

## **Public Notice**

The Lake Forest School district is seeking architectural/engineering design services for the design, construction, and administration of the Lake Forest Major Capital Improvement Program. The program consists of improvements to six of Lake Forest School District's schools. These improvements include, but are not limited to, additions, accessibility enhancements, roof replacements, safety and security system upgrades, plumbing, HVAC upgrades, building envelope and other interior upgrades, interior and exterior space renovations and reconfigurations, parking lot upgrades and additions, site improvements, asbestos abatement, athletic field upgrades, and front entrance improvements.

The successful team shall have recent experience in design of school facilities, including all architectural, mechanical, electrical, plumbing and site engineering. The team shall also have sufficient project management experience to develop a master project schedule, coordinate the activities of the design group, and develop – distribute project communications and conduct project status meetings.

Interested firms shall submit five (5) copies of their replies before 3:00 p.m. on 09/10/2014 to Robert F Hart Supervisor Buildings and Grounds 5423 Killens Pond Road Felton De. 19943. Respondent bears the risk for late delivery. Any proposals received after the stated time will be returned unopened.

Responses shall include:

- Demonstrated experience and expertise with High School, Middle School and Elementary School Construction and renovations. References preferred.
- The team's capacity to meet the needs of the Capital Improvement Program.
- Geographical location of the firm and any consultant's geographical locations.
- Familiarity with public works ( State of Delaware, Delaware code and other local requirements)

The above criteria will be used to evaluate and select a firm to perform these services. The selection committee will consist of the district Superintendent, Business Manager, Buildings and Grounds Supervisor, a District Principal and one Board of Education member. Proposals with the highest total score may be offered an interview before the review committee. Scoring for the interview process will be based on the same evaluation criteria defined above. The firm with the highest interview score will enter into final contract negotiations. All information shall be submitted on GSA 254 and 255, SF 330 or equivalent. Respondents are reminded that the project architect and engineer for this work must be registered in the State of Delaware. Facsimile submittals are not accepted.

**END OF PUBLIC NOTICE**