

## PUBLIC NOTICE

Public Notice is hereby given that the State of Delaware, Office of Management and Budget, on behalf of the Department of State, is soliciting letters of interest from professional services firms for the following project: **Delaware Veterans Memorial Cemetery, Millsboro, Delaware – Columbarium Expansion.**

The scope of work for this project is to add 1,280 crematory niches to the existing cemetery. The total estimated budget for this project is \$1,015,040 and is contingent upon receipt of Federal funding.

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

Questions regarding this solicitation must be submitted in writing to [dfm\\_ask@state.de.us](mailto:dfm_ask@state.de.us) by Friday, November 16, 2018. Responses will be posted by Wednesday, November 28, 2018, on <http://bids.delaware.gov>.

Interested firms shall submit five (5) copies of their replies on or before 4:00 p.m. on Friday, December 7, 2018, to Alisha McCullough, Construction Program 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 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 Architect/Engineer Selection Procedure can be found at <https://dfm.delaware.gov/profsrv/documents/selection-procedures.pdf>. All information shall be submitted on GSA Forms 254/255, SF 330 or equivalent.

Respondents are reminded that the project engineer and architect for this work must be registered in the State of Delaware. Selected firms who reply will be given notice of times and dates for scheduled interviews. Facsimile submittals are not acceptable.

**END OF PUBLIC NOTICE**