

PUBLIC NOTICE

The POLYTECH School District is seeking architectural/engineering design services for the design, construction and administration of **Contract No. RFP 14-11 - Architectural/Engineering Design Services for POLYTECH School District Major Capital Improvement Program**. The program consists of roof replacements, accessibility enhancements, energy efficiency upgrades, HVAC upgrades, cafeteria renovations, upgrades to life-safety systems, connection to public water and athletic field improvements.

The successful team shall have recent experience in the design of modern school facilities, including all architectural, electrical, mechanical, structural, security, fire protection and other systems. The team shall also have sufficient project management experience to adequately develop and maintain a master project schedule, coordinate the activities of a project team, develop and distribute project communications and conduct project status meetings.

Interested firms shall submit five (5) copies of their replies on or before 3:00 p.m. on Friday, July 11, 2014 to Mark Dufendach, Assistant Superintendent, POLYTECH School District, 823 Walnut Shade Road, Woodside, DE 19980. Respondent bears the risk of late delivery. Any proposals received after the stated time will be returned unopened. Responses shall include:

- * Demonstrated experience with roof replacements, accessibility enhancements, energy efficiency upgrades, HVAC upgrades, cafeteria renovations, upgrades to life-safety systems, connection to public water and athletic field improvements. Include at least three (3) client references; (30 points)
- * Organizational structure established for the project. Include list of personnel available to provide services under this contract including their certifications, years of school construction design/building experience and job descriptions; (30 points)
- * Geographical location of main or branch office that will be assigned the project; (10 points)
- * Familiarity with public works (including work in the State of Delaware, the Delaware Code and other local requirements); (30 points)

The above criteria will be used to evaluate and select a firm to perform these services based upon the number of possible points referenced above. Proposals shall be reviewed and scored by a review committee which shall include the Superintendent, Assistant Superintendent and Building and Grounds Supervisor. The proposals with the highest total scores may be selected for interviews. For those firms selected for an interview, the review committee will again score each firm based upon the same evaluation criteria defined above. The firm with the highest total interview score will then enter into final contract negotiations. If the district is unable to successfully negotiate a contract with the highest scoring firm, negotiations will proceed with the next highest scoring firm, and shall continue this process until a successful contract can be negotiated. All information shall be submitted on GSA Forms 254 and 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. The district reserves the right to make multiple awards to best meet specific project needs. Facsimile submittals are not acceptable.

END OF PUBLIC NOTICE