

## PUBLIC NOTICE

Public Notice is hereby given that the State of Delaware, Office of Management and Budget, is soliciting letters of interest from professional services firms for **OMB/DFM Contract No. MC380100003 - Department of Correction – Statewide Facilities Assessment.**

The project will consist of performing facility assessments at eleven (11) correctional complexes located throughout the State totaling approximately 1.8 million square feet of space. The completed assessment will be used by the Department as a long-term planning tool for future major capital and minor capital (MCI) projects. The successful applicant will be required to perform assessment activities using their own or contracted personnel and enter the data into an existing Department-owned “VFA facility” database. One firm (team) will be selected for this project. The selected firm will be required to update the database using field surveys and capital project information (list of completed projects) from the last assessment completed in 2011. All survey and data entry costs will be borne by the selected firm including any licenses to access the VFA software.

Questions regarding this solicitation must be submitted in writing to [dfm\\_ask@state.de.us](mailto:dfm_ask@state.de.us) by Friday, October 20, 2017. Responses will be posted by Friday, October 27, 2017, on <http://bids.delaware.gov>.

Interested firms shall submit five (5) copies of their replies on or before 4:00 p.m. on Friday, November 3, 2017, 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. Respondent bears the risk of late delivery. Any proposals received after the stated time will be returned unopened. Responses shall include:

- \* demonstrated experience with projects of similar nature
- \* organizational structure established for the project (personnel)
- \* 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/selection-procedures.pdf>. Responses shall include information outlined above including 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**