

**REQUEST FOR PROPOSAL  
ARCHITECTURAL/ENGINEERING SERVICES  
CAESAR RODNEY SCHOOL DISTRICT  
WYOMING, DELAWARE**

The Caesar Rodney School District is issuing a Request for Proposal for professional architectural/engineering design and related services for:

Four Classroom Addition and Upgrades to  
McIlvaine Early Childhood Center  
11 E. Walnut Street  
Magnolia, De 19962

The scope of work for this project includes adding a four classroom addition, interior and exterior renovations to support the addition, and energy efficiency upgrades.

Submissions should include a comprehensive list of lead architectural firms and associated design firms, specific personnel proposed for the work, and proposed professional services. The Caesar Rodney School District reserves the right to accept or reject the proposed provider of any professional services included by the primary design firm within the scope of this contract.

Lead firms must have recent experience in public school design/construction, as well as renovation of public school environments and systems and be knowledgeable of construction requirements and formulas as outline by the State of Delaware School Construction Manual.

Evaluation of each proposal will include the following criteria:

1. The relevant experience of the architectural firm related to the design and construction of renovations of public schools with an emphasis on demonstrated ability in education projects in the State of Delaware. Include at least three (3) client references.
2. How well the proposal meets the district's needs as defined by the scope of work.
3. The experience and qualifications of personnel assigned to the project and the capacity of the architectural firm to complete the design work to meet the district's schedule. Include list of personnel available to provide services under this contract including their certifications, years of school construction design/building experience and job description.
4. Geographic location relative to the school district.
5. Familiarity with Delaware public work and its requirements.

6. The relevant experience of the architectural firm related to design and construction of efficient and renewable energy projects.
7. Current projects under contract.

A review team will screen the submitted proposals, rank them based on the established criteria and will select those to be invited to present their proposal to the final selection committee. The final selection committee will rank the candidates for review and approval by the Board of Education. The selection process will be conducted according to 29 Del. C. §6982.

One (1) original and three (3) copies of the proposal submissions must be received by the District Office at the following address by no later than 3:00 p.m., Friday, February 19, 2016.

Ken Starke  
Supervisor of Facilities Management  
Caesar Rodney School District  
7 Front Street  
Wyoming, DE 19934