

**Office of Management and Budget
Minor Capital Improvements - Engineering Services
OMB_FM00002**

CLARIFICATIONS

1) **QUESTION:** Will multiple bids be awarded and, if so, how many?

RESPONSE: We anticipate multiple awards - at least two firms.

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 OMB-maintained facilities. The Division of Facilities Management is responsible for maintaining 3 million square feet of building space in over 100 facilities statewide. Projects will consist of engineering work (HVAC, fire alarm, sprinklers, building automation BAS, electric, plumbing). A link to a list of buildings maintained by DFM is <http://dfm.delaware.gov/maint/bildlist.shtml#ncc>

3) **QUESTION:** The solicitation requests “fees received by the firm for State of Delaware public works projects in the last five years”. Is this question referring to all public work projects that firms have conducted for every state or just the State of Delaware Office of Management and Budget?

RESPONSE: The response to this question includes all fees for State of Delaware (any agency including school districts) public works projects. It does not include any public work outside of Delaware.

4) **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**

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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.**
 - 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. **DFM 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.**
- 5) **QUESTION:** When you refer to fees received by the State of Delaware public works projects are you looking for only fees where the State was the client? For example, we're doing projects for the City of Rehoboth Beach and the National Guard. Should those fees be included?

RESPONSE: Only fees for State agencies and school districts. National Guard would be included - City of Rehoboth Beach, no.

- 6) **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.

- 7) **QUESTION:** In reviewing the public notices for OMB and DOC MCI/DMP Engineering Services, improvements are described as being predominantly MEP (mechanical electrical plumbing) projects. As a Civil Engineering firm, I am looking for some guidance on whether we should be responding as either a Prime- or Sub-Consultant. Are you looking for multi-disciplinary engineering firms that offer civil design?

RESPONSE: As a sub-consultant only. Over 90% of the work is in buildings (HVAC, fire alarm, sprinklers, building automation BAS, electric, plumbing) with only a very small amount of civil type work. Our civil work is usually just parking lots, sidewalks, etc. We typically team up the architect with our engineering firms on the engineering contract but not always. Say for instance we had an accessibility project for a new ramp into a building and some parking lot work. We wouldn't use an MEP firm for that (perhaps lighting only).

8) **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 OMB and its facilities. See Question #2 above.