

PUBLIC NOTICE

Public Notice is hereby given that the State of Delaware, Office of Management and Budget, is soliciting letters of interest from Architectural/Engineering teams specializing in roof consulting for **Office of Management and Budget – Statewide Roof Consulting and Repair Services**.

This project will be for the investigation and evaluation of existing roofing systems, maintaining a computerized roof management database, preparation of cost analyses, recommendations for repair or replacement, design of roofing systems, preparation of construction contract documents, assistance with bidding, construction administration and inspection. Firms must demonstrate knowledge and experience with all types of roofing systems. Firms must have field test capability for diagnosing roofing problems and the ability to obtain moisture surveys in roofing systems. Firms must have the capability to perform and/or provide roof repair services as needed either in-house or through contractual services.

Lead firm must have a Delaware registered architect or professional engineer on staff. The Office of Management and Budget will retain the option to renew the contract annually through Fiscal Year 2020 and to award to multiple firms.

Interested firms shall submit five (5) copies of their replies on or before 4:00 p.m. on Wednesday, May 4, 2016, to Mark A. DeVore, P.E., Chief of Engineering and Operations, Division of Facilities Management, Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor), Dover, DE 19901. Respondent bears the risk of late delivery. Any submittals received after the stated time will be returned unopened. Responses shall include:

- * demonstrated experience with projects of similar nature
- * organizational structure (personnel) established for the project including sub-consultants and previous experience (frequency) working with them
- * defined approach firm/team will implement
- * knowledge of sites and project requirements
- * geographical location of main or branch office that will be assigned the project
- * familiarity with public works (including work in the State of Delaware, the Delaware Code and other local requirements)
- * fees received by the firm for State of Delaware public works projects in the last five years (include breakdown)

The department seeks to apportion work equitably to interested and qualified firms. The above criteria will be used to select a firm to perform these services. The formal Architect/Engineer Selection Procedure can be found at <http://dfm.delaware.gov/profsrv/doc-forms.shtml>. All information shall be submitted on GSA Forms 254/255, SF 330 or equivalent. Respondents are reminded that the project engineer and architect for this work must be registered in the State of Delaware. Selected firms who reply will be given notice of times and dates for scheduled interviews. Facsimile submittals are not acceptable.

END OF PUBLIC NOTICE