

Department of Correction
Minor Capital Improvements - Architectural Services
OMB_FM00000

CLARIFICATIONS

- 1) **QUESTION:** Will A/Es be required to make separate submissions of our Letters of Interest package for both the OMB Minor Caps architectural services and the Department of Correction Minor Caps architectural services? They both appear to be listed with the same number on the bid solicitation website.

RESPONSE: Yes, these are separate selections and separate contracts. Firms may reply for either contract or both. OMB Architectural is OMB_FM00003 and DOC Architectural is OMB_FM00000.

- 2) **QUESTION:** Bullet #5 in the list of Response requirements asks for a description of our knowledge of sites and project requirements. Can you provide us with a list of the sites and their project requirements?

RESPONSE: The work on this contract consists of architectural services to DOC-maintained facilities. The Department is responsible for maintaining over 1.9 million square feet of space in approximately 11 locations statewide. Projects will consist of architectural work (interior renovations/alterations, ADA compliance, doors and windows, façade repairs, etc.). A link to facilities maintained by DOC is <http://www.doc.delaware.gov/locations.shtml>. You may view the information on the individual facilities at the following webpage: <http://www.doc.delaware.gov/facilityProfiles.shtml>.

- 3) **QUESTION:** I request you to provide us the following details before we buy the document:

- 1) **List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required.**
- 2) **Soft Copy of the Tender Document through email.**
- 3) **Names of countries that will be eligible to participate in this tender.**
- 4) **Information about the Tendering Procedure and Guidelines**
- 5) **Estimated Budget for this Purchase**
- 6) **Any Extension of Bidding Deadline?**
- 7) **Any Addendum or Pre Bid meeting Minutes?**

RESPONSE:

- 1) List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required. **There is nothing to buy - all information is included in the advertisement. No other scope of work, terms or bill of materials applies. See our website for selection procedures and contract requirements as stated in the advertisement.**
- 2) Soft Copy of the Tender Document through email. **No other information is provided. See response above.**

May 6, 2015

- 3) Names of countries that will be eligible to participate in this tender. **There is no country exclusion - all are eligible to provide their qualifications as outlined in the advertisement.**
 - 4) Information about the Tendering Procedure and Guidelines. **See selection procedures on our website: http://dfm.delaware.gov/profsrv/documents/aeselect_proc.pdf**
 - 5) Estimated Budget for this Purchase. **DOC receives a Minor Capital Improvement budget of approximately \$3M per year. Approximately one third of these are architectural projects, the other two thirds are engineering projects. Professional firms are paid fees based upon a percentage of construction cost in accordance with our fee schedule. See: <http://dfm.delaware.gov/profsrv/feesch.shtml> .**
 - 6) Any Extension of Bidding Deadline **No.**
 - 7) Any Addendum or Pre Bid meeting Minutes? **Not applicable - no pre-bid meeting.**
- 4) **QUESTION:** Will the actual Requests for Proposal for OMB_FM00000, FM00001, FM 00002 and FM 00003 be posted to the State of Delaware Bid webpage soon? Only the Public Notices have been posted to date.

RESPONSE: No additional Request for Proposal or other information will be posted or provided. All information needed to respond to the Request of Qualifications is included in the advertisement.

- 5) **QUESTION:** Can you clarify what information you are looking for when you ask responders to demonstrate knowledge of sites and project requirements? Specific projects will not be known until after award.

RESPONSE: Correct, specific projects will not be known. We are looking to see if the firm has done their homework and is knowledgeable about DOC and its facilities. See Question #2 above.