

PUBLIC NOTICE

Public Notice is hereby given that the State of Delaware, Office of Management and Budget, is soliciting letters of interest from Architectural firms for the design and preparation of specifications and bid documents and contract administration necessary for **Department of Health and Social Services - Statewide Minor Capital Improvements/Deferred Maintenance Program - Architectural**.

This program encompasses only architectural improvements, renovations, repairs and replacements for all buildings administered by the Department of Health and Social Services. The program is focused mainly on renovation projects such as interior rehabs, bathroom renovation/ADA work, exterior rehab (windows/painting/brick re-pointing/door entrances) and minor additions. As a condition of the contract, the selected architectural firm will be expected to work cooperatively with a separately-contracted engineering firm(s) on multi-disciplinary projects. Additional services will be defined as required. Construction administration and oversight services will also be provided during the project. The Office of Management and Budget will retain the option to renew the contract annually through Fiscal Year 2021 and to award to multiple vendors.

Questions regarding this solicitation must be submitted in writing to dfm_ask@state.de.us by Monday, May 1, 2017. Responses will be posted by Friday, May 5, 2017, on <http://bids.delaware.gov>.

Interested firms shall submit five (5) copies of their replies on or before 4:00 p.m. on Friday, May 12, 2017, 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 proposals 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 selection process can be found at <http://dfm.delaware.gov/profsrv/documents/selection-procedures.pdf>. All information shall be submitted on GSA Forms 254/255, SF 330 format 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