

**PUBLIC NOTICE**  
**OMB19100-ROOFAE**

Public Notice is hereby given that the State of Delaware, Office of Management and Budget, is soliciting letters of interest from Architectural/Engineering teams for the **Statewide Roof Consulting** under \$750,000.

This solicitation is for consultation including investigating and evaluating the State's existing roofing systems, maintaining a computerized roof management database, preparing cost analyses, recommend repair or replacement, design roofing systems, preparing construction contract documents, providing assistance with bidding, construction administration and inspection during as well as follow up post-construction. 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. Lead firm must have a Delaware registered architect or professional engineer on staff.

The State reserves the right to reject any or all bids in whole or in part, to make partial awards, to award to multiple vendors during the same period, to award by types, on a zone-by-zone basis or on an item-by-item or lump sum basis item by item, or lump sum total, whichever may be most advantageous to the State of Delaware.

This solicitation does not include award of Major Capital Roofing Projects.

Interested firms shall submit five (5) copies of their replies on or before 4:00 p.m. on Tuesday, April 30, 2019, to Alisha McCullough, Construction Project Administrator, 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 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/docs/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**