

## 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 teams for **OMB/DFM Contract No. MJ1002000016 - Delaware Family Courts – Kent and Sussex County Family Courts Expansion Feasibility and Concept Study.**

The project involves the assessment of property and buildings and operations at two Family Court facilities: the Kent County Family Court located at 400 Court Street in Dover, Delaware, and the Sussex County Family Court located at 22 The Circle, Georgetown, Delaware.

The study will be divided into two parts. Part One will focus on the needs of the Sussex County Family Court. Part Two will focus on the needs of the Kent County Family Court. Please note, all these courthouse buildings are State of Delaware owned facilities. County simply refers to their geographic location.

It is intended that these studies take place concurrently by one firm/team. However, Owner reserves the right to enter into contracts with more than one firm/team and to split the work to accommodate schedules and/or firm/team expertise.

Assessments at these facilities will result in recommendations along with parametric cost estimates to meet the needs of the courts in the 10 to 20 year timeframe. A previous study was completed in 2006 for both the Kent and Sussex Family Courts. A subsequent study was also undertaken in 2015 to update and re-validate the courts needs. The study identified the following deficiencies and needs for Family Court facilities in Sussex:

- The Sussex Family Court building was built in 1988 and contains approximately 31,000 square feet of space.
- Existing spaces do not meet current court standards and there is no room for growth. The six courtrooms average approximately 600 square feet, which is substantially below recommended standards.
- Court support areas are seriously lacking and distributed throughout the building leading to efficiency problems.
- The security checkpoint is crowded and there is no public lobby.
- There is mixed circulation within the Courthouse causing security concerns.
- Public parking is inadequate. Secure judicial parking is not provided.
- Ancillary agencies (Attorney General, Public Defender, Children's Department) lack sufficient workspace in the courthouse to serve the public and properly conduct court business.
- Holding cells are inadequate to separate adults from juveniles and males from females.
- The current 6 courtrooms need to be expanded to 9+ courtrooms in order to meet the projected court caseload. This could include an initial buildout of 8 courtrooms with space for an additional 2 more as needed.
- Expanded facilities would be required to meet the courts needs to the year 2040.

In Kent the following deficiencies and needs were identified for Family Court facilities:

- The Kent Family Court building was built in 1989 and contains approximately 45,000 square feet of space.
- Existing spaces do not meet current court standards and there is no room for growth. The six courtrooms average approximately 600 square feet, which is substantially below recommended standards.
- Court support areas are seriously lacking and distributed throughout the building leading to efficiency problems.
- The security checkpoint is crowded and there is no public lobby.

- There is mixed circulation within the Courthouse causing security concerns.
- Public parking is inadequate.
- Ancillary agencies (Attorney General, Public Defender, Children's Department) lack sufficient workspace in the courthouse to serve the public and properly conduct court business.
- Holding cells are inadequate to separate adults from juveniles and males from females.
- The current 6 courtrooms need to be expanded to 9+ courtrooms in order to meet the projected court caseload. This could include an initial buildout of 8 courtrooms with space for an additional 2 more as needed.
- Expanded facilities would be required to meet the courts needs to the year 2040.

**The 2006 and 2015 studies will be available after the firm is selected** for use in validating current needs, updating/developing a preliminary program and developing concepts. These concepts will then be evaluated for feasibility and estimated for future project costs. In addition to the existing court locations, the study shall include a review of real property in the Dover and Georgetown areas to identify possible sites for new construction. A civil engineering firm and real estate specialist will be required for the study. Parametric cost estimating will be utilized in developing the concepts. Team selected for this project must have experience with parametric cost estimates.

Owner reserves the right to enter into additional contracts with the successful firm/team for professional services for the design and construction of any future renovations, additions or new buildings recommended as a result of these study, or to select another firm/team altogether pursuant to requirements outlined in the Delaware Code. If new buildings are designed as a result of this study to meet the needs of the Family Courts, they will be of similar character and function.

Due to the fact that these courts are currently open and functioning with heavy caseloads, no tours or special visits will be arranged prior to the date submissions are due. **The above represents the information upon which firms/teams should draft their responses – no other information on the requirements for this study is available.**

Questions regarding this solicitation must be submitted in writing to [dfm\\_ask@state.de.us](mailto:dfm_ask@state.de.us) by Friday, September 18, 2015. Responses will be posted by Wednesday, September 23, 2015, on <http://bids.delaware.gov>.

Interested firms shall submit five (5) copies of their replies on or before 4:00 p.m. on Wednesday, September 30, 2015, to Mark A. DeVore, P.E., Chief of Engineering, 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/aeselect.pdf>. All information shall be submitted on GSA Forms 254/255, SF 330 or equivalent. Strict adherence 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**