

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 the design and preparation of specifications including bid documents and contract administration necessary for **OMB/DFM Contract No. MJ1002000040 GSS Surplus and Fleet Services Move/Relocation**

GSS Surplus and fleet services is currently located in Delaware City and will be relocating to 5408 N. DuPont Hwy. Smyrna, DE. 19977

Anticipated scope of work for this project will be to design the changes and renovations required to convert the existing facility & property to meet current State of Delaware, local codes and accessibility requirements. Anticipated work includes, but is not limited to, demolition, enhancements to the perimeter, improvements/renovations to the existing facility, relocation of personnel, equipment and furniture to the new site.

Each team will be required to provide specific services including, but not limited to: architectural, civil, site, structural, electrical, mechanical, plumbing and abatement or a required combination therefor. Additional services will be defined as required.

Interested firms shall submit five (5) copies of their replies on or before 4:00 p.m. on Friday, May 17, 2019, to Alisha McCullough, Construction Project Administrator, 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 (personnel) established for the project including sub-consultants and previous experience (frequency) working with them
- * defined approach firm/team will implement
- * knowledge of site and project requirements
- * geographical location of main or branch office that will be assigned the project
- * familiarity with public works projects.
- * fees received by the firm for State of Delaware public works projects in the last five years (include breakdown)
- * familiarity with land use planning

A **mandatory** site visit will be held at the above listed location on Monday, April 22, 2019 at 10:00am.

Questions regarding this solicitation must be submitted in writing to dfm_ask@state.de.us by Friday, April 26, 2019. Responses will be posted by Friday, May 3, 2019, on <http://bids.delaware.gov>.

- * 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 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>. All information shall be submitted on GSA Form SF 330 or equivalent. Respondents are reminded that the project engineer and architect for this work must be licensed 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