

**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:

New 600 Student Elementary School
To be located on lands owned by the District

The scope of work for this project is to provide all planning, programming, consulting, architectural, civil engineering, mechanical engineering, electrical engineering, plumbing design, structural engineering, assist with bid documentation preparation, and construction administration necessary for the satisfactory completion of this project. Services must be in accordance with Federal, State, County and Local requirements. The Consultant must comply with the Americans with Disabilities Act and the Accessibility Guidelines for Buildings and Facilities.

In compliance with the Governor's Executive Order 18, these project(s) shall meet LEED Silver standards. The project shall not pursue LEED certification.

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 five (5) 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, May 27, 2016.

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