

## 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 Correction - Statewide Minor Capital Improvements/Deferred Maintenance Program – Architectural Services**.

This program encompasses only architectural improvements, renovations and repairs for all buildings administered by the Department of Correction. As a condition of the contract, the selected architectural firm will be expected to work cooperatively with a separately-contracted engineering firm on multi-disciplinary projects. The Office of Management and Budget will retain the option to renew the contract annually through Fiscal Year 2019 and to award to multiple vendors.

Interested firms shall submit five (5) copies of their replies on or before 4:00 p.m. on Friday, May 15, 2015, 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. Questions regarding this solicitation must be submitted in writing to [dfm\\_ask@state.de.us](mailto:dfm_ask@state.de.us) by Friday, May 1, 2015. Responses will be posted by May 8, 2015, on <http://bids.delaware.gov>. 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 [http://dfm.delaware.gov/profsrv/documents/aeselect\\_proc.pdf](http://dfm.delaware.gov/profsrv/documents/aeselect_proc.pdf). All information shall be submitted on GSA Forms 254/255, SF 330 or equivalent. Respondents are reminded that the project 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**