

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 firms for the following project: **Georgetown Division of Motor Vehicles Inspection Lanes - Roof Replacement**. An OMB/DFM Contract Number has not yet been assigned to this project.

The Georgetown Division of Motor Vehicles is located at 23737 DuPont Boulevard, Georgetown, Delaware. The Inspection Lanes Building is connected to the main Division of Motor Vehicles building and has a flat roof that is in need of replacement. The footprint of the Inspection Lanes Building is approximately 20,000 sf, and there is miscellaneous air handling equipment on this roof. The anticipated professional services for the Roof Replacement includes, but is not limited to, investigation and assessment of the entire existing roof system, including the structure, roofing material, and all attachments and roof-top equipment, preparing an analysis of possible repair/replacement alternatives, preparing cost and schedule estimates for the proposed alternatives, and providing recommendations. The project may include, but is not limited to, electrical, mechanical, structural, and architectural elements. Scheduling of the actual construction work, including allowable work days and hours, will be a critical element of this project due to the nature of the operations conducted in this building.

The successful firm will be required to provide specific services including, but not limited to:

- Assess the current conditions and needs of the existing roof systems and attachments in order to determine recommendations for repairs/upgrades/replacements.
- Develop construction cost and schedule estimates for all recommendations and proposals.
- Develop design documents and a bid package needed to select a contractor to execute the selected work items.
- Construction administration and oversight for the duration of construction.
- No other information on this project is available at this time.

Interested firms shall submit five (5) copies of their replies on or before 4:00 p.m. on Thursday, October 3, 2019, to Jerry Platt, 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 selection process can be found at <https://dfm.delaware.gov/profsrv/doc-forms.shtml>. 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