

NOTICE
REQUEST FOR LETTERS OF INTEREST
ARCHITECTURAL PROGRAMMING, DESIGN, AND CONSTRUCTION SERVICES

Delaware State University is requesting Letters of Interest from qualified firms for the construction of an Applied Optics Research building. The building when complete will house the Optical Science Center for Applied Research and its associated laboratories, a clean room, imaging facilities, offices, and seminar rooms. A business incubator with laboratory and office space for high technology entrepreneurs is also envisioned. The building is envisioned to be constructed in two phases, with each phase being approximately 20-25,000 Gross Square Feet. The building will be located on a site determined by the by the University.

The Scope of Work, including working closely with University staff, includes: developing a program and schematic design, construction schedule and budget, design development, construction documents, and construction administration.

The selection committee will evaluate Letters of Interest and create a “short list” of firms to be interviewed. Short listed firms will be provided a Concept and Programming Study. The following factors will be used in the selection process:

- General experience and reputation. Demonstrated abilities with projects of similar nature and scope in higher education. Specific experience in the design and construction of optics research laboratories, clean rooms, and other scientific research facilities where environmental control is critical.
- Organization and Capacity. Size and discipline composition of the firm relative to the capacity to complete and manage the project.
- Demonstrated ability to design to LEED standards.
- Demonstrated ability to meet design budgets and timelines
- Demonstrated ability to produce construction documents that minimize design changes and change orders.
- References. Include contact information for higher education clients.
- Firm’s location relative to the University’s main campus in Dover, Delaware.

The University will follow the selection process set forth in Section 6982(a) of Title 29 of Delaware Code. The selected firm and subcontractors will be required to report to the Delaware Office of Management and Budget employment information such as number of employees working on the project; percentage of Delaware residents employed on the project; total employees and percentage of Delaware residents employed by the contractor and subcontractors.

Five print (5) copies of the Letter of Interest plus one digital PDF copy are due no later than 4:00pm September 23, 2011. Letters of Interest should be limited to 20 pages. Letters of Interest must be mailed or hand delivered to:

Jane Helm, Consulting VP
3rd Floor Administration Building
1200 North DuPont Highway
Dover, DE 19901-2277

Letters of Interest received after 4:00pm, September 23, 2011 will not be accepted.

For Information call 302-857-7826.