comprised of the following:

1. Chief Procurement & Projects Officer
2. Director of Planning & Development

3. Deputy Director of Planning & Development
4. Code Enforcement Manager
5. Senior Planner

H. BASIS FOR FEES SUBMISSION

In a separate envelope (see below), the firm shall provide “Basis for Fees” documentation including sufficient detail to provide the broad array of services anticipated in this solicitation. The Basis for Fees shall be broken down to separate all requested services. Fee-related information shall not be submitted within the actual proposal submitted.

If the City requests that the selected vendor render services other than those specifically covered in the contract resulting from this RFP, such additional services shall be compensated separately on terms agreed upon between the selected vendor and the City.

I. DEADLINE FOR SUBMISSION AND NUMBER OF COPIES REQUIRED

1. As a PDF file, send the RFP response proposal titled ‘RFP 24-04: Municipal Planning Services’ to contracts@newark.de.us. Please note that only emails up to 25 MB in size can be accepted—if file sizes are larger than 25 MB, attachments should be broken into multiple emails.
2. In a separate and sealed envelope, provide three (3) copies of the firm’s Fee Schedule marked ‘BASIS FOR FEES: RFP 24-04: Municipal Planning Services’
3. Emailed PDFs and mailed items must be received by the Purchasing Division on or before 2:00 p.m. on Tuesday, November 19, 2024. Again, the email address PDFs of RFP 24-04 proposals must be sent to is contracts@newark.de.us and the mailing address sealed basis for fees documents is:

City of Newark
Purchasing Division
220 South Main Street
Newark, Delaware 19711